



# NOCALL NEWS

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

*Volume 12 Number 2*

*September/October 1991*

## FROM THE PRESIDENT

*Nora Skrukud  
Crosby, Heafey, Roach & May  
1999 Harrison Street  
Oakland, CA 94612  
510/763-2000*

Marketing, one of the buzz word of the 90's, has proven itself to be a remarkably useful tool within the library environment. Librarians are writing articles for law, special and general library literature. These articles generally include various techniques on how best to advertise library holdings and services.

While the techniques are described in creative detail, often many of the underlying issues which give marketing importance are not discussed. In these times of budgetary uncertainty, it is crucial that library patrons, particularly library decision makers, be aware of the invaluable services provided, and doubly aware of the librarians who provide those services. Personnel cutbacks, hiring freezes, budget reductions, and space reallocation are very serious issues. They can quickly and permanently effect a library's collection, maintenance, and most importantly, the lives of the people who staff them.

Last month NOCALL and SCALL co-sponsored, for the first time, an exhibitor's booth at the State Bar Convention. Later this month

two NOCALL librarians will be speakers on the topic, "Your Library as an Administrator's Resource," at the Association of Legal Administrators Conference in Monterey. Our goal is to take new steps towards increasing our visibility in the legal community.

For too long we have been communicating only amongst ourselves. With increased competition we must prove to others in related fields that we can provide a wide range of services at a higher quality, lower cost, and faster pace. We must be flexible about the responsibilities we take on, creative in the venues we choose to advertise our skills and strengths, and committed towards taking a proactive and professional stance in informing others of our unique qualities.

### HELP NAME THE AALL "DAILY"

The Daily Bulletin for the AALL Meeting in San Francisco needs a name! Previous daily newspapers were named Les Bons Temps in New Orleans, Northwood News in Minneapolis, and Tumbleweed Times in Reno. Please help us find a title unique to the San Francisco area. Send your suggestions to Judy Janes, Daily Chair, Law Library, University of California, Davis, CA 95616, or FAX (916) 752-8766.

## NOCALL NEWS EDITORS

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Membership News	Jean Aronovitz Cooley, Godward, Castro, Huddleson & Tatum (415) 494-7622
Placement News	Sue Welsh McGeorge Law Library (916) 739-7014
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Past President	Katherine Henderson (916) 739-7074

W H E N   W E   S A Y :  
**WE'LL GO  
THE EXTRA MILE**  
W E   M E A N   I T .

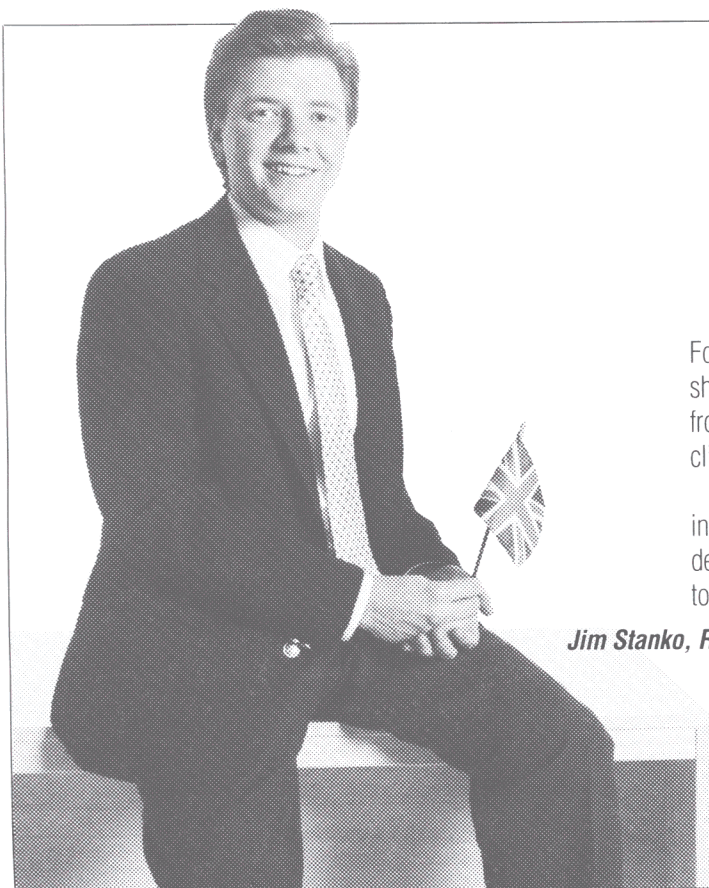
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### CONSTITUTION & BYLAWS

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Louise Roysdon (916) 739-7076

### NEWSLETTER

Nancy Adams (415) 434-4000

### NOMINATIONS

Prano Amjadi (408) 554-5320

### PLACEMENT

Sue Welsh (916) 739-7014

### PUBLIC ACCESS

No Committee in 1991-92

### GRANTS

Bev Lipton (415) 424-0160

### SPRING INSTITUTE

Judy Janes (916) 752-3328

### UNION LIST

Mary Staats (415) 954-4451  
Jaye Lapachet (415) 986-2800

### EDITOR'S BOX

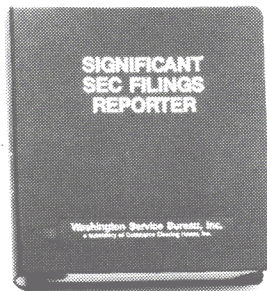
*Copy deadline for the 1991-1992 issues are:*

<i>November/December</i>	<i>November 22, 1991</i>
<i>January/February</i>	<i>January 24, 1992</i>
<i>March/April</i>	<i>March 27, 1992</i>
<i>May/June</i>	<i>May 29, 1992</i>
<i>July/August</i>	<i>August 7, 1992</i>

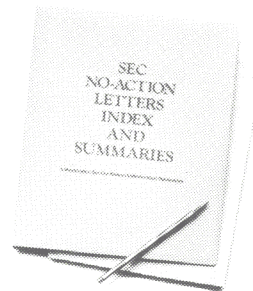
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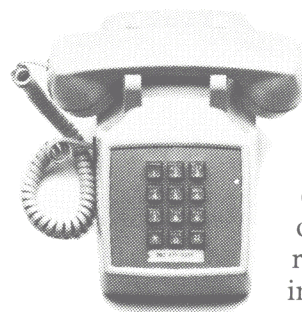
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## Chapter News

### **Highlights of the NOCALL Executive Board Meeting**

September 12, 1991

The NOCALL Executive Board met in Santa Clara at the Heafey Library of Santa Clara Law School. Present were: Nora Skrukrud, Katherine Henderson, Judy Janes, Barbara Friedrich, and Lee Ryan. Nora called the meeting to order at approximately 2:15 p.m.

### **MEETING HIGHLIGHTS**

#### **1. TREASURER'S REPORT**

The Board approved the Quarterly Report of the Treasurer for the First Quarter (covering June 1, 1991 to August 31, 1991).

NOCALL's balance at the end of the First Quarter was \$20,817.32. The opening balance for the quarter was \$12,333.83. During the quarter, NOCALL received income of \$11,447.50 and incurred expenses of \$2,964.01.

Barbara Friedrich presented and the Board accepted the review (as of 5/31/91) of NOCALL's 1990/91 books by CPA Martin Friedrich. The review concludes "Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the cash basis of accounting."

The Board then discussed the terminology "audit." According to the CPA, a formal audit, as accountants define the term, is more extensive than what NOCALL may have intended when it first provided that there should be an "audit," and more extensive than the reviews of the books that have in fact been done.

The Board discussed whether it should take action to clarify what type of accountant's review was needed, but no motions or resolutions were proposed at this meeting.

#### **2. FALL WORKSHOP UPDATE**

On behalf of Joan Howland, chair of the Education Committee, Nora reported that the fall workshop will be held on November 13th at the Nikko Hotel in San Francisco. The topic is "Managing in a Time of Change: Management Issues of the 90's." The workshop will have speakers in the morning and breakout sessions in the afternoon.

#### **3. SPRING INSTITUTE UPDATE**

Judy Janes, as chair of the Institute Committee, presented some preliminary information. The Institute will take place on March 7, 1992, at the Inn at Napa Valley. The committee is still forming, and topics are still under discussion. One topic being considered is substantive employment law. A survey has also indicated some interest in civil procedure.

#### **4. CO-SPONSORSHIP OF LIBRARY SERVICES TO PRISONERS FORUM**

Nora updated the Board on the request from Jan Stuter of the Department on Corrections that NOCALL co-sponsor the ASCLA program on library services to prisoners. All that would be required of NOCALL is to have a member participate in the planning of the forum. This would involve attending about two meetings

before the forum takes place in the summer of 1992. Barbara knows of a staff member at her library who might be interested, and Nora will announce the opportunity at the business meeting later in the day.

#### 5. GOVERNMENT RELATIONS COMMITTEE

Susan Van Syckel, chair of the Government Relations Committee, presented three items for the Board's consideration.

As to the first item, A MOTION WAS CARRIED to allow the Government Relations Committee to submit a revise budget request in the amount of \$270.00 to cover the additional cost of producing a legislative resources handbook designed to assist NOCALL members in presenting to government bodies their views on California legislation.

The second item Susan presented was a request for reimbursement of expenses incurred by committee members in attending CLA's Legislative Day. Nora stated that this request for reimbursement of \$22.00 had recently been forwarded to the treasurer for payment.

The third item that Susan presented was a request that the Board reconsider its charge to the Government Relations Committee. Currently, the committee is charged with monitoring legislation and informing NOCALL members about new developments. Its charge is silent as to whether the committee can, on NOCALL's behalf, communicate to legislators and government officials NOCALL's position on legislation and governmental actions that affect libraries.

The committee would like to be able to model itself after AALL's Government Relations committee, which can act on its own initiative to present to government bodies views consistent with AALL's stated government relations policy, keeping the Executive Board informed of the committee's activities.

Susan stated that she and the committee believe that such actions on the part of NOCALL's Government Relations Committee would not jeopardize NOCALL's non-profit status because the percentage of NOCALL's budget allotted to committee lobbying activities would not be large enough to trigger a change in status. Both AALL and CLA have been able to maintain their tax status despite the existence of active government relations committees.

The Board discussed this issue at some length. The first issue it identified was whether the Government Relations committee should have an active role in presenting NOCALL's views to government bodies. If the committee were to take such a role, the Board discussed: (1) how NOCALL would formulate a policy statement on library issues that would guide the committee; (2) how the Board would insure that the committee in fact represented the views of the entire association (perhaps by, among other things, making a regular and detailed report of its activities in the Newsletter); (3) what mechanisms the committee could use to keep the Board apprised of its actions (for example, should the Vice President be an ex officio member of the committee and its liaison with the Board); and (4) how the committee could respond to a crisis without having to go through a cumbersome procedure to secure Board approval.

No action was taken at this meeting. On behalf of the Board, Nora requested that the Government Relations committee prepare a proposal containing: (1) a definition of the more active role the committee seeks; (2) a description of what the working relationship might be between the committee and the Board; and (3) a

method--or methods--for verifying that the committee is in fact representing the views of the association.

In the interim, if a need for urgent action arises--for example, in response to the continuing State Law Library crisis--the Board requested that the Government Relations Committee continue its practice of informing the Executive Board and seeking the approval of the President and Vice President.

6. BUDGET FOR 1991/92

A RESOLUTION WAS PASSED by the Board to add an additional \$5,000 to the \$6,000 already authorized for an interim operating budget. This will cover expenses until the approval of a final budget within 30 days of this Board meeting.

Once all of the membership renewal figures have been tabulated, the Board will be in position to approve a budget.

7. SCALL JOINT MEETING IN 1993

SCALL is hoping to plan a joint meeting with NOCALL in 1993. The Board will consider this proposal at its next meeting.

8. 1992 ANNUAL MEETING DATE

The Board set Thursday, May 7, 1992 as the date for the annual meeting.

Respectfully submitted,

Lee Ryan

1991/92 NOCALL Secretary

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## Chapter News

### **Minutes of the NOCALL Fall Business Meeting**

September 12, 1991  
Santa Clara Law School  
Santa Clara, CA

After thanking the staff of the Heafey Law Library for hosting the Executive Board Meeting and Business Meeting, and for arranging the reception, Nora Skrukrud, NOCALL President, introduced the members of the Executive Board, and called the meeting to order at 4:15 p.m.

#### **1. APPROVAL OF MINUTES OF MAY BUSINESS MEETING**

The minutes of the May 9, 1991 annual meeting were not available, so their approval was deferred until the January business meeting.

#### **2. ANNOUNCEMENT FROM THE ALAMEDA COUNTY LAW LIBRARY**

Greg Fite announced that the Alameda County Law Library has new fee services for photocopying. He brought to the meeting flyers describing the policy. Flyers may be obtained directly from the library.

#### **3. TREASURER'S REPORT**

Barbara Friedrich read and passed out copies of the treasurer's report for the first quarter of the 1991/92 fiscal year. The opening balance for the quarter was \$12,333.83. Income was \$11,447.50 and expenses were \$2,964.01. The closing balance was \$20,817.32.

Barbara also reported that NOCALL's books for 1990/91 have been inspected by a CPA and were found to be in good order. Interested members may obtain copies of the CPA's report from Barbara.

#### **4. ANNOUNCEMENTS FROM THE PRESIDENT**

Nora announced that Jan Stuter, of the California Department of Corrections, is planning a forum on library services to prisoners to take place in the summer of 1992. Jan would like someone from NOCALL to be involved in the planning for the forum. This would involve attending about two meetings over the next year. Members interested in this forum should contact Nora.

Nora read the text of a resolution passed on July 19, 1991 by the AALL Executive Board. The resolution states AALL's opposition to the elimination of the California State Law Library as a separate entity and urges the continuation of funding for the library.

NOCALL is planning to produce a handbook detailing the duties and procedures of the various committees. Nora will be in touch with committee chairs to ask for their help with this project.

#### **5.COMMITTEE REPORTS**

The following committees submitted reports to the business meeting:  
**ARCHIVES**

On behalf of David Bridgman, Nora requested that copies of all materials created on behalf of the Association be sent to David at Stanford for inclusion in the Archives.

#### AUDIT AND BUDGET

Michael Jones reported that the audit of the treasurer's records for the 1990/91 fiscal year was completed by a CPA and that all records were correct and all documents present.

Michael also reported that the committee will continue to meet to prepare the 1992/93 proposed budget, which will be completed prior to the Spring 1992 Business Meeting.

Nora reported that the Executive Board has been unable to finalize the 1991/92 budget. Interim funds have been authorized to cover NOCALL expenses until the budget can be approved. The Board plans to approve a final budget within 30 days.

The audit and budget committee needs new volunteers. Interested members can contact Michael.

#### EDUCATION

On behalf of Joan Howland, Nora reported on plans for the fall workshops. The topic is "Managing in a Time of Change: Management Issues of the 90's." The workshops will be held on November 13th at the Nikko Hotel in San Francisco. There will be presentations in the morning and breakout sessions in the afternoon. The program is being designed to be of interest both to middle management and to staff.

#### GOVERNMENT RELATIONS

Susan Van Syckel reported that this year the committee has addressed the issues of the closing of the state library and the sales tax on periodicals.

The committee is working on legislative handbook that would describe how to find out who one's legislators are, how to track legislation, and how to communicate with legislators about proposed legislation. The committee is also working on creating a network for NOCALL members to call if they need information on legislative and governmental developments.

Susan reported that the committee would like to hear from NOCALL members about their views on library issues, and that the committee welcomes ideas on how it might best determine the views and opinions of the membership of NOCALL.

Judy Janes, a member of the Government Relations Committee, presented an update on the State Law Library. The governor's office has ordered the State Library to leave the Law Library in place until the end of this month. Negotiations are taking place on ways to fund the law library. In theory, all branches of the state government support keeping the law library open, but there is no consensus yet on how to obtain the funds to do so. One proposal seeks an amendment to a pending bill to provide that \$40 from appellate filing fees be earmarked for the Law Library.

Judy also reported that she is not aware of any measure to exempt libraries from the tax on periodicals.

## Chapter News

Nora reported that the Board has discussed the role of the Government Relations committee. The Board wants to be sure that the association's views are represented by the committee and seeks ways to allow the committee to respond on behalf of NOCALL to important governmental developments without a cumbersome approval process. Nora solicited input from the membership of NOCALL on ways these goals could be met.

### SPRING INSTITUTE

Judy Janes reported that the Institute will take place on March 7th, 1992 at the Inn at Napa Valley. The committee is working on picking a topic and designing a program. One topic under consideration is substantive employment law. The committee also hopes to invite a member of the AALL Executive Board to attend the meeting. The Council of County Law Librarians may also be able to join NOCALL for the Institute.

### NETWORKING

Katherine Henderson stated that there were several meetings scheduled for later in the fall. She expects to be able to report on them at the January Business Meeting.

### NOMINATIONS

Prano Amjadi is looking for new members for the Nominations Committee.

Prano also asked that committee chairs from the past two or three years send her a list of their committee members. These lists are useful for identifying potential nominees.

### PUBLIC RELATIONS

Donna Williams announced that Michele Finerty of SCALL is helping to hand out NOCALL information at the State Bar's annual meeting this week.

### LOCAL ARRANGEMENTS 1992 AALL ANNUAL MEETING

Virginia Kelsh, local arrangements co-chair, reported that plans for the 1992 Annual Meeting (July 18th-23rd) are moving forward, and that there is plenty of room on the various committees for volunteers. The committee chairs will be meeting with Headquarters personnel on October 10th to present their budgets.

Coral Henning of the restaurant committee asked that all NOCALL members and staff members of their libraries complete and return the "Best of San Francisco" survey from the May/June 1991 NOCALL Newsletter. This information will be used to prepare the restaurant guide for the convention.

At approximately 4:45 p.m., the meeting was adjourned.

Respectfully submitted,

Lee Ryan  
1991/92 NOCALL Secretary

## FALL WORKSHOP

"Managing in a Time of Change: Management Issues of the 1990's" will be the subject of the NOCALL Fall Workshop to be held on November 13, 1991 at the Nikko Hotel in San Francisco. Topics will include managing and motivating staff during times of economic change, legal aspects of managing difficult employees, ethical management issues, managing branch libraries, techniques for effective interviewing and hiring, and legal assistants as library users. For more information, contact Joan Howland at (510)642-4046; FAX (510)643-5039.

## STATE LAW LIBRARY

Judy Janes  
NOCALL Government Relations Committee

With the issuance of State Library Administrative Memo 91-06 dated September 17, 1991, State Librarian Gary Strong announced that the State Law Library will be "accessed through the State Information and Reference Center from a single service point in Room 301" as of October 1, 1991. All requests for legal reference service or legal resources must be requested through the State Information and Reference Center. In effect, the State Law Library will not exist as a separate library as of October 1.

Strong's memo states "we have not been successful in obtaining all the funding necessary to continue a separately staffed Law Library after September 30, 1991.

The State Bar of California has provided a one time contribution of \$200,000 to allow for the purchase of legal materials for the 91-92 year. This amount, together with the \$115,000 in the State Law Library's budget, will be used to keep up as many subscriptions as possible. A permanent means of funding the law library collection must be found for the 1992-93 fiscal year.

Strong's final statement is "I will continue to seek ways to restore legal services and to maintain the law materials collection to the full level previously provided when the Legislature reconvenes in January. Be assured that we will make every effort to provide the best service possible with reduced staff."

Those of us who have been following this issue very closely are not quite sure what this means in the long term. Strong's letter is not very encouraging. "Unless a permanent replacement for these funds is found for 1992/93 then the legal materials budget will be reduced by that \$200,000, leaving \$115,000, which will necessitate reducing the scope of the collection."

The NOCALL Government Relations Committee will continue to monitor this issue and participate, where appropriate, in the process to help reestablish a separate State Law Library.

## Chapter News

### JOINT MEETING WITH SLA

NOCALL members have been invited to attend the December 4 meeting of the San Francisco Chapter of the Special Libraries Association. The subject of the meeting will be "San Francisco as a Visitors' Destination: Advice on Hosting a Convention by the San Francisco Convention and Visitors' Bureau." A flyer giving the details of this meeting should be included with this newsletter. If it is missing, or if you have any questions, contact Marc Levin at (510) 643-6476.

### NOCALL NOMINATIONS

The Nominations Committee will be making their selections for the 1992-3 slate of officers the first week of December. Please submit all nominations by December 4, 1991. Use the form in the last NOCALL News or call any of the committee members: Prano Amjadi, Ruth Nunez-Scheidach, or Mary Staats.

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RESEARCH SKILL	RESPONSIBILITY	1/	YEAR
<b>Administrative Law</b>			
* Organization and publication of administrative materials	_____	_____	_____
* CFR/LSA/FR relationship	_____	_____	_____
* Use of indexes	_____	_____	_____
* Administrative procedure research	_____	_____	_____
* Administrative decisional research	_____	_____	_____
* Research for other administrative documents	_____	_____	_____
* Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Caselaw</b>			
* Organization and publication of cases	_____	_____	_____
* Use of digests	_____	_____	_____
* Annotated reporters	_____	_____	_____
* Encyclopedias	_____	_____	_____
* Treatises	_____	_____	_____
* Restatements	_____	_____	_____
* Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Citation Form</b>			
* Purpose of legal citation	_____	_____	_____
* Organization of the Bluebook	_____	_____	_____
* Construction of citations	_____	_____	_____
* Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1/

LS = Law School

E = Employer

V = Vendor

### Citation Verification

- \* Purpose of verification
- \* Use of Shepard's citators
- \* Existence and use of other citators
- \* Updating cases
- \* Updating statutes
- \* Updating regulations
- \* Updating administrative documents
- \* Other:


### Computer-Assisted Research

- \* Concept/components
- \* Subject searching
- \* Known cite retrieval
- \* Printing techniques
- \* Non-legal data
- \* Statutory research
- \* Administrative research
- \* Online citators
- \* Costs
- \* Other:


### Ethics/Professional Responsibility Research

- \* Sources of professional codes
- \* Sources of bar opinions
- \* Interpretations of law
- \* Other:


### Looseleaf Services

- \* Structure of various services
- \* Finding aids
- \* Use of supplementation and transfer binders
- \* Other:


### Research Project Design

- \* Cumulative process of research
- \* Organizational tips
- \* Other:


Rules Research (Procedure, Evidence, Court, etc.)

- \* Sources of rules \_\_\_\_\_
- \* Interpretations of rules \_\_\_\_\_
- \* Updating rules \_\_\_\_\_
- \* Other: \_\_\_\_\_

State and Local Law Research

- \* Organization and publication of state materials \_\_\_\_\_
- \* Caselaw research \_\_\_\_\_
- \* Statutory research \_\_\_\_\_
- \* Administrative research \_\_\_\_\_
- \* Other: \_\_\_\_\_

Statutory Research

- \* Organization and publication of statutes \_\_\_\_\_
- \* Subject searching \_\_\_\_\_
- \* Searching by popular name \_\_\_\_\_
- \* Legislative history research \_\_\_\_\_
- \* Statutory construction \_\_\_\_\_
- \* Other: \_\_\_\_\_

Other Skills

_____	_____	_____
_____	_____	_____
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Additional Comments:

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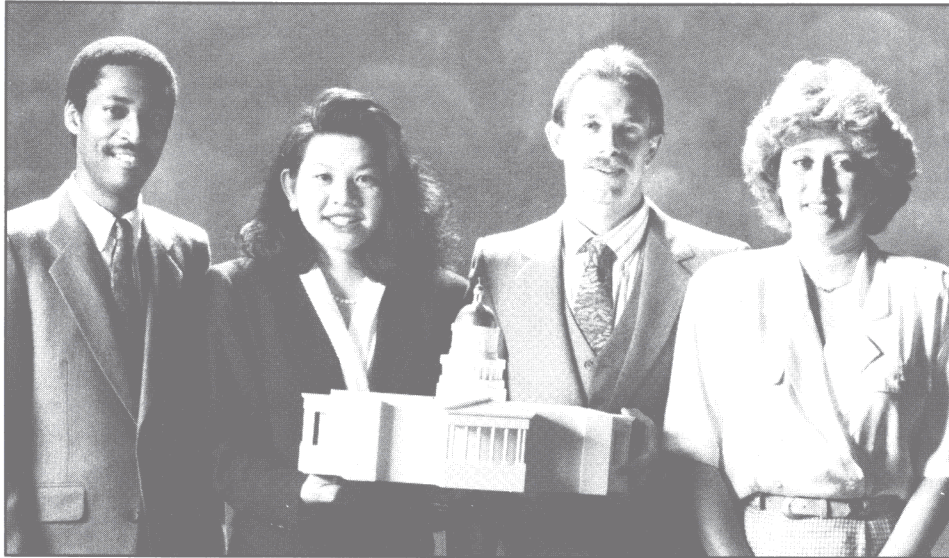
Please check one of the categories listed below:

[ ] Academic [ ] Corporate [ ] Court [ ] Government [ ] Firm

NAME: (Optional) \_\_\_\_\_

Please return to Ellen Callinan by November 30, 1991. Thanks!

### *The Depth To Dig Deeper – Part 3*



*Dave Land*

*Michelle Fong*

*Russell Holder*

*Marie Restle*

## **Four On The Floor.**

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## Committee News

### ARCHIVES COMMITTEE

David Bridgman, Chair

This is a reminder to all committee chairs to send me originals or photocopies of all documents, including institute and workshop materials, you generate during the year. Contact David at (415) 725-0801 if you have any questions.

### AUDIT AND BUDGET COMMITTEE

Michael Jones, Chair

The members of the 1991-92 Committee are Michael Jones, Chair, and Jane Evans.

Audit: An audit of the Treasurer's records for the 1990-91 fiscal year was completed by a certified CPA. All records were correct and all documents present.

Budget: The Committee will meet to prepare the 1992-93 proposed budget, which will be completed prior to the Spring 1992 business meeting.

### GOVERNMENT RELATIONS COMMITTEE

Susan Van Syckel, Chair

## STATE LEGISLATION

### Surprise Veto of Measure to Revise the Library Distribution Act

SB 8 (Robbins), the measure originating from the office of State Librarian, Gary Strong, revising the Library Distribution Act (Govt. Code Sections 14900-14910), passed both State Houses but was vetoed by the Governor. The veto was apparently inspired by the Office of Administrative Law's claim that the cost to distribute the California code of Regulations would increase dramatically (up to \$800,000) if the measure was implemented. This was inconsistent with the Legislative Analyst's overall cost estimate of \$38,000 to \$88,000. The measure will be reintroduced next session and will additionally provide for publication of state documents on permanent paper.

## FEDERAL LEGISLATION

### High Performance Computing Act

Known as the National Information Superhighway, H.R. 656 (G. Brown) authorizes planning for the development of a high-capacity National Research and Education Network (NREN) to link government, industry and the education community (projected implementation, 1996). The measure passed in the House on July 11. The Senate

## Committee News

companion bill, S. 272, passed in the Senate on September 11 and the Senate requested the concurrence of the House on September 16. The President is expected to sign the measure.

### GPO Wide Information Network for Data Online (WINDO) Act of 1991

H.R. 2772, introduced by Representative Charles Rowe on June 26, would authorize the establishment of the GPO WINDO program to provide a single point of online public access to a number of federal databases that contain public information, available at no charge to depository libraries. The bill has been referred to the House Administration Committee.

To monitor these federal measures (and issues relevant to law libraries), call the AALL GovLine at (312) 939-7774.

### PUBLIC RELATIONS COMMITTEE

Donna Williams for Bev Lipton, Chair

### NOCALL/SCALL STATE BAR EXHIBIT

The State Bar had its annual meeting in Anaheim on September 13-15 where NOCALL and SCALL sponsored a booth to promote law librarianship. The exhibit included Union Lists, newsletters, NOCALL T-shirts, the Municipal Code Directories, and our new NOCALL brochure. SCALL staffed the booth this year, and NOCALL will staff it next year when the State Bar meets in Monterey.

The feedback from SCALL shows that many people have not heard of our associations. We all need to make a genuine effort to promote not only NOCALL, but the entire field of law librarianship. We frequently hear publicity about paralegals, recruiters, administrators and the like, but what about our specialty and how much we offer firms, universities, counties and other agencies?

This was our first effort in making our name more widely known in the legal community. We have a long way to go, but at least we are off to a running start. We look forward to making next year's exhibit an even greater success!

## SPRING INSTITUTE

Judy Janes, Chair

### NOCALL INSTITUTE SET FOR MARCH 7 IN NAPA

Plans are well under way for the 11th Annual NOCALL Institute to be held in Napa on March 7, 1992 at the Inn at Napa Valley. Committee members Mary Ann Parker, Donna Hughes-Oldenburg, Marilyn Earhart, and I are busy arranging for exhibitors, developing the program, and working out details for the meeting. We are planning a program around the topic of employment law.

We hope you will mark your calendars and plan to attend!

## UNION LIST COMMITTEE

Mary Staats and Jaye Lapachet, Chairs

### NOCALL UNION LIST UPDATE

The Union List Committee is gearing up for the production of the seventh edition of the NOCALL Union List, which will be available after the first of the year. If you are a participating library, it is time to submit any changes you may have in your holdings to the foreign, state and local codes section. Submit changes by October 31, 1991 to:

Mary Staats  
Farella, Braun & Martel  
235 Montgomery Street, Suite 1900  
San Francisco, CA. 94104  
(415) 954-4451

The portion of the Union List covering foreign, state and local codes is generated by the Union List Committee and not by CLASS, the vendor which produces the serials portion of the list. If you have any questions about how to submit your updates for your holdings of foreign, state and local codes, please call Mary.

The Committee is pleased to report that the sale of the sixth edition was quite successful. A total of 123 copies have been sold.

Here are some recent changes in library personnel for the directory section of the union list:

FOLGER & LEVIN has a new ILL contact, Janet Yanda,  
at (415) 986-2800, ext. 256.

## Committee News

HOWARD, RICE, NEMEROVSKI, CANADY, ROBERTSON & FALK has new assistant librarian, Marlowe Griffiths. Call Marlowe for ILL's at (415) 765-4675.

LITTLER, MENDELSON, FASTIFF & TICHY has a new head librarian, Maureen Sirhall. She can be reached at (415) 433-1940.

ORRICK, HERRINGTON & SUTCLIFFE has a new ILL contact, Robin Imhoff, at (415) 773-5929.

SEDGWICK, DETERT, MORAN & ARNOLD has a new ILL contact, Lisa Isaacson who can be reached at (415) 788-1459, ext. 2086.

STEEFEL, LEVITT & WEISS has a new ILL contact, Marshall Webster who can be reached at (415) 788-0900, ext. 4377.

## Program/Product News

### ELECTRONIC INFORMATION FROM THE GOVERNMENT: SIERRA NEVADA CHAPTER SPECIAL LIBRARIES ASSOCIATION FALL WORKSHOP

"Electronic Information from the Government" will be the subject of the Sierra Nevada Chapter of the Special Libraries Association's Fall Workshop on Thursday, October 24, 1991 at California State University, Sacramento. The cost for the day-long meeting is \$45 for SLA members and \$55 for non-members. Registration deadline is October 17. For more information. contact John Jewell (916)654-0040.

### HOW TO SELL YOUR LIBRARY: SAN ANDREAS SLA WORKSHOP

"How to Sell Your Library in a Buyers' Market" will be the subject of a program by the San Andreas Chapter of Special Libraries Association. This meeting, which will be held on Friday morning, January 17, 1992, will discuss topics such as 'Conveying the Image' (of your service), 'Customizing Your Presentation' (for those whose support you need), and 'How to Talk Dollars and Sense to Your CEO'. For more information. please contact Roberta Fagin at (415)965-7799.

## Program/Product News

### CLA WORKSHOP ON JOB SEARCH TECHNIQUES

"How to Make Employers Beat a Path to Your Door" is a workshop designed to provide librarians with the tools needed to be successful in their job search. This exciting course will be presented by Advanced Information Management (AIM) from 10 a.m. to 5 p.m. on Tuesday, November 19th at the California Library Association in Oakland. Registration is \$25 for students or unemployed library workers (do not have to be CLA member), \$100 for CLA members and \$125 for non-members. Registration for the CLA conference is not required to attend the workshop. Deadline for workshop registration is October 31. For more information call AIM at (415)965-7799 and ask for Colleen.

### NEW PRODUCTS

Infosources Publishing has announced the upcoming publication of the 1992 edition of Legal Researcher's Desk Reference, edited by Arlene L. Eis. It includes new sections on such subjects as state court structure, legal newspapers, KF classification outline, library-related associations, notary public information, and legal research bibliographies. Cost for this book is \$50, with quantity discounts available. For ordering information, contact Infosources Publishing, 140 Norma Road, Teaneck, NJ 07666.

BiblioData, publisher of Fulltext Sources Online, announces a new book listing 125 US and Canadian daily newspapers that are available online in full text. Newspapers Online will be available in February 1992 through BiblioData for \$80.00 plus shipping. For more information or to request a sample page, write P.O. Box 61, Needham Heights, MA 02194 or call (617) 444-1154 or FAX (617)449-4584.

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## Program/Product News

### CALIFORNIA BRIEFS AVAILABLE

The Alameda County Law Library announces that original briefs, petitions for review, and other documents filed with the California Supreme Court and the California Court of appeal are available at no charge to a library able to transport them from the Alameda County Law Library in Oakland California by December 31, 1991. These are unbound briefs to cases reported in the third series of California Reports and California Appellate Reports and are in rough citation order. They have already been filmed and the Alameda County Law Library will continue to have these briefs available on microfiche

### U.C. EXTENSION COURSE AVAILABLE

A one-day course in "Cataloging Basics" taught by Judith Ellison, Cataloger at the Hayward Public Library, will be offered by the University of California Berkeley Extension. The course will be held on Thursday, November 7, from 9:00 to 5:00 at 2515 Tolman Hall on the UC Campus. Cost of the course will be \$100.00. For more information, call the UC Berkeley Extension at (415)323-8141. The same phone number will reach Jane Fisher, who indicated that she would welcome questions about any U.C. Extension courses as well as input about future courses anyone would like to see offered.

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*Special Introductory Offer:* Those signing up with the ILL-SLA Service between Nov. 1-30, 1991, will receive two regular requests free (either loan or photoduplication).

## Program/Product News

### SACRAMENTO GROUP HONORS STATE LAW LIBRARIANS

The news that the California State Law Library would be merged with the State Information and Reference Center at the State Library on October 1 was the subject of the sacramento Area Law Librarians luncheon on September 27. The honored guests were Muriel Hoppes, Esther Huston, and Beth Owens of the Law Library. The lunches of the honorees were sponsored by the Sacramento law firms of McDonough, Holland, and Allen; Weintraub, Genshlea and Sproul; and Diepenbrock, Wulff, Plant, and Hannegan. The Sacramento County Law Library provided flowers and cookies for the librarians and the rest of the State Law Library staff.

The librarians acknowledged the State Law Library staff with personal reminiscences of help and/or lifesavers. Muriel thanked them for the testimonials and assured them that the valuable reference services were not at an end, merely curtailed by the State Library's newly reduced circumstances.

Thanks go to Marilyn Josi and Shirley David for organizing the lunch.

### LIBRARY ACTIVITIES ON THE WEST COAST

April 1-3, 1992 "Analytical Tools," Vancouver, B.C., sponsored by the Special Libraries Association. Topics include: The Budgeting Process; Understanding Financial Documents; Using Statistics Effectively; Performance Analysis and Reporting; The Value and Cost of Information. For information, contact, Professional Development, Special Libraries Association, (202)234-4700.

April 1-7, 1992 National Library Week. Theme "Do the right thing."

June 5-7, 1992, "Management Skills", San Francisco, sponsored by the Special Libraries Association. Topics include: The Role of Corporate Culture; Management Style and Group dynamics; Management of Communications; Problem Solving and Decision-Making; The Planning Process. For information, contact the Professional Development Section of SLA, (202)234-4700.

June 5-7, 1992 "Marketing and Public Relations," San Francisco, sponsored by the Special Libraries Association. Topics include Marketing the Information Center; The Marketing Mix; The Power of Promotion; The Marketing Plan; Presenting and Implementing the Marketing Plan. For information, contact the Professional Development Section of SLA at (202)234-4700.

June 6-11, 1992 Special Libraries Association 83rd Annual Conference, San Francisco.

June 27-July 2, 1992 American Library Association Annual Conference, San Francisco.

July 18-23, 1992 AALL Annual Meeting, San Francisco

## Membership News

Please send NOCALL membership update information to  
Jean Aronovitz, Library Manager, Cooley, Godward, et al.,  
5 Palo Alto Square, 4th Floor, Palo Alto, CA 94306

If you did not include your telephone and/or FAX number on your membership renewal form, and would like to have that information included in the new NOCALL membership directory, please send the information to me at the address indicated above by November 1, 1991. Every effort will be made to include your telephone and/or FAX number if you provide it by this deadline. For members in Alameda and Contra Costa Counties, we will also attempt to list your area code in the new directory as 510 instead of 415. If you provided AALL membership information, it will also be included in the new directory.

### NEW MEMBERS:

ALFIERI, CYNTHIA  
LIBRARY  
WARE & FREIDERICH  
400 HAMILTON AVE.  
PALO ALTO, CA 94301  
PHONE: (415)328-6561  
FAX: (415)327-3699  
NOCALL: STUDENT MEMBER  
AALL MEMBER: NO

CRONIN, PHYLLIS  
376 PRINCETON LANE  
DANVILLE, CA 94526  
NOCALL: ASSOCIATE MEMBER  
AALL MEMBER: YES

DAVIDSON, NORMAN  
LIBRARY SPECIALIST  
HEAFEY LAW LIBRARY  
SANTA CLARA UNIVERSITY  
SANTA CLARA, CA 95053  
PHONE: (408)249-7918  
NOCALL: ACTIVE MEMBER

GRIFFITHS, MARLOWE  
ASSISTANT LIBRARIAN  
HOWARD, RICE, ET AL.  
THREE EMBARCADERO CENTER, SUITE  
700  
SAN FRANCISCO, CA 94111  
PHONE: (415)765-4675  
FAX: (415)399-3041  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: YES

HARDHAM, ANN  
LIBRARY  
ARTHUR ANDERSEN & CO.  
1800 HARRISON STREET, SUITE 1800  
OAKLAND, CA 94612  
PHONE: (415)268-4562  
FAX: (415)839-4721  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: NO

HERSOM, CHERYL  
1701 MARSHALL ROAD, #274  
VACAVILLE, CA 95687  
PHONE: (707)446-8551  
NOCALL: ASSOCIATE MEMBER  
AALL MEMBER: NO

KUKLIN, SUSAN  
SANTA CLARA COUNTY LAW LIBRARY  
360 N. FIRST STREET  
SAN JOSE, CA 95113  
PHONE: (408)299-3567  
FAX: (408)286-9283  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: YES

MORSE, C. RALPH  
JUDICIAL COUNCIL  
ADMINISTRATIVE OFFICE OF THE  
COURTS  
303 SECOND STREET, SOUTH TOWER  
SAN FRANCISCO, CA 94107  
PHONE: (415)396-9234  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: NO

RANHARTER, KATHRYN  
LIBRARY  
STEEFEL, LEVITT & WEISS  
1 EMBARCADERO CENTER, 29TH FLOOR  
SAN FRANCISCO, CA 94111  
PHONE: (415)788-0900  
FAX: (415)788-2019  
NOCALL: ACTIVE  
AALL MEMBER: YES

SCHWEIKER, KEVIN  
LIBRARY SPECIALIST II  
HEAFEY LAW LIBRARY  
SANTA CLARA UNIVERSITY  
SANTA CLARA, CA 95053  
PHONE: (408)554-4072  
FAX: (408)554-5318  
NOCALL: ACTIVE

TAMBIMUTTU, AQUINAS  
LIBRARY SPECIALIST III  
HEAFEY LAW LIBRARY  
SANTA CLARA UNIVERSITY  
SANTA CLARA, CA 95053  
PHONE: (408)554-4072  
FAX: (408)554-5318  
NOCALL: ACTIVE MEMBER

TAYLOR, ANNE  
LIBRARIAN  
REGENTS OF THE UNIVERSITY OF  
CALIFORNIA  
300 LAKESIDE DRIVE, 7TH FLOOR  
OAKLAND, CA 94612-3565  
NOCALL: ACTIVE MEMBER

VILLADARES, LUCIE  
LIBRARIAN  
WEISSBURG & ARONSON  
555 CALIFORNIA STREET, SUITE 2400  
SAN FRANCISCO, CA 94104  
PHONE: (415)434-4484  
FAX: (415)434-4507  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: NO

WALLEN, REGINA  
DIRECTOR OF TECHNICAL SERVICES  
HEAFEY LAW LIBRARY  
SANTA CLARA UNIVERSITY  
SANTA CLARA, CA 95053  
PHONE: (408)554-2733  
FAX: (408)554-5318  
NOCALL: ACTIVE MEMBER

WARD, JAMIE ANN  
LIBRARIAN  
DIETRICH, GLASRUDE & JONES  
5250 N. PALM AVE., SUITE 407  
FRESNO, CA 93704  
PHONE: (209)435-5250  
FAX: (415)435-8776  
NOCALL: ACTIVE MEMBER  
AALL MEMBER: NO

WONG, SUSAN ANNE  
479 - 28TH AVENUE  
SAN FRANCISCO, CA 94121  
NOCALL: STUDENT MEMBER  
AALL MEMBER: NO

CHANGES FOR CONTINUING MEMBERS

BOALT HALL LAW LIBRARY  
UNIVERSITY OF CALIFORNIA  
BERKELEY, CA 94720  
FAX: (510)643-5039

BERRING, BOB	(510) 642-6205
HARMON, MARLENE	(510) 642-0171
HOWLAND, JOAN	(510) 642-4046
IRVING, GINNY	(510) 642-0228
KEARNEY, DEBBY	(510) 642-0261
SO, HENRY	(510) 643-8192
YOUMANS, ALICE	(510) 642-0296
MIKLOS VARY, JOSEPH	(510) 643-6755

NOCALL NEW MEMBER APPLICATION

NAME: \_\_\_\_\_

TITLE/DEPT.: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MEMBERSHIP TYPE (CHECK ONE):

ACTIVE (\$25.00) \_\_\_\_\_

ASSOCIATE (\$25.00) \_\_\_\_\_

RETIRED (\$10.00) \_\_\_\_\_

STUDENT (\$7.50) \_\_\_\_\_

ARE YOU A MEMBER OF AALL? \_\_\_\_

Please send this form, with check payable to  
NOCALL, to:

Mrs. Barbara Friedrich  
Heafey Law Library  
Santa Clara University  
Santa Clara, CA 95053

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## Placement News

### CURRENT JOB LISTINGS

#### PLACEMENT COMMITTEE

Sue Welsh, Chair

If you are looking for a position, call Sue Welsh or send her 8 copies of your resume which will be sent to prospective employers. To list a position, send Sue a copy of the job description and she will send you the file of resumes mentioned above.

Director of the Law Library - San Francisco  
Golden Gate University Law Library

Plan and direct the administrative operations of the Law Library. Qualifications include an ABA-accredited JD and an ALA-accredited MLS and six years of progressively responsible professional law library experience. Position is available October 1 and will remain open until filled. Apply to: Job #170991, N. Barnes, Personnel Dept., 536 Mission St., San Francisco, CA 94105.

Chief Assistant Librarian - San Francisco  
San Francisco County Law Library

Provide reference services to patrons, assist with all aspects of library services including circulation, cataloging and acquisitions, and assist Director with administrative and management matters. Knowledge of California law required, plus MLS, JD or equivalent experience, and at least 5 years legal or law library experience. Send resume, references, salary history and requirements to: Marcia R. Bell, San Francisco Law Library, 436 City Hall, 400 Van Ness Avenue, San Francisco, CA 94102.

Information Research Assistant/Urgent Requests - Palo Alto  
Information Express

Duties include research requiring knowledge of manual and online reference tools; assist Rush Coordinator in obtaining reprints utilizing various libraries, publishers, and authors. Requirements include experience and familiarity with online and manual research, knowledge of Macintosh, terrific telephone skills, and ability to work efficiently in a fast-paced office environment. Send resume, cover letter, and salary requirements to: Mimi Ballard, Director of Operations, Information Express, 3250 Ash Street, Palo Alto, CA 94306 Tel: (415) 494-8787.

## Placement News

### Library Technician - San Francisco Morrison and Foerster

Responsible for ordering and claiming all library publications, processing bills, checking in journals, shelving, and ordering supplies. Requirements: typing ability, good organizational skills and ability to perform detailed work accurately and thoroughly. Previous library experience preferred. Apply in writing to: Sydney Rosener, Personnel Department, Morrison & Foerster, 345 California Street, San Francisco, CA 94101.

### Library Assistant - Oakland Crosby, Heafy, Roach & May

Responsible for acquisitions, orders, and processing using Datatrek software, book and online invoice processing, circulation and overdues, and shelving. Requirements: undergraduate degree, two years law library experience, preferably in a firm or corporate setting, and strong communication and writing skills. Send resume to: Nora Skrukud, Director of Library Services, Crosby, Heafey, Roach & May, 1999 Harrison Street, Oakland, CA 94612.

### Library Technician/Reference - San Francisco Bank of America

Duties include processing and disseminating serial publications and mail, interlibrary loan, maintaining circulation system, and providing ready reference. College graduate preferred. Requirements: Basic clerical skills and typing at 40 w.p.m. Excellent organizational and problem-solving skills desirable. Contact: Trish McCurdy, Law Librarian, Bank of America, Department 3220, P.O. Box 37000, San Francisco, CA 94137 Tel: (415) 622-6040.

## Placement News

### California Department of Corrections

#### Senior Librarian - Sacramento

One year position. LSCA Grant: Prison Reader Medal Program designing centralized reading programs for inmate library users.

#### Senior Librarian - San Quentin Prison, San Quentin

California Institution for Women, Frontera

Chuckawalla State Prison, Blythe

#### Librarian - California Medical Facility-South, Vacaville

R.J. Donovan Correctional Facility, Rock Mountain

#### Library Technical

Assistant

- Pelican Bay State Prison, Crescent City

Deuel Vocational Institution, Tracy

California Correctional Center, Susanville

For information contact Janice Stuter, Principal Librarian, California Department of Corrections, Education and Inmate Programs Unit, P.O. Box 94283, Sacramento, CA 94283-0001

Tel: (916) 445-8035

#### Library Assistant/Technical Services - San Francisco

University of San Francisco Law Library

Performs pre-order searching, bindery preparation and related acquisition tasks. Will participate in data preparation and input for INNOVACQ serials check-in and acquisitions automated system. Requires 1-2 years experience in library technical services, including bibliographic searching, preferably in a law library. Requires working knowledge of computers, preferably the Macintosh SE, and excellent written and oral communication and interpersonal skills. Innovative Interfaces, Inc. automated library system experience highly desirable. Send resume to: Personnel Services, University of San Francisco, 2130 Fulton St., San Francisco, CA 94117.

#### Access Services Librarian - Los Angeles

UCLA Law Library

Duties include reference desk service, document delivery service to faculty, and planning, coordinating, and supervising document delivery service for off-campus users. MLS normally required. For additional information contact: Val Russell, Associate Librarian for Public Services, UCLA Law Library, 1106 Law Building, 405 Hilgard Ave., Los Angeles, CA 90024-1358.