LAW LIBRARIANS' SOCIETY OF WASHINGTON, D.C., INC.

Law Library Lights

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A CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

NEW BEGINNINGS

TIPS FOR NEW LIBRARY MANAGERS

Melanie Michaelson
Jackson & Campbell, P.C.

"MY BEST ADVICE IS TO WATCH, LISTEN AND LEARN."

WHEN I STARTED AS HEAD OF THE LIBRARY AT MY FIRM, I'll admit it, I thought I knew what I was doing. As my MIS Director says, "Forget about it!" I was, and sometimes still am, lost at sea. However, I have learned a thing or two that might help those fool-hearted enough to think that they are "ready" to head up their own libraries.

NAVIGATING THE LAY OF THE LAND

I'll bet you thought I was going to talk about firm culture, etc. Well I am, but later on in this article. I came to D.C. after spending most of my career in another city. Things are done very differently in here and I did not know it. In my prior job, the law librarians' list serve was the main way to communicate, but not so here. Mea culpa, mea culpa; I overused the LLSDC list serve, no question about it. Have I learned my lesson? You bet! How did I learn that lesson? I got myself a mentor from the LLSDC Mentoring Project. The first phone call I should have made was to LLSDC about getting a mentor, because once I did I learned the Ps and Qs of working in D.C. The second thing I should have done was open the LLSDC member list, get out a map and figure out which libraries were close to me. Having now done that, I have established a wonderful relationship with the ILL Specialist at a large firm near my office. Attend functions. I was so busy that I thought it was in my best interest to skip on LLSDC events. "Forget about it!" I finally got smart when I attended AALL and saw all the wonderful things LLSDC does for the law librarian community here. I put faces to many of the names I had seen on Law-Lib and LLSDC. Now when I pick up the phone to ask an inane question - note that I did not say when I post to LLSDC – I do not feel quite so funny about it. I still have not completely mastered this area, so I am planning on volunteering with LLSDC a lot.

LOST IN SPACE: FIGURING OUT THE FIRM'S CULTURE

This is a no brainer, and yet I, who thought I was hot stuff with my law degree, my library degree and three years of experience blew this one to some extent. Some places I have worked are looser than others, to wit the rubber band gun given to me by a partner that is sitting in my drawer at work. My new firm is a lot more sedate, thus the reason my rubber band gun stays in the desk drawer. I was able to use humor in my new firm when trying to get books back, but I stepped over the line once and I heard about it. Lesson learned — I needed to know the boundaries. My best advice is to watch, listen and learn. Ask lots of questions, and never assume that because something was true at one firm it is at another. Even when something is done very similarly, there may be fine nuances. Billing descriptions would be a good example; I'm still not sure that I am doing them right, so I've started to ask how the attorneys would like me to record my time. Asking the question is one extra step in the reference interview process, but one that will save me time and aggravation in the long run. Firms have lots of excellent resources, such as your Human Resources Manager. She has to deal with every member of the firm and knows the personalities involved.

BOSSES – CAN'T LIVE WITH THEM, CAN'T GET PAID WITHOUT THEM

In my case I have two bosses, the Library Partner and the Firm Administrator. The idea of a Library Partner was introduced after I started and asked for one. In my opinion, it is important to

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PRESIDENT'S COLUMN

Brian L. Baker
University of the District of Columbia Law School

A GRAND TIME WAS HAD BY ALL. That seemed to be the theme as the crowd filed off the Dandy at the end of the Opening Reception Cruise last night.

It all started around 6:00 P.M. last night as the early birds started to gather on the boardwalk at Georgetown Harbor. We stood chatting about everything but work as we watched the sun get lower in the sky and the Dandy approach from the south. As advertised, the boat docked and was ready for boarding at 6:30, and by that time more than 60 people were already in line. The dock at Georgetown Harbor is in constant use, so we were supposed to pull out at 6:50, but despite honking from other boats who wanted to dock, we stayed until almost 6:58 hoping to catch any stragglers.

We started our evening by heading up river, directly into the sunset. It was a stunning beginning to a wonderful evening of dining and dancing – more dining than dancing – and lively talk around the boat.

I must thank some people for their help in making this event possible. First of all, I want to thank Linda Hutchinson and Lexis Law Publishing for their generous donation. Without their participation, this event would not have been possible. The next big thank you goes out to Christine Chapdelaine who organized the whole event. She did a marvelous job coordinating the cruise, and I know I couldn't have pulled it off without her help. Finally, I want to thank all of those that attended for making it a special night for the Society and myself. Everyone was in a wonderful mood, and the spirit of camaraderie was very evident.

It was, as I'd hoped, a very fun evening for all those that attended; I hope more of these evenings will follow.

With that in mind, I want to reiterate a theme of mine. What is it that you as members want to do? I want to hear from you, and I want to be able to provide for your needs. Do you have special projects that you want to work on that the Society can support? If so, tell me and we'll try to assist. This is your Society, I want to make it work for you, and be fun for you.

Sadly, I am not a mind reader, or at least not often anymore, and I don't know what you want if you don't tell me. Once again, the best way to contact me is by email at bbaker@firebirds.udc.edu or, if my voicemail isn't full, at my office phone, 202/274-7354.

On a closing note, I know I didn't have a camera with me, but if anyone took some pictures, I'd love to see them. ■

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have a member of the executive committee or a senior member of the firm interested in and supportive of the library. I got lucky when a member of the Executive Committee agreed to take on the task. One area where I'm still ironing out some wrinkles is to whom do I go when an issue arises? In the beginning I inevitably made the wrong decision. Once I got to know the firm culture, however (see above), I understood that in most cases it was best to go through the Firm Administrator first. Our Administrator has been with the firm for 20 years and she knows when I am about to make a mistake that may hurt the library. There are certain instances when I can go straight to my Library Partner, such as when I need to purchase books. It is important to let your boss know what is going on in the library. Your boss is a busy person and the library, in most cases, does not require immediate attention in their opinion. Other areas are going to take more of their time, such as human resources or accounting. For example, I have been working on some long-term projects to improve the library, and from time to time I send an e-mail letting the Firm Administrator and the Library Partner know how I'm doing. Also, take the time to get to know your boss. As noted above, the Firm Administrator is not going to have daily contact with the library. So make sure you get out of your office and seek out your boss. Ask if they have a free moment, if they don't, ask to come back when they do have time.

What Is It That You Actually Do Here?

When I talk about my job, (after the person I'm talking to finishes the librarian jokes) I always say that the best part of it is being a jack of all trades. It's also the worst part. When you are going to a new firm, ask what the practice groups are and then brush up on your knowledge of the subject so that you can have meaningful interactions with your attorneys. Again, ask questions. In one of my jobs, a partner was working on an article and said he wanted my help. He went on to talk to me about qui tam actions. I nodded my head and then ran straight to the closest associate office and asked what a qui tam action was. If the partner had said a whistleblower suit I might have had a clue, but he didn't and I didn't. Once you have settled into your firm, try and get to know something about the firm's cases. That way when you come across an article or a book that may be of use to an attorney you can flag it for them. For example, one time I found an article about the opposing law firm while skimming through a legal newspaper and was able to impress the attorney with a copy of it. Similarly, though every attorney is flooded with the same advertisements for books that you are every day, they do not know everything that is available in the firm or where the holes are in the collection. You do. I make a habit of flagging items that may be useful to a practice group and sending it to the Practice Group Chair.

How To Win Friends And Influence People

There is not a day that goes by that I am not grateful for the support of my fellow managers. At the moment I don't have a staff so I rely on the paralegal secretaries to route the mail if I'm out of the office. If I did not have such a good relationship with the paralegal manager I would not have this support. Because we work so closely together he knows where I need help and vice versa. In return, I have been providing reference materials and training that the paralegals have long needed. Attending the weekly manager's meetings is another way I've gotten to know my fellow managers, something my predecessor did not do. These meetings provide me with information on what is going on outside of the library. More importantly, I'm seen as a team player. Other managers now come to me for research requests so I am able to support such mission critical areas as accounting and marketing.

"IT IS IMPORTANT TO LET YOUR BOSS KNOW WHAT IS GOING ON IN THE LIBRARY."

Attorneys aka Our Clients

Recently I was working on a project with two attorneys. One attorney left me what I thought was an angry voicemail. I spoke to the other attorney to let him know what was going on and he burst out laughing. Apparently this first attorney is notorious for such outbursts and they mean nothing. I learned two things from this encounter, first how to deal with the first attorney, but second, and more importantly, I learned I had an ally in the second attorney. Similarly, the more you get to know your attorneys, the more you can tailor your research to their expectations. I have one young associate who comes to me to back up what she has found. I know to ask what she has done already. I have another attorney who, much to my liking, tells me the entire background of a case before I do any research. I know that I don't have to write down everything he says in the beginning; he always tells me when we get to the part that is crucial to my research. This way I am able to engage in meaningful conversation with him instead of trying to write down every word.

Once you know an attorney's needs and expectations you can provide the specific service the attorney desires. That is what our job is about, service. And, the more you know your attorneys the more service you can provide.

Vendor Reps: They're Really Not As Bad As You Think

In most of my previous jobs all the purchasing was done from the main office so I never, by choice, got to know my vendor reps. In all honesty at the time I did not have much interest in vendor reps; I felt like they were taking my valuable time. Whenever they called, my canned response was "the main office deals with that, you'll need to talk to them." Upon arriving at my new job I discovered that many of our publications had never been updated. I was in a panic. I didn't need to be though, because my vendor reps were wonderful. I was talking to one of my reps so much he said he was talking to me more often than his fiancée. A good vendor rep will get to know your firm and it's practice areas and offer suggestions on what books might make a good addition to your collection. Remember, if a vendor rep isn't being responsive, ask for a change. While you need them, they need you more! Now not for a second do I think that the vendors themselves are out to help us; in most cases these days they don't seem to be on our side. The vendor reps are a different story altogether, however. Often they share your sense of frustration. While they may not be able to fix a problem, they can offer suggestions and commiserate.

Telesec

Just Because You Learned It One Way In Library School Doesn't Mean You Have To Do It That Way In The Real World

My first week at my new job I thought I had to fix everything. I made myself miserable. I felt like I would never make a dent in all the work that had to be done. After a talk with my Office Administrator, in which she reminded me that Rome was not built in a day, I sat down and made a list of all the tasks that needed to be done. I set long and short-term goals and used this evaluation to make a presentation to the executive committee on what needed to be done to improve the library. I am still working my way down the list, but by seeing what had to be done on paper, it didn't seem so overwhelming anymore. I was also able to prioritize my tasks. For example, as noted above, I had a lot of books that had never been updated. I had no clue whether or not they should be updated, so I met with every Practice Group Chair and went through their sections of the Library with them. We weeded old materials, put "outdated" stickers on some, and updated others. This exercise was an excellent way to get to know about the firm's practice areas while also accomplishing one of my tasks.

Save Your Sanity

My last piece of advice is do not try to do it all alone. No one can. Whether you need to increase your staff or get secretarial help, the best thing to do is ask. The worst anyone can say is no. Even if you don't get everything you want you have still made the powers that be aware of your limitations. And next time you ask you may get a yes! Being flexible goes right along with asking for help, especially when you don't get exactly what you want. Try to come up with an alternative solution. If the firm won't hire an extra staff member, ask for an intern or a part-time student employee. Also, remember that you can look to your fellow librarians for help. Many of them have experienced the same problems that you are. Ask for suggestions so you are don't reinvent the wheel. Someone else may well have solved the problem at their firm. ■

LEXIS FULL PAGE AD

FROM CORPORATE AMERICA TO THE ALL-AMERICAN LAW FIRM LIBRARY

William Grady
Paul, Hastings, Janofsky & Walker LLP

AFTER WORKING 13 YEARS FOR USF&G INSURANCE IN BALTIMORE, I was laid off in July 1998; the law library closed and the legal department disbanded due to a merger with the St. Paul Companies. I was lucky to jump to Paul, Hastings with no gap in service, although pretty naive and blase about the transition from corporate to law firm. I figured I would have to work a lot of overtime and have problems with summer associates, but that all law libraries work the same way. Well, not quite.

I found, to my surprise, that I could control the overtime and that the summer associates were a piece of cake. Budget issues and problems with publishers are the same in any law library. The reference questions changed, of course, because our practice was different. What really boggled my mind then (and still does a year later) is the differing views of costs and expenses, the fact that the owners of the business are right there, and that this was my first contact with work-maddened associates.

I worked in a for-profit corporation, but the library and the whole legal department were viewed as overhead, and rather small change, too. People, furniture, copiers, faxes, office supplies, books, Lexis...all overhead. I had to stay within a rigid budget, but basically I just did my job and used what I needed.

Within two hours of starting at Paul, Hastings I confronted for the first time the for-profit legal sector, and it was a shock. I had to make a copy and didn't have a code for the copier. Then I find out I need a code to make a long distance call, send a fax, use Office Services to do copy jobs or hire a messenger. I have to put a code in to use Lexis or Westlaw. What was really strange was having to ask for a client/matter number before I could do research for someone. Even a year later I forget to put in a number sometimes. But the phone computer never forgets and sends me monthly notices for missing numbers. I have become intimate with Carpe Diem and tracking my time, although the firm has never expected the library to be a profit center, much to my great relief. I have to track what is trackable, but I don't have an annual amount of hours to bill.

Money is funny in a firm; I have all the budgetary problems I had at USF&G. Money is tight, budgets need to be cut, subscriptions need to be canceled. On the other hand, if it can be billed to a client anything goes (or so it seems to this dazed refugee from Corporate America). I have people to copy for me and I send messengers all over the city rather than fetching stuff or copying myself. I can even have clerks go to agencies and copy for me. We can buy expensive books for one time use. I don't

Wash. Doc. Service

have to worry at all about Lexis or Westlaw usage.

I have found this contrast between the side of the library that is profit center and the side that is overhead very hard to deal with; it drives me crazy. I can deal with penury all the time and I suppose I could deal with profligacy all the time, but to confront both at the same time is almost too much. For example, we can't afford to buy a book (overhead) but we can afford to ILL that same book over and over again because a client pays for the messenger charges. Attorneys who work each day in this "bill the client" atmosphere get mad at me because I can't buy books for the library or for them. The use of Lexis and Westlaw around here, such as for printing cases offline that we have in the library, still disturbs the sensibilities I developed over 13 years in a corporation.

Having the owners sitting there is very odd; you might not realize how odd it really is. Corporate executives remain aloof and never come to the library, if they even know they have one. Ownership is dispersed; even I owned stock. I answered to the Deputy General Counsel and so on, up the chain of command. Now my direct boss is the Office Administrator. My chain of command runs through him. Or does it? The partners, who own the firm, act like they own it, not like the higher ranking employees I am used to dealing with. Are they my bosses? Fortunately, this ambiguity hasn't caused me any problems yet, but it gives me an unsettled feeling just to think about it. It's much better to work with the owners not around.

Ah, associates. We didn't have associates in the corporate world. What a shock it was to encounter associates for the first time. In a firm, it seems associates all work on 6 matters at once and pass the research on the 6th project off to the library. Also, the associates and paralegals have requirements relating to billing back hours, but they get stuck with non-billable projects, which they hate. These projects can get dropped on the library, if the associates or paralegals are pressed by projects that are actually billed to clients. Most frequently heard words in this library? "Bill the firm" and "client development". We have those account numbers memorized. This is another thing that makes me happy that I am not under a billable hours quota.

It's been quite an experience, this last year. I now know why lawyers decide to go work for corporations. I also now know why corporation lawyers seldom return to law firms. I like Paul, Hastings and enjoy working here, but if the truth is to be told, I prefer working in a corporation to working in a law firm. And, (gasp!) I liked working for an insurance company. ■

DATES TO REMEMBER

To publicize your event, please submit "camera ready" copy by the 21st of each month to Stephanie Paup at Nixon, Hargrave, Devans & Doyle LLP, Suite 800, One Thomas Circle, NW, Washington, DC 20005. 202-457-5367 or fax 202-457-5355 or e-mail spaup@nhdd.com.

LLSDC HOTLINE

Call anytime for access to a telephone tape listing available law library positions in the D.C. metropolitan area as well as a listing of LLSDC current events. The service is free to job seekers. The tape is updated every Friday. Please call the LLSDC HOTLINE 202/310-4570.

LLSDC SCHOLARSHIPS AND GRANTS COMMITTEE

The LLSDC Scholarships and Grants Committee provides awards for registration fees to professional meetings, seminars, workshops, classes, coursework, and other forms of continuing education. Deadlines are August 1 (for Fall semester), December 1 (for Spring semester) and May 1 (for summer). For more information please contact, Gordon Van Pielt at 202/662-9191. Application forms are available on the LLSDC website at www.llsdc.org/llsdc/grants.html.

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MAKING THE TRANSITION — AGAIN

Joan Sherer
Department of State
Office of the Legal Adviser
Law Library

HOW TIME FLIES. It's been almost a year since I made the transition from a law firm library to a government library. This wasn't my first experience migrating from one type of library to another; my professional life started in a public library. Believe me, it was much harder going from a public library to a law firm library than it was from a law firm to government library.

I had spent over ten years in a small public library in Pennsylvania when I made the monumental decision to move to Dallas, Texas. I wanted to continue my career as a librarian, but thought it was time to try a different type of library. It wasn't hard for me to leave behind the cramped workspace, poor salary and benefits, Saturday and evening hours, smelly homeless people, and budget headaches. Don't get me wrong, I wouldn't have traded my public library experience for the world. My dedication, orientation to public service, and research skills can be attributed to two wonderful people I had the pleasure of working with in the public library, Marie Catudal and Jo Nauman.

Two days after arriving in Big D, I secured a position with Jones, Day, Reavis & Pogue. I went from a renovated Victorian house to a high-rise office building. Like night and day, the two could not have been more different. It took me just one day on the job to know I had a lot to learn about legal research. Adjusting to the spacious working conditions, good salary, and great benefits would be the easy part. It was my good fortune to be working next to Ana Sifuentes-Martinez. Having Ana as a mentor made the transition a lot easier for me.

Additionally, I had to adapt to a new clientele, billing my time, and tight deadlines. Also, the technology was totally different. I had to learn the word processing system, Westlaw, LEXIS, Dialog, Dow, Jones, etc. Every day brought a new challenge.

However, after fifteen years and two additional law firm positions, I was ready for a change. I wasn't specifically looking for a government position, but as my job search progressed, the government jobs became more appealing. It is well known the government doesn't make anything easy, and applying for a federal position is no exception. It was quite apparent patience would definitely be an asset for any government job.

The transition to a federal library was short and smooth. Unlike a law firm, before I could begin my job I would have to be fingerprinted, have a security clearance, and be sworn in. During my first few weeks at State I was amazed at the number of lawyers who stopped by my office just to welcome me. It was a refreshing change to have the lawyers treat me as a professional and not just the support staff. I can assure you that never happened in any of the law firms where I worked.

The most obvious difference between the two was the huge reduction in stress. There are always some exceptions, but I have found their deadlines to be quite reasonable. I was used to hearing "I need this yesterday" or "get this for me ASAP". Now I'm hearing "within the next day or two" or "when you have time". When I do have a time sensitive request, it is easier to focus on it because I don't have to worry about meeting other deadlines.

Other favorable differences include no more billable hours, lighter workloads, and having all federal holidays off.

No job is perfect, so there are some drawbacks. Federal employees are not allowed to accept gifts from entities doing business with the government. Here at the State Department they will allow you to accept small gifts up to $25 in value. I can't remember the last time I was offered an expensive gift, but this does eliminate trying to win the LEXIS and Westlaw prizes at the annual meeting. Also, we can't just call up a vendor and order a book; there is a set of procedures in place that must be followed.

Gone are the days of the lavish farewell parties. Now it's chips, pretzels, and beer.

As I reflect on the choices I have made, I feel fortunate to have had such a varied career. I've gained a wealth of knowledge at each library and have made so many valuable contacts (and friends). Each experience was a worthwhile endeavor. I think I've found my niche as a government librarian, so no more transitions for me. ■

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THE LLSDC SCHOLARSHIPS AND GRANTS COMMITTEE HAS MONEY FOR YOU!

Gordon Van Pielt
George Washington School of Law-Jacob Burns Law Library

SADLY, LAST FISCAL YEAR, WE RETURNED A LARGE SUM OF UNUSED FUNDS TO THE BOARD. The Committee is happy to announce that in the current fiscal year, we have already distributed over 1/3 of the annual budget. We would like to encourage members to apply for awards. The purpose of this article is to enlighten the membership as to what the Committee can do for you.

The Scholarships and Grants Committee reviews the eligibility of candidates for receipt of educational funds under the Society's Scholarships and Grants Program. The Committee will review applications for scholarships for course work in accredited MLS and MLIS programs, as well as continuing education course work. Continuing education encompasses any program designed to enhance legal librarianship skills, including CAPCON seminars, and legal education course work. The Committee will also evaluate requests for awards for library conferences and meetings.

For the summer of 2000, the Committee invites applications for AALL Meeting registration fees — including one- or two-day registrants — as well as applications for summer classes.

To improve your chances of receiving a scholarship, it is critical to: (1) read and complete the scholarship application form thoroughly; (2) submit the application well before the announced deadline. It is important to remember that the Committee awards grants for unreimbursed registration fees only. Requests for travel expenses, accommodations or other attendant expenses cannot be considered under current guidelines. Other factors considered include service to the Society, the extent of need, and the cost of the course work.

The Committee tries to honor every legitimate request for funding. Those who do not receive an award are encouraged to reapply for the following term, since the number of applicants in any given semester can vary widely. An applicant may receive one award per the Society's fiscal year, which runs from June 1 - May 31.

The deadline for applications for the Spring semester is December 1. The application is available at the LLSDC website: http://www.llsdc.org/committees/scholarships/form.htm or you may contact:

Gordon Van Pielt
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A REMINDER FOR ALL PLANNERS OF SOCIETY EVENTS

All meetings, educational programs and other LLSDC events must be coordinated on the Society's calendar. Each person who is planning a meeting must check with the Corresponding Secretary, currently Mabel Shaw, 202/662-9139, shawm@law.georgetown.edu, to ensure that the date is available, and that the planned function does not conflict with any other gathering. Additionally, this will enable your meeting to be included in the Current Events listing on LLSDC's Events/Job Hotline, 202/310-4570. The Corresponding Secretary will also help you with information regarding vendor support, if requested, and will record any vendor support that you have secured, so that particular vendors are not burdened with repeated requests for donations.

Potomac Publishing ad

MEMORIAL: MYRA S. WILSON (1944-1999)

Margaret Heath
Skadden, Arps, Slate, Meagher & Flom

MYRA WILSON, the Assistant Librarian at Skadden, Arps, Slate, Meagher & Flom LLP, died on September 5 of complications from lung cancer. Myra was an inspiration to all who knew her. Throughout her illness, although her energy occasionally flagged, she never lost her sense of curiosity, her willingness to help others, or her wonderful sense of humor.

Myra's husband was in the Foreign Service, and over the years she lived in Abidjan, Ivory Coast; Capetown, South Africa; Ottawa, Canada; Geneva, Switzerland, and Brussels, Belgium, which provided her with experiences for many funny stories with which to regale friends and colleagues.

Between postings, the Wilson family resided in Bethesda. Myra received an MLS from the University of Maryland in 1976. Afterwards she worked as a librarian abroad and at home, at the Institute for Higher International Studies in Geneva, Montgomery College, and Montgomery County Public Library.

In Brussels she edited a weekly newsletter for the American Embassy, and joined Skadden Arps in 1991 to establish a library for the fledgling office. It was in Brussels that I first spoke with Myra, and was impressed with her cheerfulness and her attitude - no request was an imposition, no deadline too short. She was such a joy to work with that, when she told me that she was moving back to the Washington area, I was eager to add her to Skadden's DC library staff.

Myra had excellent reference skills and loved nothing more than a challenge. Her broad library experience was a great asset, and she seemed to know something about every subject imaginable, or knew who to call, or had seen a web site or database that would jump-start a difficult assignment. I would see her name on the Law-Lib listserve, being thanked by a librarian somewhere around the world for her assistance. She was old-fashioned librarian in the best sense of the term - she loved books, enjoyed helping people, reveled in digging around on the internet for the information nuggets that patrons needed.

During her illness, she continued to work as much as she was able, and would not be persuaded to give it up. Her work meant a lot to her, and she meant a lot to all of us. She will be greatly missed.

West full page ad

INTERLIBRARY LOAN/SIS NEWS

Keith Gabel

FRESH FROM THE LABOR DAY WEEKEND, the Inter-Library Loan Special Interest Section held its first meeting of the year on September 8 at Williams & Connelly. Our topic for the day was a combination of what we did over the summer and what we would like the Section to do over the course of the coming year. Many faces, both old and new, were in attendance and eager to discuss issues which affect their careers. As usual, the conversation was lively, informative, and productive.

The first subject to be covered was the manner in which our meetings could be made more productive. These functions have traditionally lasted an hour, meaning that most attendees had to be away from their offices for an extended period. A consensus was reached; it was decided that our programs should be scheduled to last between thirty to forty-five minutes, with an optional library tour to follow. We felt this was enough time for worthwhile discussions while still allowing those with time constraints to fully participate.

Much of our time was spent discussing potential topics for future meetings. The Section seemed to approve of Pete Vay's and my idea of developing a cycle of programs to be addressed on a regular or semi-regular basis. For example, it was put forth that the issue of copyright and copyright violation was something worth revisiting every year or two. The same was true of our relations with courier services, as well as the effect of intellectual property law on the internet. Of course, these regularly scheduled meetings would be interspersed by topical issues of the day. One subject was the value of both professional development and graduate school opportunities as means to enhance our individual careers. As usual, there was no shortage of interesting proposals to fulfill the varied needs of such a large group.

Before we adjourned and toured Williams & Connelly's extensive collection, we debated imitating the Private Law Libraries SIS and adding an after hours social component to our group. This would mostly consist of regular happy hours at various taverns around town, and the start of an annual Dutch-Treat dinner. The group seemed to think it was a good idea to try it and see if it should be pursued. With another program successfully completed, Lee Passacreta volunteered Holland & Knight as host for the October meeting. Pete Vay then provided us with an excellent tour of the Williams & Connelly Library. ■

LEGISLATIVE/ SIS NEWS

Carole Waesche
Steptoe & Johnson

THE LEGISLATIVE SIS HELD ITS FIRST MEETING ON SEPTEMBER 30 and it appears we have quite an active year ahead of us. First on the agenda was the new edition of *The Union List of Legislative Histories*. We have a contract from a potential publisher on the table, but the membership did not take a positive view of the proposed contract. A committee was appointed to look into the details of publishing through the Society, forgoing an outside publisher altogether. The Union List Committee is expected to meet by the end of October, and once the publishing issue is settled, we should move into the production stage. So, with any luck, we'll have a new edition out by the end of the year.

As always, we discussed the Hearings In Print situation, and again did not arrive at any final solution. We did accept volunteers to contact and work more actively with GPO. They'll be trying to ascertain when and if GPO intends to begin posting this information on its web site and, if that's not going to happen, to try and arrange to receive the information in an electronic or print format. And before I write further, I want to acknowledge Lorelle Anderson and Emily Carr. This information arrives in our e-mail boxes and appears on the LLSDC web page because of their continued hard work.

Regarding upcoming programs, we decided to invite executives from the major electronic service providers (Lexis, Westlaw & CQ) for a series of Q&A/"listening" sessions. This selection of programs was inspired, for the most part, by the recent demise of Legi-Slate, a topic which took up a sizeable amount of meeting time. The concerns were numerous: where will the archived data end up, will any services be providing a reasonable facsimile of Legi-Slate's indexing and abstracting information, whom do we contact to express our concerns, and how will the Legislative SIS go about taking on an active role in addressing these issues? Because of this, it was decided to invite the vendors on an individual basis to listen and respond to our questions. The schedule for these meetings will appear in Dates to Rememberand be posted on the listserve as well.

All in all, I think it was a productive meeting. We had a large turnout with active participation from everyone present. Thanks to all for the good ideas, please keep them coming. Member involvement and input keeps the wheels turning, and I'd say we got off to a good start. ■

ACADEMIC/SIS NEWS

Susan Ryan
Georgetown Law Library

THE 11TH ANNUAL ACADEMIC SIS PICNIC was the first event of the 1999-2000 year. Over 40 people attended the gathering at the George Mason University School of Law. In addition to feasting on Red, Hot and Blue barbecue and Pizzeria Uno pizza, our gracious hosts were good enough to lead tours of the new library. Thanks are in order to the staff at George Mason, especially Rae Best, who did an enormous amount of work to prepare for our Friday afternoon visit. Virginia Bryant was honored by the SIS for her service to our group as President for 1998-1999. We had a wonderful year last year, thank you Virginia for all of your hard work. Winners of the door prizes were Lynn Monkres of Catholic University Law Library and Janice Anderson of Georgetown University Law Library, congratulations to them. Also honored,for many years of service to and active membership in the SIS, was Joanne Zich of American University Law Library. She will be retiring on October 1st, and we will miss her very much!

NEXT ON OUR AGENDA

The next program for the SIS will be a brown bag lunch focusing on Lexis and Westlaw training in the academic setting. We are hoping to establish a useful discussion between academic and private law librarians so that we can most effectively prepare our students for private practice. Further details will be announced on the Academic SIS webpage and in *Dates to Remember*.

IDEAS FOR ADDITIONAL PROGRAMS

In the months to come the SIS will be offering two programs on preservation issues and a tour of a local library. Are there other programs you would like to see the SIS sponsor? We would also like to have a spring social event - ideas for this include the return of the spring tea or a trip to a minor league baseball game. Is there something else you'd like to do? Don't be shy! Call Susan Ryan at 202/662-9142 with any ideas. ■

WE APPRECIATE OUR ADVERTISERS ... SO WHEN YOU USE THEIR SERVICES, TELL THEM YOU SAW IT IN LAW LIBRARY LIGHTS!

Special Counsel1/2 page

Lexis full page ad

MAY 5, 1999 — FINAL COPY

PRESENT: Carolyn Ahearn, Brian Baker, Elmo Dattalo, Rita Kaiser, Barbara Fisher, Mabel Shaw, Karen Silber, Rick McKinney, Dennis Feldt, Ann Green, Debbie Trocchi, Bob Oaks, Emily Carr

CALL TO ORDER: The meeting was called to order by President Ahearn at 9:11 a.m.

MINUTES: The motion to accept the April minutes as corrected carried.

GUESTS

Website report by Emily Carr, Chair of the Website Committee: 43,864 hits to LLSDC's website in the past four months. The *Competencies for the Law Librarian in the 21st Century* handouts, held April 23, 1999 at CUA, will be on the web. E. Carr will purchase 2 copies of software needed to make PDF documents (the purchase was previously approved by the Board). E. Carr would like to receive DTR electronically in order to post to LLSDC's website. R. Skalbeck is interested in becoming next chair of the website committee - E. Carr will aid in the transition. Due to the fact that some employers will not allow some software to be uploaded on their system, E. Carr will put together a proposal to lease a laptop to aid in the web design. A second laptop may also be purchased to aid in taking minutes during the LLSDC Board meetings. The laptop(s) will be handed over to the next chair of the website committee/Recording Secretary.

There was a discussion on taking E. Chabot's site and how much time is involved and who would do it. E. Carr expressed interest - we could always drop it at a later date.

Also discussion on including *Lights* articles and index on the LLSDC homepage.

BOB OAKS submitted final changes to the Board for the *LLSDC Procedures Manual*. A motion to approve the changes in the *LLSDC Procedures Manual* as discussed and amended carried.

In regards to vendor support, the Board adopted the following policy: It is Society policy to accept support from a diversity of vendors and we reserve the right to limit the number or amount of contributions from any vendor.

OFFICER'S REPORT

PRESIDENT'S REPORT: C. Ahearn reported that the current WETA programming guide lists LLSDC as a participant in the fund drive.

PAST PRESIDENT'S REPORT: E. Dattalo reported that the technology bootcamp was a success and has copies of the handout.

Murder mystery will be postponed for the Fall.

TREASURER'S REPORT: R. Kaiser gave the accou balances as of May 1, 1999.

The ILL SIS will hold elections at their meeting next week.

The Website Committee - Roger Skalbeck will have volunteers for next year.

ASSISTANT TREASURER'S REPORT: B. Fisher gave an account of deposits into the checking account.

CORRESPONDING SECRETARY'S REPORT: M. Shaw passed out the Master Calendar. The plaques and certificates for the closing banquet have been ordered. Need to order boutonnieres for the leadership list.

RECORDING SECRETARY'S REPORT: K. Silber reported that J. Leon has a low RSVP number for the closing banquet thus far and asked the Board to send out a notice. Elmo will send out an electronic message to further aid in the registration process for the closing banquet.

The Board discussed a request by the Scholarships and Grants Committee regarding a tuition request.

BOARD MEMBER'S REPORTS

RICK MCKINNEY: The Legislative Research SIS will have elections June 7. The Union List of Legislative Histories is almost done.

The Federal SIS elections meeting and a presentation by GPO access is scheduled for May 17 at the FTC.

MANAGEMENT COMPANY REPORT

DEBBIE TROCCHI reported that there are 825 members and 139 subscribers to Lights. A move to accept new members for April and May carried.

NEW BUSINESS

Request for financial support from Shelley Dowling, AALL Local Arrangements Co-chair. The Board discussed a request for $1,000 for unforeseen expenses to include baskets, tee-shirts and mints for the Association lunch. The Board passed a motion to spend $200 on baskets, donate three tee-shirts and pay the cost of mints with the LLSDC logo for the Association lunch. If more funds are needed, the committee would need to detail specifics.

AALL would like to showcase the Society's events - C. Ahearn will talk with L. Bedard.

ADJOURNMENT: The meeting was adjourned at 11:57 a.m.

ITEMS DISTRIBUTED: Agenda; Account balances dated May 1, 1999 including the 1998-1999 General Operating Budget-Expenses; Master Calendar of LLSDC Activities as of 5/4/99; Memo from Debbie Trocchi dated 5/5/99; Procedures Manual revisions; request from Shelley Dowling, Co-chair

AALL Local Arrangements; thank you e-mail from K. Martin for the Board support for the Washington Guidebook; Website stats from E. Carr;

Next Meeting: Thursday, August 26, 1999 from 9:00 a.m. - 11:30 a.m. at the University of the District of Columbia, 4200 Connecticut Ave., NW. The room number will be disseminated electronically when the location is definite.

August 26, 1999 — Electronic Final Copy

Present: Brian Baker, Lynn Davis-Gabriel, Barbara Fisher, Leslie Lee, Karen Silber, Nancy Crossed, Herb Somers, Bill Grady, Debbie Trocchi, Mary Grady, Beatrice Wise, Roger Skalbeck, Susan Ryan, Gordon Van Pielt, Stephanie Paup, Frances Brillantine, Christine Chapdelaine, Linda Davis, Mindy Klasky, Carol Grant, Kay West, Gina Clair

Call to Order: The meeting was called to order by President Baker at 9:06 a.m.

Minutes: The motion to accept the May minutes as corrected carried.

Officer's Report

President's Report: B. Baker announced plans for 1999-2000 to include continuing with technology and outreach programs including the MLK program and more benefits to members, suggestions are welcome. Budgets Brian asked that the chairs of the SISs and committees look at the previous year's budget and submit a budget to him ASAP.

Treasurer's Report: B. Fisher will have the figures by the next meeting. Barbara asked that you give her the completed check requests, and if you have checks for depositing, to give to L. Lee.

Assistant Treasurer's Report: L. Lee reported the checking account deposits for June and July.

Corresponding Secretary's Report: Sent flowers for Rosalie Gerber who passed away.

Management Company Report: Debbie Trocchi reported that there are 718 members and 40 subscribers to *Lights*. A motion to approve new members for June, July and August carried; membership will check on four members whose titles are questionable.

Directory

D. Trocchi would like to get the directory out by mid-October. She will also send out the Procedures Manual some time next week. The e-mail address for the Management Company is

Global Securities

size at 85%

management@llsdc.org - it will be on the new stationery. There was a discussion on lapsed membership and it was decided that those whose membership lapsed for more than five years would be invited to the new members lunch.

GUESTS

DATES: S. Paup will work with Nancy Crossed to aid in getting Dates out. Stephanie will try and gets Dates out in the next two weeks electronically.

LIGHTS: B. Wise announced that the deadlines are September 30th and December 10th.

NOMINATIONS COMMITTEE: Need four people for the committee and need the slate by the December, hopefully November meeting at which time it will be turned over to the Elections Committee, chaired by Frances Brillantine.

WEBSITE COMMITTEE CHAIR: R. Skalbeck will revamp by spreading out responsibilities for input across the committee.

PUBLICATIONS COMMITTEE: L. Davis wanted to know if the Board would change the publication schedule to coincide with the LLSDC fiscal calendar.

MEMBERSHIP COMMITTEE: K. West proposed October 16 for the new members lunch and in addition to the Board, it was suggested that the SIS chairs attend.

MENTORING COMMITTEE: C. Grant and co-chair V. Railey asked for assistance so if you want to be a mentor, speak up.

NEW BUSINESS

HOTLINE: There was discussion whether it is more feasible to maintain the Hotline on the web or in its current form. R. Skalbeck reported that the joblist is one of the biggest hit areas on the web. It was decided to research how many calls the hotline gets a month and then determine whether we'll move the information onto the webpage.

CREDIT CARD Discussion on paying for LLSDC functions/membership with a credit card. R. Skalbeck will check into and report back.

LAPTOPS: B. Baker and R. Skalbeck reported that they do not need laptops but the *Lights* editor may need one. Debbie reported that the Association has insurance for these items and will look into leasing laptops and report back next month.

LIGHTS: Discussion on moving *Lights* to the web. Many points were brought up including subscription loss, making selected text available only, make the past issue or past two issues available, advertising loss/gain, indexing, and who actually holds the copyright.

ADJOURNMENT: The meeting was adjourned at 11:06 a.m.

ITEMS DISTRIBUTED: Agenda; 1999-2000 LLSDC Board Meeting Schedule; Memo from Debbie Trocchi dated 8/26/99.

NEXT MEETING: Wednesday, September 22, 1999 at 9:00 a.m. at the University of the District of Columbia, 4200 Connecticut Ave., NW., UDC Faculty Room, Building 39, Room 208. ■

MEMBERSHIP DIRECTORY

If you have changes in your listing in the 1998-1999 *LLSDC Membership & Law Library Directory*, please contact Scott Larson, Librarian at Beveridge & Diamond, P.C., at 202/789-6166 or at slarson@bdlaw.com.

Cal Info

NEWS OF MEMBERS

Gina Clair
Morrison & Foerster

News of Members

Rosalie GerberLaw Librarian for many years at Jenner & Block, died in early July 1999. Our condolences go out to her family and friends.

Myra Wilson, who worked for Skadden, Arps in their Brussels and DC offices, died September 5th. Her remarkable career included experience here and abroad outside the legal field. Our sympathy and thoughts are with her family and friends.

Elaine Varnerhas chosen an early retirement from O'Melveny & Myers to spend time with her 6 year old daughter. She will be missed.

Joanne Zilch, known for her extraordinary contributions to law librarianship and to the LLSDC, has announced she is retiring September 30th from American University. We are thankful for the guidance she has given us as President from 1992-93 and in countless other capacities as well. Happy retirement, Joanne.

Jeannie Cosciais Manager of Technical Services at Wiley Rein & Fielding.

Jack Ellenberger, life member, recently obtained an e-mail address, ajax407@aol.com.

Pamela Fiawoo, formerly King & Spaulding, is now a Reference Librarian at Howrey & Simon.

Debbie Fisher, Library Manager, O'Melveny & Myers.

Capital CLE Calendar ad

Susan Glaize, formerly Securities & Exchange Commission, is a librarian at the U.S. Department of Commerce Law Library.

Reiner Gogolin, formerly LeBoeuf, Lamb, Greene, MacRae, is now at Wilmer, Cutler & Pickering.

Danielle Greenehas changed her address to 525 South Spring Street, Falls Church, VA 22046. She was at Powell Goldstein Frazer & Murphy.

Sally Hand, formerly with Zuckert, Scoutt & Rosenberger, is now the Librarian Information Specialist at the Embassy of Australia Library.

Dawn Adair Johnson, formerly at Sutherland, Asbill & Brennan LLP, is now the librarian at Edelman Public Relations.

Leslie Lee, Assistant Director for Administration, Jacob Burns Law Library.

Barbara Rainwater, formerly at Georgetown University, is now at Covington & Burling.

Pamela M. Scott, formerly at the U.S. Sentencing Commission, is now at 10711 Maplecrest Lane, Potomac, MD 20854. No phone or fax is given but her e-mail is pame678713@aol.com.

Susan Lewis-Somers, formerly at Georgetown, is now Senior Reference and Educational Services Librarian at the Washington College of Law.

Laura Speeris now at Swidler Berlin Shereff Friedman.

Michael J. Petit, formerly at Georgetown University, is now Head of Cataloging at the Washington College of Law Library.

Lee Passacreta, formerly with Morrison & Foerster, is now at Holland & Knight.

Susan M. Pries, formerly with the Association of International Automobile Manufacturers, is now at Van Ness Feldman library.

A Warm Welcome to Our New Members

Rosalyn Alleman, Librarian, Coudert Brothers

William Barth, Vice President, Washington Document Service

Ron Barrett, Capitol District Information

Gail Elaine Bell, Circulation Supervisor, Jacob Burns Law Library

Carolyn M. Best, Library Assistant, Pillsbury Madison & Sutro LLP

David E. Cappy, Library Specialist, Shea & Gardner

Charles C. Clairdy, Library Assistant, Williams & Connolly

Elaine M. Clark, D.C. Librarian, Venable Attorneys At Law

Lara F. Colby, Librarian, Powers, Pyles, Sutter & Verville, P.C.

Amy Connaughton, Legal Assistant/Law Librarian, Fletcher Heald & Hildreth, PLC

Stephen B. Constantelos, Legislative Librarian,

Reed Smith Shaw & McClay
Marilyn S. Estes, Reference Librarian, George Mason University Law School Library
Jacob Flewelling, Librarian, Haynes and Boone, LLP
John Fries, Reference Librarian, Bingham, Dana LLP
Barbara Gabor, Senior Researcher, Wilmer, Cutler & Pickering
Kathryn L. Gambrell, Library Technician, Baker and Hostetler, LLP
Joy E. Garmon, Director of Library Services, Sutherland Asbill & Brennan LLP
Michael Gentile, Reference Librarian, Arnold & Porter
Matthew A. Gilmore, Reference Librarian, District of Columbia Public Library
Tata Gordanier, Student, CUA
Curtiss C. Grove, Publisher, Potomac Publishing Company, Inc.
Kathy A. Hampton, Senior Information Specialist, Dow, Lohnes & Albertson
Laura Hazan, Reference Librarian, Latham & Watkins
Gail Henderson-Green, Chief Librarian, Internal Revenue Service
Alea Henle, Research Librarian, Wilmer, Cutler & Pickering
Joseph A. Hess, Student, CUA
Tenisa K. Jackson, Library Assistant, Paul, Weiss, Rifkind, Wharton & Garrison
Deborah M. Keene, Associate Dean, Library & Technl., George Mason University Law Library
Lynn N. Klein, Librarian, Heller Ehrman White & McAuliffe
Helen Leskovac, Head of Public Services, University of the District of Columbia School of Law Library
Susan Lewis-Somers, Sr. Reference/Edu. Svcs. Librarian, Washington College of Law
Ben Licciardi, Library Assistant, Epstein Becker & Green, P.C.
Syndy L. Littman, Senior Legal Asst./Librarian, Sprenger & Lang
William E. Magee, Student, CUA
Patricia B. Martin, Office Manager, Bode & Beckman, L.L.P.
Daniel May, Library Director, Commodity Futures Trading Commission
Kristi McLane, Legislative Research Assistant, Kirkland & Ellis
Kathryn McRae, Library Director, Hawkings, Delafield & Wood
Bridget Miller, Interlibrary Loan Assistant, Williams & Connolly
Carmen Miller, Library Assistant, Cleary, Gottlieb, Steen & Hamilton
Doris A. Nay, Librarian, Kutak Rock
Toululope Odunlami, Library Clerk, Latham & Watkins
Marcus O'Neal, Library Assistant, Crowell & Moring
Greta Patten, Library Assistant, Beveridge & Diamond
Penny E. Pendergrass, Library Assistant, O'Melveny & Myers, LLP
Brian Pittman, Sales Representative, West Group
Laura W. Reilly, Asst. Librarian/Legis. Specialist, Pepper Hamilton LLP
Scott Ritter, Library Assistant, Hunton & Williams
Shadonna F. Simmons, Law Library Assistant, Federal Reserve Board
William Sparks, Legal Assistant/Librarian, Brown & Wood LLP
Elena Stamoulis, Reference Librarian, Willkie Farr & Gallagher
Meredith Sund Peterson, Student, UMd
Manetta Swinson, Library Assistant, Swidler Berlin Shereff Friedman
Michael Timpani, Reference Librarian, U.S. Department of Energy
Benjamin A. Toby, U.S. Librarian & Info. Manager, Freshfields LLP, N.Y., N.Y.
Carole Waesche, Legis./Electronic Res. Librarian, Steptoe & Johnson, LLP
James H. Walther, Reference Librarian, Bryan Cave LLP
Ruth G. Watson, Research Analyst, Hogan & Hartson L.L.P.
Susan G. Watters, Legislative Librarian, Steptoe & Johnson
Larry White, Library - Records Assistant, Kilpatrick Stockton LLP
Mary E. Williams, Librarian, U.S. Navy General Counsel Library
Yuan Yao, Head of Cataloging, Edward Bennett Williams Library ■

LLSDC HOTLINE

Call anytime for access to a telephone tape listing available law library positions in the D.C. metropolitan area as well as a listing of LLSDC current events. The service is free to job seekers. The tape is updated every Friday. Please call the LLSDC HOTLINE 202/310-4570.

EYE ON SERIALS

Susan Ryan
Georgetown Law Library

PRINT PUBLICATIONS

Villanova Journal of Law and Investment Management, 1999-
Published semiannually by the Villanova University School of Law, 299 North Spring Mill Road, Villanova, PA 19085-1682; 610/519-7833. Price: $100.00 per year.

The journal seeks to be an authoritative forum for discussion of important issues in law and investment management. The journal will publish articles on legal issues related to state and federal securities law and other areas of law governing specialized investment vehicles. Authors will be drawn from both the practice and academic communities and the style of articles will be modeled on those published in *The Business Lawyer*.

The Georgetown Journal of Gender and the Law, 1999-
Published three times per year by Georgetown University Law Center, 600 New Jersey Avenue, NW, Washington, DC 20001; 202/662-9460, Fax: 202/662-9491. E-mail: gjgl@law.georgetown.edu. Price: $35.00 per year.

This new journal will focus on the impact of gender and sexuality on both the theory and practice of law. It seeks to complement the work being done by existing feminist journals while expanding inquiries into the intersection between sexuality and gender. The journal will feature papers and speeches from its Annual Symposium on Gender, Law and Sexuality, an annual review of gender and sexuality law and general articles on the topic of gender and the law.

ON-LINE SUBSCRIPTION

Access to African American Studies, 1999-
Updated quarterly by Congressional Information Service, 4520 EastWest Hwy., Bethesda, MD 208143389; 301/654-1550; Fax: 301/6544033. Price: ranges from $1,795.00 to 11,335.00 depending on the number of students; special pricing also exists for public and state libraries.

This web-based research service is part of the *CIS History Universe* suite of products. Of particular interest to legal scholars is its collection of all major federal legislation pertaining to race relations from 1792 to the present and all United States Supreme Court decisions on race from 1806 to the present. Other information includes: reference works, manuscript materials and autobiographies of African Americans.

TITLE CHANGE

The Lawyers Competitive Edge: the Journal of Law Office Economics and Management, 1999-
Published monthly by West Group, 50 Broad St. E, Rochester, NY 14694; 800/328-4880.
Price: $185.00 per year.

Formerly ***Law Office Economics and Management***, this new publication began with volume 1, number 1, dated January 1999. The last issue of the previous title was volume 39, number 3 dated 1998. ■

Alert Publications

NEED A FREELANCE LIBRARIAN?
USE THE LLSDC FREELANCE LIBRARIAN'S REGISTRY

The Registry, offered as a free service of the LLSDC, is a listing of law library professionals available for temporary assignments and projects. To obtain a copy of the Registry or to add your name as a freelance professional to the list, please call Pam Mandel at Ballard, Spahr at 202/661-2247.

West full page ad

CALENDAR OF EVENTS

Christine K. Dulaney
Columbus School of Law Library
Catholic University of America

NOVEMBER

10 Inter Library Loan SIS. Monthly meeting. 12:30-1:30pm. Location: Leboeuf, Lamb; 1875 Connecticut Ave. NW. Contact: Keith Gabel 202/508-1021.

17 LLSDC Board Meeting. 9:00am. Location: University of the District of Columbia; 4200 Connecticut Ave., NW; Room 208. Contact: Brian Baker 202/274-7354.

12 "Inside British Libraries." 3pm. More information forthcoming. Contact: Elmo Dattalo 202/887-1520.

DECEMBER

8 Inter Library Loan SIS. Monthly meeting. 12:30-1:30pm. Location: TBA. Contact: Keith Gabel 202/508-1021.

8 Private Law Libraries SIS. Holiday Party. Location: TBA. Time: 5:30-7:30pm. Contact: Janet Baxter 202/342-5282.

15 LLSDC Board Meeting. 9:00am. Location: University of the District of Columbia; 4200 Connecticut Ave., NW; Room 208. Contact: Brian Baker 202/274-7354. ■

LIGHTS DEADLINE

The deadline for the January/Februrary 2000 *Law Library Lights* is December 10, 1999. For submissions, call Beatrice Wise at 202/383-6868 or e-mail wiseb@howrey.com.

LLSDC HOTLINE

Call anytime for access to a telephone tape listing available law library positions in the D.C. metropolitan area as well as a listing of LLSDC current events. The service is free to job seekers. The tape is updated every Friday. Please call the LLSDC HOTLINE 202/310-4570.

West 1/2 page ad

PUBLICATIONS OF THE LAW LIBRARIANS' SOCIETY OF WASHINGTON, D.C., INC.

- **COUNSEL: CONSOLIDATED UNION SERIALS LIST, 13TH EDITION (1998-99).**
  Published annually, *Counsel* contains the legal and non-legal serials holdings of over 175 area law libraries. A single copy is provided to each member library who participates and submits its holdings for inclusion in *Counsel*. Price: $360.00 for non-participating members of the Society plus $10.00 Shipping and Handling and $21.28 in D.C. Sales Tax (Total Cost: $391.28). For non-members of the Society, the cost is $425.00 plus $10.00 Shipping and Handling and $25.00 in D.C. Sales Tax (Total Cost $460.00). Additional copies for participants are $125.00 each plus $10.00 Shipping and Handling and $7.76 in D.C. Sales Tax (Total Cost $142.76).

- **MEMBERSHIP DIRECTORY.**
  Provided to members as part of the Society's membership fee, the Directory may be purchased separately. Price: $10.00 to members, plus $.58 in D.C. Sales tax and $1.42 Shipping and Handling (Total Cost: $12.00) $40.00 for non-members plus $2.30 in D.C. Sales Tax and $1.70 in Shipping and Handling (Total: $44.00).

- **LAW LIBRARY LIGHTS.**
  The Society's newsletter, published 5 times per year, provided to members as part of the Society's membership fee, and is available for separate purchase. Price: $35.00 for non-members; Add $10.00 for foreign subscribers; single issues are $15.00 each.

- **UNION LIST OF LEGISLATIVE DOCUMENTS, 3RD EDITION, 1994.**
  Contains information on area holdings of various Congressional materials. Price: $75.00 which includes $3.90 sales tax and $6.10 shipping and handling.

- **GENERAL LEGAL PUBLICATIONS UNION LIST, NEW 4TH EDITION 1999.**
  Contains the new third edition which includes D.C. area law library holdings of federal administrative decisions, federal and state reporters, state and local codes, and legal looseleafs. Price: $375.00 for non-participating members, plus $10.00 Shipping and Handling, and $22.14 in D.C. Sales Tax (Total Cost: $407.14); $425.00 for non-members plus $10.00 shipping and handling charge and $25.00 D.C. Sales Tax (Total Cost: $460.00). Additional copies for participants are $125.00 each plus $10.00 Shipping and Handling and $7.76 in D.C. Sales Tax (Total Cost: $142.76).

- **LEGISLATIVE RESEARCH SIS MEMBERSHIP DIRECTORY AND SOURCE BOOK, 1998-99.**
  Contains this Special Interest Section's annual membership directory as well as an eight page description and tabular comparison of nearly all of the sources of on-line legislative and regulatory information, including Internet sources. 18 pages. Price: $5.00 Plus $.29 in D.C. sales Tax and $2.21 in Shipping and Handling (Total Cost $7.50).

Orders must be prepaid except for Purchase Orders from Federal Government offices only. Orders subject to availability and filled on a first-come, first-served basis. Please allow 2 - 3 weeks for delivery.

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Legislative Research:	Carol Waesche	429-3023
Private Law Libraries:	Mindy Klasky	857-8981

Committee Chairpersons

Arrangements:	Christine Chapdelaine	624-2832
Bylaws:	Mary Grady	260-5919
Consulting:	Gabriele Zsebi	835-7578
Dates to Remember:	Stephanie Paup	457-5367
Directory:	Meghan McGee	(703) 993-8104
Education:	Vacant	
Elections:	Frances Brillantine	319-4331
GLP:	Vacant	
History and Archives:	Laura Bedard	662-9172
Joint Spring Workshop:	Charlotte White	662-6177
	Jeanne Faubell	942-1695
LIGHTS:	Beatrice Wise	383-6868
	Elizabeth Conte	383-7129
Membership:	Kay West	778-0148
	Gina Clair	887-1588
Mentoring:	Valerie Railey	806-8236
	Carol Grant	994-2687
Nominations:	Vacant	
Placement:	Donald Coney	879-5177
Publications:	Vacant	
COUNSEL:	Vacant	
Public Outreach:	Ellen Feldman	434-5301
Public Relations:	Vacant	
Scholarships & Grants:	Gordon Van Pielt	994-5173
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Website Committee:	Roger Skalbeck	383-7360
Wecome Committee:	Vacant	

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