I consider it an honor and privilege to be elected to serve as a NOCALL officer. The Nominations Committee recruited a fine slate of candidates this year, and the election results have been tabulated. I would like to thank all candidates for their willingness to serve on the NOCALL Board. Congratulations to Virginia Kelsh (Vice President/President Elect), Ginny Irving (Secretary) and Ruth Girill (Treasurer)! Along with Shirley David and myself, this will be your NOCALL Board for 1988/89.
NOCALL OFFICERS

PRESIDENT ...................... Sharon French
                        Pacific Telesis Companies

VICE-PRESIDENT/
PRESIDENT ELECT .......... Shirley David

SECRETARY ................. Janice Kelly

TREASURER ................. Arturo Flores

NOCALL MAILING ADDRESS:

Northern California Association of Law Libraries
1800 Market Street
Box 109
San Francisco, CA  94102

NEXT NEWSLETTER DEADLINE

Vol. 8 NO. 6  June 13, 1988
(May/June)

NOCALL Membership: Categories and Annual
dues - Active: $15.00, Associate: $15.00,
Student: $5.00, Life: no dues. Membership
includes newsletter subscription. Dues
renewal falls at the beginning of the
membership year on June 1st.
NEWSLETTER STAFF

Katherine Henderson
University of Pacific, McGeorge School of Law

Carolyn Billheimer
Cooley, Godward, Castro, Huddleson

Beverly Lipton
Brobeck, Phleger & Harrison

Joan Loftus
Howard, Rice, Memeroskvi, Canady, Robertson, and Falk

Nancy Carlin
Membership News, Peninsula

Chizuko Kawamoto
Membership News, Sacramento

Mark Mackler
Membership News, San Francisco

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.
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| 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  
|                                 | Mary Hays  
|                                 | 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 Harmon  
|                                 | Patty Trackman                              |
Municipal Codes
Alice McKenzie, Chair

Newsletter
Katherine Henderson

Nominations
Donna Martinez, Chair
Trish McCurdy
John Moore

Placement
Teresa Oppedal, Chair
Lisa Whitehill

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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
June 1, 1988
Sacramento INMAGIC Group Workshop
California State Library, Room 500
1:00 - 4:00 P.M.
Contact Marilyn Jose (916)444-3900
or Chizuko Kawamoto (916)324-9490
or ATSS 454-9490

June 11 - 16, 1988
SLA'S 79th Annual conference,
"Expanding Horizons: Strategies
for Information Managers"
Denver, CO
Contact Carol Mahan, SLA, (202)234-4700

June 26 - 29, 1988
American Association of Law Libraries
Annual Meeting, Atlanta, Georgia.
Contact: AALL, 53 W. Jackson Blvd.,
Chicago, IL 60604 (312)939-4764

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FOR SALE
Card catalog, 30 drawer with sliding
reference shelves, Worden Nordica line,
varsity oak finish. Like new.
$1,750.00 Call Beverly Lipton,
Brobeck, Phleger & Harrison, Palo Alto
(415)424-0160
EXECUTIVE BOARD MEETING HIGHLIGHTS

The 1987-88 Executive Board met on April 6, 1988 at Hastings College of the Law. Sharon French, Shirley David, Arturo Flores, David Bridgman and Janice Kelly were in attendance.

**Insurance:** The need for chapter insurance was mentioned again. Shirley expects that AALL will announce new developments at the Atlanta convention.

**Institute:** Shirley and her committee were pleased with the success of the trial practice institute. There will be two copies made of the videotape of the institute, and interested parties will be able to rent the tape.

The possibility of a joint meeting with SCALL and WESTPAC was discussed. WESTPAC's next time to meet in California is 1989, which would be right after the AALL Reno convention. Sacramento was proposed as a convenient location for a joint meeting.

**Grants:** Guidelines covering the awarding of NOCALL grants were proposed and adopted by the Board. It was resolved that:

1. Money is allocated for specific grants for particular events. If a grant is not awarded, the money does not transfer to another event without Board approval.

2. Members may receive only one NOCALL grant to an AALL event and only one NOCALL grant to a NOCALL event in their lifetime.
3. Grants are intended to foster the participation of newer members, although more senior members will be considered.

** May Business Meeting: The May business meeting will be Friday, May 13 at Stanford.

** Elections: The ballots were counted. The results were: Vice President/President Elect, Virginia Kelsh; Secretary, Ginny Irving; Treasurer, Ruth Girill.

Respectfully submitted,

Janice Kelly
1987/88 NOCALL Secretary

"Let's change 'Some of us guys' to 'We the people'."
MEMBERSHIP NEWS

SACRAMENTO

Sacramento area law librarians took a tour of the State Archives on April 6th. The Archives' staff gave a short presentation on legislation intent materials kept in the Archives.

Mary Mims left the California State Law Library on March 18th to work as a senior librarian at the G-Unit Library of California State Prison at San Quentin.

The Sacramento INMAGIC Users Group will hold a workshop on basics of INMAGIC report designing with Dana Ellingen of the Livermore Lawrence National Laboratory as a speaker on June 1st, 1-4 P.M. at the California State Library, Room 500. The workshop will be aimed at INMAGIC users. There are no registration fees, but donations are welcome to cover the costs of refreshments, mailings, etc. For additional information, contact Marilyn Josi at (916)444-3900 or Chizuko Kawamoto at (916)324-9490 or ATSS 454-9490

SAN FRANCISCO

Lille Koski has been working at Derby, Cook, Quinby & Tweedt for six years. She is the firm's first librarian. Prior to that she worked in the Thelen, Marrin, Johnson, and Bridges library for eight years.

Lille taught fourth grade in San Francisco for five years and worked as a library assistant at Morrison & Foerster. She completed the MLS degree program at San Jose State in 1987.

* * * * * * * * *
Valerie Gross, formerly with the San Francisco Conservatory of Music Library, completed her MLS in August, 1987. She has been the law librarian at Steinhart & Falconer in San Francisco since late November.

Michael Jones accepted the position of Librarian at Tarkington, O'Connor & O'Neill on May 2nd. He is the firm's first librarian. Previously, Michael has worked as Associate Librarian at the Mills Law Library, as a Librarian for Niesar, Kregstein & Cecchini, and as a Circulation Librarian at Santa Clara University, Heafey Law Library. Michael received his MLS degree from the University of California at Berkeley. Prior to that, he worked ten years for Bank of American Data Processing Center in San Francisco.

**PENINSULA NEWS**

Barbara Norelli, a Reference Librarian at the Santa Clara University Law Library, and her husband Richard, are the proud parents of Samantha Kate, born on March 3rd. Baby and Mother are doing fine. Barbara will be returning to work June 1st. Congratulations!!

The Santa Clara University Law Library is currently in the final stages of its renovation. The staff expects the work to be completed by the start of classes in August.

Berlinger, Cohen & Biagini has a new part-time librarian, Gayle Hittle. Gayle started working at the firm in mid-February.
JOB OPENINGS

MARICOPA COUNTY LAW LIBRARY

REFERENCE LIBRARIAN. Requirements: JD and three years of library reference experience. MLS may be substituted for two years of experience.
Duties: Provides in-person and telephone reference service to the legal community and general public; performs on-line searches and offers WESTLAW training; coordinates bibliography preparation; participates in collection development; assists with public relations activities; and supervises circulation staff. To apply, send resumes to Elizabeth Schneider, Director. Maricopa County Law Library, 101 West Jefferson - 2d Floor, Phoenix, Arizona 85003. Applications should be received by Friday, May 27th.

SUBCOMMITTEE FORMED ON RELATIONS WITH DATABASE PRODUCERS

The AALL Committee on Relations with Publishers and Dealers has established a subcommittee of Electronic Publishing. This subcommittee will take up matters concerning relations with database producers and vendors, and investigate long term problems. Send your complaints or comments to: Linda Weir, University of California, Hastings College of Law, 200 McAllister Street, San Francisco, CA 94102.

TOLL FREE NUMBER

Carswell Legal Publications now offers a U.S. toll free number. The number is:

1-800-387-5143
AALL SURVEY

At its January meeting, the AALL Executive Board gave final approval to a Private Law Libraries SIS proposal for a national statistical survey of firm and corporate libraries. The survey, the first under the AALL banner directed at private firm and corporate libraries, will focus on the size, services, finance and salary information generated by such institutes. AALL member and non-member libraries alike will be contacted by using a combination of mailing lists from AALL headquarters and Altman & Weil, Inc., a national consultant which is helping to structure the questionnaire and conduct the mid-March mailing.

The survey is based on several recently distributed documents, one from the Washington, D.C. Chapter, one distributed by the Chicago Law Librarians, and a recent model used by the New York City Chapter. These documents were combined and refined during the Chicago Annual Meeting. Nuchine Nobari, of Davis Polk and Wardell, submitted the final Committee work product to several of the country's leading management consultants, from which Altman & Weil was chosen.

The survey itself will be divided into several categories, including Firm or Corporate Profile, Library Characteristics, Library Services, Personnel and Compensation, Automation, and finally, Finance. Responding libraries will mail the survey directly back to Altman & Weil, who have developed well respected procedures to insure confidentiality.
Pre-publication price for AALL members is $135 with a price of $150 after the results are tabulated. For non-members the Price is $150 with a reduction only if they join the Association. To make the results meaningful PLL SIS really needs the support of all its members in completing the material accurately and returning the survey in a timely manner. A late spring or early summer publication date is expected.

(From SCALL Newsletter, vol. 15, issue 4, March, 1988)

NATIONAL LAWYERS GUILD AIDS NETWORK PUBLISHES EXPANDED EDITION OF AIDS PRACTICE MANUAL

The AIDS Network of the National Lawyers Guild has announced the publication of the Second Edition of its AIDS Practice Manual: A Legal and Educational Guide. The Manual includes both practical discussion and in-depth analysis of such topics as employment, financial affairs, housing, insurance, child custody, criminal law, prisons, immigration, military law, nursing homes, wills and powers of attorney. Appendices include model forms, voir dire questions, government recommendations, and charts of local and state laws. A particularly useful feature is the medical section, which is extensively annotated for easy reference in legal briefs.

For further information contact the Network office at 211 Gough St., Third Floor, San Francisco, CA 94102 (415)861-8884
COMPUTER ASSISTED LEGAL RESEARCH

Databases Unique to WESTLAW

The following are some of the databases available electronically only on WESTLAW and offering subscribers specialized information for their research needs:

- Describes law and practice before the Merit Systems Protection Board.

**Gower Federal Service**
- Consists of Interior Board of Land Appeals decisions relating to land use, mineral exploration, oil and gas exploration, and acquisition and maintenance of land leases.

**Information American (IA)**
- Offers online access to comprehensive public record information for California, Delaware and Illinois.

**International Court of Justice**
- Contains reports on judgments, advisory opinions, and orders of the International Court of Justice from 1947.

**Iran-United States Claims Tribunal (INT-IRAN)**
- Contains issuances of the Iran-United States Claims Tribunal, beginning with the establishment of the Tribunal in 1981.

**Judicial Discipline and Disability Digest (JDDD)**
- Contains abstracts of decisions involving judicial conduct, disability retirement proceedings, and collateral matters.
Practising Law Institute (PLI)
Contains selected articles from Practising Law Institute Course Handbooks.

Public Utilities Reports (PUR)
Contains documents that have appeared in Public Utilities Reports, Fourth Series and the PUR Digest, Third Series, and 50 state versions of PUR.

TaxSource Directory
Lists many unique tax databases, including the Tax Management Portfolios.

Technical Advisory Services for Attorneys (TASA)
Contains bibliographical records of experts compiled by Technical Advisory Service.

(Excerpt from Westlaw Password, vol. 8, no. 4, April, 1988)

LEXIS INCORP LIBRARY PROVIDES CALIFORNIA SECRETARY OF STATE FILES

Do you need corporation information from the Office of the Secretary of State of California? Turn to the INCORP library. Use the INCORP files to:

Verify exact name of a corporation
Check indication of corporate name availability
Verify corporate status and type of corporation
Identify registered agents and their addresses

Find the names of specific registered agents and the names of the companies listing them.

Get information even when the Secretary of State's Office is closed.
Try new files in PRACT and pay no search or connect time charges

Try the new, current files available in the Lexis practice (PRACT) library each week - they're virtually free! Availability of most files in PRACT is announced on the client identification screen. Like other libraries, PRACT is listed on the main library menu screen. You can enter PRACT from that screen or use SHORT CUT to move directly to PRACT.

(Excerpt from *Lexis Brief*, vol. 2, no. 4)

"The jury will ignore Mr. Grumbacher's rendition of 'Send in the Clowns'."

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PLL/SIS BUSINESS MEETING, PROGRAM AND LUNCHEON

An exciting morning is planned for the Private Law Libraries/Special Interest Section business meeting and program in Atlanta on Sunday, June 26, beginning at 9 A.M. Coffee and danish will be available for early birds at 8:30 A.M. A business meeting precedes our program, "New Roles for the Law Firm Librarian: Moving Up and Moving On". Being "THE LIBRARIAN" doesn't mean that you have reached the end of your career in a law firm library. Several speakers will share their experiences of doing non-library-related work within law firm settings.

Griffin B. Bell of King and Spaulding, former U.S. Attorney General and former U.S. Judge for the Fifth Circuit, will be the luncheon speaker. Be sure to get your reservations in early for this special event! We encourage all private law firm librarians, whether you are members of PLL or not, to attend our session on Sunday. We look forward to seeing you in Atlanta!

For further information;

Contact: Sharon Kissel, Librarian
Shea & Gardner
1800 Massachusetts Ave. NW
Washington, D.C. 20036
(202) 828-2069

Luncheon Registration deadline:

June 1, 1988

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UC BERKELEY EXTENSION OFFERS

SUMMER LIBRARY COURSES

A variety of courses in library and information studies will be offered by UC Berkeley Extension this summer. Three which may be of interest to law librarians are:

** "Using the UC Berkeley Library for Research" offers an excellent opportunity to learn to use one of the three top-ranked academic libraries in the United States. Through lectures, guided library tours and class assignments, participants learn to develop a search strategy and to find and use a variety of information sources.

The instructor is Marion Casey, a visiting lecturer in the school of library and information science at UC Berkeley. The course meets on Saturdays, June 25 to July 16, 9:30 a.m. - 3:30 p.m. at 229 Dwinelle Hall, UC Berkeley campus. The fee is $135. Enrollment is limited.

** An introductory course in "Appleworks," an integrated database manager, word processor and spreadsheet, is offered for classroom teachers, librarians, administrators and home users. Prior experience with the Apple IIe or IIc computer and access to Appleworks and an appropriate computer outside of class are required.

The course is taught by Cyndi Heller, computer coordinator at Bentley School, Oakland. It meets on Monday, Wednesday and Friday, June 27 to July 8, 1:30 - 4:30 p.m. at the Bentley School, #1 Hiller Dr., Oakland. There is no class on Monday, July 4. The fee, including in-class use of Apple IIe computers, is $155. Enrollment is limited.
** "Using Databases to Manage Bibliographic Material" is designed for librarians, researchers, writers and others who need to organize bibliographic material. INMAGIC and dBASE III Plus are used to illustrate how to store and retrieve bibliographic records and create small computerized catalogs. Lectures and demonstrations cover the concepts of database design and structure, selection of a suitable database program and common problems to expect when designing a database for textual information. Participants work in class on IBM PCs.

The course is taught by Diane Rosenberger, a systems librarian for the Federal Reserve Bank of San Francisco. It meets on Thursday and Friday, July 14-15, 9 a.m. - 4 p.m. at the UC Extension Center, 55 Laguna St., San Francisco. The fee is $120, including in-class computer use. Enrollment is limited.

AALL ANNUAL MEETING ANNOUNCEMENTS

If you are planning a meeting or activity at the AALL Annual Meeting in Atlanta, June 26-29, 1988, please send notice of the activity to Miriam Sedacca, Chair of the Annual Meeting Daily Committee. Each day the PEACHTREE DAILY will print a calendar of meetings, activities, and tours. You may publicize your event by contacting Miriam Sedacca, Assistant Librarian; Arnall Golden & Gregory; 55 Park Place, Suite 400; Atlanta, GA 30335 (404)527-4749. The deadline for inclusion in the first issue of the DAILY is June 13, 1988. During the Annual Meeting bring your notices to the AALL Business Office at the Marriott Marquis.
SHEPARD'S CALIFORNIA CASE CITATIONS NEEDED

The Minnesota State Law Library needs a current (1985) bound set of Shepard's California Case Citations (6 volumes). It would be willing to buy a used set, but would prefer to negotiate a trade for any or all of the following current titles the State Library no longer needs:

1. Shepard's Southwestern Reporter Citations (6 volumes) 1985
2. Shepard's Southern Reporter Citations (5 volumes) 1986

Anyone interested in Offering California Case Citations should contact Sara Galligan, Head of Technical Services, Minnesota State Law Library, 117 University Ave., St. Paul, Minnesota 55155 (612)297-2089.

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NEWSLETTER EDITOR NEEDED

Would you like to become the editor or an assistant editor/contributor for the NOCALL Newsletter next year? Tasks connected with the Newsletter include editing, word processing, lay-out and paste-up, proof-reading, preparation of mailing labels, and mailing. The Newsletter is published six times a year, beginning with the July/August issue.

Please contact President-Elect Shirley David at (916)440-6013 if you are interested in being the new editor or joining the Newsletter staff. Shirley would also welcome any ideas or suggestions for next year's Newsletter.
TAKING THE CASE
Edward J. Wright, Jr.
McDonough, Holland and Allen, Sacramento

Mr. Wright, a practicing attorney, delivered the first presentation on the initial steps taken by an attorney and the decisions to be made when a potential client walks in the door and requests the attorney's services for possible civil litigation.

The first question that poses itself is whether the attorney should take the case. In coming to a decision, the attorney must ask herself first whether she has the expertise necessary to handle the case. In addition, it is important to evaluate the potential client as he answers the attorney's questions. Does he express himself clearly and present an attractive demeanor? Most importantly, can he convince the attorney that what he is saying is true? Does he show the necessary commitment to see through a project that can last for years?

The attorney should of course examine the facts as they are presented with an eye toward potential problems. What does the law have to say regarding the client's position in the dispute? Is it favorable? Finally, what damages are available and what kinds of resources do the potential defendants have to pay the damages? One should realize that a very limited possibility of recovery may simply not justify the time and expense of pursuing an otherwise meritorious claim.

Once having decided to take the case, it is necessary to define fee arrangements. These are generally of two types: the hourly fee agreement and the contingency fee agreement. In the latter case, the attorney takes her fee as a
share of any recovery. Generally, the attorney's share runs at about 33 1/3% if the case is settled before trial, 40% after trial and 50% of any punitive damages recovered. While the attorney working on contingency receives no fee if there is no recovery, the client should realize that he is responsible for litigation costs in any case. Whichever arrangement is decided upon (there may be differences of opinion in this matter), the fee agreement must be in writing and should be clearly understood by both the attorney and the client.

The next step for the attorney is doing the preliminary research necessary to prepare for the case. In a hypothetical libel case, the attorney will discover that the plaintiff in the action must prove certain elements, including publication, the falsity of the published statement and damages resulting from such publication. The applicable case law will also be examined to look for relevant court decisions which favor, or weaken, the client's position.

Lastly, the attorney may wish to make use of expert witnesses in presenting the case. In the libel case, an expert might be utilized in the issue of damages. Mr. Wright stated that he avoids expert witness services and prefers to select his experts through other channels, including referrals from his professional associates. At trial, the expert will be examined closely and it is preferable to present a witness who is highly qualified and articulate and has less of the appearance of a hired gun.

Contributed by Charles Malarkey, Law Librarian: Griffinger, Levinson, Freed, and Heinemann
ITEMS OF INTEREST

Anspach, Judith. "The Impact of Technology on Space Planning." 1 Trends in Law Library Management & Technology 6 (October 1987)


"Comparison of CALR Search Strategies." 7 MAALL Newsletter 93 (December 1987)

"Designing Library Facilities for a High-Tech Future." 20 Library Hi Tech 103 (Winter 1987)


"Freedom of Information: Resources." 10 Jurisdocs 36


Henderson, Janice E. "The Assistant, A Library Software Package." 12 Law Lines no. 6 (April 1988)
Howland, Joan. "The Manager's Role in Developing a Good Working Relationship with the Boss." 1 Trends in Law Library Management & Technology 5 (July/August 1987)


Lorsch, Jay W. "When Professionals Have to Manage." 14 Legal Economics 51 (March 1988)


O'Leary, Mick. "Dun & Bradstreet vs. the Unions: An Old Struggle Enters the Online Arena." 11 Database 34 (April 1988)


Reddy, Michael B. "A Look at Legal Research and Writing Courses." 7 Legal Information Alert 1 (Feb. 1988)

Reitz, Carol J. "Be Steps Ahead of Other Candidates: Understand the Interview Game." 5 Legal Assistant Today 23 (March/April 1988)


Sharp, Alice V. "How to Cite Like a Pro." 8 California Lawyer 50 (March 1988)

Shiner, Clifford. "How Litigators Can Use Technology." 74 ABA Journal 74 (May 1, 1988)

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Stone, Dennis J. "New Standards for Space Planning." 1 Trends in Law Library Management and Technology 1 (September 1987)


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

It is dangerous for a national candidate to say things people might remember.
EUGENE McCARTHY

Some things that look like lies to me today will seem all right in the presidential year.
FINLEY PETER DUNNE

A politician should have three hats. One for throwing in the ring, one for talking through, and one for pulling rabbits out of if elected.
CARL SANDBURG

There's no reason why a woman shouldn't be in the White House as President, if she wants to be. But she'll be sorry when she gets there.
HARRY TRUMAN

Any party which takes credit for the rain must not be surprised if its opponents blame it for the drought.
DWIGHT W. MORROW

(From Forbes, November 17, 1986)