



NORTHERN CALIFORNIA ASSOCIATION OF LAW LIBRARIES

VOL. 8 NO. 6

NEWSLETTER

MAY/JUNE 1988

At the annual business meeting held at Stanford University on Friday, May 13th, Sharon French turned over the gavel to your 1988-89 NOCALL president. The new Board consisting of Virginia Kelsh, Ginny Irving, Ruth Girill, Sharon French, and Shirley David are interpreting the significance of that date as a good omen for another successful association year.

Committee chairs have been appointed and they took over their duties on June 1. The list of committees, committee responsibilities, the names and telephone numbers of the chairs, as well as the 1987-88 annual reports are printed in this newsletter. Your president is a firm believer that involvement in professional association activities is the best form of continuing education. Most committee chairs are looking for members. If you are interested in serving on a committee, call the committee chair and volunteer your talents.

Shirley H. David

NOCALL OFFICERS

1988/89

PRESIDENT..... Shirley H. David
Sacramento County Law Library

VICE-PRESIDENT/
PRESIDENT ELECT..... Virginia J. Kelsh

SECRETARY..... Ginny Irving

TREASURER..... Ruth Girill

NOCALL MAILING ADDRESS:

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

NEXT NEWSLETTER DEADLINE

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(July/August)

August 22, 1988

Send items to the 1988/89 editor:

Joy E. Tennison
Golden Gate University Law Library
536 Mission St.
San Francisco, CA 94105
(415)442-7260

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

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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 Joy E. Tennison, Golden Gate University Law Library, 536 Mission St., San Francisco, CA 94105. The Newsletter is sent to other AALL chapters and contributions may be included in other chapter newsletters and the Legal Information Management Index.

1988/89 NOCALL COMMITTEES

Assn. of Legal Administrators Shirley David (916)440-6013 Virginia Kelsh (415)666-6679	-Attend meetings -Report events to the board, newsletter editor & members
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Archives Iris Wildman, Chair (415)723-2471	-Maintain archives -Lend documents from archives to members
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Audit & Budget Trish MacCurdy, Chair (415)622-6040	-Audit books (1987/88) -Prepare budget (1989/90)
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Constitution & Bylaws Lorraine Rodich, Chair (408)277-9788	-Review & Draft amend- ments to constitution & bylaws as required
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Consulting Loretta Mak, Chair (415)772-6812	-Perform consulting assignments for law firms -Promote committee
--	---

Education Brent Bernau, Chair (415)442-7260	-Fall workshops
--	-----------------

Grants Leslie Hesdorfer, Chair (415)981-5550	-Solicit applications & award grants for insti- tute, workshops AALL programs
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Indexing David Bridgman (415)725-0801 Jacob Koff (415)781-book	-Special committee to index board resolutions
Institute Virginia Kelsh, Chair (415)666-6679	-Annual Institutute
Membership Sandra Sawyer, Chair (514)986-4200	-Directory, brochure, letters to new members -Provides labels for other committees, -PR with library schools
Municipal Alice McKenzie, Chair (415)979-2619	-Update & sell municipal code compilation
Newsletter Joy Tennison, Editor (415)442-7260	-Produce Newsletter
Nominations Mary Ann Parker, Chair (916)322-5795	-Select Candidates for office, -Collect bio. info.
Placement Paul Lomio, Chair (415)725-0804	-Collect & distribute resumes, list jobs, -Provide advise to job candidates & employers
Public Access Coral Henning (415)554-6821 Chris O'Rourke, (916)739-7014 Co-Chair	-Make presentation on legal materials, legal research and law libraries to outside groups

Public Relations Andy Eisenberg, Chair (415)723-2477	-Advertise NOCALL activities & programs to outside groups, -Keep NOCALL officer information up-to-date in legal directories
SCALL Liaison Virginia Kelsh (415)666-6679	-Attend SCALL Institute, -Exchange information with SCALL
Union List Todd Bennett, (415)955-3669 Mary Staats, (916)954-4451 Co-Chair	-Work with Class to product Union List, -Sell Union List

Slowdown in Growth of Online Databases

The long expected slowdown in the growth of online databases and online services may now be happening, according to Cuadra/Elsevier, publishers of the Directory of Online Databases. A total of 468 new databases went online during 1987, bringing the total number available to a record 3,700. However, the number of new databases was more than 20 percent fewer than the 601 databases that went online in the previous year. There was a net growth of 27 new online services during 1987, but this only accounts for 36 percent of the growth in 1986 and 29 percent during 1985.

(From: Information Today,
vol. 5, #4, April 1988)

NOCALL BUSINESS MEETING

May 13, 1988
Stanford University

Sharon French, NOCALL President, called the meeting to order at 4:10 P.M.

Sharon announced the results of the election: Virginia Kelsh is Vice-President/President-Elect; Ruth Girill is Treasurer; and Ginny Irving is Secretary. They will assume their responsibilities on June 1.

The minutes from the January meeting were approved as printed in the NOCALL newsletter.

The Treasurer, Arturo Flores, distributed copies of the third quarterly report and of the report for the NOCALL Institute. The Institute was an all-time money maker, with an income of \$2,529.33. The treasury balance is \$5,439.29. Wallet-sized copies of the report were distributed for members' convenience.

Shirley David, the Vice-President/President-Elect for 1988-89, noted that many of the Institute expenses were underwritten by the Hotel El Rancho, Lexis, Westlaw and the Legislative Intent Service. 100 people participated, as speakers or registrants.

The videotape of the Institute, "Anatomy of a Civil Trial", has been deposited with the NOCALL Archives at Stanford. It may be borrowed for a \$25 handling fee. Shirley found the videotape entertaining as well as instructional.

A NOCALL sign was produced for the Institute and can be used at booths or future Institutes.

Gail Winson, chair of the Bylaws Committee, presented bylaw changes. These were made necessary by changes in the AALL membership bylaws, which made the AALL provisions less restrictive than NOCALL's. The approved changes included revisions to Article II, Section 1, Categories of membership, Sub-section a., to require that active members have been employed in a law library or law section of a general library within the past seven years (up from three); have been employed in a government documents library or separately maintained documents section of a general library within the past seven years; or have been providing professional librarian services to law libraries within the past seven years. Article II, Membership, Section 2, Dues, rights and privileges was amended to add student members to those able to vote. Section 5 was added to Article II, stating that "Except for the requirement that active members reside within the geographic boundaries of this association, membership in this association shall be open to any person eligible for membership in the American Association of Law Libraries. Any membership questions shall be decided in light of this provision."

The changes were approved unanimously.

A motion was approved to destroy the ballots from the spring election.

Committee reports were delivered. They are printed in the Newsletter and are not reprinted here. Some highlights included:

Audit and Budget Committee: The audit was completed with no problem. The committee drew up a list of recommended procedures to

follow in future audits. Guidelines and forms are on a Wang diskette.

Consulting Committee: This new Committee received 16 requests for consultations and provided services to 4 firms and 2 government agencies. They are awaiting the return of questionnaires from 4 additional clients.

Grants Committee: The committee was able to award only three grants: 2 to the AALL Convention, and one to the AALL Institute. The Recipients were Brent Bernau, Mary Ann Parker, and Marian Shostrom, respectively. The Committee recommends awarding 2 AALL convention grants, 1 AALL Institute grant, and 2 NOCALL Institute grants in the future.

Membership Committee: The Committee was able to produce the Membership directory at no cost, thanks to funding from Bancroft-Whitney.

Placement Committee: The Placement Committee had a very successful year, receiving 35 professional and 12 paraprofessional job listings, and 32 professional and 26 paraprofessional resumes.

SCALL Liaison: Shirley David reported on relations with both SCALL and WestPac. AALL President Al Brecht encouraged her to broach the subject of a joint meeting with SCALL and WestPac. The Fall of 1989 had been proposed as a possible date, since WestPac was due to meet in Northern California at that time. One problem is that it would be shortly after the Reno convention.

The idea would be to have a mini-convention, and Shirley thinks it's worth pursuing.

Salary Survey: Since AALL is sponsoring a Private Law Librarians SIS nationwide salary survey, the committee does not recommend conducting a NOCALL survey at this time.

Sharon thanked the Board and the committees for the work done this year. She presented the gavel to Shirley who led a round of applause for Sharon's efforts this year.

The meeting adjourned at 5:15.

Respectfully submitted,

Janice Kelly
NOCALL Secretary, 1987/88

NOCALL INSTITUTE VIDEO-TAPES AVAILABLE

The March 1988 NOCALL institute entitled "Anatomy of a Civil Trial" as was video-taped. The VHS format video-tapes are available for loan from the NOCALL archives. Requests to borrow the program tapes should be made to Iris Wildman, NOCALL Archives, Stanford University Law Library, Stanford, CA 94305, (415)723-2471. There is a \$25 shipping and handling charge. An invoice will be included with the video-tapes.

ANNUAL REPORT OF THE TREASURER
FISCAL YEAR 1987-88
June 1, 1987--May 31, 1988

BALANCE, June 1, 1987

\$6,856.69

INCOME

Dues	\$4,135.00	
Business Meeting (5/13/88)	330.00	
Institute (3/26/88)	6,315.00	
Business Meeting (1/29/88)	1,120.50	
Christmas Meeting (12/18/87)	352.00	
Workshop (11/16/87)	5,650.00	
Business Meeting (5/15/87)	414.00	
Business Meeting (9/25/86)	540.50	
Union List	4,150.00	
Checking Account Interest	265.09	
Mailing Labels	90.00	
Directory	15.00	
Overages (Second Quarter)	15.00	
Exhibitor (87 Institute)	45.00	
Reimbursement (87 Institute)	104.37	
Miscellaneous	20.00	
	23,561.46	23,561.46

EXPENSES:

Newsletter Postage	818.85
Newsletter Printing	2,957.70
Union List	3,807.50
Business Meeting (5/13/88) Mailing	197.70
Institute (3/26/88)	3,535.67
Business Meeting (1/29/88)	1,120.15
Christmas Meeting (12/18/87)	443.54
Workshop (11/16/87)	4,602.77
Business Meeting (9/25/87)	619.97
Business Meeting (5/15/87)	697.00

Grants		
1987	1,200.00	
1988	2,200.00	
Muni Code Project		
Address labels	360.00	
Postage	251.44	
Letterhead	313.12	
Pres. Elect SCALL Trip	291.65	
Archive cabinet	241.92	
Membership printing costs	285.05	
Election-postage & printing	174.24	
Miscellaneous	179.35	
Mail Service	<u>83.00</u>	
	24,380.62	24,380.62
 BALANCE, May 31, 1988		 \$6,037.53
Respectfully Submitted,		

Arturo Flores
Treasurer

NOCALL GRANTS

The NOCALL Grants Committee is very pleased to announce the recipients of this year's grants:

A grant for \$100 to attend the 8th Annual NOCALL Institute on March 26, 1988, in Sacramento, was awarded to Arline Eisenberg from Stanford Law Library.

Two grants for \$700 each to attend the AALL Convention in Atlanta in June, 1988, were awarded to Brent Bernau from Golden Gate University Law Library and Mary Ann Parker from the State Public Defender Law Library in Sacramento.

A grant for \$700 to attend the AALL Summer Institute was awarded to Marian Shostrom of the University of San Francisco Law Library (she will be going to the Institute on Law Library Management in Tuscaloosa, Alabama.)

We congratulate these NOCALL members for their achievements in law librarianship and their contributions to NOCALL!

The NOCALL Grants Committee
Ginny Irving, Chair
Leslie Hesdorfer
Mary Hood
Lynn Lundstrom

MEMBERSHIP NEWS

SAN FRANCISCO BAY AREA

SHARON FRENCH has left the Bank of America Legal Department to take a position with the Pacific Telesis Group companies. She will be establishing law libraries and legal information services in the 14 legal offices of Pacific Telesis Group, Pacific Bell, Pacific Bell Directory, PACTEL Corporation, PACTEL Personal Communications and Nevada Bell. Her new business address and phone number are Pacific Bell Law Library, 140 New Montgomery Street, 16th Floor, San Francisco, CA 94105 (514/546-4438).

LAURIE CAMERON has accepted the position of Assistant Librarian with the law firm of Graham & James in San Francisco. While studying for her M.L.I.S. at the University of California at Berkeley, Laurie completed internships with the Boalt Hall Law Library and with the library of a large law firm. After receiving her M.L.I.S. in 1986, Laurie worked as a Reference Librarian for San Francisco State University.

Laurie has a strong interest in social policy issues and she has worked as a social science and legislative researcher for many public interest organizations. In addition, Laurie has a second Master's Degree in Community Development from the University of California at Davis.

GREG FITE has joined the firm of Landels, Ripley & Diamond in the position of Librarian. Greg has over two years' experience at the Alameda County Law Library, most recently serving there as Legal Reference Assistant. He will receive his masters in Library and Information Science from U.C. Berkeley in

August. Between now and August, Greg will be working a part-time schedule and will go full-time upon his graduation.

SUSANNE PIERCE DYER joined the staff of Alameda County Law Library as Reference Librarian on April 25, 1988. Susanne has a MLIS from the University of California at Berkeley, a JD from the University of Santa Clara, and a B.A. from Mills College, Oakland. Previously she was Law Librarian at Solano County Library and Branch Librarian at Santa Clara County Law Library.

PENINSULA

LINDA JOHNSON, Government Documents Librarian at the University of Santa Clara Orradre Library, will be assuming the duties of Head of the Government Documents Department at San Jose State University around July 1st.

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1986 CFR NEEDED

The library of Ware & Freidenrich is looking to purchase a 1986 edition of CFR Title 48. If you have a copy you would be interested in selling, please contact Suzanne Nunn at (415)328-6561.

* * * * *

Now summer blinks on flowery braes,
And o'er the crystal streamlet plays.

BURNS, The Birks of Aberfeldy.

JOB OPENINGS

University of California, Berkeley School of Law Library

Senior Reference Librarian. Primary duties include administering the library's Circulation department and providing reference service to faculty, students, attorneys, and members of the public. The library will be implementing an online system in Summer, 1988 and a major responsibility of the position will be reorganizing the Circulation department's procedures, workflow, and staffing to accommodate an automated system.

Requirements: M.L.S. and J.D. degrees from accredited schools. Minimum of two years of law library reference and circulation experience is required. Applicants must be familiar with Lexis, Westlaw, GLADIS, MELVYL, RLIN, INNOVACQ, INNOPAC, and other online systems as well as traditional legal research materials.

Salary: \$31,008 - 36,420. Send resume by August 15, 1988 to Joan Howland, Deputy Director, Library, 232 Boalt Hall.
(415)642-4044

University of San Diego Law lLibrary

Reference Librarian. Requirements: J.D. and M.L.S. from ABA and ALA accredited schools, professional library experience desired. Duties: Provide extensive reference services, provide and teach computer assisted legal research, provide instruction in conventional legal research, produce research guides and other informational publications, develop, implement and evaluate reader service policies

and procedures, supervise a student assistant, survey holdings for the purpose of collection development, provide specialized outreach services, including the development of faculty SDI and research workshop programs, coordinate library operations with law school research and writing and university paralegal programs. Includes rotating night and weekend hours. Available: immediately. Salary: dependent upon qualifications, excellent benefits. Contact: Nancy Carol Carter, Law Library Director, University of San Diego Law Library, Alcala Park, San Diego, CA 92110

Associate Law Librarian. Responsibilities include: administrative assistance to the director, head of reference and circulation, participation in collection development, coordination of student employees, organization of computer training, liaison with user groups and instruction in the lawyering skills program. This librarian also will undertake a major role in automation planning, upgrading services through traditional and technological means and in space planning and moving the library.

Requirements: Accredited M.L.S. and J.D. degrees; 3 to 5 years of professional law library experience; strong service orientation; excellent interpersonal skills; familiarity with legal and non-legal databases and other new technology; supervisory experience; and demonstrated professional involvement. USD is an equal opportunity, affirmative action employer offering a competitive salary, excellent benefits and the amenities of a beautiful campus and livable city. Send a letter of application, resume and have three letters of reference sent to: Nancy Carol Carter, Law Library, Univ. of San Diego, Alcala Park, San Diego, CA 92110.

LIBRARY AUTOMATION GUIDELINES

The following steps during the planning stages of library automation can make the transition less traumatic and time consuming:

1. If non-library staff will be creating the database and any related reports, it is important that they understand the library tasks and the results the librarian expects from the computer. They should learn the special vocabulary of the library, and the librarians should learn the computer vocabulary so there is no misunderstanding because of miscommunication.

2. Review the manual process and understand exactly what results are required for each process.

3. Determine how many manual tasks share duplicate information.

4. Learn how the software can be used to combine multiple tasks and create special reports. Understand the software's limitations.

5. Determine which tasks should be automated and in what order. It is easy to fall under the computer's spell and want to automate everything. But some manual tasks may work very well and would be less efficient if automated.

6. Create flow charts to determine how automation will affect library personnel. Set goals and keep the staff informed of the status of each project. If automation does not become mysterious it will probably be less threatening.

7. Plan what hardware will be necessary to accomplish each process, who will be using it and where it will be best located.

8. Once the database and reports are created, enter 20 to 50 records to test them. Go through each process required from the database to make certain everything works as expected.

9. Familiarize the staff as early as possible with both the hardware and software. It is especially helpful to create a staff users manual. This can be accomplished painlessly by recording each step during the training of one staff member. The resulting notes will become the users manual.

10. Use a blank database record to gather inventory information. This will ensure consistency in format and data entry.

(From: "Automating the Firm's Library:
A Team Project" Legal Administrator,
Summer, 1987, Vol. 6, No. 3.)

Where'er you walk cool gales shall
fan the glade;
Trees, where you sit, shall crowd
into a shade;
Where'er you tread, the blushing
flowers shall rise,
And all things flourish where you
turn your eyes.

POPE, Pastorals: Summer, 1.73.

1987/88 ANNUAL COMMITTEE REPORTS

AUDIT AND BUDGET

The Audit and Budget Committee for 1987/88 consisted of Ruth Girill and Trish McCurdy.

AUDIT

As we reported at the fall 1987 business meeting, the audit was completed, and all records were correct, with all documents present. In addition, we have drawn up a list of recommended procedures to follow when working on future audits.

BUDGET

The committee prepared a proposed budget, taking into account both actual and subsidized expenses, in order to get a more complete illustration of the cost of operating NOCALL. The proposed budget is attached.

Also, we have revised last year's format to include additional information and have written recommended guidelines to follow when preparing future budgets.

RECOMMENDATIONS

1. We recommend future Audit and Budget Committees follow the established format and procedures and incorporate perceived improvements as they arise. This should be easy to do, since both the guidelines and the forms are now on a WANG diskette.

2. We recommend including potential income from workshops, institutes and sales of the union list, as these are needed to finance the grants.

3. We recommend including reimburseable committee expenses in order to more accurately reflect the cost of conducting chapter business.

4. We recommend considering cancellation of the bulk mail permit as an unnecessary expense. Every NOCALL member surveyed by the committee refuses to use the permit because service is too slow and mail preparation is too labor intensive.

5. We recommend committee chairs continue to be encouraged to ask firms to absorb costs whenever possible.

- Ruth Girill, Chair
Trish McCurdy

* * * * *

Then came the jolly Summer, being dight
In a thin silken cassock, coloured green,
that was unlined all, to be more light.

SPENSER, Faerie Queene. Bk.vii,canto
vii,st.29.

* * * * *

Pride of summer passing by
With lordly laughter in her eye.

SWINBURNE, The Tale of Balen,
Pt.ii,st.1.

WOCALL YEAR: 1988-89

PROPOSED BUDGET

INCOME

<u>Dues</u> \$4215 (281 @ \$15) + \$65 (13 @ \$5) =	\$4280.00
<u>Interest</u> (\$5000 @ 5.5%) =	\$275.00
<u>Union List Net</u> =	\$1000.00
<u>Institute & Workshop Net</u> =	\$2000.00

TOTAL FUNDS AVAILABLE = \$7555.00

EXRENSSES

Newsletter

Printing (5% inflation factor)	\$2850.00
Postage & Miscellaneous (Mailed First Class)	\$900.00

Grants

\$2500.00

Ballots

Printing	\$25.00
Supplies	\$20.00
Postage	\$123.00

Membership Applications

Printing	\$45.00
Supplies	\$20.00
Postage	\$75.00

Membership Directory

Printing	\$700.00
Postage	\$125.00

Bulk Mail Permit

\$50.00

Secretary of State Annual Registration Fee

\$2.50

Committee Expenses (reimbursable only)

\$1425.00

Mail Box Rental

\$83.00

TOTAL EXPENSES \$8943.50

Note: The mailing list cost \$1400 for 1987-88. Thelen, Marrin has covered the cost of setting up and maintaining the mailing list for 1987-88 and will maintain it for 1988-89.

NOCALL YEAR: 1987-1988

COMMITTEE EXPENSES

Standing Committees	Budget Projection for Current Year	Actual Expenses for Current Year	Projected Expenses for Proposed Budget	Expense Items
ARCHIVES	\$ 200	-0-	\$ 200	file supplies
AUDIT & BUDGET	-0-	-0-	-0-	Wang diskettes contributed by Bank of America
CONSTITUTION & BYLAWS	-0-	-0-	-0-	Hastings to pick up telephone and postage expenses
CONSULTING	\$ 175	\$ 38.65	\$ 300	supplies, parking, mileage, overnight in hotel
EDUCATION	-0-	-0-	-0-	workshops expected to break even
GRANTS	-0-	-0-	-0-	U C paid mailing costs; publicity via Nocall Newsletter
MEMBERSHIP	Pending	-0-	\$ 825	Printing of Directory sponsored by Bancroft-Whitney; distributed at busi- ness meeting; firm absorbed postage
NOMINATIONS	-0-	-0-	\$ 25	phone calls; postage
PLACEMENT	-0-	-0-	-0-	phone calls; postage
PUBLIC ACCESS	\$ 100	-0-	\$ 100	videotape, mileage
UNION LIST	-0-	-0-	-0-	expenses will be recovered on sale
Special Committees				
INDEXING RESOLUTIONS	\$ 100	-0-	\$ 100	postage, phone calls, photocopying mileage
LIAISON WITH ASSOCIATION OF LEGAL ADMINISTRATORS	-0-	-0-	-0-	ALA picks up expenses
MUNICIPAL CODES	-0-	\$1360	\$1916	typing, duplicating, postage, envelopes *
PUBLIC RELATIONS	\$ 125	-0-	\$ 250	booth at State Bar convention, postage, photocopying**
SALARY SURVEY	-0-	-0-	-0-	committee may be dissolved
SCALL INSTITUTE	\$ 325	\$ 325	\$ 450	transportation, meals, lodging

* cost should be recovered on sale of book
** booth could be shared with SCALL at State
Bar Assoc. convention

CONSTITUTION AND BYLAWS

Bylaws consistent with the constitution and bylaws of the AALL

Due to major changes made in the AALL membership bylaws at the 1987 Annual Meeting, the Constitution and Bylaws Committee has reviewed NOCALL's bylaws to ensure that they are consistent with AALL's membership provisions. Our major consideration in recommending any changes was whether NOCALL's membership provisions are more restrictive than those of AALL.

As stated in the introduction to the "Model Chapter Bylaws" published by the AALL Committee on constitution and bylaws, "Chapter membership provisions must not be more restrictive than AALL membership provisions". This interpretation is derived from two provisions in the AALL Bylaws. The first is Article 8, § (a) which reads, in part, "No chapter shall adopt a constitution or bylaws inconsistent with the Constitution and Bylaws of the Association...". The second is Article 8, § (c) which reads, in part, "Chapters may accept members who are not members of the association..".

In drafting these proposed revisions, the Committee has tried to retain the existing language and structure of the NOCALL Bylaws so far as was possible. The only goal was to remove any inconsistencies with the AALL Constitution and Bylaws.

Recommended Revision 1: Article II, Membership, Section 1, Categories of membership, Subsection a., Active members, second clause, is changed to read as follows:

Any person officially connected with or regularly employed in a law library or a separately maintained law section of a general library or who has had such connection within the past seven years;

Comment: The underlined word has been changed from "three" to "seven". AALL bylaws now require that individual members be "Any person interested in law librarianship and currently, or within the last 7 years, employed at least 30% full time to perform professional work...". Retaining the three year requirement would make NOCALL bylaws more restrictive than AALL bylaws.

Recommended Revision 2: Article II, Membership, Section 1, Categories of membership, Subsection a., Active members, third clause is changed to read as follows:

Any person officially and regularly employed in a government documents library or in a separately maintained government documents section of a general library or who has had such connection within the past seven years;

Comment: The underlined portion has been added to make each of our clauses designating persons qualified to be active members consistent. It has also been added in order to be consistent with AALL Bylaws, in which the phrase "within the last 7 years" pertains to all categories of individual members. "Individual members" can be equated with NOCALL's active members", i.e. members who have full rights in the association.

Recommended Revision 3: The following clause has been added to Article II, Membership, Section 1, Categories of membership, Subsection a., Active members, between the existing third and fourth clauses:

Any person providing professional librarian services to law libraries or who has done so within the past seven years;

Comment: This is essentially the same language added to the AALL bylaws under Article I, § 2(a)(1) designating which persons are qualified to be individual members. It reads, in part, "(2) an individual or organization providing professional librarian services to law libraries shall become an individual member upon payment of annual dues". The wording is intended to include "freelance" or "independent" librarians according to an "Explanation of Bylaw Amendments" which was distributed at the AALL Business Meeting in Chicago.

Recommended Revision 4: Article II, Membership, Section 2, Dues, rights, and privileges is changed to read as follows:

The right to hold an office shall be restricted to active members. Rights of voting

shall be restricted to active members, life members, and student members.

Comment: The underlined portion has been added. Student members are given the right to vote, but not the right to hold office in the AALL Bylaws.

Recommended Revision 5: Add Section 5 to Article II on membership to read as follows:

Section 5. Except for the requirement that active members reside within the geographic boundaries of this association, membership in this association shall be open to any person eligible for membership in the American Association of Law Libraries. Any membership questions shall be decided in light of this provision.

Recommendations for 1988-89

1. The anti-discrimination provision of the NOCALL Constitution should include the same categories as the anti-discrimination provision of the AALL Bylaws. Our constitution should therefore be amended to include the categories of "age" and "sexual orientation". Since this is a constitutional rather than a bylaw provision for NOCALL, we are unable to vote on such a measure today, but the committee suggests that next year's committee propose such an amendment and that it be voted on at the September business meeting.

2. Retired members. AALL's revision of its membership bylaws includes a category members called "retired members", who are allowed to vote and hold office. This replaces the life member category, although all current life members retain their same rights and privileges. Dues for retired members are set at one-half of individual dues.

The Committee suggests that next year's Executive Board consider whether or not NOCALL should add this category of membership and what, if any, changes should be made to the life members category. If the new category is added, dues, rights, and privileges would also have to be decided for retired members.

- Gail I. Winson, Chair
Judy Janes
Veronica Mclay

CONSULTING

The Consulting Committee has now completed its first full year providing services to law firms, corporations, and other organizations throughout Northern California. The consulting service, which is offered at no charge, includes the analysis of a detailed questionnaire completed by the client. This is followed by an on-site visit by two committee members, and a written report. The report addresses such issues as staffing needs, cataloging options, collection development, and the use of computerized legal research services.

In the past year we received a total of 16 requests for information about the consulting service. The Committee provided consulting services to four law firms and two government agencies. We are currently awaiting the return of questionnaires from four additional clients.

The Committee set up guidelines regarding qualifications of Committee members and the procedures to be followed when performing a consultation. In matters such as devising these guidelines, we rely heavily on our close contact with the other seven AALL chapters which provide consulting services

and the SLA National Consulting Committee.

The Committee updated the directory of Northern California professional consultants and filing services. We have expanded the Committee's file of articles on topics such as the role of professional librarians and consultants in law firms, library management, and space planning.

In planning for the future, the Committee recommends proceeding cautiously in regard to public relations. Spreading the word about this worthwhile service is very important, but it must be done wisely since the Committee cannot accommodate an onslaught of requests all at one time. We do recommend contacting local bar associations in order to make presentations to educate attorneys about the value of law librarians and the services they provide.

Future Committee members may wish to consider follow-up procedures to monitor the effectiveness of recommendations made to clients by the Committee.

It has been very fulfilling to be involved in the creation of a new committee that has so obviously filled a need in our community. I wish to thank all the Committee members - Mary Hays, Muriel Hoppes, Joan Howland, Martha Mille, Cella Mitchell, Eileen Norris, and Mary Ann Parker - for their dedication and fine work throughout the year.

- Nancy Lewis

GRANTS

1. The members of the committee were Ginny Irving, Chair (U.C. Berkeley), Leslie Hesdorfer (Hancock, Rothert & Bunshoft), Mary Hood (Santa Clara University), and Lynn E. Sundstrom (U.S. District Court).
2. The NOCALL Executive Board allocated up to \$2500 for the following NOCALL grants to be awarded in the 1987-88 fiscal year:
 - 2 grants to cover the cost of registration to the NOCALL Fall Workshop
 - 1 grant for \$700 for the AALL Mid-Winter Institute
 - 2 grants up to \$100 each for expenses to extend the NOCALL 8th Annual Institute
 - 2 grants for \$700 each for the AALL Annual Meeting
3. No grants were awarded for the NOCALL Fall Workshop held on November 6, 1987. One application was received, but it was subsequently withdrawn.
4. No grants were awarded for the AALL Mid-Winter Institute. No applications were received and at any rate the Institute was cancelled by AALL.
5. One grant in the amount of \$100 was awarded for the NOCALL 8th Annual Institute held March 26, 1988. Three applications were received; the committee met and selected two recipients; of these only one, Arline Eisenberg from Stanford Law Library, accepted a grant. The third applicant was also offered a grant but declined it.
6. Since the \$700 grant for the AALL Mid-Winter Institute was not awarded, the committee asked the Executive Board what it wanted to do with this grant money. The

options suggested to the Board were: to award 3 AALL Convention grants, to return the \$700 to the NOCALL treasury, or to award an AALL Summer Institute grant. The Executive Board voted to award a \$700 grant to attend an AALL Summer Institute, in addition to the two grants for \$700 already allocated for the AALL Annual Meeting.

7. Two grants, each in the amount of \$700, were awarded for the AALL Annual Meeting to be held in Atlanta this summer. Seven applications were received. The committee met after having independently reviewed and ranked the applications. The committee unanimously chose Brent Bernau and Mary Ann Parker as recipients of the two grants to attend the AALL Annual Meeting.

8. One grant in the amount of \$700 was awarded to attend an AALL Summer Institute. Three applications were received; the committee unanimously chose Marian Shostrom, who will be attending the Law Library Management Institute prior to the convention this summer.

9. Of the \$2500 allocated by the Executive Board for NOCALL grants this year, \$2200 was awarded.

10. It is the recommendation of the Grants Committee that the NOCALL Executive Board continue to allocate two grants for the NOCALL Annual Institute, two grants for the AALL Annual Meeting, and one grant for an AALL Summer Institute.

- Ginny Irving

INSTITUTE

The 8th Annual NOCALL Institute was held on Saturday, March 26, 1988 at the Hotel El Rancho in West sacramento. The Institute was entitled "Anatomy of a Civil Trial." One hundred persons participated in the Institute including speakers, exhibitors, committee members and registrants.

The Institute was video-taped for the first time. A master and one copy was made on VHS tape. The tapes will be deposited with archives and are available for loan. The Executive Board voted to charge a \$25 handling fee for lending the video-tapes.

The chair would like to thank the Institute Committee who spent many hours putting the Institute together to make it a success. We hope the participants enjoyed it as much as we did.

- Shirley H. David, Chair
Suzanne Miller
Marilyn Josi
Andrea Bankes
Mary Ann Parker
Judy Janes
Marian Sawyer
Linda Spath

MUNICIPAL CODE

The Municipal Codes Committee had their initial meeting November 30, 1987 and established a schedule, budget and improvements to the publication. On January 26th, 1988, 502 survey letters were sent out and the results were tabulated by the Committee members in April. Jack Leister personally

visited the three depository libraries that contain municipal and county codes and handed in his data to be added to the directory.

The second edition of California's Municipal and County Charters, Codes and Ordinances: A Directory of Availability should be available by the end of July or early August. The publication will cost members of NOCALL \$10.00 and non-members \$15.00.

- Alice McKenzie, Chair

NOMINATING

Committee members were Trish McCurdy, John Moore, and Donna Martinez, Chair. The Nominating Committee presented the Executive Board with its slate of candidates in January.

This year's nominating process was aided by the officer positions descriptions that were provided by the Executive Board to the Nominating Committee. The position descriptions better enabled us to discuss responsibilities and commitments with potential nominees.

The Nominating Committee wishes to extend its appreciation to all nominees who agreed to run for office in this year's election.

- Donna Martinez, Chair

PUBLIC REALTIONS

The Public Relations Committee was new this year and was charged with establishing methods of publicizing NOCALL to the broader legal and non-legal community. The members consisted of Andy Eisenberg, Donna Williams and Carolyn Billheimer.

During the year, the Committee researched directories and placed NOCALL listings in 8 legal and library directories. The listings usually provided names and addresses of officers, and a brief description of the organization.

The Committee contacted legal newspapers in the areas covered by NOCALL. News releases advertising Fall Workshops and the Spring Institute were sent to twenty newspapers and organizations.

The Committee investigated the possibility of hosting a booth at the 1988 State Bar Convention. Although it was not possible for 1988, coordinating a booth for the 1989 Convention is now in progress.

The Committee welcomes ideas and suggestions for further publicity from members, and hopes to continue for the coming year in developing community resources to heighten awareness of NOCALL and its activities.

- Carolyn Billheimer, Chair

UNION LIST

The Committee members for this year were Debra Martin and Mary Staats. Brent Bernau and Todd Bennett served as co-chairs for the Committee.

We started the year off by completing the third edition of the UNION LIST. Production flowed smoothly and the UNION LIST was available for purchase by the beginning of November 1987. For the first time a three tiered pricing structure was introduced offering the UNION LIST to participating libraries for \$40.00, to NOCALL members for \$45.00 and to non-members for \$50.00. At this time over

80 copies have been sold. The Committee wanted to keep the price as close to the production costs as possible and still recover our costs. CLASS had to increase their costs by approximately 46%. In spite of the increase, we were able to keep the price as low as possible, recover our costs and still show a small profit. A copy of the Committee's financial statement follows this report. The third edition has added four new participating libraries. One library was deleted from the UNION LIST because the firm dissolved their library. The sale of the UNION LIST was also advertised in the newsletters for the two Bay Area chapters of the Special Libraries Association.

Presently we are in the process of producing the fourth edition of the UNION LIST. Once again everything appears to be running smoothly and hopefully the fourth edition will be available for purchase by the beginning of November 1988. The contract has already been signed with CLASS for the production of the next edition. We are pleased to report that CLASS did not increase their prices this year. More good news: four new libraries have been added so far this year including the holdings for the library at Hastings.

The co-chairs would like to thank the previous Union List Committees for laying the groundwork for a greatly improved production schedule and most of all our thanks to this year's Committee members for all of their energy and hard work.

- Todd Bennett, Co-Chair
- Brent Bernau, Co-Chair

Union List, 3rd Ed.

FINANCIAL REPORT

May 10, 1988

Debits

CLASS: Production of the Union List	\$1,721.12
COPY-COPIA: Reproduction 100 copies of CLASS listing & statutory materials	1,171.00
COPY-COPIA: Reproduction 65 additional copies of statutory materials for fourth edition updating	204.00
GOLDEN GATE UNIVERSITY: Postage	131.52
BRENT BERNAU: 11X14 envelopes for mailing	23.86
COOLEY, GODWARD: Refund	5.00
BANK OF AMERICA: Refund	5.00
TOTAL	\$3,261.50

Credits

Deposits from sales	\$3,970.00
Accounts Receivable: Orrick, Herrington	5.00
TOTAL	\$3,975.00
BALANCE	\$ 713.50

ALA LIASION

Sharon French and Shirley David (President and Vice President/President Elect) served as liasions to the Association of Legal Administrators (ALA). ALA maintains a standing committee that communicates and coordinates efforts with various local legal industry service groups. Participants from legal secretary, legal assistant, law librarian, records manager, recruiter, training coordinator, law office management and docket clerk professional associations participated in this effort.

The committee hosted two events in this calendar year: 1) A meeting designed to introduce service group liasions, describe functions and activities of associations and distribute the literature of the association, and 2) A meeting discussing the implementation of AB 3300 in Alameda, Contra Costa and San Francisco counties.

Sharon French received newsletters from participating groups. These newsletters were passed on to the NOCALL Newsletter editor to communicate appropriate information to the NOCALL membership.

- Sharon French
Shirley David

PUBLIC ACCESS

Committee Report 1987-1988, June 3, 1988

NOCALL's Public Access to Legal Information Committee engaged in the following workshops:

October 29, 1987 - San Francisco Biomedical
Library Network.

Emphasis was on health care law and medico-
legal resources. Workshop was conducted by
Mary Staats and Terry Huwe.

November 21, 1987 - Foothill College Library
Los Altos Technical Assistant
Program Saturday Seminars
Series: Reference Update

Attendees included LTA students, profession-
al and paraprofessionals from local special,
public and academic libraries. PALI was
allotted only an hour, so the presentation was
necessarily general and brief. Conducted by
Rebecca Duncan and Randy Wilson. There were
approximately 25 attendees.

March 14, 1988 - 49/99 Cooperative Library
System, University of the
Pacific, Stockton

49/99 Cooperative Library System is a net-
work of libraries with the geographic bound-
aries of highway 49 and freeway 99. Members
include public, academic and special librari-
ans. Approximately 50 librarians attended.
This was a lengthy workshop - about 2 and
one-half hours - allowing broad coverage of
primary and secondary reference tools, a
discussion of nine subject areas of concern
to lay people, expression of general concerns
of the non-law librarian with regard to
acquisitions, currency, updating of library
materials and reference ethics. Conducted
by Chris O'Rourke, Mary Ann Parker and
Rebecca Duncan.

Suggestions to future PALI committee chairs
and members:

When possible, it is extremely helpful to

have any titles that you plan to discuss available for a hands-on review by attendees.

Importance of handouts cannot be overemphasized as attendees can refer to them during their normal course of work. Attention, therefore, should be paid to the format and function of these handouts to assure on the job usefulness.

Press contact person for as much information regarding attendees needs and concerns as possible and tailor your presentation to those areas within the constraints of allowed time. Sometimes it is just not possible to cover the requested areas in the time allowed and this should be discussed well beforehand, so that expectations on both sides are met.

PALI may want to advertise its workshops in the newsletters of the various member reference centers of SouthNet.

- Rebecca Duncan, Co-Chair

The Summer looks out from her
brazen tower,
Through the flashing bars of July.

FRANCIS THOMPSON,
A Corymbus for Autumn.

ITEMS OF INTEREST

Adorno, Pat. "Accessing Lexis or Westlaw on the 'Other Terminal.'" 31 Law Library Lights 25 (May/June 1988).

Ames, Neil. "Details of a Library Move." 31 Law Library Lights 12 (May/June 1988).

Axelroth, Joan L. "Demystifying the Library: Library Handbooks." Capital Chapter Newsletter, April 1988, p.7.

Bankruptcy: Law and Research." 7 Legal Information Alert 1 (March 1988).

Brusca, Ginger. "Summer Associates." 15 SCALL Newsletter 5 (May 1988).

Callinan, Ellen M. "Crowell & Moring on the Move." 31 Law Library Lights 9 (May/June 1988).

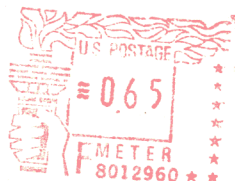
Dyer, Susan K. "Using a Planning Consultant to Design Libraries." 31 Law Library Lights 6 (May/June 1988).

Eddison, Elizabeth B. "How to Plan and Build Your Own Database." 11 Database 15 (June 1988)

Futrell, Iva M. "Movable Compact Shelving." 31 Law Library Lights 15 (May/June 1988)

Gurdak, John A. "PC Communications with WESTLAW: Law Search Plus and WESTMATE Ver. 3.0." 5 Legal Assistant Today 79 (March/April 1988)

NOCALL Newsletter
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Sacramento, CA 95817



MARY D. HOOD
HEAFY LAW LIBRARY
SANTA CLARA UNIVERSITY
SANTA CLARA, CA 95053

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