Southeastern Law Librarian Additional Materials 1987-1988

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The Southeastern Law Librarian is the official publication of the Southeastern Chapter of the American Association of Law Libraries. The newsletter is published quarterly in September, December, March and June. Outlined below are steps followed in the publication process of the newsletter, information regarding the composition of the editorial board, and various policies adopted by the editorial board.

I. EDITORIAL BOARD

A. Editor

The editor of the newsletter is named by the current President of the Southeastern Chapter in consultation with the Vice-President/President-Elect. The editor serves a two-year term.

B. Staff

Other members of the Chapter are solicited to write for the Newsletter. Three members serve as correspondents for the "Online Update" column; two members coordinate the "SEAALL BRIEFS" section. The Placement Committee regularly submits a column for the job opportunities. The Secretary of the Chapter and the Treasurer of the Chapter submit their reports and minutes for publication in the newsletter. Other members, like the Program Chair and the Local Arrangements Chair, are asked to write articles about the annual meetings.

Members of the editorial board are solicited in several ways. At the beginning of a new editor's term, he or she should review the current positions necessary for the publication of the newsletter. Where appropriate, the current members who write for the newsletter are called and asked if they would like to continue writing the column. If they decline, the editor should ask for recommendations of other persons to write the column. Volunteers to write for the newsletter are solicited at chapter meetings and through the newsletter.

C. Advertising Manager

The Editor names a person who serves as the Advertising Manager who is responsible for soliciting advertisements and regularly reporting the status of the advertisements to the Editor.
II. PRODUCTION OF THE NEWSLETTER

A. Copy and Graphics

There are several regular columns in the newsletter. Those columns are:

- President's Column
- Editor's Corner
- S.E.A.A.L.L. BRIEFS
- Placement Column
- Online Update

A question and answer column has been suggested by Kathy Heberer. She recommends that a question from a law librarian appear in one issue and other law librarians respond in the next issue with their suggestions/recommendations regarding how to handle the situation described in the question.

Feature articles are solicited from members of the Chapter. Examples of feature articles are the summaries of the chapter annual meetings, tax regulations and gift books, and a series of computer use articles.

Each article and/or column is typed using word processing software. After final editing, the articles are formatted into a two-column per page design. Copy is adjusted to provide space for advertisements and graphics. The editor and his/her assistant "cut and tape" the articles, graphics, and advertisements into place. Standard headings, like the newsletter masthead, the column headings, etc., are copied from an old newsletter and taped to the new copy. (Note: Use of tape on the copy does not interfere with the printing process.) The original paste-up of the Newsletter plus one copy is sent to the printer.

B. Advertisements

The newsletter accepts business card size advertisements. Each publisher/advertiser pays $100.00 for its business card to appear in four issues. Advertisements for Law Book Exchange (the printer of the newsletter) are also included in the newsletter. Seven publishers/book dealers advertised in the last volume of the newsletter.
An agreement between the Chapter and Law Book Exchange prohibits the Chapter from accepting advertisements from book dealers in direct competition with LBE. The agreement should be reviewed periodically to determine if the Chapter wants to continue the printing arrangement with LBE.

C. Deadlines

The editor in consultation with the President of the Chapter sets the deadlines for each issue. For the last two volumes the following have been followed:

- First of Month - Copy submitted to the Editor
- 15th. of Month - Newsletter sent to LBE for printing
- By end of Month - Newsletter sent to Chapter members

D. Printing and Mailing

Law Book Exchange is responsible for the printing and the mailing of the newsletter. The primary contact person with LBE is Cheryl Miller. The correct mailing address is:

Law Book Exchange  
Post Office Box 24990  
Jacksonville, Florida  32241-4990

1-800-325-6012  
In Florida: 1-800-824-4807

After printing, Law Book Exchange mails the newsletter to chapter members with labels provided by the Secretary of the Chapter. It is important to correspond with the Chapter secretary to coordinate the receipt of the labels by LBE at the time necessary for labelling and mailing. The newsletter is mailed under the bulk mailing permit of LBE; a bill for the charges is mailed to the Treasurer of the Chapter.
III. BACK ISSUES OF THE NEWSLETTER

All back issues of the newsletter are stored with the current editor. Several calls each year are received by users who wish to obtain back issues.

Newsletter
April 25, 1988
SOUTHEASTERN LAW LIBRARIAN - PRODUCTION SCHEDULE

(NOTE: The production schedule is based on a four-week period.)

First Day of First Week: Deadline for Copy to Editor

First Week of Month: Editing of Copy
                             Return to Author if Necessary
                             Typing and Preliminary editing
                             Revising of Copy
                             Solicitation of Copy from authors missed the deadline
                             Editing of "late" copy
                             Notify Chapter Secretary that mailing labels should be sent to LBE

Second Week of Month: Printing of final draft of copy
                             Lay-out of newsletter
                             Cut and tape newsletter
                             Send prepared newsletter (original & one copy to Cheryl Miller of LBE)

Third Week of Month: LBE sends newsletter to printer

By End of Month: Newsletter distributed to Membership
The members of the Newsletter Committee for 1986-87 were J. Wesley Cochran (University of Mississippi), Timothy L. Coggins (University of North Carolina), Joseph Cross (University of South Carolina), Kathy Heberer (Rumberger, Kirk, Caldwell et al), Sallie Irvin (Wake Forest University), Doina G. Massey (University of North Carolina), L. Scott Rawnsley (University of Florida), Dorothy Shea (Rogers & Hardin), and Sally Waters (Stetson University).

Four issues of the SOUTHEASTERN LAW LIBRARIAN were produced during the past year. Larry Wenger of the University of Virginia provided the mailing labels for the newsletter. Printing of the newsletter was completed by Law Book Exchange of Jacksonville, Florida. Two new regular columns were added this year. J. Wesley Cochran of the University of Mississippi provides a column on the uses of microcomputers in law libraries. Mary Cross of Stearns Weaver Miller et al submits placement notices received by her Placement Committee. The Online Update continues to be an informative and important column in the Newsletter. Special thanks to Sallie Irvin, Sally Waters, and Kathy Heberer for that column. Members of the Chapter also seem to enjoy reading about new members in the SEAALL Briefs column.

Three issues need to be discussed by Board.

(1) Should SOUTHEASTERN LAW LIBRARIAN continue to accept advertising? Since the Newsletter is printed compliments of Law Book Exchange, the funds generated by paid advertising are not needed for printing. The funds can be used, however, for the cost of mailing the newsletters. I have no specific recommendation to make regarding this issue.

(2) The second issue concerns the mailing labels. The staff at the University of Virginia maintains the mailing list for the Chapter and submits a set of mailing labels to Law Book Exchange for each issue. This system has worked very well. The staff at Law Book Exchange is willing to assume this responsibility if the Chapter wants them to maintain the mailing list. My recommendation is that the Chapter Secretary is the appropriate person to maintain the mailing list. As long as supplying four sets of mailing labels per year is not a problem with the staff at the University of Virginia, I believe we have better control regarding corrections and additions if the Chapter Secretary is responsible for the list and the labels.

(3) The final issue concerns the bulk mailing permit. The present permit expires in early 1988. Law Book Exchange has offered to use its bulk mailing permit and continue to charge us for the actual mailing costs. I recommend that we not renew our bulk mailing permit and use the permit of Law Book Exchange.
The past year has been a very productive one for the Newsletter Committee. The four issues of volume 12 include many valuable articles. In fact, articles in our Newsletter are cited in the other chapter newsletters and I occasionally receive a request to reprint an item from our Newsletter. I would, however, appreciate any comments and suggestions for improvements to implement in volume 13.

June 26, 1987

Timothy L. Coggins, Editor
SOUTHEASTERN LAW LIBRARIAN

BUDGET REPORT FOR SOUTHEASTERN LAW LIBRARIAN

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
<th>Ending Issue</th>
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<tbody>
<tr>
<td>Carswell</td>
<td>$ 100.00</td>
<td>Vol. 13, #1</td>
</tr>
<tr>
<td>D &amp; S</td>
<td>100.00</td>
<td>Vol. 12, #4</td>
</tr>
<tr>
<td>Fed. Document Ret.</td>
<td>100.00</td>
<td>Vol. 13, #3</td>
</tr>
<tr>
<td>Gaunt</td>
<td>100.00</td>
<td>Vol. 12, #4</td>
</tr>
<tr>
<td>Hein</td>
<td>100.00</td>
<td>Vol. 12, #4</td>
</tr>
<tr>
<td>Rothman</td>
<td>30.00</td>
<td>Vol. 12, #1</td>
</tr>
<tr>
<td>Wash. Doc. Ret.</td>
<td>100.00</td>
<td>Vol. 12, #4</td>
</tr>
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<td><strong>TOTAL</strong></td>
<td><strong>$ 630.00</strong></td>
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EXPENSES:
Vol. 12, #1 60.00

NET INCOME  $ 570.00

Submitted by Doina Farkas Massey, Advertising Manager
January 27, 1988

Timothy Coggins
University of N Carolina Law Library
Van Hecke, Wettach Bldg. 064A
Chapel Hill, NC 27514

Dear Tim:

Enclosed is the latest edition of my ramblings. I am also enclosing the information about the Constitutional amendment. The membership has to receive it 30 days before the meeting which would be approximately March 16. We did decide that would not be a problem, didn't we? Also enclosed is a "want ad" for the 1990 meeting. Use it if you have space. Let me know if you need anything else.

Sincerely,

Hazel L. Johnson
Law Librarian
President, SEAALL
FROM THE PRESIDENT

This column finds Atlanta and most of the Southeast shivering with temperatures well below freezing making the thought of Lexington in April very appealing. Our meeting promises to be a good one. Many substantial, thought-provoking programs are planned. I hope many of you will consider attending the meeting this year. Hopefully, with travel costs to the national meeting being less expensive this year, you will be able to attend both meetings. The Southeastern meeting is always a very rewarding professional experience. Our programs rival those of national and the size and atmosphere of the meeting is much less stressful.

We will have many things to discuss at our business meeting. Education has been the watchword coming from the membership in the past few years. The Education Committee will be presenting a proposal for a series of educational programs to begin in 1989. We envision these programs as one day workshops, focusing on a single topic to be held in conjunction with the annual meeting and at regional sites. More details will be available in Lexington regarding proposed sites and topics. In the interim, we need your input. Is this the type of programming which will benefit you professionally? Will you be able to participate? Will you help host a meeting in your location by arranging meeting space, publicizing the program and collecting registration? This venture will succeed only if there is participation from the membership. We need your help. Please be thinking about this and come to the business meeting with your ideas and comments.

Dues notices and committee preference forms should be arriving shortly. The date of mailing was changed by the Board to facilitate an easier transition between the secretary and treasurer. Please return both as soon as possible.

We are seeking a new editor for the Southeastern Law Librarian for the next two years. Tim Coggins, after producing two volumes of the newsletter, has decided to hang up his editor's pencil. If anyone is interested, please let me know. Desktop publishing capability would be an asset.

I look forward to seeing you in Lexington.
SEALL CONSTITUTIONAL AMENDMENTS

The Constitution and ByLaws Committee has proposed the following amendment to the SEALL Constitution. The bracketed items are being added:

Article VII: Committees
a. There shall be the following committees:
   (1) Program
   (2) Membership
   (3) Nominating
   (4) Placement
   (5) Scholarship
   [(6) Constitution & Bylaws
     (7) Newsletter]

This is an amendment formalizing procedures which have been in practice for a number of years. Both committees have functioned as special committees appointed by the President. This makes the two committees standing committees to be appointed annually. The change will be voted on by the membership present at the next business meeting of the Southeastern Chapter scheduled for Saturday morning April 16, 1988 in Lexington, Kentucky.
WANTED: Host for lovable and not very rowdy group of law librarians. The Southeastern Chapter is seeking a meeting site for our 1990 annual meeting. Great experiences promised for all involved. For more information, call Hazel Johnson, President, 404-527-4057. References not required.
Southeastern Law Librarian

Deadlines

1987-1988

<table>
<thead>
<tr>
<th>Vol. 13, No. 1</th>
<th>Copy Due</th>
<th>Issue to be mailed</th>
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</thead>
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<tr>
<td>Vol. 13, No. 2</td>
<td>August 15, 1987</td>
<td>September 15, 1987</td>
</tr>
<tr>
<td>Vol. 13, No. 3</td>
<td>November 1, 1987</td>
<td>December 1, 1987</td>
</tr>
<tr>
<td>Vol. 13, No. 4</td>
<td>February 1, 1988</td>
<td>March 1, 1988</td>
</tr>
<tr>
<td></td>
<td>May 1, 1988</td>
<td>June 1, 1988</td>
</tr>
</tbody>
</table>
July 28, 1987

Sally Waters
School of Law Library
Stetson University
1401 61st St., S.
St. Petersburg, FL 33707

Dear Sally:

Welcome back to the Southeastern Chapter Newsletter Committee.

I appreciate the valuable contributions which you made last year and look forward to receiving many more articles from you. Kathy Heberer has decided not to continue as a writer for the Online Update column. She has been replaced by Linda Jackson of Powell & Goldstein in Atlanta. Sally Waters of Stetson University continues as the other Online Update correspondent.

Please note the following deadlines on your calendar.

<table>
<thead>
<tr>
<th>VOL. &amp; NO.</th>
<th>COPY TO EDITOR</th>
<th>TO PRINTER</th>
<th>TO MEMBERS</th>
</tr>
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<tbody>
<tr>
<td>Vol. 13, No. 1</td>
<td>8/15/87</td>
<td>9/1/87</td>
<td>9/15/87</td>
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<td>11/1/87</td>
<td>11/15/87</td>
<td>12/1/87</td>
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<tr>
<td>Vol. 13, No. 3</td>
<td>2/1/87</td>
<td>2/15/87</td>
<td>3/1/87</td>
</tr>
<tr>
<td>Vol. 13, No. 4</td>
<td>5/1/87</td>
<td>5/15/87</td>
<td>6/1/87</td>
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</table>

You will note that the dates for the publication of THE SOUTHEASTERN LAW LIBRARIAN have been changed slightly to guarantee receipt by members prior to the Chapter Annual Meeting and the AALL Annual Meeting. Please let me know if any of these dates cause any problems for you.

Thank you.

Sincerely,

Timothy L. Coggins, Editor
SOUTHEASTERN LAW LIBRARIAN

cc: Hazel Johnson
<table>
<thead>
<tr>
<th>Month</th>
<th>No.</th>
<th>From the President</th>
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</thead>
<tbody>
<tr>
<td>Sept.</td>
<td>No. 1</td>
<td>Committees, new dues changing memberships, scholarship, education</td>
</tr>
<tr>
<td>Dec.</td>
<td>No. 2</td>
<td>Chapter meeting, dues notices</td>
</tr>
<tr>
<td>Mar.</td>
<td>No. 3</td>
<td>Breakfast meeting in Atlanta, Chapter meeting; take advantage of education opportunity in Atlanta</td>
</tr>
<tr>
<td>June</td>
<td>No. 4</td>
<td>Final, report on Lexington Atlanta meeting</td>
</tr>
</tbody>
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Southeastern Chapter
American Association Of Law Libraries

July 27, 1987

Dear SEAALL Board Members:

I've spent the past two weeks making committee assignments and preparing letters describing the activities I anticipate for each of the committees. (Whatever happened to the bon bons I was promised?) As some of these activities may impact your office, I have enclosed a summary of my letters to the Committee Chairs. I am also enclosing a copy of the committee assignments and the publication deadlines for the Southeastern Law Librarian and the AALL Newsletter's chapter column. Please be sure to coordinate any AALL publicity with our Public Relations Committee.

I am assuming our discussion at the Board meeting in Chicago indicated agreement that we move the dues mailing to January, to be due by April. Unfortunately, this may make Bill's life a little difficult next year in view of his local arrangements activities. Hopefully it won't happen this way again. I plan to discuss this in my President's column, so if any of you have an objection or differing interpretation of our discussion, please let me know as soon as possible.

Each Committee chair has been requested to produce a written document on the procedures of the committee for our proposed procedure manual. I would like for each of you to do the same in connection with your office.

I hope you're having a peaceful summer. Take care.
Southeastern Law Librarian

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AALL NEWSLETTER

Chapter News Column
Frank Houdek, Southern Illinois University

Copy Deadlines
1987 - 1988

<table>
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<td>Thursday, August 27</td>
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<td>no. 3 (November)</td>
<td>September 24</td>
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<td>no. 4 (December)</td>
<td>October 29</td>
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<td>1988 Vol. 19, no. 5 (February)</td>
<td>December 31</td>
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<td>no. 6 (March)</td>
<td>January 28</td>
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<td>no. 7 (April)</td>
<td>February 25</td>
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<td>no. 8 (May)</td>
<td>March 31</td>
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<tr>
<td>no. 9 (June)</td>
<td>April 28</td>
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<td>From the President</td>
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SOUTHEASTERN LAW LIBRARIAN

ESTIMATED BUDGET PER YEAR

A. Income:

7 Advertisers @ $100.00 each = $700.00

B. Expenditures:

1. Bulk Mailing Cost

   (525 copies X $ .167 per copy X
   4 mailings per year)

   = $350.72

2. Labels

   (4 boxes per year @ $25.00 per box)

   = $100.00

3. Printing

   (Law Book Exchange)

   TOTAL EXPENDITURES $ 450.72
July 22, 1988

Ms. Hazel Johnson  
Law Librarian  
Long, Aldridge & Norman  
1900 Rhodes-Haverty Building  
134 Peachtree Street  
Atlanta, GA 30043  

Dear Hazel:

This letter is to notify you of the deadlines for the newsletter issues for the coming year. I will need any items for the newsletter by the following dates:

Vol. 14, no. 1 (Fall 1988) -- August 15, 1988  
Vol. 14, no. 2 (Winter 1988) -- November 1, 1988  
Vol. 14, no. 3 (Spring 1989) -- February 1, 1989  
Vol. 14, no. 4 (Summer 1989) -- May 1, 1989

If you have any other questions regarding the newsletter, please do not hesitate to give me a call.

Sincerely,

Mike

Michael J. Petit  
Editor  
Southeastern Law Librarian

MJP/sac