



Vol. 32, No. 2  
November 2004

# SCALL Newsletter

## President's Column

by Jennifer Berman  
jberman@mwe.com

### Save the Dates! Save the Dates!

It is hard to believe that it is already November. The first date to save is Thursday, December 2nd. SCALL's 2004 Holiday Meeting will be at the San Gennaro Cafe in Culver City. Michael Saint-Onge, our Program Committee Chair, has planned a wonderful dinner, so please come join us in welcoming the holiday season and catching up with your colleagues. Please see the registration form in this newsletter for more details.

I am happy to announce that the 2005 SCALL Institute, *I.P. for the I.P.: Copyright, Patents & Digital Technology for the Information Professional*, is going to be held on March 4-5, 2005 at the Embassy Suites Hotel in Palm Desert. Thanks to Lexis and Westlaw, our educational program will be further enhanced with two pre-conference programs, one on Thursday afternoon and one on Friday morning. Watch the SCALL listserv, the SCALL website, and your mail for registration and hotel details. Please contact Pauline Aranas (paranas@law.usc.edu) to volunteer.

And, way off in the distance (although not too distant)...The Pacific Chapters reception at AALL's Annual Meeting in San Antonio is scheduled for Sunday, July 17, 2005. It will be followed by the Opening Reception (a Dessert Bar).

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### The SCALL Newsletter Staff

The SCALL Newsletter is published electronically five times per year (September, November, January, March and May) by the Southern California Association of Law Libraries, a chapter of the American Association of Law Libraries. Visit the SCALL website at <http://www.aallnet.org/chapter/scall>.

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## Editor's Notes

by  
**Victoria Williamson**  
[williamv@ulv.edu](mailto:williamv@ulv.edu)



### You be the judge.

As the end of 2004 approaches, I find myself once again asking the same question I asked when I first took on the editorial responsibilities for our newsletter. The question is and will continue to be what can we do to improve our newsletter? Our newsletter has undergone some changes in the four years that I've been involved with the committee. Some changes were made to improve the quality of its content and presentation while some were made for sound financial reasons. It is up to you as SCALL members to judge whether or not the changes you've seen are deemed improvements. And if you think they are not, it is up to you as well to make it known to us.

I thank those of you who take time to send us your feedback, be it a quick pat on the back, a point to an error or omission, or a well-intentioned comment. Each has, in one way or another, contributed to the overall quality of our newsletter.

### Reach out and expand.

As editor, one of my goals is to reach as many readers as possible, including all members. This is not an easy task, especially for a publication that is available only in electronic format. I know that a lot of us still prefer the print copy; and in this electronic age where demand for instant access and retrieval is expected, downloading a PDF document with lots of graphics and color can be an issue or a possible source of frustration for some readers. However, we can begin to explore possible options to address this concern. The question is; is it an issue important enough to you that you would take the time to voice it or actively take part in finding a solution?

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### SCALL Newsletter Submission Deadlines

Deadlines for publication in the SCALL Newsletter are the following:

December 13, 2004	January 2005 issue
February 14, 2005	March 2005 issue
April 11, 2005	May 2005 issue
August 8, 2005	September 2005 issue

We welcome the submission of any articles of interest to the law library community. Contact Victoria Williamson, SCALL Newsletter Editor, at [williamv@ulv.edu](mailto:williamv@ulv.edu).



## Getting to Know You: Richard T. Iamele

by Margot McLaren,  
Serials/Government Documents Librarian  
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mmclaren@law.whittier.edu

Richard Iamele is originally from Newark, New Jersey. He received his B.A. (1963) from Loyola University of Los Angeles, his M.S.L.S. (1967) from the University of Southern California, and his J.D. (1976) from Southwestern University School of Law. After he received his library degree, he secured a full-time position as a Cataloger for the University of Southern California. In 1971, Richard was hired as an Assistant Cataloger for the Los Angeles County Law Library, while pursuing his law degree part-time, and in 1977, he became an Assistant Reference Librarian. In 1978, he was promoted to Assistant Librarian, and in 1980, he became the Director. After 34 years of dedicated service to the Los Angeles County Law Library, Richard plans to retire in July 2005. When asked about his biggest challenge as Director, he confided: *"In June 1992, there was a murder and suicide in the library. I had to deal with excited staff and the public. I arranged for security and psychological training. This was a very traumatic experience, and a difficult period of time."*

Richard is a member of SCALL, AALL, American Bar Association, California Library Association, and Council of California County Law Librarians where he served as president from 1981-1982 and from 1988-1990. He currently is a member of the Task Force on County Law Libraries, which will report to the Legislature on the status, and funding of county law libraries. When Richard is not immersed in his



*Richard T. Iamele*

career and in professional organizations, he enjoys reading, good food and wine, and his true passion, Notre Dame football.

Richard counts his predecessor Forrest Drummond, and Peter Enyingi, retired L.A. County Technical Services Librarian, as his mentors. They assisted and guided him in his career in law librarianship.

His advice to librarians aspiring to be a library director: *"Be mobile and be willing to move to different jobs in different parts of the country, further your education, especially pursue advanced degrees such as a law degree, Masters in Business Administration, or Masters in Public Administration."*

### Editor's Notes (cont.)

(continued from page 2)



#### **Don't be shy, step forward and be recognized.**

As I often say, this is our newsletter. As SCALL members, we own it and we can use it to further our professional goals and aspirations, collectively or individually. For this reason, I urge you to take advantage of this to promote yourself, your library and your profession. I strongly believe that promoting one librarian or one library at a time is a step in the right direction toward promoting our profession. We must be proactive in seeking out opportunities to promote, raise important issues, develop new skills, inform and educate—for all of which the newsletter can be a viable tool available to all members.

#### **Are you on the lists?**

As an electronic-only publication, our newsletter is sent out to members via the SCALL listserv. If you know a colleague who has not been receiving a copy of our newsletter, please let us know.

As always, we encourage all members to submit an article or any items of interest to the law library community. We are always eager to hear from you. We want your input. So talk to us.



## Getting to Know You:

### Michele Lucero

by Victoria Williamson  
Reference Librarian  
University of La Verne Law Library  
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*“This field brings together my two interests in life: law and librarianship....Being new to this specialty, I feel that I will be able to grow, learn from others, and bring new ideas to the profession.”*

Michele is a courageous young lady who knows exactly what she wants. She started early on with her applications for a law librarian position, even before she graduated from the MLS program, willing to relocate anywhere the profession led her. She fully understands the benefits of networking and is a member of various library associations, including Special Libraries Association (Legal Division), Houston Area Law Librarians, Southwestern Association of Law Libraries and Southern California Association of Law Libraries. She has attended the annual meetings of other law library associations, including WESTPAC and NOCALL, and the Legal Research Institute in Washington, DC.

In the few months that Michele has worked as law librarian for Weil, Gotshal & Manges, she has immersed herself with everything she needed to know to run a private law library, from shelving and cataloging books to conducting legal research and relocating the collection. Performing multiple tasks and learning new aspects of the job every day has become Michele’s routine at Weil, and she thrives on it. She truly loves her work.

Michele has a passion for cats—especially her 5-year old named Parsey—education, parks and museums, and running. She is currently preparing for the Houston Marathon to be held in January, and she is participating in the San Antonio Half-Marathon this month.

When asked about her number one passion in life, she states, *I am overly excited about law librarianship. This field brings together my two interests in life: law and librarianship. My experience speaks for my dedication to this field. Being new to this specialty, I feel that I will be able to grow, learn from others, and bring new ideas to the profession.* Michele proudly adds, *Of the 54 students in my cohort at the University of North Texas pursuing their MLS degree, I was the only individual specializing in law librarianship.*

I first met Michele Lucero at the SCALL Institute in San Diego last spring, when a colleague introduced her to me. He talked about her with such excitement and enthusiasm that the idea of writing about Michele stayed with me for the next few months. Have you ever heard the saying, “You never get a second chance to make a first impression?” Well, Michele certainly made a good first and lasting impression on me.

Michele recently moved from her native Las Vegas, Nevada, to Houston, Texas, where she landed her first law librarian position at Weil, Gotshal & Manges LLP. She is no stranger to libraryland or the law firm environment. Two years ago, she began her library career with her first job as a Page with the Las Vegas-Clark County Library District. She climbed further to Circulation Assistant and Adult Services Reference Assistant. Prior to working for Weil, Gotshal & Manges LLP, she worked as a Runner at Graves & Leavitt and as a Law Library Assistant at Lionel Sawyer & Collins.

Michele earned a Bachelor of Science degree in Business Administration from the University of Las Vegas, Nevada and graduated in May 2004 with a Master’s degree in Library Science from the University of North Texas, concentrating in law librarianship.

*(continued on page 5)*



## The Call for Papers Has Begun

Call for Papers Committee  
American Association of Law Libraries/LexisNexis

Have you been thinking of writing an article of interest to law librarians? Maybe you just need a push to get started? Whether for fame or for fortune, this is your chance to enter the **AALL/LexisNexis™ Competition**.

The AALL/LexisNexis Call for Papers Committee is soliciting articles in three categories:

**Open Division** for all AALL members and law librarians with five or more years of professional experience;  
**New Members Division** for recent graduates and AALL members who have been in the profession less than five years;  
**Student Division** for budding law librarians still in school. (Students need not be members of AALL.)

The winner in each division receives \$750 generously donated by LexisNexis, plus the opportunity to present his or her paper at a special program during the AALL Annual Meeting in San Antonio, Texas. Winners' papers will also be considered for publication in the Association's prestigious *Law Library Journal*.

For more information, a list of previous winners and an application, visit the AALL website at [www.aallnet.org/about/award\\_call\\_for\\_papers.asp](http://www.aallnet.org/about/award_call_for_papers.asp).

Submissions must be postmarked by March 1, 2005.

If you have any questions, please contact any member of the AALL/LexisNexis Call for Papers Committee: Chair, Virginia Davis, [davis@uh.edu](mailto:davis@uh.edu); Renee Rastorfer, [rrastorfer@law.usc.edu](mailto:rrastorfer@law.usc.edu); or Patricia Wellinger, [pwellinger@law.du.edu](mailto:pwellinger@law.du.edu).

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### Michele Lucero (cont.)

(continued from page 4)

Michele credits her undergraduate professor, David Hames at the University of Nevada, Las Vegas, and Dr. Yvonne Chandler at the University of North Texas for leading her into the field of law librarianship. She states, *I am honored to have such great mentors and to have met many others along the way. My inspiration comes from within. I know what I want to do and go after it.* Michele plans to further her studies in the field and work toward a joint MBA/JD degree. She feels as if this is only the beginning of her dreams.

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### President's Column (cont.)

(continued from page 1)

#### Call for Volunteers!

There is still time to volunteer for a SCALL committee. The Union List committee is in need of a leader and members. One of the important tasks for that committee this year is to decide whether or not we want to put the Union List online. PALI (Public Access to Legal Information) is planning to revise Locating the Law and seeks additional volunteers. A big thank you to all of you who are already volunteering on the many committees that make our organization as strong as it is.

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## The Difference ICYIP Makes

by Brian Keefe  
Head of Public Services  
University of La Verne Law Library  
bkeefe@ulv.edu



This is a story about an intern in the Inner City Youth Internship Program and her journey from her high school to our program. Each year, SCALL's Inner City Youth Internship Program (ICYIP) conducts workshops for interns before they begin their jobs. Gail Garrett, the former principal of Locke High School, has spoken at our final workshop for the past two years. Three students from Locke High participated in our program last year. Antoinette Norman was one of them. I wanted to learn more about one of the high schools from which our students come.

So, in 2003 I visited Alain Leroy Locke High School. Locke is located at 325 E. 111<sup>th</sup> Street, close to the intersections of Imperial Highway and San Pedro Street. Locke High sits in a part of Los Angeles that has seen great changes in the last thirty years. Among them, many blue-collar jobs that supported families and paid for homes have left. Despite changes that struck at the fabric of these neighborhoods, Locke High has continued to try and educate the young people of this part of Los Angeles. There are dedicated administrators who want Locke to do its job. Locke has teachers who still want to make a difference. In Locke's classrooms are students who want an education—like Antoinette Norman.

Antoinette came recommended to the program by her high school counselor. She is a tall, athletic looking young lady. In our workshops, she impressed me as animated, outspoken and honest. Antoinette graduated last year from Locke. She did more than that, though; Antoinette excelled at Locke. She had a 3.8 GPA and took AP courses. She founded a Junior Statesmen of America chapter and played sports. She even worked at a local library. Antoinette did these things even as many of her peers did not. Locke has numbers of students who do not finish high school. Antoinette said that when she saw students who were squandering their potential, she knew she wanted something more. She wanted to do something different.

When Antoinette began high school, she had values that had already been forged by her parents. Antoinette said that her parents, especially her father, continually emphasized to her the importance of an education to her future. Since she was a little girl, Antoinette said she has wanted to be a lawyer.

Last summer, Antoinette worked as an ICYIP intern at the Los Angeles County Courthouse downtown. While she did routine work, she also attended lectures and met a superior court judge and an appellate court justice. Antoinette worked on revising policies for the minors' volunteer program and the volunteer program in general. Through the grants and donations we received, ICYIP paid her salary at the courts. The program moved Antoinette one step closer to reaching her potential. This fall she is attending California State University, San Bernardino.

Antoinette is but one example of our interns. All ICYIP's students come referred by their counselors. They have excelled despite any obstacles. We have had intern candidates who have gone on to Yale and Harvard. Two interns from last summer are attending Brown University this year. Our students are bright and enthusiastic, eager and cooperative. They are good workers.

We need your help as SCALL members so that we can continue to help more students like Antoinette.

Our committee needs more members. Time and effort are required to find grants, seek employers and place interns. We need SCALL members to ask their employers if they would hire an intern next summer. If the employers cannot, we need our members to ask them if they could donate to the program. Every year SCALL's Inner City Youth Internship Program makes a difference in young lives. The librarians of SCALL can make a difference in the Inner City Youth Internship Program. Please do so.

Finally, on behalf of all the ICYIP committee members and interns who have participated in the program during the last thirteen years, I want to thank SCALL for its generous assistance with this program.

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Colleen Cable, J.D., M.L.I.S.  
West Librarian Relations Manager  
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## A Trip Home

by Hugh J. Treacy  
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Vol. II, No. 4, October 2004*

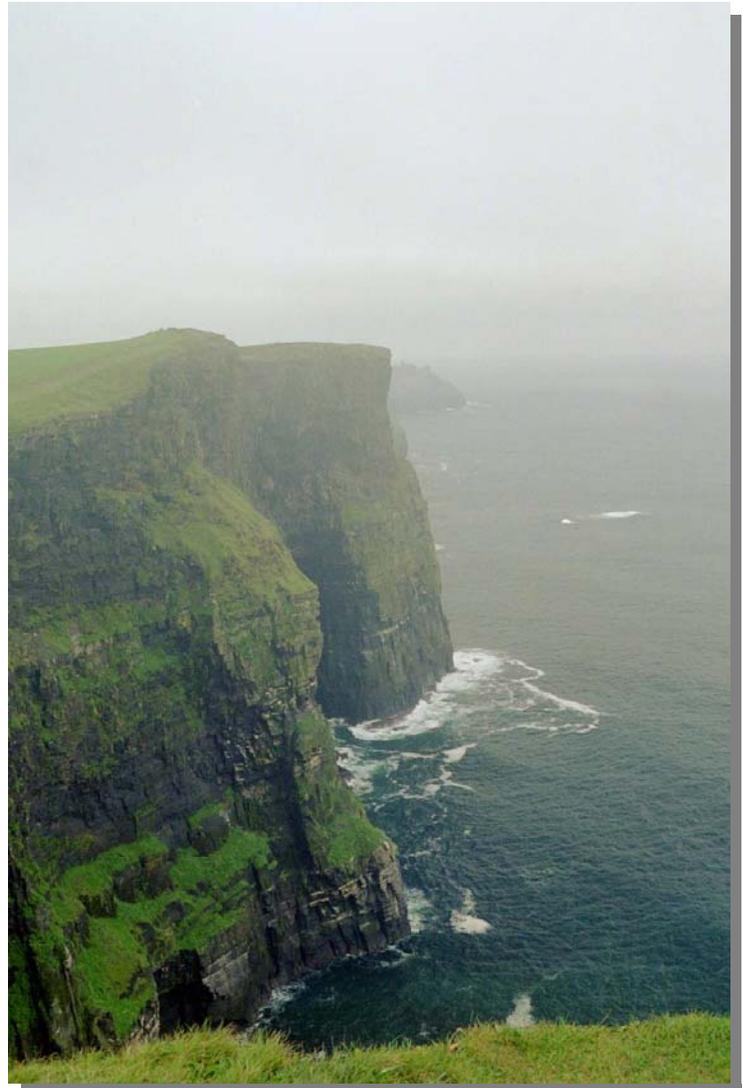
As the saying goes, “Everyone is Irish on St. Patrick’s Day.” For me, whose Irish ancestry is year-round, my first trip to Ireland in late summer was an eye-opening delight of stunning landscapes, friendly people, unusual accents, remarkable history, and memories never to be forgotten.

My wife and I started our journey in Dublin, where we toured historic sites, ate and drank (Guinness, of course) in pubs, listened to authentic, traditional Irish music, and shopped. Dublin is a bustling city with a vibrant economy based on tourism and high-tech industries. It retains its historic architecture and institutions amid all the traffic and seemingly endless “roundabouts,” and tour guides frequently pointed out the Georgian architecture of urban residences and businesses, each with its brightly colored door. Trinity College and its exhibit of *The Book of Kells*, an example of an illuminated manuscript, were most informative. I especially appreciated walking through the College Library’s Long Room, where 200,000 of its oldest books are shelved floor to ceiling beneath a long, arched roof.

Driving on the left side of the road in Ireland was an adventure to which I quickly adapted. No waiting at intersections with traffic lights here; simply keep to the left when entering a roundabout, drive clockwise around the circle, and remember to exit on the correct road to your destination. If you miss it, simply drive around again. Easy. We motored northwest from Dublin through County Westmeath farmlands to the counties of Sligo and Mayo, principally noted for farming, fishing, and golf. My interests leaned more toward touring ruins of castles, monasteries, and abbeys, of which there are several in this region.

Driving south from Mayo, we entered County Galway, and were immediately entranced by the eerie, breath-taking beauty of Connemarra, a region noted for its rugged, rock-strewn hills, a fjord, forests, winding roads, and magical vistas of immense beauty regardless of the weather. We picked our way slowly on narrow roads, through hills, drizzle and fog, careful not to hit any sheep grazing on both sides of the road, all the while marveling at the vastness of the region.

A city of 61,000, Galway traces its history back to medieval times as a walled town, yet it enjoys the modern conveniences of tourists and residents with plenty of euro to spend and a shopping district that springs from historic sites of the 13th-16th centuries. For young and old and in-between, Galway has something of interest for everyone. Where else can you find a 13th century stone wall inside a 21st century shopping mall?



*A view of the Cliffs of Moher, County Clare, Ireland. The cliffs rise above the Atlantic Ocean to heights of 750 feet. They remain one of Ireland’s most breath-taking natural wonders.*

*(Photo by Hugh Treacy)*

*(continued on page 11)*

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## A Trip Home (cont.)

(continued from page 9)

My favorite place in Ireland, however, was in County Clare, the breath-takingly beautiful Cliffs of Moher. The cliffs rise sharply 750 feet from the pounding Atlantic surf below. Each year, many thousands of people travel from all over Europe and the United States to see this natural wonder. Truly adventurous visitors walk to the edge of the cliffs, lie prone, then peer over the edge, straight to the rocks and surf below. Yes, of course, we were among the adventurous!

Continuing southwest toward Loophead Point and the lighthouse there, we also stopped along the way to photograph the smaller, yet immense sea cliffs near the towns of Kilkee and Kilrush, teeming beach and waterside communities in the summer, now quietly awaiting next year's crowds. It was in Kilrush that my great-grandparents married and left for New York City in April 1873, and it was there I found myself connecting to the lives they led there so long ago.

We purposely decided to save some outstanding tourist sites for another visit to this beautiful land, so we pressed on through County Kerry into County Cork. No tour of Ireland is complete without a visit to Blarney Castle (and Blarney Woolen Mills for you sweater shoppers) in Blarney, near Cork. The castle grounds seemed to be something out of a Harry Potter movie, with giant foliage, large boulders upon which druids sat, and the famous Witches Stairs. Sure, kiss the Blarney Stone while you're at it, too.

More meaningful to me, however, was the port town of Cobh (pronounced "Cove"), formerly Queenstown, beneath the City of Cork. From here, most Irish immigrants departed the famine-stricken Ireland of the 1840's; and it continued to be the principal departure point for Irish immigrants to the beginning of the new century. It was also the last port of departure for the *Lusitania* and the *Titanic* before these mighty ships were sunk. Many rescued *Lusitania* victims were taken to Cobh, and many of those who died were buried there. Cobh remains an active port, commercial vessels entering and departing the harbor daily.

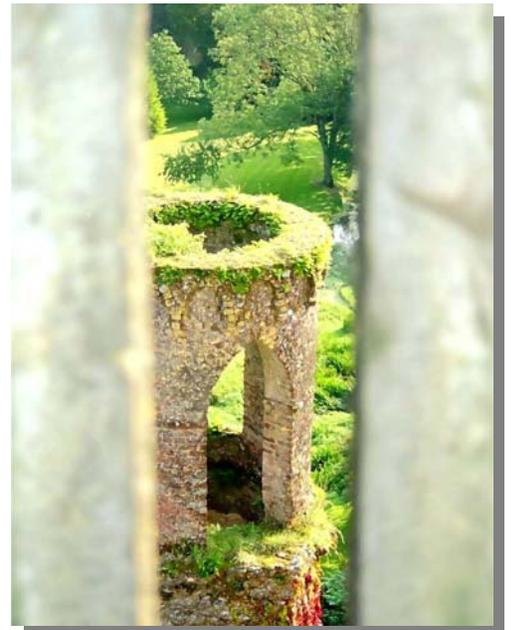
In New Ross, County Wexford, we boarded the *Dunbrody*, a replica of the original 176 ft. 3-masted barque that carried thousands of Irish immigrants to the United States and other western hemisphere ports from 1845 to 1870. We went below deck to see how immigrants made the long voyage in steerage, subject to starvation, dehydration, disease, and despair. Actors ably depicted the hardships the immigrants encountered there. The *Dunbrody* is administered by the John F. Kennedy Trust and was dedicated in 1994 by the late president's sister, Jean Kennedy Smith. Completed in 2001, the vessel will participate in a celebration of "tall ships" scheduled to arrive in Ireland next spring.

As all vacations do, the end drew near all too soon. We quickly returned to Dublin and flew home to California, vowing to return someday for another visit to this enchanting and remarkable land.



*Blarney Castle in Blarney, County Cork, Ireland. The castle is legendary, and the surrounding grounds are picturesque. If you dare, kiss the Blarney Stone and you will acquire the gift of blarney.*

*(Photo and artwork by Hugh Treacy)*



*Looking out from inside Blarney Castle.*

*(Photo and artwork by Hugh Treacy)*



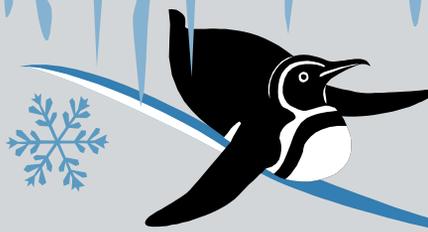
## SCALL HOLIDAY PARTY 2004

***Come celebrate the holiday season and  
the end of another wonderful year.***

San Gennaro Pasta Café & Bar  
9543 Culver Blvd., Culver City 90232  
Thursday, December 2nd

6 – 7 p.m. - Registration, drinks (cash bar) & appetizers  
7 – 8 pm - Dinner

See next page for menu details and registration form



Menu Choices:

Dinner will include appetizer, salad, choice of entrée and dessert.

- 1) Pasta Gus: Fettuccine with Cream Sauce, Sun Dried Tomatoes and Chicken (can be served without the Chicken if desired)
- 2) Chicken Parmigiana: Sautéed Breast Filet Over Pasta Marinara with Mozzarella
- 3) Chicken Penne: Chicken Breast Pieces Sautéed with Spinach, White Wine, Tomatoes, Lemon, Garlic, Basil & Pasta (can be served without Chicken if desired)

Cost: \$32.00

RSVP by: End of Day on Monday, November 29th

RSVP to: Send completed form and check (payable to SCALL) to:

Belinda Beardt (AIM) 900 Wilshire Blvd., #1424, Los Angeles, CA. 90017.  
You may also register by fax to 213-489-9802 or email to  
bbeardt@aimusa.com by November 29, 2004 and pay at the door.

Name: \_\_\_\_\_

Institution \_\_\_\_\_

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Entree Choice: 1 2 3 (\_\_\_) and make mine Vegetarian

Parking is available at the Cardiff Parking Lot, corner of Cardiff and Culver Blvd. First 2 hours are FREE!!!!

Questions about the party? Contact Michael Saint-Onge at  
michael.saint-onge@lexisnexis.com or 1-800-253-4182 x 8014



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# SAN BERNARDINO COUNTY LAW LIBRARY HOSTS SUPERINTENDENT OF DOCUMENTS

by Bill Ketchum with contributions by Ed Butler  
San Bernardino County Law Library  
williamk@sblawlibrary.org

The San Bernardino County Law Library hosted Judy Russell, the Superintendent of Documents from the United States Government Printing Office (GPO), on September 20 for a timely and engaging presentation on the Federal Depository Library Program (FDLP). The Superintendent of Documents is second in command at the GPO, under its CEO, Bruce R. James, Public Printer of the United States. Thirty people, including librarians and other staff from Depository Libraries in the surrounding area and as far away as Torrance and Long Beach came to San Bernardino to attend. Amy Hale-Janeke of the San Diego County Public Law Library followed the Superintendent of Documents with a lively and informative talk on basic legal research; and Marjorie Merritt, recently retired longtime government documents librarian, who worked at San Bernardino County Law Library and at San Bernardino Public Library, was recognized with a certificate from the Superintendent of Documents.

Current issues. Ms. Russell illuminated some of the important issues facing government documents librarians and the GPO in these times of rapid technological change and unimaginable growth in the output of current information. How should a “collection of last resort” be established and maintained? What should be collected and preserved from the government’s massive daily output of documents? Should every letter and every draft memorandum from one official to another be preserved and made available to the public under the Freedom of Information Act (FOIA)? Should everything be available for free on the Internet?

What to keep, and how and where to keep it. GPO is collaborating with others in the library community nationwide to digitize a “legacy collection” of tangible (print and microform) historic U.S. Government documents. The Public Printer says all documents in that collection should be available digitally for free, Ms. Russell reported. The cost of preservation is high. Regional libraries are mandated by statute to preserve their collections, but they can share that burden. If they do that, each regional library need not keep a copy of everything. Two Pacific Coast



Judy Russell,  
Superintendent  
of Documents

states, Oregon and Washington, are developing a shared archive for seldom-used materials, including more than government documents. There can be a “dark archive (withheld from general use), a light archive (less restricted), and electronic access. As the public has begun to trust the authenticity and correctness of documents from electronic sources, libraries have begun to move tangible copies to remote storage. Still, Ms. Russell notes, “There will be gradations of assurance of the authenticity of documents that we get from some Depository Library somewhere or even the Wayback Machine.” (She was referring to the

Internet Archive at <http://www.waybackmachine.org>, named for the time travel device some of us remember from the Rocky and Bullwinkle cartoons, that we sometimes use when there is no more reliable source.) “We must clearly state each document’s provenance and let the user judge its authenticity,” asserted Ms. Russell.

Political influences. Answering a question from the audience, Ms. Russell acknowledged that just as a change in administration brings a change in political focus for the nation, it also brings a change in what government documents are made available to the public. Some documents freely disseminated over the Web during the Clinton Administration seemed to disappear when George W. Bush took office. Some serials may cease publication, and even issues already published may become difficult or impossible to find. The U.S. National Archives and Records Administration (NARA) “is gearing up to take a ‘freeze-frame’ of information” available at the time of an administration change, in the event that happens in January of 2005.

Search tools. “What kinds of search and retrieval tools should we provide to users?” Ms. Russell asked. “When you open a book, you can see the hierarchy [of its contents]. By vastly increasing what we make available [and searchable], we may also vastly increase false hits....The ‘Google-ization’ of government information [putting it within the reach of common search engines]” has created potential problems by enabling users unsophisticated in electronic searching to find something on their topic in

(continued on page 16)



## Superintendent of Documents (cont.) (continued from page 15)

government documents. "People who get one thing may think they have the right thing," Ms. Russell said. Users need librarians to help them locate, select, and evaluate the information they find, even when they have a search engine to use. "But the 'Amazon-like tools' can be helpful," she added, referring to the tool that says "People who read this also read \_\_\_\_\_."

The Depository Program. Under the FLDP, participating libraries receive government documents mostly for free but are obliged to provide the necessary space and staff to make them available to the public and to keep the documents for a specified period, usually 5 years. The Program must necessarily change in some respects, according to Ms. Russell. Bruce James took office as head of the GPO in 2002 and began a thorough re-examination of many decades-old practices. The program is created by statute, but the agency itself (GPO) writes the regulations, so it can propose changes to them. GPO wants to make sure its rules do not get in the way of local management of Depository collections. It also wants to dispel some misconceptions, such as that a Federal Depository Library must keep the government documents in a separate area of the library rather than shelving them by subject in its main collection. About 85% of the documents are now provided electronically; the other 15% are only in tangible form. Obviously, participating libraries have had to provide computer workstations for the public as well as bookcases, tables and chairs, and microform readers. To remain in the Program, a library must "select" and make available to the public federal government documents appropriate to the size, type, and location of the library.

Dreaded inspectors. GPO is planning to provide training instead of just the "dreaded inspectors," Ms. Russell said, referring to the inspection process that determines a library's eligibility to continue as a Depository. The inspections "have felt threatening and adversarial, more of an irritant than assistance," Ms. Russell said. GPO has allocated 12 positions for teaching classes on GPO Access, Stat USA, and other channels through which GPO provides information to the public via the Depository Libraries. GPO is waiting for Congress to approve this and appropriate funds for it. For information on hosting an eight-hour GPO Access Training Class at your library, see [http://www.access.gpo.gov/su\\_docs/fdlp/tools/gatrain.html](http://www.access.gpo.gov/su_docs/fdlp/tools/gatrain.html). For guides to best practices, instructions to Depository Libraries, and how to do a self-study/inspection, visit the "FDLP Desktop" and look under "Depository Management" at [http://www.access.gpo.gov/su\\_docs/fdlp/index.html](http://www.access.gpo.gov/su_docs/fdlp/index.html).

Annual fall conference. Ms. Russell urged her listeners to attend GPO's annual Fall Federal Depository Library

Conference in Washington, D.C. This year it was held October 17-20. Five hundred or more usually attend. As with most professional conferences, the collegiality is one of the most important reasons to go. There is no cost to attend other than travel, lodging, food, and the time away from other duties. The conference includes programming for novice government documents librarians as well as the seasoned. At this writing, this year's agenda, which includes management and education tracks, is still available under "News and Updates," at [http://www.access.gpo.gov/su\\_docs/fdlp/](http://www.access.gpo.gov/su_docs/fdlp/).

Further reading. For further reading on issues and initiatives such as shared repositories, the collection of last resort, the "print on demand" survey, and management of an electronic collection, you can visit [http://www.access.gpo.gov/su\\_docs/fdlp/pubs/reading.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/reading.html). For directors of Depository Libraries, GPO provides a website with a page devoted to them but available to all at [http://www.access.gpo.gov/su\\_docs/fdlp/directors](http://www.access.gpo.gov/su_docs/fdlp/directors). The page informs directors of significant new documents such as the *9/11 Commission Report* and other developments. GPO also provides directors with an exclusive listserv at <http://listserv.access.gpo.gov/archives/fdl-directors-l.html>. Click on "Join...."

For those who missed this excellent program at the San Bernardino County Law Library, some recent speeches of the Superintendent of Documents are available at <http://www.gpoaccess.gov/about/speeches/index.html>.



## Reference Librarian Demonstrates 'Legal Research Basics'

by Ed Butler  
San Bernardino County Law Library  
ebutler@sblawlibrary.org

Amy Hale-Janeke kept it light and avoided "legalese" like the plague as she demonstrated a legal research class for the general public offered by San Diego County Public Law Library.

Reference librarian at the San Diego facility, Hale-Janeke provided a condensed version of the two-hour class at a Sept. 20 meeting of Southern California government documents librarians at the Law Library for San Bernardino County central library.

Employing much humor and a straightforward, conversational style, Hale-Janeke uses the class to help her library's visitors challenged by legal research needs.

Offered for a fee of \$5, the class instructs how the court system works and where to find court records, how to find cases and other laws online, and how to connect with available resources such as law libraries and other public agencies possibly able to help.

Hale-Janeke said San Diego set up the classes after fielding recurring questions and receiving a grant to fund the program. The classes taught also include pre-trial procedures and appeals procedures.

The demonstrated class, "Legal Research Basics," begins with a quick overview of the California court system. It discusses where cases and court files can be found, and the extent of the public law library's offering.

Other topics include an overview of the federal court system, basic facts about codes and cases and how they are employed, and ways of locating the law. She distinguishes between state and federal law and ways to recognize them by citation.

The class continues by reviewing available print sources in the law library, such as code books and self help books. Then there are explanations of how law can be accessed from free, unlicensed sources such as the government.

The class explains how to decipher a case citation and provides references to locating free sources of case law and reviews limitations of those.

There is further discussion on how to check whether a case is still good law and the use of Shepard's citations.

There is a description of online information available from

the state court system and also assistance available online from law librarians and in person from legal aid programs serving those with limited incomes.

Agency referrals reviewed by the class include state executive agencies, federal agencies, the state Bar Association and lawyer pro bono services.

Hale-Janeke's professional librarian listeners appeared to go away entertained as well as illuminated by the lively demonstration of what is offered at San Diego.

Hale-Janeke has both a Juris Doctor degree and Master of Library Science degree.



*Amy Hale-Janeke*



# SLA— SCC & LACASIS

## Joint Holiday Meeting

### Featured Speaker:

Dr. Kevin Starr,  
Historian, Author, Former California State Librarian

**December 7, 2004**  
**6:00 PM**

The Grand  
4101 E. Willow Street  
Long Beach, CA 90815

**Cost: \$35.00 Free Parking**

Prime Rib or Vegetarian Pasta Primavera

Send completed form and check payable to SLA-SCC to:

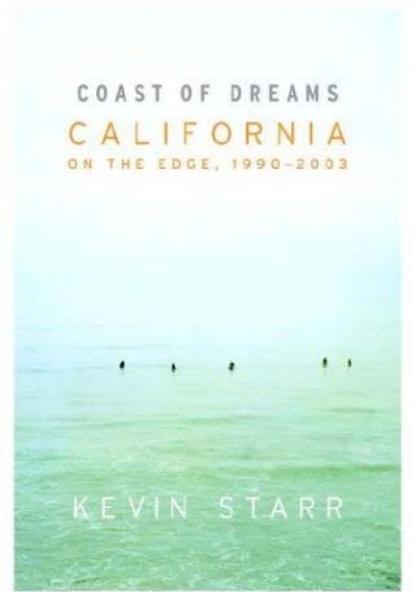
Belinda Beardt (AIM)  
900 Wilshire Blvd., #1424  
Los Angeles, CA 90017  
Fax: (213) 489-9802  
Email: [bbeardt@aimusa.com](mailto:bbeardt@aimusa.com)

**Deadline: November 29, 2004**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Affiliation: \_\_\_\_\_

**Note:** All payments must be received by the registration date indicated. Full refunds will be given for any cancellations prior to that date. SLA-SCC reserves the right to invoice registered individuals who do not cancel within the specified time period. If you have registration questions, please contact Belinda Beardt at [bbeardt@aimusa.com](mailto:bbeardt@aimusa.com) or call (213) 489-9800.



(Knopf, 2004) ISBN: 0679412883  
\*\*\*\*\*

You may purchase Dr. Starr's new book *Coast of Dreams* at 40% off publisher's list price at this event. (Your cost: \$21.00) Dr. Starr will be available to sign copies of his book.



## Membership News

**Reminder:** Please return your Membership Renewal forms and dues by November 8th to be included in the 2004-2005 SCALL Membership Directory. Membership forms are available on the SCALL website.

*Welcome New Members!*

**Juliana Che**, Office Manager, Raymond Legislative Services

**Jackie Jackson**, Research Associate, Mack Barclay Inc.

**Cary Kozlou**, Cary Kozlou Law Library Updating Service

**Stacey A. May**, Reference Librarian, Alschuler Grossman Stein & Kahan LLP

**Elizabeth Morgan**, Account Representative, CCH, Inc.

**Don Sanders**, Legal Solutions Consultant, Bureau of National Affairs

*In Transition...*

**Pauline M. Aranas**, formerly Associate Law Librarian at UCLA Law Library, is now Associate Dean, Chief Operating Officer at the USC Law School.

Any corrections, changes, or additions to your membership information should be sent to:

**Karen L. O'Donnell**

Chair, SCALL Membership Committee

LATHAM & WATKINS LLP

650 Town Center Drive, 20th Floor

Costa Mesa, CA 92626-1925

Tel.: (714) 755-8289

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[lalooseleaf@mail.com](mailto:lalooseleaf@mail.com)

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# SCALL IN SILVERLAKE: Prof. Hasen on Elections – How “Florida” Could Happen Again

By Bill Ketchum, San Bernardino County Law Library  
With contributions from Margot McLaren, Whittier Law School Library

SCALL’s business and dinner meeting on October 12, 2004 was enjoyable and well attended as usual. Casita del Campo, on Hyperion in Silverlake, provided a delicious and plentiful Mexican buffet and two adjoining private dining rooms for our crowd.

Kudos to Program Chair Michael Saint-Onge for selection of the location, and even more for engaging our speaker for the evening, Professor Richard L. Hasen of Loyola Law School, Los Angeles, to talk to us on what might go wrong in our November 2 national presidential election. Using the word “Florida” in the title of his talk to signify election problems, he called our attention to several issues about which we heard later or read in the news in the weeks surrounding the election.

The election officials’ prayer was, “O Lord, let this election not be close!” Prof. Hasen said, because a thin margin would certainly bring litigation. Indeed, “armies” of lawyers were ready in swing states to act if necessary. As Prof. Hasen said, Democrats and Republicans “yelled” about voter suppression and voter fraud, respectively.

New, untested computer voting equipment, partisan election officials, the perennially debated electoral college system, and the absence of any plan to hold special elections or delay the voting locally or nationally in the event of a terrorist attack were among the other potential Election Day problems Prof. Hasen discussed. Sure enough, some votes were lost when computers or their operators failed; and partisan election officials wrangled in court about whether observers sent to check voters’ qualifications would really be there to intimidate the other party’s voters. On the other hand, the electoral college system of “winner take all” in most states turned out to be less of an issue this time than in other recent elections, because this time the same candidate won a majority both of the popular vote and of the electoral vote. Most fortunately, the question of whether and how to postpone the voting in the event of a terrorist attack on Election Day did not come up. Had that happened, we know from Prof. Hasen that partisan local election officials would have decided what to do.



Prof. Richard Hasen  
Loyola Law School  
Los Angeles

***Editor’s Note: Prof. Hasen specializes in election law. He authored The Supreme Court and Election Law (New York: NYU Press, 2003).***

Related to voter suppression is the disenfranchisement of felons, an issue Prof. Hasen described that is still in the news. It is interesting in the political context because Democrats claim that it disproportionately applies to black Americans in violation of the Voting Rights Act (42 U.S.C. §1973). As amended in 1982, that law prohibits any voting qualification “which results in” racial discrimination. On November 8, 2004, the U.S. Supreme Court denied certiorari in cases on this issue from Washington and New York while a Florida case proceeds. *The New York Times* reported on November 9 that in addition to evidence of current discriminatory effect, plaintiffs in the Florida case have presented evidence that there was intent to discriminate in the 1868 enactment of that state law.

“This is going to be the most closely watched election in history,” Prof. Hasen said. It sounded like hyperbole at the time, but I think he may have been right.



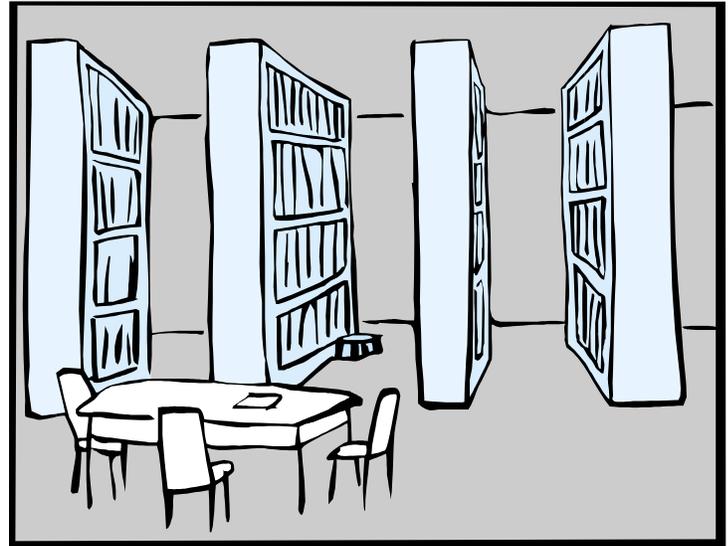
## Job Opportunities

Compiled by:

*Don Buffalo*  
Reference Services Librarian  
Pepperdine University  
School of Law, Malibu  
Donald.Buffaloe@pepperdine.edu

and

*Katie Kerr*  
Associate Director, Library Services  
Pepperdine University School of Law, Malibu  
Katie.Kerr@pepperdine.edu



## P/T Resources Associate, InfoCurrent Information Management Placement Los Angeles

Our client, an international firm of consulting economists, is seeking a part-time (20 hours) Resources Associate for their Los Angeles office.

### Job Description and Responsibilities:

Reporting to the Director of Information Resources, the qualified candidate will have responsibilities in four areas:

#### Reference/Research Advisory Services:

- Deliver research, reference, advisory services and document delivery to staff by participating in the US Information Resource Center "Help Desk" coverage as assigned
- Provide Information Resource training to the L.A. staff as needed
- Work on special projects as assigned

#### Technical Services/Other:

- Oversee L.A. Information Resource Center activities, such as serials check-in, cataloging, and collection maintenance
- Coordinate L.A. cataloging with the Cataloging Coordinator
- Coordinate L.A. serials with the Serials Coordinator
- Coordinate L.A. Information Resource Center activities with other Firm Information Resource Centers and Center coordinators

#### Library Expertise:

- Management of at least one of the following:
  - ◇ legal research expertise dealing with antitrust, securities, intellectual property, healthcare or energy litigation
  - ◇ business research expertise dealing with securities, financial services, antitrust, healthcare, energy
  - ◇ government documents
  - ◇ information resources intranet development

#### Practice Area Specialty:

- Develop a practice area specialty and provide external content and research advisory service expertise to US Information Resource Center staff and consultants as needed
- Provide collection management and database recommendations for the identified practice area (including collection additions and deletions)

#### Requirements:

- MLS with 1-5 years in a corporate, law, or professional services library environment with strong attention to detail and internal client service focus
- Research/reference experience, preferably in one or more of the following areas: business, financial services, legal, antitrust, intellectual property, telecom or pharmaceuticals
- Experience with healthcare research is preferred but not required
- Search and retrieval skills and working knowledge of business and financial databases, such as: SDC, Factiva, Westlaw, Onesource, Lexis-Nexis, Factset
- Experience working in a single person environment and some experience participating in a virtual team, multi-office environment is helpful
- Excellent interpersonal and organizational skills as well as strong oral and written communication skills
- Ability to prioritize tasks, problem-solve and respond quickly and accurately to requests

(continued on page 22)



- Maintain excellent and accurate records
- Proficient knowledge of Microsoft Outlook, Word, and Excel

The qualified candidate must be able to work a 20-hour workweek Monday through Friday and additional hours as needed to meet time-sensitive deadlines.

For consideration, please forward your resumé and salary requirement to:

Mandy Baldrige  
 Mandy.Baldrige@Infocurrent.com  
 Account Executive  
 InfoCurrent Information Management Placement  
 http://www.infocurrent.com  
 (757) 345-0854  
 Toll Free: 1-(800) 507-5355  
 Fax: (713) 297-8254

- Process and prepare new books for shelving and circulation by preparing spine labels, cards and pockets.
- Maintain collection of update material for looseleaf filing service.
- Handle return of material and material sent in error by publishers. Review invoices and statements to ensure proper credit on library accounts.
- Work with publishers, vendors and document delivery services to resolve shipping or billing problems or errors.
- Process and prepare invoices and statements for coding and approval by the Los Angeles Head Librarian.
- Manage daily court monitor service and maintain log of orders.
- Interlibrary Loans.
- Handle basic reference and research requests as directed by the Head Librarian.
- Other duties and projects as assigned.

## Law Library Assistant, Library Associates Century City

Library Associates seeks a LAW LIBRARY ASSISTANT for a position in a law firm in Los Angeles (Century City), CA.

### SUMMARY

Library Assistant shall perform library collection maintenance, assist with reference and other projects as needed for a prestigious law firm in the Century City area. This is a full-time position that may be either direct hire or temp-to-hire pending further discussion.

### RESPONSIBILITIES

- Handle all daily and regular physical maintenance tasks, including shelving and shifting of books and materials, filing updates, newsletters, periodicals and other materials as necessary.
- Open, sort, check-in and process all incoming mail and library material.
- Work with serials program: check-in, route, create new records and edit records, troubleshoot in serials program. Work with serials vendor to resolve database problems.
- Order new books, services and materials for library and desk copies. Work with firm's library assistants in other offices on bulk order for the firm.

### REQUIREMENTS & QUALIFICATIONS

- Must have one or more years' library experience in a law firm library.
- Bachelor's degree (preferred by suitable library experience may be considered).
- Serials management is a strong plus.
- Ability to operate standard office equipment.
- Experience with PC-based applications, including databases, e-mail programs, internet websites, and word-processing.
- Experience with data input and retrieval, with emphasis on accuracy.
- Detail-oriented, dependability, professionalism, and ability to multi-task.

### COMPENSATION

- Competitive salary, depending on experience.

### PRESENTATION OF CANDIDACY

Applicants are invited to send their resumé and cover letter to Keith Gurtzweiler, Recruiter, [keith@libraryassociates.com](mailto:keith@libraryassociates.com). Kindly reference "Law Library Assistant" or Job ID #04-527 in the Subject field.

### DEADLINE

Open until filled.

For additional positions nationwide in Library & Information Sciences, please visit us at [www.LibraryAssociates.com](http://www.LibraryAssociates.com). EOE.

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## Library Assistant, Nossaman Guthner Knox & Elliott Los Angeles

### Job Opening: Library Assistant

The Los Angeles Office of Nossaman Guthner Knox & Elliott LLP has an immediate opening for a full-time Library Assistant to support the Los Angeles and Irvine offices of the firm. The successful candidate will perform day-to-day maintenance, shelving, filing, routing, mail processing, acquisitions, and library research, etc. Weekly travel to the firm's Irvine office is required.

Additional duties include but are not limited to ready reference, instructing attorneys and staff on the use of the library's online catalog, data entry, maintenance of order logs, interlibrary loans management, working with vendors to reconcile invoices, returns and cancellations, performing other related duties as assigned.

The successful candidate must be detail-oriented and organized, have strong interpersonal and communication skills, and the ability to handle multiple tasks. He or she must have the ability to learn and implement new ideas and have a good understanding of teamwork and also have the ability to work well with others. Familiarity with legal materials and experience using automated systems is a plus. Bachelor's degree, one or more years of library experience in a law firm library and technical services experience is preferred.

Nossaman Guthner Knox & Elliott LLP is an Affirmative Action/Equal Opportunity employer.

Please email or mail your resumé and salary history to the following. No telephone calls please.

Arlene D. Junior  
Director of Library & Resource Services  
Nossaman Guthner Knox & Elliott LLP  
445 South Figueroa Street, 31st Floor  
Los Angeles, CA 90071  
Phone: (213) 612-7822  
Fax: (213) 612-7801  
Email: [ajunior@nossaman.com](mailto:ajunior@nossaman.com)

## Library Assistant, Greenberg Glusker Los Angeles

TITLE: Library Assistant  
REPORTS TO: Head Librarian  
HOURS: Part-Time or Full-Time  
PAY RATE: \$12.00—\$15.00 per hour

### SUMMARY DESCRIPTION:

Responsible for the daily maintenance of the law library, including reshelving and shifting of books. Conducts mail check-in and periodicals routing. Processes and files new materials. Updates looseleaf services. Corresponds with publishers as needed. Processes interlibrary loan requests. Handles photocopying requests including articles and cases for attorneys and staff. Answers routine reference and informational questions. Additional projects as assigned. Room for growth and expansion of duties.

### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree and experience working in a law library or law office required.

Highly motivated with good interpersonal skills. Service and detail-oriented. Ability to work independently, prioritize multiple tasks, and meet deadlines in a professional manner.

Ability to operate standard office equipment including computers, printers, and photocopiers. Experience with PC applications including word processing and data input and retrieval.

Ability to retrieve and distribute print volumes, push and pull carts of mail, packages and books weighing up to 20 pounds, and ability to retrieve and replace objects from shelves of up to eight feet high.

### CONTACT:

Fax: (310) 557-2975, or email resumé to [hr@ggfirm.com](mailto:hr@ggfirm.com).  
No phone calls please.



## Systems Librarian, Alameda County Law Library Oakland

Bernard E. Witkin Law Library  
Alameda County

September 15, 2004

### EMPLOYMENT OPPORTUNITY

SYSTEMS LIBRARIAN:  
(Class Title: Librarian I, 40 Hours/week)

The Alameda County Law Library is an autonomous government agency funded by civil filing fees. Employees are Law Library employees, not employees of the County of Alameda. Salaries and benefits are set and provided by the Law Library. The Law Library's administrative office is located at its main library at the Law Library Building, 125 Twelfth Street in Oakland. The Law Library is a public law library, which provides legal information to the public, attorneys, judges and government departments. A Branch Library is located at 224 West Winton in Hayward.

Salary Range: Commensurate with experience, minimum of \$42,000 a year.

Benefits: Medical for employee and half for dependents, dental, and CalPERS Retirement System; 457 Deferred Compensation and Long-Term Care Available and Paid by Employees.

Closing Date: Open until filled; review of applications begins October 1, 2004.

### JOB DESCRIPTION

Works with Law Library Director and staff to install, configure, operate, maintain and improve the library's automated systems. Provides planning and support and information to the Director and staff.

### DUTIES AND RESPONSIBILITIES

#### Systems Management

Coordinates selection, implementation and maintenance of library computer hardware and software, in consultation with the Director and staff.

Installs desktop computers, other hardware, and software, and ensures their effective operation.

Troubleshoots hardware and software problems as they occur in Public Services and Technical Services automated systems.

Performs minor repairs of hardware.

Serves as system administrator for Law Library Windows network (NT/2000) and acts as liaison with county Information Technology Department.

Works at the reference desk as required.

#### Training and Support

Provides technical support to library staff in the use of systems and applications software.

Prepares and conducts training sessions for staff in the use of systems and software as requested.

Creates and distributes system documentation for library staff.

Provides online and written documentation for the public in the use of the library's online system with input from reference staff.

#### Planning

Creates yearly budget for all aspects of library systems.

Helps establish library automated information systems and Internet access to library's online catalog.

Works with key staff to plan improvements in library information systems and services. Participates in strategic planning for all aspects of library automation.

Maintains expertise and training. Keeps informed of developments and technologies in computer systems and online services, which may affect the law library.

### POSITION QUALIFICATIONS

Required: Masters degree in Library Science, Information Science, or Computer Science. Minimum of two years relevant professional experience. Knowledge of Windows NT and 2000 Workstation and Server operating systems. Network administration skills, including TCP/IP. Knowledge of computer hardware and ability to install, troubleshoot, and replace components. Familiarity with current security software. Demonstrated ability to communicate and train others in the use of automated systems, and the ability to work as a team member.

(continued on page 25)



Desirable: Knowledge of legal information systems, law librarianship, and library technical services. Experience with wireless network implementation and administration. Familiarity with Active Directory concepts. Strong service orientation. Interest in the application of technology to library services.

#### APPLY TO

Submit a resumé and cover letter describing qualifications and three letters of references by mail or fax to:

Cosette T. Sun  
Bernard E. Witkin Alameda County Law Library  
125 Twelfth Street  
Oakland, CA 94607-4912  
(510) 272-6482 or (510) 208-4823 (fax)  
Email: [cosette.sun@acgov.net](mailto:cosette.sun@acgov.net)

### Part-Time Assistant Law Librarian, Gibson, Dunn & Crutcher Irvine

Gibson, Dunn & Crutcher, a major international law firm, has an immediate opening for a part-time assistant law librarian in the firm's Orange County office.

Responsibilities include providing legal and business reference and research services, including online database research, daily maintenance of the law library, mail check-in, routing and reshelving.

Qualifications: a Bachelor's degree with a minimum of three years research experience in a law firm or corporate library. Working knowledge of online databases including but not limited to Lexis, Westlaw, PACER, Dun & Bradstreet, LivEdgar, Choicepoint and the Internet. Ability to work independently and as a member of a team. Strong analytical, written and communication skills.

Send resúmes to:

Dana Jones, Librarian  
Gibson, Dunn & Crutcher  
4 Park Plaza, Suite 1400  
Irvine, CA 92614  
(949) 475-4680 (fax)  
[Ddjones@gibsondunn.com](mailto:Ddjones@gibsondunn.com)

No phone calls please.

### Legal Research Analyst, Library Associates Los Angeles

LIBRARY ASSOCIATES seeks a LEGAL RESEARCH ANALYST for a law firm in downtown Los Angeles, California.

RESPONSIBILITIES include but are not limited to the following:

- Provide legal and non-legal reference and research to attorneys and staff
- Perform research using print, database, CD-ROM, and online resources
- Develop collection and maintain thorough knowledge thereof
- Conduct orientation tours of Information Resource Center (IRC)
- Arrange training for attorneys and staff as needed or requested
- Remain informed of new and changing resources, especially in international/foreign law
- Contribute topics and ideas for articles for IRC newsletter
- Periodically attend continuing education forums, as assigned, and write summaries of content
- Participate in marketing IRC's services to practice group team members and assess practice group research resource needs
- Actively participate in IRC Summer Associate orientation throughout the program
- Submit timekeeper reports daily
- Meet or exceed billable hour requirements as established annually
- Other duties as assigned
- Develop/maintain knowledge of local resources
- Assist collection development for office, based on practice of office
- Maintain IRC collection
- Interlibrary loan
- Obtain case materials from courts
- Work with document production groups
- Assist in the drafting of pleadings
- Perform cite-checking of briefs for validity, accuracy, and correctness of form
- Supervise outside filing service staff; assist with locating and retrieving volumes to be updated, as necessary
- Perform EDGAR filing

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REQUIRED SKILLS include but are not limited to the following:

- Experience in traditional, manual legal research and online database searching
- Lexis
- Westlaw
- Dow Jones
- Dialog

#### QUALIFICATIONS

- Minimum: MLS from an ALA-accredited school, or equivalent experience, preferred
- Maximum: JD, and MLS from an ALA-accredited school, or equivalent experience, preferred
- Previous law library experience mandatory; five or more years preferred

**SALARY** Excellent salary and benefits package, commensurate with experience.

**SUBMISSION** Please send resumé and cover letter, as MS Word attachments, to Keith Gurtzweiler, keith@libraryassociates.com, or fax (323) 852-1093 for consideration. EOE. For more current and upcoming positions in Library and Information Science, please visit us at [www.libraryassociates.com](http://www.libraryassociates.com).

## Library Assistant, Piper Rudnick LLP Los Angeles

#### TITLE:

Library Assistant.

#### PURPOSE:

To provide library collection maintenance, assist with reference and other projects as needed.

#### REPORTS TO:

Los Angeles Office Head Librarian.

#### QUALIFICATIONS

##### Education:

Bachelor's degree (preferred, but suitable library experience may be considered).

##### Experience:

One or more years' library experience in a law firm library; serials management experience is a plus.

#### Responsibilities:

- Handle all daily and regular physical maintenance tasks, including shelving and shifting of books and materials, filing updates, newsletters, periodicals and other material as necessary.
- Open, sort, check-in and process all incoming mail and library material.
- Check-in and route serials and other professional information to legal staff.
- Maintain and edit existing records, create new records in library serials program, create reports using library serials program, identify and resolve problems with records in serials program.
- Order new books, services and materials for library and desk copies. Work with Piper library assistants in other offices on bulk orders for the firm.
- Process and prepare new books for shelving and circulation by preparing spine labels, cards and pockets.
- Shelve library books 2-3 times each day.
- Maintain collection of update material for the looseleaf filing service.
- Work with looseleaf filing service in collecting all books requiring updating. Identify and resolve problems in updating procedure by ordering missing pages, updates, etc.
- Handle returns of material and material sent in error by publishers. Review invoices and statements to ensure proper credit on library accounts.
- Work with publishers, vendors and document delivery services to resolve shipping or billing problems or errors.
- Process and prepare invoices and statements for coding and approval by Los Angeles Head Librarian.
- Input, maintain all accounting data in serials program.
- Coordinate with library staff of other Piper libraries on firm-wide book orders, serials distribution lists and catalog database maintenance issues.
- Maintain working order of serials database. Work with serials database vendor and internal Piper technical support staff to resolve serials database technical problems. Perform serials software maintenance procedures as recommended or directed by serials database vendor.
- Manage daily court monitor service and maintain log of orders.
- Handle basic reference and research requests, as identified and directed by Head Librarian.
- Arrange interlibrary loans, retrieve and return materials, maintain log of interlibrary loans.
- Regularly check attorney offices, work stations and conference rooms for missing library books.
- Maintain all library supplies, order library supplies as needed.
- Other duties and special projects as needed or assigned.

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**Requirements:**

- Ability to operate standard office equipment including telephones, computers, printers and photocopiers.
- Experience with PC-based applications, including databases, email programs, Internet websites and word processing.
- Experience with data input and retrieval, with emphasis on accuracy.
- Detail-oriented and able to work quickly, efficiently, and independently.
- Organizational skills and the ability to prioritize.
- Ability to multi-task and simultaneously manage multiple projects.
- Neatness, accuracy, and attention to details.
- Ability to follow written and oral instructions carefully.
- Ability to lift and carry books and push carts full of books.
- May require sitting for long periods of time.
- Dependability, adaptability and a cooperative attitude.
- Demonstrate professionalism, professional courtesy and competence at all times.
- Conform to general professional business standards for dress and hygiene.
- Overtime necessary on occasion.

Piper Rudnick is an Affirmative Action/Equal Opportunity employer. Please email your resumé, salary history, and salary requirements to [tsui.chu@piperrudnick.com](mailto:tsui.chu@piperrudnick.com). No telephone calls please.

## Serials and Acquisitions Librarian, Chapman University School of Law Orange

Chapman University is the largest, most comprehensive independent university in Orange County, California. It is comprised of six schools, including an ABA-accredited law school that opened in 1995, a liberal arts college, and a distance learning division, in an academic structure that offers both professional studies and liberal arts education. Known for its blend of liberal arts and professional programs, Chapman offers a breadth of fields that is typically reserved for much larger institutions.

**Description:** Responsible for operations of the Serials and Acquisitions Department of the School of Law Library. Perform all serials claim procedures on automated computer system. Oversee filing of all looseleaf materials. Undertake collection management tasks that are related to serials. Create check-in records for new serials and as-

sure accuracy of acquisitions records on INNOPAC. Resolve problems regarding any incorrect records, missing books, and other discrepancies with OPAC records and the physical collection. Manage library monograph and serial orders. Order, receive, process, return and follow-up on library materials. Conduct online research. Write and maintain procedures, policies and manuals for the Law Library. Supervise the work assignments and performance of Acquisition Technicians. Oversee ordering, including ensuring that acquisition technicians produce 200 to 250 orders weekly. Prepare monthly acquisitions list and forward list to Library Director's office by the 10th of each month. Compile monthly ordering statistics. Perform preservation activities and prepare annual list of Darling Fund orders in cooperation with the Catalog Librarian. Provide research assistance to students, faculty and the legal community. Serve as liaison to the faculty. Participate in daytime reference duty rotation and in collection development. Conduct online research and library tours. Oversee the distribution of library mail. This position requires travel to off-site conference and training locations.

**Qualifications:** MLS degree from ALA-accredited institution. Experience searching on a bibliographic utility, preferably OCLC and INNOPAC. Budget management experience. Knowledge of law publishing and digital information. Knowledge of ordering and payment systems. Ability to use Lexis and Westlaw. Ability to work with computer-generated reports. Ability to develop departmental procedures. Demonstrated ability to work independently, exercise initiative and coordinate specific operations within the department. Ability to prioritize duties when faced with interruptions, distractions and fluctuating workload. Ability to use tact and diplomacy and to maintain a high level of confidentiality. Excellent problem-solving skills, with the ability to formulate and communicate logical and sound conclusions and recommendations. Excellent interpersonal skills, with the ability to interact with a diverse group of individuals. Demonstrated effective written and oral communication skills, with the ability to prepare clear and concise grammatically correct documentation. Computer skills in word-processing, legal research, Internet and electronic mail software. Prior supervisory responsibility.

**Desired:** Prior experience in a law library serials and acquisitions department.

**To Apply:** Submit 2 copies of resumé and/or application with Job No. 39-04, in addition to 2 copies of salary history to HR, 1 University Drive, Orange, CA 92866. Visit [www.chapman.edu/about/jobs.asp](http://www.chapman.edu/about/jobs.asp) for details. EOE/M/F/V/D.

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## Reference Librarian, Loyola Law School Los Angeles

**Job Description Summary:** Provide all users quality access to all parts of the Library's collection. Assist students, faculty, and the public with tools, methods, and strategies necessary for effective legal research. Conduct searches of online non-legal databases on the Internet for users. Participate in collection develop. Serve as library liaison to several faculty members. Keep abreast of research areas of assigned faculty in order to provide selective dissemination of information services. Provide general assistance and facilitate effective use of the library's service. Possibly teach legal bibliography, as part of the Law School's Legal Research and Writing program. Conduct library tours. Provide weekend and evening reference services.

**Education:** MLS and JD from accredited schools or equivalent, or MLS and PhD in social sciences. All but dissertation applicants with a MLS or equivalent may apply. Formal training in the use of LexisNexis and Westlaw. Training in the use of other databases is highly desirable. This is an entry-level position.

**Experience:** Practicum or coursework in law librarianship and/or legal bibliography. Library or practice experience highly desirable.

**Knowledge/Ability:** Knowledge of Anglo-American legal system, legal and other reference sources, bibliographic description, and library practices and procedures. Ability to set priorities, meet deadlines, and work with a minimum of supervision. Ability to work as a team member. Keen analytical ability. Excellent oral and written communication skills. Demonstrable commitment to providing service to library users.

**Contact:** Human Resources, Loyola Law School, 919 South Albany Street, Los Angeles, California 90015. Telephone: (213) 736-1415 FAX:(213) 386-6966 Email: [jobs@lls.edu](mailto:jobs@lls.edu).

Please include the following reference number when referring to this job: L02-111.



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