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In-House Publications Clearinghouse Survey Materials and Report, June 23, 1988

Jean Holcomb

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June 23, 1988

Dear Fellow SEAALL Member,

I am writing to you on behalf of the SEAALL Publications Committee in reference to our In-house Publications Clearinghouse objective.

I would first like to thank you very much for participating in the survey on April 16, 1988 at the Regional Meeting. Your input was very helpful in developing plans for the establishment of a clearinghouse which will allow SEAALL members to share experiences, information, and publications. Analysis of survey responses indicates that there is indeed a significant interest in such a service. The Committee, therefore, will continue its efforts to set up an efficient information-sharing system.

On the survey you completed in April, you indicated that you or your library have one or more completed, in-house publications containing information about the following subjects which you were interested in sharing with other law librarians.

I have undertaken the task of collecting the various publications and creating a convenient system for making the materials available to interested SEAALL members.

I hope that you will be willing to send a copy of the documents mentioned above to me, Jean Holcomb, Law Librarian, at the Norfolk Law Library, 1105 Sovran Center, Norfolk, VA 23510.

I would also be very interested in any ideas, comments, or questions you might have about the SEAALL Clearinghouse. Please feel free to phone me at (804) 622-2910 if you wish to discuss any aspect of this matter.

Thank you again for your generous cooperation and consideration. I will look forward to further correspondence with you as our Clearinghouse develops.

Sincerely,

Jean Holcomb
Law Librarian

SEAALL Clearinghouse Survey

<u>Type of Info</u>	<u>Completed</u>	<u>In Progress</u>	<u>Interested</u>
<u>policy/procedures manual</u>	II (2)	III III I (11)	III III I (11)
<u>disaster plans</u>	I (1)	III (5)	III I (6)
<u>form manuals</u>	II (2)	III (3)	III II (7)
<u>library guide</u>	III III III I (16)	III (3)	III I (6)
<u>student handbook</u>	III (4)	II (2)	III (4)
<u>marketing strategies</u>	I (1)		III III (9)
<u>legal lib. handouts</u>	III I (6)		III (5)
→ <u>student exercises</u>	III (5)		III (5)
→ <u>advanced courses</u>	II (2)		III (4)
<u>bibliographies</u>	III III (7)	III (3)	III III (9)
<u>PC lab. handbooks</u>	II (2)	I (1)	III (5)
<u>software programs</u>	II (2)	I (1)	III (4)
<u>other</u>	II (2)		I (1)

CLEARINGHOUSE FOR IN-HOUSE 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
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

- Jean Holcomb

sent 8/10/88

CLEARINGHOUSE WILL ALLOW LAW LIBRARIANS
TO SHARE EXPERIENCES & PUBLICATIONS

by Susan Blackman, Intern and
Jean Holcomb, Law Librarian, Norfolk Law Library

In the spring of this year, the SEAALL Publications Committee began developing plans to establish a clearinghouse for sharing in-house publications from participating libraries. This clearinghouse would allow SEAALL members involved in various library projects to benefit from the experiences and compositions of other members. The idea has been very well received, and much progress has been made already in the development of the clearinghouse.

At the Lexington regional meeting in April, the Committee conducted a survey to determine whether there was sufficient interest within this organization to support the clearinghouse efforts. Most survey respondents were eager to make their finished publications available to others, and were interested in viewing documents from other libraries for assistance with any on-going or future projects. The survey results showed very strong interests in publications about marketing strategies, library policies & procedures, disaster plans, form manuals, bibliographies, PC handbooks, software programs, library guides, student handbooks, and many other categories.

After receiving such encouragement from SEAALL members, the Publications Committee decided to establish the Clearinghouse with a home base at the Norfolk Law Library. Follow-up letters were sent to survey participants, requesting that available publications be forwarded to Jean Holcomb in Norfolk, Virginia. At the printing of this newsletter, many responses had already been received. The Committee would like to thank the following law libraries for promptly answering the letters and providing many valuable documents:

- University of Richmond, School of Law Library
- Long, Aldridge & Norman
- Florida State University Law Library
- University of Virginia Law Library
- University of Mississippi Law Library
- Duke University, School of Law Library
- Jackson, Kelly, Holt & O'Farrell
- Akerman, Senterfitt, & Eidson
- Alston & Bird
- University of Alabama, School of Law Library

Currently, the Clearinghouse file contains a variety of library guides (both academic and private), some legal bibliographical materials, a couple of computer lab handbooks, and proposals for buying computer systems. Appreciation is extended to those libraries that are in the process of sending in their publications. We are looking forward to receiving more different types of materials as the Clearinghouse grows. In the future, we plan to publish updates in the SEAALL Newsletter listing all new materials that are available.

The Committee invites all law libraries to participate in this Clearinghouse project. If your library has an in-house publication about any subject that may be of interest to other law librarians, please contact Jean Holcomb or send the material to the Norfolk Law Library at the address below. The Committee is still interested in receiving comments and suggestions about all aspects of this project.

Please contact the Norfolk Law Library staff if you would like access to Clearinghouse materials. Arrangements can be made to photocopy and mail requested publications.

Send correspondence to: Jean Holcomb, Law Librarian
Norfolk Law Library
1105 Sovran Center
Norfolk, VA 23510

phone (804) 622-2910



Southern Illinois
University at Carbondale
Carbondale, Illinois 62901

School of Law Library
(618) 536-7711

January 28, 1986

MEMORANDUM

TO: AALL Chapter Presidents and AALS Chairpersons

FROM: Frank G. Houdek, Chairman
AALL Publications Committee

A handwritten signature in dark ink, appearing to read "Frank G. Houdek", is written over the printed name in the "FROM" field.

SUBJECT: AALL Occasional Papers Series

An exciting new publication series will make its appearance this spring--the "AALL Occasional Papers." Approved by the Executive Board in January, this series is designed to provide a publication vehicle for works which do not readily fit the mold of materials included in the Law Library Journal or "AALL Publication Series." Guides to research, surveys, statistics, procedures, sample forms, and bibliographies are just some of the types of items which will be included in the Occasional Papers Series.

The items published in the series will be produced in a standard format from camera-ready copy, making them relatively easy to produce. The short time lag between completion of the text and publication in the series will increase their timeliness. Items will be inexpensively priced and sold separately. Announcements will appear shortly in the AALL Newsletter about the availability of the first of the Occasional Papers; subsequent items will also be advertised through the Newsletter.

Please think of the Occasional Papers Series if your group has developed (or is developing) a publication for which you would like to see wider distribution. Items of this sort are constantly produced by chapters and SISs and now there is a place for them in the AALL publications scheme. Also, encourage your members to submit items which they have done that might, too, be appropriate as an "occasional paper." Suggestions for subjects of future contributions to the series are also welcome.

AALL/AALS

January 28, 1986

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A statement of guidelines and procedures will soon be available from the Publication Committee. All potential contributions, ideas, and questions should be directed to:

Anne K. Myers, Chairperson
Occasional Papers Subcommittee
University of Virginia Law Library
North Grounds
Charlottesville, Virginia 22901

I hope you find the "Occasional Papers" series as exciting as we do. I would love to hear from you, one way or the other.

FGH/kb

cc: AALL Executive Board
AALL Publications Committee
Richard Danner, LLJ Editor
Nancy Carol Carter, Chairperson,
AALL Publications Series
Advisory Board

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 - Private company
 - Professional association
 - State & local Bar association
-
-
-
-

List **specific** journals which publish manuscripts in **ALL** Legal Topics and in over **35** Specific Topics as:

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Bankruptcy	Labor Law
Civil Procedure	Legal Research
Constitutional Law	Patent Law
Contracts	Product Liability
Corporations	Sales
Criminal Law	Taxation
Environmental Law	Torts
Evidence	Wills, Estates &
Insurance	Trust

Aug.

Trends in Law Library Management and Technology

Vol. 1, No. 1

July-August 1987

From the Editor

By DENNIS J. STONE

Many of us would like to keep informed of important developments in management and technology. To do so requires sifting through mountains of newsletters, announcements, technical magazines and professional journals. *Trends* seeks to do some of the shifting for you and provide articles that are timely and of immediate value to the legal information and management specialist.

Contributors from around the country will present viewpoints from all types of law libraries and legal information providers. Included in the

immediate future will be articles on space planning, low-end cataloging software, spreadsheet templates for library management, executive workstations, techniques in records management, law firm networking, and legislative and judicial information systems. Manuscripts on related topics are welcome and should be sent to Dennis J. Stone, Professor of Law and Law Librarian, University of Connecticut Law Library, 120 Sherman St., Hartford, CT 06105-2289. ■

Implementing a Microcomputer Center in the Library

By JUDITH ANSPACH

The majority of academic law libraries will set up a microcomputer center in the near future, if they have not already done so, in response to the computer revolution in legal education and the practice of law. Computer centers currently in operation run the gamut from one microcomputer to IIT Chicago-Kent's three student laboratories with seventy-five PCs equipped with hard disks or network servers. Financial limitations prohibit most law libraries from setting up computer facilities approaching

that of Chicago-Kent's labs, but a more modest model described below would provide students with needed personal computing facilities and could be expanded gradually as funding became available.

Identify Purposes and Clarify Administration

The first step in establishing the center should be to identify its purposes since these purposes will impact subsequent decisions such as choice

(Continued on page 2)

of hardware, software and staffing. It should also be clear as to who has responsibility for administering the center. The majority of centers currently in operation are under the direction of the law library administration, although several are operated by the law school administration. It is strongly recommended that the center be administered by the library since the center is usually located in or adjacent to the library; therefore, library staff have the responsibility for providing access, maintaining equipment, and are usually the first approached for assistance by patrons. Additionally, law students already assume library staff members have some degree of expertise with computers because of the library's role in WESTLAW and LEXIS training.

The center's purposes should be articulated in a policy document to ensure that in the developmental process emphasis remains on these primary programs and that the lines of authority are clear. Purposes may be narrow or rather broad in scope. They may range from providing easy access to CALI exercises to stimulate student usage or teaching basic computer literacy and elementary word processing to students on a voluntary basis, to providing computer access and specialized instruction in using computers for legal research and writing assignments and database techniques for research to all law students in the law school.

Major Considerations

Once the purposes of the center have been established, software, hardware, staffing, environment, security, copyright compliance, user training, publicity, and policies and procedures are the major considerations that must be addressed in setting up the center.

Software

Software should be reviewed to find those programs best suited to meet the purposes of the center. The best reviewing method is to talk to other librarians who are using the software in their labs. Reviews of software and hardware may be found in such publications as *PC Magazine*, *Small Computers in Libraries*, and *ComputerWorld*. It is also wise to consider what is already available on campus and is being supported by the campus computer center in order to have some resource for training and consulting services. Some other questions to consider in regard to software are:

Is the vendor reputable?

What is the growth and flexibility of the software?

Is there a hot-line service available and if so what is the coverage provided?

What type of manual is available?

A type of log software that monitors usage and keeps track of the time an individual student spends on each program on the menu should be installed on the system. The type of information provided can be invaluable for a variety of

purposes and is especially useful for compiling the statistics requested by CALI or those faculty members who require students to use certain exercises.

The major software programs used in the center should be loaded on a hard disk file server and made available by menu access screen to each PC on a local area network (LAN). Software programs available should include a word processing program, a citation checker, CALI exercises, LEXIS and WESTLAW communications software, a text database manager for use in outlining and organizing class notes, as well as spreadsheets and database managers. In addition to using word processing for upper class papers there is increasing usage for resumes and cover letters. Some centers have worked out cooperative arrangements with their Placement offices to have selected data available on diskette that enables students to use the "mail merge" feature of the word processing programs to produce cover letters for mass mailings to firms.

The library should provide a wider selection of software than that available on the network. This software is probably best managed by checking it out from the Library Reserve Desk. The additional software collection should include public domain software, which may be copied freely, such as utilities, communications, database managers and word processing programs as well as a variety of demo disks which acquaint students with the law office management programs they may encounter later in practice. Students, of course, should be permitted to use their own software in the center.

For copyright compliance it is important that a "no copying" policy is enforced for commercial software. It would be prudent to have students sign a users' agreement and to have the "no copying" policy posted near or on each computer. If permitted by the licensing agreement, a working copy should be made for the lab, and the master should be secured away from the regular software storage area.

Manuals

Manuals and self-help materials should be available on Reserve for the software programs available. It is also a good idea to develop simplified versions of the software manuals

(Continued on page 3)

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with step-by-step directions for completing the most commonly used functions. A computer lab manual explaining some of the more important features of the Lab, essential DOS commands, lab policies and procedures, and programs available should be developed and placed at each computer.

Hardware

Once the software has been chosen, hardware should be purchased which meets the requirements for the center. Points to be considered are: the amount of memory needed, graphics or color requirements and expansion capabilities. Other items to consider are:

- How much RAM and disk storage is needed?
- Does it run on standard operating systems?
- Can a unit be "loaned" for a tryout period?
- Does it allow for growth and flexibility?
- What service maintenance contracts are available?

Most centers currently in operation use IBM PCs. Reliability and software compatibility are the contributing factors for this choice. The center's PCs should be interconnected on a local area network (LAN), such as the IBM Token Ring, but should also be capable of being used independently of the network. A center could begin with six to eight PCs and gradually expand to twenty or thirty PCs as demand and funding increased. Using a network reduces the technical support time required as well as the potential for loss and damage to software. The LAN provides an efficient means of accessing a variety of software, as each of the software programs offered in the center can be loaded on a hard disk file server and made available to all of the PCs on the network. A second hard disk machine should be set up to act as a backup file server. The IBM AT is a popular choice for a file server. One advantage the IBM Token Ring software has over the other LAN software on the market is the ability of the PCs on the IBM system to serve simultaneously as a workstation and a server. (More information concerning the Token Ring Network may be found in the recent article by Frank J. Derfler, Jr. "Making Connections: The IBM Token-Ring Network." *PC Magazine*, 13 January, 1987, 227-241.)

A network also provides efficient access to printers as several PCs may share one printer and all PCs may have direct access to one laser printer, which is so expensive that its cost usually prohibits the center from buying more than one. Three regular printers and one laser printer should be sufficient for a network of eight PCs. IBM Proprinters are the choice of computer labs at Yale and Missouri-Columbia Law Schools.

Current costs for a LAN are approximately \$2,000 for each PC, \$4,000 for the file server, \$500-\$700 per PC for the LAN, \$500 to \$2,500 per printer depending on the quality chosen, and \$400 per PC for the 1200/2400 baud modem.

Each PC should be equipped with a modem for use in accessing LEXIS, WESTLAW and other databases. It is also desirable to have a 3½-inch disk converter available to provide compatibility with the lab's equipment for students who

have portable computers with 3½-inch disks. Equipment to handle interactive video exercises should also be available, if financially possible, to support this new technology.

Environment

Depending on the security of the building, the computer center may need to be installed in a room capable of being locked when unattended, and all equipment should be secured with a locking device of which a variety are available. Special attention is necessary to insure adequate ventilation, air conditioning, lighting and work areas for books and papers at the workstations. The layout of the lab should be such that it can be used as a classroom for computer instruction and as a computer workroom.

Staffing

The hours of the computer center should correspond to the hours of the library and it is important that the center be staffed during all hours of operation. Chances for success are increased if all staff who will be working with the center are involved in the program as early as possible. Even those staff members without any computer skills or background can participate by helping search the literature for articles on computer centers or reviews of software and hardware.

If no library staff members have computer expertise, it is often possible to hire computer-literate law students or graduate students in computer or information science programs. These students can be utilized for instruction, performing simple maintenance and resolving minor technical problems with the systems, demonstrations, and preparing various instructional materials such as guides, handbooks or exercises. They can also assist the library staff with their computer needs by copying discs, loading software, performing minor programming tasks, and resolving problems encountered with various software in doing library projects. If students are used in these capacities it is important that a regular library staff member coordinates the program and has regular meetings with the student assistants.

One method which has been used with some degree of success has been to have each lab assistant study in depth one software program used and become the resource person for that program, being available at certain times as a consultant for problems encountered or special projects involving the software chosen. Each student assistant or staff member involved with the center would, of course, need to have a basic knowledge of all of the center's software programs. Some university computer centers also have consultants who will provide training for staff in software programs, offer advice for choosing hardware or software, and help resolve problems encountered in various software applications. If the needed expertise is not available from any of these sources, it would be prudent to hire a consultant to provide the needed technical advice and training.

(Continued on page 4)

Publicity

The center should be promoted along with the library's more traditional services. Regularly scheduled demonstrations, training sessions and open houses will increase the use of the center and result in a demand for more PCs and services.

Resources

The best resources are fellow librarians who have recently

been involved in establishing microcomputer centers. Several librarians have agreed to share their experiences with those wishing more detailed information on setting up a microcomputer center. John Hasko, Cornell U. Law Library, (607) 255-7236, has a network with five IBM and Zenith PCs using Novell software. Joanne Humphries, University of Missouri-Columbia Law Library, (314) 882-4597, uses eight IBM PCs interconnected on an IBM Token Ring Local Area Network. Gail Winson, University of California Hastings College of Law Library, (415) 565-4759, planned a non-networked microcomputer lab using twelve IBM PCs. ■

The Changing Role of the Private Law Librarian

By SANDRA GOLD

There is, among private law librarians, a growing awareness of expanding professional possibilities. Their traditional role is changing, expanding, and the expansion has given rise to a new label, "intrapreneur." While the term is perhaps a bit awkward, and perhaps more than a bit pretentious, what lies behind it is not: it is an attempt to encompass the concept of entrepreneurial function within a traditional hierarchical structure. This, in fact, is the role which, increasingly, professional librarians are called on to fill as their function expands to include data management, text management and communications.

Librarians are, if not buried by preconceived notions of the limitations of the role, uniquely qualified to conceptualize and perform varied, useful and potentially profitable new functions. The librarian is qualified by virtue of education, training, experience and temperament to assume the role for overall management of an organization's information. Overall management of organizational information in the 1980s and beyond means automation.

Automation means database development and database management in order to put information to profitable and efficient use.

Law librarians have had many years of experience with database development because they have worked with LEXIS, WESTLAW, and DIALOG. Most law librarians have been involved in ongoing efforts to improve search techniques, suggest additions to the material held in these databases, and develop more logical structures for design. These systems have improved greatly, often through the direct efforts of law

librarians who are, increasingly, proactive rather than reactive in their function.

Using this experience, a law librarian can move into an information services management role working with other librarians, paralegals and attorneys to evaluate software and hardware for a variety of applications appropriate to the organization. In a law firm, these applications might start with development of automated systems for the library or information center and grow to encompass systems for docket control, conflicts checking, central files, business development, in-house work product, litigation support and financial management.

Librarians are trained to impose system and order on diversity and to make information accessible and usable. The fact that a word like "intrapreneurship" has been coined will not, by itself, create an environment where new and exciting things can happen in the library profession. Librarians must understand their own potential so their experience and training will give them the knowledge and qualifications to assume new roles made possible by technology. They must not only expand their own professional horizons, they must bring the possibilities of technology to the attention of their organizations. Firms and corporations have increasing information management needs. Law librarians must look ahead, identify these needs and be ready to fill them quickly, thoroughly and cost effectively. I will explore options for automated applications in many of these areas over the next several months. ■

The Manager's Role in Developing a Good Working Relationship with the Boss

By JOAN HOWLAND

Professional library literature has been inundated over the past decade with articles on managers as supervisors, managers as mentors, professional development for managers, and creative solutions to employee/management problems. However, little attention has been paid to an equally critical issue—the manager's role in developing good channels of communication and an effective working relationship with the boss. (An article helpful in writing this column is Gabarro, John J. and John P. Kotter "Managing Your Boss" 58 Harvard Business Review 92 (January-February, 1980).)

Managers are those who administer a specific unit or function within the organizational structure and bosses are those to whom the managers report. As in most organizations, managers and bosses in law libraries are mutually dependent upon one another—they both need each other's help and cooperation to do their jobs effectively. This is true whether the relationship be that between an associate director and a director, a circulation librarian and a head of public services, an acquisitions librarian and a technical services head, or a law firm librarian and the library partner. Managers frequently neglect to devote the considerable time and effort necessary to establish relationships which foster as much communication and understanding with their bosses as possible. Unfortunately, too often in library operations, managers (as do bosses) become so absorbed in their own responsibilities and objectives that they fail to communicate frequently and openly with their bosses. In such situations, both the manager and the boss suffer because neither is getting the information they need to perform their duties as productively as possible.

If good channels of communication have not been established, many managers place the entire blame on their bosses. However, since a manager's job is to obtain information from the boss as well as relate information, one of the manager's responsibilities is to assist in the development of successful methods of communication.

Establishing Channels of Communication

It is no secret that good working relationships are built in large part on good communication. As my own boss, Bob Berring, told me on my first day of work at the Boalt Law Library, "I don't like surprises. Good managers will look at every item which comes across their desks and every occurrence in their units and ask themselves "should the boss know this?" or "will the boss be asked about this?" If there

is even the slightest possibility that the boss may need the information immediately or at some later date, the manager should communicate it. Although the manager should not bother the boss with irrelevant details, it is better to err on the side of giving too much information than not enough.

To communicate most effectively with the boss, the manager should analyze the boss' own communication style—Is the boss the type who likes written memos? Does the boss have an "open door policy"? Does the boss prefer scheduled appointments? A manager can get clues on how to communicate with the boss by studying how the boss herself communicates—does the boss transmit all information in writing or does she just stop the manager in the hall and discuss important developments? Also, even if the boss prefers verbal communication, the manager should follow up any discussion about a particularly important or sensitive issue with a written memo to assure that there are no misunderstandings.

The manager should strive for *regular* and *frequent* communication with the boss. If their schedules permit, the manager and the boss may wish to meet every day or at least once a week at a set time. Having a regular meeting schedule disciplines both the manager and the boss to organize their thoughts and focus on what information needs to be communicated. Touching base often with the boss allows the manager to report frequently on current projects and gives the boss the opportunity to restate the library's goals and priorities.

Establishing Effective Working Relationships

Once effective channels of communication have been developed, the next step in establishing a productive working relationship is for the boss and the manager to explore one another's *goals* and *objectives* to make certain they are both headed in the same direction. It is especially important for the manager to fully understand the boss' goals so she can channel her energy accordingly. All too often, without any background information, managers make erroneous assumptions about the boss' goals and end up working towards what they *think* are the boss' objectives rather than towards the boss' actual goals. Clarification of the boss' goals also provides the managers the opportunity to discuss their own goals with the boss and leads to exploration of how these goals fit into the grand scheme of the library.

(Continued on page 6)

While establishing common and/or mutually compatible goals, the manager must also clearly understand the boss' *priorities*. The manager needs to understand which projects the boss wants tackled immediately and which ones can wait for a few months or even a few years. Managers who work effectively with their bosses are adept at clarifying priorities and making certain that their project schedule is similar to that of the boss. For example, it can be disastrous if a public services librarian in a law school library spends a semester designing an automated circulation system in response to the casual remark by the library's associate director, "Hey, the faculty doesn't seem to think we are doing anything exciting here in the library. Maybe we should get into computers or something." In reality, the associate director may primarily want the public services librarian to improve faculty/library relations and the librarian should have instead been developing a faculty liaison program. In this situation the public services librarian is wasting time and effort on a project which may not receive immediate support from the library's administration, and certainly is not compatible with the boss' priorities.

Along with establishing common goals and priorities, the manager and boss should work together to define what library operations or functions will be their individual responsibilities. This will avoid the problems that result when an operation does not run smoothly or a project is not completed because both the manager and the boss thought the other was responsible for it. Managers also are sometimes hesitant to tackle a problem because they are not certain who has responsibility for it and they do not want to step on the boss' toes. A more common occurrence is where a manager thinks she is in charge of an operation and yet feels that the boss keeps interfering. Clearly defining areas of responsibility assists the manager in organizing her work flow and knowing which matters should be referred to the boss, and avoids potential areas of tension between the boss and the manager.

An additional benefit of establishing areas of responsibility is that the perceptive manager will be able to determine if the boss is a "hands-on" administrator or one who prefers to delegate and remain aloof from daily operations. The boss may be a combination of these two styles such as the library partner in a law firm who has no interest in collection development, personnel issues, or routine activities but is very interested in computers and automation. The firm librarian, therefore, should know that she can handle most library operations independently, but should work closely

with the library partner when designing an outline catalog or automated file system.

Along with understanding the boss' goals, priorities, areas of preferred responsibility, and working style, the manager should learn through direct communication and/or observation to discern the *pressures* under which the boss is operating. The boss undoubtedly reports to a superior who has her own objectives and goals to which the boss must respond. Also the manager should be sensitive to the burdens the boss may have, such as a library director up for tenure, a library partner in the middle of a difficult case, or an associate director holding an office in a national professional association. In such situations, the manager should be understanding and supportive if the boss appears to be more removed from daily activities or seems to be offering less leadership. This may also be an opportune time for the manager to be assertive and offer to take on additional responsibilities.

Honesty

The final factor in establishing a sound working relationship is total honesty on the part of the manager. If a manager discovers that she has made a mistake, the boss should be told immediately. It simply is not wise to try to cover up a mistake or pray that the boss will not find out. By admitting a mistake, the manager may get into hot water temporarily, but at least the boss will know that the manager can be trusted. Along these same lines, if the manager is falling behind on a project or not able to meet a promised deadline, the boss should be told immediately as the boss may be relying on receiving this information by a certain date.

Part of honest communications is conveying bad as well as good news. Frequently, managers will only tell the boss what they think the boss wants to hear and not relay information on any of the small disasters which unavoidably hit most libraries on a daily basis. However, bosses need to know about failures as well as successes.

The honesty issue in developing effective working relationships may be self-evident but still needs to be emphasized. A boss will not feel confident in delegating critical functions to or relying on critical information communicated by a manager who has not proven to be totally open and honest.

Considerable time and thought must be devoted to establishing good channels of communication and effective working relationships between a manager and a boss. However, the results in terms of increased productivity and a more compatible working environment are well worth the effort. ■

Latest in Software for the Law Library

By DENNIS BENEMATI

If you have ever written a memo or brief and known that your reader expected citations to be strictly bluebook form, you have probably spent what seemed to be as many hours leafing through the *Uniform System of Citation* as you spent researching and writing. JuriSoft Corporation has produced a personal computer program that will save you a lot of frustration, time and uncertainty.

CiteRite: The Bluebook Expert, checks the proper brief form, not the substance, of citations entered into text. Its scope includes almost all the bluebook rules related to citation form except those for footnotes, newspapers and international materials. Stylistic rules, such as 7, 8, and 9 are also not included. But its coverage and functions are impressive and it bears an "Assurance of Consistency" to the *Uniform System of Citation*, 14th from the Harvard Law Review Association.

The Program

CiteRite includes four separately accessed versions, or modes of operation, requiring different amounts of RAM. Although each offers the same functions, your choice of mode will be based on your specific need, circumstance or preference at the time you are using it.

The simplest mode is stand-alone *CiteRite I* (I, for Immediate). From the main menu, Immediate offers the user a number of possible functions. Choosing the Keyboard function will allow you to type a citation in the *CiteRite* window. A <Return> commands the program to check the citation and *CiteRite* responds with error messages. The messages display on the screen and a copy of them is saved on the *CiteRite* "error tape." (The error messages are very impressive, often responding with insights into the bluebook, even to the grammatical structure of string citations, that will surprise you.) After you have taken an accounting of your mistakes, you may recall your citation and enter corrections, which in turn can be checked. Eventually, you will get an "OK."

The File function lets you request a check of all the citations in a document at one time, as long as you have included a citation marker in front of each cite as you typed it in your word processor. Immediate, as well as the other *CiteRite* modes, will examine citations entered into text with any one of the following word processing systems: DisplayWrite III, Microsoft Word, Multimate, PCWrite, Volkswriter, WordPerfect, WordStar, WordStar 2000, XyWrite II+, and XyWrite III. A check of an entire file will yield the same error tape as in the keyboard function. When your document is completed, the citation markers can be removed from most files with the word processor's global search-and-replace function.

CiteRite Large and *CiteRite Small* are two of three memory resident (or pop-up) versions of *CiteRite* that you use with the word processors mentioned above. There is no functional difference between these two versions. Small, however, uses less RAM than Large and you may find it necessary to use Small if your system has less than 512K RAM.

In addition to the Keyboard and File functions, Large and Small provide for a Screen function that allows you to check individual citations in a brief or memo. And the "grab" feature can be used to paste citations directly into your document.

The final mode of operation is memory resident Review-only. Review-only is probably best used if you just want to look at the error tape and/or edit your citations or paste them into your document.

Another *CiteRite* feature that deserves note here is the 2,000+ entry "Dictionary" to which *CiteRite* refers as part of the check. It includes most of the abbreviations prescribed by the bluebook, and as a feature of all the versions, it can be called up to check an abbreviation if you cannot recall it. If an abbreviation is not in the dictionary, you can add it or make changes to accommodate local citation practice.

Documentation

The *CiteRite* manual includes a tutorial that takes about two hours to complete. It is well written and contains enough information to get you started. An appendix to the manual assists with preparing *CiteRite* for use as a memory resident program in tandem with the various word processors. Other appendices describe the *CiteRite* error messages and the scope of its cite-checking capabilities. A handy copy of the *Uniform System of Citation*, 14th is included.

CiteRite, Student Version

A stand-alone student version of *CiteRite* is also available. It offers the same cite-checking power of the full versions but is limited in its features. The student version also includes a bluebook tutorial on the rules of citation that would be helpful in a teaching environment.

Summary

CiteRite is a carefully designed program with nearly every feature that I could imagine necessary. I found it easy to learn and, more important, easy to use. This is an extremely valuable working and teaching tool.

As always, user support is an important part of keeping
(Continued on page 8)

BENEMATI *continued* _____

frustration with a program down and its use up. Here JuriSoft did not fail. Although the call to JuriSoft was not free, the service was, and every question I had was handled knowledgeably and courteously—I felt that the staff there knew their product.

CiteRite Data:

Address: CiteRite, Version 1A
JuriSoft Corp.
763 Massachusetts Ave.
Cambridge, MA 02139

Phone: 617-864-6151

List price: \$395.00 + \$5.00 shipping & handling

Requirements: Minimum 256K RAM
DOS 2.0 or higher
IBM PC/XT/AT or Compatible

Not copy protected, site licensed.

CiteRite, Student Version:

List price: \$75.00 each, in quantities of six or more.
Copy protected. ■

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Littleton, CO 80127

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- From the Editor,
by Dennis J. Stone, Editor
- Implementing a Microcomputer Center
in the Library, by Judith Anspach
- The Changing Role of the Private Law
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- The Manager's Role in Developing a
Good Working Relationship with
the Boss, by Joan Howland
- Latest in Software for the Library,
by Dennis Benemati

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AUTHORS WANTED

The ABA's Section on the Economics of Law Practice is looking for authors to write on library topics. Articles and other materials should be written for attorneys practicing in small firms (five or fewer). At this time, the section would like to find authors for the following:

An article for Legal Economics on how to set up and maintain a vertical file;

A pamphlet or small book containing recommended law books for firms in all fifty states and various types of practices. There are several lists available, but there is no single source of such information as there is for the academic libraries.

If You have an interest in writing on one of these topics or would like to propose another, please contact either the chair or vice chair of the Section's Library Committee. They are: Prof. Roy Mersky, Tarlton Law Library, Univ. of Texas, Austin, Texas 78705 and Catherine Pennington, St. John's Univ. Law Library, Grand Central & Utopia Parkways, Jamaica, New York 11439.

An alumnus recently presented the Library with a substantial check representing unclaimed funds in a class action judgment he had won in U.S. District Court. The attorney persuaded opposing counsel and the judge to allow funds unclaimed by class members to be disbursed in this way in recognition of the value of the resources the Library makes available to the local bar.

Foreign and International Law Librarian Amber Smith participated in a panel on "Latin American Law Library Resources" at the Seminar on Latin America and Law School Curricula held at UCLA in November. She spoke to an audience consisting largely of law school professors on the UM Law Library's Latin American collection, and also presented suggestions for an acquisitions policy on Latin American codes.

Warren Rosmarin, Assistant Librarian for Public Services, attended the On-Line Conference held in Chicago in November, where he was able to see and hear about the latest developments on the cutting edge of library and information technology. Warren is teaching a Law School course entitled "Legal Research Techniques" this semester to a group of fifty upperclass students.

DEPOSITORY MATERIAL FOR AALL ARCHIVES

This is a reminder to all past Association officers, board members, committee and SIS chairs, and other members holding pertinent material that they are expected to cull, organize, and send these materials promptly to:

AALL Archives
c/o Mr. Maynard Birchford
University of Illinois Archives
Room 19, 1408 W. Gregory
Urbana, Il 61801
213/333-0798

CHAPTERS are encouraged to submit their archival material as

-AALL, Nov. 1986

IDEAS ENCOURAGED FOR PUBLICATIONS SERIES

The Advisory Committee on the AAll Publications Series is seeking proposals for projects. If you have a manuscript you would like to submit or any suggestions, please contact: Sue Weinstein, Chair, AALL Publications Series, University of Denver, Westminster Law Library, 1900 Olive Street LTLB, Denver, CO 80220, 303/871-6210.



ALL NEWSLETTER

Volume 7
Number

Pat Harris
Editor

Academic Law Libraries
Special Interest Section

December 1986

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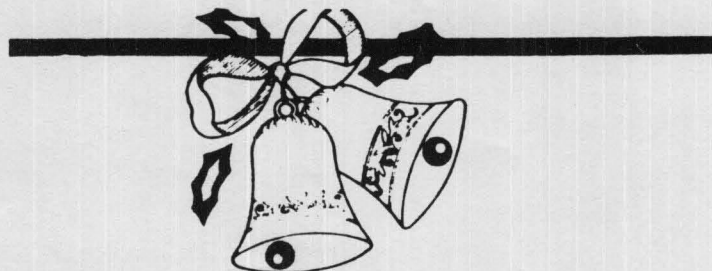
Ann Puckett
Secretary/Treasurer
Associate Director
Northwestern University Law Library

COMMENTS FROM THE CHAIR

Dear Academic SIS Members:

The section seems to be making substantial progress toward its goal of becoming the focus for activities among academic law libraries within the AALL.

The best evidence of this progress can be found in the amazing array of ALL sponsored or co-sponsored programs organized by chair-elect Frank Houdek for the Chicago meeting. This is in contrast to the SIS's usual single program at the national convention. Elsewhere in this newsletter Frank describes these programs.



Second, our burgeoning roundtables are well underway as witnessed by Nick Triffin's enclosure in the last newsletter and the addition of the roundtable on teaching in library schools (see the separate notice in this newsletter). Sandra Coleman informs me that she is working on the wording for a provision in the section's bylaws institutionalizing roundtables.

Third, Mickey Brynes of the Supreme Court of the United States Library reports that her project to publish the compilation of tenure documents is nearing completion. She is now in the process of obtaining permission from law schools to publish their statements. The compilation will be published in the AALL's Occasional Papers series. Mickey indicates that the individual policies will not be identified by school, but will be categorized by student body size, geographical part of the country and ABA school approval date.

Fourth, the SIS's statement on faculty status received overwhelming support in our recent survey; consequently we expect to be submitting it as a resolution to the AALL membership in Chicago. Although the vote was rather light, it did run 25 to 6 in support of submission. As I indicated in this column last month, Fannie Fishlyn and Barbara Bintliff will be assisting with the campaign for adoption.

Fifth, we are fortunate to have next summer's section reception at the fabulous new Northwestern Law Library. Ann Puckett, who will be arranging the reception, informs me that the Northwestern library is only about a mile and a-half from the convention hotel. At this point in the planning, it appears likely to be scheduled for 5:30 to 7:30 p.m. on Monday, July 6th.

Finally, Ted Potter, University of Toledo, is working on an update of the state code pocket part survey. Along with surveying previous respondents, Ted will be making a special effort to identify libraries that retain code pocket parts in states not included in the last edition.

One area in which we have not progressed is in the appointment of liaisons with other organizations. To implement recommendations for better communication among academic law libraries made in last year's report of the task force on long-range planning for the ALL, we have been asking for volunteers to serve as liaisons with other groups in which they are active or interested. This includes chapters, other SIS's and organizations outside the AALL. Please let me know if you would like to serve as a liaison with another organization on behalf of academic law librarians.

Peter Schanck
Chair, 1986-87

ACADEMIC SIS SPONSORED PROGRAMS IN CHICAGO

Under the general coordination of Frank Houdek, Vice-Chair/Chair-Elect of the Academic Law Libraries Special Interest Section, a number of programs will be presented at the 1987 AALL Annual Meeting in Chicago under the sponsorship of our SIS. Listed below are the programs which to date have been approved for presentation by Program Chair Sally Wiant.

1) **Renewing Our (Own) Constitution--The Librarian's Sabbatical.** A discussion of the pros and cons of sabbaticals taken by law librarians, including commentary on "those left behind." Tentatively scheduled for Monday night, 8-9:30 p.m. Coordinator and moderator: Frank Houdek.

2) **The Law School Computer Lab: What is the Library's Role.** Co-sponsored with Reader Services SIS. Coordinator: Carol Bredemeyer.

3) **Law Library Consortia: A Little Bit of Reality.** Co-sponsored with the Council of Law Library Consortia. Coordinator: Robin Mills.

4) **The AALL Unified Survey: What Do Law Librarians Want?** Co-sponsored with Standards Committee and the Statistics Committee. Coordinator: Bob Nissenbaum.

5) **Using the AALL Library Survey for Evaluating Productivity in Your Library.** Co-sponsored with the Standards Committee and the Statistics Committee. Coordinator: Sandra Coleman.

Each of these programs promises to be both interesting and informative. Plan your convention schedule so that you can attend as many as possible. More details about the programs will be presented in subsequent issues of the newsletter.

NEW ROUNDTABLE ESTABLISHED

As of the date of the last newsletter three roundtables--the Administration Roundtable, the Middle Management Roundtable, and the Collection Development Roundtable--had been established. Another roundtable within the section has been formed under the impetus of several members, including Sandie Coleman, Penny Hazelton, Randy Peterson and Virginia Wise. The group is being organized around the subject of teaching in library schools (a formal name has yet to be selected). Randy Peterson of the John Marshall Law School Library is the coordinator. Please let Randy know if you are interested in discussing the topic at the Chicago convention or participating in other possible roundtable activities or let him know if you have any ideas yourself about activities for the group.

AALL AWARDS COMMITTEE SEEKS NOMINATIONS

The AALL Awards Committee seeks nominations for the 1987 awards. Information about each award is listed below. To nominate, you must send the requisite information to Lynn Foster, Chair, Awards Committee, Law Library University of Arkansas--Little Rock, 400 Markham, Little Rock, Ark. 72201. The deadline for nominations for all three awards is March 1, 1987.

JOSEPH L. ANDREWS BIBLIOGRAPHICAL AWARD

Named in honor of the Reference Librarian for the Association of the Bar of the City of New York from 1930 to 1965, the Andrews Award has been presented since 1967 for "significant contribution to legal literature." "Significant contribution" is measured by the work's creative, evaluative elements and the extent to which judgment was a factor in the work's formation. To nominate a work, send its full citation to Lynn Foster.

DISTINGUISHED SERVICE AWARD

The Distinguished Service Award is presented for outstanding recognition of extended and sustained distinguished service to law librarianship and to AALL. The award is presented to an individual nearing or following completion of an active professional career. Honorees may be recognized for achievement in a particular area of law librarianship, for service to the Association, or for outstanding contributions to the professional literature. The individual must be a member of AALL. To nominate an individual for this award, send a letter to Lynn Foster summarizing the individual's career.

LAW LIBRARY PUBLICATION AWARD

The Law Library Publication Award is presented to honor achievement in creating in-house user-oriented library materials outstanding in quality and significance. Qualified materials include bibliographies, library aids, guides, pathfinders, maps, newsletters, videotapes, slides and software. Publications which are produced primary for sale outside the local clientele or which are offered systematically for sale in large numbers are not eligible for this award. Unsuccessful entries may be submitted for consideration each year, and new editions may be submitted for new consideration. To nominate a publication, send three copies to Lynn Foster.

PUBLICATION CLEARINGHOUSE

As mentioned in previous issues, the SIS has established a Public Service Clearinghouse for in-house publications. A list of the available publications and exhibits follows. If you are interested in obtaining any of the following, please write to Eve Greene or Pat Harris at the Case Western Reserve University Law Library, 11075 East Blvd., Cleveland, Ohio 44106. We will provide the materials at cost. As always, we are interested in receiving similar publications from your library to add to the clearinghouse.

PUBLICATIONS AVAILABLE 12/86

LEGAL CITATIONS IN THE GALLAGHER LAW LIBRARY. 7p. A guide to legal citations, with emphasis on Washington legal materials. (U. of Wa.)

USING THE GALLAGHER LAW LIBRARY CATALOG. 4p. A brief guide to how to use the microfiche and manual card catalogs. (U. of Wa.)

SURVIVAL--The Law Library. 2p. Brief introductory guide for first year students to study aids, dictionaries, etc. Designed to be handed out during orientation or the first week of school.

HOW TO USE THE AMERICAN LAW REPORTS ANNOTATED (ALR). 2p. Guide outlining the composition of ALR series and detailing how to locate annotations and determine whether they are superceded or supplemented.

FEDERAL CIVIL PROCEDURE FORM BOOK AND TREATISES. 1p. Lists the major civil procedure form books in the CWRU collection. Used to introduce first year students to form books.

WEST DIGESTS. 2p. Defines and outlines the West Digest System and the various research approaches--Descriptive Word Index, Topic Approach, and Case Name Approach.

LEGAL ENCYCLOPEDIAS. 2p. Highlights Am. Jur. 2d and C.J.S. and explains in detail how to use Ohio Jurisprudence during its transition from the 2d to 3d series.

HOW TO USE THE FEDERAL REGISTER AND THE CODE OF FEDERAL REGULATIONS. 2p. Describes both publications and provides a research methodology for manual research.

OHIO CIVIL PROCEDURE TREATISES AND FORM BOOKS. 2p. Lists the major sets in this area and their locations in the library. (CWRU)

PARALLEL CITATIONS. 1p. Describes the various methods to obtain parallel cites, including computerized research.

PERIODICAL INDEXES. 3p. Describes the major periodical indexes, including Infotrac.

HOW TO USE SHEPARD'S CITATIONS. 2p. Explains the reasons for, and the mechanics of, Shepardizing.

RESEARCH IN FEDERAL LEGISLATIVE HISTORY AT THE CWRU LAW SCHOOL LIBRARY AND OTHER LIBRARIES IN THE CLEVELAND AREA. 17p. An in-depth guide designed for students needing to compile a legislative history. Although sources are keyed to the libraries in the Cleveland area, there is explanatory material which any library could use.

RESEARCH IN FAMILY LAW. 6p. Outlines family law research by a Jurisdictional Approach (Ohio illustrated) and by a Form Approach (looseleafs, treatises, bibliographies, periodicals, etc.).

RESEARCH IN FEDERAL CONSTITUTIONAL LAW. 4p. Helpful guide to students researching constitutional issues.

CURRENT OHIO CASE RESEARCH. 6p. A detailed guide to Ohio case law research.

USING THE SERIAL SET. 2p. Describes the set and its use.

U.S. SUPREME COURT CASE RESEARCH. 4p. Outlines the sources of case law, the methods of finding such law, how to find records and briefs from the court, and various law related databases in which to find articles on the court and recent decisions.

LAW AND MEDICINE. 8p. A research guide to the resources of the CWRU Law Library in this subject area.

CANADIAN LEGAL RESOURCES 9p. A research guide to Canadian legal research which explains the sources used. Keyed to the CWRU Law Library collection.

EXHIBITS AVAILABLE 12/86

(Note: When requesting an exhibit, please specify the time period in which you intend to use the exhibit)

SELECTED ATTORNEYS GENERAL OF THE UNITED STATES (On loan until 1/15/86)
Biographies and official portraits of ten attorneys general-
biographies of the artists
12 pieces: 1-10x12 introduction to the exhibit; 1-20x6 name
of exhibit; 10-16x10 portraits and biographies

HUMOR AND THE LAW

Cartoons with legal profession as target
8 pieces: 1-5x14 name of exhibit; 6-16x20 cartoons, etc. on brightly colored paper; 1-16x20 essay on humor

OHIO COURTS

Counties contiguous to Cuyahoga
10 pieces: 1-8 1/2x11 name of exhibit; 1-8 1/2x11 map of Ohio indicating area; 1-8 1/2x11 listing of Ohio counties and county seats with years the courthouses were built; 7-10x12 black and white photographs of the courthouses with historical information

HISTORY OF THE UNITED STATES SUPREME COURT

Photographs and sketches of the homes of the U.S. Supreme Court
8 pieces: ranging in size from 8x5 1/2 to 16x11 1/2 accompanied by 4 1/2x2 explanations

CENSORSHIP

Photographs and quotations excerpted from the New York Public Library Censorship: 500 Years of Conflict exhibit.
approximately 25 pieces: 1-15x4 name of exhibit; 5-9x12 color photocopies of lithographs, title pages, etc. from censored books; 15 (various sizes) black and white photocopies of lithographs, etc.; 5 (various sizes) quotes on freedom of expression and censorship

BEWARE THE IDES OF MARCH

Noteworthy events throughout history falling on March 15th
13 pieces: 1-8 1/2x11 name of exhibit; 1-8 1/2x11 introduction to the exhibit; 11-9x12 typed explanations of the events accompanied by black and white photocopies of court cases, photos, etc.

MARTIN LUTHER KING, JR., 1929-1968 (On loan until 2/1/86)

Approximately 25 pieces: 1-16x20 name of exhibit; 1-8 1/2x11 life chronology; 1-7x7 lines from "I have a dream"; 2-10x1 name and dates; 1 brochure; 10 (various sizes) black and white photocopies of photographs from books

COUNTY COURTHOUSES

County courthouses from around the country
14 pieces: 1-4x20 name of exhibit; 1-8x4 introduction to exhibit; 2-8x8 descriptions of courthouses; 10 8 1/2x11 color and black and white photographs of courthouses



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