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SOUTHEASTERN Law Librarian

Volume 12, No. 3

Spring, 1987

Official newsletter of the Southeastern Chapter of A.A.L.L.

PREVIEW FOR ANNUAL MEETING

1987 SOUTHEASTERN CHAPTER ANNUAL MEETING - APRIL 2 -4

WELCOME TO CHARLESTON

Bruce Johnson
University of South Carolina

The planning for the annual meeting of the Southeastern Chapter is nearly complete. Hazel Johnson and the Program Committee have arranged a strong and diverse schedule of programs on the following subjects: Legal Information to the Public; the Law Library Role; Marketing Online Databases; Products Liability Insurance Crises; Tax Research; Profit in the Law Firm Library; Database Searching; the Profit Angle; and The Funding Crises in the Public Law Library.

Additionally, there will be one session devoted to discussion groups on a variety of topics. Those topics include: Access for the Handicapped; Book Appraisals; Cataloging Computer Software; Copyright Implications of Library Photocopying; Firm Library Administration Using Forms; Microcomputers - Academic Uses; Microcomputers - Firm Uses; and Time Management.

The faculty for the programs and group discussion is drawn from our colleagues in the Chapter, scholars, and practicing attorneys. In addition, Professor Daniel J. Meador of the University of Virginia School of Law will

address the Chapter at our luncheon. Professor Meador will talk about the office of the Chief Justice of the United States Supreme Court.

The Local Arrangements Committee has been hard at work to make your visit to Charleston enjoyable. Included among the social events of the meeting will be a trip to Middleton Place to tour the gardens and have, afterwards, a lowcountry barbecue. The gardens at Middleton Place are the oldest surviving in this country, and have more than 40,000 azaleas, all of which will be blooming in early April.

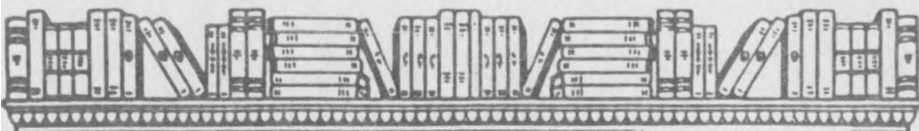
The Committee believes the annual meeting will be stimulating and enjoyable. We hope that as many members as possible will attend.

#####

BOARD MEETING SCHEDULED FOR CHARLESTON

Chapter officers and committee chairs will meet in Charleston at 7:30 on Friday morning, April 3, the day before the general business meeting. Any member who wishes to bring a matter before the board or to have an item of business considered should contact Carol Billings. She will add the item to the agenda for the meeting.

#####



SOUTHEASTERN CHAPTER
A.A.L.L.
OFFICERS & COMMITTEE
CHAIRS 1986-87

The Southeastern Law Librarian is the official publication of the Southeastern Chapter of the American Association of Law Libraries. It is published quarterly in September, December, March and June. Editorial comments or submissions should be sent to the editor; subscriptions and membership information should be directed to the Secretary of the Chapter; and inquiries regarding advertising should be made to Doina G. Massey, University of North Carolina, Law Library, Van Hecke Wettach Bldg. 064A, Chapel Hill, North Carolina 27514; 919-962-1321.

The opinions expressed in the columns and articles are those of the authors and do not necessarily represent those of SEAALL. The Southeastern Law Librarian is not copyrighted; however, credit should be given when quoting or photocopying materials from this publication.

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From
The President

A BELATED VALENTINE

As I write this, the stores are filled with hearts and Cupids, prompting me to deliver a Valentine that I acquired a few months ago. The editorial page (page 28) of the November 20, 1986 Wall Street Journal contained an article by Donald G. Smith. Smith, a writer from Sunland, California, entitled his article "Rating Occupations on a Civility Scale." His one-to-ten scale, prominently displayed, sentences Department of Motor Vehicles employees to the cellar with an embarrassing 0.2 score. Because "a judge's working conditions should place this occupation way above a par rating, but this is rarely the case," the writer assigns judges a sorry 2.3 rating. Teachers, veterinarians, and barbers fare more favorably with 8 to 9 points. BUT -- are you ready? -- the champs, sitting politely on top with a 9.5 rating, are librarians! Having now spent twenty years working side by side with them, I concur wholeheartedly with Mr. Smith that "as a class, librarians are very nice people," who make

their libraries "such pleasant places."

Aside from the gloating value (I could not wait to show our library's neighbors in the Motor Vehicles Department), Mr. Smith's little essay serves to remind us what precious qualities courtesy and consideration have become in our society. The cover of last week's TIME (February 2, 1987) pictured a desperate American consumer pleading, "Why is service so bad?" The horror stories of uncaring salespersons, bumbling repairmen, overbooked airplanes, and computer foul-ups were all too familiar. In many "service businesses," the needs of the consumer have taken a back seat to the mechanics of a job. "Cashiers must typically type a multidigit inventory code into a computer just to sell a \$.50 birthday card."

I do not think librarians have reached that point yet. Unlike "some computer-buff managers [who] tend to impose technology almost compulsively, whether it is appreciated or not," librarians have kept the patron's interest their first priority. But because so many of us work within the restrictions of too little money, too few staff members, and too little time, the siren song of technology tempts us to hurry away from the patron at the reference desk and get back to our computer terminal or whatever task we are attempting to complete. We all realize that the new information technology is a powerful set of tools which we must master in order to serve our patrons faster and more completely. But we must not forget that it is the personal qualities of the librarian -- courtesy,

(continued on next page)

ONLINE UPDATE

conscientiousness, and a genuine desire to satisfy the patron -- that have given us our good reputation.

In keeping with the hopes of our friend Donald Smith, it is our duty to try to raise the "societal median" on the civility scale.

Carol

Carol Billings
Law Library of Louisiana

Sallie Irvin
Wake Forest University

One of the newest additions to WESTLAW is designed to assist law offices in the management of large amounts of in-house information. A law firm or other WESTLAW subscriber may load any amount of textual information into a Private File at WESTLAW which is then accessible to every member of the firm using regular WESTLAW search techniques. Access between the Private Files and the other WESTLAW databases is achieved in the same manner as changing databases, i.e., use the command "s db xxx."

The Private File function provides easy retrieval of a firm's documents and may be more cost-effective than an individual law office document retrieval program. The initial cost of the database may be less and in addition, most lawyers are familiar with WESTLAW search techniques, which cuts additional training required to access the files. There is also the question of security. Paper files are infinitely less secure than online files which are only accessible through the firm's own computer equipment and password.

The initial database creation fee is \$1500. Data entry fees range from \$1.00 for scannable hard copy to \$1.83 for date which must be re-entered at WESTLAW. The search fee is \$60.00 per hour and a \$15.00 per month per million characters storage fee is charged starting with the second year. (The average 8 1/2 X 11 page is 1000-1200 characters.)

Some other resources are now available on WESTLAW. Law firms and other subscribers, except law schools and Administrative Offices, may now access Index to Legal Periodicals (8/81 to present) and Legal Resources Index (1/80 to present). Contact WESTLAW for file pricing.

NOMINATING COMMITTEE REPORT

At the Annual Meeting in Charleston, the Nominating Committee will place in nomination for the office of Vice President-President Elect the following names: EDMUND P. EDMONDS and MARY D. SMITH. Under article III, Section 1.b. of the Chapter By-Laws, any member may make additional nominations provided that the nominations are made in writing to the President. The Vice President-President Elect will be elected by mail ballot in May.

J. Wesley Cochran, Chair
Nominating Committee

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**MICROCOMPUTER IDEAS:
HOW NOT TO BUY COMPUTER SOFTWARE**

J. Wesley Cochran
University of Mississippi

Do as I say, not as I do! Somewhat reluctantly, I have decided to reveal one of my biggest mistakes with microcomputers hoping that I can spare you from a similar fate.

Recently, I read articles in the national microcomputer magazines about the wonderful things that the latest database management software can do and decided to request further information from about 35 companies. I have never made such a mistake in my life. About 10 days after my letters were mailed, the Law Library was inundated with phone calls from software vendors. Most offered to send a copy of the latest software release on approval. I explained patiently to the first five callers that I wanted only information and that I was not ready to make a purchase.

The inundation escalated over the next week. The callers became frantic; they had to make a sale. I instructed my secretary to explain that I was in a meeting when a vendor called and would return calls later in the day. I tried to follow the standard time management technique of returning calls late in the day so that each call would be brief. This technique might have worked but for the fact that a large number of the companies were located in California and thus were two hours behind me. The sales representatives there were oblivious to the time pressure.

The second week of the inundation was even worse.

Calls came at the rate of one per 20 minutes. I had 10 telephone messages one day when I returned from lunch. Desperate to end the situation, I gave my secretary permission to lie. She told each caller that the decision had been made and that we had purchased the software that we wanted.

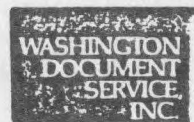
(continued on next page)

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I have since recognized that my experience was similar to that of many law library users seeking reference assistance. I did not define my need sufficiently before asking for information and was overwhelmed by the response. In a way, it was good for me to experience again the frustration which occurs with "information overload" and to become more sensitive to the needs of my students. But, I could have re-learned this lesson in a much easier way.

Instead of a mass request to vendors, I could have (and should have) used the product reviews and information contained in PC Magazine, PC World, and InfoWorld (covered in the Fall 1986 issue of the newsletter), Library Software Review and Micro Software Evaluations: Library Edition, by Meckler Publishing, and The Software Encyclopedia, by Bowker, to narrow the field.

Library Software Review (\$75.00 per year) is a periodical with a somewhat misleading title. While a review of a particular program might be included, typically the articles concern library applications of groups of software. For example, a recent issue featured an article on selecting a program for catalog card production. Most articles concern library applications of general purpose software.

Micro Software Evaluations: Library Edition (\$95.00 for 1986/87 edition) is an annual compilation of detailed evaluations of programs designed specifically for libraries. The evaluations are written by librarians and customers who have used the software in normal

library operations over a long period of time.

The Software Encyclopedia (\$125 for 1986-87 edition) is the functional equivalent of Books In Print for computer software. Listings for programs include some technical information, such as the disk operating system required. Other than price, vendor, and a short description of the program, little else is included.

Besides these printed resources, one of the best sources of information on a program is someone who uses it, and a union list of software would facilitate sharing this information. In the last issue of the newsletter, I asked everyone to send me basic information on the microcomputer software used in our chapter so that I could compile a union list. I appreciate the support from the members who have responded, but I suspect that there is much heavier use of microcomputer software in our chapter than reflected in the responses which I have received.

The name of the program and its producer (including the version or release number), hardware required, amount of RAM memory required, and the type of program (word processing, spreadsheet, etc.) will give me enough information to produce a helpful list. Listed below is a sample for the software program SYMPHONY:

Name: SYMPHONY 1.2
Producer: Lotus Development
Hardware: IBM PC and compatibles
RAM: 384K
Program: Integrated word processing, database, spreadsheet, communications, graphics.

(continued on page 8)

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MINUTES - SOUTHEASTERN CHAPTER
MEETING - JULY 7, 1986

The meeting of the Southeastern Chapter of the American Association of Law Libraries was called to order at 8:05 a.m. on Monday, July 7, 1986 in Washington, D.C. by President Richard A. Danner (Duke University). The minutes for the last meeting, held in Charlottesville, Virginia on April 19, 1986, and printed in the Southeastern Law Librarian, vol. 11, no. 4 (Summer, 1986), were approved without changes.

Dick Danner reported the results of the election. New officers are as follows: Vice President/President-Elect, Hazel Johnson (Smith & Hulsey); Secretary, Larry Wenger (University of Virginia); Treasurer, William James (University of Kentucky). It was moved and seconded to destroy the election ballots.

Dick Danner thanked Margarette Dye (Paul, Hastings, Janofsky & Walker) for the excellent job she has done as Secretary/Treasurer, and noted that it was because of the heavy workload of the combined position that the by-laws were changed this spring to separate the duties of Secretary and Treasurer.

Dick Danner gave the treasurer's report for Margarette Dye, who was unable to attend the meeting. As of April 15, the balance on hand was \$7,040.24. A full statement appears in the Summer, 1986 issue of the Newsletter.

Ed Edmonds (William and Mary), Chair of the Constitution and Bylaws Committee, summarized the changes that had been approved at the April meeting and thanked the committee members for the work they put into those revisions. Mary Smith (Akerman, Senterfitt & Eidson) and Hazel Johnson reported that they are giving up the co-editorship of the Newsletter; the new editor will be Timothy Coggins

(University of North Carolina). Cherry Thomas (University of Alabama), Chair of the Placement Committee, reported that a placement network had been set up within the chapter and members are encouraged to take advantage of it.

Constance Matzen (Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan), Chair of the Scholarship Committee, noted that this year's scholarship recipients are Doris Hinson (Duke University), Suzanne Krebsbach (McNair, Glenn, Konduros, Corley, Singletary, Porter & Dibble), Susan Morrison (Louisiana State University) and Janet Sinder (Duke University). Mike Chiorazzi (Duke University) distributed samples of the new recruiting brochure, and said that a new edition of the membership directory was being printed and would be distributed shortly. He expressed the Chapter's thanks to the Congressional Information Service for publishing the directory for us.

Bruce Johnson (University of South Carolina), Chair of the Local Arrangements Committee, reminded the membership that next year's meeting will be in Charleston, South Carolina on April 2 - 4, 1987. The program chair is Hazel Johnson, who requested suggestions for the program. Dick Danner noted that Bill James has offered to host the 1988 meeting, which will be held at the Hyatt Regency Hotel in Lexington, Ky.

Carol Billings (Law Library of Louisiana) reported that a special Committee on Education has been formed to review and plan professional education activities for the Chapter.

In new business, Robin Mills (Emory University) announced that there would be a meeting of the academic law librarians regarding a southeastern consortium immediately following the Chapter meeting.

(continued on page 16)

CALL FOR PUBLICITY SAMPLES

Learning to make library publications hum instead of "ho hum" will be just one segment of an action-packed, three day Pre-Convention Institute on "Gaining Power Through Effective Communication" being held at the University of Iowa, July 1 - 3, 1987.

Co-Directors Ann Carter (Dorsey & Whitney, MN) and Gayle Webb (Riverside County, CA) are planning an exhibit area to accompany the panel discussion of content, audience and graphic design considerations for library publicity materials.

Every library, be it university, private, governmental, corporate or court, is encouraged to display a sample of their newsletter, promotional pieces and training/orientation materials for library users (not staff, however), as well as annual reports. Please mail your sample copies to Gayle E. Webb, Riverside County Law Library, 3535 Tenth Street, Riverside, CA. 92501-3674

(Microcomputers, cont.)

Please take a few minutes to compile the information listed above and send it to me. My address is: J.Wesley Cochran, Law Library, University of Mississippi, University, MS 38677. I appreciate your help.

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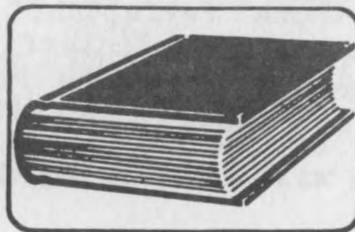
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S.E.A.L.L. BRIEFS

compiled by Scott Rawnsley

(MEMBERS, please let's spread the news about law library activities and membership. Send your items to me at the following address:

Scott Rawnsley
Legal Information Center
University of Florida
Gainesville, Florida 32611

FLORIDA

MARY F. CROSS reports that her law firm is moving. Effective March 23, 1987, the new address and telephone number are as follows: Stearns Weaver Miller et al; 2200 Museum Tower; 150 W. Flagler Street; Miami, Florida 33130; 305-789-3200. Mary is SEAALL Placement Committee Chair and all announcements for positions should be sent to her at the new address.

AMBER LEE SMITH, Foreign and International Law Librarian at the University of Miami Law Library, has been awarded the LL.M in International Law by George Washington University. Her thesis topic was "The Termination of the Trust Territory Status of the Islands of Micronesia."

GEORGIA

Thanks to DOROTHY SHEA for the following tidbits:

Vice-President/President-Elect HAZEL JOHNSON is the new head librarian at Long, Aldridge and Norman in Atlanta. Formerly, she worked at Smith & Hulsey in Jacksonville, Florida. Hazel has been a law librarian for ten years. Her new address and telephone number follow: Long, Aldridge & Norman, 1900 Rhodes-Haverty Bldg., 134 Peachtree Street, Atlanta, GA 30043-1863; 404-527-4000.

Another Johnson - NANCY JOHNSON - has been named the Director of the Law Library at Georgia State University.

Busy times at Atlanta's Alston & Bird. ANNE BUTLER will be in charge of local arrangements when the AALL convention comes to town in 1988. She's already hard at work, so give her a call if you can bring a covered dish. Anne, incidentally, has gotten a promotion; she's now Director of Information Services, which includes the library, records and word processing. The new head librarian at Alston & Bird is PAT STROUGAL who has been with the firm for over four years. She holds an M.L.S. from the University of Illinois and once served as head of the central library for the Archdiocese of Atlanta.

DONNA BAUSCH has moved from Alston & Bird to Smith, Currie & Hancock. (Could it be that all this hustle-bustle was getting to her!) She will be replaced most ably by KATHY CROSSLIN.



S.E.A.L.L. BRIEFS

Congratulations to BARBARA GEIER. She passed the Georgia bar exam in November, 1986. It takes about a year to recover from a bar exam, so you can send get-well cards to her in care of Powell, Goldstein, Frazier & Murphy in Atlanta.

HAWAII

Yes, that's right - Hawaii! New member JERRY DUPONT is the Executive Director of the Law Library Microform Consortium which is headquartered in Honolulu. Jerry has been soaking up sun since 1973 when he left the Assistant Directorship of the University of Michigan Law Library to become the Director of the University of Hawaii's Law School Library. He has a J.D. from Michigan ('67) as well as an M.A.L.S. ('71). He then earned an M.B.A. from Hawaii in '77. (That's the place to get it!)

NEW YORK

If the name of ARLENE EIS who joins us from Cravath, Swaine & Moore in Manhattan sounds familiar, then you have undoubtedly had the good fortune of being assisted by one of the two excellent reference works, Legal Newsletters in Print or Legal Looseleaves in Print, of which she is the editor. (Thanks several times over, Arlene.) She has been Director of Library Services at the firm for three years after working her way up from Reference to Assistant to Associate Librarian. Her M.L.S., by the way, is from Columbia - the University, not the country.

NORTH CAROLINA

PATRICIA R. MOORE mailed her application for membership from Arthur Andersen & Co. in Charlotte where she has been a librarian for 2-1/2 years. For 11 years she was the Business/Social Science Librarian at Western Kentucky University in Bowling Green. She even did a four-month part-time stint in the YMCA Law School Library in Nashville. Since Patricia has a B.A. in English (as well as History) I'll doublecheck by grammar. She also has an M.L.S. from George Peabody College of Vanderbilt University.

TEXAS

I hope I have not misspelled KAETHRYN LUETKEMEYER, Assistant Librarian at Gardere & Wynne of Dallas. That would be a terrible way to welcome her to SEALL, but since she has a B.S. in Early Childhood Ed., I imagine she's very patient with bad spellers. She earned her M.L.S. from North Texas State University in Denton and worked in the Xerox Corporation's Lewisville, Texas library before taking her present position 18 months ago.



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JOB OPPORTUNITIES

compiled by
Mary F. Cross
Placement Committee

CALIFORNIA

Acquisitions Librarian: Law Library. Qualifications: ALA-accredited MLS. Desirable qualities: previous library experience; demonstrated supervisory ability; knowledge of either RLIN or OCLC and library computer applications. Duties: Responsible for management of Acquisitions Depart., which includes, for both monographs and serials, bibliographic searching, ordering, receiving and claiming, as well as bindery preparation and processing of gifts. Supervises 3.5 support staff plus students, coordinates procedures with other library depts., maintains contacts with publishers and book-dealers, monitors funds and prepares expenditure statements for library materials budget; limited reference duty. Position available: July 1, 1987. Salary: Competitive with good benefits. Send resume to: Leonette Williams, Head of Technical Services, Law Library, University of Southern California, University Park - MC 0072, Los Angeles, CA 90089-0072.

Catalog Librarian. Law Library. Qualifications: ALA-accredited MLS. Desirable qualities: experience with either RLIN or OCLC, knowledge of AACR2, LC classification and subject headings, MARC tagging, library computer applications; and demonstrated supervisory skills. Duties: Organizes and

administers all functions including original and copy cataloging and retrospective conversion via RLIN; supervision of 1.5 support staff plus students; limited reference duty. Position available: July 1, 1987. Salary: Competitive with good benefits. Send resume to: Leonette Williams, Head of Technical Services, Law Library, University of Southern California, University Park MC-0072, Los Angeles, CA 90089-0072.

FLORIDA

Head of Public Services: Requirements: MLS and JD plus two years professional experience, good communication skills, strong leadership capabilities, good interpersonal skills, and significant data base search experience (including Lexis, Westlaw, Dialog, BRS). Duties: Supervise 8 full-time staff members plus student assistants, oversee physical plan including stack maintenance, participate in collection development and faculty liaison program. Benefits: TIAA/CREF, liberal fringes and teaching opportunities. The Law Library serves a Law School faculty of 35, a student body of 650, the University, and the metropolitan legal community. SALARY: \$30,000. AVAILABLE IMMEDIATELY - APPLICATIONS RECEIVED BY MARCH 1, 1987 WILL BE GIVEN FIRST CONSIDERATION. Send resume with 3 letters of reference to Nancy Gold, Nova Law Center, 3100 S.W. 9th. Avenue, Fort Lauderdale, FL 33315.

Librarian needed for 50-attorney law firm. A recent ALA-accredited MLS graduate

MORE JOBS!!!!

acceptable. Send resume to: Sheree A. Berkin, Recruitment Coordinator, Sparber, Shevin, Shapo & Heilbronner, P.A., One S.E. 3rd. Avenue, 30th. Floor, Miami, Florida 33131

Law Librarian: Forty-two lawyer firm in Jacksonville, Florida is seeking a law librarian. MLS degree and experience with computerized library information systems are required. The librarian is responsible for all aspects of library operations including acquisitions, cataloging and budgeting. Duties include fulfillment of the information needs of the office, supervision of library personnel and coordination of the firm's continuing legal education program. The salary is commensurate with experience and the benefits are excellent. Send resume to Bridget P. Booth, Personnel Administrator, Smith & Hulsey, 1800 Florida National Bank Tower, 225 Water Street, Jacksonville, Florida 32202.

Information Specialist: MLS for West Palm Beach, Florida, eighty attorney corporate law firm. Must be interested in online business, corporate and general information retrieval and in automation of library procedures. Knowledge of Dialog, LEXIS, Westlaw, DataTimes, etc. helpful. Responsibility will include some supervision of staff and control of budget. Must be assertive, ambitious and possess outstanding academic credentials. Exceptional potential for professional growth. Salary competitive. Send resume to: Rosemary Uva, Personnel Department, Gunster, Yoakley, Criser & Stewart, Phillips Point, Ste 500, 777 S.

Flagler Drive, West Palm Beach, Florida 33402

Reference Librarian: University of Miami Law Library. Located in suburban Coral Gables, the Library houses 300,000 volumes, has an existing staff of 35 and is expanding its Reference Department. The Library is heavily used by the Law School's 1,300 J.D. and graduate students and 50 faculty, as well as by practicing attorneys and others. Duties: Provides reference services to students, faculty, attorneys, and others; participates in LEXIS and WESTLAW instruction, database searching and collection development; reports to the Assistant Librarian for Public Services. Some night/weekend hours required. Requirements: MLS and JD (substantial relevant experience may be substituted for one of the degrees); strong service orientation and ability to communicate effectively with individuals and groups. Computer background desirable. To Apply: Send resume and names of three professional references to: Warren Rosmarin, Assistant Librarian for Public Services, University of Miami School of Law, Post Office Box 242087, Coral Gables, Florida 33124. Salaries are competitive and commensurate with qualifications and experience. Application deadline: March 15, 1987. The position is available June 1, 1987. An equal opportunity, affirmative action employer.

GEORGIA

Reference Librarian: Requirements: MLS and JD from accredited schools. Professional library experience preferred with strong service

STILL MORE JOBS !!!

orientation. Duties: Extensive reference service to students, faculty and attorneys. Direct and teach Legal Bibliography Program and assist in Legal Writing. While this is a 12-month position, consideration will be given to an applicant preferring a 9-month appointment. Salary: \$28,000 minimum. Available: July 1 or August 1, 1987. Send letter, resume with names of two references by April 15, 1987 to: Leah F. Chanin, Dean Pro Tem, Mercer University Law School, Macon, GA 31207.

implementation of new technologies. Record of scholarly interests in law, legal education and librarianship, preferably as evidenced by publications. Available: Closing date April 30, 1987. Applicants should submit application, resume, samples of writing and publications and names and addresses of three references to: Diane Turner, George Mason University School of Law, 3401 N. Fairfax Drive, Arlington, VA 22201. AA/EOE

MASSACHUSETTS

On-Line Trainer: Requirements: MLS or equivalent job experience; extensive on-line search experience, especially on DIALOG; strong oral and written communication skills; must be prepared to travel. Duties: Training and telephone support for clients using the TRADEMARKSCAN databases; develop user documentation; represent company at conferences and exhibitions. Available: Immediately. Salary: Negotiable. Send resume to: Anthea Gotto, Mgr., On-Line Marketing, Thomson & Thomson, One Monarch Drive, North Quincy, MA 02171. 617/479-1600 in MA, 800/692-8833.

WEST VIRGINIA

Librarian: Jackson, Kelly, Holt & O'Farrell, a 100-plus attorney law firm, is seeking a Librarian to administer the 25,000 volume collection in its Charleston, West Virginia office, as well as to oversee those in its Morganton, West Virginia, Lexington, Kentucky and Louisville, Kentucky offices. Responsibilities include acquisitions, reference, cataloging, computer-assisted legal researching, instructing new associates, summer clerks, and legal assistants in research methods, supervising support personnel, overseeing and implementing collection policy and budget development, and preparing legal bibliographies. Qualifications: MLS; significant experience in a law library; interest in research and supervisory experience. Available: April 1, 1987. Salary: Commensurate with education and experience. Send resume, references and salary requirements to: Ellen Cappellanti, Jackson, Kelly, Holt & O'Farrell, P.O. Box 553, Charleston, West Virginia 25322

VIRGINIA

Law Library Director: Requirements: JD and MLS and 5 years of significant law library administrative experience. Demonstrated qualities of leadership in budget and personnel management. Knowledge of library computer operations and familiarity with

REGISTRATION FORM FOR SEAALL BREAKFAST BUSINESS MEETING

Hyatt Regency Hotel, Chicago
Tuesday, July 7, 1987 ----- 7:30 a.m. - 8:45 a.m.

\$4.00 fee includes: Continental breakfast (juice, breakfast breads and pastry, and coffee or tea)

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Please send this form with a check for \$4.00 payable to "Southeastern Chapter of AALL" to: Professor William James, Treasurer
University of Kentucky Law Library
Lexington, KY 40506

It should be mailed in time to reach him by June 1, 1987. If a member finds after that date that he/she will be able to attend, please call or write Carol Billings (504-568-5706; Law Library of Louisiana, 301 Loyola Ave., New Orleans, LA 70112). She will arrange directly with AALL Headquarters to add you to the reservation list.

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AALL TECHNICAL SERVICES SIS CALL FOR MEMBERS

The Technical Services Special Interest Section is the second largest SIS of AALL. Originally the Cataloging and Classification Committee, its focus now also includes serials control, acquisitions, preservation, binding, and all related technical services functions. Together with the Online Bibliographic SIS, TS-SIS publishes the Technical Services Law Librarian newsletter, and publishes an annual membership directory.

TS-SIS welcomes new members, and encourages librarians to consider the benefits of TS-SIS: We offer a wide range of programs, and our members are involved in all phases of Technical Services, including library automation, loose-leaf cataloging, retrospective conversion, MARC format, LC classification, serials check-in and routing, and preservation. Membership is particularly beneficial if technical services is not your sole area of responsibility, since you can learn by sharing ideas with others in the group. If you are already a member who would like to volunteer to help in any way, please contact Merle Slyhoff, Biddle Law Library, University of Pennsylvania, 3400 Chestnut Street, Philadelphia, PA 19104. If you would like to join, please fill out the following membership form.

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Dues for each section are \$5.00 per year. Please endorse a check, payable to AALL, with this application.

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MINUTES (cont.)

In conclusion, Dick Danner thanked the committee chairs, particularly Carol Billings, Margaret Dye and Ed Schroeder, for their assistance during the year and urged increased participation by members in the work of the Southeastern Chapter. He then introduced Carol Billings as the new president. There being no other business, the meeting was adjourned at 8:30 a.m.

Respectfully submitted,

Larry Wenger
Secretary, SEAALL

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