



Official newsletter of the Southeastern Chapter of A.A.L.L.

NEW ORLEANS HERE WE COME!

Among American cities, New Orleans reigns supreme in the affections of many. From her beginnings, she has had room for all comers and a gracious welcome for those just passing through. There's a vitality about New Orleans that keeps her eternally young, never mind the accumulation of years. She draws the young like a magnet while holding the old close to her heart. The Southeastern Chapter will be sampling the sights, sounds, and hospitality of New Orleans during our annual meeting scheduled for March 7 through March 9, 1985. Dick Danner, program chairman, promises an interesting and varied program with speakers from throughout the region. Your editors and the Local Arrangements Committee thought it would be fun to "whet your appetite" by introducing New Orleans via her colorful history.

Founded in 1718 by Sieur de Bienville, the strategically located settlement was named for the then Regent of France, Duc d'Orleans. Around the Place d'Armes (now Jackson Square) streets were laid out and rude huts built in what we know as the French Quarter, or Vieux Carre (meaning Old Square). One of the most successful promotion campaigns in history drew shiploads of settlers from Europe, Africa, and the Caribbean merchants, royalty, exiles, criminals, slaves — all expecting to find a paradise on earth. Whatever their reactions when they arrived to find swampy land, mosquitos and the rawness of frontier life, they stayed. Ursuline nuns came in 1727 and were soon importing "casket girls" (poor, but "nice" French girls who brought their belongings in casket-like trunks) to wed settlers and provide "respectability."

As the colony grew, it reflected much of the gaiety and fashion of the French court as practiced by aristocrats who arrived in large numbers. Descendants of this privileged class were the original "Creoles," although with time, the name has come to mean well-to-do-French-speaking natives of mixed French and Spanish ancestry. New Orleans also offered refuge to Acadians from Nova Scotia, most of whom soon moved out to become farmers and trappers (ancestors of today's "Cajuns," who speak French in their own style) and was a welcomed shore leave for seafarers who added their own dash of spice to the color and growing sophistication of the city.

In 1762, Louis XV gave Louisiana to his cousin, Charles III of Spain, beginning a period of hostility and revolution on the part of Frenchmen who bitterly resented the new rule. It wasn't long, however, before Spanish and French were intermarrying. After two

disastrous fires in 1788 and 1794 which left most of New Orleans in ashes, a proud new town began to emerge, much of it erected in the Spanish style. Tile markers at every corner still list the old Spanish street names.

By this time, New Orleans was a prize much desired by the English and Americans, and the French government wanted it back. Governor Carondelet surrounded the city with five forts connected by a strong city wall (which had cannons pointing both inside and out!), but in 1800 it was quietly given back to France, which held control until 1803, when Napoleon sold the Louisiana Territory to the United States, a move natives viewed with horror, since all Americans were considered barbarians. Americans, finding no welcome in the Vieux Carre, set to work building their own New Orleans "uptown," north of Canal Street. Splendid homes began to appear in what is now the Garden District and their commercial section took on a boomtown air. Since "downtowners" desperately needed some of that uptown Yankee money, and since the newcomers found themselves drawn to the vitality and warmth of downtown, a spirit of unity gradually developed between the two sections.

Increasingly wealthy cotton and sugarcane planters built mansions upriver and maintained luxurious town houses in New Orleans, making frequent visits to attend festivals, parades, opera, theater, banquets, and spectacular balls, or to patronize opulent gambling halls and resplendent "bawdy houses." Hard working Irish and German immigrants poured in, along with Italians all of whom added bits of culture and tradition to an already exciting milieu. For a time New Orleans was the richest city in the country and its citizens enjoyed a truly exotic existence.

The Civil War ended all that and the city went through a bitter period of Reconstruction from 1862 to 1877. Since then, although some of its flamboyance is gone, New Orleans has clung to its unique heritage, learned about drainage and epidemic control, given birth to the American Jazz, and most of all, retained an enthusiasm for fun in almost every form that is simply not equaled in any other place.

Today's visitors find the French Quarter still marked by its original "downtown" settlers' architecture and lifestyle, "uptown" still vibrating with Yankee business enterprise, and the combination one of the friendliest, heart-warming cities in the world.

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EDITOR'S CORNER

We hope each of you enjoyed our first issue. Unfortunately, some of you may not have received it. Margarette Dye has advised us that several members indicated to her they did not receive a copy of the last issue (vol. 10, no. 1, Autumn 1984). Hopefully, this was due to problems with the U.S. mail and not to the mailing list. Margarette asks that each of you check your mailing label and notify her if there are any corrections needed. Also, please advise her if you know anyone else who didn't receive the last issue or the 1984/85 dues statement and whose name may have been inadvertently left off the mailing list.

While examining previous issues and talking with Carol Billings, past editor, we have discovered that the Practice Materials Bibliography series is not quite complete. A bibliography of West Virginia practice materials is needed to complete this project begun way back in 1981. So how about one of you Mountaineers letting us hear from you?

In this issue we have tried to include items of interest to all our members. You'll find the continuation of our appellate court directory and an article on indexing for all you firm librarians who struggle with this issue on a daily basis (as we do). We have borrowed an article on the benefits of belonging to AALL to encourage those of our members who may not belong to try it — you'll like it.

At the same time, some of you may know AALL members in the region who are not members of SEALL. Let's make an effort to encourage them to join our organization. Even with all the benefits available to members of national, there's nothing quite like our southeastern group. So send those names of potential members to Pat Strougal.

The deadline for the next issue of the SOUTHEASTERN LAW LIBRARIAN is February 15, 1985. We need each of you to send items of interest; job changes; notices of new

NEW ORLEANS HERE WE COME!

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SEALL's meeting will begin with an opening reception in the home of U.S. Representative Lindy Boggs. This beautifully renovated house, located in the heart of the Vieux Carre, will provide our members a glimpse of the quiet seclusion hidden behind shuttered exteriors even on boisterous Bourbon Street. Mrs. Boggs leaves every evidence of her gracious lifestyle — from family photos to a sterling silver tabasco holder — for her guests' enjoyment. It is hoped that this wine & cheese-dessert party will be a memorable evening.

The Monteleone Hotel has extended a warm welcome to our group by offering a flat rate of \$60 per room per night, single or double. This Royal Street hotel is convenient to Canal Street (New Orleans' major shopping area — including local department stores as well as such exclusive shops as Saks 5th Ave. and Lord & Taylor), the Superdome, the Central Business District, the historic St. Charles streetcar line and, of course, all points of interest in the French Quarter. This rate is being offered two days prior to and two days after the meeting so that everyone will be able to enjoy all that New Orleans has to offer without missing any of the fascinating program Dick has planned.

For those who must submit an early budget, registration for this meeting has been set at \$75.

Expect to receive your registration materials with final program in early January. Then make your plans to visit "THE CITY THAT CARE FORGOT."

buildings built, dedicated, planned; conferences held; anything of interest to Tim Coggins for the SEALL BRIEFS column. We're all interested in what you're doing. Our plan is for the Spring issue to be a recap of an exciting New Orleans meeting. Happy Holidays.

Mary S. Bourget
Hazel L. Johnson

SOUTHEASTERN CHAPTER A.A.L.L. OFFICER & COMMITTEE CHAIRS 1984-85

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Florida State University
Tallahassee, FL

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Duke University Law Library
Durham, NC

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Duke University
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SCHOLARSHIP

Sara M. Straub
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11th Circuit
Atlanta, GA

THE HOW AND WHY OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

By Penny A. Hazelton
U.S. Supreme Court Library

Why should you belong to the national law librarianship organization, the American Association of Law Libraries? And if you become convinced or know now that you should belong, how can you make a positive contribution and really be involved?

I joined AALL as soon as I graduated from library school upon beginning my first job as the Associate Law Librarian at the University of Maine School of Law Library. Frankly, I never questioned whether or not to join AALL. My dues were paid by the Law School. Now that my dues are no longer paid by my employer, I have questioned the value of this professional membership.

I do not know that I can give you any good reasons—especially when you need to justify the expense to your firm or institution. However, what you get for your “dues” dollars depends on what you want and what you are willing to work for. The returns cannot all be measured in dollars and cents. If you just want a subscription to Law Library Journal, you don't have to pay \$65.00 for the privilege. If, however, you are looking for the chance to know and learn from other law librarians, the chance to educate yourself, the chance to promote the law librarianship profession, the opportunity to foster a cooperative spirit among law libraries, and a chance to improve your own law library, AALL is worth your support.

But why doesn't joining just the local chapter offer the same rewards? In short, it does! Especially if you are in the Washington, D.C. area. With a membership of over 500 law librarians, the Law Librarians' Society of Washington, D.C. probably has the most diverse membership of any of the 25 local AALL chapters. The only thing that the D.C. Society cannot offer is also the very thing the national association

can offer—nationwide professional contacts. How else can you get to know that technical services librarian from Terre Haute with the great sense of humor or talk with that librarian on the West Coast who is having exactly the same problems you are having with branch libraries? Not all problems have geographical boundaries.

In addition, many services can be provided easier and more comprehensively on a national level—like the geographical directory, for example. I am delighted that the Society publishes a local directory for I use it constantly. But it is nice not to have to dial (and pay for) Long Distance Information every time I want to make a call outside the city to another law library. On another level, the books published as part of the AALL publications series may never have been published without the support of the national organization. And yet another example is that the educational programs offered by AALL can draw on a larger economic and personnel base.

All of the above mentioned benefits are available to non-AALL members. However, it is only through the cooperation of many law libraries throughout the country that these products come into existence. Perhaps you have some responsibility to support these efforts financially by joining the Association.

Mere membership in AALL will gain you the physical trappings—the directories, publications and access to the educational programs. Why should you do more?

An organization cannot produce professional publications, run meetings or promote the profession without the hard work and dedication of its individual members. I think two main benefits accrue to active AALL membership—personal enrichment and professional growth.

Meeting new people, making new friends and the potential for recognition by professional colleagues in your chosen career are some of the personal benefits. The opportunity to develop new skills and abilities, to learn to do new things, to learn to do old things better or in different ways, and to share your expertise with others are some of the professional benefits to be gained from work in the Association.

Now that you are convinced that you should be an active, participating member of AALL, how do you do it? Every organization needs people to plan meetings and programs, prepare surveys, discuss problems with other members, develop ideas, policies or concepts. AALL is no exception. AALL needs creative people as well as people who can follow through with the details of a task. AALL needs you!

First, I think you must learn how an organization functions in order to find out how you can participate. For example, who appoints committee members? Making an offer of assistance to that nice law librarian across town may not help if he/she doesn't have the power to appoint committees. AALL Committees and Special Interest Sections meet only once a year at the Annual Meeting. Any AALL member who pays the dues can join an SIS, but AALL Committee members are selected by the President. This does not mean that you must attend all AALL Annual Meetings or always know the President, but it should suggest to you that your best opportunity to become active will be to attend the Annual Meeting periodically. Each year the Vice-President/President-elect of AALL requests you to notify him/her of your committee assignment preference. So even if you do not know the President or cannot attend the Annual Meeting, you may well get a committee assignment. Ask questions. Get to know your organization!

Secondly, once you know who to contact, make a sincere offer of help to that person. You may do so at a cocktail party or reception, but don't count on it being remembered! Your

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From The President

By the time you read this the holiday season will be upon us or may have already come and gone. Regardless of the timing I hope that each of us enjoys the peace deserved by persons of good will now and throughout the year.

Listed below are the persons whom I have asked to serve on committees for 1984-85. I have tried to distribute committee memberships by type of library and geographically. In most instances I believe I have succeeded.

In addition to SEAALL committees, I have asked Michael Lynch of the Florida State University Law Library to serve as SEAALL liaison to the 1984-85 AALL Public Relations Committee. In addition, I need volunteers from each of the states represented by SEAALL, to assist the AALL AD HOC COMMITTEE in updating the Recommended List of Collections for Prison and Other Institution Law Libraries. Interested persons should contact me. Anyone wishing to work on the General Collection list of the Ad Hoc Committee should contact Richard E. Ducey (Thurgood Marshall Law Library, University of Maryland School of Law) directly.

Planning for the March 7-9 meeting in New Orleans continues. The program being developed by Dick Danner and his committee will include multiple topics and deal with both substantive and procedural matters. Betty Kern and her "no name" committee members are developing local arrangements with a creative flair that will be hard for future planners to repeat. A separate mailing scheduled for January will contain full information about the meeting. MARK YOUR CALENDARS.

Lucile Elliott Scholarship. Elsewhere in the newsletter you will find information regarding the Lucile Elliott Scholarships. All members are encouraged to apply, especially newer members.

Placement Information. Libraries with open positions are reminded to call these openings to the attention

THE HOW AND WHY OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES *Continued from Page 3*

offer is more likely to be favorably acted upon if you make a telephone call or write a letter. People in organizations who need the help of others for committee work or whatever are usually pleased to know who is interested. I would also suggest that you tell the appointer something about yourself—other organizational skills, the kinds of things you are interested in, the kinds of chores you have the time and the talent to do, etc. All too often I hear people say, "I just don't know who to ask. I don't know anyone who has these skills," Even though you offer to help on a certain project, if the appointer does not know your particular abilities, you may not be selected.

We all know the person whose only real interest in participating in an organization is for self-aggrandizement. This person simply wants to get ahead for visibility's sake, not because they have any real desire to contribute their time and effort to the organization. This personality type is quickly identified and, in my experience, is rarely given the opportunity to actively participate. So if your motive in offering help to an organization is strictly a one-sided affair, you may be disappointed. A good organization needs lots of workers, not egos.

Thirdly, once you are appointed, do a good job! To avoid getting in over your head be sure you know before you say yes what your respon-

of both the SOUTHEASTERN LAW LIBRARIAN editors and the chair of the Placement Committee.

Florida State University Law Library Dedication. I hope you will be tolerant of my exercising a personal privilege. You are all invited to attend the dedication of the new Law Library building at the Florida State University on January 25 and 26. On the 25th there will be an all day program: morning - library planning, afternoon - NOTIS/FOCUS, an introduction. If you are interested in coming, let me know.

sibilities will be and what time frame you have. Find out specifically what you are supposed to do and then do it well and on time. Your abilities are on the line and your chances of being asked to participate again are very high if you do good work the first time.

If you are disappointed and your offer is not accepted, do not give up! Perhaps your timing was wrong. Was the last committee member just put on board? Did you offer too early? Did you forget to tell the appointer what your skills are and specifically how you could help? Did you ask the wrong person? Please remember that every person is not equally talented for every task. So don't be disappointed. Try again!

If you really want to work within an organization, you will be able to do so. But remember, you are not likely to be asked out of the blue. You may have to make the first move. Learn about the organization. Who makes the decisions? It doesn't have to be who you know, but realistically it is part of the equation. Would you ask a complete stranger to do a job for which you were responsible? Make an effort to introduce yourself to law librarians you do not know. Get to know them. Put yourself in a position so you have the opportunity to be asked to participate. If you think organizations are run by snobby cliques, perhaps you had better take another look.

Most organizations are run by well-meaning people spend a lot of time trying to do the things they think you want. And since those leaders may not know everyone in the organization they may well appoint their friends and acquaintances to committees and special projects. Wouldn't you? The clique is probably always there to some extent, but it is up to you to see that it's not impenetrable. It is your responsibility to offer your services and abilities to those who need your help. You are the organization. Be an active, participating member. The rewards are worth the effort.

(Reprinted from the November 1984 issue of LAW LIBRARY LIGHTS with the author's permission.)

ONLINE UPDATE

The *Official Airline Guide* (OAG) Electronic Edition is now available to DIALOG users. The OAG provides schedule information for over 1,500,000 direct and connecting flights worldwide. Fare information, including limitations, is available for North American flights only at this time. International fares should be available early next year.

If you're familiar with the print version of the OAG you'll appreciate the advantages of the online service:

—schedules are updated weekly instead of biweekly

—fares are updated daily instead of biweekly

—schedules and fares are available quickly; if you're using the print version you have to consult two separate publications.

The schedule information online includes departure and arrival times, airline and flight number, aircraft type, meal service, number of stops, and elapsed travel time. Fares are displayed in ascending order, from the least expensive to the most expensive. You don't need to know city or airline or class codes. The "?" is a decipher code—it can be used any time during a search to obtain the definition of an abbreviation, ie. ?B.

There are some features of the print version that are not online such as minimum connecting times and aircraft performance standards—but these omissions should not decrease the value of the electronic edition.

When you're ready to use the system remember—

—you need to use a special logon procedure; see the October *Chronolog*.

there's no need to use (w) or any other DIALOG proximity feature. If you want a flight departing from Los Angeles then type Los Angeles with a space

The cost of OAG online is \$60.00 per connect hour. Try it! You'll find the prompted menu easy to work with. There's an online training session available (choice #3 on the "Information and Assistance Menu"), or you can call the toll-free number,

1-800-323-4000, for a ten to fifteen minute walk-through of the system. This assistance desk is open 24 hours per day, 7 days a week. Call them if you have any questions at all—they're friendly and patient, unlike their counterparts at DIALOG.

LEXIS

A new pricing structure and a new "short-cut" search procedure are among the news items from LEXIS. The new pricing structure was introduced last spring with much fanfare about its "being predictable and easy to understand." The premise behind the new policy is a more planned, economical search strategy based on predictable figures. How does this translate into dollars and cents? First, a rundown of the new prices:

Search units have been eliminated and replaced by specific database charges. You are charged by the number of actual searches completed, rather than the number of terms searched. Database charges range from \$9.00 to \$18.00, depending on the size and content of the database. Modifications creating new search levels are charged at \$3.00 per modification. Connect time has been reduced to \$20.00 per hour. Auto-cite and Shepard's charges have been increased from \$.43 per cite to \$1.25 per cite, plus connect time. Offline print charges have been increased to \$.02 per line. The NAARS search surcharge of \$40.00 per hour has been eliminated.

The new pricing structure should not change search strategies in a radical manner; however, understanding the new system will increase research efficiency. The savings occur under this new pricing scheme when searches can be narrowed to a single database and can be done at one level. The charges begin to accumulate when searches have to be done in several libraries or files and/or on more than one search level. It is important to remember,

however that searches done on several levels rather than on a single level may produce a more efficient research session with better results.

The new \$20.00 per hour on-line charge provides a cost-effective method for reviewing your search results once a search has been completed. At only \$20.00 per hour, reading through a list of citations in the KWIC format, for example, is relatively inexpensive. The predictability of the search charges under the new pricing scheme is a legitimate claim. A user can accurately calculate the total search charges by knowing the databases used, the number of searches completed and the time spent on-line. However, a total research session charge cannot be calculated without including some factor for monthly fixed charges. The overall effect of this new pricing structure is under evaluation. How much, if any, money will be saved by the user is yet to be determine.

Another efficiency device recently implemented by LEXIS is the "short-cut". The charge meter on LEXIS begins the instant you enter your ID number and continues until you sign-off. There is no free time to read through library and file menus. "Short-cut" allows the user to enter several commands at once, thereby eliminating the need to read each menu page. Semicolons and periods are used to indicate and separate commands. A sample "short-cut" search would appear thusly: Smith, genfed; cases; search pre/2 seizure

WESTLAW

Know Your Fields: Field searches are both economical and effective, but users are sometimes confused about what each field contains. To encourage searchers to use this method of searching, consider displaying a short exemplary opinion from a superceded advance sheet near your WESTLAW terminal. Researchers may find the component parts, or fields, easier to recognize on a familiar-looking page

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DIRECTORY OF KENTUCKY APPELLATE COURTS

**Prepared by: Jo Ellen McComb
University of Kentucky Law Library**

SUPREME COURT OF KENTUCKY

**New Capitol
Frankfort, KY 40601**

Justices:

Robert F. Stephens, Chief Justice	(502) 564-6753
Roy N. Vance	(502) 564-4158
William M. Gant	(502) 564-4160
J. Calvin Aker	(502) 564-4162
Charles M. Leibson	(502) 564-4164
Donald C. Winterscheimer	(502) 564-4166
James B. Stephenson	(502) 564-4169

Clerk: John C. Scott	(502) 564-4720
Staff Counsel: Walter L. Catina	(502) 564-4171

COURT OF APPEALS

**403 Wapping Street
Frankfort, KY 40601**

Justices:

John P. Hayes, Chief Judge	(502) 584-7738
Boyce G. Clayton	(502) 527-1424
J. William Howerton	(502) 443-8227
John D. Miller	(502) 686-3235
Charles H. Reynolds	(502) 781-6827
John D. White	(502) 598-5129
Kenton J. Cooper	(502) 343-3128
Michael O. McDonald	(502) 588-4454
Paul D. Gudgel	(606) 233-0664
Anthony D. Wilhoit	(606) 873-6014
Charles B. Lester	(696) 781-1100
William R. Dunn	(606) 292-6574
Dan Jack Combs	(606) 432-0822
Harris S. Howard	(606) 886-6843

Clerk: John C. Scott	(502) 564-7920
Chief Staff Attorney: George E. Fowler, Jr.	(502) 564-7920

SUPREME COURT AND STATE LAW LIBRARY

**New Capitol
Frankfort, KY 40601**

Wesley Gilmer, Jr., State Law Librarian	(502) 564-4848
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ADMINISTRATIVE OFFICE OF THE COURTS

**Bush Building
403 Wapping Street
Frankfort, KY 40601**

Don P. Cetrulo, Director	(502) 564-7486
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ONLINE UPDATE

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from a book than on a computer print-out. Mark each field distinctly and prominently, and highlight key words a user would likely search in a restrictive field search. Remember that you can select more than one field in which to restrict the same search. For example: digest, synopsis(paralegal /p "attorney-client privilege")

WESTLAW has a new searchable feature that allows you to update an ongoing search for precise time periods. If you run a search on the first of each month to update a previously-run search, and you only want cases that have been added in the last month, make "added date (after 10/1/84)" part of your query. The date may be formulated in the usual variety of words and numbers you use for regular date restrictions.

Stacking Go Back Commands: When viewing a Shepards or Insta-Cite display, you can type several compatible commands before entering them, and they will be carried out sequentially without displaying the intervening screens. For example, you have retrieved relevant cases in the Southeast database, you have Shepardized the best one, and you are now viewing a citing case. After reading this citing case, you decide to run the query in the Pacific database. Without the stacking feature, you would 1) enter "gb" and be back at your Shepard's screen, 2) enter "gb" again, and return to your last WESTLAW screen, then finally, you would enter "s db pac" and your search would be run in the Pacific database. By stacking the commands, these function can be performed automatically using the same number of key strokes. At the citing case screen, type "gb gb s db pac" and enter (WALT users would type "gb s db pac" and press the "Go Back" key). The next screen will tell you that search is proceeding in Pacific. The commands will be executed for you without displaying any of the intervening screens. This can be a tremendous timesaver.

LEGAL MEMORANDA INDEXING: A REVISIONIST VIEW by Kay M. Todd

Paul, Hastings, Janofsky & Walker

Legal memoranda indexes, while certainly not exciting enough for cocktail party conversation, have over the years generated many articles and workshops. Many law firms have an index, while many others only aspire to one. Those in the latter group are often smaller firms whose limited resources, particularly in staff experienced in indexing, may seem to preclude developing and maintaining an index to their legal research. Recently I prepared an index of approximately 350 memos, which wed a relatively small amount of staff time and required limited expenditures for production.

These economies resulted from using methods which are different from those usually advocated for such projects. In 1979 and 1980 I gave several short workshops on indexing legal memos and briefs. My recommendations covered card format, storage of memos, reproduction of the cards, subject headings and digesting. The index I have just completed contradicts every recommendation I previously endorsed. In the remainder of this article I will describe the old and new methods and conclude by estimating the cost of the index.

The choice of a subject list to use for a memo index has usually been the most difficult decision. There are advocates of the West digest topics and the topics used in the looseleaf service indexes. There are also subject heading lists developed specifically for memo indexing. I have used and in the past recommended one of these:

F.T. Vom Baur's THE PRACTICAL LAWYER'S MANUAL ON MEMORANDUM OF LAW published by ALI-ABA in 1970. Vom Baur's list is a hierarchal arrangement which requires a great deal of a familiarity with the law. A good example is its coverage of tax. To locate memos on charitable contributions one must go first to five

other headings. This is the hierarchal scheme one must follow:

Taxation—

U.S.—

Income tax—

Credits against tax deductions—

Contributions—

Other problem areas are securities topics which are located under Exchanges and Brokers, antitrust which is found under Restraint of Trade, and trade secrets which is a subheading under Patents, Copyrights and Trademarks. Anyone who is not a regular user of this index is stymied by the arrangement, or at least finds locating memos a cumbersome, time consuming task.

My 350 memo index is totally unlike the Vom Baur system. It uses basically a key work or KWIC index, choosing phrases from the memo and using generally a single level subject heading. Occasionally a second level is used, but never a third, fourth, fifth or sixth as Vom Baur does. In addition I used a shotgun approach in giving each memo as many topics as could possibly be singled out by a searcher. This often meant 7 or 8. By selecting the subject headings from the memo itself, it is possible to use a less-experienced staff member for indexing; this is not possible when the hierarchal subject lists are used because they require either legal background or great familiarity with the subject heading list. In the key word system, by scanning the memo, the basic terms used throughout can be easily identified. A subject heading authority list is developed and maintained to avoid minor variations in style.

Traditionally memo indexes have had lengthy summaries written for each memo. To further save time and reduce the experience needed for the project just completed I used only one or two sentences, paraphrased or quoted from the memo as often as possible. My assumption is that a longer paragraph is a waste of effort because any detailed information should be conveyed by the memo itself and a very few words can sug-

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DIRECTORY OF FLORIDA APPELLATE COURTS

**Prepared by: Jo Spruill
Florida Supreme Court Library**

THE SUPREME COURT OF FLORIDA

Supreme Court Building
Tallahassee, Florida

Chief Justice Joseph A. Boyd, Jr.

Justice James C. Adkins

Justice Ben F. Overton

Justice James E. Alderman

Justice Parker Lee McDonald

Justice Raymond Ehrlich

Justice Leander J. Shaw, Jr.

Sid J. White, Clerk (904) 488-0125

Tony Smilgin, Marshal (904) 488-8845

Donald D. Conn, State Courts Administrator (904) 488-8621

DISTRICT COURTS OF APPEAL

First District

State of Florida

Martin Luther King, Jr. Boulevard

Tallahassee, FL 32031

Raymond E. Rhodes, Clerk (904) 488-6152

Second District

State of Florida

700 Teco Plaza

702 N. Franklin St.

Tampa, FL 33602

William A. Haddad, Clerk (813) 686-8171

Third District

State of Florida

2001 S.W. 117th Ave.

P.O. Box 650307

Miami, FL 33265-0307

Louis J. Spallone, Clerk (305) 554-2900

Fourth District

State of Florida

1525 Palm Beach Lakes Blvd.

P.O. Box A

West Palm Beach, FL 33402

Clyde L. Heath, Clerk (305) 686-1903

Fifth District

State of Florida

300 South Beach St.

Daytona Beach, FL 32014

Frank J. Habershaw, Clerk (904) 255-8600

SUPREME COURT LAW LIBRARY

Brain S. Polley, Librarian (904) 488-8919

Supreme Court Building

Tallahassee, FL 32301

LEGAL MEMORANDA INDEXING: A REVISIONIST VIEW

Continued from Page 7

gest whether the user will find a memo helpful or not. In addition, by the addition of fields for page length, type of item (i.e., seminar presentation, opinion letter, memo) and statutes, the user has additional information on which to base his decision.

Aside from these subject heading and summary changes, I made one additional decision related to card format and card reproduction methods that was critical: don't use cards. Our index is a computer-produced book format that has vastly reduced the man-hours involved by eliminating the time required to type different subject headings at the top of each card and the time required to file cards. Our costs for the data input and report production were approximately \$500. The man-hours needed to pull the memos from files, number them, place them in notebooks, write the brief summary and select subjects were only 150, with probably an additional 30 to type the indexing sheet which would be sent to the data input firm. This amount of time and money is substantially less than the costs involved in the traditional card format index.

However cost is not the only consideration here; the utility of the index is often of primary or at least equal concern. In this case, the key word method which we used resulted in a user-friendly index that provides detailed subject access. Overall, I would highly recommend this approach to other firms.

CORRECTION

Your editors have recently been notified by Mona L. Gordon of *ESCRUTINO LEGISLATIVO* of an error in her company's telephone number as published in the article on Puerto Rican legislative materials (9 S.E.L.L. 3 (Summer, 1984)). The correct telephone number should be (809) 721-1349.

LUCILE ELLIOTT SCHOLARSHIP APPLICATIONS DUE

The Lucile Elliott Scholarship Committee has announced that four scholarships, each in the amount of \$300, will be awarded for the 1984/85 fiscal year. Any law librarian living in the Southeastern area who has not received a Southeastern or AALL grant during the previous five years is eligible to win a Lucile Elliott Scholarship. The award is to be used for any purpose reasonably designed to improve one's career in law librarianship.

Although in recent years most scholarships have been used to attend the AALL or Southeastern annual meeting and/or institutes, applicants seeking financial support for other endeavors within the scope of the scholarship will be given equal consideration. Members working in county, court and law firm libraries are urged to apply, as are academic librarians.

An application form is printed on the following page. Three copies must be submitted to the committee chairman by February 1, 1985. Photocopies may be used, or additional copies may be requested from

the chairman. This year's committee is composed of Sara Straub, U.S. Court of Appeals, 11th Circuit, chairperson; Kathyryne B. Stokes, University of Miami; and Mary Anne C. Fry, King & Spalding.

At a meeting held in Chapel Hill, North Carolina on October 30, 1964, the Southeastern Chapter established a scholarship fund in honor of Miss Lucile Elliott, specifying that grants were to be awarded at such times and in such amounts as funds would permit. Lucile Elliott was one of our most honored and beloved members. She retired as law librarian at the University of North Carolina in 1955 after a distinguished career of service. Members of the American Association of Law Libraries conferred upon her their highest honor when they elected her national president in 1953. Upon her retirement she was made a life member of the association. The Southeastern Chapter was organized largely because of her efforts. Appropriately, approval of the chapter occurred during the 1954 national meeting, over which she presided. Miss Elliott's interest in encouraging young librarians to advance in the profession makes it most fitting that this chapter present scholarships honoring her memory.

S.E.A.L.L. BRIEFS

Compiled by Timothy Coggins

FLORIDA

ALICE J. SNYDER has been Assistant Librarian at the Pinellas County Law Library, St. Petersburg branch since May 1984. She received her AA-Library Science ('73) from Williamsport Area Community College, her BS-Library Education ('75) from Mansfield University, and her MLS ('82) from Clarion University. Alice formerly worked in the medical library at Geisinger Medical Center.

BETTY W. TAYLOR, University of Florida attended the Seminar on International Economic and Trade law sponsored by the Legal Affairs Department of the China Council for the Promotion of International Trade, the Oceana Group and New York University School of Law, in

Beijing, China on September 3-5, 1984.

GEORGIA

DOROTHY J. SHEA is the Librarian for Rogers & Hardin, Atlanta, GA. Dorothy has MLS from the University of North Carolina at Chapel Hill. She previously was a Librarian at THE MIAMI NEWS, Miami, FL.

KENTUCKY

The University of Kentucky College of Law recently established a Professorship named in the honor of DOROTHY SALMON, who served as Law Librarian and College of Law faculty member from 1945 until her death in 1968. At the University of Kentucky, Miss Salmon is

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LUCILLE ELLIOT SCHOLARSHIP
(Southeastern Chapter, AALL) Application Form

1. Name _____ Date: _____

2. Address _____

3. Present place of employment, job title and length of service: _____

4. List your last two positions, institution, and length of service in each:

5. Educational background: (schools attended, dates, degrees, or certificates received)

6. Have you received either a SEALL or AALL scholarship during the five year period previous to this announcement?

_____ Yes _____ No

7. For what purpose do you wish to use this scholarship? Please indicate coursework, institute, annual meeting, or other program. Please give dates of said courses or meeting.

8. Please describe how this scholarship will help you in your career as a Law Librarian.

9. Please briefly state your library's policy relating to reimbursement of training and/or travel expenses. Please briefly state the extent to which you will depend upon this scholarship to attain your goal. (question 7)

Letters of recommendation from at least two individuals must accompany this application.

Three copies of the completed application and attached recommendation letters must be received by the committee chairman by February 1, 1985.

Send all material to: Sara M. Straub; U.S. Court of Appeals for the Eleventh Circuit; 56 Forsyth St., N.W.; Atlanta, Ga. 30303.

remembered as someone who dedicated her entire professional career to the University and the College of Law.

Miss Salmon was widely known in legal and library circles throughout the country. In 1954-55 she also served as State Law Librarian in Frankfort.

The Dorothy Salmon Professorship will be awarded to a law faculty member from a \$100,000 endowment.

LOUISIANA

The 6th annual issue of **LEGAL BIBLIOGRAPHY INDEX 1983**, compiled by WIN-SHIN S. CHIANG, Law Librarian, Loyola University, New Orleans, LA and LANCE E. DICKSON, Law Librarian, Paul M. Herbert Law Center, Louisiana State University, Baton Rouge, LA, published by Publications Institute, Paul M.

SEALL COMMITTEES

1984-85

Constitution and By-Laws Committee: Steven R. Thorpe, Chair (912-744-2821), Mercer University, Macon, GA; Alcyone Hart (813-223-1621), Holland & Knight, Tampa, FL; Kay Elaine Duley (504-589-6510), U.S. Court of Appeals, 5th Cir., New Orleans, LA
Local Arrangements Committee - 1985: Elizabeth Kern, Chair (504-568-5705), Law Library of Louisiana, New Orleans, LA

Local Arrangements Committee - 1986: Larry B. Wenger, Chair (804-924-3384), University of Virginia, Charlottesville, VA

Membership Committee: Patricia G. Strougal, Chair (404-586-1508), Alston & Bird, Atlanta, GA; Joan D. Cannon, (904) 488-8919, Florida Supreme Court, Tallahassee, FL; Martha Rush, (804-253-4680), College of William and Mary, Williamsburg, VA

Newsletter Committee: Mary S. Bourget, Co-Chair (305) 843-7860, Akerman, Senterfitt & Eidson, Orlando, FL; Hazel L. Johnson, Co-Chair (904) 359-7700, Smith & Hulsey, Jacksonville, FL; Timothy Coggins, (919-962-1321), University of North Carolina, Chapel Hill, NC

Nominating Committee: Larry B. Wenger, Chair (804-924-3384), University of Virginia, Charlottesville, VA; Frances H. Hall, (919-733-3425), North Carolina Supreme Court, Raleigh, NC; Anne Slaughter Towles, (504-927-1600), McCollister, McCleary, Fazio & Holiday, Baton Rouge, LA

Placement Committee: Cherry L. Thomas, Chair (205-348-5925), University of Alabama, University, AL; Dianne Thompson, (504-568-5705), Law Library of Louisiana, New Orleans, LA; Mary F. Cross, (305-374-4800), Arky, Freed, [et. al.], Miami, FL

Program Committee: Richard A. Danner, Chair (919-684-2847), Duke University, Durham, NC; Susan English, (804-285-6239), University of Richmond, Richmond, VA; Peggy Martin, (404-572-6397), Kirkpatrick & Cody, Atlanta, GA

Scholarship Committee: Sara M. Straub, Chair (404-221-2510), U.S. Court of Appeals, 11th Circuit, Atlanta, GA; Kathryn B. Stokes, (305-284-2250), University of Miami, Coral Gables, FL; Mary Anne C. Fry, (404-572-4808), King & Spaulding, Atlanta, GA

Special Committee on Procedures Manual: F. Pamela Graham, (404-656-3468), Georgia State Library, Atlanta, GA

S.E.A.L.L. BRIEFS

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Herbert Law Center, Louisiana State University, Baton Rouge, LA, is now available. This 334p. bibliography is priced at \$35.00 plus \$1.00 postage and handling.

LANCE DICKSON, Librarian, Louisiana State University law Center, represented AALL at the 50th Conference of the International Federation of Library Associations, held in Nairobi, Kenya, during August 1984. He also visited law libraries in Kenya and South Africa.

NORTH CAROLINA

LAURA N. GASAWAY will join the faculty of the University of North Carolina Chapel Hill School of Law as Law Librarian and Professor of Law on January 1, 1985. Lolly has been the Director of the Law Library and Professor of Law at the University of Oklahoma since August 1975. She replaces MARY W. OLIVER who retired in June 1984.

The DUKE UNIVERSITY LAW SCHOOL and the DUKE CENTER FOR INTERNATIONAL STUDIES co-sponsored a conference on "Futures" in International Law Collections: November 9-10, 1984. Thirty-seven librarians and professors from the Southeast participated in the conference. The conference was planned by DICK DANNER and CLAIRE GERMAIN of the Duke Law Library and Marion Salinger of the Duke Center for International Studies.

Michael Renshaw, Law Area Librarian and Associate Librarian at McGill University, discussed air and space law. He also described the programs at the Institute of Air and Space Law at McGill University. The evening keynote address, "Thoughts on Legal Education in China," was given by Paul D. Carrington, Dean and Professor of Law at Duke University.

A discussion of European Community Law was given by CLAIRE GERMAIN, the Assistant Librarian for Information Services at Duke.

SOUTH CAROLINA
ELIZABETH A. SPROTT TOMLISON retired as Librarian from the South Carolina Supreme

Court Library on June 30, 1984, after serving the Court for ten years.

ANGELA D. BARDIN became the new Librarian for the Supreme Court of South Carolina on July 1, 1984. Angela received her BA ('78) from Columbia College and MLS ('83) from the University of South Carolina.

VIRGINIA

STEVEN D. HINCKLEY joined the staff of the University of Richmond Law Library on August 27th, as Associate Law Librarian. Steve was formerly Assistant Reference Librarian at the American-British Law Division of the Library of Congress. Prior to working at LC, he was the evening Reference librarian and Circulation Department supervisor at the University of Toledo College of Law. Steve replaces WILLIAM H. GRADY who left in June 1984.

JUDITH MEADOWS assumed the position of State Law Librarian for the State of Montana on September 1, 1984. Judith received her MLS at the University of Maryland where she also did post graduate work in legal studies. She formerly served as Librarian at the Fairfax Virginia Law Library.

SUSAN TULIS of the University of Virginia Law Library has been appointed as the AALL Representative to the Depository Library Council. She is Documents Librarian at the University of Virginia and has worked with government documents since 1978.

PLACEMENT

ALABAMA

ASSOCIATE LAW LIBRARIAN: Requirements: MLS or MLL and JD degree. Law Library experience preferred. Duties: Provide reader services, including reference, reserve, circulation, and interlibrary loans. Teach Legal Research and Writing and WESTLAW. Faculty status appropriate to experience. Contact: Laurel R. Clapp, Law Librarian, Cumberland School of Law, Samford University, Birmingham, AL 35229.

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PLACEMENT

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FLORIDA

ACQUISITIONS LIBRARIAN. Responsible for all technical aspects of acquisitions including searching, purchase, bookkeeping, serials processing and binding. Library's liaison with book publishers, dealers, and donors. Participates in collection development. Supervises four staff members and several student assistants. MLS and library experience required. Prefer knowledge of legal materials, experience with bibliographic utility, and education or experience with automated systems. Contact Gail Reinertsen Assistant Director, Florida State University College of Law Library, Tallahassee, FL 32306, (904) 644-4578.

REFERENCE LIBRARIAN. Requirements: ALA-accredited MLS, ABA-accredited JD, reference experience in a research law library, familiarity with LEXIS and WESTLAW, demonstrated service orientation, willingness to work

some evening and weekend hours. Highly desirable are: experience with foreign, comparative and international legal materials, ability to read and speak Spanish, and a reading knowledge of other Western European languages. Duties: Reference assistance to faculty, students, attorneys and others; preparation of research guides and programs; participation in collection development. A major responsibility will be to assist in providing reference service for the foreign, comparative and international law collections (approximately 55,000 volumes, with an emphasis on Latin America and the Caribbean). Available: Dec. 1, 1984. Faculty rank (non-tenure). Salary: Commensurate with qualifications and experience. Please apply, by Jan. 15, 1985, to Wes Daniels, Univ. of Miami School of Law, P.O. Box 248087, Coral Gables, FL 33124.

ACQUISITIONS LIBRARIAN. Requirements: MLS; 2 yrs. acquisitions experience, preferably law library experience. Duties: Responsi-

ble for establishing and maintaining record control and order and receipt system. Knowledge of computerized library systems. Salary: to \$19,000 depending on experience. Available: Immediately. Prof. Bardie Wolfe, St. Thomas University Law Library, 16400 N.W. 32nd Avenue, Miami, FL 33054. Telephone (305) 623-2341.

LOUISIANA

CIRCULATION/MEDIA LIBRARIAN AND ASSISTANT PROFESSOR. Loyola University Law Library. Responsible to the Head of Public Services for the staff and operation of the Circulation/Media Department. MLS degree from an ALA accredited library school required. OCLC, media, microfilm and relevant experience in an academic or law library preferred. Salary: \$17,000 minimum. Commencing date: Immediately. Send resume, MLS degree transcript, and three letters of reference to Win-Shin S. Chiang, Law Librarian, Loyola University, 6363 St. Charles Avenue, New Orleans, LA 70118.

Southeastern Law Librarian
c/o Hazel L. Johnson
Smith & Hulsey
500 Barnett Bank Bldg.
Jacksonville, FL 32202

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