

# ORALL NEWSLETTER

OHIO REGIONAL ASSOCIATION OF LAW LIBRARIES

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*President's Column – Miriam Ann Murphy*

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## *President's Column*

### THE BENEFITS OF COLLABORATION

We are all very busy performing our daily jobs and don't always take time to think about our profession, the role we serve or about the future of libraries. I would like to encourage every member of ORALL to think how they can benefit from expanding beyond their comfort zone and reaching out to their colleagues. Here are some of the benefits I have found from collaborating with colleagues from other libraries.

#### **Gaining a new Perspective**

This benefit may seem obvious, but by working with people from different environments you learn not everyone has the same goals or serves the same clientele in the same way. Pro-se patrons are regular constituents at several of the libraries in Indianapolis. A little while ago several of us decided to get together and form a task force to deal with pro-se patrons in a uniform manner and provide a reliable set of resources for these patrons. We had librarians from the large public library,

the state library, two court libraries (state and county) and my academic library.

We shared mission statements and discovered that since the law libraries had the most in-depth legal research sources and legal research knowledge our main constituencies were experienced researchers such as lawyers, judges, professors, students and state officials. The public library was aimed at the average citizen user and had the best ability to reach out to the typical pro-se with simple legal publications and resources at multiple convenient locations. The law librarians

*...continued on page 4*

<i>In This Issue...</i>	
President's Column	1
ORALL Officers	2
2007-08 Board Candidates	3
Tech Talk	5
ORALL Luncheon at AALL	7
Things to Do in New Orleans	8
ORALL/NE Annual Meeting	11
Attending the Annual Meeting	12

# ORALL

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Non-member subscriptions: \$10 per year

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### Newsletter

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### *Profile*

ORALL is a 4-state chapter of the American Association of Law Libraries [Ohio, Indiana, Kentucky, Michigan]. It was formed in 1949 "to further the development and usefulness of law libraries and to stimulate a spirit of mutual helpfulness among law libraries of this region." An annual conference is held each fall. ORALL publishes or sponsors the following publications: *Core Legal Collection* [bibliographies for Ohio, Indiana, Kentucky, Michigan], ORALL Membership Directory, ORALL Newsletter, Ohio Legal Resources Annotated Bibliography & Guide 3rd.

**ORALL Executive Board  
2007 – 2008 SLATE OF CANDIDATES**

The ORALL Nominating committee would like to present a slate of candidates for the ORALL Executive Board, with terms beginning in October 2007.

- **Vice-President/President-elect: Maureen Anderson, University of Dayton**

Maureen Anderson is an Assistant Professor and the Reference and Access Services Librarian at the University of Dayton School of Law. She earned her J.D. from the Thomas M. Cooley School of Law, her L.L.M. in Environmental Law from Pace University School of Law, and her M.L.S. from Kent State University. Before joining the faculty at the University of Dayton in 2004, Maureen worked for LexisNexis in Miamisburg, Ohio. Maureen has been an active member of ORALL since 2004, acting as Secretary from 2004-2006. She is also a member of AALL, serving on the ALL-SIS Relations with Online Vendors Committee in 2006. Maureen has published several articles in chapter newsletters and local bar journals. She recently finished teaching her first intrasession course, Conflict of Laws, in February 2007.

- **Treasurer : Laurie Miller, Capital University**

Laurie Miller is a reference librarian at Capital University Law School (Columbus, Ohio). She earned her J.D. from the University of Cincinnati and her M.L.S. degree from Florida State University. Prior to becoming a law librarian, Laurie has worked as a bankruptcy analyst, a guardian ad litem attorney, and a judicial law clerk. Laurie joined ORALL in 2005.

- **At-large Board Member : Cheryl Niemeier, Bose McKinney & Evans, Indianapolis.**

Cheryl Niemeier has been a professional librarian for 20 years. She is currently Director of Library Services for Bose McKinney & Evans LLP in Indianapolis where she has been for the past 4 years. Prior to joining Bose McKinney & Evans LLP she was the Manager of Library Services for Hall Render Killian Heath & Lyman for 8 years. Previous to that she was an Adult Services Reference Librarian for the Indianapolis Marion County Public Library. She received her Master of Science in Library Science from the University of Illinois, Champaign-Urbana in 1986 and her Bachelor of Science in Education from Indiana University, Bloomington, Indiana in 1981. Cheryl has been President of the Indianapolis Law Librarian's Association, and served on the Membership Committee of AALL. In addition she has been a presenter for several local and regional conferences, and authored/co-authored several articles and seminar publications.

Congratulations and thanks to Maureen, Laurie and Cheryl for their willingness to serve the organization. Many thanks are also due to our nominating committee, Chair Claudia Zaher, Alice Bell, Mary Persyn, Maureen Anderson and Richard Humphrey for all of their hard work.

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### ***President's Column continued from front page***

provided guidance to the non law librarians on how to provide legal research assistance and set agreed how to provide legal research assistance and set agreed upon standards for service. (If you would like to see the results of our collaboration visit our Legal Information Gateway web page at [www.indylaw.indiana.edu/LIG](http://www.indylaw.indiana.edu/LIG).)

The sharing of perspectives didn't end there. I was invited to provide input as a participant in the services planning session for the new central public library. As a subject specialist I provided guidance on collection development and reference provision. I was also fortunate to be a delegate at one of the State Library's strategic planning meetings. At that meeting I learned that public libraries focus on circulation numbers and keeping up with the changing public demand for new media.

### **Improving Performance**

At a recent meeting of the Indianapolis Law Librarians Association the program was on the changes in law students and legal research education in the last twenty years. This opened up a discussion of what the firms were looking for in their new associates. The firm librarians requested that associates need to be able to perform research using administrative regulations, specialty subscription databases, superseded statutes and legislative history. This kind of interaction provides information that we in the law school can use to modify instruction so that our associates are more 'offer worthy'.

### **Building professional contacts/resources and finding friends**

As an adjunct instructor in the library science school I met a lot of specialist librarians. They guest lectured in my classes, providing the practical information students crave. The relationship didn't stop at the end of the semester. There continue to be connections and professional relationships which benefit us to this day. I called the archivist who lectured on preservation about providing guidance on some older materials. I asked the director of the public library to speak at a professional meeting on performance evaluations. I have been asked to guest lecture for some of their courses. We share abilities and resources.

My library is part of a large academic library system with a large number of librarians. We work together on many professional committees and develop long term relationships. One of my earliest collaborative experiences was as part of the voluntary librarian's group which plans social and professional activities. This was a great experience because it exposed me to the names and faces of a large number of my colleagues. When I later went up for tenure I had several people who were friends and provided invaluable information and experience.

### **Sharing problems and finding solutions**

I am currently serving as Chair of the Middle Managers Division of the state library association. This position has exposed me to a whole new arena of librarians. These librarians are from larger libraries and library systems both public and academic. We share similar job duties of managing and motivating personnel, dealing with problems, planning and leading. We gather at the annual conference bringing in experienced speakers to answer questions. Often the best answers are from the membership who have shared similar situations.

## **ORALL as a collaborative starting point**

ORALL is a great venue for interacting with librarians from other types of libraries. The annual conferences programming spans the spectrum of interests and provides the wider perspective you might not take the time to get otherwise. It is easy to get to know your fellow members either at the conference or by joining a committee. Once you've made those contacts and started those relationships, the annual meetings become a reunion sharing both personal and professional concerns. Those committee members you worked with are a great resource. I hope I have given you reasons to take the time to seek opportunities to work with those from other libraries. If you try it, you may find that collaborating can be a time saving device.

\* \* \*

### ***Tech Talk***

#### **WORKSHOP REVIEW: OHIONET/PLANNING DIGITAL PROJECTS**

**By Deborah Dennison**

**Case School of Law**

As a regional service provider of OCLC, OHIONET offers training to member libraries on many aspects of librarianship. In the past I've attended reference related as well as cataloging workshops. Browsing this month's training calendar one sees programs ranging from collection development (weeding), to resource sharing (ILL), to reference (basic legal). I've never been disappointed in a program I've attended— for the proximity (Columbus), time investment (typically one workday), economical pricing, and level of practice oriented instruction, OHIONET workshops are a good investment.

Most recently I attended a workshop for planning digital projects, presented by Tom Clareson (of Palinet, another regional OCLC service provider). Anticipating divergent audience fluency on the subject, Tom methodically and succinctly discussed digitization basics while indeed focusing on the planning aspects.

While information on metadata and the highly technical aspects of digitization is readily available, until lately there has been little written about practical concerns – collection criteria, staffing and workflow issues, budgeting, maintenance, etc. Having been involved in a digitization project, I recognize after the fact how important the planning process is. I suspect that others have dived hastily into digital waters (with varying degrees of success) and are recognizing the importance of good planning as well.<sup>1</sup>

After introducing the term “repurposing” (as in a library “repurposed” a collection of print books to digital format”), Tom’s discussion centered on vision and program development, planning, and digitization basics (terms, hard and software, quality control, metadata description, etc.). Tom is an engaging presenter: speaking clearly, he articulated concepts well, cohesively organized a comprehensive amount of material, and maintained audience interest throughout. In reviewing my notes I remain impressed by the extent of the material covered; the hand-outs will serve as a basic reference for future projects.

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<sup>1</sup>Evident from an increase in programs on the planning aspects of digitization - e.g, at Computers in Libraries, and at the forthcoming AALL annual meeting.

In brief, a few points about digitization from Tom's discussion:

- Establish a vision: ask who are the stakeholders? Get their feedback. Tom recommended Wright State's Centennial Project ([http://www.libraries.wright.edu/special/wright\\_brothers/](http://www.libraries.wright.edu/special/wright_brothers/)) as a good example of a library that recognized a level of demand and developed a special program.
- Although the technology may be getting close, recognize that digitization is not yet a preservation medium.
- Small finite projects are good building blocks. However, even for small projects, the "lone wolf" approach is not recommended. Tom stressed collaboration on all levels – within your library, combining efforts with other libraries, etc.
- Develop a "digital collection policy". Considering selection criteria in advance gives libraries a defensible position, for instance, if someone asks you to add something inappropriate or not among your top priority. Although minimal, because every project is different, include a section on standards.
- Consider in-house versus outsourcing. Is this a one-time project or is your library dedicated to ongoing digitization?
- Budget forecasting is essential but problematic – field surveys have ranged from \$20 to \$2000 for a book.
- Use creative re-staffing. Can even a quarter staff position be dedicated to digital pursuits?
- It is important to identify a project manager.
- In researching grants, include a budget for quality control, format migration, and maintenance. Research hybrid grants to include preservation of physical materials.
- Resolution choice depends on your audience requirements: do they need to know what the artifact looks like or do they need a life-like representation? Identifying your primary audience will help you make technology choices.
- Talk to your IT staff – it is vital, for instance to keep storage space in mind: how much space on the server is there?
- Do not buy any equipment before the planning stage!

Tom's underlying message on planning digitization projects references the concept of "program versus project". In a nutshell, libraries need to incorporate digital work into everyday staff work flow. Additionally, collaboration between staff in-house and external should be encouraged.

Regardless of the extent one might be involved in digitization efforts, this is becoming an important issue in our profession; as such, it would benefit all staff to have an understanding of the basic concepts and vocabulary.

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## **AALL Annual Meeting in New Orleans**

### **ORALL LUNCHEON GATHERING**

By Miriam Murphy  
Indiana University School of Law

It's time to plan the ORALL gathering for those attending AALL in New Orleans this July. We have found a restaurant called Gordon Biersch (with many thanks to Carol Bredemeyer for her assistance). It is located across the street from the Hilton New Orleans Riverside (the Headquarters Hotel). They have separate seating available for our group.



The group lunch menu offers a beverage, Baby Greens salad and your choice of three entrees Cajun Pasta, Roasted Turkey Sandwich or Vegetarian Rigatoni.

Because AALL has shifted and compressed the conference schedule we have rather limited time options. We need to decide the date as soon as possible. Here are our choices for times:

- **7/15 Sunday lunch**  
(Keynote ends at 11:45 am and programs start at 1:30 pm)
- **7/16 Monday lunch**  
(Programs end at 11:30 am and resume at 2:00 pm)

Please let me know at [mimurphy@iupui.edu](mailto:mimurphy@iupui.edu) by **June 15** if you plan to attend this lunch and which date you prefer.

\* \* \*



## AALL Annual Meeting in New Orleans

### WHAT NOT TO MISS

By Joycelyn Latham

Bricker & Eckler LLP (Columbus)

If you have already made travel plans to New Orleans, change them now! You will want to get to the Big Easy early so that you'll have enough time to attend all of the programs, workshops, and exhibits between all of the sightseeing that you'll want to do. There are so many things to see and do around the city that you might forget when your return flight is.

### BOOKSTORES

If you like literature, **Faulkner House Books** is your stop. This shop is where Faulkner first lived in the city and wrote his first novel, *Soldiers' Pay*. This shop not only specializes in his works and works about him, but also other literary notables including Tennessee Williams. There is also a large collection of Southern Americana works and works by local authors.



\*This will be renovated this summer due to Hurricane Katrina damage. Please call to be sure that the shop is open when you're ready to visit.

<http://www.faulknerhousebooks.net/> ; 624 Pirate's Alley ; 504-524-2940

The **Garden District Bookshop** is located in the Rink in the Garden District. They carry signed first editions and limited editions of many books by regional and national authors. Some types of books for sale here include art, gardening, non-fiction, fiction, and children's.

<http://www.gardendistrictbookshop.com> ; 2727 Prytania St. ; 504-895-2266

**Octavia Books** is an independently owned shop in Uptown New Orleans. According to their website, this shop carefully selects the books that are sold in their store. Book signings are common, so check the site to see who will be appearing. This shop is about five miles from the convention center, so make sure that you have plenty of time to get there and back!

<http://www.octaviabooks.com/> ; 513 Octavia St. ; 504-899-READ (7323)

### FOOD

To fill your bellies and help the New Orleans youth community, have lunch at **Café Reconcile**. This establishment supports a program that helps at-risk youth learn life, work, and educational skills that will help them to become productive citizens. This cafeteria-style soul food restaurant in the Uptown/Garden District is open for lunch from 11 a.m. – 3 p.m. Monday through Friday. Items on the rotating menu include Red Beans & Rice, Shrimp Creole with Rice, and Fried Catfish.

[www.cafereconcile.com](http://www.cafereconcile.com) ; 1631 Oretha Castle Haley Blvd. ; (504) 568-1157  
Under \$12





If you want to try award winning gumbo, try the **Gumbo Shop**. This restaurant is in the French Quarter near Jackson Square and the French Market. The restaurant is open for lunch and dinner, serving food from Seafood Okra Gumbo to Filet Mignon. The Gumbo shop is open from 11-9 Sunday through Thursday and 11 a.m. -10 p.m. Friday and Saturday. Be sure to check the website for information on group dining.

<http://www.gumboshop.com/> ; 630 St Peter St.; 1-877-525-1486  
\$12-\$18

You can't visit the south without having barbeque, so visit the **ZydeQue Cajun Barbeque**. With chicken, beef and pork on the menu, you're in BBQ heaven! But you can't have BBQ without having the beans, greens, and potato salad to go with it. With 24-48 hours advance notice, your entire group from 4-50 can eat for a very good price. Check the menu for all of the options available.

<http://www.zydeque.com/> ; 808 Iberville St ; 504-565-5520  
Under \$12

You have wasted your trip to New Orleans if you don't visit the **Café du Monde**. No stop in the city is complete without the fresh coffee and beignets from this historic café. The original location is just over a mile from the convention center in the French Market and is open 24 hours. (There is also a location just moments away from the convention center.) This Big Easy institution is *cash or travelers' checks only*, so have plenty on hand!



<http://www.cafedumonde.com> ; 800 Decatur St.; 504-581-2914  
Under \$12

## OTHER ATTRACTIONS

If you are a shopper, put your walking shoes on and head over to **Magazine Street**. Six miles of art, antiques, clothing, jewelry, salons, and more. There are restaurants when you're hungry and spas when you need to relax. You won't want to come home, but if you do, you might need to buy another suitcase! (And if you don't buy another suitcase, there is also a shipping store for your convenience.)

Visit the website to find out more information about the shops that are along this stretch. You can also order a pocket-size Shopper's Guide Booklet to plan your stops.

<http://www.magazinestreet.com/> ; 866-679-4764

The most adventurous thing that you will ever do in life: **Swamp Boat Tour!** One hour and forty-five minutes of slowly trekking through the Louisiana swamp on a swamp boat OR two hours on a speedy airboat. Regular tours are at 10 a.m. and 2 p.m., but special tours for six or more are at noon and 4 p.m. Prices range from \$24 - \$68, depending on if you drive to the site or are picked up from Downtown New Orleans. Take your cameras because no one will believe that you did this! Gators and snakes and mink! Oh, my!



<http://www.bigeasystore.com/swamp-airboat-tour.html> ;

<http://www.bigeasystore.com/swamp-boat-tour.html>

<http://www.bigeasy.com> 888-432-9870

Jean Lafitte Swamp Tours: 800-445-4109 (10 a.m. – 6 p.m. CST Mon - Fri)

If swamps and shopping aren't your thing, maybe vampires are. The **New Orleans Vampire Tour** is a popular attraction in the Big Easy. Meet at the St. Louis Cathedral and then spend 1½ hours seeing the hangouts that are associated with the legendary real and fictional vampires that walked New Orleans. Maybe you'll see the places where Lestat hunted...

<http://www.bigeasystore.com/haunted-history-vampire.html> 888-432-9870

This is just a sample of the many things to do while you are in New Orleans. More information and other options can be found on the following websites:

<http://www.bigeasy.com/> , <http://www.frenchquarter.com/> ,

<http://www.neworleanscvb.com/> , <http://www.neworleansonline.com/> ,

<http://www.nola.com/>.



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**ORALL / Northeast Regional Law Libraries Meeting  
NE2007: LIBRARIES WITHOUT BORDERS II**

October 17-20, 2007 Toronto  
[www.librarieswithoutborders.net](http://www.librarieswithoutborders.net)

The program is the focus of any professional development activity, and NE2007 promises a program that will enlighten, educate and challenge you. A preliminary program is now available on the meeting's website ([www.librarieswithoutborders.net](http://www.librarieswithoutborders.net)) to whet your appetite.

“*Why don't I get easy questions any more?*”, a panel featuring senior reference librarians from a variety of institutions (including our own Jeannette Bosschart), will discuss changing client needs, the proliferation of sources and implications for staffing the reference desk.

The substantive law stream *Law without borders* offers practical sessions on legal research using Canadian and American tools and sources, and in-depth presentations on topics such as international arbitration and same-sex marriage. The globalization of law is reflected in a number of sessions which deal with cross-border issues in private equity, copyright, insolvency and securities regulation. TALL will be sponsoring a session by Brian Greenspan on cross-border white-collar crime, which is a timely topic of late.

There will also be opportunities to discuss issues in education, recruitment to the profession, and chances to add to our own skill set in sessions on the negotiation of licenses, competitive intelligence and professional self-evaluation.

An impressive slate of speakers has been lined up – you'll be hearing from leaders in the legal profession, visionary librarians who are pushing the boundaries of their organizations, and representatives from a variety of other legal and non-legal activities. William Patry (copyright), Vicki Whitmell (leadership), Claire Germain (educator), Sabrina Pacifici (Internet 2.0 visionary), Rebecca Jansen and Catherine Baird of Librarians Without Borders have all agreed to present.

Connie has set up a conference blog (<http://librarieswithoutborders.wordpress.com/>) – why not have a look and see what's coming up? Offer your ideas on things to see and do – we're expecting quite a lot of company from across Canada and the U.S!

Want to get involved? Volunteers are need as we prepare for the big event, and certainly in October. We'll be looking for people to work at the registration desk, and hosts for the Dutch Treat Dinners. We're also looking for libraries to host tours in the TALL Towers Tours. Please contact Mary Saulig ([msaulig@goodmans.ca](mailto:msaulig@goodmans.ca)) if you are interested in helping.

\* <http://www.librarieswithoutborders.net/registration.html> \*

Early-bird registration closes July 31.



**NE2007 Libraries Without Borders II**  
**CONFERENCE ATTENDANCE: MAKING THE BUSINESS**  
**CASE**

By Laurel Murdoch  
Heenan Blaikie LLP (Toronto)

A lawyer friend of mine, a partner in a boutique firm, was debating whether or not to attend a conference in Hawaii being held by a client that sent substantial work to him (as well as to its other lawyers all across the United States and Canada). In its invitation, the client made it clear attendance would be noted as a demonstration of one's eagerness to keep the client's business. The client would offer the program; however, lawyers attending were to pay for their own transportation and accommodation. My friend happened to mention the conference to his mother, who couldn't understand why he was at all hesitant to go to a conference in Hawaii. "Won't the firm pay?" she asked. "Mother, I *am* the firm," he replied.

Yes, there are few things that can set one partner at loggerheads with another faster than trips at firm expense to exotic locations that cannot be easily justified by the benefit, not only to that lawyer's practice, but to the firm in general. If conference attendance by lawyers and associates can be contentious, how can a library staff member convince a firm that he or she should be subsidized to attend conferences? And in academic, court or bar libraries where the rules may be more rigid, how can a staff member who is not normally designated to attend conferences by reasons of policy or budget ever manage to attend? There are no guaranteed methods, but there are a few things that you can do to increase your chances.

**I'm worth it**

I remember seeing a television interview many years ago with the late Charles Templeton, a man who was known for, among other things, the number of interesting and disparate jobs he had held throughout his career, such as cartoonist, editor, evangelist and broadcaster: [http://en.wikipedia.org/wiki/Charles\\_Templeton](http://en.wikipedia.org/wiki/Charles_Templeton). When asked how he was able to move so easily from one career to another, he replied that he had never applied for any of the jobs that he held – that all of his employers had come to him. His advice to others was what he had practised himself, -- no matter what the job, do it in the best way that you can and opportunities will come your way. So, in the spirit of Charles Templeton, the first thing you should be asking yourself is, "Am I worth it?" If you believe the L'Oréal commercials, you probably think you are. So the next question is, "If I were my employer, would I think that I'm worth it?" If you are just marking time in an entry level position waiting for the job that you think you deserve, chances are that your employer has noticed. Your long-term strategy, whether it is focused on professional development or your career in general, should be to be the best you can be so that your employer considers your contribution to be valuable and is motivated to encourage your progress.

**It's company policy**

Some employers have set policies for conference attendance (and budgets to match) and some prefer to review requests on a case by case basis. Don't be discouraged by a policy. You work in a law library, so you know that policies are not laws. A policy is seldom set in stone, but again, an employer is more likely to reconsider a policy when approached by a valuable employee.

When applying for a new job, there are so many things to think about that will affect you everyday – the job description, the salary, the benefits, the work environment – that it is easy to

forget to ask about conference attendance policies. If you are considering a move, remember to ask. And if professional development opportunities are important enough to you, try to negotiate a policy that is favorable to you at the outset.

Those just starting at a new job where a policy has not been delineated have a choice. If it is important to you to attend, for example, the annual meeting of your law library association, it may be well to ask as soon as the first meeting arises. On the other hand, you may feel that you need some time to build goodwill – to show that you're "worth it". You want, if at all possible, to avoid a "no" to your first request, so carefully assess your own situation before you make a move. On the other hand, if you have been working for the same employer for years and have never asked to attend a conference, you may find that you have left it so long that your employer sees no need to change the status quo. Nevertheless, you will be no worse off if you ask.

### **Location, location, location**

I recall seeing an advertisement for a meeting of law librarians in Fiesole, Tuscany a few years ago. As much as it makes for a pleasant daydream, strategically, if you do not normally attend conferences, the last thing you should do is make your first request a trip to Tuscany. I don't need to tell you this. No one is going to believe that you are interested in the subject matter of the conference (especially when you ask for the next week off as holidays "well, since I'm there anyway") ....

I once worked as a solo librarian for a firm whose practice areas were primarily governed by the laws of its own province. There was therefore very little need for the lawyers to travel outside of the capital city to attend conferences. A request for travel expenses to partners who do not travel for their own professional development is, naturally, likely to fall on deaf ears. In this instance, I waited until a conference was being held in a nearby city so that I could commute daily at my own expense and asked only for money for registration and time off to attend. My request was approved and it was well worth my investment in a few days' bus fare to reconnect with my colleagues across Canada.

### **People who need people**

Your request is more likely to be approved if you can demonstrate that you have conference responsibilities – e.g., you are on the organizing committee or you chair a special interest group that holds its annual meeting during the conference. Invitations to speak can be very compelling, particularly for those who work in law firms, as they not only point out the regard in which you are presumably held in your own profession, but are another opportunity to market the firm. However, use caution in making obligations that require you to attend a conference out-of-town. Remember that your reputation among your colleagues will follow you throughout your career, so it is important to always follow through on your professional commitments. Be prepared to use your own holiday time and your own finances should your employer not agree to fund you. In the alternative, before you commit, ask a colleague whether he or she will deliver your report, etc. if you are unable to attend.

### **All the other kids are doing it...**

As disappointing as it may seem, and as much as I have stressed the importance of your perceived value to your employer as a major factor in determining whether your request will be successful, organizations may be influenced even more by what their counterparts are doing. Try to find a list of attendees of the last conference on the association's website. Failing that, there is usually a list in the conference package. Contact a colleague immediately after he or she attends the annual conference you have in mind to get the list before your friend culls it from the materials. Put

together a chart of attendees from firms or institutions of a similar size and/or of attendees by position in the library. If the chart favors your attendance, append it to your request the next year.

### **Was it as good for you as it was for me?**

As much as you may think that your own professional development is worth supporting, your employer is applying a cost/benefit analysis in terms of the firm or organization. In your proposal, be careful to outline not just how much attendance will benefit you, but how it will result in better library service. Presumably one of the reasons that you want to attend a conference is that you want to meet other people in your profession both for the purposes of exchanging ideas and of making contacts in other jurisdictions. If you have examples of instances where you have needed something quickly from another jurisdiction and couldn't get it because you didn't have a local contact, now is the time to bring them forward. The other major reason that you want to attend is for the program. As soon as the program is posted to the conference website, look through all of the synopses to identify sessions that resonate with issues you have in your own library or the subjects with which you deal – e.g., “as we are frequently asked for information and materials on cross-border transactions involving the laws of the U.S./Canada, the program on researching U.S./Canadian law would be very beneficial” or “I am responsible for uploading the new acquisitions to the library website. I would like to become more proficient in website design and the course on Tuesday afternoon would be very helpful to me”. In the best possible scenario, you would be able to identify something among each of the concurrent sessions that you could identify to prove that the conference as a whole is worthwhile.

### **Let's wait 'til it's out on DVD**

Often lawyers will buy conference materials or a video-stream rather than attend a conference in person. Be ready to provide an answer as to why those options are not available or preferable. One argument against just buying the materials is that over the past decade they have often been reduced to a set of PowerPoint presentations that on their own are not usually educational.

### **Let's make a deal**

If this is your first conference request, you may wish to supply your employer not only with the cost of registration, travel and accommodation but also with an indication of steps you are willing to take to keep costs down. Drive instead of fly. Share a room. Attend the conference and not any pre-conference workshops. Stay at a nearby, but cheaper hotel. Apply for funding.

### **Ain't too proud to beg**

Law library associations often have funds available for conference attendance. Having served on a couple of committees that disburse these funds, I can tell you that surprisingly few people apply for them. Usually you will need to send a letter outlining what you estimate your costs will be, a letter of reference and also a letter from your employer stating what its financial contribution will be, if any. The committee will consider applications and decide whether to give you a grant and how much that will be – not always the total amount you have requested. Advice as to whether your request for funding has been granted may be sent out close to the time of the conference, so think about holding off on making payments for registration and travel or be willing to pay from your own pocket if a grant does not come through.

### **Carpe diem**

Start planning as soon as possible. Right after a conference is held, get that list of attendees mentioned above. When your manager is preparing the library budget for next year, indicate that you intend to submit a request so that he or she has the opportunity to set aside funds. Hotel rooms are snapped up very quickly. Book a room as soon as the block bookings are advertised.

If it turns out that you can't attend, you can usually cancel a hotel room (unless you have prepaid) on very short notice.

**If all else fails:**

Consider using holiday time and your own funds. The first two CALL Conferences that I attended were held in the month that I graduated and the following year while I was working on contract. I paid all of my own expenses and was fortunate in that the airfare was relatively inexpensive from Toronto to Halifax and Ottawa and both conferences were being held at universities, so cheaper accommodation was available in the residences.

**Prove it**

When you come back, write up something for your manager or the partner who approved your attendance. Even better, submit an article to your local law library association newsletter. That puts your name and the name of your employer out there, and carries the added bonus of being good for your resume. Keep track of any feedback that you received from the article. Throughout the year, if circumstances arise that allow you to draw on information you learned or to expedite something through a contact you made, make notes and let the right people know – “Normally I wouldn't be able to get this so quickly, but I called a librarian from Saskatoon whom I met at the CALL Conference...”.

\* <http://www.librarieswithoutborders.net/registration.html> \*

Early-bird registration closes July 31.



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