



SCALL

Southern California Association of Law Libraries

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From the President

By Joy Shoemaker

Branch Librarian

U.S. Court of Appeals Library, Pasadena

As an information professional engaged in the integration of artificial intelligence (AI) in the field of law librarianship, our recent SCALL Institute held on February 23-24 in Santa Barbara was a truly enlightening event. The program, aptly titled "AI Unleashed," curated by Tanya Livshits and her dedicated committee, delved deep into the current and evolving state of AI in legal research, and its implications for the future of our profession.

The SCALL Institute's program offered a comprehensive overview of cutting-edge topics through engaging presentations on current AI tools and developments. The sessions not only highlighted the current landscape of AI in legal research but also provided practical insights on how law librarians can leverage AI tools to enhance their services and stay ahead in this rapidly evolving field. Thankfully, speakers have made their PowerPoint slides and valuable handouts available on the [SCALL Institute Program](#) page for reference and review. Additional session summaries in this issue are also most helpful.

I am grateful to Tanya Livshits and her committee for organizing such a thought-provoking program that not only educated but also inspired attendees to examine AI technologies and how they might affect our daily work. The planning and execution of the "AI Unleashed" theme truly

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made this institute a standout event in the realm of legal research and librarianship.

During the institute, AALL board member Anna Russell also challenged us with insightful "homework" - to mentor others and advocate for joining AALL, emphasizing the importance of community building and knowledge sharing within our profession. Her words resonated with me, reinforcing the significance of collaboration and continuous learning in navigating the complexities of AI integration in law libraries.

The success of the SCALL Institute was further underscored by the impressive turnout of 89 attendees who gathered to explore AI's potential in legal research. The beautiful backdrop of Santa Barbara coupled with the timely programming on AI created an environment conducive to learning, networking, and fostering a deeper understanding of how AI is playing a part in the future of law librarianship.

The knowledge gained from this event has helped to equip us with valuable insights and practical strategies to harness AI tools effectively, empowering me to adapt to the dynamic landscape of legal research with confidence and enthusiasm. As we continue to navigate the evolving terrain of AI in legal research, let us seize this opportunity to mentor, collaborate, and advocate for a future



where technology enriches our profession while preserving its core values.

Now, how much of this president's column do you think was drafted by AI? Was it any good? I am (happily) still learning how to work with it.*

**My AI prompt: Can you draft a column in the first person, 600-700 words, addressing AI and law librarianship, including mention of: 1) the SCALL Institute, which took place on February 23-24 in Santa Barbara, 2) entries from the program found at <https://scallnet.org/scall-institute/program/>, including PowerPoint slides and handouts available there, 3) thanks to Tanya Livshits and her committee in planning a wonderful program, entitled, "AI Unleashed," 4) "homework" from AALL board member Anna Russell, who encouraged us to mentor and spread the word about joining AALL, 5) the impressive number of 89 members who attended the institute, thanks to a beautiful setting and the timely programming of the rapidly changing area of AI in legal research.*

Thoughts From a Nervous Newbie

*By Elizabeth Rocke
Library Technical Assistant (Safety)
California State Prison – Los Angeles County*

I came to the SCALL Institute this year thinking, *I'll learn more about my profession, but it won't apply until I work somewhere other than prison.* I was wrong and right. Because of security issues, technology seeps late into prisons. It's just in the past year that inmates got tablets, and incarcerated college students can request journal articles. Then there is the cost. As AI evolves, the price will probably drop, but for now its availability seems limited mostly to firms—at least as far as law-related AI is concerned.

This year was my second SCALL Institute. Last year, the first time I attended, I found encouragement in realizing similar struggles across different library settings. It's easy to feel you are the only one with problem patrons, for example. This year, I began to appreciate the unique roles of public, academic, and firm librarians, feeling a greater sense of belonging within the law librarian community.

On to AI. I am nervous about new technology. AI is becoming more common, but I still hadn't ventured to use it. Attending the Institute gave me new confidence, and I'm feeling braver now. This topic is not a foreign language. It's simply a more advanced version of resources I'm already using, like the suggestions my smart phone makes while I'm typing.

The "Practical Implications of Generative AI in Law Firms" panel discussion was particularly enlightening. Speakers June Liebert, Emily Florio, and Victor Chavez, stepping in admirably for the cancelled keynote, shed light on AI's capabilities and limitations. Essentially, AI excels at much of the routine work lawyers spend time on. It can also learn; it uses historical data to formulate a response. It can write a letter, provide a list of potential issues, give you an analysis of the state of the law, or compose a brief. It's also useful for searching discrete databases. Finally, its ability to note details that might well slip by a human's eye is invaluable.

However, effective use of AI requires some legal knowledge. Users still need a basic understanding of primary and secondary sources of law. AI may give you a summary

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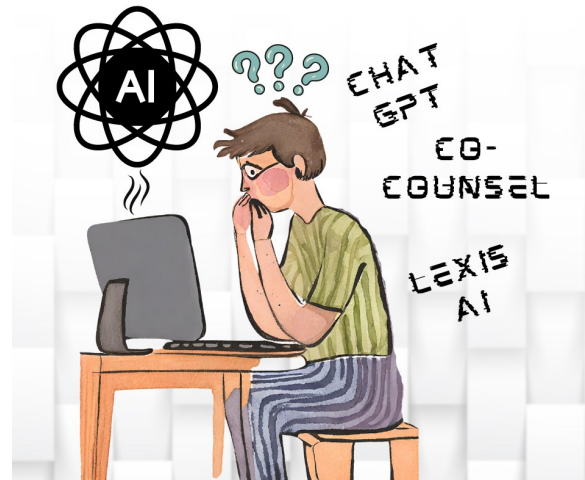
of the law, but it is still a good idea to check out the cases and codes yourself. In my prison library setting, I worry patrons might disregard the "trust but verify" principle and accept AI output as absolute truth.

Another valuable session was Saturday's "AI Showcase: How Does Legal GenAI Stack Up?" with Eli Edwards and SCALL President Tanya Livshits. This presentation put a face on the general concepts I learned in Friday's sessions. The speakers used the same prompts on three different AI platforms: Lexis AI, Co-Counsel and ChatGPT. They asked AI to summarize an issue, draft a one-page memo, and finally draft a letter with increasing levels of aggressiveness. Amusingly, one AI politely refused the aggressive letter request on the first try, but readily complied on the second, producing humorous results. Notably, only ChatGPT could keep the memo to a single page.

As with most algorithms, each platform exhibits unique characteristics. For example, Co-Counsel is more likely to draw from practice tools. Lexis only allows five questions per session. ChatGPT allows unlimited questions but restricts document uploads and downloads. In addition, you need to double-check what it says, as ChatGPT is overconfident; it also does not afford user privacy.

Another attendee has written an article on Prompt Engineering, so I will just highlight here how that session also helped to assuage my apprehension. The speaker gave us a guide with several tips on how best to use AI. For example, even though you can search with natural language, you still need to tailor your prompt and then revise it as necessary to get a relevant answer.

We all know that AI is still in the 'growing' stage, and who can say where it will go from here? However, I can't help but



A nervous new librarian gains the foundation and confidence to move forward with AI (Image courtesy of Canva.com and Judy Davis)

envision AI eventually creating a great gap in legal knowledge between those who have the funds and time to learn it, and those who struggle just to read anything at all.

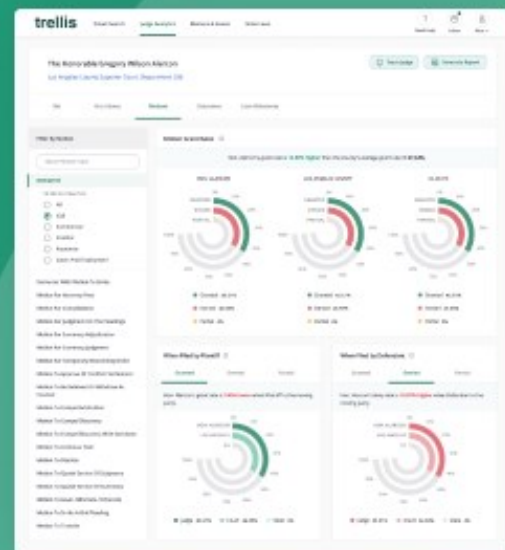
I work within a subset of a public law library, and most of my clients have limited legal knowledge. That's not unique to me; I dare say most of my colleagues in public law libraries could say the same thing. However, based on what I heard and discussed with others at the Institute, I'm not sure that AI's potential benefits will come to our clients anytime soon.

All that aside, attending the Institute was a game-changer. Otherwise, I would have continued in ignorance and nervousness about AI. After experiencing the luxury of an oceanfront view while connecting with colleagues, I returned to prison walls with a distinct feeling of unreality. But now, at least I have a foundation and motivation to work with as I continue my AI journey.

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Practical Prompt Engineering

By Cindy Guyer

Senior Knowledge & Research Services Analyst

O'Melveny & Myers

By the last session of the Institute, it was time to get into the nitty gritty of using various generative AI platforms and learn about prompt engineering. Cara Henley Johnson, Knowledge & Research Manager at O'Melveny & Myers, was the presenter and the perfect choice because of her substantial experience using several AI platforms. I should know, as I have the benefit of working closely with Cara and learning from her AI expertise. Let's begin!

Cara started by providing broad tips for drafting prompts. There are two tips I will highlight. First, craft the prompt specifically for the AI tool you are using. To do so, users need to know the available tasks and the underlying data and content the AI tool relies on to generate an answer. For instance, Westlaw AI Assisted Research relies on primary law sources only when generating its answers in the form of a legal research memo.¹ Therefore, prompting it to summarize the five most cited law review articles on trade libel is not possible because it does not have secondary sources available for AI Assisted Research. Another example is when using ChatGPT the user needs to know the cutoff date. The cutoff date for ChatGPT 3.5 is January 2022. Therefore, prompting it to draft a client letter explaining a U.S. Supreme Court opinion decided in 2024 will not be possible because the opinion is not part of its data.

The second tip, to revise and edit prompts, is the one I find most reassuring to information and research professionals. Cara's reminded us we already do this regularly when drafting and running natural language or Boolean queries. We learn from the results of our queries and revise them in various ways, such as by adding new legal terms of art or expanding a search with a greater proximity connector num-

ber. Similarly, we should do the same when developing prompts for generative AI platforms.

After the tips, Cara provided an ABC list of verbs for prompts – image below. This substantial list provides users with a range of options to direct the AI platforms. While not exhaustive, it will help you start thinking about the types of prompts and outputs possible, e.g., draft, summarize, list, rewrite, group, and design.

Cara is fortunate to have access to many AI platforms, and she gave several example use cases with additional prompting guidance for those platforms. The AI platforms she used included Westlaw AI Assisted Research, Google Gemini (formerly Bard), internal/closed firm's ChatGPT, Harvey, vLex Vincent AI, and Casetext CoCounsel. Her chosen

scenario involved complaints made by a homeowner over a pickleball court installed by the homeowners' association (HOA). To get a sense of how common pickleball litigation is and the reasons for lawsuits, Cara prompted Gemini. Because this was a general inquiry (without seeking specific legal sources and not involving confidential information) Gemini was an appropriate platform.

Cara then moved on to Westlaw AI Assisted Research. Her initial

prompt was "What are the nuisance standards in California for HOAs when building pickleball courts?" Unfortunately, this initial prompt led to a generative AI answer focused on nuisance from the actual construction and building codes. Her attempt to ask a follow-up question to revise did not lead to better results, and so she shared how she had to close that query and start anew. This was a good reminder that sometimes, the best next step is to restart a query entirely – which we do often already when researching (giving us another sense of reassurance). Cara's new search was "What standards do homeowners need to meet to sue HOAs over noise disturbances from pickleball courts?"

¹ Available content as of February 2024.

ABCs of Prompt Verbs

Analyze/Address/Advise
Build/Brainstorm
Create/Compose/Classify
Draft/Describe/Design
Evaluate/Explain
Find/Formulate/Frame
Generate/Group/Guess
Highlight/Hypothesize
Interpret/Illustrate
Justify/Join
Keep/Know
List/Limit/Learn
Make/Modify

Narrate/Name/Narrow
Outline/Organize
Predict/Provide
Question/Quantify
Recommend/Rewrite
Summarize/Support
Translate/Trace/Tell
Use/Uncover
Validate/Visualize/Vary
Write/Watch
eXtract/eXplore
Yield
Zero In/Zoom

Cara's list of verbs for prompts (Image courtesy of Cara Henley Johnson and Cindy Guyer)

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Cara used Harvey for the next use cases on drafting because that is one of its stronger skills. Using the same pickleball scenario, Harvey drafted a superior court complaint template and a memo to a law firm partner describing the weaknesses in the homeowner's case. For additional generative AI skills, Cara showed us what is available on vLex. A few suggested prompts included:

- Extract a timeline of facts
- Draft a letter to the client summarizing the complaint and explaining the legal strategy moving forward
- Propose defenses to each claim

The last platform Cara used was CoCounsel. This platform allows you to upload your own documents and then prompt the sources. The example she offered was discovering a new fact that the HOA acted at the sole request of a board member who was an avid pickleball player. The user can then upload all the

compiled research, cases, and drafts to a CoCounsel database and query for similar situations. While none were found, prompting the Legal Research Memo skill did lead to possible relevant cases where an HOA board member acted for personal benefit raising issues of breach of fiduciary duty and conflicts of interest.

Cara's final takeaways were:

- Prompt for the platform, audience, and output in mind
- Be conversational, and use legal terms with legal tools
- Be comfortable to revise as needed
- Keep learning and improving your AI prompting skills

As I was sitting there during this session, I saw an attentive audience – I didn't see a single mobile phone around me, and even the vendors were paying close attention to what Cara was sharing. It was indeed an enlightening session on generative AI prompting. Time to practice everyone!

Member Spotlight: Getting to Know Allison Ransom

By *Serena Thomas*
Research Librarian
Cornerstone Research

As a new law librarian, Allison Ransom is already achieving amazing feats in her role as Cataloging Librarian for the Los Angeles Law Library. Since starting her new career, she has already become a part of SCALL's Programs Committee and co-hosted an informal get-together with other law librarians in downtown Los Angeles on December 1, 2023. Additionally, she helped plan the Lexis+ talk on artificial intelligence hosted by Loyd Auerbach, held on Thursday, November 2, 2023. Besides her contributions to the Programs Committee, she is also involved with the Archives Committee, conveniently located in the Los Angeles Law Library. Changing paths from an archivist to a law librarian, Allison felt this committee would fulfill her passion for archival management while still enjoying the cataloging process in her daily role. She has discussed plans with the committee chair, Maggie Hall, Associate Dean and Law Library Director of the Southwestern Law



Allison (Photo courtesy of Allison Ransom)

School. They hope to arrange and describe the archives to make them accessible for future use by SCALL members and others. Through both opportunities, she plans to form connections with members of the community and gain wisdom from those within the profession.

While Allison is already building ties, it is intriguing to understand why she switched from archivist to law librarian and what continuously sparks her passions. When asked about her role as a cataloger, she says, "I love it!" What drew her to this role was seeing all the new books and resources she would use. She also appreciates the hands-on introduction she received to the materials of legal research. Regarding cataloging, she admits that "legal resources are complex, and cataloging them requires a distinct knowledge base and skill set and learning that has been very rewarding." Though she does not work with the public directly, she is looking forward to working with patrons one-on-one in whatever way she can. She is excited to learn more about legal materials and understand the law through her work.

Though Allison has been working in California for five years, she is originally from the East Coast! She grew up primarily with her mother in Katonah, New York (a suburb outside New

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York City) but also lived with her father in Upstate New York/ New York City. As a child, she loved the humanities, seeking information on history, art, and literature. She eventually received her Bachelor of Arts from Goucher College in Baltimore, Maryland in art history with minors in studio art and religious studies. She then earned her master's degree in art history from City University of New York - Hunter College (CUNY) in New York City. She wrote her thesis on the history of printing and the dissemination of medieval art history through pattern books from the nineteenth century.

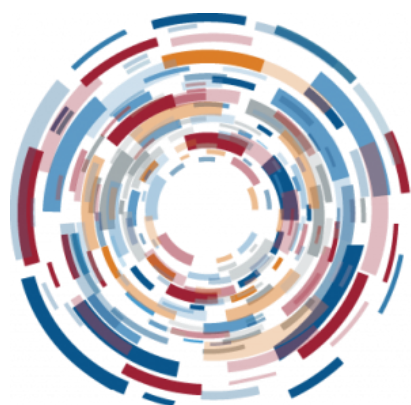
Allison's love for art is expansive. During school, she lived in Florence for six months, basking in the art, museums, and the culture that Italy has to offer. During this time, she also held positions and interned at museums in their rare books and archives departments. Allison particularly loved cataloging and archival description and processing because she understood cataloging to be a way to bring people closer to art history and/or any field of specialization. After receiving her master's degree, Allison traveled west and joined the California State University Dominguez Hills campus in Carson, CA as an archivist. Her focus was on archives and rare materials related to political, labor, and civil rights history, as all three topics were close to her heart. It is only natural that Allison eventually made her way to law librarianship where the proliferation of knowledge through literature is prevalent! Her love for books can also be found in her large art book and postcard collections. Each time she visits a new museum, she purchases a postcard to commemorate and collects a token to remember the occasion.

Allison's passion for archives, history, books, and law is apparent, and she has a bright future ahead of her in the law library profession. When asked what she is excited about she replied, "I am excited about growing and learning more about catalog-



Theresa Ines (L) and Allison Ransom represent the Los Angeles Law Library at Pasadena City College's career fair (Photo courtesy of Allison Ransom)

ing as the field develops and changes, and I'm also excited to become more knowledgeable about law and for that knowledge to inform the way I connect patrons to legal information." Allison is committed to helping others and using her skills to improve the field. We all should watch for Allison as she grows and learns about law librarianship and see how many people she helps along the way!



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Be on the lookout for an announcement from the Grants Committee by May 2.



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Documentation Tips and Tricks

By Ashley Newton

Acquisitions and Metadata Law Librarian
University of California, Irvine—Law Library

A few months ago, I moved into a new position at work, and in navigating my new role, I have benefitted from documentation created and updated by current and former members of the collection services (i.e., technical services) department. This documentation – which includes many years' worth of expertise – resides in the department's Microsoft OneNote "notebook." With pages detailing everything from how to resolve use tax issues to recent metadata cleanup projects, the notebook has been an invaluable resource.

This has not been the only time I have relied on (or contributed to) the notebook's documentation, though. Starting when I was a library assistant, I have engaged with OneNote in many ways – referencing it, adding to it, and updating it. Just this month I used the documentation in a new way: to help train

the newest librarian in our department. In doing so, I thought more about how our department approaches documentation and what I have learned about documentation over the years and share that here.

The collection services OneNote is divided into several sections including procedures, cataloging, budgets, projects, and acquisitions (there is a separate notebook for collection development). The documentation includes everything from step-by-step instructions for various tasks to outlines of workflows. We document our policies (and any exceptions), and all major projects we undertake. We organize most of the notebook into subsections by topic (for example, acquisitions subsections include policies, training, ordering, invoicing in our ILS, and invoicing in our campus financial system), but we organize projects by year. For each project, we include a "goals" or "why" section so every project page includes information on not only how we completed something but why we did so. We also cross-reference; for example, in our project pages, we often link to pages that document procedures we used during the project.

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If you are new to documentation, though, where do you start? Here are suggestions drawn from my own experience and webinars I have attended – special thanks to two AALL Technical Services-SIS webinars from 2022 on documentation and file sharing, one by Rebecca Bearden and Elisabeth Umpleby and another by Ellen Augustiniak, Rebecca Fordon, and Katharine Haldeman. Before you document, it is useful to think about:

- Why you are documenting. For example, do you want to help ensure the department runs smoothly when there are staff changes?
- Where you will store the documentation. There are many options, such as Microsoft OneNote, SharePoint, OneDrive, and intranets.
- What you will document and why. Will you provide step-by-step instructions for a few crucial but convoluted processes? Do you want to summarize major projects you have undertaken, and the steps involved?
- Who will write and who will use the documentation. Staff? Interns? People in other departments?
- How you will document. Will you link to external documentation? Will you use flowcharts? Screenshots? Screencasts?

Once you can answer these questions, it is time to document. For motivation, I remind myself why I am taking the time to document something and think about how much my future self will thank me (which sometimes works!). I find it easiest to write documentation when I am

doing whatever I am documenting – when I am completing the task or working on the project. If in-the-moment documenting does not work for you, you could try carving out time each week to draft or update documentation by adding an appointment to your calendar. When worse comes to worst and I have little time, I try to at least jot down a bare-bones overview of the procedure/project/etc.

Here are a few more tips:

- Document exceptions to policies/rules.
- The field of librarianship has many acronyms – if your audience includes interns or those new to librarianship, spell out acronyms.
- Once you have a decent amount of documentation, reassess how it is organized. Get feedback from the people who will be/have been using it.
- Note when each page/piece of documentation was last updated (if you can automate this, all the better). Outdated documentation can be more detrimental than no documentation! Relatedly, set aside time to periodically review your documentation to ensure it stays accurate.

Last, is there such a thing as too much documentation? Yes! I have heard tales of people encountering documentation overload. When given too much information, it is overwhelming to sort through what is relevant and what is not. To avoid excessive documentation, it can help to create only the amount of documentation that you can easily keep up to date. Documentation is meant to help you (and your department), not overwhelm you with work and information!



The SCALL Executive Board election starts on
Monday, May 13.

Look for candidate bios in the Summer issue!



Membership News

By Angie So, Araceli Argueta, and Christina Boydston

Welcome, new members of SCALL!

- **Robert Lee** of University of San Diego
- **Nahid Poustinchi** of University of San Diego
- **Tara Bayer** (student) – University of Wisconsin
- **Susan Brodsky** of Wood Smith Henning & Berman
- **Callista Hunt** of LMU Loyola Law School
- **Valerie Ricot** of LMU Loyola Law School
- **Michael Van Aken** of Brown Rudnick LLP
- **Nina Rosenblum** of Mitchell Silberberg & Knupp
- **Renu Sagreiya** (student) – Pepperdine University Caruso School of Law
- **Hazelle Luciano** of Sheppard Mullin Richter and Hampton
- **Jaime Nies** (student) – San José State University School of Information
- **Laura Weidig** of TRG Screen
- **Kathryn Anderson** (student) – University of Washington
- **Lauren Patterson** of Riverside County Law Library
- **Phillip Der Mugrdechian** – Chapman University, Fowler School of Law
- **Heather Agnew** – Chapman University, Fowler School of Law

Other membership news:

- **Bianca Randall** started a new job as Research Specialist at Orrick, Herrington & Sutcliffe LLP – first day was on Feb. 12, 2024. Her local office is in LA, although it's a fully remote role.



- **Joanna Coelho** recently joined the California Department of Justice as a solo librarian in the Office of the Attorney General in San Diego.



- **Renu Sagreiya** accepted a new position at Pepperdine University as Reference & Digital Collections Librarian. Her start date was January 4, 2024.



*** CONGRATULATIONS Bianca R., Joanna C., & Renu S.! ***

Any corrections, changes, or additions to your membership information, as well as any announcements for Membership News, should be sent to:

<p>Yun Ji (Angie) So, Co-Chair SCALL Membership Committee Access Services Librarian Loyola Law School Los Angeles, CA 90015 (213) 736-1126 yun.so@lls.edu</p>	<p>Araceli Argueta, Co-Chair SCALL Membership Committee Collection Management Services Specialist UCLA Law Library Los Angeles, CA 90095 (310) 825-4321 araceli@law.ucla.edu</p>	<p>Christina Boydston, Co-Chair SCALL Membership Committee Reference Librarian Loyola Law School Los Angeles, CA 90015 (213) 736-8389 christina.boydston@lls.edu</p>
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Career Opportunities

Date Posted	Job Title	Location
March 8	Regional Manager; Library and Research Services; Nixon Peabody	Los Angeles or San Francisco; Hybrid Schedule Available
March 5	Research Analyst; Sidley Austin	Century City
February 22	Research Coordinator; Arnold & Porter	Virtual
February 22	Legal Research Analyst; Paul Hastings LLP	Hybrid; Any U.S. Office
February 15	Research Specialist; Akin Gump Strauss Hauer & Feld	California
February 15	Sr. Reference Librarian; Loyola Law School	Los Angeles
February 15	Reference Librarian; Loyola Law School	Los Angeles
February 9	Assistant Director; Santa Barbara County Law Library	Santa Barbara
February 6	Head of Public Services; UC Davis School of Law	Davis
January 25	Research Analyst; Holland & Knight	Virtual
January 25	Research and Instruction Law Librarians (2); UC Irvine School of Law	Irvine
January 8	Senior Librarian; Collection Development; LA Law Library	Los Angeles
December 18	Senior Knowledge & Research Analyst; O'Melveny	Remote; Must Be Within Commuting Distance of Any O'Melveny Office
November 16	On-Call Reference Assistant; LA Law Library	Los Angeles
November 16	Research & Instruction Librarian; Chapman Univ. Fowler School of Law	Orange
November 16	Assistant Research Librarian; Chapman Univ. Fowler School of Law	Orange

By Don Buffaloe

Chair, SCALL Placement Committee

donald.buffaloe@pepperdine.edu

View complete job descriptions at scallnet.org/career-opportunities/



Executive Board Meeting Minutes — November 3, 2023

By Suzie Shatarevyan

A virtual meeting of the SCALL Executive Board was held on November 3, 2023, via MS Teams Meeting. A quorum being present, President Joy Shoemaker called the meeting to order at 12:01 pm.

In attendance were:

Immediate Past President: Caitlin Hunter

President: Joy Shoemaker

Vice President: Tanya Livshits

Secretary: Suzie Shatarevyan

Treasurer: Sangeeta Pal

Executive Board Members: Sherry Leysen and Karen Skinner

1. Approval of minutes from Executive Board Meeting on June 15, 2023.

- a. Suzie Shatarevyan distributed the minutes of the June 15, 2023, Executive Board Minutes in advance of the meeting for review.
- b. Tanya Livshits moved to approve the minutes. Sherry Leysen seconded. Motion carried and minutes are approved.

2. Treasurer's Report

- a. Sangeeta Pal reported SCALL Bank Balances. As of November 2, 2023, the balances are the following:
 - i. Bank Balance is \$21,070.09.
 - ii. PayPal Balance is \$0.00.
 - iii. Petty Cash Balance is \$84.75.
 - iv. Total Balance is \$21,154.84.
- b. Suzie Shatarevyan moved to approve the Treasurer's Report. Karen Skinner seconded. Motion carried and the Treasurer's report is approved.

3. Secretary's Report

- a. Suzie Shatarevyan reported that the SCALL Wilshire Mailbox was invoiced for renewal at the rate of \$120/year. The renewal term begins November 1. The account also has a forwarding

credit of \$81.26 as of 10-06-2023 and mail forwarding is running smoothly.

- b. Suzie contacted the AALL Executive Office to inform them of new board members so they can update the AALL Roster.
- c. Caitlin Hunter moved to approve the Secretary's report. Sangeeta Pal seconded. Motion carried and the Secretary's report is approved.

4. Vice President's Report

- a. Tanya Livshits reported on the Institute planning. The Institute in 2024 will be in Santa Barbara, at the Mar Monte Hotel on the 23rd and 24th of February. Anna Russell is the AALL board visitor. The topic is ethical and practical application of AI. The official title of the institute is still TBD. CEB and Westlaw confirmed as sponsors.
- b. Karen Skinner moved to approve the Vice President's report. Sherry Leysen seconded. Motion carried and the Vice President's report is approved.

5. President's Report

- a. Joy Shoemaker reported that she and Tanya attended the AALL Annual Meeting Leadership Training, representing SCALL. There were some good ideas shared between chapters, including the idea of a strategic plan. The Council of Chapter Presidents will meet on November 16 at 10 a.m., in case there is anything SCALL should take to the Council.
- b. Suzie Shatarevyan moved to approve the President's report. Caitlin Hunter seconded. Motion carried and the President's report is approved.

6. Committee Updates

- a. Archives: The archive committee met and looked at the collection and are going to spend the year looking closely at the collection to see if there are some AALL things that may be weeded. They are

planning on asking for some money in the next budget year for archival boxes to better protect some of our most important items and make sure there is a full collection with no gaps between paper and online.

- b. Bylaws: Bylaws is drafting a minor amendment that the committee will run by AALL and the SCALL board before submitting it to the SCALL membership for a vote.
- c. Government Relations Committee: For the GRC, there isn't much to report. This is a slow time of year. The Governor has finished signing and vetoing bills for the year and the legislature doesn't reconvene until January. One major issue is county law library funding. Earlier in October, Brendan Starkey of the Orange County Public Law Library and the Council of California County Law Librarians (CCCLL) directly posted a plea to SCALL members to contact the Governor for a \$16.5 million appropriation for county law libraries. They got nothing in 2023. The SCALL GRC will be working on this in the coming year.
- d. Grants: Committee met and were delighted to provide a grant award to Valerie A. Riley, Branch Librarian from the Ninth Circuit U.S. Court of Appeals (San Diego Branch) to attend WestPac's annual meeting. We are looking forward to supporting other SCALL members in their professional endeavors and welcome our new colleagues from San Diego.
- e. Listserv: Listserv was audited at the end of October and all non-renewing member emails were removed. Membership sent a list of 109 Lapsed members (this list included lapsed accounts going back to 2020). 41 emails were removed from the listserv, 31 of which had lapsed in 2023. Accounts that were removed were notified.
- f. Newsletter: We are pleased to report that we have a new Business Manager, Miguel Guzman. Miguel has updated the committee's

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advertising brochure and is already working on getting some new vendors to place ads.

- g. Programs
- i. One of the most important updates for the Programs Committee is transitioning leadership. With big thanks to our last co-chairs, Alina Kelly and Michelle Gorospe, new co-chairs Ian Kipnes and Julianne Odin have taken the helm following the AALL Annual Meeting in Boston.
- ii. We have also started to roll out new guidelines for what we are calling “informal gatherings”. These are meant to supplement the regular SCALL Meetings and larger events to allow SCALL members to socialize and network despite our huge geographic coverage area. Ian and Julianne hosted a meet up for dinner and drinks in San Diego on June 22nd that attracted eleven SCALL members (and their significant others) as attendees. Programs Committee members Serena Thomas and Allison Ransom will be hosting a meet up in Downtown LA on December 1st. We are currently exploring the best method(s) for distributing these informal gathering guidelines to the broader SCALL membership to empower others to host their own (local) events.
- iii. On November 2, the Programs Committee hosted their fall event, Generative AI and Lexis, with Loyd Auerbach from Lexis on Zoom. 95 people registered and 67 people attended. Loyd gave a brief overview of Lexis’ history and current use of AI before launching into a live demo that inspired many questions from attendees. The event was recorded and will be distributed to SCALL members soon.
- iv. Up next for the Programs Committee is planning the post-holiday party for January. We are

looking forward to potentially having a couple of these to (once again) make sure everyone on our large map of SCALL’s membership has an opportunity to participate.

- h. Website: The SCALL Website Domain name is set to auto-renew on December 12. The renewal fee is \$20.99 for 12 months.

7. Old Business

- a. AALL Annual Meeting: Pacific Chapters Joint Reception went well. Sherry, Sangeeta, Erik, and Ian helped with the CONELL tabling. Tanya provided the table cover. Everything went smoothly and everyone had a lot of fun.
- b. A member had reached out to Amber about possible grants for webinars. The Grants committee would be happy to provide for the continued education of our membership, whether in person or via webinar. A cap of \$1000 would be placed for webinar requests. Since most are not super pricy, that limit should suffice.
- c. The Board is in favor of expanding grants to include webinars. There was a unanimous vote in favor of providing grants for webinars and the request was approved.

8. New Business

- a. We need to update the signers on our bank account. This needs to be approved by the board and then we need to schedule a trip to the bank to update the info in person.
 - i. Currently the signers are Patrick Sullivan, Caitlin Hunter, and Sangeeta Pal. Two of the members are cycling out of the board, and the recommendation is to swap Patrick Sullivan and Caitlin Hunter with Joy Shoemaker and Tanya Livshits.
 - ii. The board is unanimously in favor of removing Patrick Sullivan and Caitlin Hunter and adding Joy Shoemaker and Tanya Livshits as signers on our bank account.
- b. Institute Pricing

- i. The proposal is to raise the Institute registration fee as it hasn’t been raised in many years. The other proposal is to raise the exhibitor fee.

1. For members, raise the registration fee by \$20 to \$135.
2. For non-members, raise the registration fee by \$25 to \$150.
3. For students and retirees, raise the registration fee by \$5 to \$65.
4. The board made a unanimous vote in favor of increasing the registration fee for the Institute.

9. A motion to adjourn was made by Caitlin Hunter and seconded by Suzie Shatarevyan. The motion carried.

The meeting adjourned at 12:38 p.m.

Respectfully Submitted,
Suzie Shatarevyan
SCALL Secretary, 2022-2024



Treasurer’s Report

By Sangeeta Pal, Access Services Librarian, UCLA School of Law

SCALL Balances

Bank Balance as of March 6, 2024	\$42,624.76
Paypal Balance as of March 6, 2024	\$0.00
Petty Cash Balance as of March 6, 2024	\$84.75
Total Balance as of March 6, 2024	\$42,709.51

Committee Income and Expenses since March 6, 2024

Committee	Budget	Income	Expenses	Budget Balance	Net Income
Archives	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
Awards	\$2,500.00	\$0.00	\$1,411.48	\$1,088.52	-\$1,411.48
Board	\$1,950.00	\$0.00	\$3,862.52	-\$1,912.52	-\$3,862.52
CYIE	\$6,000.00	\$1,080.00	\$2,479.77	\$4,600.23	-\$1,399.77
Government Relations	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00
Grants	\$7,000.00	\$0.00	\$2,670.00	\$4,330.00	-\$2,670.00
Institute	\$12,000.00	\$25,235.00	\$11,134.42	\$26,100.58	\$14,100.58
IT	\$2,000.00	\$0.00	\$20.99	\$1,979.01	-\$20.99
Liaison	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00
Membership	\$1,400.00	\$3,682.00	\$193.16	\$4,888.84	\$3,488.84
Newsletter	\$350.00	\$1,258.00	\$0.00	\$1,608.00	\$1,258.00
PALI	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00
Professional Development	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00
Programs	\$3,000.00	\$1,280.00	\$2,847.38	\$1,432.62	-\$1,567.38
Public Relations	\$450.00	\$0.00	\$433.12	\$16.88	-\$433.12
Secretary	\$1,000.00	\$0.00	\$120.00	\$880.00	-\$120.00
Treasurer	\$500.00	\$0.00	\$105.00	\$395.00	-\$105.00
Totals	\$45,300.00	\$32,535.00	\$25,172.84	\$52,662.16	\$7,362.16

The CYIE expenses reflect donations that were received in the last fiscal year, but were used in this fiscal year. The CYIE income reflects donations from the membership including the matching funds from the board.

Submission Deadlines

The SCALL Newsletter team welcomes submission of any articles of interest to the law library community. Contact Christina Tsou, SCALL Newsletter Editor: ctsou@law.uci.edu

All submissions should be received by:

Summer 2024	May 6, 2024
Fall 2024	September 3, 2024
Winter 2024	November 12, 2024
Spring 2025	March 10, 2025

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2023–2024

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