



NORTHERN CALIFORNIA ASSOCIATION OF LAW LIBRARIES

Vol. 9. No. 6

May/June, 1989

PRESIDENTS MESSAGE

The annual NOCALL business meeting was held at the University of California at Davis on May 11, 1989. I wish to thank the Davis law library staff for hosting this meeting for us. The next business meeting is scheduled for September 14, 1989 at Golden Gate University Law School. More details to follow!

Outgoing NOCALL President, Shirley David, turned the gavel over to me during the May meeting. I look forward to serving you as NOCALL President for the 1989-90 term. The other incoming officers are Katherine Henderson (Vice-President/President-Elect), Marlene Harmon (Secretary) and John Moore (Treasurer). Shirley David (Past President) will continue to serve on the NOCALL Executive Board for the coming year.

Kudos to Shirley, Ginny Irving, Ruth Girill and Sharon French for all their hard work and

commitment in serving our professional organization as NOCALL officers and members of the Executive Board last year. It was a real pleasure working with all of them and having the opportunity to know them better as professional colleagues.

The 1989-90 Committee Chairs have been appointed and will assume their responsibilities as of June 1, 1989. A list of the NOCALL committees, along with the Chairs' names and phone numbers, is printed in this Newsletter. I urge all of the membership to call a Chair and volunteer to work on a NOCALL committee this year. The committees provide the lifeblood of our professional organization. They provide a wonderful opportunity to build working relationships with colleagues while performing a service to your profession. Get involved - you'll enjoy it!

I hope to see all of you in
(continued on page 114)

NOCALL OFFICERS**1989 - 1990**

PRESIDENT	Virginia J. Kelsh
VICE-PRESIDENT/PRESIDENT ELECT	Katherine Henderson
SECRETARY	Marlene Harmon
TREASURER	John Moore
PAST PRESIDENT	Shirley David

NOCALL COMMITTEES**1989 - 1990**

Association of Legal Administrators	Virginia Kelsh (415) 666-6678 Katherine Henderson (916) 739-7074
Archives	Iris Wildman (415) 723-2471
Audit & Budget	Michael Jones (415) 777-5501
Constitution & Bylaws	Donna Williams (408) 277-9788
Consulting	Loretta Mak (415) 772-6812
Education	Joan Howland (415) 642-4044 Nora Skrukrud (415) 763-2000
Grants	Barbara Friedrich (408) 554-5327
Indexing	David Bridgman (415) 725-0801 Jacob Koff (415) 781-2665
Joint Meeting	Katherine Henderson (916) 739-7074
Membership	Sandra Sawyer (415) 986-4200
Municipal Codes	Alice McKenzie (415) 979-2619
CA Networking Task Force	
Steering Committee	Shirley David (916) 440-6013
Planning Committee	Richard Leiter (415) 399-8421
Newsletter	Judy Janes (916) 752-3328
Nominations	Sue Welsh (415) 556-6129
Placement	Andy Eisenberg (415) 723-2477
Public Access	Coral Henning (415) 554-6821 Chris O'Rourke (916) 739-7014
Public Relations	Carolyn Billheimer (1-800-334-2564)
SCALL Liaison	Katherine Henderson (916) 739-7074
Union List	Todd Bennett (415) 955-3669 Mary Staats (916) 954-4451

The meeting was at the University of California at Davis. Shirley David, NOCALL President, called the annual business meeting to order. She asked everyone present to introduce themselves.

Ginny Irving, NOCALL Secretary, reported on the highlights of the Executive Board meeting of April 6, 1989. The board counted the ballots for election of officers for 1989/90; new officers are:

Vice-President/President-Elect Katherine Henderson, McGeorge Law School, Sacramento.

Secretary--Marlene Harmon, Boalt Hall Law School, Berkeley.

Treasurer--John Moore, San Francisco County Law Library.

Other business from the Executive Board meeting:

Ruth Girill, NOCALL Treasurer, requests checks be made out to NOCALL or Northern California Association of Law Libraries. She cannot accept checks endorsed over to NOCALL or made out to an officer of NOCALL.

NOCALL will be represented on the Task Force for the California Library Network by Shirley David on the Steering Committee, and Richard Leiter on the Planning Committee. Sharon French is going to represent NOCALL on the Executive Committee of the San Francisco Bar Association's Law Office Automation Section.

AALL has asked NOCALL to add to any of our publications or publicity for events that we

are "a chapter of the American Association of Law Libraries."

The Executive Board resolved to limit the amount of time spent on committee reports at business meetings; instead of reading full reports, these should be sent to the Newsletter for publication twice a year (in January and in June). At the Fall Business Meeting chairs will give a very brief statement of their goals for the year and make any announcements or requests for assistance they wish to make. At the January Business Meeting no reports or announcements from committee chairs will be made, unless necessary to the functioning of a committee. At the May Business Meeting committee chairs will give brief summaries of their activities for the year.

A motion to destroy the ballots for election of the 1989-90 officers was approved by the voting members present at the meeting.

The minutes of the January 27, 1989 business meeting were approved as published in the NOCALL Newsletter.

Archives--David Bridgman confirmed the archives are still at Stanford. Shirley noted that pursuant to a recommendation of the Audit and Budget Committee, the Archives will begin keeping records of the Treasurer--they have to be kept for seven years; the Treasurer will keep the first two

Nocall Business Meeting, continued...

years and Archives will keep the last five years.

Audit and Budget--Trish MacCurdy, chair, reported an audit was performed this year by a C.P.A. who cleared all the accounts. Committee's recommendations for the year are: (1) a C.P.A. analyze NOCALL's accounts every other year (2) the revised records retention policy for the Treasurer be followed; (3) any net profit from sale of the Union Lists not be included on the income side of the proposed budget since this is cost recovery rather than a profit-making venture; and (4) NOCALL committee chairs continue to seek to have expenses covered by their employers.

Constitution and Bylaws--The changes proposed by this committee were adopted at the January business meeting; there have been no new proposals.

Consulting--At least three new jobs in law firms for librarians have been two grants created as a result of the work of the Consulting Committee in the last two years.

Grants--See Annual Committee Reports, this issue.

Institute--See Annual Committee Reports, this issue.

Membership--See Annual Committee Reports, this issue.

Municipal Codes--See Annual Committee Reports, this issue.

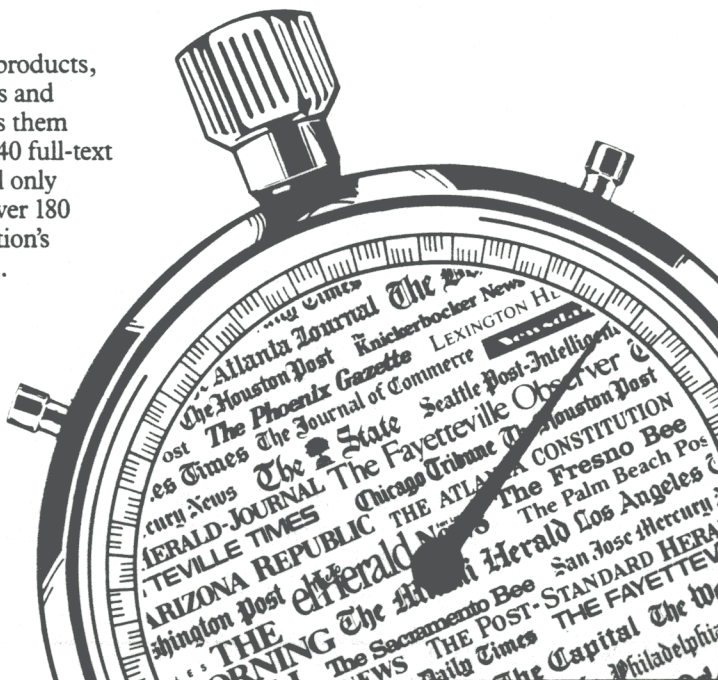
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Nocall Business Meeting, continued...

Newsletter--See Annual Committee Reports, this issue.

Nominations--The work of the Nominations Committee was completed in January with presentation of its slate of candidates for office for 1989-90.

Placement--Work of this committee seems to run in cycles; after no activity in February, spring was busy! There were openings for 3 professional positions in March and 6 professional and 1 library assistant positions in April. Members seeking a position should contact Paul Lomio, as some April positions are still open.

Public Access--See Annual Committee Reports, this issue.

Public Relations--See Annual Committee Reports, this issue.

Union List--See Annual Committee Reports, this issue.

NOCALL Booth at the AALL Convention--There will be a joint NOCALL/SCALL booth at the AALL Convention. Shirley passed around a sign-up sheet for volunteers for the booth--if you are interested, contact Shirley.

Westlaw Challenge for the AALL Convention--Nora Skrukrud has written words for a song for NOCALL members to sing in the Westlaw challenge Monday night at the AALL Convention. Look for notice of a practice time

in the daily newspaper at the convention, and if you are interested in leading the singing or otherwise helping Nora organize this exciting event, contact Nora at Crosby, Heafey in Oakland.

Guidelines for Geographic Boundaries of AALL Chapters--NOCALL and Westpac geographic boundaries overlap and AALL is considering drawing up guidelines for chapters such as ours. Shirley asked members present whether they think AALL should give us any advice or guidelines about our geographic boundaries. Is it a problem for NOCALL members having two chapters that we can belong to? The consensus was that it is better to have a choice to join one or both chapters; many NOCALL members who are also members of Westpac would not want to give up these memberships. It does not seem to be a problem for NOCALL, and the group felt AALL should not intervene in determining geographic boundaries of individual chapters, unless there are issues of which we are not aware.

California Library Network--There will be some one day planning sessions open to anyone who wants to attend, July 20, 1989 at the Red Lion Inn in Sacramento and July 21, 1989 at the Hyatt Regency in Oakland. The \$10 cost includes lunch. Contact Shirley for more details if you are interested in attending.

President's Message, continued...

Reno - no excuse, it's so close! Don't forget that WESTPAC and NOCALL are sponsoring a breakfast on Tuesday, June 20 from 7 a.m. to 8:30 a.m. We will be discussing the Joint Meeting scheduled for Monterey, October 18-21. If you plan to attend the breakfast, send a check for \$10.50 made payable to WESTPAC to Lesley Buhman at Northwestern School of Law at Lewis and Clark College in Portland, OR 97219. A registration form appeared in the last NOCALL Newsletter.

Virginia J. Kelsh
President



Richard C. Bercik
Sales Representative

Post Office Box 3576
San Francisco, California 94119
Telephone: 415/788-2100

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Business Meeting, continued...

NOCALL/Westpac Breakfast at the AALL Convention--A reminder about the joint NOCALL/Westpac breakfast in Reno at AALL on Tuesday, June 20, from 7:00 to 8:30 a.m. Those interested should send a \$10.50 check payable to Westpac to Lesley Buhman at Lewis & Clark Law School Library in Portland, Oregon. For further details see last month's NOCALL Newsletter. NOCALL/Westpac Workshop October 18-21, 1989. NOCALL members who have program ideas for this workshop should contact Lee Wardman at the University of Utah Law Library. Katherine Henderson is local arrangements chair and would welcome any volunteers.

Shirley thanked everyone who worked on committees this year and passed the gavel to new president, Virginia Kelsh. Virginia thanked the outgoing Executive Board for their hard work. Virginia has all committee chairs appointed; anyone interested in being on a committee next year should contact Virginia.

Meeting adjourned at 5:15 and was followed by a quesadilla bar hosted by the Davis Law Library staff. Al Lewis led an interesting tour of the Davis Law Library. Those on the tour enjoyed being on the receiving end for a change!

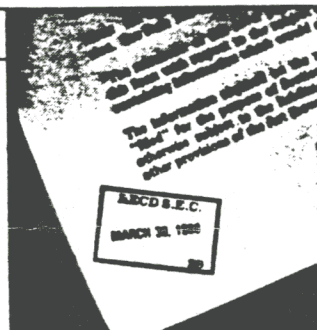
Respectfully submitted,
Ginny Irving
NOCALL Secretary, 1988-89

TAKE IT FROM THE SEC.

SEC filings:

Fact is, not all of them come from the SEC. Some come from the stock exchanges, and may or may not be the same as the legally binding ones filed with the SEC. Fortunately, it's not hard to recognize the official ones. They have the "SEC Received" stamp on the cover.

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Balance, December 1, 1988 \$6,217.11

INCOME:

Dues:		
9 Active/Associate at \$15	\$ 139.00	
1 Student at \$5	5.00	
Meetings:		
Luncheon (Nov. 16)	28.00	
Institute	2,265.00	
January Business	700.00	
Checking Account Interest	65.94	
Union List	4,030.00	
	<hr/>	
	\$7,228.94	\$7,228.94

EXPENSES:

Newsletter Mailing	\$ 207.00	
Newsletter Printing	516.25	
Meetings:		
January Business	\$ 784.39	
Institute	120.88	
Union List	3,610.69	
Miscellaneous	287.50	
	<hr/>	
	\$5,490.71	\$5,490.71

BALANCE, March 1, 1989 \$7,955.34

ANNUAL COMMITTEE REPORTS

ASSOCIATION OF LEGAL ADMINISTRATORS. Virginia Kelsh, NOCALL liaison to ALA, attended a Fall meeting to acquaint other law-related organizations about the purpose of NOCALL and to explain what some of our committees could offer, i.e. consulting, union list, and municipal codes.

Virginia was on the ARMA and ALA mailing list as a result of this meeting and passed newsletters received on to the NOCALL Executive Board. A list of AALL and NOCALL meetings was submitted to the ALA Newsletter. Virginia also asked several NOCALL chairs to write brief articles to put in the ALA Newsletter.

CONSULTING COMMITTEE. Provides free library consultation services to law firms, corporations and other organizations in Northern California. Firms seeking professional services complete a detailed questionnaire; consultation services are then provided on-site by members of the committee.

1988-89 members are Loretta Mak (chair), Ann Borkin, Josephine Caporaso, Marlene Harmon, Marilyn Josi, Beverly Lipson, Linda Spath and Mary Staats. A November 11, 1988 meeting was attended by Ann Borkin, Marlene Harmon, Linda Spath and Loretta Mak. Members were briefed on consultation requests and volunteered for assignments. This committee also updated the directory of Northern California professional consultants and filing services. This

vendor list is provided to law firms or other organizations upon request.

Eight requests for services were requested, two from firms seeking filing services, and another from a firm seeking a professional library consultant. We provided the vendor list to these inquirers. A request for our consulting services from a branch of a major California firm prompted the committee to have them first seek the services of the librarian in their main office. One professional librarian submitted a questionnaire but later withdrew the request.

A consultation with a Sacramento law firm resulted in their hiring a professional librarian; a Palo Alto firm received a written report on its library; and action on a questionnaire from a second Sacramento firm has been postponed.

It appears there is a need for our services in Sacramento and Palo Alto areas. Our work could result in providing an awareness of the need for good library organization and reference service in medium-sized firms. This, in turn, could create new employment opportunities for professional librarians. We should seek to expand our consultation efforts in these areas in 1989-90.

EDUCATION COMMITTEE. Under the leadership of Chair, Brent Bernau, the committee arranged a Fall Workshop, October 14,

Annual Committee Reports, continued...

1988, at the Dream Inn in Santa Cruz. Four panels were presented: The Effectiveness of Law School Legal Research Training Programs, the County Law Library System of California, Current Issues in Employment Law, and An Introduction to Computer Law. Registration fees added \$1,382 to the treasury.

On November 14th, Andrew Hesse spoke on upcoming changes to the California Code of Regulations after a luncheon at the Marine's Memorial.

Committee members were Brent Bernau, Joanne Edelstein, Mark Mackler, John Moore, Laura Peritore, and Lisa Whitehall.

GRANTS COMMITTEE. Committee members were Leslie Hesdorfer, Chair, Lynn Lundstrom and Marian Shostrom.

The Executive Board allocated up to \$2200 for the following grants in the 1988-89 fiscal year:

2 grants of up to \$100 each for the NOCALL Fall Workshop.

2 grants of up to \$100 each for the NOCALL Spring Institute.

2 \$600 grants for the AALL Annual Meeting.

1 \$600 grant for one of the AALL Summer Institutes.

(The 3 AALL grants were lowered to \$600 each from the \$700 allocated last fiscal year, since it is anticipated travel expenses will be less due to the location of the Annual Meeting and Institutes.)

One \$60 grant was awarded to Barbara Norelli from Santa Clara University for the Fall Workshop October 14th.

One \$55 grant was awarded to Jane Chittenden Minor of John F. Kennedy University for the April 8th Spring Institute.

One \$600 grant to attend the AALL Summer Institute on Space Planning within Existing Facilities was awarded to Deborah Celle of the U.S. Court of Appeals library.

No applications were received for the AALL Annual Meeting.

Availability of the grants was announced at the fall and winter business meetings, and the application was printed in the January/February NOCALL Newsletter. Committee members felt the proximity of the meeting location makes it easier for individuals

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Annual Committee Reports, continued...

to pay their own way to the convention this year.

\$715 of the \$2200 allocated was awarded this year. Committee recommends the Executive Board continue to allocate two grants for the NOCALL Annual Institute, two grants for the NOCALL Fall Workshop, two grants for the AALL Annual Meeting, and one grant for an AALL Summer Institute.

INSTITUTE. The Ninth Annual NOCALL Institute was held Saturday, April 8, 1989 at Hastings College of the Law in San Francisco. The Institute was titled, "Visual Arts and the Law." Seventy persons participated, including speakers, exhibitors, committee members and registrants.

Speakers were John Guardalabene, attorney at P.G. & E. in San Francisco, Professor John R. Merryman of Stanford University School of Law, Professor Thomas M. Goetzl of Golden Gate University Law School, and Judith L. Teichman, Deputy Director of the Asian Art Museum of San Francisco.

Presentations included an overview of the art law field, concentrating on the Berne Convention Implementation Act of 1988; a discussion of cases focusing on legal aspects of international trade in cultural property; a survey of California and federal legislation dealing with artists' rights; and a discussion of practical and legal considerations when

acquiring art. An art exhibit and reception followed the formal program.

Net income from the Institute as reported by the treasurer was \$1,383.80.

Committee members included Virginia Kelsh, Chair, Gail Winson, Linda Weir, Lee Ryan, Lee Kellogg, John Shafer, and Gary Stromme. The chair would like to thank the committee who spent many hours working to make the Institute a success.

MEMBERSHIP COMMITTEE.

Committee members were Sandra Sawyer, Chair, Barbara Friedrich, Marlene Harmon, Alan MacDougall, Donna Purvis, Marian Shostrom, and Linda Spath. Objectives met include publishing the membership directory and updating the mailing list. Thanks to Alan MacDougall for securing the sponsorship of Bancroft-Whitney for the NOCALL Membership Directory for the second year. Added to the directory this year were the bylaws, list of committee chairs and the membership form, which was formatted by Marian Shostrom. Postage was paid by Bronson, Bronson & McKinnon. Again, we thank Thelan Marrin and Johnson's word processing department for their assistance in transferring the mailing list from Wang software to WordPerfect. Bronson, Bronson & McKinnon's word processing department produced labels for the latter part of the year.

Annual Committee Reports, continued...

At this time we have 311 members: 20% academic, 36% private, 15% government and 25% other (student/associates). One mailing list was sold to a non-profit organization.

The committee has made recommendations to the Secretary and Treasurer regarding a new format for the NOCALL Membership form.

Next year's Membership Committee may wish to develop the Mentor Program, provide presentations to the Library Schools and Legal Research classes, and promote internships. Each of these projects are time-consuming and should be delegated to members of a large membership committee.

MUNICIPAL CODE. A delay in production of the second edition of California's Municipal and County Charters, Codes and Ordinances: A Directory of Availability resulted when the typist was in an automobile accident, and when the word processing system changed to Word Perfect. The editor regrets the delay in the second edition, since the material can become dated very quickly. The second edition should be completed by the AALL convention in Reno and will be on display there with order forms. Only 200 copies will be printed since the project needs to be finalized. The publication has now been converted to Word Perfect and should be updated in three years.

NEWSLETTER. The newsletter had a format change this year, and is now accepting advertising. Four pages of advertising appeared in both No. 5 and No. 6 issues generating \$400 income per issue. Laura Peritore served as Advertising Manager, handling all the advertising and sending copies of the guidelines (approved by the Executive Board in January) to 129 prospective advertisers.

PUBLIC ACCESS TO LEGAL INFORMATION. Committee members were Coral Henning and Chris O'Rourke, Co-Chairs, Barbara Barton, Leigh Donley, Gregory Fite, and Mary Ann Parker. The committee presented one workshop on May 9, 1989 for the Mountain Valley Library system in Sacramento. Presenters were Chris O'Rourke and Mary Ann Parker. Fifty-one public librarians attended. The three hour workshop covered: Law, where to find it; non-law library holdings; assisting library patrons and common lay questions.

No workshops are scheduled for next year. Co-chairs have agreed to stay on and plan to promote the committee services to various library systems reference coordinator's as well as to special libraries.

The committee also plans to video tape a workshop next year for the benefit of future committee members and workshop recipients.

Annual Committee Reports, continued...

PUBLIC RELATIONS COMMITTEE.

The purpose of this committee is to publicize and workshops and institutes. Information releases are sent to approximately 30 sources. These include legal newspapers, library schools, SCALL, WEST-PAC, legal associations for administrators and paralegals. Releases are also sent to committee members.

This year we sent out one release to each source to promote the workshops and the Institute.

This committee updates NOCALL's entry listing in legal and library directories and next year will submit information to AALL as well. We are also working on plans for an exhibit booth at the California State Bar Meeting. Carolyn Billheimer submitted a report on the project.

Exhibit Booth. In January the NOCALL Board voted one-half of the \$1000 booth fee to be shared with SCALL and up to \$500 if event insurance is required. An application was submitted in March, but when the insurance cost was found to be prohibitive, and the exhibit application was cancelled for 1989. By 1990, AALL may have insurance to cover local chapters in this situation. With SCALL, NOCALL will try again in San Francisco in 1990.



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Annual Committee Reports, continued...

UNION LIST COMMITTEE. Committee members for 1988-89 were Todd Bennett and Mary Staats, co-chairs, and Debra Martin.

This year we published the 4th edition of the NOCALL Union List. We added 8 new libraries, including two academic law libraries, bringing the total number of participants to 70. As before, we offered a three-tiered pricing structure with the lowest price to participating libraries. We advertised in the NOCALL Newsletter, contacted the Public Relations Committee about advertising in the AALL newsletter, and the two Bay Area SLA chapter newsletters. To date, 93 copies are sold and we gave copies to AALL publications, to SCALL and to Florence Haas of CLASS. Todd Bennett and Mary Staats will staff the chapter booth at AALL. We are only a few copies away from breaking even.

Plans for the 89-90 year include recruiting participants from the Central Valley, the Monterey Peninsula, the Santa Cruz area and Marin and Sonoma Counties. We also plan to hold informal workshops on updating

the Union List, in which we will give instructions on adding, deleting and changing records. We are considering experimenting with a change of format in the 5th edition--using three columns and smaller print. This will cut down on photocopy costs and prevent the Union List from becoming too large and cumbersome. This will be an experiment. If purchasers do not like this, we can return to the current format. Our goal continues to be to break even while offering the Union List at the most reasonable price possible, so that most libraries will be able to afford to purchase a copy.

Special thanks to an efficient, service-oriented Florence Hass of CLASS, to the word processing departments of Thelen, Marrin, Johnson & Bridges and of Farella, Braun & Martel for producing the foreign codes section, to Julia Costs of Farella for her cheerful assistance in the sale of the Union List, to the previous Union List committees for laying a solid foundation and finally to the members of this year's committee for their time and energy.

USED LAW BOOKS FOR SALE

Fletcher Cyclopedia of Corporations - complete --\$200
Marsh's California Corporation Law -- \$90
Witkin California Procedure 3rd -- \$100
Miscellaneous Deering's California Codes -- \$10 each
Miscellaneous CEB's
Federal Securities Law Reporter transfer binders '82 - '85 -- \$30

Call David Kelly at Orrick Herrington & Sutcliffe (415) 773-5832

MEMBERSHIP NEWS

SAN FRANCISCO BAY AREA

In response to West's Talent Search inter-chapter challenge, to be held at AALL Convention in Reno, NOCALL has registered to perform. Nora Skrukrud of Crosby, Heafey, Roach & May is coordinating the event, which promises to be short, sweet, and painless. If you plan to attend the convention, please contact her Nora at (415) 763-2000, x3495.

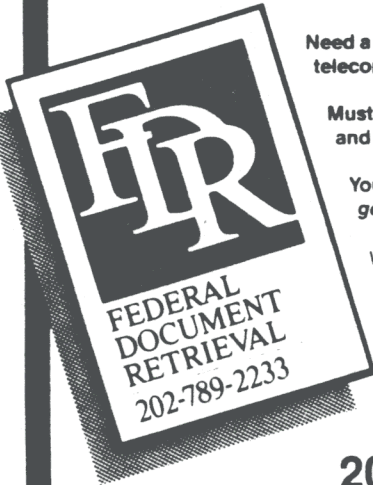
SACRAMENTO AREA

Gayle McCormick, librarian at Weintraub, Genshlea, Hardy, Erich & Brown has returned to her position from maternity leave. On February 11th, she

had a beautiful baby boy, Seamus Cormac O'Connor. Also in Sacramento, Downey, Brand, Seymour & Rohwer has hired a new librarian, Richard Mills. For the past 4-1/2 years he worked at the El Dorado County Law Library in Placerville. Mills received his J.D. from Willamette College in Oregon and is a member of the state bar. He was formerly an editor at Bancroft-Whitney.

SAN JOSE

Martha Mille reports the offices of Berliner, Cohen & Biagini have moved to Ten Almaden Boulevard, 11th floor, San Jose, CA, 95113-2233. The phone number (408) 286-5800, remains the same.



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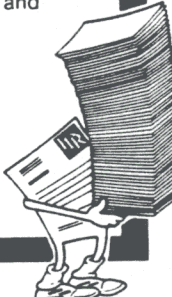
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Librarian. Full-time. Landels, Ripley & Diamond. Duties include reference, cataloging, interlibrary loan processing, handling CEB publications, technical processing and other duties as assigned by the Manager of Information Resources. Apply to: Library, Landels, Ripley & Diamond,, 450 Pacific Avenue, San Francisco, CA 94133.

Assistant Librarian. Position available immediately. Orrick, Herrington & Sutcliffe. Requires MLS or equivalent. Duties include legal reference, including extensive database searching; managing databases; coding of invoices. Competitive salary offered. Phone Cynthia Papermaster at (415) 773-5831.

Library Assistant. Responsible for pick-up and delivery of interlibrary loan material and other administrative assistant duties. Apply in writing to Sydney Rosener, Personnel Dept.

Morrison & Foerster, 345 California St., San Francisco, CA 94104.

SAN JOSE

Assistant Librarian. Part-time position at the U.S. District Court satellite library in San Jose. Twenty hours/week staffing a one-person law library. MLS is required as is a strong service orientation and excellent written and oral communication skills. Apply to Lynn Lundstrom, Court Librarian, U.S. District Court Library, 450 Golden Gate Ave. Box 36060, San Francisco, CA 94102.

SACRAMENTO

Public Services Librarian. Full time. New position for experienced law librarian. Responsible for organizing and directing public services of a mid-size county law library. Position demands excellent reference and legal research skills, on-line searching experience, and supervisory skills. Duties include working and scheduling staff at reference and circulation desks, developing and maintaining procedures manuals, coordinating patron services, including a Lexis membership group, supervising and training public services support staff. Send resume and salary requirements to: Shirley H. David, Director, Sacramento County Law Library, 720 - 9th Street, Sacramento, CA 95874. Application deadline, June 23, 1989.

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Nancy J. Thomson and George C. Limbach

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"Technology is the heart of our firm's business, and Dialog's comprehensive online databank, in every field from business to electronics, has been the life's blood of many of our successes. Fortunes can be made, protected and lost on

a mere scrap of information. Two recent instances come to mind.

I remember one particular harrowing morning. We had two hours before we had to file papers, and didn't have a copy of a trademark image. Luckily, Dialog had the image from the U.S. Patent and Trademark Office available online.*

In another case, we were in patent litigation and desperately needed to locate a member of a review panel. A quick author search through one of Dialog's many periodical indexes gave us a recent paper written by that inventor, along with his company affiliation. Fifteen minutes later, we had him

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ITEMS OF INTEREST

by Veronica Maclay

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For copies of these articles, please contact Veronica Maclay, Hastings College of the Law Library, 200 McAllister St. San Francisco, California 94102, or call (415)565-4767 on Monday, Wednesday or Thursday mornings.

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The Challenge of a Law Librarian

Financial hardship has struck every major industry in our society. When my position fell victim to the budget axe, fear of the unknown took over. My confidence was shaken. I had questions, but no answers. What is the job market for Law Librarians? Will I ever get a job again? What will my professional colleagues think? This article will discuss a few job search strategies and their advantages. In addition, the challenge of marketing oneself and being a law firm's first Librarian will be discussed.

Searching for a library position in private, academic, and public law libraries creates stress, anxiety and depression. Many employment opportunity announcements seem to require experience or education that one does not have. A positive attitude and determination fortifies one's confidence when in the job market.

A common job search strategy is perusal of the want ads in a newspaper or in professional journals. Library graduate school placement centers provide another source for seeking employment opportunities. However, an excellent job search strategy is networking. Often, professional colleagues and friends know of future openings before they are advertised. Membership in local and national law library associations provides a forum in which to meet managers, directors and supervisors from private,

public and academic law libraries. In addition, the conferences of these professional groups are interesting, informative and exciting. One can also take advantage of the professional organization's Placement Committee. Employers contact Placement Committees to review resumes or they request a copy of the resume file. Another advantage is anyone can telephone for current job listings.

In the law library job market, one sometimes has to be proactive and market oneself into a position. At a recent local professional law library association meeting, I learned an attorney was considering hiring the firm's first Librarian. This was an example of networking and an opportunity to be proactive. I was challenged by the idea of marketing myself, but I was also apprehensive. Graduate school did not prepare me for this. Once again, I was besieged with questions. What approach should I take - telephone or letter? How much information should I give? Finally, my unemployment status forced me to end my self doubt. The bottom line was I needed a job. Common sense prevailed. The attorney was contemplating a Librarian position; therefore, my objectives were: (1) to convince him he needed a librarian and (2) I was the one for the job. I took the risk of failing at both.

Strategies, continued...

I telephoned, introduced myself and informed him I had learned of his interest in a Librarian from our organization president. Fortunately, he was very receptive. I offered to mail my resume and a few articles that would assist his firm to make the decision to hire a Librarian. With glee and a new found confidence, I mailed two excellent articles that discussed the benefits and responsibilities of a Librarian in a law firm and my resume.

Two weeks later, I followed up and contacted the attorney. He requested that I schedule an appointment to meet with him and the firm administrator. Words cannot express the excitement I felt after this telephone call. My actions actually resulted in an interview and the possibility of being hired as the law firm's first Librarian.

My next objective was to prepare for the oral interview. The library graduate school career advisor in the Career Planning and Placement Center provided excellent advice. We video taped and critiqued a mock interview.

A Saturday oral interview workshop reinforced interview skills and techniques. The workshop stressed the qualities of honesty, excitement and enthusiasm during an interview.

Another strategy for the preparation of the oral interview was to record myself at home. Practicing with a tape recorder

increased my confidence and decreased my nervousness and anxiety of being interviewed.

The first interview was scheduled with the firm administrator. On the day of the interview, I felt positive, but anxious. We discussed qualifications, responsibilities and benefits of the Librarian position. A second interview was scheduled. I could barely contain the excitement I felt when I left. However, I continued to practice my interview techniques.

At the second visit, I was interviewed by the attorney who received my articles and resume. He was responsible for the firm library. This was my last chance to market myself in earnest. I described the library as an active information center and its potential to be a profit center. I determined what problems he identified and made recommendations for their resolution. In conclusion, I reiterated how my knowledge, experience and skills would benefit the firm.

Two weeks later, I followed up. No decision had been made. My confidence dropped, but I persisted. After another two weeks, I again followed up. I was requested to schedule an appointment with the firm administrator.

The third visit to the firm was exciting and emotional. They had not offered me the job, but I had a feeling that an offer

Strategies, continued...

was going to be made. Therefore, I felt it was now or never. The firm administrator and I discussed salary, support for professional educational development and the freedom to manage the library. These are important components for job satisfaction. After we reached an understanding, I was offered the position. I accepted!

As the firm's first Librarian, it was a challenge to manage the library. My first goal was to write a report to management regarding the status of the library, including the identification of problems, and recommendations for improvement. Some problems were: no centralized acquisition system, absence of a library catalog, and no routing system. I analyzed the problems, developed solutions and recommendations, and submitted my report.

A Library Six-Month Plan was developed which included goals and objectives, target dates, action to be taken and evaluation. Among the goals and objectives were: centralization of book order requests, a library inventory, and development of a routing system. Dates were set to meet these goals and objectives. An evaluation was written after accomplishment of each goal and objective.

In summary, the job market for professional law Librarians is competitive, challenging and stressful. You must have knowledge of job search strategies

and interview techniques. No matter how frustrated you become, never miss an opportunity to be proactive and to market yourself. Be a risk taker.

INFORMATION FROM AMERICAN ASSOCIATION OF LAW LIBRARIES

New Frontiers at 50

Law Librarians Society of Washington, D.C. continues its 50th Anniversary Celebration with a conference October 5-6 at Lowe's L'Enfant Plaza Hotel in Washington, D.C. The conference will feature two days of concurrent educational programs, exhibits, library tours and hands-on demonstrations. For a registration packet, write to:

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CD-ROM -- August 17-18

The kinds of CD-ROM products and the ways they are used are changing. Interfaces are being expanded by windowing, AI and hypermedia concepts. As library holdings grow, LANs are providing answers for distribution.

These and other developments will be the focus of "CD-ROM in the library: Today and Tomorrow," a two-day conference August 17-18 presented by the UC School of Library and

Information Studies and UC Berkeley Extension.

UC Berkeley faculty and Bay Area librarians will discuss current CD-ROM options for library technical services, reference and public access catalogs, as well as where CD-ROM is going and what the future is likely to bring. For a detailed brochure write to Library and Information Studies, UC Berkeley Extension, 2223 Fulton St., Berkeley, CA 94720, phone (415) 643-6903 or fax (415) 643-8683.

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Those of us involved in the production of the newsletter this year wish to take this final opportunity to thank all who contributed to the newsletter.

Editor:

Joy E. Tennison

Assistant Editors:

Veronica Maclay (Items of Interest)

Nora Lea Skrukrud (membership & job openings)

Laura Peritore (advertising coordinator)

Membership Correspondents:

Nancy Carlin

Gayle McCormick

Mark Mackler

And the editor wishes to thank the efforts of her staff.

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NOCALL MAILING ADDRESS:

Northern California Association of Law Libraries
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EDITOR Judy Janes (916) 753-3328
University of California Law Library
University of California
Davis, CA 95616

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Newsletter subscriptions are available separately for \$15.00 per year from the NOCALL Secretary.

NOCALL accepts contributions to the Newsletter. Send items to the editor. 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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