Contents

VOLUME 1

FOREWORD
Marian G. Gallagher

EDITORS' INTRODUCTION

CONTRIBUTORS

1 HISTORY AND DEVELOPMENT OF THE MODERN LAW LIBRARY IN THE UNITED STATES
J. S. Ellenberger
Development and Accomplishments
The Composition of a Law Library Collection
Contemporary Financing of American Law Libraries
Law Library Cooperation
Summary

2 ADMINISTRATION OF ACADEMIC LAW LIBRARIES
Roy M. Mersky
Initial Considerations
Defining the Purpose of the Library
Autonomy
Decentralization: Branch Law Libraries
Governance by Individual or by Committee
Faculty Status
International Organization of the Law Library Structure
Communication
Meetings
Other Means for Internal
Contents

Communication 24 | Individual Management Style 24
Planning 27
  Systems Approach 27 | Statistics 30
Public Relations 32
  The Annual Report 33 | Guides 36 | Catalogs 37
  Bibliographies 37 | Acquisitions Lists 37 | Newsletters 38
  Other Communications 39
Finances 41
  Sources of Financing 41 | Determining the Need 44 | Preparation of the Budget 47 | Fiscal Administration 49
Personnel Administration 50
  Recruitment 53 | Training of the Staff 54 | Evaluation of Staff 55 | Job Descriptions 57 | Other Considerations When Dealing with Staff 58
Miscellaneous Considerations 60
  Library Cooperation 60 | Theft Control 61 | Insurance 62 | Ambience 63
Conclusion 64
Selected Bibliography 64

3 ADMINISTRATION OF PRIVATE LAW LIBRARIES 69
Velvet E. Glass and Michael L. Richmond

Growth of Private Law Libraries 69
Purpose of Private Law Libraries 70
The Librarian in the Private Law Library 71
  Educational Requirements 71 | Status in the Organization 71
Personnel Administration 73
Relations with Patrons 75
Physical Layout 77
The Annual Report 79
Budget Preparation and Presentation 81
Library Technology 83
Summary 85

4 ADMINISTRATION OF STATE AND COURT LAW LIBRARIES 87
Marian O. Boner

The Law Library As an Agency of State Government 89
Internal Organization 91
  Staff Personnel Management 91 | Internal Organization:
  Space 93
Collection Development 94
Circulation 95
Budgets 97
State Laws Affecting the Library 98
Record Keeping 98
New Technical Developments 99
Public Relations 100
Contents

5  LIBRARY PLANNING  103
Julius J. Marke

Preliminary Steps to Planning 103
Purpose of the Law Library 104  Collection of Data 104  The Planning Committee 106  The Building Program 106  Location of the Library 109  Location of the Library in the Building 112  Costs and Fees 114  The Consultant 118  The Architect 119
Space Allocations in the Law Library 121
Vestibule and Lobby 122  The Public Catalog 124  Books and Readers Area 124  Administrative and Technical Processes Area 127
Summary 142
Selected Bibliography 143

6  COMMUNICATIONS AND PUBLIC RELATIONS  145
Larry B. Wenger and O. James Werner

Academic Law Library Patrons 145  Faculty 146  Students 149  Secondary Patrons 151
Communications Channels 154
Publications 155  Exhibits 157  Locational Devices 158  Library Staff 158  Social Functions 159
Nonacademic Law Library Patrons 159
Public, Government Law Libraries 159  Private Law Libraries 163
Communicating with the Publics 164
Listening to the Library's Users 167
Conclusion 170
Selected Bibliography 171

7  REFERENCE  175
Mary K. Sanders

General Principles 175
Legal Research Distinguished from Reference 176  Legal Advice and Other Unauthorized Practice of Law 176  Bibliographies 178
Nature of the Reference Question 180
Fact Questions 180  Subject Inquiry 181  Bibliographic Inquiries 182  Government Publications 182  Citation Verification 183
Methods of Legal Reference 184
Search Techniques 186  Referral Function 189  Interlibrary Loan 189
Levels of Reference Services 190
Availability—Area, Flow Patterns, Ready Reference Collections 190  Size and Function of the Library 192  Persons Served 192  Staff Limitations 193
Instruction in the Use of the Library 193
Written Descriptions 193  Orientation 197  Individualized Instruction 194
Contents

Reference Personnel 195
- Reference Professional 195 | Paraprofessionals, Students and Clericals 196
Reference Use of Automated Systems 197
Statistics 198
Conclusion 199
Selected Bibliography 200
List of Cited Reference Books 202

8 CIRCULATION

Ann Wiley Van Hassel

Circulation Administration and Policies 207
- Administration of Circulation Services 207 | Circulation Desk as Central Coordinating Area 208 | Circulation Staff and Public Relations for the Library 209 | Personnel 209 | Library Hours 212 | Users of the Library 213 | Orientation of Patrons to Facilitate Use 214
Management of the Collection 215
- Arrangement of Specific Areas and Special Collections 215 | Method for Keeping Order 217 | Collection Control—Circulating/Noncirculating/Combination 218 | Loans 219 | Overdues 221
Circulation Procedures, Automated Systems, Security Control 222
Interlibrary Loan 225
- Traditional ILL Procedures 226 | Quick Transmission Systems and Online ILL Subsystems 227 | Photocopying in Lieu of Loans 228
Circulation Division Record Keeping and Statistics 231
- Importance of Statistics 231 | Statistics to Reflect Circulation/Use/Services 231 | Records to Control Circulation or Special Services 232
Conclusion 233
Selected Bibliography 233

9 ACQUISITIONS

Rosalee M. Long, Harry S. Martin III, and Robert L. Buckwalter

Collection Development Policy 237
Selection of Materials 258
- Sources for Current Publications 259 | Book Reviews 263 | Great Britain and Other Common Law Jurisdictions 264 | Retrospective Acquisitions—Primary Sources 265 | Retrospective Acquisitions—Secondary Sources 268 | Serials 270 |
Contents

Government Documents 273 | Foreign Law Acquisitions 278

Order Process 281
  Sources for Ordering 281 | Related Sources and Services 284
  Antiquarian Sources 285
Cooperative Acquisitions 286
Statistics 286
Conclusion 287
Appendices 288
Selected Bibliography 325

10 CATALOGING AND CLASSIFICATION 329

Patricia L. Piper and Cecilia Hing Ling Kwan

Introduction 329
Descriptive Cataloging 331
  Access Points—Corporate Entry 332 | Author, Emanator or Form Headings 334 | Uniform Titles 341 | Cataloging Rules and Law Libraries 342 | Description 343 | International Standard Bibliographic Description 347 | Flexibility in Descriptive Cataloging 347 | Monographs and Their Supplementation 348 | Serials 349 | Government Documents 349 | Microforms 349
Classification 349
  Classification Principles for Legal Materials 350 | Advantages of Subject Classification 351 | Whether and When to Classify 351 | Deciding on a Classification Scheme 352 | Library of Congress Classification 353 | Using Library of Congress Classification Schemes 354 | Advantages of Using Library of Congress Classification 356 | Los Angeles County Law Library Classification 357 | Other Schemes 358
Subject Headings 359
  Standardization of Subject Headings 359 | Subject Heading Policy and Practice 362 | Future Direction of Subject Heading Practice 365
Automation and Standardization of Cataloging 366
  Automation Necessitates Standardization 367 | Automation and Standardization in Law Libraries 367
Types of Catalogs Used in Law Libraries 369
  Card Catalogs 369 | Book Catalogs 370 | Online Catalogs 370 | Computer Output Microform (COM) Catalogs 371
Closing the Card Catalog 373
  Reasons for Closing the Card Catalog 373 | Reasons against Closing the Card Catalog 374 | Closing Law Library Card Catalogs 374
Retrospective Conversion of Catalog Records 375
  Methods of Converting Catalog Records 375 | Funding 376 | Local Procedures 376
Authority Control 377
  Form and Content of the Authority Record 377 | Automated Authority Control 378 | The Process 379 | National and International Activity 381 | Future Developments in Authority Work 381
The Future of Cataloging 383
Appendix 385
Contents

11 GOVERNMENT DOCUMENTS
Dennis J. Stone

Introduction 387
Federal Documents 391
State Documents 402
Selection of State Documents 403 | Selection of Out-of-State Materials 404 | Bibliographic Control 406
Municipal Government Documents 406
City and County Charters 406 | City and County Codes and Ordinances 406
Documents of International Organizations 407
United Nations 408 | Organization of American States 417 | Council of Europe 422 | Organization for Economic Cooperation and Development 424
Appendices 428
Selected Annotated Bibliography of Reference Sources 493

VOLUME 2

12 MICROFORMS AND AUDIOVISUALS
Edwin M. Schroeder and Randall T. Peterson

Microforms 499
Basic Concepts 501 | Problems Associated with Microforms 510 | Acquisitions 511 | Microform Sources 514 | Cataloging and Bibliographic Control 517 | Researcher Environment 521 | Conclusion 529
Audiovisuals 529
Characteristics of Nonprint Materials 532 | Problems with Nonprint Materials 533 | Audio 537 | Visuals 547 | Audio-Visual or Multimedia 551
Selected Bibliography 571

13 GENERAL PRESERVATION OF LAW LIBRARY MATERIALS
Heinz Peter Mueller and Catherine Ann Pennington

Storage of Printed Materials 577
Lighting 578 | Atmosphere 579 | Temperature 580 | Humidity 581 | General Care of Printed Materials 583
Storage and Care of Microforms 587
Storage and Care of Other Types of Library Materials 590
Disasters 592
Summary 594
Selected Bibliography 595
### 14 ADMINISTRATION OF RARE MATERIALS
Morris L. Cohen

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>603</td>
</tr>
<tr>
<td>Definition of Rare Materials</td>
<td>605</td>
</tr>
<tr>
<td>Formulating Collection Guidelines</td>
<td>607</td>
</tr>
<tr>
<td>Acquisition of Rare Materials</td>
<td>609</td>
</tr>
<tr>
<td>Acquisition by Purchase</td>
<td>610</td>
</tr>
<tr>
<td>Acquisition by Gift</td>
<td>614</td>
</tr>
<tr>
<td>Preservation and Conservation</td>
<td>616</td>
</tr>
<tr>
<td>Processing</td>
<td>617</td>
</tr>
<tr>
<td>Shelving</td>
<td>618</td>
</tr>
<tr>
<td>Restoration and Binding</td>
<td>619</td>
</tr>
<tr>
<td>Cataloging Rare Materials</td>
<td>621</td>
</tr>
<tr>
<td>Public Services</td>
<td>624</td>
</tr>
<tr>
<td>Conditions of Use</td>
<td>624</td>
</tr>
<tr>
<td>Reference</td>
<td>627</td>
</tr>
<tr>
<td>Exhibits and Publications</td>
<td>629</td>
</tr>
<tr>
<td>Security and Insurance</td>
<td>631</td>
</tr>
<tr>
<td>Manuscripts, Archives and Art Collections</td>
<td>635</td>
</tr>
<tr>
<td>Appendixes</td>
<td>637</td>
</tr>
<tr>
<td>Selected Bibliography</td>
<td>684</td>
</tr>
</tbody>
</table>

### 15 AUTOMATION IN LAW LIBRARIES
Betty W. Taylor and Signe E. Larson

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation in Libraries</td>
<td>690</td>
</tr>
<tr>
<td>Potential Problem Areas</td>
<td>693</td>
</tr>
<tr>
<td>Planning an Automation Program</td>
<td>698</td>
</tr>
<tr>
<td>Conversion</td>
<td>705</td>
</tr>
<tr>
<td>Applying Automation to Technical Services</td>
<td>709</td>
</tr>
<tr>
<td>Building a Database</td>
<td>709</td>
</tr>
<tr>
<td>Cataloging</td>
<td>711</td>
</tr>
<tr>
<td>System Update</td>
<td>714</td>
</tr>
<tr>
<td>Maintenance</td>
<td>714</td>
</tr>
<tr>
<td>Catalog Output</td>
<td>714</td>
</tr>
<tr>
<td>Book Processing</td>
<td>716</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>716</td>
</tr>
<tr>
<td>Circulation</td>
<td>719</td>
</tr>
<tr>
<td>Interlibrary Lending and Reciprocal Borrowing</td>
<td>722</td>
</tr>
<tr>
<td>Serials</td>
<td>723</td>
</tr>
<tr>
<td>Binding</td>
<td>725</td>
</tr>
<tr>
<td>Applying Automation to User Services</td>
<td>725</td>
</tr>
<tr>
<td>Growth of Online Information Services</td>
<td>725</td>
</tr>
<tr>
<td>The Bibliographic Database Industry</td>
<td>726</td>
</tr>
<tr>
<td>System Output and Document Access</td>
<td>729</td>
</tr>
<tr>
<td>Online Users</td>
<td>729</td>
</tr>
<tr>
<td>Computer-Assisted Law Research</td>
<td>729</td>
</tr>
<tr>
<td>Other Dialup Online Services</td>
<td>737</td>
</tr>
<tr>
<td>Databases for Specific Subject Areas</td>
<td>739</td>
</tr>
<tr>
<td>Document Delivery</td>
<td>748</td>
</tr>
<tr>
<td>Catalog Reference Service</td>
<td>749</td>
</tr>
<tr>
<td>Afterword</td>
<td>754</td>
</tr>
<tr>
<td>Computer-Aided Instruction</td>
<td>755</td>
</tr>
<tr>
<td>Conclusion</td>
<td>758</td>
</tr>
<tr>
<td>Appendixes</td>
<td>760</td>
</tr>
<tr>
<td>Selected Bibliography</td>
<td>763</td>
</tr>
</tbody>
</table>

### 16 RELATIONS WITH THE TRADE
Fred B. Rothman

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>765</td>
</tr>
<tr>
<td>Publishers and Dealers</td>
<td>766</td>
</tr>
<tr>
<td>Subscription Agents</td>
<td>769</td>
</tr>
<tr>
<td>Claims</td>
<td>770</td>
</tr>
<tr>
<td>Billing</td>
<td>772</td>
</tr>
<tr>
<td>Annual Renewals Versus 'Til</td>
<td>772</td>
</tr>
<tr>
<td>Forbid Subscriptions</td>
<td>773</td>
</tr>
<tr>
<td>Foreign Publications</td>
<td>773</td>
</tr>
<tr>
<td>Invoices and Payments</td>
<td>775</td>
</tr>
<tr>
<td>Conclusion</td>
<td>776</td>
</tr>
</tbody>
</table>
17 PROFESSIONAL ORGANIZATIONS
William D. Murphy

The American Association of Law Libraries 778
Headquarters 779 | Officers and Executive Board 780 | Special Interest Sections of AALL 780 | Committees of AALL 784 | Chapters of AALL 789 | Meetings of AALL 791 | Publications of AALL 792 | Continuing Education Programs of AALL 796 | Scholarship and Grant Programs of AALL 797 | The Certification Program of AALL 798

Other Professional Library Associations 799
American Library Association (ALA) 799 | American Society for Information Science (ASIS) 800 | International Association of Law Libraries (IALL) 800 | Special Libraries Association (SLA) 801

Summary 801
Selected Bibliography 802

18 THE LAW LIBRARY OF THE LIBRARY OF CONGRESS
Carleton W. Kenyon

Historical Background 805 | Mission 806 | Collections 807 | Organization and Staff 808 | Services 809 |

Law Library and Library of Congress Relationship 810 | Bibliographic Control 810 | Acquisitions 813 | Reader Services 813 | Preservation 814 |

Future Plans 815

19 LAW LIBRARIES IN THE UNITED KINGDOM
Don Daintree


Law Librarianship 832 | Staff 833 | Collection and Acquisition 835 | Cataloguing | Classification and Indexing 838 | Audio-Visual Materials and Microforms 839 | Computerized Information Retrieval 840 | Professional Associations for Law Librarians 843 | Cooperation among Libraries 846 |

Conclusion 847 | Selected Bibliography 847
Contents

20 LAW LIBRARIES IN CANADA 853
Marianne F. Scott

Sources of Canadian Law 853
Types of Canadian Law Libraries 854
Library Administration 859
  Autonomy or Integration 859 | Staffing 860 | Budget 861
Collection Development 862
  Acquisitions 862
  Organization of Collections 864 | Nonbook Materials 866
Public Services 866
Public Access to Legal Materials 868
  Special Services 869 | Interlibrary Loan 869 | Information Retrieval 870
Coordination and Cooperative Development on a National Basis 872
Cooperative Ventures of Law Libraries 874
  Cataloguing/Classification 874 | Collection Development 874
Associations 879
Formal Education for Librarianship 882
Problems Facing Canadian Law Libraries 883
Selected Bibliography 884

INDEX 889
Edward J. Bander