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# Law Library Management: An Annotated Bibliography

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# Law Library Management: An Annotated Bibliography\*

Janet Sinder\*\*

*The author provides a comprehensive listing of materials related to the management of law libraries.*

This bibliography attempts to be comprehensive in its listing of materials on various aspects of library management written for law librarians. In addition to a section of general materials, the bibliography is arranged according to the themes of the 1988 AALL Institute on Law Library Management, held at the University of Alabama Law Center in Tuscaloosa. It contains only those materials specifically directed toward law libraries. Materials on space planning are not included. Articles on planning for automation are included only if they deal with the changing role of librarians or the place of the library in the automation plans of the law firm or law school.

While the bulk of the materials are from *Law Library Journal*, other law library publications, the legal literature, and the general literature of librarianship were also searched for relevant articles.

## I. General

- Alexander, W.H. "The Library as a Business Enterprise." *Law Library Journal* 15 (1922): 19-25. General discussion of the management skills needed by a law librarian to run the library like a business.
- Bailey, James F. "The Autonomous Law School Library: What It Can Mean to You." *Law Library Journal* 68 (1975): 274-87. Discusses advantages of an autonomous law school library, and advocates having the ABA and AALS require autonomy for accreditation.
- Baxter, James C. "Organization and Administration of Bar Association Libraries." *Law Library Journal* 29 (1936): 142-55. Describes the history of several bar libraries and how the Philadelphia Bar Association Library is administered. Includes statistics from a number of bar association libraries.

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- Beardsley, Arthur S. "Some Phases of Law Library Administration." *Law Library Journal* 31 (1938): 193-205. How the "new science" of administration applies to law libraries. Considers autonomy of law libraries, book selection, and service to patrons. Also discusses special services librarians can provide, such as reading lists and bibliographies.
- Boner, Marian O. "Administration of State and Court Law Libraries." In *Law Librarianship: A Handbook*, edited by Heinz Peter Mueller and Patrick E. Kehoe, 87-101. 2 vols. Littleton, Colo.: Rothman, for the American Association of Law Libraries, 1983. Topics include the law library as an agency of state government and state laws affecting the library, in addition to general management issues.
- Borgeson, Earl C. "Law Library Administration—A Functional Approach." *Law Library Journal* 46 (1953): 90-92. Describes the functional organization of a law library, including the relationship between public and technical services.
- Casey, EvaLyn M. "The All-Purpose Law Librarian: Endeavor v. Resignation." *Law Library Journal* 65 (1972): 134-39. Lists ways that librarians in small libraries can convince funding sources of the need to upgrade services. Also contains advice on personnel management and a sample Summary Statistical Report.
- Cochran, Wesley. "Microcomputer Software for Library Management: A Primer." *Law Library Journal* 81 (1989): 555-66. Examines various types of software and ways they can be used in management of libraries.
- Danner, Richard A. "Managing the Law Library in the 1990s." *Law Library Journal* 81 (1989): 181-90. Discusses the challenges that law library managers will face in the near future, including budgeting, personnel management, communication, and the implementation of new technologies.
- Elliot, Lucile. "Fundamental Concepts of Law Librarianship." *Law Library Journal* 46 (1953): 83-89. Overview of the job of the director of a law school library.
- Falknor, Judson F. "The Functions of the Law School Librarian." *Law Library Journal* 30 (1937): 13-21. Law school dean's opinion of services the library should provide to faculty and the state bar, followed by a discussion.
- Finley, Elizabeth, ed. *Manual of Procedures for Private Law Libraries*. Rev. and enl. ed. South Hackensack, N.J.: Rothman, for the American Association of Law Libraries, 1966. Supplement, 1984. Contains sections on all aspects of running a private law library, including bookkeeping, library staff, types of materials, and communication with lawyers in the firm or company. Appendix I contains a bibliography for each chapter.
- Glass, Velvet E., and Michael L. Richmond. "Administration of Private Law Libraries." In *Law Librarianship: A Handbook*, edited by Heinz Peter

Mueller and Patrick E. Kehoe, 69-86. 2 vols. Littleton, Colo.: Rothman, for the American Association of Law Libraries, 1983. Discusses administration of both law firm and corporate law libraries.

Jacobstein, J. Myron. "Law Library Administration." *Library Trends* 11 (1963): 237-43. Considers recent trends in law library administration, concentrating mainly on law school libraries.

Johnson, Beverlee, and Verlinda C. Rose. "A New Law Firm Partnership: Administrators and Librarians." *Law Library Journal* 71 (1978): 279-82. Considers the relationship between the law firm librarian and firm administrator, from the viewpoint of each.

Kenyon, Carleton W. "The Dimensions of Law Librarianship." *Law Library Journal* 63 (1970): 285-89. Speech directed at administration of smaller libraries, especially county and firm libraries, describing ways that a librarian can improve his or her skills and the library.

"Law Libraries—Development, Direction [Administration]." *Law Library Journal* 57 (1964): 8-27. As part of panel discussion, on pages 8-11 Jacquelyn Jurkins addresses future trends in law library administration.

Marke, Julius J., and Richard Sloane. *Legal Research and Law Library Management*. New York: Law Journal Seminars-Press, 1982. Supps. Second half of book contains articles on library management in areas such as acquisitions, reference, and preservation.

Massey, M. Minnette. "Law School Administration and the Law Library." *Journal of Legal Education* 10 (1957): 215-21. Analyzes the law library's relationship to the law school and to the university as a whole.

Mersky, Roy M. "Administration of Academic Law Libraries." In *Law Librarianship: A Handbook*, edited by Heinz Peter Mueller and Patrick E. Kehoe, 13-68. 2 vols. Littleton, Colo.: Rothman, for the American Association of Law Libraries, 1983. Focuses on problems specific to academic libraries, such as autonomy and faculty status, in addition to topics on structuring library operations, public relations, finances, and personnel administration. Contains a bibliography.

"New Developments in Law Library Administration." *Law Library Journal* 70 (1977): 518-31. Panel discussion, with each panelist discussing a different type of law library. Contains a short bibliography on law firm library administration.

"New Directions for Law Libraries: Alternatives for the Future." *Law Library Journal* 64 (1971): 507-21. Discussion of future trends in legal materials. Considers the administrative requirements for these new types of materials and how managers should deal with ensuing problems.

Newman, Helen. "A Librarian's Approach to Problems in the Smaller Law School Libraries." *Law Library Journal* 32 (1939): 78-94. Addresses problems

concerning appropriations for books and binding, administration and service.

- Orman, Oscar C. "Autonomy in Law Library Administration." *Law Library Journal* 32 (1939): 60-77. Paper presented at AALL roundtable, followed by discussion of centralized versus decentralized law libraries within universities.
- Poldervaart, Arie. "How Much Administrative Work Can a Head Librarian Delegate to His Chief Assistant?" *Law Library Journal* 47 (1954): 324-26. Deals with the situation of a nonautonomous law school library, where the head librarian is head of the whole library and the chief assistant is head of the law library.
- Pollack, Ervin H. "Autonomy Versus Integration in Law Library Administration: A Reply to Dr. Price." *Journal of Legal Education* 14 (1961): 229-39. Advocates an autonomous law library administered under supervision of the law school dean.
- Porter, Catherine. "Operating and Maintaining the Firm Library." In *The Private Law Firm Library: An Integral Tool of the Law Firm*, 211-22. New York: Practising Law Institute, 1977. An outline of all aspects of running a law firm library.
- Price, Miles O. "The Place of the Law School Library in Library Administration." *Journal of Legal Education* 13 (1960): 230-38. Considers advantages of both autonomous and integrated law school libraries. Believes personalities are more important than type of formal organization. Published in slightly different form in *College and Research Libraries* 21 (1960): 13-19.
- Smith, Claribel H., and Hetty Gray Baker. "Management of a Small Law Library." Parts 1, 2. *Law Library Journal* 1 (1908): 56-61; 3 (1910): 1-7. Discusses results of a questionnaire sent to law librarians on subjects such as classification systems, types of indexes, and what the library should contain. Second citation is to revised version of the same article.
- Webb, Sylvia. "Managing to Improve: Effective Management of Library and Information Services." *Law Librarian* 18 (April 1987): 7-9. Covers all facets of managing a law library, and suggests ways to improve service.
- Wire, G.E. "How One Law Library Is Administered." *Law Library Journal* 20 (1927): 3-12. Detailed description of the Worcester County Law Library in Massachusetts, including design, organization, and services.

## II. Budgeting

- Carter, Ann M. "Budgeting in Private Law Firm Libraries." *Law Library Journal* 71 (1978): 187-94. Survey of law firm libraries' budgeting practices. Carter analyzes the results and suggests the best ways to budget.

- Doherty, Walter E. "Toward the Law Library as a Profit Center." *Law Office Economics & Management* 26 (1985-86): 108-10. Considers how business methods can be used by law libraries, focusing on which library services can be billed to the firm's clients.
- Engle, Virginia E. "Budgets Need Supporting Data." *Law Library Journal* 50 (1957): 186-99. Covers budget planning and ways that librarians can justify the money requested.
- Esbin, Martha. "Cost-Effective Law Library Administration (with Forms)." *Practical Lawyer* 29 (Jan. 15, 1983): 73-79. Practical tips for saving money. Includes forms for claims, check-in cards, and a bibliography of articles relevant to law firm libraries published in the *Practical Lawyer*.
- Johnson, Bruce S. "State Funding of Academic Law Libraries." *Law Library Journal* 81 (1989): 209-20. An examination of the methods used by states to fund academic law libraries, including formula budgets.
- , and Dennis J. Stone. "Funding of State Supported Academic Law Libraries." *Law Library Journal* 80 (1988): 349-90. Discusses the use of formula budgets in the funding of state supported academic law libraries.
- King, Dwight. "Library Budgeting for Law Librarians: A Selected Bibliography, 1965-1986." *Law Library Journal* 80 (1988): 291-305. Introduction explains the different types of budgets. Articles are selected from law and general library literature.
- Mersky, Roy M. "Everything You Always Wanted to Know about Law Libraries but Were Afraid to Ask. . . ." *Journal of Legal Education* 29 (1978): 139-47. How to determine the budget funds needed and how to obtain and best use these funds.
- Minter, John. "Fiscal Management." *Law Library Journal* 71 (1978): 583-93. Looks at ways of controlling costs and at various budget methods. Also has suggestions for writing budget requests and grant proposals for libraries.
- Morse, Lewis W. "Effecting Some Economies." *Law Library Journal* 31 (1938): 278-88. Presentation and discussion on how to get the most out of limited library funds.
- Moynihan, Mary K. "Budget Development for a Law Library." In *The Private Law Firm Library: Integral Tool of the Law Firm*, 223-47. New York: Practising Law Institute, 1977. Discusses types of budgets and the budgeting process in detail. Contains sample budget worksheet and annual report.
- Reams, Bernard D., Jr. "Internal Audits in the Academic Law Library." *Law Library Journal* 81 (1989): 203-08. How academic law library administrators can best deal with audits by the university.

- Schultz, Jon. "Effective Book Cost Analysis and Reflections on the American Bar Association Standards." *Law Library Journal* 75 (1982): 141-47. Factors affecting the cost of books which must be considered when planning a library budget.
- . "Program Budgeting and Work Measurement for Law Libraries." *Law Library Journal* 63 (1970): 353-62. Explains program budgeting, which groups expenditures by program, such as reference services, rather than by accounting category. This method requires library operations to be analyzed so costs and needs can be determined. Article suggests ways of measuring library services.
- Tognazzi, Norman C. "The Law Library Budget." *Legal Economics* 14 (Nov./Dec. 1988): 50-51. Lists seven procedures for an efficient law firm library budget. Outlines a process for weeding the collection of unnecessary materials.
- Williams, Richard G. "Law Library Cost Control." *Texas Bar Journal* 34 (1971): 1075-82. Written for lawyers, rather than librarians. Describes a method for controlling library costs through organized accounting in acquisitions.

### III. Communications

- Blaustein, Albert P. "Friends of the Library—in the Law Library." *Law Library Journal* 50 (1957): 120-28. What is a Friends' organization, and how can one be developed for a law library?
- Carter, Nancy Carol. "Communication as a Tool of Organizational Renewal in Law Libraries." *Law Library Journal* 81 (1989): 221-39. Suggests ways that managers can improve their libraries by increased communication. The article focuses on internal communication among staff, but also includes methods of improving communication with the larger organization and with patrons.
- Fry, Mary Anne, and Glenda Chastain. "The Librarian as an Integral Part of the Litigation Team." *Legal Assistant Today* 5 (Nov.-Dec. 1987): 34-36. How a law firm librarian can become involved in the firm's practice by providing research information and help to create a system for automated litigation support.
- Gasaway, Laura N. "Management Techniques Using Traditional Library Records." *Law Library Journal* 70 (1977): 315-28. Advocates running the library like a business, and recommends which types of records (*e.g.*, shelflist, acquisitions received, reference statistics) are really necessary to sell the library to management.
- Grunenwald, Joseph P., and Kenneth Traynor. "A Marketing Plan for the Law Library." *Law Library Journal* 79 (1987): 93-101. Describes ways to market a law library's services.

- Gwynn, M. Beth. "Marketing the Law School Library." *Law Library Journal* 71 (1978): 234-46. How marketing concepts can be applied to law school libraries. Includes a bibliography on marketing.
- Hargrave, Helen. "The Purpose of Annual Reports." *Law Library Journal* 47 (1954): 329-31. How to write an annual report for the law library.
- Keeler, Michalina J. "Publicity for Law Libraries." *Law Library Journal* 30 (1937): 370-81. Presentation followed by discussion at AALL Annual Meeting on ways to publicize law libraries through in-house publications.
- "Law Library Fund Promotion—A Panel." *Law Library Journal* 48 (1955): 316-29. Methods of fund-raising for law school libraries.
- Logan, R.G. "Liaison with Law Library Users." *Law Librarian* 7 (1976): 39-41. What image a librarian should project and ways of interacting with library users.
- Meringolo, Joseph. "Marketing Your Library: Department Store or Warehouse?" *Law Library Lights* 30 (Jan./Feb. 1987): 3-4. Strategies for "internal marketing" of library to its parent institution.
- Miskin, Christine. "Perception and Projection of the Library's Image in the Law Firm." *Law Librarian* 18 (1987): 2-6. How lawyers perceive the law firm library, how to improve the library's image, and a discussion of future trends in firm librarianship.
- "Problems of Private Law Libraries—A Round Table Discussion [Office Relations]." *Law Library Journal* 52 (1959): 370-91. On pp. 389-91, Elizabeth Finley considers the best ways to publicize the importance of the law librarian to a firm.
- Stone, Dennis J. "Marketing as an Integral Part of Law Library Management." *Law Library Journal* 79 (1987): 103-13. Reasons for marketing a law library. Introduction to the marketing process and ways it can be put into effect in a law library.
- Wallace, Marie. "Statistics: Management and Political Tool." *Law Library Journal* 80 (1988): 329-38. How statistics can be used by private law librarians, and ways to collect both internal and external data.
- Wenger, Larry B., and O. James Werner. "Communications and Public Relations." In *Law Librarianship: A Handbook*, edited by Heinz Peter Mueller and Patrick E. Kehoe, 145-73. 2 vols. Littleton, Colo.: Rothman, for the American Association of Law Libraries, 1983. Suggests methods for communicating with the various constituencies of a law library. Separate sections deal with academic and nonacademic libraries.

#### IV. Personnel

- Allred, Carol B. "The Anatomy of Conflict: Some Thoughts on Managing Staff Conflict." *Law Library Journal* 79 (1987): 7-32. Considers the destructive



and constructive aspects of conflict among library staff. Also discusses the causes of conflict and some ways to control it.

Augello, Nina, Betsey Alexander, and Hal Cornelius. "Increasing Complexity of Litigation Shapes Management of Law Libraries." *New York Law Journal* 186 (Sept. 28, 1981): 19. Ways that law firm libraries can control costs and increase efficiency by employing temporary staff.

Berkowitz, Rhoda L. "Personnel Evaluation." *Law Library Journal* 65 (1972): 154-57. Methods of evaluating employees, focusing on the "traits method" versus the "goals method."

Borgeson, Earl C. "The Selection and Handling of Personnel in the Law Library." *Law Library Journal* 50 (1957): 499-503. Analyzes a hypothetical law library's organization to determine personnel needs. Also mentions designing job descriptions and the training of personnel.

Coffey, Hobart R. "Non-Professional or Sub-Professional Work in Law Libraries." *Law Library Journal* 39 (1946): 175-86. Considers what types of tasks can be assigned to law students in an academic law library. Article contains a section of questions and answers.

Compton, Rowena U. "The Student Assistant." *Law Library Journal* 23 (1929): 24-27. Results of a survey of how student assistants are used in law school libraries and what types of training are used.

Coonan, Margaret E. "The Law Library Staff Manual." *Law Library Journal* 50 (1957): 475-92. Uses of a staff manual and how to design one. Appendix contains a possible list of contents and a bibliography.

Danner, Dick. "From the Editor: Gold Collar Librarians." *Law Library Journal* 78 (1986): 213-17. Thoughts on what law library management can do to motivate staff librarians by providing an atmosphere where personal goals of individual staff can be attained.

Dragich, Martha J. "Organizational Structure in Law Libraries: A Critique and Models for Change." *Law Library Journal* 81 (1989): 69-96. Considers the advantages and disadvantages of several organizational models for law school libraries.

Dyer, Sue, ed. "Recruiting Law Librarians." *Law Library Journal* 69 (1976): 7-14. Contains the results of a survey to determine the future needs of the profession. There is a section on recruitment methods and a bibliography.

Elton, Jacqueline. "Choosing and Being Chosen." *Law Librarian* 18 (1987): 13-14. Interview skills for both the interviewer and the job candidate.

Folmsbee, Mark Alan, and James W. Quinn. "Circulation Management, Desk Attendants and Limited Resources: A Challenge and an Opportunity for the New Circulation Librarian." *Legal Reference Services Quarterly* 8, no. 3/4 (1988): 245-52. Lists some library tasks that might be performed

by student desk attendants, and discusses methods for training and supervising desk attendants.

- Germain, Claire M. "Moving into Management from Within." *Law Library Journal* 81 (1989): 539-44. Ways to prepare for a move into management within the same institution, and how one should act after becoming a manager.
- Hammond, Hilary. "Interpersonal Skills in Operational Management." *Law Librarian* 18 (1987): 11-12. How to communicate effectively with other members of the library staff. Includes a section on interviewing.
- Howland, Joan. "Effective Delegation for Successful Management." *Trends in Law Library Management and Technology* 2 (July-Aug. 1988): 6-8. Discusses the advantages and disadvantages of the delegation of tasks and ways to delegate effectively.
- . "Flexible Scheduling: The Time has Come." *Trends in Law Library Management and Technology* 1 (Dec.-Jan. 1987-88): 5-7. Discusses advantages and disadvantages of flextime, and ways to administer it.
- . "The Manager's Role in Developing a Good Working Relationship with the Boss." *Trends in Law Library Management and Technology* 1 (July-Aug. 1987): 5-6. Advice for middle-level managers on how to communicate with their supervisors, and how to establish relationships where all are working toward the same goals.
- . "Mentoring: A Crucial Aspect of Management." *Trends in Law Library Management and Technology* 1 (March 1988): 3-5. The role of a mentor in law librarianship, and how to establish a mentoring relationship.
- . "Motivation, or How to Install a Generator in Your Staff." *Trends in Law Library Management and Technology* 1 (May 1988): 3-6. Ways to motivate law library staff.
- . "Participatory Management—Some New Thoughts on an Old Idea." *Trends in Law Library Management and Technology* 1 (Sept. 1987): 2-4. How a library director should implement participatory management, and the advantages and disadvantages of doing so.
- . "Power and Effective Management." *Trends in Law Library Management and Technology* 1 (Oct. 1987): 1-3. Analysis of the role of power in managing a law library. Advocates the sharing of power as a benefit both to the powerless and the powerful.
- . "Stress and Library Managers." *Trends in Law Library Management and Technology* 1 (June 1988): 5-8. Causes of job-related stress and ways that managers can best deal with it.
- . "Student Employees in the Academic Law Library." *Trends in Law Library Management and Technology* 1 (Nov. 1987): 5-8. How to hire, train, and supervise student workers.

- Keene, C. Mansel. "The Law Librarian and Personnel Administration." *Law Library Journal* 50 (1957): 493-98. Suggestions for job design and personnel relations that will maximize staff potential.
- Klingner, Donald E. "Job Descriptions: New Uses for a Familiar Tool." *Law Library Journal* 72 (1979): 65-67. Describes some additional uses for job descriptions such as clarifying tasks between employee and supervisor, setting objectives for the job, and evaluating job performance. Has a section on how to write a job description.
- Martin, Margaret B. "Staff Training: Orientation for New Employees." *Legal Information Alert* 6 (May/June 1987): 1-3. Directed toward law firm librarians. Describes methods for training clerical, paraprofessional, and professional staff, including practice exercises. Final paragraph, inadvertently dropped, appears in *July/August Alert* at p. 3.
- Oliver, Mary W. "Orientation of New Personnel in the Law Library." *Law Library Journal* 65 (1972): 140-42. Methods of training new employees.
- Parrish, Jenni. "The Joys of Law Library Management are Without Number." *Legal Reference Service Quarterly* 6, nos. 3/4 (1986): 61-79. Personal reflections on management techniques. Includes several sample problems and possible solutions.
- "Personnel Issues in Libraries." *Law Library Lights* 31 (Jan.-Feb. 1988). Issue contains a number of short articles on various aspects of personnel management including "Hiring . . . Firing," "Job Descriptions and Staffing Requirements," "Performance Appraisals," "The Interview," "A Management Plan for Job Training," and "Recruiting/Hiring."
- Price, Miles O. "Selection and Training of Law Catalogers." *Law Library Journal* 45 (1952): 296-302. Suggests that law catalogers be recruited from catalogers in other fields and then trained to catalog law books.
- Schanck, Peter C. "Designing Enriched Jobs in Law Libraries." *Law Library Journal* 78 (1986): 375-404. Examines methods of redesigning jobs by upgrading their content.
- . "Law Library Staff Meetings: Necessary Evil or Effective Group Process?" *Law Library Journal* 75 (1982): 473-89. The uses of meetings and how to conduct them.
- . "'Ordinary Joe' in the Decision-Making Process: The Viability of Staff Participation in Law Library Administration." *Law Library Journal* 73 (1980): 530-90. Discusses pros and cons of participative management.
- Schwartz, Mortimer D. "Paraprofessionals and Law Librarianship: A Preliminary Perspective." *Law Library Journal* 66 (1973): 3-11. Considers tasks that could be performed by library technical assistants in a law library, and how the assistants could be trained.

- "Selection of Personnel for the Law Library." *Law Library Journal* 63 (1969): 381-408. Methods of recruiting and hiring are discussed by panelists from outside the law library profession. Appendices include a checklist for hiring clerical workers, a bibliography on personnel in libraries, and annotated bibliographies of business administration and educational psychology literature on personnel.
- Thomas, David A. "Administrative Assistants: Key Roles for a Nonlawyer Non-librarian in a Law Library." *Law Library Journal* 70 (1977): 309-14. Advocates a library director delegating many managerial responsibilities to an administrative assistant. Lists and describes tasks that the assistant could perform.
- Trelles, Oscar M. "Law Libraries and Unions." *Law Library Journal* 65 (1972): 158-80. Gives the history of unionization in libraries, and current developments in unionization of law libraries. Includes a table of state labor legislation.
- Wishart, Lynn. "Moving into Management from the Outside." *Law Library Journal* 81 (1989): 525-38. Suggests ways that a manager, moving in from outside the organization, can learn about the organization and how to function well within it.
- Witkowski, Dianne. "Personnel Management." *Law Library Journal* 69 (1976): 90-92. Examines problems of recruiting, training, and evaluating personnel as they affect law firm libraries.

## V. Effects of New Technology

- Adan, Adrienne. "Organizational Change in Law Libraries: The Impact of Automation on Traditional Library Structure." *Law Library Journal* 81 (1989): 97-102. Discusses ways of reorganizing the relationship between technical and public services to better deal with automated library functions.
- Anspach, Judith. "Managing Law Libraries in a Cycle of Change." *Trends in Law Library Management and Technology* 2 (Dec.-Jan. 1988-89): 5-8. How to deal with the change in libraries caused by automation.
- Fry, Mary Anne. "Automating the Firm's Library: A Team Project." *Legal Administrator* 6 (Summer 1987): 46-50. Considers reasons for a firm library to automate. Discusses advantages of using the firm's computer for library automation.
- Hambleton, James. "Managing Information and Librarians in the Electronic Era." *Law Library Journal* 81 (1989): 545-49. Discusses the role of the law library in implementing the use of computers in law firms and law schools.
- Kauffman, S. Blair. "Planning for Automation: Microcomputers in the Law Library." *Law Library Journal* 77 (1984-85): 6-25. Addresses all phases of

planning for the introduction of an automated system: choosing what tasks to automate, selecting the system, financing, and training.

Oulton, A. J. "Management and Change." *Law Librarian* 12 (1981): 34-35. How law librarians can deal with changes, especially those brought about by automation.

Thomas, David A. "Peaceful Partnerships: Suggestions for Law School Libraries Sharing Local Computer Systems." *Law Library Journal* 77 (1984-85): 26-35. Discusses law library participation in both a law school system and an integrated system covering all university libraries. Mentions benefits to law library as well as advantages to the other party.

Zick, Kenneth A. "The Impact of Automation on Small and Medium-sized Law School Libraries." *Law Library Journal* 77 (1984-85): 36-46. Planning for automation both within the law school's budget and within the more specific library budget. Discusses how to plan for automation in terms of assessing library needs and how automation will change the librarian's role.