

Law Library Lights

VOLUME 42, NUMBER 2

NOVEMBER/DECEMBER 1998

A CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

INTRANETS

IDEAS AND THOUGHTS ON LAW LIBRARIES AND LAW FIRM INTRANETS

Roger Vicarius Skalbeck
Williams & Connolly

IN THINKING ABOUT THE EXISTENCE OF INTRANETS in law firms, some thoughts come to mind in terms of what I see to be useful points on considering, continuing or developing one. While these ideas come almost exclusively from a law firm background, it is just as likely that they will be applicable to other law libraries. Intranets, and varied information delivery platforms similar to them, are indeed an important phenomenon. Not all firms need them, and not all of them have to be expensive to maintain or set up. They can, however, provide a highly versatile and efficient method for accessing, finding, and interacting with the tools, data, research resources and knowledge needed for your organization.

Under the rubric of Intranets, there are numerous technological, organizational, and indeed political elements that you will need to consider with respect to your own situation. I don't consider myself an expert, and I certainly won't claim this to be a comprehensive article, covering all of these elements. Nonetheless, I think that the following are important to think about in terms of considering the concept of an Intranet as a whole.

1. Treat external links like collection development; combine formats
2. Start simple; utilize software and existing systems to supplement services
3. Plan for growth and care about content

TREAT EXTERNAL LINKS LIKE COLLECTION DEVELOPMENT, AND COMBINE FORMATS

If any aspect of your Intranet (or external site for that matter), is designed to provide some degree of access to external Internet sites, handle these links like you would any kind of collection development. The types of links and the depth to

which you provide selected access to any number of sites should directly relate to the practice areas and collection focus of your firm and your library. If you are in a boutique law firm, or if your firm has formalized practice groups (or subject areas at a law school), consider making categories of links and pages based on these practice groups. If your firm has multiple offices, then similarly provide location-specific sites for each geographic community of users.

As an example of this, your library collection is likely to contain multi-state reference, directory and survey kinds of works. So too will your collection be best served by a well organized collection of categorized links (by subject, geography or provider), *preferably maintained by somebody else*. For example, you probably do not need to go out and find all of the home pages of every state or the links or even to all of the state tax forms (the available ones, anyhow). Instead, you might want to link to sites such as:

- Constitutions, statutes and codes from Cornell University
<http://www.law.cornell.edu/statutes.html>
- StateLaw: State & Local Government from Washburn Law School
<http://lawlib.wuacc.edu/washlaw/uslaw/statelaw.html>
- Index to state tax forms
<http://www.taxadmin.org/fta/FORMS.html>

On the flip side of this, for extended and often the most useful kinds of linking, you will want to link to the specific page of interest directly. Instead of having a page describing the GPO Access program and its benefits, point to pages that have directly-searchable versions of their key databases. For

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PRESIDENT'S COLUMN

Carolyn P. Ahearn
*Wiley, Rein
 & Fielding*

MANY OF THE SIS AND COMMITTEE CHAIRS JOINED THE EXECUTIVE BOARD at a recent meeting. We went around the room and each chair provided a quick description of plans for the year. Although I've been working individually with many of the chairs, hearing about all of the activities of LLSDC at one sitting left me amazed, impressed and very proud of the creativity and professional commitment of so many of our members!

The Education Committee has an outstanding series of technology programs planned for the year, which I hope many of you will attend and benefit from. I continue to find myself frequently frustrated by technology. I know it is supposed to be wonderful for me, but sometimes it seems more trouble than it is worth. At times, I'd be quite happy to go back to the old days and the old ways! The frustration of repeated network problems or software glitches are often enough to raise my blood pressure to unsafe levels! But

then something happens to again impress me with the magnificent benefits technology has brought to our profession. Contents not withstanding, the fact that we were quickly able to obtain and distribute the Starr report to a large number of patrons was the most recent example of the value of technology. This was a day when I definitely did not long to send a clerk to Capital Hill to jostle for a limited number of printed copies and then, if we were among the lucky few, make photocopies to distribute, while fielding calls from attorneys demanding to know just when they could expect it!

Recent events also prompted a collegial exchange of information on impeachment statutes and information sites over Law-lib—a vivid reminder that we no longer work in a vacuum. While we will likely need or want to put our own personal stamp on impeachment research for our

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Law Library Lights is published five times a year by the Law Librarians' Society of Washington, DC Inc. 20009. ISSN 0546-2483.
 Subscription Rates: Nonmembers (outside Maryland, Virginia and the District of Columbia): \$35/volume, \$15 single issue. Send subscription requests and correspondence to: Law Librarians' Society of Washington, D.C., Inc. 669 South Washington Street, Alexandria, Virginia 22314. Attn. *Lights* Subscriptions. Subscriptions are also available through F.W. Faxon Co. and EBSCO.
 Membership dues include a subscription to *Law Library Lights*. For Membership information, contact the Membership Committee Chair, 669 South Washington Street, Alexandria, Virginia 22314. The Law Librarians' Society of Washington, D.C., Inc. does not assume any responsibility for the statements advanced by contributors to, nor the advertisers in, *Law Library Lights*. The views expressed herein are those of the individual authors and do not constitute an endorsement by the Law Librarians' Society of Washington, D.C., Inc.

heavily-used sites, consider linking directly to the search tip sections of databases, FAQ files, and other direct-access options. For a well-organized and insightful view of linking, especially with respect to government resources, see the article on LLRX: "Confessions of a Deep Linker: Advanced Techniques for Linking to Government Documents & Databases" By Phillip A. McAfee, Esq. (Posted June 15, 1998, available at: <http://www.llrx.com/features/confessions.htm>).

In my estimation, one great importance in providing links to external links also lies in providing at least minimal information about existing collections or specialized items within your organization. If you have a collection of links to items in a given practice area (say, insurance law), consider producing a bibliography (or even a shelf list for a given subject heading) in an electronic format to be made available from the same page. Eventually, as more practice and research tools become available through a common interface such as a web browser interface (such as searching CD-ROM's, browsing the library's catalog, accessing your firm's document management system, utilizing litigation support systems, or indeed doing almost anything that requires access to a computer), the need will greatly increase to make the best use out of existing electronic and print products and resources. As this starts to happen, consider providing links and access to specific items in multiple formats and through multiple access options. For instance, though it might not be entirely feasible now, you might eventually create a page for federal legislation that will allow users to link to a networked CD-ROM version of the annotated code, access to newly-enacted public laws and bills on government Internet sites, in addition to a link that will allow you to access an updated and annotated database of the U. S. Code on Lexis or Westlaw.

START SIMPLE; UTILIZE SOFTWARE AND EXISTING SYSTEMS TO SUPPLEMENT SERVICES
If your organization does not have an Intranet yet in place, you might consider beginning with a project to simply collect Internet bookmarks to provide to anybody who has access to the Internet, even if this is done only on the public access terminals in the library. If your firm has an external web site (potentially geared more towards marketing), you might see if there are possibilities for providing a collection of legal research links for Internet users.

The library at the firm of Proskauer Rose had done something essentially along these lines.

As I understand it, they first developed a collection of library links maintained by the library staff, which was available in the personal user directory of a national Internet Service Provider. After some period of time, the firm's web page was developed, providing a link to the separate site. At present time, this collection of links had not been incorporated within the firm's main site.

Note: Though somewhat tangential to the topic of law firm Intranets, Beth A. Langton, the library director at Buckingham, Doolittle & Burroughs, LLP in Ohio, had recently posted a list of law firms web sites that include some degree of information about their library, often including a collection of links. The ones that were reported are as follows:

- Akin, Gump, Strauss, Hauer & Feld LLP:
http://www.akingump.com/library/page_library.html
- Brobeck Phleger & Harrison, LLP:
<http://www.brobeck.com/Library>
- Bricker & Eckler:
<http://www.bricker.com/Resumes/admindir.htm>
- Brown Rudnick Freed & Gesmer:
<http://www.brownrudnick.com>
(click on "for In-house counsel")
- Dinsmore & Shohl:
<http://www.dinshohl.com/Profile/profile.htm>
- Proskauer, Rose LLP:
<http://www.proskauer.com>
- Reinhart, Boerner, Van Deuren:
<http://www.reinhartlaw.com/irc.htm>
- Skadden Arps:
<http://www.sasmf.com/legallinks/default.html>

Posted to: PRIVATELAWLIB-L listserv on September 22, 1998 by Beth A. Langton, Subject: "Is library information on your firm's web page-UPDATE!," included by permission with one added site.

Nowadays, it is really fairly simple to set up an adequately attractive web site with relatively low-cost software. Without implying any endorsement of their products, Microsoft's FrontPage is a wonderful tool for novice (and experienced) HTML formatting and converting, while also providing highly useful tools of site maintenance that are required to keep something up to date and flexible. Other products that perform well for HTML formatting and other elements of setting up a site include: Adobe's PageMill for site creation, Adobe's ImageReady for graphics creation, Hot MeTaL Pro, Hot Dog, and a host of others. The majority of these programs range in cost

"CONSIDER PROVIDING LINKS AND ACCESS TO SPECIFIC ITEMS IN MULTIPLE FORMATS AND THROUGH MULTIPLE ACCESS OPTIONS."

**"AS WITH YOUR
LIBRARY SYSTEMS
IN GENERAL, PLAN
FOR GROWTH OF
YOUR INTRANET
SERVICES."**

from \$50 to \$200. If you are maintaining HTML files (or an entire site), one of these programs will likely save you a lot of time and money.

In whatever manner in which you provide links to outside resources, simply base their initial use on your existing systems. If you do not have desktop access to the Internet, provide a library-maintained homepage on all workstations, which might even be as simple as a slightly-improved bookmark or "favorites" list. If librarians or selected members of the firm have access, you might even just see if there is a way for everybody to share a single "homepage" or index file on your network.

**PLAN FOR GROWTH, COPE WITH CHANGE
AND CARE ABOUT CONTENT**

In terms of your library's collection and information needs, plan for growth of all elements of the materials that you need to obtain. Like it or not, the methods of accessing legal practice materials (and indeed work product) are continually changing, often arising with unexpected demands and (when you are lucky) unanticipated benefits. As with your library systems in general, plan for growth of your Intranet services. As vital materials migrate towards being disseminated electronically (paper disappears, urgency demands it

or innovation drives it), one has to cope with their format and delivery changes and quirks. If you have an Intranet, you might base acquisition decisions, at least in part, on their compatibility with your existing information infrastructure and Intranet resources.

Whether your organization has an external Internet site, an Intranet or even just a local- or wide-area network, I advocate that one begin to care about content. In terms of an Intranet, think about the links that you are providing and generally about the ways in which the library's role is defined in disseminating shared knowledge and resources.

With whatever level of resources you provide on an Intranet, provide them in a way that can be well maintained and updated. With your printed materials, you do not want to provide superseded materials or books that do not have the most current pocket part. Similarly, I think that you should make an effort to verify that the sites and resources to which you have provided links have not moved, been removed or been superseded by superior resources. If you do not have an Intranet, consider what one might look like at your organization. If you provide access to Internet-based materials, consider the ways in which this process can be better utilized by your user community. ■

GSI



UNFORTUNATELY, LEXIS-NEXIS AND WESTLAW SOFTWARE can be daunting for the infrequent user. They might need just a copy of a case but have not had the time to attend training and have forgotten what commands to enter. It is not uncommon to receive a reference request to print out one case citation off an online service. How about providing web access to LEXSEE or FIND? Have you tried using LEXIS-NEXIS and WESTLAW's websites recently? They might be slightly less sophisticated compared to their proprietary siblings, but the future of Computer Assisted Legal Research (CALR) seems destined for the Internet.

Over the summer, both LEXIS-NEXIS and WESTLAW have provided Intranet resources to help incorporate easy web access to their services. WESTLAW is offering an Intranet Toolkit that you download, install on your computer, and use to generate code that you can copy and paste into your Intranet pages, as well as completed practice materials directory pages. LEXIS-NEXIS has a web page called "LEXIS-NEXIS Xchange Research Linking" that has detailed instructions on how to add customized links and forms to your Intranet.

Adding CALR access to your website allows you to quickly add custom features unavailable on current software. Have you ever wondered why LEXIS-NEXIS and WESTLAW do not put pricing information next to files on their library menus and directories? It would be nice for casual users to quickly see how much that search or service is going to cost. With the Intranet, you can add pricing information on web pages so users will actually know how much they are spending. Underneath a WESTLAW "FIND" search box, you could write "Cost of Retrieval: \$5.00 per cite." That little piece of information helps CALR researchers, worried about the skyrocketing cost of online research, know quickly how much a FIND request costs, without asking the library staff. Both services currently only offer transactional research, so pricing is very predictable.

WEST GROUP'S INTRANET TOOLKIT

To download the Toolkit software, go to the URL: <http://www.westgroup.com/intranettools>. You will be prompted for a login/password at which point enter the login: "Toolkit" and password: "West" (They are case sensitive.). Fill out a form with your business address and e-mail, and then you can download the Toolkit. Once you have installed it on your computer, look for the Main Menu Page or "menu.html" file which is under the directory "West Group/Intranet Tools/html" on your computer. The Toolkit has two main components: completed Research Tem-

plates and forms that can be dropped straight into your Intranet.

West has really developed an excellent product which has examples of how legal departments have incorporated Toolkit resources in their Intranets, an extensive offering of research templates, a Javascript link builder that creates link code for databases and topical directories, and finished web pages (including graphics) that look just like WESTLAW website pages. If you decide not to use their templates, you can still copy and paste database, topical directories, KeyCite, Shepard's, InstaCite and FIND link code into your own Intranet pages, which is what I decided to do on our firm's Intranet. I preferred having our Intranet navigation guides on WESTLAW pages, and I added pricing and descriptions for frequently used databases and services.

Another useful feature of the Toolkit is the ability to generate links to specific WESTLAW resources. The Hypertext Link Builder creates links to individual databases, topical materials, directories, cases or articles and even searches. I used the link builder to create links on our firm's Intranet to practice group materials which West calls "Topical Database Directory Links." Links are easy to build: just enter the name to call your link (for example WESTLAW Energy Practice Directory) and select a practice topic from a pull-down menu and click on the submit button. Javascript then generates code for the link (which is extremely long) in a text box, and you can copy it and paste the code in your html Intranet pages. Also included in the Toolkit are finished WESTLAW html practice group files and Research Templates with all the citation service forms in a menu format that you can copy to your Intranet.

LEXIS-NEXIS INTRANET TOOLKIT

LEXIS-NEXIS' Intranet offering is not quite as sophisticated as West's Toolkit. Instead of providing completed html link code and pages, they have instructions and examples on how to develop html code for Intranet use in accessing services on their website. The page is called Xchange Research Linking, and the URL is <http://www.lexis.com/research/linking/>. I understand that they are planning to offer more substantial Intranet resources in the future.

LEXIS-NEXIS' web page contains instructions on how to create searches for specific databases, and it has the html source code for citation forms (LEXSEE, Shepard's, Autocite), case search forms and a sample practice group search form. One major deficiency is the lack of topical library

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TOOLKITS CAN BE HANDY: WEST GROUP AND LEXIS-NEXIS RELEASE NEW INTRANET PRODUCTS

*William Richnow
Collier, Shannon, Rill & S*

"ADDING CALR ACCESS TO YOUR WEBSITE ALLOWS YOU TO QUICKLY ADD CUSTOM FEATURES UNAVAILABLE ON CURRENT SOFTWARE"

West Group



TODAY'S COMPUTER ENVIRONMENT HAS COME A LONG WAY since the days of dial-up and DOS-based systems. The Windows environment and the Internet have given researchers more efficient and powerful means to their research ends. Being in the research business, librarians have embraced the changes and explored better ways to provide information in this electronic wonderland. With the blessings of their respective organizations, and in conjunction with various other departments, librarians are utilizing the latest technologies to create virtual libraries within their organization's Intranet. This article explores suggestions on how to separate the wheat from the chafe when determining what to include on your library's Intranet site.

BASIC CONCEPTS

An Intranet is strictly an internal tool where information is stored, organized and searched only by those provided access to it. Which brings up the first basic concept: "Keep in mind your audience." Because this is an internal-use only tool, your audience pool is made up of those people in your organization. But will you be building a virtual library for everyone's use, or primarily for the attorneys? This is a very basic decision to make and will drive content choices.

The second basic concept to keep in mind is "What are the library's goals?" In a law firm setting, the goals will probably be along the lines of serving the user's information needs, and maximizing attorney work effort. Your goals may be more or less specific than these, but they are to be considered when choosing what goes onto your virtual library site.

These two concepts, audience and goals, may seem fundamental. They are. And you should return to them again and again when wrestling with decisions over the inclusion of information.

IN-HOUSE SOURCES

Before going grocery shopping, it is best to take a look around your kitchen cabinets and closets and see what you already have. The same is true for a virtual library. Look through your library and see what information resources your library has provided in hard copy. These items may be conducive to the electronic format of your Intranet. Finding and gathering these materials will give you a chance to take stock of some of the services provided by your library and may lead to the discontinuation of some, the enhancement of others, and the re-generation of even others. Using the same materials the library has had in the past may also ease the transition to the Intranet. Users

will find familiar material will be there, albeit in a slightly different format.

Types of materials to look for include:

- Bibliographies
- Unique collections of archived material
- Pathfinders or Research guides
- Attorney work-product databases

OUTSIDE SOURCES

After taking stock of materials generated by your library and others within the organization, look at materials available from outside the firm. Again, look around your library and see what materials are being utilized. Are they available in an electronic format? Can they be accessed via the Internet from your Intranet? Contact publishers and find out what products and services they have developed or are developing that are accessible electronically. These types of materials will probably be subject to licensing fees so it is necessary to contact the publishers to discuss the issues associated with licenses. The products that fall within this category include:

- CD-ROM's
- Web-based commercial publications
- Online Public Access Catalog (OPAC)

The Internet, on the other hand, is not subject to licensing. It is the ultimate information free-for-all, and as such, is often overwhelming to jump into when looking for specific information. This information resource provides librarians with the opportunity to act as the human filter and cull the best sources available. Link lists can be compiled and presented on the Intranet for

- Specific practice groups
- General reference
- Legal reference
- Information technology issues
- Database service providers
- Marketing
- Search engines

Providing annotations to the URL's will enhance the value of the link lists by enabling users to determine the usefulness of the site without having to access it first. These annotations could include:

- Site name
- Site sponsor
- Content
- Ease of use statement
- Drawbacks

LIBRARY SERVICES

An important part of any virtual library is to let users know what it is they can find on the site, and what they cannot. If there are materials not

INTRANET CONTENT: LIBRARIAN'S CHOICE

Alyson B. Danowski
Howrey & Simon

**CONSIDER YOUR
AUDIENCE AND
YOUR GOALS WHEN
DETERMINING
WHAT TO INCLUDE
ON YOUR
INTRANET.**

provided on the Intranet, but that are provided in person via the Library, these should be made clear. Areas to address include:

- Library contact information
- Reference services available
- Library staff accessible only databases
- Library departments and staff
- Library policies
- Firm policies regarding Internet use

Additionally, include easy to fill out forms for reference requests and interlibrary loan requests, so that library users can avail themselves of these library services. Easy pull-down menus and required information boxes can facilitate more efficient library services.

FINAL NOTE

This is just the beginning of where technology is taking the information industry. Librarians are an integral part of information tool development. Make your virtual library a continuing work-in-progress. Encourage feedback from the users, and the non-users, especially. Find out what works and what does not work and why. Continue to be aware of your audience and the ultimate goals of the library, and you will be on your way to creating a valuable information resource within your organization.

WANTED: CONSULTANTS/ EVALUATORS/EXPERTS



The American Association of Law Libraries' Information Technology & Implementation Working Group (hereinafter, the Working Group) is seeking qualified applicants for listing in its Directory of Law Librarian Experts.

The Working Group's mission is to improve public access to legal information provided by government agencies via the World Wide Web by offering assistance to government officials and agency web designers. Visit the Working Group's website www.bc.edu/bc-org/avp/law/lib/aallwg for more information. The Directory will be distributed to outside organizations and state agencies who request assistance in evaluating and improving their websites' delivery of legal information to the public.

Special Counsel (Size at 90%)



THE LAW LIBRARIAN'S SOCIETY TECHNOLOGY INSTITUTE started the 1998-1999 season with "Information: Choosing Sources and Formats," on Tuesday, September 22, 1998 at the law firm of Kirkpatrick and Lockhart. Thirty-two Society members signed up to hear Pat Gudas Mitchell, Head Librarian of Piper & Marbury, LLP., and Barbara Zea, Network Administrator for Piper & Marbury, discuss how their firm has successfully implemented new technologies within the library and the firm as a whole to provide better access to information.

The two hour lecture began with everyone introducing themselves and discussing where their library is in the changing world of technology. Some people were just beginning to have Internet access while others were using Windows NT technology to produce Intranets for their firms. Interestingly, about one third of the group mentioned their attorneys still like using print sources as the first option in obtaining information in a timely manner. A majority of the attendees consider CD-ROM to be troublesome when loaded onto a network, but CD-ROM's have been successful to sole practitioners and small to medium-sized firms unable to afford the costs associated with maintaining a print collection or the rates charged by online services.

PIPER & MARBURY

Piper & Marbury has 320 lawyers in four different offices located in Baltimore, Washington, D.C., New York and Philadelphia. CD-ROM's are on the Wide Area Network (WAN) to all offices. Online services such as WESTLAW, LEXIS, and the Internet are on each desktop. The firm is halfway through a transition from Windows 3.1 to Windows NT. The operating environment at Piper & Marbury includes switching from a Novell Application server (under Windows 3.1) to NT Winframe and Metaframe Application server (under Windows NT). This will provide centralization, and help speed up local and remote access time.

Each group within Piper & Marbury, lawyers, library staff, practice groups, conflicts, marketing, management, clients, firm staff, and information technology (IT), has different research needs. The lawyers' group likes having access to information at their fingertips, or at the "desktop," has little time for training and always feels the squeeze of the billable hour. They need immediate answers and have a "time is money" outlook. In addition to wanting resources available in their offices for quick reference, they also need portability of information on their laptop computers. Practice groups

look for profitability, and they need immediate access to certain items at their fingertips, such as the IRS code, or Delaware law.

ELECTRONIC FORMATS

New formats have made the librarian's job more interesting, but also more hectic. Research tools can consist of hybrid products, online services, Internet, network programs, stand-alone programs, communication programs, e-mail summaries, and last but not least, books (print sources). When considering electronic formats, consider the elements of search engines, software design, training, program upgrades, content and currency.

Pat Gudas Mitchell thinks that the online services LEXIS and WESTLAW are looking better than ever. The comprehensive nature of their databases is better than in the past and customer support is good. WESTLAW and LEXIS provide the most up-to-date information with some files becoming available immediately.

When using the Internet, search engines are becoming more powerful and organization of information within the Web is getting better. The use of the T1 line for Internet connection increases speed for faster connections and is much faster than a T3 line. These are lines used to transmit information over multiple networks.

WHEN TO USE CD-ROM

CD-ROM is a lower cost solution that may either replace books or complement the print collection. CD-ROM's can stand alone or be loaded onto a wide area network or tower so that multiple users can access the same information at the same time. The user does not have to charge the client and there are no printing costs. CD-ROM's, however, may not provide up to date information and customer support is usually poor. The library must be aware of promises of compatibility and licensing issues. One should compare the costs of various competing products to see which may have licensing or subscription fees, or monthly service charges. If the CD-ROM is leased, what limitations does the vendor place on the use of the product? Sometimes the publisher of the product may offer a discount to customers who maintain the print version along with the CD-ROM.

PRINT SOURCES OF INFORMATION

Publishers are always in a rush to release new products. The recent legal publisher mergers may produce vast differences in pricing. The law librarian should talk to a sales representative on a regular basis to learn more about an item before

LLSDC TECHNOLOGY INSTITUTES: CHOOSING SOURCES AND FORMATS

Beth Arnold
*Federal Reserve Board
Law Library*

**"WHEN
CONSIDERING
ELECTRONIC
FORMATS, CONSIDER
THE ELEMENTS OF
SEARCH ENGINES,
SOFTWARE DESIGN,
TRAINING, PROGRAM
UPGRADES, CONTENT
AND CURRENCY."**

purchasing it for the collection. Attorneys still like having a book to consult on a regular basis, as books can be checked out of the library and taken home or to court. Items to consider when purchasing a title, especially in print, include organization, scope, style and readability. Is the title logically arranged and easy to use, and is the text written in a clear and understandable way? A law collection may be most beneficial to its users if it has a variety of information sources in several formats to complement each other. "I've played with all electronic toys, and I still like books."

THINGS TO REMEMBER

In choosing electronic information sources and formats, technology has to work all the time, not just part of the time. An application must be easy to use, reliable, accessible, and up-to-date. Library staff must be experts on the program, as they are in constant communications with their users. The saying, "If you build it, they will come," is not true in the library setting. The library staff must have the enthusiasm to be able to use all programs themselves in order to be technology experts. If possible, one staff member must be devoted to the electronic library because technology takes more

of one's time than one could imagine. Since the virtual library may serve all departments within the firm, beware of software design problems. Proper citation format is essential, and the product should have a good outline at the beginning. The printout of an application should give correct citation information. Most attorneys welcome the two column printing of WESTLAW because it resembles a page from a print source and is easier to read.

In conclusion, the first of the 1998-1999 technology seminars was very informative. We thank Patricia Gudas Mitchell and Barbara Zea for taking time out from their busy schedules to share this information with Society members. Upcoming technology seminars will focus on Intranets, push technology, copyright in an electronic age, and space requirements for the future. ■

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USE THEIR SERVICES,
TELL THEM YOU SAW IT IN
LAW LIBRARY LIGHTS!**

NY Public Library



IN AN EFFORT TO GET TO KNOW THE LLSDC LEADERSHIP A LITTLE BETTER, we have asked three questions, suggested by President Carolyn Ahearn, of each of the new board members.

- Why did you become involved in librarianship in general and LLSDC in particular?
- Where is law librarianship heading?
- Where is LLSDC heading and are the two on the same course?

The officers new to the Board, Vice President/President Elect Brian L. Baker, Recording Secretary Karen Silber and Assistant Treasurer Barbara J. Fisher, are featured in this issue.

BRIAN L. BAKER

VICE PRESIDENT/PRESIDENT ELECT

WHY DID YOU BECOME INVOLVED IN LIBRARIANSHIP IN GENERAL AND LLSDC IN PARTICULAR?

I found I had an affinity for it back when I was just a library assistant at American University's Washington College of Law Library. There I received some of the finest training one could get. Working closely with Pat Kehoe, Gary McCann and, especially, Joanne Zich, made me realize the high quality of people in law librarianship. Their knowledge was vast, and they were always willing to share, and educate me and others, on how the law worked and why librarians were so necessary to the society as a whole. Those three individuals, and Victoria Ward formerly with Morgan, Lewis, and Bockius, are the primary reason I discovered law librarianship, and the people who initially guided my development.

Additionally, watching these people serve the Society, while I was working with them, made me understand how important service to the Society is, and how, through volunteer efforts, the Society can serve the legal community as a whole.

WHERE IS LAW LIBRARIANSHIP HEADING?

In a word, upwards. The trip will be long and hard. Continuing education will be more and more the buzzword. By that I mean additional degrees, as well as a development of a system similar to the attorney CLE program.

As professionals, we must stay attuned to all that happens with information. Today, that means information production almost as often as it does information retrieval. Our members need to have additional, less traditional, educational opportunities provided to them.

WHERE IS LLSDC HEADING AND ARE THE TWO ON THE SAME COURSE?

I think the course is, and must be, identical. So

much is important to our members' development that the Society should lead the way in providing the training the members feel they need.

We need to constantly poll our members to find out what their educational needs are and provide for those needs. Currently the various SIS's run excellent educational programs. Sometimes, however, the programs simply cannot reach the depth needed by our members in the time allotted.

I think it is incumbent upon the society to look at how we can expand these educational programs. The best way, it seems to me, is to have our own "Annual Meeting," like other AALL chapters do, complete with full programming.

BARBARA J. FISHER

ASSISTANT TREASURER

BECOMING A LAW LIBRARIAN/
BECOMING INVOLVED WITH LLSDC

Like many others, I came to law librarianship through the back door. I have always loved to read and grew up spending many hours at the local public library (having a mother who was both a board member and a voracious reader helped!). After graduation from college with degrees in International Studies and Political Science, uncertain about graduate school and hoping to seek my fortune in a place other than Ohio, I moved to DC. I was thrilled to accept my first position as library clerk because I could decide about law school while working in a legal setting. The salary looked great compared to what I'd been making as a salesperson at Garfinkels. It was a decision I've never regretted.

Having been the beneficiary of the talents, expertise and intelligence of the LLSDC membership over the years, my primary motives in becoming more involved with LLSDC were to pay tribute to my mentors and to give something back to the profession as a whole. I really enjoyed meeting new members during my Co-Chairmanship of the Directory and Membership committees last year and hope to meet more folks in the future.

WHERE IS LAW LIBRARIANSHIP HEADED/POTENTIAL FOR LLSDC

It is a wonderful time to be a law librarian because we are at the forefront of an opportunity to assist in the management of information change for library users as well as in our library facilities. We have had to confront the issues of shrinking library budgets and space while simultaneously handling increased demands for sophisticated research. Not only must we respond to new technology, but we must remain grounded in traditional research methodologies in order to provide

BRIAN L. BAKER

BARBARA J. FISHER

the best possible service to our users. Although the Internet and other technologies are providing enhanced flexibility in the format, speed and method of information delivery, I think librarians, through training and expertise, are uniquely qualified to analyze and synthesize the sources of all information delivery - be it book or Internet - for our patrons.

KAREN SILBER
RECORDING SECRETARY

WHY DID I BECOME INVOLVED
IN LIBRARIANSHIP?

While studying for my undergraduate degree at George Washington University, I was researching a paper topic in the Gelman Library. I asked the reference librarians for help in finding what I thought were hard to find materials. I wasn't even done asking the question and the reference librarian was pointing me in the right direction. I was so amazed that the reference librarians knew where to find everything that I knew I wanted to become one of them.

WHY DID I BECOME INVOLVED IN LLSDC?
I became involved in LLSDC upon the suggestion of my previous boss, Karen Williams. She thought

it would benefit me in my start as a library assistant to meet other law librarians in the D.C. area. At that point I was interested in library school and was earning my degree at Catholic University part-time while working full-time. Because of my commute, working and school, I didn't have the time to devote to LLSDC. After I graduated, I started going to more LLSDC meetings and events, meeting more people, volunteering for committees, etc. and then was asked to run for office. Being on the Board has given me a greater understanding of how much work really goes into making LLSDC function. So many people devote time and energy, and without them, we would be just a directory of members.

WHERE IS LAW LIBRARIANSHIP GOING?

A good deal of the research we perform is heading into the computer age. Gone are the days of ordering everything in hard copy and having it on our shelves; some publishers are making certain titles available on CD-ROM only. We as law librarians need to understand the problems that may occur with these alternate sources, such as copyright, licensing and technical issues. Not only do we need to implement these alternate sources into our collection, but we need to market them to our users. The need for law librarians will not diminish anytime soon. We will do what we've been doing for a long time, which is obtaining materials for our attorneys and making their lives easier. But we'll have to approach access a little differently as the "look" of information changes.

WHERE IS LLSDC HEADING?

I believe LLSDC is heading in the direction of promoting the members and the profession. Last year we had the Management Institute and this year we have the Technology Institute. We have the overall collective skills and knowledge needed to host the great educational programs that help our individual members. We need to continue with these programs and whatever programs are needed to ensure that the members are prepared to lead law librarians into the next information wave. LLSDC can help us reach where we need to be as law librarians. ■

KAREN SILBER

Alert Publications

**WE APPRECIATE OUR
ADVERTISERS ... SO WHEN YOU
USE THEIR SERVICES,
TELL THEM YOU SAW IT IN
LAW LIBRARY LIGHTS!**

Iris Lee
Howard University
Law Library

Last March, Valerie A. Railey of Howard University Law Library, Marjorie Leary of Baker Hostetler and I were on hand for the first Law Librarians' Society of Washington, DC (LLSDC) Law Day at the Martin Luther King (MLK) Branch of the DC Public Library. Sponsored by LLSDC's Public Outreach Committee, the Law Day outreach project is held one Saturday per month at the MLK branch and involves helping members of the public learn to use the legal information resources available at the MLK branch library.

We quickly found that the challenges one encounters in providing legal research assistance to pro se patrons are quite different from those normally encountered when working with attorneys or law students. Performing a good reference interview with a pro se patrons is an example. The reference interview process can be hindered by the patron's lack of familiarity with the law or legal jargon. Also hindering the reference interview is the need to ask the patron what she may view as intrusive or personal questions. There were instances when I felt the patron and I were both a bit uncomfortable. When asking more personal questions during a reference interview, I found it helpful to explain to patrons that I needed to know certain information in order to give them adequate assistance.

Another issue we were concerned about was the possibility of being accused of violating local

statutes on the unauthorized practice of law. Any time a librarian is involved in assisting a public patron, the librarian must be careful not to interpret the law for a patron or to give the patron advice or counsel as to the proper procedures to resolve a legal problem.

The legal collection at MLK was adequate to answer the questions we were asked. The library has primary authorities for federal law which include the USC, USCS, Statutes at Large, US Reports, CFR, and an incomplete set of Federal Reporters 2D. The library also has DC primary authorities, but these are shelved in the Washington, DC collection, not with the legal materials. Secondary sources include Am. Jur. 2d Legal Encyclopedia, Am. Jur. Legal Forms and Am. Jur. Pleading and Practice Forms. In its circulating collection, the library has a good assortment legal books including what looked like every title in the Nutshell series.

Several other LLSDC members participated in the first phase of Law Day last March, including Mildred Bailey, Brian Baker of the University of the District of Columbia, Tanya Brown of Tax Analysts and Sarah Gudsnuk of Shaw, Pittman, Potts & Trowbridge. The Outreach Committee is continuing the community outreach at the DC public library one Saturday per month. To inquire about volunteering, call Ellen Feldman of Williams & Connolly at 202/434-5301. ■

CONTINUED FROM PAGE 2

patrons and their particular needs, the information from Law-lib gave us all a good start and probably gave us a bit more time to add our personal value to the research.

Many of us are working hard to master the new technologies and apply them in our work settings. At the same time, I think it is very important that we not lose site of the fact that technology is only a tool for us, it is not what most of us really do. Our primary role needs to continue to be information providers. Technology is just one tool in our repertoire. We shouldn't forget to also continue to focus on developing and applying our other information related skills from reference interviewing to cataloging to budgeting to collection development. Whatever our setting and whatever challenges we face, we need to keep our sights on what it is that is our unique role and what should be our greatest strength...our ability to provide information to meet our users' needs. ■

CONTINUED FROM PAGE 5

links that will take you directly to library menus on LEXIS-NEXIS. They do have an example of a search form that a practice group might develop (in this case is a tax practice group). The form is attractive, but if you want to do the same thing for another practice area, you will have to write all the Intranet links for the practice databases. I prefer the no-brainer method of html coding: copy and paste the code someone else writes (copyright free of course) in your html pages, or better yet just copy the whole page to your Intranet and link to it.

LEXIS-NEXIS and West have taken the right steps with their new Intranet resources. For the first time, users can have easy access to CALR services with a few mouse clicks. The West Intranet Toolkit is a great product and better yet a time-saver. It easily creates Intranet access to their traditional legal tools and databases. LEXIS-NEXIS' Xchange Research approach to Intranet access is less sophisticated, requiring a greater time commitment from developers. ■

TRIAL AND THE INSTRUCTIONAL LIBRARIAN

Valerie Railey
Howard University Library

AMERICAN ASSOCIATION OF LAW LIBRARIES (AALL) AND LEXIS-NEXIS have developed a new Teaching Research in Academic Law Libraries (TRIAL) conference. The conference was held as part of the AALL's 91st Annual meeting in Anaheim, California. TRIAL is a continuing education workshop modeled after the successful LEXIS-NEXIS sponsored Teaching Research in Private Law Libraries Conference (TRIPLL).

The TRIAL Advisory Council selected 31 diverse instructional librarians from universities in the United States and Canada to share strategies on teaching law students. A mosaic was woven of people and institutions including, Deanna Barmakian of Harvard Law Library, Jim Jackson from the University of Arkansas, Melinda Renner from the University of New Brunswick, and I, Valerie Railey, from Howard University School of Law.

All law schools share a similar mission, to produce young lawyers with excellent research skills. The TRIAL participants agreed that much needs to be done to reach that goal. Legal research and writing programs vary from school to school. LEXIS and AALL gave librarians from large and small law schools a shared forum to compare the research instruction models of their institutions.

The TRIAL Advisory Council and faculty

covered assessing user needs, adult learning, teaching options, and presentation skills. Through a variety of interactive, participatory and problem solving sessions, the core group of instructional librarians were taught and learned from one another.

Like it or not most, librarians are being required to champion the role of an instructional librarian and are teaching on many levels. The duties and responsibilities of a law librarian shift and adapt to the demands of the workplace. The instructional librarian is a teacher and a trainer.

The two-day seminar focused on formal instruction in the classroom. The TRIAL attendees brought to the conference a wealth of experience as instructional librarians. Many were skilled as "point of need" teachers, others were professional trainers or law faculty. Kory D. Staheli coined the phrase "point of need teaching at the reference desk" in her article entitled "Introducing Students to Legal Practice Materials." Point of need teaching occurs when a librarian seizes a teachable moment at the reference desk and explains to the patron a specific piece of information that meets an immediate need.

Law librarians across the board are challenged with seizing teachable moments. We aim to capture the attention of law students, and

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lawyers whom we are teaching in the traditional classroom setting, law firms, agencies and courts. We structure curriculum and schedule in-house training seminars.

The first day of the TRIALL conference participants studied adult learning and evaluated user needs. Then we developed a 15 week advanced legal research curriculum. The job of developing the legal research curriculum was challenging in and of itself. Most rewarding was the dialogue when participants discussed what we felt were primary legal research competencies for law students.

Librarians are also weathering the paradigm shift to delivering information in the face of technology. More technology in the workplace has created an image of authority online and the image of comprehensive access. This myth of "super technology" has created a challenge for the profession and is a sword of Damocles above every information professional's head. Instructional librarians know that the web, CD's and databases have altered our responsibilities, certainly since the invention of the Internet. Day in and day out librarians are distinguishing what is and is not available online and developing criteria for evaluating this information, especially on web pages. Librarians now have the duty to distinguish the substance from the style of a web pages, including the accuracy and authority of documents, as well as the objectivity, currency and coverage of these online utilities. Teaching patrons how to evaluate a piece of data obtained electronically must be shared in the teachable moment at the reference desk.

As instructional librarians embrace technology driven changes, we are learning to use different software packages. Microsoft's PowerPoint software package is now being used as a teaching tool by instructional librarians. This electronic software is a more advanced version of the overhead projector of old. The use of color, graphics and motion is appealing to capture the audience.

In keeping with the annual meeting theme "New Horizons: Technology, Management, Information, Law," AALL and TRIALL Council included technology in the two-day curriculum. Each attendee prepared a PowerPoint presentation, and the TRIALL Council provided multimedia workshops as well as software demonstrations. In response to the management concept in the annual meeting theme, each TRIALL participant developed a three-minute persuasive argument for a person in authority. Much appreciation should be given to Martha Brown of AALL Headquarters and the entire team of TRIALL Council for the hard work and success of the two-day meeting.

See also

Kory D. Staheli, *Introducing students to Legal Practice Materials: Helping to fill a law school void*, 16 *Legal Reference Services Quarterly* 27 (1998).

Mark E. Estes, *Case Sensitive: Law Librarians adapt to net expectations*. *Library Journal*, July 1998, at 44.

Jim Kapoun, *Teaching undergrads WEB evaluation: A guide for library instruction*, 59 *C&RL News* 522 (1998). ■

LLSDC HOTLINE



Call anytime for access to a telephone tape listing available law library positions in the D.C. metropolitan area as well as a listing of LLSDC current events. The service is free to job seekers. The tape is updated every Friday. Please call the LLSDC HOTLINE 202/310-4570.

Cal Info

LEXIS



THE LEGISLATIVE RESEARCH SIS MET FOR A BUSINESS MEETING ON SEPTEMBER 23 at the offices of Cleary, Gottlieb, Steen & Hamilton. Under discussion were on-going projects as well as proposals for new programs.

Our most famous on-going project is the transcribing and posting of new GPO publications to the LLSDC listserv and the LLSDC web page. Emily Carr has done a fabulous job of posting the lists every week, and with the new web site format, everything looks great. Those of you who have volunteered time on this project will be happy to hear that you may not be called upon again. Lorelle Anderson, legislative assistant from Covington & Burling, has volunteered to send along her lists for posting on a regular basis. We all send our thanks!

On September 16, the SIS sponsored a tour of the Government Printing Office. About a dozen LLSDC members were guided on a three-hour tour (...but they did make it back to the mainland) of the GPO facility. They were shown the printing presses, production room, binding process and how documents are marbled, among other things. They also sat down with GPO Access people to talk about issues near and dear to our hearts. The Access people have asserted that they really and truly are enthusiastic about responses, comments, suggestions and criticisms

offered regarding their site content and structure. Therefore, anyone and everyone who has something constructive to say should feel free to send an e-mail to the GPO Access webserver, wwwadmin@www.access.gpo.gov. Let me repeat that: ANYONE and EVERYONE with something to say about Access should send comments via e-mail to wwwadmin@www.access.gpo.gov. - I'm sure they'll really appreciate it.

The SIS decided at the business meeting to hold one or two Roundtable discussions on how our jobs are being done. The suggestion, made by Margot Gee, was received enthusiastically. Many of our SIS meetings have a sort of free-for-all discussion when members bring up prickly issues on locating and updating documents, dealing with new technology, disseminating information and other problems. Each of us through our daily work has developed, and continues to discover, different ways of handling similar issues, and we like to compare notes. We would like to offer the chance of participating in this type of discussion to others out there who are dealing with the same issues and unsure of whom to turn to for suggestions.

And finally, work has begun on the seventh edition of the Union List of Legislative Histories. The publication is expected to be available Summer 1999. ■

LEGISLATIVE RESEARCH SIS NEWS

Catherine Rogalin
*Cleary, Gottlieb,
Steen & Hamilton*

THE ACADEMIC SIS HAS PLANNED AN INFORMATIVE PROGRAM at the Digital Library Visitors Center in the James Madison Building of the Library of Congress for Thursday, December 3, 1998, from 9:30 a.m. to 12:00 Noon. We are very pleased that staff from the Law Library of Congress will discuss and demonstrate for us the Digitization of Historical Legal Materials, and the Global Legal Information Network (GLIN). There will also be an opportunity to tour the Law Library of Congress between the presentations.

The Digitization of Historical Legal Materials for the Law Library of Congress will be presented by Beth Davis-Brown. The Law Library is digitizing materials for a project in process entitled, "A Century of Lawmaking for a New Nation: U.S. Congressional Documents and Debates, 1774-1873." The first release of these materials, drawn from early legislative records from 1774-1793, is currently accessible on the Web.

A demonstration of the Global Legal Information Network will be presented by Janet Hyde. GLIN is a cooperative database of abstracts and full texts of laws, and regulations contributed by the governments of member nations around the

world. No doubt Ms. Hyde will offer us searching tips to retrieve some of those elusive laws of foreign nations.

We are indeed fortunate to have the exceptional staff of the Law Library of Congress, and the technologically advanced facilities of the National Digital Library available as local information resources right at our doorstep. I hope all of those interested in the uses of technology in libraries will attend these interesting presentations. ■

ACADEMIC SIS NEWS

Virginia Bryant
*George Washington
University Law
Library*

DATES TO REMEMBER

To publicize your event, please submit "camera ready" copy by the 21st of each month to Stephanie Paup at Nixon, Hargrave, Devans & Doyle LLP, Suite 800, One Thomas Circle, NW, Washington, DC 20005. 202-457-5367 or fax 202-457-5355 or e-mail spaup@nhdd.com.

INTERLIBRARY LOAN SIS NEWS

John Louis Leigh
Piper & Marbury, L.L.P.

Our first meeting, held at Morgan, Lewis & Bockius, went well with around twenty members in attendance. After brief introductions by everyone, we went into a "brainstorming session" for future topics for this year and asked for volunteers to host future meetings. Possible subjects up for us are

- Sharing of Legislative Histories
- Discussing non-legal subjects (e.g., Patent & Trademark)
- Making up a pamphlet on Interlibrary Loan

FOREIGN & INTERNATIONAL LAW SIS NEWS

Pat Gudas Mitchell
Piper & Marbury, L.L.P.

PLANS FOR THE UPCOMING YEAR

New questions, projects and resources on global issues arrive on our desks daily. We hope to educate ourselves and our members through excellent programs on current international law and business topics with interesting speakers this year! Our first program, "European Legal Resources on the Web," was held October 27th. We are planning to have brown bag lunch meetings on immigration, business and international online resources. We welcome your suggestions on topics and speakers, and would love to hear from you. We also wish to include librarians and information specialists from all libraries and local organizations to attend our meetings and contribute useful information on international topics.

protocol for those new souls that come into the profession or the librarians that have to do requests when the ILL person is away

- Having Academic Law Librarians come in to talk about their holdings, policies, etc.
- Listing of which libraries have which state statutes and regulations

Our next meetings are November 11th at Beveridge & Diamond and the annual cookie party on December 9th at Shaw, Pittman, Potts & Trowbridge ■

NEW OFFICERS

Our team for the 1998-99 year includes Pat Gudas Mitchell, Piper & Marbury L.L.P., President, and Chris Runyan, Kirkland & Ellis, Secretary. We are most pleased to welcome Herb Somers, International/Foreign Law Librarian at the George Washington University Jacob Burns Law Library, who is our liaison with the LLSDC Board. Contact Pat at 202/861-3910 or pgudas@pipermar.com with your ideas and questions. We hope to keep this SIS alive and active!

I especially want to thank last year's Chair, Harvey Morrell of the University of Maryland in Baltimore for his hard work on the SIS, and invite him, as well as other Baltimore librarians, back to DC for the year's programs. ■

MEMBERSHIP DIRECTORY



If you have changes in your listing in the 1998-1999 *LLSDC Membership & Law Library Directory*, please contact Scott Larson, Librarian at Beveridge & Diamond, P.C., at 202/789-6166 or at slarson@bdlaw.com.

LIGHTS DEADLINE

■ ■ ■ The deadline for the January/February 1999 issue of *Law Library Lights* is December 1, 1998. For submissions, call Laura Whitbeck at 202/508-6058 or e-mail LWHITBECK@bryancavellp.com.

A REMINDER FOR ALL PLANNERS OF SOCIETY EVENTS

■ ■ ■ All meetings, educational programs and other LLSDC events must be coordinated on the Society's calendar. Each person who is planning a meeting must check with the Corresponding Secretary, currently Mabel Shaw, 202/662-9139, shawm@law.georgetown.edu, to ensure that the date is available, and that the planned function does not conflict with any other gathering. Additionally, this will enable your meeting to be included in the Current Events listing on LLSDC's Events/Job Hotline, 202/310-4570. The Corresponding Secretary will also help you with information regarding vendor support, if requested, and will record any vendor support that you have secured, so that particular vendors are not burdened with repeated requests for donations.



WEST

CALENDAR OF EVENTS

Christine Dulaney
Catholic University
Law Library

NOVEMBER

- 4 Internet Focus Group Meeting. Time: 12:00 noon. Location: McGuire, Woods, Battle & Boothe, 1627 I Street, NW. Contact: Lauren Sayer, 202/828-2820.
- 5 Internet Resources Seminar: Copyright. Time: 12:30-2:30 p.m. Location: Arent, Fox. Contact: Pat Keller, 202/778-9161.
- 16-19 ARL (Association of Research Libraries) Library Management Skills Institute I. Contact: Christine Seebold, ARL/OMS program assistant, Association of Research Libraries, 21 Dupont Circle, Ste. 800, Washington, DC 20036; 202/0296-8656; fax 202/872-0884.
- 17 Federal Law Librarians/SIS Dutch Treat Dinner. Time: 6:00 p.m. Location: Golden Palace, 724 7th Street, NW. Cost: \$20 plus tax. RSVP to Elaine Sullivan, 202/326-2385.
- 18 LLSDC Board Meeting. Time: 9:00 a.m. Location: Wiley, Rein & Fielding, 1776 K St., NW. Contact: Carolyn Ahearn, 202/828-3103.
- 19 Interlibrary Loan/SIS monthly meeting. Roundtable discussion with PLL regarding state statute and regulation buying project. Time: 12:30 p.m. Location: Beveridge & Diamond, 1350 I St., NW. Contact: John Leigh, 202/861-3946.
- 19 Private Law Librarians/SIS Happy Hour. Time: 5:50-8:00 p.m. Location: Gabriel, 2121 P St, NW. No RSVP necessary. Contact: Eve Valdivia, 202/879-4054.
- 20 Mentoring Committee Continuing Education Program. Topic: Westlaw Online Research. Time: 9:00 a.m.-12 noon. Location: University of Maryland at College Park, Hornbake Building, Room 4114. Contact: Valerie Railey, 202/806-8236.
- 21 LLSDC Law Day. Time: 2:00-4:00 p.m. Location: District of Columbia Martin Luther King Public Library, 901 G Street, NW. Contact: Ellen Feldman 202/434-5301.
- 24 LLSDC Technology Institute. Topic: Intranets. Speakers: Martin Kalfatovic & Ned Kraft; Smithsonian Institution Libraries. Time: 8:30-11:00 a.m. Location: TBA. Fee: \$15.00/program or \$75.00 for entire series. Contact: Nancy Ciliberti 202/328-8000.

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DECEMBER

- 1 Internet Resources Seminar: Insurance. Time: 12:30-2:30 p.m. Contact: Pat Keller, 202/778-9161.
- 2 Private Law Libraries SIS Annual Holiday Party. Time: 5:30-7:30 p.m. Location: Dickstein, Shapiro, 2101 L St., NW. Cost: \$15. Contact: Margo Chisolm 202/879-4055.
- 9 Interlibrary Loan/SIS Monthly Meeting. Time: 12:30 p.m. Contact: John Leigh, 202/861-3946.
- 11 Academic/SIS Program: Digitization of Historical Legal Materials. Time: 9:30 a.m. Location: National Digital Library Visitor Center at the Library of Congress. Program followed by a tour (10:30-11:00) and a session on GLIN(11:15-12:00). Contact: Virginia Bryant, 202/994-1378.
- 13 WETA Pledge Drive. Time: Afternoon. Location: WETA, Arlington (Shirlington), VA. Contact: Ellen Feldman, 202/434-5301.
- 16 LLSDC Board Meeting. Time: 9:00 a.m. Location: Wiley, Rein & Fielding. Contact: Carolyn Ahearn 202/828-3103.
- 19 LLSDC Law Day. Time: 2:00-4:00 p.m. Location: District of Columbia Martin Luther King Public Library, 901 G Street, NW. Contact: Ellen Feldman 202/434-5301.

JANUARY

- 13 LLSDC Board Meeting. Time: 9:00 a.m. Location: Wiley, Rein & Fielding. Contact:

- Carolyn Ahearn 202/828-3103.
- 13 Interlibrary Loan/SIS Monthly Meeting. Time: 12:30 p.m. Contact: John Leigh, 202/861-3946.
- 14 Internet Resources Seminar: Medicine. Time: 12:30-2:30 p.m. Contact: Pat Keller at 202/778-9161.
- 16 LLSDC Law Day. Time: 2:00-4:00 p.m. Location: District of Columbia Martin Luther King Public Library, 901 G Street, NW. Contact: Ellen Feldman 202/434-5301.

FEBRUARY

- 3 Internet Resources Seminar: Eastern Europe. Time: 12:30-2:30 p.m. Contact: Pat Keller, 202/778-9161.
- 10 ILL/SIS Monthly Meeting. Time: 12:30 p.m. Contact: John Leigh, 202/861-3946.
- 11 Academic/SIS Brownbag. Speaker: Tom Jacobson from Innovative Interfaces, Inc. Topic: InnView, Java, etc. Time: 12:00 noon. Contact: Virginia Bryant, 202/994-1378.
- 17 LLSDC Board Meeting. Time: 9:00 a.m. Location: Wiley, Rein & Fielding. Contact: Carolyn Ahearn 202/828-3103.
- 25 Technology Institute. Topic: Push Technology, Speaker: Deb Wiley from Next Wave Consulting. Time: 8:30-11:00 a.m. Location: Dickstein Shapiro Morin & Oshinsky, 2101 L Street, NW. Contact Nancy Ciliberti, 202/328-8000. Fee: \$15/program. ■

**LLSDC INTERNET
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■ ■ ■

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In the message field type:
sub llsdc Your Name

Messages can be sent to the listserv by
addressing them to: llsdc@gmu.edu

If you have any problems or
questions, please call Rae Best at
703/993-8101 or contact her via e-mail
to RBEST@GMUVAX.GMU.EDU

**NEED A FREELANCE
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■ ■ ■

The Registry, offered as a free service of the LLSDC, is a listing of law library professionals available for temporary assignments and projects. To obtain a copy of the Registry or to add your name as a freelance professional to the list, please call Pam Mandel at Ballard, Spahr at 202/661-2247.

BOARD SUMMARY

Karen Silber

AUGUST 26, 1998 MEETING, FINAL DRAFT

Present: Pat Gudas Mitchell, Herb Somers, Karen Silber, Valerie Railey, Stephanie Paup, Emily Carr, Elmo Dattalo, Mabel Shaw, Barbara Fisher, Gordon Van Pielt, Judith Leon, Lynn Davis-Gabriel, Lauren Sayer, Ellen Feldman, Martha Cocker, Catherine Rogalin, Elaine Sullivan, Deborah Trocchi, Dennis Feldt, Brian Baker, Rita Kaiser, John Leigh, Laura Whitbeck, Charlotte White, Matt Mahaffie, Virginia Bryant, Lynda David, Michelle Wu, Leslie Lee, Gina Clair, Kay West, Vladimir Chechik.

Call to Order: The meeting was called to order by President Ahearn at 9:15 a.m.

Minutes: The minutes of the June meeting were approved with corrections.

LLSDC INFORMATION SESSION FOR NEW COMMITTEE AND SIS CHAIRS

- Plans for 1998-99
- Technology Institute - have a series of program on technology
- Take technology to Society - automate a lot of what we do
- Strong committee work with special emphasis on Public Outreach and Mentoring. Hoping to revitalize Social Responsibility Committee

BUDGET DISCUSSION

- general operating budget for 1998-99 handed out
- current balances handed out
- Carolyn noted that the Society is in good financial shape but significant cash reserves are needed should something go wrong
- budget figures are guess work based on prior year's actual and estimated numbers
- Elmo reported that the Society has money to spend (special project funds, \$3,500, established by Carolyn Ahearn)
- Carolyn encouraged leaders to make use of budget allocations on all worthwhile projects

OPERATING PROCEDURES

All committee and SIS chairs should have a Procedures Manual. Debbie Trocchi will mail Procedures Manual to those who don't have if you give her your business card. Any questions regarding items in the manual, call Carolyn.

OFFICER'S REPORTS

President's Report: The Opening Reception is 9/24/98. The Bylaw Amendment passed. Therefore Elmo Dattalo, Immediate Past President, is present. A motion passed to destroy the ballots. Chapter VIP Program AALL discussed. Nominations will be solicited in future.

Past President's Report: Elmo asked to call him if anyone is interested, or knew of anyone interested, in running for PLL. A flyer was passed out for the PLL Dutch-treat dinner.

Vice President's Report: Nominations Committee approval - motion was passed to accept nomination committee as proposed. The chair is Maureen Bryant and members are Frances Brillantine, Richard Palmer, and Debra Atkins.

Treasurer's Report. Rita gave an updated report of the balances for all accounts.

Assistant Treasurer's Report: Barbara gave the total of deposits made to the First Union checking.

Corresponding Secretary's Report: Mabel reminded everyone that all events must be cleared through the Master Calendar. Card and flowers were sent to Gary McCann. *Dates* is going well.

SIS AND COMMITTEE UPDATES (SIS AND COMMITTEE CHAIRS PRESENT PROVIDED BRIEF OVERVIEW OF THEIR PLANS FOR THE YEAR)

Dates: Stephanie Paup reported that *Dates* will be mailed today. Stephanie wants to put *Dates* on the list serve so try to get information to her early. The question was raised if events automatically reappear - yes if there is room. In addition, the events will appear on the calendar on the back. Carolyn reported that she would like to see *Dates* delivered electronically by the end of the year.

Contemporary Social Issues/Social Responsibility: Vladimir Chechik would like to send a survey to determine issues and will report plans via e-mail or *Lights*.

Membership: Gina Clair and Kay West reported that the date of the new members lunch, the lunch to welcome new members into the society, will be October 7. They will continue to have the new member's names published in *Lights*.

Mentoring: Valerie Railey reported that we are invited back to the library schools. She also wants to set up a specialized buddy mentoring so if someone is new to a practice area, they can call someone who specializes in that area.

Publications: Michelle Wu and Leslie Lee reported that all publications have a chair person. COUNSEL had a meeting 7/7/98 to discuss miscommunication with CAPCON and CAPCON withholding money owed the Society. The issue was resolved with some money being left with CAPCON as a deposit for future work and the remainder being returned by check to LLSDC. They will negotiate on other issues and continue with CAPCON for the current edition.

COUNSEL: Linda Davis reported that the CAPCON money issue has been resolved.

Academic SIS: Virginia Bryant reported that the annual picnic will be at GW in the fall. Pizza will be served and the event is informal. They are planning tours - perhaps LC digital library to tie in with the technology theme.

Volunteer Coordinator: Matt Mahaffie said to call him anytime if volunteers were needed.

Joint Spring Workshop: Charlotte White reported that they will have a meeting at the beginning of October to discuss the 1998 workshop to be lead by DCLA.

Website Committee: Emily Carr reported that they are in the process of moving to a new provider. They are also doing design work. The committee is currently able to get everything up in one day and they need feedback. If you don't want your e-mail or telephone number on the web page, let Emily know. The committee plans to meet regarding exploring putting LLSDC publications on the web.

Lights: Laura Whitbeck encouraged the SIS chairs to write monthly columns. *Lights* will have boxes that will run regularly.

ILL/SIS: John Leigh reported that the first meeting will be September 9 to introduce new members and brain storm of future subjects.

Foreign & International Law/SIS: The committee wants to have four programs per year with speakers.

Federal SIS: Elaine Sullivan reported that they had a meeting in May to brainstorm.

Legislative SIS: Catherine Rogalin needs volunteers to monitor GPO publications list. The committee submitted a proposal for the 1999 AALL conference with a focus on Internet research. Elmo suggested posting the list via lawless and Gov. They will have a business meeting on 9/23/98.

GLP Union List: Martha Cocker reported that everything is planned out. The biggest problem was getting submissions back.

Public Outreach: Ellen Feldman reported that DC Library outreach is the third Saturday of October. The August WETA was successful and the next WETA is scheduled for 12/13/98. DC public schools media centers need help. Ellen suggested collecting the grocery receipts and giving them to an adopted school.

Internet Focus: Lauren Sayer reported that the committee is looking for topics and are continuing to work with education committee.

Public Relations: Lynn Davis-Gabriel reported that they are working on new design for the LLSDC logo at least to be used on tee shirts. Lynn is working with Emily on the web page design to assure the continuity. Board must

approve all "official" designs. They want to get publicity for Society in local papers. Look at relations with other associations in the city, e.g. the ALA, and have a presence at their events.

Arrangements: Judy Leon reported that the closing banquet is to be held at the Hotel Washington on 9/24/98 in the Washington Room. The closing banquet planning is in progress as is the Town Meeting. Judy wanted to thank Pat Keller and Nancy Ciliberti for their help.

Scholarships: Gordon Van Piel reported that the committee distributed all but \$500 this go around and would like to see all distributed in the future. The application is posted on the web site. The committee would like to see more toward career development. Most currently is used for schooling.

MANAGEMENT COMPANY REPORT

Debbie Trocchi reported that there are 765 members. The directory was transferred to the designer and is due out late September or early October. The motion to accept new members as presented was passed. The was a request made to have job titles listed on forms.

OLD BUSINESS

COUNSEL. We received all money owed us by CAPCON and left some money for the next COUNSEL issue.

NEW BUSINESS

Rita Kaiser asked the Web Committee what logo they use on the web page. Board must approve new logo. Carolyn is interested in possibly ordering tee-shirts made with the new logo for volunteers for e.g. WETA. *Lights* on the web page - have to check the copyright issue as well as other issues. Laura Whitbeck was concerned about the impact on advertisers and the timely nature. She asked what was the value added of putting *Lights* on the web. Carolyn suggested putting the table of contents or a few paragraphs of lead articles up as a teaser to attract people to website and to attract subscribers from other chapters. Rita asked about advertisers on the website so the Board discussed advertising in general. Should vendors advertise on the LLSDC home page? Elmo supports links to advertisers but not on LLSDC's home page. LLSDC was approached by West to put full page advertisement and a CD-ROM in the next issue of *Lights*. It was mentioned that West should pay the full cost of this. Carolyn will arrange a meeting to discuss advertising issues.

ADJOURNMENT

The meeting was adjourned at 10:52 a.m.

ITEMS DISTRIBUTED

Agenda, Current Balances-LLSDC August 1998, Leadership List 1998-99, Master Calendar of LLSDC Activities as of 8/21/98, LLSDC General Operating Budget, Your Name in *Lights* (invitation to submit articles), AALL Chapter Biography 1998/99, Chapter VIP Program, *Dates to Remember* deadlines, memo from Debbie Trocchi dated 8/26/98, 1998-99 Executive Board list, Dutch-Treat flyer, 1998-99 Board Meeting Schedule.

SEPTEMBER 16, 1998 MEETING, FINAL DRAFT

Present: Herb Somers, Karen Silber, Elmo Dattalo, Mabel Shaw, Deborah Trocchi, Brian Baker, Rita Kaiser, Carolyn Ahearn, Ann Green, Rick McKinney

Call to Order: The meeting was called to order by President Ahearn at 9:11 a.m.

Minutes: The minutes of the August meeting were approved with corrections.

OFFICER'S REPORTS

Vice President's Report: The Nominations Committee has started calling people to run for office.

Past President's Report: Elmo reported that Ellen Feldman of the Public Outreach Commit-

tee needs more volunteers for the D.C. Public Library, ten so far.

Treasurer's Report: Rita gave an updated report of the balances for all accounts. Less impact than expected was reported from the recent stock market fluctuations. Rita reported that the next ILLSIS meeting will be held at McKenna & Cuneo on 10/14/98 at noon with Carolyn Ahearn as the speaker. The Web Committee mounted a template of the new website for the Board to preview. The Board will be informed at the same time when it's ready so we can all preview it. Carolyn wants feedback from the Board on the new site. The Board recommended that the Web Committee have a link from LLSDC's home page to the AALL 1999 conference site.

Corresponding Secretary's Report: Mabel Shaw reported that the Master Calendar is on the Web. Mabel also reported that the Education Committee's Technology Institute is up and running. The Internet Resource seminar is the next project.

Recording Secretary: Karen reported that the reservations for the Opening Reception RSVP were low, 26 received as of 9/15/98 and the deadline is 9/17/98. There was a discussion of how to encourage more people to attend and the possibility of faxing each law library. Board members volunteered to help. Carolyn reported that Jim Heller, president of

Telesec

A REMINDER FOR ALL PLANNERS OF SOCIETY EVENTS

All meetings, educational programs and other LLSDC events must be coordinated on the Society's calendar. Each person who is planning a meeting must check with the Corresponding Secretary, currently Mabel Shaw, 202/662-9139, shawm@law.georgetown.edu, to ensure that the date is available, and that the planned function does not conflict with any other gathering. Additionally, this will enable your meeting to be included in the Current Events listing on LLSDC's Events/Job Hotline, 202/310-4570. The Corresponding Secretary will also help you with information regarding vendor support, if requested, and will record any vendor support that you have secured, so that particular vendors are not burdened with repeated requests for donations.

AALL will not be there speaking at the opening reception due to another commitment.

Board Members: Rick reported that the Legislative SIS continues to monitor the GPO phone list and places titles on the listserv and the website. The next SIS meeting is 9/23/98 at Cleary, Gottlieb, Steen & Hamilton at noon to discuss programs. The SIS will soon publish their *Legislative Research SIS Membership Directory and Sourcebook 1998-99*. The Publication Committee will meet to redo the *Union List of Legislative Histories*. The Federal SIS is planning an agency day in the Spring as well as a social and other programs.

Management Company Report: Debbie Trocchi reported that there are 776 members. There are 110 subscribers to *Lights*. The Directory is being proofed and should be ready to mail mid-October. A motion to accept new members as presented was passed with the understanding that Diane Joseph would be contacted to determine her title and appropriate membership category.

OLD BUSINESS

We received a letter from WETA thanking us for the volunteers that helped with their August pledge drive.

The Board discussed the continuing difficulties with CAPCON including communication problems. It appears that we are tied to CAPCON because of the need for OCLC records. However, the committee will be asked to look into this. A motion was accepted to authorize an additional \$530 in order to complete the current edition-in-progress of COUNSEL. Advertising issues were also discussed.

It was decided by the Board to decline the

recent request by the West Group to include a CD along with *Lights*. Logistical issues and a disinclination on the part of our current publisher were cited as reasons for the decision. There was also discussion of the possibility of advertising on the LLSDC website. It was suggested that the website could provide links to a publisher pages either for free or for a fee. The Board felt strongly that there should be information on LLSDC's publications on the web page. More discussion will need to occur on website advertising. The Board will wait for the committee to approach the Board.

NEW BUSINESS

The Board discussed changing the current logo but decided against making any change. The Web Committee should use the current logo with some alterations, such as changing the background color. The Board wants to have a tee-shirt design contest for the members.

Elmo is meeting (on November 3) with the British Library to discuss a service that retrieves journal articles that may be hard for many to get. He is investigating the possibility of getting this service at some discount for LLSDC members.

Adjournment: The meeting was adjourned at 10:55 a.m.

Items Distributed: Agenda, Current Balances-LLSDC September 1998, Master Calendar of LLSDC Activities as of 9/15/98, memo from Debbie Trocchi dated 9/16/98, proposed logos, thank-you letter from WETA, and cost estimates for LLSDC Union List of Serials.

Next Meeting: Wednesday, October 21, 1998 at Wiley, Rein & Fielding, 1776 K Street, NW. ■

A WARM WELCOME TO OUR NEW MEMBERS!

Lorelle Anderson, Legislative/Supreme Court Assistant, Covington and Burling.

Michael G. Bernier, Student, CUA SLIS.

Nikki Coleman, Library Technical Services Assistant, Wilkes, Artis, Hedrick & Lane.

Kristin E. Draper, Library Assistant, Kaye, Scholer, Fierman, Hays and Handler, LLP.

Abigail F. Ellsworth, Reference Assistant, Wilkes, Artis, Hedrick and Lane.

Pam Fiawoo, Reference Librarian, King & Spalding .

Valerie Green, Shearman & Sterling.

David Gunn, Librarian, Hunton & Williams, .

Meredith Hoffman, Reference Assistant/Student, Howrey & Simon.

Courtney R. Johnson, Resource Librarian/Student, George Washington University.

Diane Selinger Joseph, Freelance Librarian.

Arthur H. Klussendorf, Library Assistant, Arter & Hadden LLP.

Pamela Lipscomb, Acquisitions Librarian, Arent Fox Kintner Plotkin & Kahn, PLLC.

Ondrea Lugo, Library Assistant, Cadwalader, Wickersham & Taft.

Meghan McGee, Evening Reference Librarian, George Mason University Law Library.

Patrick O'Hara, Sales Representative, EBSCO Subscription Services (Shrewsbury, N.J.).

Jan Oberla, Computer Services/Reference Librarian, U.S. Department of Justice.

Janet Stevenson, Systems Librarian, Howrey & Simon.

Qi (Helen) Tong, Computer Services Librarian, George Mason University Law Library.

Katherine C. Wagner, Conservation Assistant, Georgetown University Law Center - Edward Bennett Williams Library. ■

NEWS OF MEMBERS

Gina Clair
Morrison & Foerster

EYE ON SERIALS

Susan Ryan
Georgetown Law Library

PRINT PUBLICATIONS

Year 2000 Law Report, 1998-

Published monthly by the Bureau of National Affairs, 1231 25th Street NW, Room N-20, Washington, DC 20037; 800/372-1033, Fax: 800/253-0332.

Price: \$595 per year for print with weekly e-mail updates; \$795 per year with weekly fax updates.

This new loose-leaf service from BNA provides monthly coverage of legal and policy issues arising from the "Millennium Bug." It offers coverage and analysis of cases, legislation, compliance requirements and recommended business practices. In addition, weekly e-mail or fax alerts are included.

Nonprofit Sector Yellow Book, 1998-

Published semiannually by Leadership Directories, Inc., 104 Fifth Avenue, New York, NY 10011; 212/627-4140, Fax: 212/645-0931.

Price: \$215.00 per year for the first subscription, \$151 per year for additional copies.

This is yet another offering from Leadership Directories, publishers of *Congressional Yellow Book*, *Judicial Yellow Book* and a wide variety of other directories. It covers foundations, universities, museums and other nonprofit organizations. *Nonprofit Sector Yellow Book* has the same format as its predecessors, providing address, telephone and fax numbers and e-mail and Internet addresses for each institution, as well as contact and biographical information for trustees and management. There are three indexes to facilitate use of the directory.

ON-LINE SUBSCRIPTION

Statistical Universe, 1998-

Available from Congressional Information Service, 4520 East-West Highway, Bethesda, MD 20814-3389; 800/638-8380 or 301/654-1550, Fax: 301/657-3203.

Price: varies according to institution type and number of patrons. Full pricing information is available at the CIS website, <http://www.cis-pubs.com/statuniv/index.html>.

This database of statistical information is accessed through the World Wide Web and provides access to an unlimited number of users. Publications available through this service include *American Statistical Index*, *Statistical Reference Index*, a selection of state government reports and *United States Statistical Abstract*, among many others. It provides abstracts and indexes of statistical information from over 100,000 U.S. government publications from 1973, state and private sources from 1980 and approximately 2000 documents from international organizations from 1983. It incorporates ASI subject and keyword searching.

TITLE CHANGE

BNA Electronic Commerce & Law Report, 1998-

Published weekly by the Bureau of National Affairs, 1231 25th Street NW, Room N-20, Washington, DC 20037; 800/372-1033, Fax: 800/253-0332.

Price: \$740.00 per year.

Formerly *BNA's Electronic Information Policy & Law Report*, this new publication began with volume three, issue six dated February 11, 1998. The last issue of the previous title was volume three, issue five dated February 4, 1998. ■

YOUR NAME IN "LIGHTS"



We invite you to submit articles for inclusion in *Law Library Lights*. Of particular interest for volume 42, are articles related to technology: CD-ROMs, online connections, Internet information access, Intranet design, network trouble-shooting, selection criteria for electronically delivered information, etc.

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Contact

Please contact Laura Whitbeck at 202/508-6058 or LWHITBECK@bryancavellp.com if you would like to submit an article or idea for *Law Library Lights*.



West

