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Letter to Wes Daniels providing ideas for committee projects, November 6, 1986

Jean Holcomb

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November 6, 1986

Mr. Wes Daniels
The University of Miami
Law Library
P.O. Box 248087
Coral Gables, Florida 33124

Dear Mr. Daniels:

I am the person in our library who is responsible for creating/coordinating inhouse publications. Often when I'm working on a project the feeling that I'm "recreating the wheel" flashes through my mind. One of the projects this committee might undertake is to act as a clearinghouse for inhouse publications.

To facilitate the exchange of information about such local publishing projects, the following steps could be taken by our committee:

1. Devise a survey forum to identify inhouse projects:
 - a. already completed
 - b. in progress
 - c. ones people wish they had
2. After the forms are returned publish in the newsletter:
 - a. the titles of completed projects that are available with the name and address of the contact person
 - b. same as 2a above for projects in progress
 - c. initiate publication of projects identified in survey
3. Consider designating a member of the committee to act as a "curator" to collect completed projects which could be photocopied and to act as an information broker to help people who are working on similar projects get in touch.

Types of publications covered by this scheme could include the following categories:

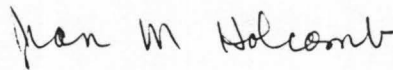
1. policy and procedures manuals
2. disaster plans
3. form manuals

Mr. Wes Daniels
November 6, 1986
Page Two

4. student handbooks
5. marketing strategies for the library
6. legal bib
 - a. handouts--citation, card catalog, etc.
 - b. student exercises
 - c. advanced legal bib--materials, course outlines
7. bibliographies
 - a. topical
 - b. geographic/regional
8. PC lab handbooks, exercises, etc.
9. DBase or other computer programs used in the operation of the library

If this is a project that the committee chooses to adopt, I will be happy to work on devising the initial survey form.

Sincerely,



Jean M. Holcomb
Assistant to the Director

JMH/pmc