CHAIRMAN'S COLUMN

by

Susan Gilley, Oklahoma

Summer has arrived; vacations beckon for those whose sessions have adjourned. Such warm and relaxing thoughts lead naturally (well, maybe!) to thoughts about your involvement with our staff section and its continuing activities and projects. There are several things you can do this summer to participate in the LRL staff section.

You should have received a preliminary agenda for the Annual Meeting. We hope you will be able to take advantage of this excellent opportunity for continuing education. Please call Debby Bernau if you are planning to attend. We believe the variety offered by this program will appeal to many members of our staff section. I hope to see you in Orlando.

Please remember to update the results of the automation survey distributed in May. Notify Debby of any changes or corrections as soon as possible. She plans to update the survey for distribution at the Annual Meeting, followed by a mailing to those unable to attend. If your library did not respond, we would like to include you in the update. Send Debby the appropriate information as quickly as possible.

Program plans for the November 1991 Professional Development Seminar are currently under consideration. The focus will be on state legislative use of federal information. Much of the program will consist of interaction between attendees and those who provide these information resources. Plan now to be among the attendees.

Business to be discussed at both the Annual Meeting and the seminar includes future LRL staff section projects and activities. Consider what types

LEGISLATIVE RESEARCH LIBRARIANS STAFF SECTION

of the National Conference of State Legislatures

1560 Broadway, Suite 700, Denver, CO 80202

Chairperson: Susan Gilley, Head, Legislative Reference Div., Oklahoma Department of Libraries

NCSL Staff: Deborah Bernau
of surveys should be undertaken, what sorts of materials should be included in the next "Manual" expansion, which magazines being entered in LEGISNET by our LRL magazine indexing committee are most useful or which should be added. Please contact Debby or any of the officers if you have immediate suggestions. We want your input.

A special thanks is extended to Lynda Davis, Marilyn Guttmromson and Barbara Laughon for their work on the Staff Section Nominating Committee. Their report appears in this issue. We also thank those members listed in their report who are willing to be nominated to serve as officers for 1991-92. Making the commitment to add LRL duties to job-related duties is never undertaken lightly. We all join in expressing our appreciation to them.

Another special thanks is in order. The on-going efforts of our staff section regional coordinators to keep us up to date on each other is often taken for granted. I wish to acknowledge Ann Bancroft, Frances Enos, Hank Ilnicki, Brenda Larison, Julie McCown, Pat Sloan and Susan Sternberg for a job well done this year. When they contact you for news, please be prepared to share developments in your state.

I have two additional expressions of thanks, but I plan to save them for the next issue of Newsline. For now, thank you for taking time to read Newsline and for participating in the LRL staff section. See you soon.

This program will review services and information currently being offered by the major multistate bill tracking systems.

4:30-6:00 p.m.
Staff Section Reception
(Sponsored by The Michie Co.)

Monday, August 12
8:45-9:30 a.m.
"Development of an Information Dissemination Policy for Federal Documents"
Speaker: Judith C. Russell (Invited)
Director, Information Policy Program
U.S. Government Printing Office

11:45 a.m.-1:15 p.m.
Staff Luncheon
Speaker: Cokie Roberts, National Correspondent
NPR & ABC Television

1:30-3:15 p.m.
Staff Section Roundtables
Each attendee will be asked to choose two roundtable topics from among the following four:
Information Alerting Services
Constituent Services
Legislative History
Marketing & P.R.

3:30-5:15 p.m.
"Styles of Communication: Techniques for Positive Interaction"
Speaker: Jack Overstreet, Consultant to Florida House of Representatives

Tuesday, August 13
8:30 a.m.-6:30 p.m.
Tour of Kennedy Space Center Technical Library & Information Services
Advance reservations required for this tour, including Social Security numbers of all participants. Please contact Debby Bernard at NCSL for tour reservations.
(Transportation provided by Mead Data Central)

7:00 p.m.
Dinner for staff section members, spouses and friends
Advance reservations required.
(Special assistance from Mead Data Central)
Wednesday, August 14
3:00-2:00 p.m.
Staff Section Luncheon
"Update on West Products for Legislative Libraries"
Speaker: Bob Owens, West Publishing Co.
Advance reservations required.
(Sponsored by West Publishing Co.)

4:00-5:00 p.m.
Staff Section Business Meeting

--> Please contact Debby Bernau at NCSL if you plan to attend the Annual Meeting this year. Reservations are required for a number of staff section functions. This information also assists the officers in finalizing programs for the staff section.

OTHER 1991 ANNUAL MEETING PROGRAMS

All-day preconference workshops scheduled for Saturday, August 10, are:

"State Information Management: A Policymaker's Perspective on Using Technology to Improve Public Inagagement"

"Health Care in the 21st Century"

"Ethics in State Legislatures"

"Transportation Workshop"

(Separate registration fee for each workshop; see Annual Meeting brochure for details.)

LRL STAFF SECTION REPRESENTATION ON LSCC TASK FORCES

LRL Staff Section Chair Susan Gilley will serve on the Task Force on International Legislative Cooperation and Assistance of the NCSL Legislative Staff Coordinating Committee. The purpose of this task force is to study how NCSL can foster communication and exchanges of information and assistance between American state legislatures and the legislatures of other countries.

Another staff section member, Lynda Davis (MD), co-chair of the LSCC Task Force on Development of State Services. It guides the growth of staff membership in NCSL and use of NCSL services by legislative staff agencies. Please contact Lynda or Susan—if you have any comments or questions on these two task forces or the LSCC. The LSCC and its task forces will meet at the Annual Meeting in Orlando.

LRL STAFF SECTION 1991 ANNUAL PROFESSIONAL DEVELOPMENT SEMINAR

This year's Annual Professional Development Seminar will be Wednesday, November 13, through Saturday, November 16, in Washington, D.C. It will be three full days of briefings, instruction, tours and information exchange with colleagues from other state legislatures and federal agencies. The theme of this year's seminar is "Sources of Federal Information." Meetings will take place at the Hall of the States (where NCSL, CSG, NGA and other state government organizations maintain offices; the Library of Congress; the Congressional Research Service; the U.S. GPO; and the Maryland State House. The meeting announcement and registration materials will be sent to all staff section members in September. The following is a preliminary agenda for this year's seminar. Plan now to attend, and contact Marcia Hoak (OR) or Debby Bernau (NCSL) if you have any questions or comments.

Legislative Research Librarians
Staff Section
1991 Professional Development Seminar
Washington, D.C.
Preliminary Agenda

Wednesday, November 13
2:00 - 5:00 p.m.
LEXIS/NEXIS: Online search session with instruction

Thursday, November 14
8:30 - 10:00 a.m.
Briefings by representatives of Hall of the States organizations

10:45 a.m. - 12:45 p.m.
Tour of the Library of Congress

LRL Newsletter, July 1991
2:15 - 5:00 p.m.
*Briefing on the Congressional Research Service*

Evening
*Staff Section Dinner*

**Friday, November 15**
8:00 - 9:30 a.m.
*Tour of U.S. GPO*

10:00 - 11:30 a.m.
*Travel to Annapolis*

1:00 - 5:00 p.m.
*Briefing on Library & Information Services of the Maryland Dept. of Legislative Reference*

*Tour of Maryland State House*

**Saturday, November 16**
8:30 - 9:30 a.m.
*Staff Section Business Meeting*

9:45 - 11:00 a.m.
*Roundtable Discussion: The Use of Federal Information in Legislative Libraries*

**LRL STAFF SECTION "MANUAL OF MODEL PROCEDURES FOR LEGISLATIVE LIBRARIES" NOW AVAILABLE**

Over the past year, NCSL has collected and assembled materials relating to several aspects of legislative library management. The materials were submitted by legislative librarians and include position descriptions and employee performance evaluation forms at the present time. The manual will be expanded to include library processing forms and legislative library marketing/promotional materials, many of which have already been submitted. If your library has not submitted any of these four types of materials, please send them as soon as possible to Debby Bernau at NCSL. Also contact Debby if you would like to borrow the manual to examine any of these materials for your library.

**NCSL MONITORS MANDATES TO STATES**

by
Martha A. Fabricius, NCSL

Efforts to combat the trend of forcing the states to comply with federal mandates have been hampered by a lack of detailed information. In June 1991, NCSL and several other state organizations started a project to track new mandates that impose costs upon the states. The venture is modeled after a program in Tennessee, where state budget analysts keep track of all proposed mandates and provide cost estimates for those that are nearing passage.

NCSL's new *Hall of the States Mandate Monitor* lists all bills introduced in Congress that impose costly new mandates on the states. Information on the costs of the bills is provided for certain major pieces of legislation. In addition, a special "Watch List" is included to alert state leaders to particularly threatening legislation that is nearing passage.

The *Hall of the States Mandate Monitor* is issued irregularly, and a copy of each issue is mailed to all legislative libraries. If you have not received a copy of the *Monitor* or would like additional information, please feel free to call Martha Fabricius at NCSL's Washington, D.C., office (202/624-8695).
The library of the Ohio Legislative Service Commission (LSC), like the LSC itself, was established in 1953. The initial library collection comprised a small bookcase of "essential" materials, overseen by an individual whose primary responsibility was committee staffing. From that modest beginning in cramped space in the Ohio State House, the LSC Library has been transformed into a collection of about 10,000 titles located in space that exceeds library staff's wildest dreams of a few years ago.

Events that contributed significantly to the transformation include the mid-1960s decision to hire a professional librarian to guide development of library and information services, the addition of the collection of the Reference Bureau when LSC absorbed that agency in 1981, and the 1989 move to the newly constructed Riffle Center for Government and the Arts.

Library staff, composed of two professional librarians, a library assistant, a library clerk and a quarter-time research assistant, provide a broad range of user services including quick reference, written in-depth research, interlibrary loan, selective dissemination of information, user education, and bibliography production. Library staff also provide library technical services--cataloging using OCLC with Library of Congress subjects and Dewey Decimal System classification; labeling of cataloged items; indexing of vertical file materials and memo file acquisitions; ordering of new materials and updating materials as required. Through training and facilities available at the State Library, a library staff member has developed expertise in the area of book preservation and repair.

The primary components of the present collection are individually indexed in-house research productions, collectively known as the memo file; vertical files of clippings, pamphlets, and other materials related to issues of interest to Ohio legislators, indexed by subject; a basic Ohio and federal legal collection supplemented by LEXIS; a basic reference collection; microfilm; and audio and video tapes and audio-visual equipment.

In addition to the materials kept in the primary library location, library staff is responsible for maintaining an additional 22 sets of the Ohio Revised Code, located strategically throughout the office space occupied by research staff. Eight of these remote locations have, in addition to a set of the Ohio Revised Code, key legislative reference materials that are periodically updated.

Library acquisitions are based on specific needs. We are fortunate to be located less than a block from both the Ohio Supreme Court Law Library, known to vendors of legal materials as "the library that buys everything," and the State Library of Ohio, whose catalog is combined with that of the libraries of the Ohio State University (OSU). LSC library and research staff are heavy users of both libraries. The State Library of Ohio staffs a one-room branch location in the same building as the LSC Library, affording convenient delivery and return service for items borrowed from their collection and from the OSU libraries collection.

LSC Library users are the 132 members of the Ohio General Assembly and their staffs, staff of the Ohio Legislative Service Commission, staff of the Ohio Legislative Budget Office, and staffs of three special legislative committees. To maintain contact with these groups, the library provides a monthly newsletter and a monthly list of acquisitions to staff of LSC, LBO, and the three special committees. For legislators and LBO and LSC staff, we provide a monthly two-page annotated survey of current periodical literature designed to be of particular interest to these groups. Our only assistance to people outside the General Assembly is indirect. To provide reference assistance to our users, we microfilm bills and analyses of bills at the end of each legislative session. Many law libraries and some public libraries have purchased copies of the microfilm, providing us with local sources where we can direct people who request "legislative history."

For our electronic searching and cataloging needs, we have recently acquired four NEC Powermate SX20 personal computers that are linked by Lantastic, a local area network. "Windows" software, part of the purchase package, allows library staff to produce documents in-house. Automation of the memo file, serials check-in, serials contents page routing, and eventually the card catalog are projects that library staff hope to accomplish using this new equipment.
SESSION CLIPS VALUABLE INFORMATION FOR NCSL

Keeping on top of legislative news is one of the most critical—and time consuming—aspects of everyone's job at NCSL. And disseminating that news is one of the most valuable services NCSL provides.

For the past two years, legislative librarians have been making a major contribution to the NCSL Publications Department's efforts to tell our constituents what's happening in the 50 states. The information in the session clips librarians send to Debby Bernau finds its way into various publications.

"These clips have been invaluable," says Karen Hansen, director of Publications. "I use them for Leaders' Letter, a four-page newsletter that goes to the legislative leaders in the 50 states. They provide a great national overview."

The staff of State Legislatures magazine also use the clips. "They are a wonderful source for 'Stateline' and 'On First Reading' articles in the magazine," says Managing Editor Sharon Randall. "And of course we've also used them as additional research tools for some of our larger features." The magazine has a circulation of about 16,000, so the clips are getting a wide dissemination.

"We appreciate the effort it takes for the librarians to collect, copy and send the legislative clips," says Hansen. "We also hope they keep it up—it makes our jobs just that much easier."

STAFF SECTION NOMINATING COMMITTEE REPORT

by

Lynda Davis, Maryland

The following members have agreed to be candidates for staff section offices for the 1991-92 year:

Marcia Hoak, Oregon—Chair
Jo Casullo, Nebraska—Chair-Elect
Cathy Martin, North Carolina—Secretary

Thanks to them for their willingness to serve.

Lynda Davis (MD), chair, Marilyn Gutstromson (ND) and Barbara Laughon (OH) comprised the 1991 LRL Nominating Committee for 1991 officers. Officers are elected at the Annual Meeting, and their one-year terms begin on December 1.

INQUIRY: LOST & STOLEN LIBRARY MATERIALS

Marcia Hoak of the Oregon Legislative Library would like to know how other legislative libraries handle the problem of lost (checked out and not returned) or stolen (never checked out) library materials. Please send any relevant circulation policies to her.

PROJECT HERMES AVAILABLE TO ALL FEDERAL DEPOSITORY LIBRARIES

The full text of U.S. Supreme Court opinions is now available to all depositories within eight hours of their release by the Supreme Court.

In June 1990 the U.S. GPO was selected to join a dozen information-oriented organizations participating in the court's two-year experiment of releasing opinions in electronic format. This involved the GPO in the experiment—called Project Hermes—permitted the general public, through the Federal Depository Library System, to have timely access to this information, comparable to that provided by news wire services, legal publishers, and other disseminating entities. Further information regarding Project Hermes is available from Jane Bartlett (202/275-1003).

STATES URGED TO USE PERMANENT PAPER

Public Law 101-423, signed by President Bush on October 12, 1990, establishes a national policy of encouraging the use of long-lived, acid-free permanent papers for federal records and important publications and documents. It also recommends that state and local governments voluntarily comply with the policy for use of acid-free papers for important publications. The chairman of the U.S. National Commission on Libraries and Information Science has written the governors and state librarians to point out the threat to our historic heritage posed by the continued use of acidic paper and requesting them to report progress in the switch to alkaline papers for a commission report to Congress.
President and U.S. Congress. Several states, including Colorado, Connecticut, Florida, Indiana, Massachusetts, North Carolina and Virginia have already taken steps in this direction.

1991 STAFF SECTION REGIONAL COORDINATORS

Ann Bancroft (New Mexico)
Contact for:
Arizona
California
Colorado
Nevada
New Mexico
Utah
Pat Sloan (Nebraska)
Contact for:
Arkansas
Kansas
Kentucky
Missouri
Nebraska
Oklahoma
Texas

Julie McCown (Tennessee)
Contact for:
Alabama
Florida
Georgia
Louisiana
Mississippi
South Carolina
Tennessee

Frances Enos (Hawaii)
Contact for:
Alaska
Hawaii
Idaho
Montana
Oregon
Washington
Wyoming

Brenda Larison (Illinois)
Contact for:
Illinois
Indiana
Iowa
Michigan
Minnesota
North Dakota
South Dakota
Wisconsin

NEWS FROM THE STATES
Submitted by Regional Coordinators and Members of the Staff Section

California
The State Law Library is slated for closure in July as part of the overall funding reduction for the State Library. Details of the plan are still pending, but one solution being considered is consolidation of the law library with the State Information and Reference Center.

Vermont
Margie Zunder, Head, Reference and Law Division, Vermont Department of Libraries, reports that state Supreme Court decisions are now online and available to libraries throughout the state. This improvement allows Vermont legislators access to judicial decisions affecting issues under legislative consideration.

REVIEW WHAT'S NEW

Have you recently noticed a book, article or reference work that might be of interest to other legislative librarians? If so, please forward the citation to Debby Bernau at NCSL for inclusion in the next issue of Newsline.


CD-ROM Librarian. Meckler Corporation. [Serial (11/year); supplements CD-ROMS in Print]


NCSL Publications
Copies of all NCSL publications listed below are available from the Book Order Department (303)/830-2200) unless otherwise noted.


Early Intervention Services, 1991.


State Legislative Reports

"Compensated Worksharing: An Alternative to Layoffs" (Vol. 16, No. 2)

"Jurisdiction over Nuclear Waste Transportation on Indian Tribal Lands: State-Tribal Relationships" (Vol. 16, No. 4)

State-Federal Issue Brief


RECENT HALL OF THE STATES PUBLICATIONS


NEXT ISSUE OF NEWSLINE

The deadline for submission of information for the October 1991 issue of Newsline is September 16, 1991. Please send information on developments in your library, legislature or state to Debby Bernau at NCSL, or to your regional coordinator, by that date.

Thanks to the many staff section members who submitted information for this issue.

CHANGES TO THE 1991 LRL DIRECTORY

California
Change: State Library, Capitol Branch to:
State Library
P.O. Box 942837
Sacramento 94237-0001
Georgia
Change: Saundra Shirley Reynolds to:
Joy Hawkins, Director
(404)656-0015

New York
Change: Henry P. Innicki
Phone to: (518)474-5126

Add: Legislative Tax Study Commission
Empire State Plaza
Albany 12248
Robert Matthews, Librarian
(518)455-4785

UPCOMING NCSL CONFERENCES AND MEETINGS

July

July 7-10 Skills Development Seminar
Breckenridge, Colorado

July 7-19 Legislative Staff Management Institute
Minneapolis, Minnesota

August

August 10-15 NCSL Annual Meeting
Orlando, Florida

September

September 5-7 Senior Fiscal Analysts Seminar
Princeton, New Jersey

September 11-14 Leadership Staff Section Annual Training Seminar
Minneapolis, Minnesota

September 26-28 Assembly on the Legislature (AOL)
Portland, Maine

September 28-October 4 National Legislative Services & Security Association (NLSSA)
Burlington, Vermont

October

October 20-23 Management Development Seminar
Bend, Oregon

October 23 State Tribal Tax Conference
Washington, D.C.
October 24-26
Tax Conference
Washington, D.C.

October 26
Tax Staff Workshop
Washington, D.C.

November

November 13-16
Legislative Research Librarians Staff Section Annual Professional Development Seminar (LRL)
Washington, D.C.

November 14-17
Forum for Women State Legislators (CAWP)
San Diego, California

November 16-21
American Society of Legislative Clerks & Secretaries Professional Development Annual Meeting (ASLCS)
Charleston, South Carolina

November 20-23
1992 Labor Issues Seminar
San Diego, California

Newsline is published four times a year by the Legislative Research Librarians Staff Section of NCSL. Newsline is edited by Debby Bernau (NCSL Denver).