

force. It can be brought about only by some increase in costs both on the editorial side and for mailing. The costs on the editorial side can be minimized largely by transferring to The H. W. Wilson Company, much of the proof reading, which is now done by the present editorial staff. The question is still under consideration and it is hoped that before long we shall be able to submit to the Association and to the subscribers to the INDEX a plan for the publication of the INDEX in eight or ten numbers a year.

The number of periodicals indexed has increased from 110 in 1935 to 125. In addition to the periodicals, the proceedings of the American Bar Association and of state bar associations are indexed and certain memorial volumes. The volume published in honor of Professors Beale and Williston and the volume published in honor of Dean Orrin K. McMurray have been indexed.

The average number of entries a year, as we are now going, is as follows:

|          |       |
|----------|-------|
| Subjects | 12000 |
| Authors  | 2750  |
| Cases    | 1950  |

The expansion of the INDEX is highly desirable, it should be published more frequently and it should cover a larger range of periodicals. All of this is impossible at the present time and cannot be done without increased financial support.

Respectfully submitted,

ELDON R. JAMES, *Editor*

Index to Legal Periodicals

PRESIDENT ROALFE: All of us must feel gratified that the Index, which is certainly one of the most useful services that this Association sponsors, has made such progress in the past and that the future, although it involves some additional financial outlay, is, I think, quite bright. I believe that we are going to make of the Index a greater service, one that will be much more useful, and we should be most appreciative of those who have done such hard work under the leadership of Mr. Poole and Mr. James.

Next on the program we have a report of the Special Advisory Committee on the Expansion Plan. We have been very fortunate this year in having Mr. Hicks as Chairman of this Committee. He is going to report to us today quite briefly on what has transpired and what we hope to do.

MR. HICKS: The report of the Special Advisory Committee on the Expansion Plan will be brief but it is a report of progress. The work of the Committee has been done chiefly by Mr. Roalfe and Miss Newman, the other members of the Committee merely giving occasional advice.

The plan as finally drawn up was approved by the members of the Executive Committee on June 11, 1936 and on the next day, by direction of the President, I was asked to write Mr. Keppel asking for an appointment to discuss the proposal. I found, however, that he was just preparing to sail for Europe and that I could not see him. I then asked if we might send him a copy of the plan and an explanation and he granted that privilege. Such plan was sent to him and we have a letter from him saying that it will be considered in October when all plans for grants are to be considered. He has also agreed to meet a representative of the Association in September to talk about the plan. In other words,

there is now a detailed plan showing what money is needed to carry out the various items in the Roalfe Plan. It has been presented to the Carnegie Corporation and will be considered by them in October of this year. It is our hope that the Carnegie Corporation will be interested in our plan as a whole, for we feel that the funds for which we are asking will make it possible to effect an ideal development of the Association under the Roalfe Plan. If the whole plan is not approved at this time we hope that the Carnegie Corporation may be willing to assist us in carrying out some one feature of it, as for instance, the further development of the LAW LIBRARY JOURNAL.

Your Committee could now be discharged or you may appoint a new Committee but someone should be authorized—the President perhaps—to see Mr. Keppel in September, at which time he has offered to see us and to discuss the plan.

A copy of the plan as submitted to the Carnegie Corporation is on file with the Secretary of the Association and, as I understand, will be published in the LAW LIBRARY JOURNAL.

## Outline of Plan for Further Expansion of Activities of American Association of Law Libraries

### I. Introduction

On June 29th, 1934, the members unanimously adopted the report of a special committee recommending the expansion of the activities of the Association by the adoption of various new services, so as more nearly to meet the urgent needs for coordinated effort on the part of the law libraries in the United States and Canada. Since that time a number of significant forward steps have been taken. The headquarters has been moved to Washington, D. C., and the Association has been incorporated under the laws of the District of Columbia. Amendments to the Constitution and By-laws providing for further necessary changes were adopted in June, 1935. An active drive for new members has resulted in a total increase of 114 members since January 1, 1935, including 36 libraries, which have joined as institutional members, since the adoption of one of the amendments referred to above which created this class of membership. Separate publication of the issues of the Index to Legal Periodicals and the Law Library Journal was commenced in January, 1936, so as to permit the independent improvement of each periodical. The gradually increasing revenue from the sale of the Index to Legal Periodicals appears to assure the continuous improvement of this essential publication without the necessity of drawing on any other fund. This year ten committees are active in carrying on the work of the Association. The combined efforts of the officers and of these committees together constitute a more comprehensive program than the Association has heretofore undertaken.

## II. Features of Further Expansion Urgently Needed

Although unmistakable progress is being made, the forward movement is seriously impeded because of several obstacles that the Association has not had the financial resources to overcome. While these are closely related they may be separately stated as follows:

1. *Executive Secretary.* At every turn the work of the Association is rendered difficult because the secretary (who receives no compensation except a nominal stipend) must perform her duties as secretary only in such time as is available after the duties of her regular and compensated employment are disposed of. Certain essential work can only be done at headquarters. There is an urgent need for such services, for coordination of effort and for continuity in the program of the Association. Perhaps the greatest handicap is due to the fact that, under present conditions, the best advantage cannot be taken of the voluntary efforts of the active members. Under more suitable conditions much more could be made of this potentiality.

Obviously such an executive secretary should, if possible, have modest but suitable headquarters and provision for reasonable office expenses must be considered.

The estimated amounts involved in making these changes are as follows:

|  |            |
|--|------------|
| For annual salary of executive secretary .....     | \$2,800.00 |
| For headquarters and current office expenses ..... | 2,000.00   |
|  | <hr/>      |
| Total .....  | \$4,800.00 |

2. *The Law Library Journal.* While the Law Library Journal is the only periodical of any consequence in its field, publication four times a year as at present largely destroys its utility for the dissemination of current information much of which is so essential in law library administration. In addition the present total available space does not permit the development of an adequate professional literature now so greatly needed. This space limitation practically eliminates the Journal as a medium for the ordinary exchange of ideas between law librarians and between the Association and its members.

For these reasons there is an urgent need for two important improvements, namely, more frequent publication and an increase in total available space during each year. The estimated cost of publishing six additional numbers of the Journal so as to provide for a total of ten issues each year is \$900.00.

3. *Annual Meetings of Executive Committee.* Considerable difficulty in carrying on the affairs of the Association is now encountered by reason of the fact that the officers are so widely scattered geographically. Personal collaboration is practically impossible except at the regular annual conferences of the Association when it is obviously not of the greatest value. At this time the old officers can only confer about matters of immediate concern as they will be retired at the end of the conference. As there has been no time to formulate a program for the coming year, the new officers cannot collaborate as effectively as at a later time.

There is, therefore, an urgent need for a meeting of the Executive Committee to be held between each of the annual conferences and after the president and

executive secretary have prepared an appropriate agenda. The estimated cost of such a conference is \$600.00.

As stated above, the Association is already gradually extending its services. The primary object of assuming at this time the further activities as outlined above is to stimulate and encourage the development of the law library profession in the belief that this will in turn strengthen the Association both financially and in its position of leadership. If the present rate of growth is thus augmented it seems altogether probable that the Association will, out of its normal income, gradually be able to assume the entire financial responsibility for this enlarged program. If such a program is adopted and a period of ten years is accepted as sufficient to achieve this end the Association should be able to assume 10% of this original additional expense at the end of one year. With the total additional outlay of \$6,300.00 for the first year as outlined above the entire additional expense for the ten year period would be \$34,650.00.

III. Summary

The above considerations may be conveniently summarized in two columns as shown below. The left hand column shows the maximum amounts needed to carry out the program as submitted, while the right hand column sets forth a more modest alternative plan which would nevertheless insure a reasonable degree of growth although at a more modest rate.

Maximum Amounts Needed

Minimum Amounts Needed

1. For salary of executive secretary and for headquarters and office expenses.....\$4,800

In case it is not possible to secure the additional income as suggested in the maximum plan, it would be possible to continue the headquarters as at present, or elsewhere, without cost, at least for the time being. Arrangements can also be made to continue the services of an executive secretary without additional compensation, provided a full time assistant, at a more modest salary (for example, \$1200.00 per year) is secured to handle routine matters. The salary of such an assistant, together with office expenses other than rent, would come to a total of \$1,550.00. With such an added annual income continued for a period of five years the Association should then be able to assume part of the added expense of establishing its own headquarters and placing its executive secretary on a full time basis. For example, should the additional annual revenue called for in this plan be raised to \$4,000.00 in the sixth year to make this change possible, it would seem that this annual sum of \$4,000.00 might thereafter be reduced 20% per year during each of the following four years. Thus the total amount involved would be \$24,250.00. The amount involved for the first year would be.....\$1,550.

2. For cost of publication of six additional numbers of the Law Library Journal.....\$900

While the secretary could do much effective work even if the Journal were not more frequently published, such an improvement is so greatly needed that it should be inaugurated at the earliest possible moment. For this reason it seems essential to include this change in any forward looking program, however modest it may be, but under this plan it seems probable that the Association could assume the full financial responsibility after a period of five years. The annual amount involved for five years would be.... \$900.

3. For the expenses of one meeting of the executive committee between annual conferences ..... \$600.

Helpful as such a meeting would no doubt be, it is not essential to the success of the other features of the proposed program and might be dispensed with or postponed. Should such a meeting not seem feasible there would be some advantage in providing for at least one opportunity for the president to confer with the executive secretary. This would ordinarily not involve more than \$100.

Total Maximum Amount.....\$6,300. Total Minimum Amount.....\$2,450.  
(For first year) (For first year)

Applying the progressive reduction of 10% for each year for ten years as suggested above for the maximum plan and utilizing the figures embodied in the minimum plan as outlined on the preceding page, we may tabulate the total expenses as follows:

|                    | Maximum            | Minimum            |
|--------------------|--------------------|--------------------|
| First year .....   | \$6,300.00         | \$2,450.00         |
| Second year .....  | 5,670.00           | 2,450.00           |
| Third year .....   | 5,040.00           | 2,450.00           |
| Fourth year .....  | 4,410.00           | 2,450.00           |
| Fifth year .....   | 3,780.00           | 2,450.00           |
| Sixth year .....   | 3,150.00           | 4,000.00           |
| Seventh year ..... | 2,520.00           | 3,200.00           |
| Eighth year .....  | 1,890.00           | 2,400.00           |
| Ninth year .....   | 1,260.00           | 1,600.00           |
| Tenth year .....   | 630.00             | 800.00             |
| <b>TOTAL .....</b> | <b>\$34,650.00</b> | <b>\$24,250.00</b> |

Respectfully submitted,  
 FREDERICK C. HICKS, *Chairman*  
 ELDON R. JAMES                      WILL SHAFROTH  
 HELEN NEWMAN                      WILLIAM R. ROALFE  
 FRANKLIN O. POOLE

Approved by the Executive Committee  
 June 11, 1936.

PRESIDENT ROALFE: Thus a definite plan is now before a body that may be able to assist us and we can at least look forward with some hope to the fact that we may receive financial assistance to be utilized for the development of this Association. I feel perfectly certain that as we more clearly recognize our needs and our opportunities we will find the means with which to achieve and put into effect the services that are required.

The next report on our program this afternoon is that of the Committee on Co-operation with the American Library Association. This is one of several Committees appointed this year, the members of which have been busy trying to work out ways and means whereby we may make ourselves useful in fields that are also served by other Associations by combining our strength or by rendering services that may be helpful to others.

As you all know, Miss Moylan is Chairman of the Sub-Committee representing this Association and our illustrious representative in Washington, Mr. John T. Vance, is the General Chairman of the two Committees. We are happy to have him here today and I believe Mr. Vance will report to us briefly with respect to the work of this Committee.

MR. VANCE: Miss Moylan made the suggestion that our members ought to have full representation in the American Library Association, for instance, in such as the Section of Public Documents. I do not think that has ever been done. Several years ago we felt that we were sort of a forgotten child of the American Library Association and that was one step that brought about having a meeting with the American Bar Association.

I thank you very much for the compliment that is not deserved. I would like to say that as a personal touch, having had a small part in the Roalfe Plan, I feel happy in finally having a meeting here under this very auspicious circumstance.

#### Report of the Committee On Co-operation With the American Library Association

The report of the Joint Committee of the American Library Association on Co-operation with the American Association of Law Libraries was made by Mr. Vance at the American Library Association meeting held at Richmond in May, and it has already been printed (L. LIB. J. 29:40) and is familiar to you all. To that report we merely wish to add a few remarks on behalf of the law library section of the committee.

It has been suggested by Miss Lathrop that something might be done to make clear what help the public librarian may expect to get from the law librarian in reference problems dealing with legal matters. Just where the line is to be drawn between a question requiring a lawyer's attention and one which can be answered from the library's resources may need to be defined for the general public. A paper on this subject might be a valuable contribution to better understanding on both sides.