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VOL. 8 NO. 1

NEWSLETTER

JULY/AUGUST 1987

PRESIDENT'S PAGE

Increased responsibilities can yield increased rewards! NOCALL is a thriving Chapter which offers opportunities for continuing education, professional contacts, career enhancement and personal friendships. The NOCALL Board and Committee members have valuable events planned for the coming year. Take advantage of the rewards of participating by attending meetings and educational events, joining a committee, or assisting on a special project. Please plan to join us for the fall business meeting on September 25th at Boalt Hall.

Sharon

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NOCALL OFFICERS

1987/88

PRESIDENT..... Sharon French
Bank of America

VICE-PRESIDENT/PRESIDENT ELECT... Shirley David

SECRETARY..... Janice Kelly

TREASURER..... Arturo Flores

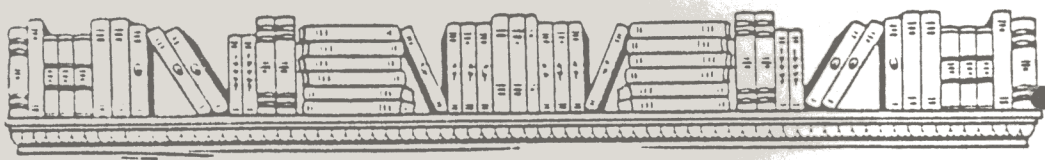
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NEXT NEWSLETTER DEADLINE

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October 1, 1987



NEWSLETTER STAFF

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The NOCALL Newsletter is published six times per year beginning with the July/August issue. Subscriptions are available with membership and are available separately for \$15 per year from the NOCALL Secretary. NOCALL welcomes and encourages contributions to the Newsletter. Please send your news and comments to Katherine Henderson, University of Pacific, McGeorge School of Law Library, 3200 Fifth Ave., Sacramento, CA 95817. The Newsletter is sent to other AALL chapters and contributions may be included in other chapter newsletters and the Legal Information Management Index.

1987/88 NOCALL COMMITTEES

Archives	Iris Wildman, Archivist
ALA (Association of Legal Administrators) Liaison	Sharon French Shirley David
Audit & Budget	Ruth Girill, Chair Trish McCurdy
Constitution & Bylaws	Gail Winson, Chair Judy James Veronica McClay
Consulting	Nancy Lewis, Chair Joan Howland Cella Mitchell Martha Mille
Education	Linda Weir, Chair Brent Bernau Dorothy Graham Lynn Lundstrom Sandra Sawyer
Grants	Ginny Irving, Chair Leslie Hesdorfer Lynn Lundstrom Mary Hood
Indexing Resolutions	Jacob Koff, Chair
Membership	Linda Spath, Chair Mark Mackler Marlene Sharland Patty Trackman
Municipal Codes	Alice McKenzie, Chair

Newsletter	Katherine Henderson
Nominations	Donna Martinez, Chair Trish McCurdy John Moore
Placement	Teresa Oppedal, Chair Lisa Whitehill
Public Access	Coral Henning, Co-Chair Rebecca Duncan, Co-Chair
Public Relations	Carolyn Billheimer, Chair Andy Eisenberg Donna Williams
Salary Survey	David Bridgman, Chair Muriel Hoppes Francis Gates Virginia Kelsh Maureen Sirhall
Union List	Todd Bennett, Co-Chair Brent Bernau, Co-Chair

COURSES AND CONFERENCES

Law Office Personnel Management Course, sponsored by Golden Gate Chapter of ALA, held Wednesday evenings from September 23 to October 28, 1987. For further information contact Evie Benko, Education Chair of ALA Golden Gate Chapter, (415)788-5000.

Changing Times: Southern California Regional Conference, Association of Legal Administrators, October 23-24, 1987, Four Seasons Hotel, Newport Beach, CA.

EXECUTIVE BOARD HIGHLIGHTS

The 1986-87 Executive Board met on April 14, 1987 at McCutchen, Doyle. David Bridgman, Alice McKenzie, Sharon French, Jacob Koff, and Jo Caporaso were present.

Meeting highlights:

- Sharon drafted a letter (for David's signature) to The Recorder expressing disappointment that NOCALL was not mentioned as a sponsor of the spring institute on hazardous waste law. [See The Recorder, May 4, 1987, p. 8 where the editor explains that "the name of the sponsor was mistakenly deleted in the production process. The Recorder regrets this omission."]
- The Board passed a resolution that NOCALL join the Association of Legal Administrators for one year at the lowest possible rate and that we evaluate the membership for one year.
- Jacob reported a treasury balance of \$12,250 and added that there is about \$5,000 in outstanding bills from the Claremont.
- Alice reported that an attorney at Brobeck has advised her that NOCALL should apply for non-profit status and he volunteered to handle it for NOCALL.
- David reported that he completed a Price Waterhouse survey on behalf of NOCALL which deals with several issues, including liability, and the results should be ready by the AALL annual meeting.
- The Board passed a resolution to establish a committee for one year to study the issue of a chapter-wide salary survey.

The former and present Executive Boards met on June 16, 1987 at UC Berkeley, Boalt Hall. Sharon French, David Bridgman, Shirley David, Alice McKenzie, Jacob Koff, Arturo Flores, and Jo Caporaso were present.

Meeting Highlights:

- Sharon reviewed the tentative plans for NOCALL's regular annual events, and the Board decided to proceed with plans for NOCALL's first Christmas party.
- Alice suggested NOCALL obtain a copy of the videotape on the LC Classification workshop sponsored by the Technical Services SIS of AALL. The tape could be shown at various times and locations in the Bay area.
- Sharon reported that the Association of Legal Administrators does not offer an institutional or organizational membership, so NOCALL will not join ALA. Sharon and David will rely on information they receive as NOCALL/ALA liaisons.
- We discussed the goals of the committees for the coming year. The indexing committee is a new committee with Jacob Koff, Chair, and David Bridgman, Co-Chair. The committee will index the Board's resolutions.
- We discussed the issues and projects facing the 1987-88 executive board. These include obtaining tax-exempt status and evaluating the results of the Price Waterhouse/AALL study dealing with insurance liability.
- We decided to establish a public relations committee to coordinate publicity from all committees and update NOCALL's listing in local and California legal directories and newspapers.

- The Board passed a resolution to establish a grant to the AALL mid-winter institute. The amount of the grant will be based on the location of the institute and will be decided by the Board.

Respectfully submitted,
Jo Caporaso



NOCALL WORKSHOP ANNOUNCEMENT

The annual NOCALL Workshops will be held on Friday, November 6, 1987 in San Francisco at the Hotel Meridien. Further details will appear in our next newsletter.

More later!

- Linda Weir

COUNCIL OF CHAPTER PRESIDENTS

The purpose of the AALL Council of Chapter Presidents is to improve communication among the Chapters of AALL, there by facilitating a sharing of ideas and to provide a mechanism for expressing Chapter concerns to the national leadership of AALL. Members of this council include Chapter presidents, presidents-elect and immediate past presidents. Sharon French, Shirley David and David Bridgman are the NOCALL representatives on the Council. The council of Chapter Presidents meets each year at the AALL annual meeting.

At the 1986 annual meeting, the Council raised concerns over Chapter income tax status and liability insurance. The AALL Executive Board engaged Price Waterhouse to respond to these issues. Price Waterhouse issued a preliminary report to the Executive Board on December 10, 1986. As a result of that report, Price Waterhouse was engaged to survey all AALL Chapters. The survey was designed to accumulate and analyze the Chapters' organization and financial data in order to make recommendations on their tax-exempt status, organizational structure and insurance coverage. A report which includes a summary and analysis of the survey results and recommendations on these issues was presented to the AALL Executive Board on June 19, 1987. The recommendations of that report follow:

- 1) Chapters should file for tax-exempt status.
- 2) Chapters having annual net UBTI income in excess of \$1,000 should file Form 990-T Exempt Organization Business Tax Return.
- 3) The determination on whether to incorporate should be made by each Chapter with the

assistance of legal counsel.

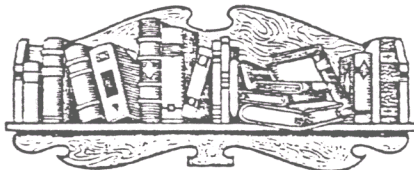
- 4) The Association and Chapters should make a determination on the type of insurance coverage that would be most appropriate. Chapters that do not currently have insurance coverage should address this issue immediately.

Brobeck, Phleger & Harrison is presently assisting NOCALL in applying for tax-exempt status. The NOCALL Board will address the incorporation and insurance issues this year.

MEMBERSHIP NEWS

Santa Clara University Law Library has a new Reference Librarian starting August 3rd, 1987. She is Barbara Norelli from the State of New York. Her husband is a new Professor at San Jose State University.

Mary Staats has accepted the position of Librarian at Farella, Braun & Martel in San Francisco. Mary comes to Farella from Rogers, Joseph, O'Donnell & Quinn, and replaces Eileen Norris, who has become Associate Director of Library Services for Weil, Gotshal & Manges in New York.



1986/87 ANNUAL REPORTS

AUDIT AND BUDGET COMMITTEE

Members of the 1986-87 Audit and Budget Committee were: Shirley David, chair; Marian Sawyer and Ruth Nunez-Schaldach.

I. AUDIT

The financial records, journals, bank statements and treasurer's reports for 1985-86 were reviewed. There was a total of twenty missing back-up documents totalling disbursements of \$10,017.48. Audit committee members contacted the past and present NOCALL treasurers and other members whom we thought might have copies of these documents in their files. Nine documents were located and copies put in the receipt file. A list of the still missing documents totalling \$8,151.24 is attached. The audit and budget committee feels they have gone as far as is necessary in their capacity as auditors to produce the missing documents. Due to the fact the audit was conducted nine months after the books closed which has been the practice of this committee for the last three years, obtaining missing documents was a very time consuming and not totally successful task.

We find the quarterly and annual reports prepared for 1985-86 to be an accurate reflection of NOCALL's financial situation and the end balance of \$5,605.14 to be correct.

RECOMMENDATIONS

The audit and budget committee makes the following recommendations concerning the audit. Some of these recommendations have already been discussed with the officers, specifically the treasurer and have already been implemented.

1. The audit for the previous fiscal year should be completed before the first quarterly report of the new year is prepared. This will make it easier for the audit committee to locate errant back-up documents and also give the new treasurer a beginning balance he or she can rely upon.

2. The annual financial report is prepared for the period June 1 through May 31, when in fact the books have been closed early so the financial report can be read at the mid-May annual business meeting. This practice does not allow time for the treasurer to properly reconcile the May bank statement and include the May interest in the proper fiscal year or to include expenses for the May meeting. We recommend the fiscal year be changed to end April 30 or that the final financial report be due by June 30 and not be presented at the annual meeting.

3. The committee reminds future treasurers that a receipt or a request in writing should accompany all checks written and a copy of these documents should be kept in the receipt folder. Make sure to mark the date paid and the check number on all items in the receipt file. It would also be easier for the auditors if the ledger sheets are sub-totalled quarterly corresponding to the quarterly financial report. Checking account interest should be posted on the month earned instead of the date the statement was received.

II. BUDGET

The committee prepared a proposed budget, a more detailed budget than has been prepared in previous years. The proposed budget is attached. Estimated income from institutes, workshops and the union list were included for the first time as well as estimated expenses for committees. The executive committee discussed the proposed budget at its April 14th meeting. It was decided by the executive committee to refer the proposed budget to the 1987-88 Executive Committee for their input.

NOCALL
PROPOSED BUDGET
1987-88

	1986-87 Budgeted	Actual to 2-28-87	Est. year end	1987-88 Proposed
Beginning Fund Balance	5605.00	5605.00	5605.00	5096.56
Income-				
Dues-Regular	3375.00	3465.00	3630.00	3603.00
Student	75.00	35.00	45.00	75.00
Interest Income	300.00	277.87	370.00	350.00
Union List Net		(48.05)	100.00	500.00
Institute & Workshops Net		1007.34	1007.34	730.00
AALL Reimbursement		200.00	200.00	-0-
Total Funds Available	9355.00	10542.16	10957.34	10381.56
Expenses-				
Newsletter (6 issues)	2000.00	1723.99	2585.98	2080.00
Postage	600.00			640.00
Directory				
Printing	650.00	546.66	546.66	675.00
Postage	50.00	92.24	92.24	100.00
Membership				
Renewals	60.00	60.00	60.00	60.00
Election				
Expenses	275.00	275.00	275.00	300.00
Grants	375.00	300.00	300.00	400.00
	1300.00		1300.00	1400.00
Bulk Mail				
Permit	50.00		50.00	50.00
Mail Box Rental		172.00	172.00	172.00
Membership				
Application	60.00	117.87	117.87	120.00
L.C.Video		61.03	61.03	
Membership				
Brochures	-0-	-0-	-0-	

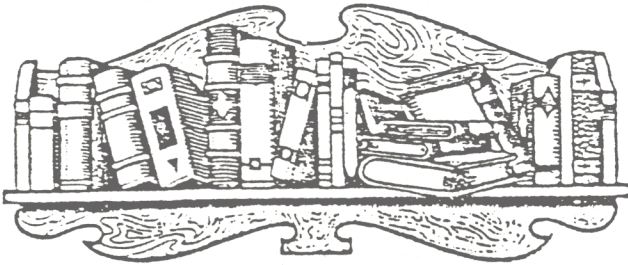
III. COMMITTEE FILE

To make it easier to find previous policies and recommendations, copies of these policies and recommendations were placed at the front of the committee file and separately tabbed. We recommend that new policies and recommendations concerning the audit and budget continue to be placed within these sections.

IV. CONCLUSION

If the recommendations to prepare the audit before September and to prepare the budget at each new association year are accepted, the committee must be prepared to meet and conduct all of its business during the summer.

- Shirley H. David



CONSTITUTION AND BYLAWS COMMITTEE

Upon the resolution of the Executive Board at its meeting of February 11, 1987, the Committee recommended the following changes in the NOCALL bylaws:

1. The NOCALL organizational year shall begin on June 1st, which will be the date that newly elected officers officially take office.
2. Board members and Committee chairs shall turn over their files and records to newly elected officers no later than June 15th.
3. The permanent date for the annual May business meeting shall be on the Friday two weeks prior to Memorial Day.
4. Article V, Section 2 shall be amended to delete the language providing that the Executive Board shall meet immediately following the AALL annual meeting.

These changes will be presented to the membership for discussion and formal adoption at the first meeting this Fall.

No further business was brought to the Committee Chair's attention during the 1986-1987 year. As there was no charge for the year and no continuing business, no committee members were appointed.

- Katherine Henderson

CONSULTING COMMITTEE

Last spring the newly-formed NOCALL Consulting Committee was given the charge of designing a consulting service for law firms, corporations and other organizations. The Committee began its work by contacting other AALL Chapters which provided consulting services. After reviewing other chapters' programs and learning from their experiences, the Committee designed a consulting service which at no charge offers

a site visit by two Committee members followed by a written report and recommendations. The consultation report addresses issues such as staffing needs, cataloging options, collection development, and the use of computerized legal research services.

The Committee has completed several projects including the design of a questionnaire which is distributed to each client before the site visit. The Committee has also compiled a directory of Northern California filing services and professional consultants as well as a list of useful toll-free numbers for librarians. A file of articles on topics such as collection development, space planning and library management has been established.

To date the Committee has provided consulting services to two law firms. The first client was a San Francisco branch office of a large New York firm. Two members of the Committee met with the librarian from the firm's New York office advising her on the essentials of a basic California legal collection and local library services. The second client was a small firm in need of advice on library management and collection development. After a site visit by two Committee members, the firm was provided with a written report containing several suggestions as to how to build a collection supportive of the firm's practice and how to devise an effective space plan. A third firm has contacted the Committee and an appointment has been scheduled for late May.

Projects for the coming year include the design of a promotional brochure describing the NOCALL Consulting Service. The Committee will also address the issue of how to advertise the Consulting Service to the local bar and other library organizations.

The Committee would like to thank the NOCALL Executive Board for their continual support and valuable suggestions over the past year.

- Joan Howland
- Nancy Lewis

EDUCATION COMMITTEE

The Education Committee arranged the 1986 Fall Workshops held November 14 at the Embassy Suites in Napa. Four separate workshops were held: two concurrent ones in the morning, which were followed by a buffet luncheon, and two concurrent ones in the afternoon. The workshop topics were: Effective workplace communication; California legislative processes; AIDS in the workplace; and Billing for Librarians' time. A summary of each workshop is in the November/December 1986 newsletter.

The workshops were attended by approximately sixty members, including one grant recipient. I'd like to thank the committee members and speakers who made the workshops such a success.

- Lorraine E. Rodich

LIAISON COMMITTEE

The Liaison with the Association of Legal Administrators examined the possibilities of a salary survey for the NOCALL membership and private law librarians. Research into the legal implications of a survey revealed anti-trust problems. Other AALL chapters found similar problems and complications and the NOCALL Board voted against conducting a survey.

Because the Liaison's responsibilities are more appropriately held by the NOCALL President and President-elect, the NOCALL Board voted to eliminate the office.

- Ann Diloreto

MEMBERSHIP COMMITTEE

The Membership Committee conducted a mail survey of chapters of AALL on the subject of membership categories and voting rights. We sent 25 letters and received 13 responses. Immediately after sending the letters, we found out that AALL was conducting a similar survey. Therefore, we did not tabulate the results. In the Fall, Martha Mille, on behalf of NOCALL and the Membership Committee, gave a presentation to San Jose State University library students about law librarianship. In February 1987, Ann Diloreto, Mark Mackler, Bill Benemann, and Peg LaFrance gave a similar presentation to University of California, Berkeley, library school students. The Committee sent welcome letters, directories, and current newsletters to new members of NOCALL. At the present time the Membership Committee is coordinating the staffing of a booth for the American Library Association Annual Conference to be held in San Francisco from June 27 through June 30, 1987. An after-action report will be filed at a later date.

- Peg LaFrance



NEWSLETTER COMMITTEE

The goal of the Newsletter Committee for 1986/87 was to continue the production of a high quality newsletter. A creative and reliable group of committee members helped carry out that goal. Beverly Lipton was in charge of article solicitation, calling people to remind them of deadlines. Bev also stapled, stamped and mailed the 225 copies of each issue that went out in the past year.

Jo Caporoso provided mailing labels and removed duplications and added new names for each issue.

News items were collected by Beth Owens in the Sacramento area, Debbie Martin in the San Francisco area and Nancy Carlin on the Peninsula. We continue to request that any member who wishes to submit articles or who have topics for articles or columns to contact the membership news person in your area. This will insure that the interests and concerns of all readers will be represented.

This year "Library Profile" articles appeared in each issue. Joan Loftus provided copies of articles to members through the highly popular "Items of Interest" column.

Sheryl Tomson, Paul Lomis, Andy Eisenberg, David Bridgman provided editorial assistance during the year. Debbie "eagle-eye" Martin proofread each issue before it went to the printer. Word processing was done by the Cooley, Godward, Palo Alto, W.P. Group. Layout and printing were done by Rema Printing in Redwood City, California.

My thanks to all who helped with the newsletter this year.

- Carolyn Billheimer

NOMINATING COMMITTEE

Members of the 1986-87 NOCALL Nominating Committee were Martha Mille, Chair, Michael Jones, and Randy Wilson.

The Nominating Committee's responsibility was to select and nominate a slate of candidates for the 1987-88 election. The following slate of candidates was presented to the Executive Board in January 1987:

1. Office of Vice-President/President-Elect:
Shirley Hart David, Sacramento County Law Library
Joan S. Howland, U.C. Berkeley Law Library
2. Office of Secretary:
Janice Kelly, Hastings College of Law Library
Margaret R. LaFrance, U.S. Attorney's Office
3. Office of Treasurer:
Arturo Flores, U.C. Berkeley Law Library
J. Paul Lomio, Robert Crown Law Library, Stanford

The written instructions and "Guidelines for Selecting Nominees," drafted by last year's committee were very helpful in our selection process.

The biggest difficulty we had was communicating the actual job description for each office. As many of you know, the responsibilities of each office have grown over the years, and there have been changes to the actual duties and time commitment. We found that telling people about the obvious duties for a given office was not enough. Most people wanted to know the time commitment and specific duties involved.

The Committee recommends the Executive Board draft job descriptions for each office, and provide copies to the Nominating Committee. We feel this will help future potential candidates decide if the office is right for them or not.

We also recommend to future Nominating Committees that guidelines regarding screening of potential candidates in the initial selection process, such as eliminating candidates who were asked to run and declined, and those who ran for an office the previous year, and weren't elected, should be just that - guidelines. It was this committee's experience that while some people don't feel they can donate their time to an office one year, they are eager to make the commitment the next.

Thanks to Committee members, and to all potential candidates we communicated with during the year.

- Martha Mille

PLACEMENT COMMITTEE

The Placement Committee maintains a file of job openings for librarians and library assistants. We also maintain a file (in quadruplicate) of librarian and library assistant resumes. We send the resume files to employers who list openings with us, and tell people who are looking for jobs about positions that are listed with us.

In the past year we received 23 listings for librarian positions, and 23 listings for library assistants. We also received 25 new professional resumes and 8 new paraprofessional resumes.

We keep each resume in our files for 3 months, and then write to ask whether an individual wants to have his or her resume removed, or to have it remain another 3 months.

Currently we have 13 resumes in the professional file, and 4 resumes in the library assistant file. We currently have 6 openings listed for librarians, and 4 openings for library assistants.

We receive the AALL Monthly Placement Lists before they appear in the AALL Newsletter and we invite anyone to contact us to learn about what jobs are available throughout the country.

On behalf of our new chair, Teresa Oppedal, we invite you to list your job openings with the Placement Committee, and to send us your resumes (in quadruplicate) if you are looking for a job. Teresa can be reached at Morrison & Foerster.

- Arturo Flores
- Ginny Irving

PUBLIC ACCESS TO LEGAL INFORMATION COMMITTEE

The Committee expanded its geographic base this year, adding four members from the South Bay area. The Committee now has members from private law libraries as well as County and academic libraries.

The Committee presented legal reference workshops to nearly 200 non-law librarians in several Northern California locations. Each workshop usually included: an overview of California and federal law; administrative codes and municipal ordinances; the legal reference interview and ethical considerations;

annotated bibliography of legal resources for non-law librarians.

Workshops presented in 1986-87 were:

1. June 6, 1986

Workshop at the Steinbeck Library in Salinas for Monterey Bay Area Cooperative system (MOBAC).

Committee presenters: Coral Henning, Janice Kelly, Marian Shostrom

Approximately 25 public and academic librarians, as well as county law librarians from Monterey and Santa Cruz attended.

2. October 7, 1986

Workshop at the Santa Rosa branch of the Sonoma County Library for the North Bay Cooperative Library System.

Committee Presenters: Shirley David, Katherine Henderson, Mary Ann Parker

Approximately 30 librarians attended.

3. March 26, 1987

Workshop at the Burlingame Public Library for the Peninsula Library System.

Committee Presenters: Rebecca Byrnes, Coral Henning, Mary Staats

Approximately 35 librarians attended.

4. April 29, 1987

Two workshops at the Rosegarden Branch of the San Jose Public Library for the South Bay cooperative Library System (SouthNet).

Committee Presenters: Rebecca Duncan, Marilyn Earhart, Randy Wilson

Approximately 25 librarians attended each workshop.

5. May 5, 1987

Two workshops at the Sunnyvale Public Library for the South Bay Cooperative Library System (SouthNet)

Committee Presenters: David Bridgman, Coral Henning, Marian Shostrom

Approximately 25 librarians attended the morning workshop, and 35 librarians attended the afternoon workshop.

Comments:

Committee members have had very positive feedback from workshop participants. Most workshops have included extensive question-and-answer periods.

It has been very useful to have a committee member serve as a liaison for a geographic area, to coordinate efforts in that area. This year Mary Anne Parker served as Committee liaison for Sacramento, and Rebecca Duncan served as liaison for the South Bay area.

Spreading responsibility for workshops among many members is ideal for two reasons: those from libraries in close geographic proximity find it easier to meet, plan, and attend workshops; the prospect of presenting seven workshops in one calendar year would be overwhelming for three or four people, but divided among twelve, it seems reasonable.

Including local county law librarians in workshops is especially useful, because they will often receive fallout (in the form of increased use of their facilities by public patrons) from these workshops.

The Committee has generally set up workshops through library system reference coordinators.

The system coordinator has handled all details involving space, publicity, registration, refreshments and equipment. The Committee has had responsibility for the program.

- Marian Shostrom

UNION LIST COMMITTEE

The committee began the year by making final corrections to the CLASS checklist for the second edition and by making that edition available almost on schedule. To date, 88 copies of the Union List have been sold.

Otherwise, the year was one of consolidating the accomplishments made during Mary Staats' tenure as chairperson of the Committee. Those accomplishments include the hammering out of a production contract with CLASS which makes possible the production of the Union List on a steady calendar. CLASS not only met all of its contractual deadlines, but, in most instances, was ahead of schedule. As a result, many of the headaches Mary's Committee faced were resolved, and the production calendar for the third edition is flowing smoothly with CLASS scheduled to deliver the checklist for proofing on July 1st.

Over the course of the year, the Committee also sent out checklists to the participating libraries to update the Union List statutory materials. We also solicited opinions about how the Committee might clarify that section's holding format. Very positive suggestions were received, but the issue of whether and when to make major revisions to the statutory section is passed on to the new Committee.

It looks as though the production cycle which has been established should make the third

edition of the Union List available in approximately September or October. While production costs for the second edition were very close to those of the first edition, projected increases in producing the list from the CULP data base will probably mean an increase in price for the third edition.

I would like to thank this year's Committee members which included Todd Bennett, Brent Bernau, Joan Loftus and Lynn Dix for the time and energy spent finishing off the second edition and laying the groundwork for the third.

Union List Financial Report

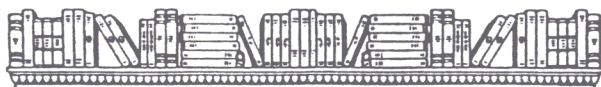
Debits

CLASS-Production of the Union List	\$1,173.00
COPY-COPIA-Reproduction	
100 copies of CLASS listing	1,279.00
COPY-COPIA-Reproduction	
175 copies of statutory materials	252.41
GOLDEN GATE-Postage	223.14
BRONSON et al.-Refund	5.00
	<hr/>
TOTAL	\$2,932.55

Credits

Deposits from sales	\$3,625.00
Check in my possession	90.00
	<hr/>
TOTAL	\$3,715.00

- Stuart A. Sutton



NEW COMMITTEE - PUBLIC RELATIONS

The Board established a NOCALL Public Relations Committee. Many other AALL Chapters have similar committees, plus the growth and many activities of NOCALL require further PR services. This Committee will be responsible for updating NOCALL listings in California legal directories; prepare informational and promotional articles for local legal newspapers; publicize NOCALL services such as placement, consulting, membership to local legal service organizations, assist Committees in preparing advertising and announcements for NOCALL events. Carolyn Billheimer has been appointed Chair of the Committee. Please contact Carolyn for public relations projects or further information.

Members of the Committee will be Andy Eisenberg, of Stanford University Law Library and Donna Williams of Wilson, Sonsini, Goodrich & Rosati.

AALL BOARD LIAISON

The AALL Board and the Council of Chapter Presidents has endorsed the assignment of Board Liaisons to each Chapter. Albert Brecht (Univ. of Southern California Law Library and current President of AALL) is NOCALL's Board Liaison. The Board Liaison program is intended to give Chapters a more direct pipeline to the AALL Board regarding Chapter needs from AALL.



NOCALL ARCHIVES

Stanford University houses the NOCALL Archives. Iris Wildman will serve as Archivist for the 1987/88 year. Copies of general NOCALL and Committee documents should be systematically sent to the Archives throughout the year. A list of appropriate Archive records follow.

The Archives is also a resource center where information can be collected on NOCALL history, programs, speakers, program materials, special publications, etc.

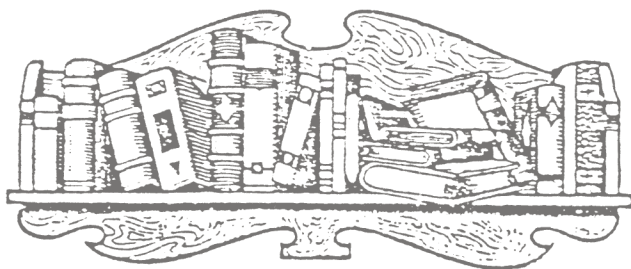
Record Groups

- | | |
|---|---|
| NOCALL | <ul style="list-style-type: none">- bylaws- history- membership lists- memorials/awards- minutes of business meetings- photographs- procedure manuals- publicity |
| Officers | <ul style="list-style-type: none">- minutes of Board meetings- roster of officers and committees- treasurer reports |
| Committees | <ul style="list-style-type: none">- annual reports- special reports |
| Projects (conferences, workshops, meetings) | <ul style="list-style-type: none">- program materials- promotional materials- reports |
| Publications | <ul style="list-style-type: none">- newsletters- membership directory- union list- special publications |

GRANT RECIPIENT REPORT

I arrived at the hotel in Chicago to find that my room was right across the hall from where Mary Hood and Martha Mille were staying. So, along with my roommates, I had instant dinner companions! Actually, alot of my time in Chicago was spent meeting old friends and acquaintances, having missed last year's meeting in Washington. Besides hearing all the latest "gossip," that is how I find out how other libraries are dealing with new technology (or the lack of it) and budget limitations. As usual, the exhibits took awhile (and two bags) to get through, even though one of the publishers I wanted to talk to was not there. The variety of meetings going on at all times made it hard to choose which ones to attend. The discussions in the meetings dealing with AALL membership were lively, and sometimes surprising. And, I really enjoyed being able to hear Laurence Tribe speak. I even got to see a Cubs/Giants game at Wrigley Field and to see Second City. Thanks to everyone for making my trip to Chicago possible.

- Lorraine E. Rodich



NEWS FROM OTHER NEWSLETTERS

From the PAALL AMUSE, V.CXLVIII #102,
April 1, 1987

GOVERNMENT EXPANDS LIST OF ENVIRONMENTAL REGULATIONS ABBREVIATIONS

In keeping with the series of laws and regulations referred to by their abbreviations (e.g. TOSA), these new titles have been listed:

- OPERA - Operational and Peripheral
Environmental Regulations Act
- VERDI - Vocational Environmental
Rehabilitation Determinations Index
- TRAVIATA - Transferable Viability
Testing Articles
- PUCCINI - Public Utilities Concerned and
Covered in Navigation Index
- BOHEME - Basic Optimal Hemostatic
Environmental Management Engineering Office
- LASCALA - Los Angeles/Southern California
Landscaping Act
- CALLAS - Coal and Lateral Litigation
Act Summaries

From the CHRONOLOG, Vol. 15, issue 6,
June 1987, ;. 87:129.

DISCLOSURE FINANCIALS (File 100) and
DISCLOSURE MANAGEMENT (File 541) have been combined
into one single database, DISCLOSURE (File 100).
Steps have been taken so that the new file will
work in ways familiar to you. KWIC AND HILIGHT
features are available.

From the Alameda County Law Library Newsletter
June, 1987, issue no. 10

DAILY APPELLATE REPORT
AND THE NEW CALIFORNIA DAILY OPINION SERVICE

The Daily Appellate Report (D.A.R.), has been joined by a new publication from the Recorder (San Francisco) - the California Daily Opinion Service (C.D.O.S.). Those who wish to look up the latest opinions of the California Courts of Appeal, the California Supreme Court, the Ninth Circuit Court of Appeals, and the U.S. Supreme Court will now be able to find them in two different publications.

First, a word on the Daily Appellate Report (D.A.R.), with which most of the library users are already familiar. The D.A.R. is a supplemental feature published by the L.A. Daily Journal. It also appears in the Inter-City Express (Oakland), and in the Daily Recorder (Sacramento). Many do not know, however, that the D.A.R. is indexed in another L.A. Daily Journal supplement, the Report, which is published twice-monthly on an irregular basis. Indexing in the Report includes: case name to advance sheet cite, case name to D.A.R. cite, and D.A.R. cite to case name. There is also a subject index. Sometimes the index. Sometimes the index appears in the first issue of the following month, sometimes in the second issue. Three-month cumulations of the Report appear more slowly, but by then it is more convenient to check the California Official Report or California Reporter advance sheets.

The D.A.R. became a convenient 8-1/1-by-11-inch booklet on April 9, 1987 a welcome change from the previously unwieldy tabloid format. The California Daily Opinion Service has been in booklet form (also 8 1/2 x 11 inches) since its inception on April 9, 1987.

The C.D.O.S. has a convenient front-page summary of each case, which allows one to browse carefully before deciding whether or not to read the entire opinion. This feature is more helpful than the D.A.R.'s front-page, one-line description. Together, these two publications compliment each other nicely, and they will help you keep up on the latest court cases until they are published in the advance sheets.

PLACEMENT COMMITTEE

The NOCALL Placement Committee maintains an active file of available jobs in law firm, law school, county, state and federal law libraries. We also maintain current files of resumes of people seeking professional and nonprofessional law library positions in the Bar Area. If you are looking for a job or looking for a qualified employee, please contact us.

Teresa Oppedal and Lisa Whitehill
Morrison & Roerster
345 California Street
San Francisco, CA 94104
(415)434-7272

JOB OPENINGS

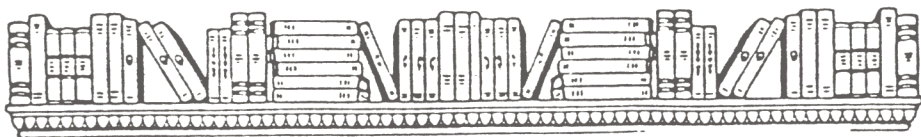
REFERENCE LIBRARIAN Alameda County Law library

Requirements: JD from a recognized law school:
MLS from ALA accredited library program: At least one year experience in legal research and use of library facilities. Preferred Qualifications: demonstrated supervisory skills; strong service attitude; familiar with automated systems including LEXIS and WESTLAW. Examples of Duties: performs reference services including WESTLAW searches: manages the Circulation Department:

compiles library statistics: writes newsletter articles and prepares exhibits. Send letter of application (including three references and resume to: Cosette T. Sun, Law Library Director. Court House, 1225 Fallon St., Oakland, CA 94612. Salary: commensurate with experience, good benefits. Available: September 1, 1987.

LAW LIBRARIAN
Los Angeles County Superior Court

Requirements: Graduation from an accredited College with a Master's Degree in library science and 3 years post-Master's law library experience. Desirable qualifications: Knowledge of legal information and research services, familiarity with automated reference equipment, ability to use LEXIS computer programs, and graduation from an accredited law school. Duties: performs full range of librarian duties to establish and support central and satellite law libraries. Salary: \$2523-3125. Apply to: Personnel Office, Los Angeles County Superior Court, Room 203, County Courthouse, 111 North Hill St., Los Angeles, CA 90012. Last day to file application: September 25, 1987



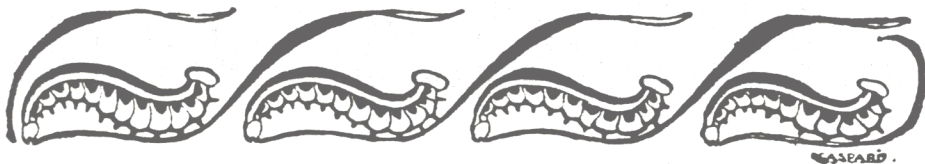
PRACT LIBRARY SCHEDULE

Mead Data Central announces the following free files (you are charged for connect ime only) which are to be available in the PRACT Library:

- August 17 - 23 * Wyoming Statutes
- August 24 - 31 * Rhode Island Statutes
- September 1 - 6 * UNS - Universal News Service
- September 7 - 13 * MACNEIL; LEHRER NEWS



G. Weiland



W. WEILAND

FALL BUSINESS MEETING

Friday, September 25, 1987

4:00 p.m.

UC Berkeley - Boalt Hall (Room 125)

Reception 5:00 - 7:00 p.m.
(hors d'oeuvre buffet with wine)
UC Berkeley Womens's Faculty Club
\$12.00 per person

Detach and mail registration by September 22,
1987 to:

Sharon French
Bank of America
Legal Dept. #3017
P.O. Box 37000
San Francisco, CA 94137

(Make Checks Payable to Northern California
Association of Law libraries)

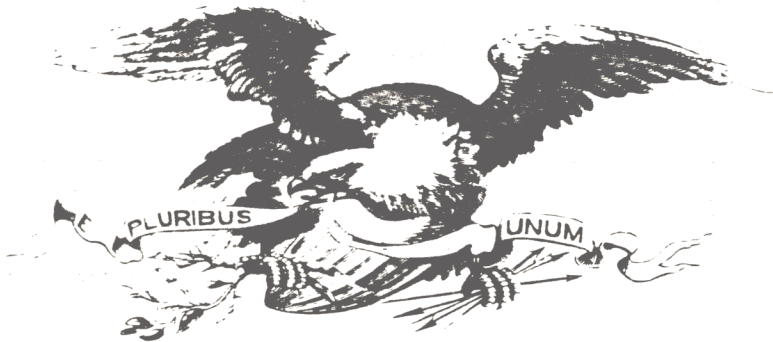
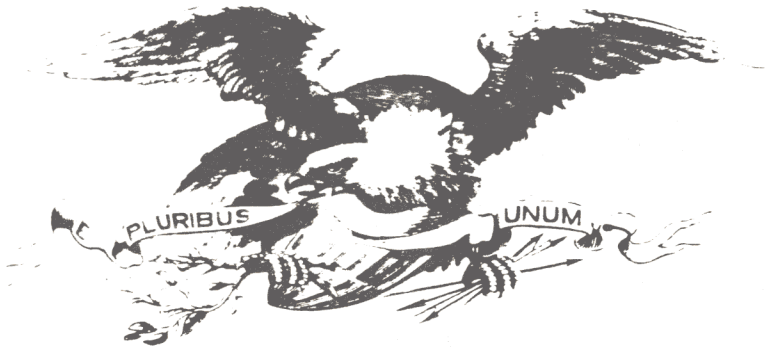
NOCALL FALL BUSINESS MEETING
UC BERKELEY - BOALT HALL

NAME: _____

AFFILIATION; _____

☐ I plan to attend only the Business Meeting

☐ Enclosed is \$ _____ for the Reception



DIRECTIONS FOR THE FALL BUSINESS MEETING

HOW TO GET TO BOALT HALL:

Parking is SCARCE on and near the Berkeley campus. We recommend that you take public transportation if possible, but if you have to drive, please carpool! It will cost you \$5.00 to park on campus, and considerably less off campus.

BY BART:

You can either take the Richmond line and get off at the Berkeley stop, or the Concord line and get off at Rockridge. From the Berkeley stop you can walk to Boalt Hall (about a 15 minute walk) or take "Humphrey Go-Bart" (a free campus shuttle) to the Mining Circle and walk south to Boalt from there (about a 5 minute walk). Catch Humphrey Go-Bart at Center and Shattuck in front of the Bank of America building; it leaves every 10 minutes, 7 AM to 7 PM.

From the Rockridge stop, transfer to the 51 or 51M bus going north on College Avenue (it comes every 10 minutes); it is a 15-minute bus ride to the end of College Avenue where Boalt Hall is located. Get off the bus right after the left turn onto Bancroft Way (at Lowie Museum).

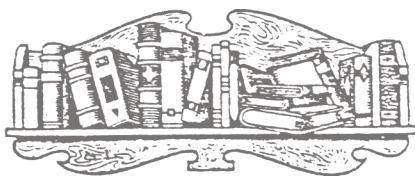
BY BUS:

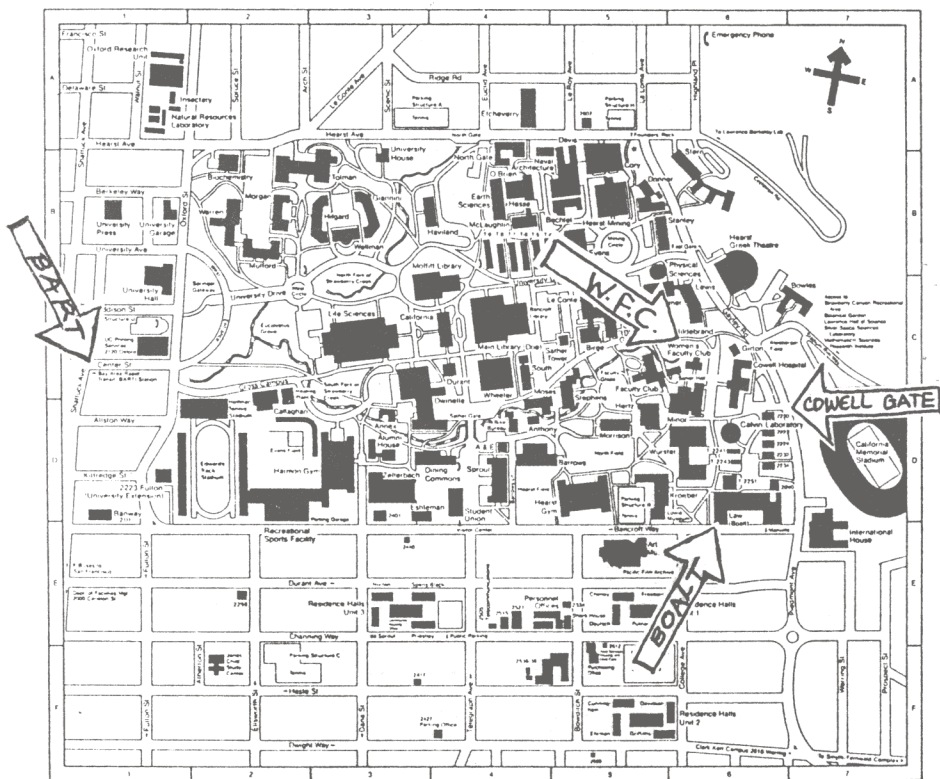
From the San Francisco terminal, the "F" bus goes to downtown Berkeley. You can transfer at Durant Avenue, and take the 51 bus up Durant to the stop just before College Avenue, then walk one block north to Boalt Hall. (The 51 bus comes every 10 minutes).

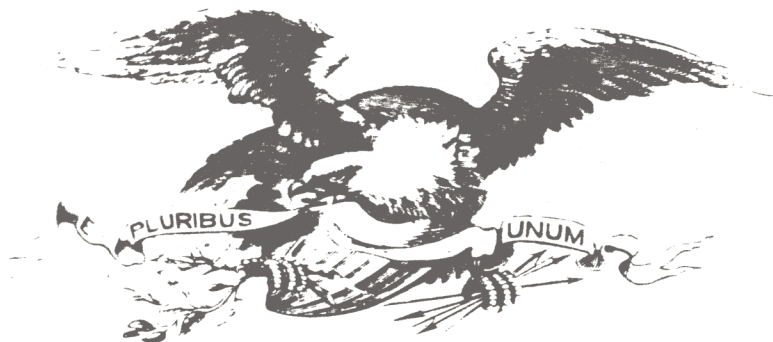
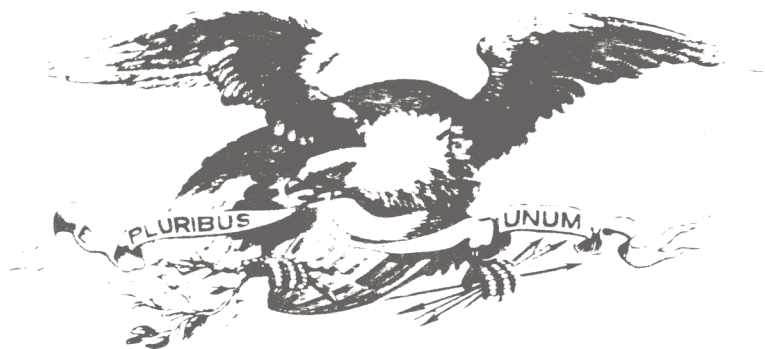
BY CAR:

Take the University Avenue exit from highway 80. Drive up University Avenue towards the hills until you come to the edge of campus. Turn right on Oxford. At the second traffic turn left on Durant. If you are going to park on campus (\$5 fee), go up Durant to the top of campus; turn left onto Piedmont. Enter campus at Cowell Gate. When you stop at the kiosk, tell the attendant you are here for the NOCALL meeting at Boalt Hall and that you want to park in the lot behing Boalt if there are spaces. (If there are not spaces, the attendant will re-direct you to other parking areas on campus.)

If you are not going to park on campus you can either look for street parking south of Boalt Hall (40¢ per hour at a meter; free after 6 PM)--or go to the public lot on Channing Way below Telegraph Avenue (75¢ per hour).







AALL 1988 - Atlanta

AALL Chapters are welcome to sponsor educational programs at the 1988 annual meeting which will be held in Atlanta. Proposals for programs must be submitted to Don J. Freehling, Program Chair, by September 30, 1987.

Please submit any ideas you may have for NOCALL sponsored programs to the NOCALL Board by September 25th.

To:

Sharon French
Bank of America
Legal Dept. #3017
P.O. Box 37000
San Francisco, CA 94708

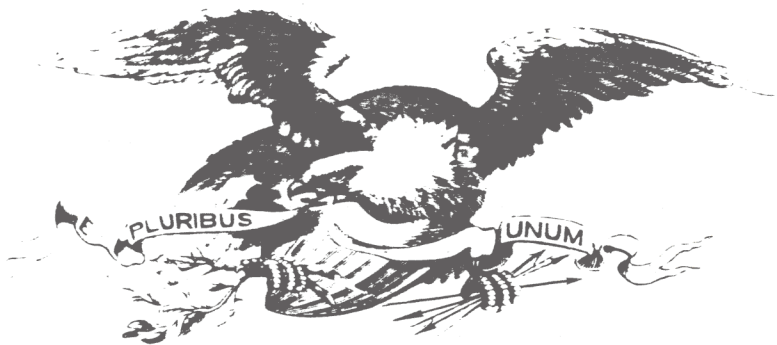
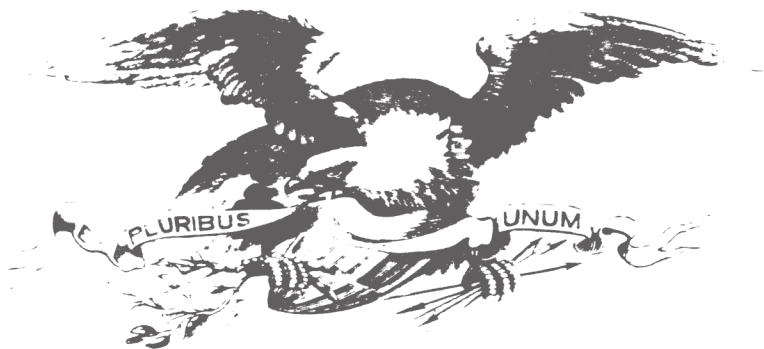
From: _____

Phone Number: _____

Program Suggestions:

☐

I would be willing to work on the
program committee.



PUBLISHERS & PUBLICATIONS

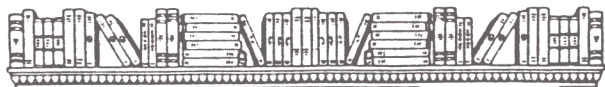
Administrative Codes and Registers, State and Federal Survey, 1986. Mini Griffiths, Executive Secretary, Administrative Codes and Registers Committee/Section, c/o Administrative Code Division, 201 West Monroe, Springfield, IL 62756. (217)782-9786. \$25.00. Make check payable to: ACR Committee.

The 1986 Survey is the most up-to-date information available about state administrative codes and registers, prepared by the members of the Administrative Codes and Registers Committee/Section of the National Association of Secretaries of State. All jurisdictions are covered, including the Federal government, District of Columbia, and Guam.

Invaluable for anyone who needs quick information about state regulations. Price information, frequency of publication, description of contents, and much more all included. Complete subscription information is also given.

Warren, Gorham & Lamont Discontinues
Corporation Law Review

Warren Gorham & Lamont, the Boston-based law publisher, has decided to discontinue publishing the Corporation Law Review. Renewal subscriptions will be fulfilled by Callaghan's Corporate Practice Commentator at a 30% discount of Callaghan's subscription price.



ITEMS OF INTEREST

"Antitrust Legal Research: A Practitioner's Viewpoint." 6 Legal Information Alert 1 (March-April 1987)

Aranas, Pauline M. "Gerontology and the Law: A Selected Bibliography: 1984-85 Update." 60 Southern California Law Review 897 (March 1987)

Bintliff, Barbara. "Auto-Cite and Insta-Cite: The Race to Update Case Histories." 15 Colorado lawyer 1675 (1986)

Campbell, Brian. "Whither the White Knight: CDROM in Technical Services." 10 Database 22 (August 1987)

Dorman, Phae H. "Online Sources of Japanese Information ... A Guide." 10 Database 15 (August 1987)

Durako, Fran. "Full-Text Newspapers Online." 30 Law Library lights 3 (May-June 1987)

Fry, Mary Anne. "Automating the Firm's Library: A Team Project." 6 Legal administrator 46 (Summer 1987)

Eichenwald, Kurt. "Expert Witnesses: Specialists Fuel a Booming New Industry." Modesto Bee, June 21, 1987, p. C-1

Gorman, Robert A. "Opinion on Legal-Research Services Raises Major Computer-Age Issues." National law journal July 20, 1987, p.40

Gothberg, Helen M. "Time Management and the Woman Library Manager." Library Journal, May 1, 1987, p.37

- Ojala, Marydee. "Finding Pacific Rim Business Information." 10 Database 89 (June 1987)
- O'Leary, Mick. "Looking Online for Local Business Information." 10 Database 71 (August 1987)
- Oliver, Myrna. "1-Man Jolt for Legal Journalism." Los angeles Times, June 20, 1987, p. 1. [Steven Brill]
- Oziel, Rhonda. "Help! The Senior Partner is Going to Make a Speech: A Law Librarian's Guide to Scientific and Technical Databases." 30 Law Library Lights 10 (May/June 1987)
- Panella, Deborah, "In-House Legal Database Training: A Must for Law Firms." 6 Legal Administrator 53 (Summer 1987)
- Pearson, Hilary E. "Computer Databases: Copyright and Other Protection." 4 The Computer Lawyer 28 (June 1987)
- Reid, Richard. "The New SIC Codes: Some Implications for the Information Industry." 10 Database 6 (August 1987)
- Reynolds, Thomas. "Comparative Legal Dictionaries." 34 American Journal of Comparative Law 551 (Summer 1986)
- Rosenberg, John S. "Online Legal Research: Tips, Tricks, Traps." 30 Law Library Lights 2 (May/June 1987)
- Sandhaus, David. "Stanford Law Librarian Gives Tips on Law Research Software." Recorder, June 2, 1987, p. 3. [Paul Lomio]
- Segal, Sheryl A. "dBase: More Interaction With Your Database." 30 Law Library Lights 20 (May/June 1987)

- Gregory, Pam. "Locating Expert Witnesses (Some Thoughts and Online Possibilities)." 30 Law Library Lights 4 (May/June 1987)
- Griffith, Cary. "A Comparative Review of Cite-Rite and The Cite Checker." Legal Assistant Today p. 54 (July/August 1987)
- Houck, Michael. "A Look at the Database Directories Online." 10 Database 67 (June 1987)
- Jacobs, Daniel J. "Acquired Immune Deficiency Syndrome (AIDS): A Selective Bibliography of Legal, Social and Medical Aspects." 42 Record of the Association of the Bar of the City of New York 260 (March 1987)
- Jordan, Melissa M. "Billing Practices at Law Firms: A Survey." 6 Legal Information Alert 1 (February 1987)
- Kelly, John. "Bluebook in a Box: A Computer Program will Verify the Bluebook Form of Legal Citations." 7 California lawyer 61 (Aug. 1987)
- Kern, Sharon. "New Roles for the Law Firm Information Center." 6 Legal Administrator 42 (Summer 1987)
- Kittle, Paul W. "A Routing Routine with dBase." 10 Database 109 (August 1987)
- Marcoot, John L. "The Revised Consumer Price Index: Changes in Definitions and Availability." Monthly Labor Review, July 1986, p. 16
- McBroom, Linda. "Wall Street Research Online: A Precious Commodity to the Business Specialist." 10 Database 15 (June 1987)
- Miller, David C. "Evaluating CDROMS: To Buy or what to Buy?" 10 Database 36 (June 1987)
- Ojala, Marydee. "Finding Information on High Tech Companies." 10 Database 97 (Aug. 1987)

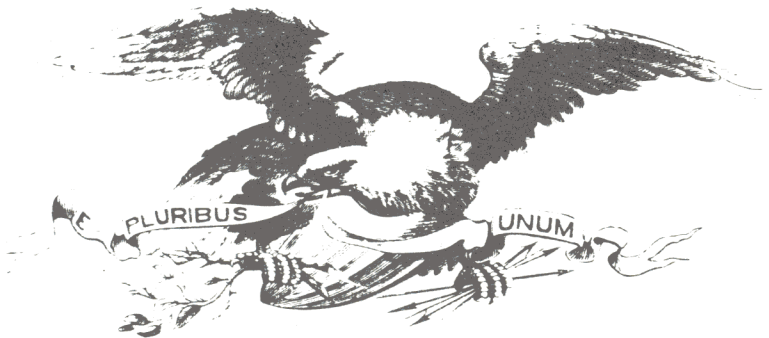
Towell, Jane. "Making Your Case for Nonlegal
Databases." 30 Law Library Lights 11
(May/June 1987)

Wallace, Marie. "Using the Library to Meet the
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6 Legal Administrator 36 (Summer 1987)

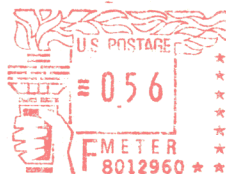
Weisbaum, Earl. "Pacific Rim Legal Bibliography:
A Guide to Legal Information Sources."
20 International lawyer 1401 (Fall 1986)

Williams, David. "Income Tax Software for the
IBM PC and Compatibles." 42 Record of the
Association of the Bar of the City of New York
155 (January 1987)

Contact Joan Loftus at (415)399-3043 if you would
like a copy of any of these articles.



NOCALL Newsletter
c/o Katherine Henderson
Univ. of the Pacific
McGeorge School of Law
3200 5th Ave.
Sacramento, CA 95817



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



INSIDE

Courses & Conferences	5
Executive Board Highlights	6
NOCALL Workshop	8
Council of Chapter Presidents	9
Membership News	10
Annual Reports	11
Budget	13
Archives	28
News from other Newsletters	30
Placement & Job Listings	32
Fall Business Meeting	35
AALL 1988 - Atlanta	41
Publishers & Publications	43
Items of Interest	44