

Nocall Newsletter

*Northern California Association of Law Libraries
A Chapter of the American Association of Law Libraries*

VOLUME 5

JANUARY-FEBRUARY 1985

NUMBER 4

FROM THE PRESIDENT

Greetings. For the second year in a row the Marines Memorial Club proved to be a pleasant location for the January luncheon. Thanks go to Mort Schwartz, who sponsored NOCALL, and to Sue Welsh who took care of all luncheon arrangements and registration. The interesting talk given by Bob Berring, on the state of law library education, is summarized elsewhere in the newsletter.

Also in this newsletter are the names and biographies of candidates chosen by the Nominating Committee to run for office in 1985.

I don't have any new announcements this time of year. For the most part Committee activities which I've mentioned in previous newsletters are continuing and will bear fruit this Spring.

I would like to take this opportunity to mention some unsung heroes of our organization. I'm talking about the newsletter editors past and present. A lot of time and effort is put into gathering material, in many instances writing articles, editing, brow-beating word processing departments, printing and mailing. We all appreciate those newsletters and the NOCALL members who have devoted their time to producing them. Thanks!

Gail

NOCALL OFFICERS 1984/85

PRESIDENT	Gail Winson, Hastings College of the Law
VICE-PRESIDENT/ PRESIDENT-ELECT	Alice McKenzie, Brobeck, Phleger & Harrison
SECRETARY	Muriel Hoppes, California State Law Library
TREASURER	Donna Martinez, Bank of America Law Library
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Bronson, Bronson & McKinnon

Membership News, San Francisco

Shirley David
Sacramento County Law Library

Membership News, Sacramento

Debbie McGinnis
Santa Clara County Law Library

Membership News, Peninsula



The deadline for submission of material to be included in the next Newsletter (March/April 1985) is March 21, 1985. For the last newsletter of the NOCALL year (May/June 1985) the deadline is May 21, 1985.

NOCALL COMMITTEE MEMBERS 1984/85

Audit and Budget Committee

Judy Janes, Chair
Marilyn Josi
Lorna Flesher

Constitution and Bylaws Committee

Al Lewis, Chair
James Larrabee
Tana Smith

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Paul Lomio, Chair
David Bridgman
Lorraine Rodich
Joy Scott
Barbara Vold

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Bill Benemann, Chair
Margaret Shediak
Michele Sullivan
Sue Welsh

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Nancy Lewis, Co-Chair
Jo Caporaso
Cella Mitchell
Mary Torres

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Ruth Girill

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Chizuko Kawamoto
Scott Pagel
Marian Shostrom
Karen Toran

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Joan Loftus
Debra Martin
Trish McCurdy
Eileen Norris
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Liaison to AALL Committee on
Relations with Publishers and Dealers

Manuel Koff

Institute Committee

Alice McKenzie, Chair
Shirley David
Marilyn Josi
Al Lewis
Beth Owens
Marian Sawyer



COMMITTEE REPORTS

PUBLIC ACCESS TO LEGAL INFORMATION COMMITTEE

The San Francisco/Bay Area division of the Public Access to Legal Information Committee is currently working with BALIS (Bay Area Library and Information System) to present a workshop for non-law public librarians in the Bay Area. The workshop will treat the topics of legal reference, including ethical considerations; and legal research and bibliography.

The San Francisco division would be pleased to welcome new members to this committee. Interested persons should contact either Marian Shostrom at the University of San Francisco School of Law Library (415) 666-6679 or Karen Toran at the California Supreme Court Library (415) 557-1920.



ANNUAL NOCALL INSTITUTE

The fifth Annual NOCALL Institute will be held Saturday, March 9, 1985 at the Hotel El Rancho Resort and Conference Center in Sacramento. Labor law is the timely topic of our Institute. Topics addressed will include labor arbitration, termination of employment, and comparable worth. Featured speakers will include two labor law professors, a representative from the California State Employee's Association, a lobbyist, a private attorney and a state senator (or his staff representative). A packet of registration materials will be mailed in late January. For more information, contact Marilyn Josi, McDonough, Holland and Allen, 555 Capitol Mall, Suite 950, Sacramento, CA (916) 444-3900.

CHANGES AT HASTINGS

Please take note of the new phone numbers at Hastings College of Law Library.

CIRCULATION -- 565-4750
REFERENCE -- 565-4751
GOV'T DOCS -- 565-4755

PROPOSED AMENDMENTS TO THE NOCALL CONSTITUTION AND BYLAWS

The following proposed amendments to the NOCALL Constitution and Bylaws will be voted on at the May meeting.

1. Add: "ARTICLE IX. ANTIDISCRIMINATION

Neither membership, nor full participation in the activities of this Association shall be denied to any person on account of race, color, religion, sex, national origin, or disability."

2. Add to ARTICLE VII. Amendments:

"Section 1." to first paragraph and

"Section 2. Amendments to this Constitution shall be submitted to the American Association of Law Libraries Committee on Constitution and Bylaws by the President upon adoption by the membership of the Association."

3. Add to ARTICLE VIII. BYLAWS:

"Section 1." to first paragraph and

"Section 2. Amendments to the Bylaws shall be submitted to the American Association of Law Libraries Committee on Constitution and Bylaws by the President upon adoption by the membership of the Association."

Add to ARTICLE II. MEMBERSHIP, Section 1. Categories of membership, subsection C. Life members:

Membership in the Western Pacific Chapter of the American Association of Law Libraries, prior to the founding of this Association, shall count in part towards meeting the years of membership requirement.



NOMINEES FOR THE OFFICE OF VICE PRESIDENT/PRESIDENT ELECT 1985/1986

Below are the names and biographies of candidates selected by the Nominating Committee for 1985-86. Ballots will be mailed to all members in March so that officers can be elected and notified well in advance of the annual meeting in May. Under Article IV Section 3 of the Bylaws, additional nominations may be made by petition.

David L. Bridgman

Position: Reference Librarian
Affiliation: Stanford University Law Library,
Stanford
Education: M.S., M.L.S.
Professional
Activities: --Member, NOCALL; Newsletter Editor, 1980/81;
Nominating Committee, 1982/83; Membership Committee,
1983/84; Education Committee, 1984/85; Workshop on
California Legislative Intent, 1984.
--Member, AALL; Law Library Service to Institutional
Residents SIS, Prison Collections Project, 1979/80;
Newsletter Editor, L.L.S.I.R. SIS, 1981/82;
Vice-Chair/Chair-elect, L.L.S.I.R. SIS, 1981/82;
Chair, Contemporary Social Problems SIS, 1982/83;
Law Library Service to the Public, 1984/85.
--Member, SCALL.
--Member, WESTPAC.
--Member, LLAGNY.

Maureen Sirhall

Position: Assistant Director, Library and Information Services
Affiliation: Pillsbury, Madison & Sutro
San Francisco
Education: B.S., M.L.S.
Professional
Activities: --Member, NOCALL; Membership Committee, 1982/83;
Education Committee, 1982/83; Institute Participant,
1983; Workshop Speaker, 1983.
--Member, AALL; PLL SIS Statistics Committee,
1980/81; Discussion leader, 1982 Annual Meeting;
Program Coordinator, 1984 Annual Meeting.
--Member, Private Law Library Association of
San Francisco, Union List, 1982/84.

NOMINEES FOR THE OFFICE OF SECRETARY 1985/86

Judy Janes

Position: Assistant Law Librarian
Affiliation: University of California Law Library
Davis
Education: J.D.
Professional
Activities: --Member, NOCALL; Speaker, Workshop on Microform Management 1981; Committee on Relations to Publishers Relating to California Problems, 1981/82; Program Committee, 1984 Annual Institute; Rules and Audit Committee, Chair, 1984-85.
--Member, AALL; Exchange of Duplicates Committee, 1983-84.
--UCD: Chr. Chancellor's Rules Advisory Committee 1984/85; Member, Academic Staff Organization.

Trish McCurdy

Position: Assistant Librarian
Affiliation: Petitt & Martin
San Francisco
Education: B.A., M.L.S.
Professional
Activities: --Member, NOCALL; Municipal Code Committee, 1983; Union List Committee, 1984/85; Chair, Placement Committee, 1984/85.
--Member, Private Law Library Association of San Francisco.

NOMINEES FOR THE OFFICE OF TREASURER 1985/86

Deborah Celle

Position: Assistant Librarian, Technical Services
Affiliation: U.S. Court of Appeals for the Ninth Circuit
San Francisco
Education: B.A., M.L.S.
Professional
Activities: --Member, NOCALL; Institute Committee, 1984.
--Member, AALL.

Scott Pagel

Position: Public Services Librarian
Affiliation: Golden Gate University School of Law Library
San Francisco
Education: M.L.S., J.D. (in progress)
Professional
Activities: --Member, NOCALL; Chair, Committee on Public
Access to Legal Information, 1983/84.
--Member, AALL; Exchange of Duplicates Committee,
1982-83; Legal Information to the Public Committee,
1983-85.
--Member, WESTPAC.



COURT RULE CHANGES

LOS ANGELES SUPERIOR COURT -- New filing fees effective 1/1/85, in Los Angeles Daily Journal 1/2/85.

LOS ANGELES MUNICIPAL COURT -- New filing fees effective 1/1/85, in Los Angeles Daily Journal 1/4/85.

CALIFORNIA COURT OF APPEALS, 5th APPELLATE DISTRICT -- New rules in California Advance Sheets pamphlet no. 35.

SAN FRANCISCO SUPERIOR COURT -- New filing fees effective 1/1/85, in Recorder 1/11/85.

SANTA BARBARA SUPERIOR COURT -- Last change July, 1984 regarding Rule 101 published in revision 1984-4 California Rules of Court, Southern California.

STANISLAUS AND TUOLOMNE COUNTIES -- Revisions will be available in mid-January. Rules currently in force are out of print.

ALAMEDA COUNTY -- Part Two Chapter 11, Family Law Court has been completely revised effective 1/1/85. The 1/1/83 court rules for Alameda Superior Court are still the most current local rules, as is the 1/1/83 edition of Alameda Probate Policy Manual.

ARTICLES OF INTEREST

"Law Library Survey, 1983-84," The Law Librarian's Society of Washington, D.C. The results compiled from 129 questionnaires completed by members of the Law Librarian's Society of Washington, D.C. shows statistics for salaries, personnel policies, inter-library loan, equipment and budget policies.

"Access to the Courts: Prisoner's Right to a Law Library." W. Ryan, 26 Howard Law Journal 91 (1983).

"Atypical Careers and Innovative Services in Library and Information Science." Walter C. Allen and Lawrence W. S. Auld. 32 Library Trends (Winter 1984).

"Consultants: When Do You Need One?" Lee Pendergraft. 18 Information Management 24 (August 1984).

"Law by Elimination" (re depublication), Winslow Christian and Molly Tami, 4 California Lawyer 25 (October 1984).

"Legislative Databases -- A Review and Evaluation of What is Available," Molly Skeen, 7 Database 13 (June 1984).

"Ownership of Access Information: Exploring the Application of Copyright Law to Library Catalog Records." C.D. Moore, 4 Computer Law Journal 305 (Fall 1983).

"The Price of Equality." Drucilla Ramey. 4 California Lawyer 28 (December 1984).

"Serials Control in Libraries: Automated Options." Judy McQueen and Richard W. Boss. 20 Library Technology Reports 89 (March-April 1984).

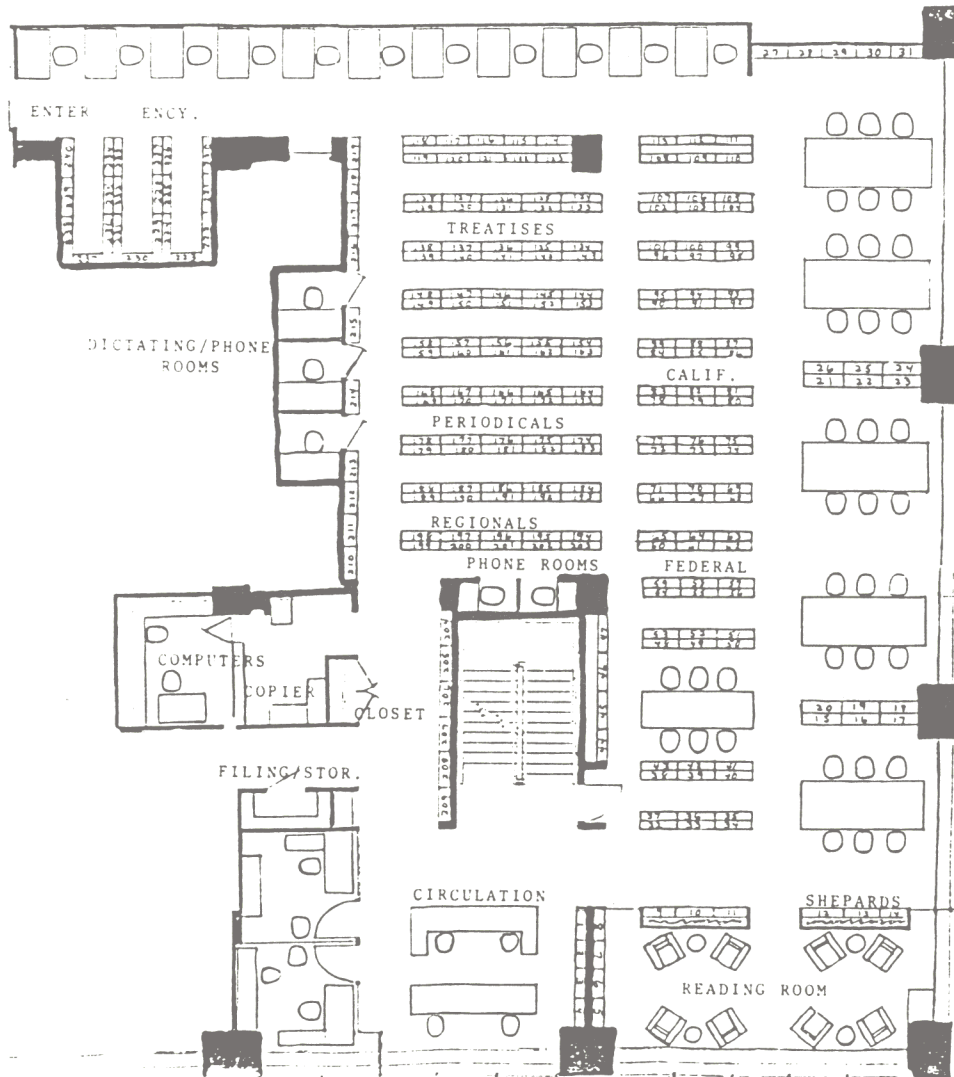
"Tax Incentives for Computerization." Robert Feinshreiber. 17 Journal of Information and Image Management 43 (October 1984).

"The User-Friendly Library Guide." William J. Jackson. 45 College and Research Libraries News 468 (October 1984).

"When Your Patrons Want to Search -- The Library as Advisor to Endusers. . . .A Compendium of Advice and Tips." Janne A. Hunter. 8 Online 36 (May 1984).

Laura Peritore
Hastings College of the Law

LIBRARY PROFILE



Library: Brobeck, Phleger & Harrison
 Address: Spear Street Tower
 1 Market Plaza
 San Francisco
 Librarian: Alice McKenzie

Background: The firm was founded in 1926 by W.I. Brobeck, Herman Phleger and Maurice Harrison, who trace their histories back to the predecessor firms of Morrison, Cope & Brobeck (1910) and Dunne, Brobeck, Phleger & Harrison (1925). The firm presently has 181 attorneys, 65 paralegals and 35 case assistants in San Francisco, 30 attorneys in Los Angeles, 28 attorneys in Palo Alto and 3 attorneys in Pleasanton.

Design: The firm moved to its present location in October 1977 and the design work was done by Gensler Associates. The library was planned for five years growth but the library has been able to maintain its present space by converting part of its collection to microfiche and using a filing service, rather than adding to the staff. The library has 4,897 sq. ft. and 2,807 lin. ft. There is additional shelving in the stairwells for wallpaper books. The library has light brown carpets and the same color is captured in the 47 leather chairs that have mahogany trim. The tables are solid mahogany with glass surfaces to protect the wood. The shelves are African rosewood veneer over pressboard. The library has a very soft and restful look even when the curtains along the tables are open. There is a reading room near the research area where current periodicals are kept. The staff area is a bit tight for the two librarians and four technical assistants.

Cataloging: The librarians started a retrospective catalog five years ago and two years ago decided to catalog on RLIN. Alan MacDougall inputs the cataloging data at Golden Gate University Law Library for the S.F. library as well as the branch offices. The cards are received the following week in alphabetical order. Brobeck uses an adapted version of the "Verlinda Rose" system but wishes they had used the Library of Congress classification system.

Special Collections: The library has a very general collection and most of the books it has received since 1982 will be on RLIN. Halsbury's Laws of England and All England Law Reports are also part of the collection.



ITEMS FROM CHAPTER NEWSLETTERS

Copies of the following bibliographies are available from Teresa Oppedal:

Bibliography on Comparable Worth, compiled by Peggy Hall. 11 Minnesota Association of Law Libraries 4 (Dec. 1984).

Bibliography on Health and the Law, compiled by Shirley Paris. 9 Law Lines 40 (Dec. 1984).

Sources of Information on U.S. Patent and Trademark Law, compiled by Virginia McNitt. 28 Law Library Lights 7 (Jan. 1985).

NEW MEMBERS

Welcome new members ARLINE EISENBERG of Stanford Law Library and KATHLEEN LOW of the California State Library.

MEMBERSHIP NEWS

Jean Stefancic has joined the USF staff as Acquisitions and Serials Librarian. Jean formerly worked at the Sierra Club library in San Francisco and has had extensive academic library experience in serials management and cataloging.

Marian Shostrom, Reference Librarian at USF, was admitted to the California Bar December 3, 1984. Marian graduated from the University of San Diego School of Law last May and took the July, 1984 Bar exam.

Santa Clara County Law Library is saying farewell to Debbie McGinnis who is joining the Peace Corps as a librarian in Jamaica. Nancy Carlin will be the new Reference and Circulation Librarian and Vera Yip will fill the new position of Circulation Assistant.

Barrie Elbrecht, Board of Equalization Law Librarian, passed the Summer 1984 California State Bar Examination. She graduated from McGeorge School of Law last spring.

Sam Huang, formerly Reference Librarian at the University of South Dakota Law Library, is the new Reference/Media Services Librarian at McGeorge School of Law.

NOCALL LUNCHEON ADDRESS

Bob Berring, Vice President/President Elect of AALL, spoke to NOCALL members assembled for the January 24th luncheon held at the Marines' Memorial Club in San Francisco. The topic was Library Education and Law Librarianship. As Professor of Law and Law Librarian at U. C. Berkeley's Boalt Hall, and instructor of the legal bibliography course at U. C. Berkeley's School of Library and Information Science, Mr. Berring had many enlightened observations and ideas to share on the subject.

Mr. Berring's emphasis was on the future. He pointed out that the boom years for library schools may be over. The number of library schools accredited in the United States doubled in the 1960's and 70's. Today many library schools are closing. Berring attributes these closures largely to the fact that many library school programs no longer provide a viable education for the job marketplace of today, or tomorrow. The successful programs, he asserted, seem to be those that emphasize computers and modern information science.

A number of professional library associations have been asked to advise on the matter of accrediting programs. AALL is one of the associations involved and Mr. Berring believes it is a role which should be taken very seriously. It is a great opportunity to bring our profession into the modern age. AALL is losing many of its bright, ambitious members to other careers, such as law office management, and to other professions, such as SLA and ASIS, which seem to have more officially embraced automation. AALL must recognize the direction in which many of its members are headed and address their needs.

Library education for law librarianship needs to be upgraded. Berring cited a number of special programs that exist for academic law librarianship. But the number of jobs in this area is not growing. Private law librarians now outnumber academic librarians as members of AALL. For a law librarianship program to be a viable education, more emphasis must be placed on the private library. Currently a legal bibliography course is about the only special preparation students get who are interested in private law librarianship.

To augment this current non-program, Mr. Berring strongly advocates the institution of externship programs in which students work more closely with private law librarians in the classroom and in the field. He closed with the promise that he intends to call upon NOCALL members for help and active participation in this goal.

PRICE INDEX FOR LEGAL PUBLICATIONS -- SUMMARY

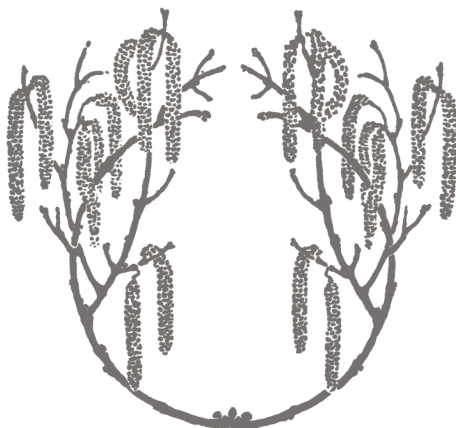
Reprinted from 16 AALL Newsletter no. 5, Dec. 1984, p. 109

The cost of legal publications has increased in 1983/84. Monographs have gone up 2.66% and all categories of serials have increased 6.59%.

The Rothman green slip service was the source again this year for the selection of monograph titles. Serial titles and juvenile and library literature were excluded, as they were last year.

For a more complete listing for 1983/84 prices see LAW LIBRARY JOURNAL, v. 77, # 1.

<u>CATEGORY OF MATERIAL</u>	<u>MEAN COST PER TITLE</u>	<u>PERCENTAGE INCREASE OVER LAST YEAR</u>
Monographs	\$ 35.16	2.66%
All Serials	\$143.47	6.59%
Legal Periodicals	\$ 23.82	5.73%
Looseleafs	\$538.27	9.29%
Commerically published court reports	\$441.55	.30%
Legal Continuations	\$178.80	11.77%



LEXIS ENHANCEMENTS

Lexis has just introduced two new enhancements for cite checking and locating cases.

It is now possible to see displayed the Shepard's or Auto-Cite listing for a case you are viewing by typing "shep" or "ac" and transmitting. By typing the abbreviation for Auto-Cite or Shepard's followed by a citation, you can check a cite even before you have any research in progress.

Another Shepard's enhancement lets you view a Shepard's citing case by simply entering the number that Lexis provides to the left of each Shepard's cite listed for your search. Lexis then retrieves the citing case and displays in KWIC format the references cited in its text.

Lexis has also now made it possible to retrieve a case online at any time in your research without selecting a library and file and executing a search request. Entering LEXSEE followed by a case citation will bring up that case full text. There is a \$1.25 charge for each LEXSEE transaction. Currently this service operates with opinions and decisions. Statutes, regulations, SEC no-action letters and IRS letter rulings will be available in the future.

HELP MAKE LEXIS ENHANCEMENTS

Helen P. Burwell, Librarian, Hutcheson & Grundy, Houston, TX has written Jack Simpson, president of Mead Data Central regarding pricing, documentation and customer services. As a result there will be a meeting of Mr. Simpson and concerned librarians in Dayton in mid-April. Ms. Burwell is asking for ideas, suggestions or complaints in letter form by March 1 so that she may present your views at the meeting. Her address is:

Helen P. Burwell, Librarian
Hutcheson & Grundy
3300 Citicorp Center
Houston, TX 77002



SHOPPING FOR A CITATING POLICY?

With the advent of online citing comes consternation and confusion. Insta-Cite or Auto-Cite? Shepard's online or hard copy? Lexisize or Westlaw as a citator? A combination perhaps?

As librarians, we are constantly reminded of the citing dilemma by the routine questions of law firm legal assistants, new associates and law students. We even have our own questions in trying to keep up with this rapidly changing area of legal research. To help answer these questions, two fellow librarians have come to our aid. Marie Wallace, Chief Librarian at Latham & Watkins in Los Angeles, and NOCALL member Francis Gates, presently at the Ninth Circuit library, have published an excellent two part article "The Citing Supermarket," 3 Legal Information Alert, no. 4, p. 1-4, and no. 5, p. 1-4. The authors compare and evaluate the major citing services by describing system functions and actual results of sample searches. They also include cost comparisons.

If you are designing a citing policy for your firm, advising individual patrons on cite-checking, or are just interested in your own continuing education, this article is recommended reading.

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A zero was dropped from the last Newsletter. Sometimes one can drop a zero and you lose nothing, nothing changes. In this case the goose egg represented a substantial something. There were in fact 2,000 attendees at the November On-line '84 Institute, not 200 as was reported.



NOCALL/WESTPAC MEMBERS

Next October, 1985, NOCALL and WESTPAC will hold a joint meeting in the San Francisco Bay area. Gail Winson, President of NOCALL, has asked me to chair the program. I would like to do a program on the Personal Computer in the Law Library - Administrative Applications.

My initial thought is to have a basic session on Computer Literacy in which terminology and capabilities would be discussed. The program might then break down into lecture/hands-on sessions of a two-hour length, covering various administrative applications. The four two-hour sessions I had in mind are: Day 1 (Morning) - Introduction to the Microcomputer (geared to the PC we would use in the hands-on session), including the operating system, introduction to programming in the computer's language, and a brief overview of some of the applicable software. Day 1 (Afternoon) - Data Management Applications for Law Librarians: Discussion of management software which could be used in law libraries, followed by a hands-on data management exercise on a PC. Day 2 (Morning) - Spreadsheet Applications for Law Librarians: Discussion of nature and capabilities of the software, followed by a hands-on exercise on the PC. Day 2 (Afternoon) - Wordprocessing Applications for Law Librarians: Discussion of the software, followed by hands-on exercise on the PC.

Radio Shack has expressed some interest in working with us to develop this program. They have eight training facilities in the area. I have also contacted a couple of other PC outfits in the Bay Area regarding the program.

Needless to say, the above is an ambitious program and I would like membership input before I proceed further. Please take a few minutes to respond to the survey below:

SURVEY ON PROGRAM FOR FALL, 1985 JOINT NOCALL/WESTPAC MEETING

The program outlined above does _____, does not _____ interest me.

I would rather have a program on the following topic _____

The PC program interests me. I would like the following questions/topics covered during the program:

I use a PC for library applications _____ and would be willing to share some simple examples of law library applications for use during the program.

I will probably _____, probably not _____ attend the NOCALL/WESTPAC meeting next Fall.

Other comments related to this survey:

Signature & Title Institution

Return to: Virginia Kelsh, Law Librarian and Associate Professor of Law
University of San Francisco School of Law Library
Kendrick Hall Ignatian Heights
San Francisco, CA 94117-1080

PLACEMENT

Librarian. Memel, Jacobs, Pierno & Gersh. Requirements: MLS, prior law library experience preferred. Duties: On a half-time basis, organize, catalog, create and maintain serials records and circulation system for a significant collection serving twelve attorneys in the branch office of this Los Angeles firm. The library will soon move to an adjacent floor and LEXIS will be acquired. Report to the law librarian in the Los Angeles Office. Contact: Judy Ciasulli, Memel, Jacobs, Pierno & Gersh, 1801 Century Park East, Los Angeles, CA 90067 (213) 201-4695.

Assistant Librarian. U.S. Court of Appeals, San Francisco. Requirements: College degree and at least two years of progressively responsible experience providing a thorough knowledge of the basic concepts, principles, policies and theories of management of a law library. Experience in cataloging, classification and materials selection; practical familiarity with information technologies is required. Experience in the analysis of library problems, including space management and operating regulations, is desirable. Report writing and fiscal management skills are highly desirable. Salary: \$17,221-21,066 at entry grade; higher if qualified. Contact: Francis Gates, Circuit Librarian, U.S. Court of Appeals, P.O. Box 5731, San Francisco, CA 94101 Attn: Assistant Librarian Applicants.

Assistant Librarian (Computer Assisted Legal Research). U.S. Courts Library, Los Angeles. Requirements: MLS or JD and two years progressively responsible experience in a law library. Experience with computerized systems for legal research essential; knowledge of basic technical services procedures preferred. Duties: Manages the WESTLAW terminal; performs legal and non-legal computer research for judges and law clerks; investigates and recommends to the court the adoption of the latest developments in computer assisted legal research technologies; provides reference service; assists in compiling legislative histories and bibliographies; develops and maintains indexes of the courts' opinions; has significant responsibility for the supervision and training of subordinate personnel; pursues a program of continuing legal and information science and library education by attending professional meetings and courses. Contact: U.S. Courts Library, 1702 U.S. Courthouse, 312 N. Spring Street, Los Angeles, CA 90012.

Reference Librarian. University of Santa Clara. Heafey Law Library. Requirements: MLS and JD or previous law library experience. Familiarity with WESTLAW, LEXIS and RLIN preferred. Duties: Reporting to the Head of Public Services, the Reference Librarian is responsible for reference service to law students, faculty and other patrons. Supervise student loose-leaf filers, maintain reference and microform collections, handle inter-library loans, WESTLAW training and library tours. Other duties may be assigned. Includes some non-traditional hours. Available: Immediately. Salary: Depending upon qualifications. Contact: Mary D. Hood, Head, Public Services, Heafey Law Library, University of Santa Clara, Santa Clara, CA 94053. (408) 554-4452.

Administrative Secretary to the Circuit Librarian, U.S. Court of Appeals, San Francisco. Requirements: High school graduation or the equivalent and a minimum of seven years clerical experience, five of which must be in a legal environment. Ability to exercise tact, good judgment, poise, flexibility and initiative; meet and work with others; maintain a good attendance record. Type 65 WPM, edit, take dictation, word processing experience or training, language skills, bookkeeping experience. Salary: \$17,221. Contact: Francis Gates, Circuit Librarian, U.S. Court of Appeals, P.O. Box 5731, San Francisco, CA 94101 Attn: Library Secretarial Applicant.

Library Technician. Requirements: Excellent organizational, analytical and problem-solving skills; excellent verbal communication and writing skills; ability to read and follow written instructions; knowledge of legal resources; familiarity with bibliographic citations and scholarly documents; ability to interact with professional staff; experience in law firm library preferred; college graduate preferred; basic clerical skills; typing 40 WPM. Duties: Processes and disseminates incoming serial publications for all libraries of the Legal and Government Relations Department; processes new acquisitions for cataloging and accounts payable; updates library serial publications (loose-leaf filing, pocket parts, etc.); prepares and collates law reviews for binding; maintains BofA, UCC and Judicial Council forms files; maintains microfiche collection; shelves books; answers telephone; assists attorneys with locational and reference questions; arranges inter-library loan transactions, maintains inter-library loan, circulation and serials receipt records and statistics; collects resources listed on bibliographies and in pleadings; operates video equipment for CLE programs. Salary: \$1,120+ per month. Contact: Sharon French, Bank of America, Legal Dept. #3017, P.O. Box 37000, San Francisco, CA 94137. (415) 622-2854.



1984/85 Tentative Calendar of NOCALL Events

March 9, 1985

Fifth Annual NOCALL Institute,
El Rancho Resort and Conference
Center, Sacramento

May 1985

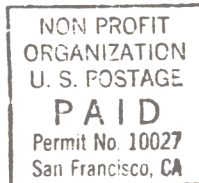
Annual Business Meeting/Reception
(time and place open)

NOCALL NEWSLETTER

C/O HASTINGS COLLEGE OF LAW LIBRARY

200 MCALLISTER STREET

SAN FRANCISCO, CA 94102



Mary D. Hood
University of Santa Clara
Heafey Law Library
Santa Clara, CA 95053