

The Changing Role of the Law Firm Librarian:

From Collection Curator to Information Specialist and Educator

by Constance M. Matzen

During the past twenty years, law firms have experienced dramatic changes. In 1981, David Ranii wrote that "many of the same developments that altered the practice of law in the 1970's have transformed the jobs of librarians in law schools and private firms across the country. . . ." Among these developments are the increasing complexity of the law, the increasing size of law firms, an expansion of specialized practices, and a view of firms as businesses, concerned about revenues, overhead costs, and efficiency.

Changes affecting firms naturally affect their libraries because "[t]he library's purpose in all cases is to provide information, services, and materials necessary for the practice of law by the organization or for the preparation of advisory memoranda by the organization's legal staff. The degree to which the library can provide such support, working within the constraints of budget and space, determines the degree of its success."² To be successful today, a law firm librarian is an active information manager and educator. No longer should the librarian be perceived as simply a curator of books and firm-produced documents.³

Today's law firm librarian may be one of several professionals working for a mega-firm of over three hundred attorneys, or the only library staff person in a firm with only twenty attorneys. Most law librarians possess a master's degree in Library Science; many have law degrees. Vitrally aware of the need for continuing education, he or she attends conferences and workshops to enhance reference, managerial, communication, and teaching skills. The librarian handles a variety of reference requests and administrative activities; he or she is an information specialist who utilizes computers, telephone contacts, and traditional resources to provide the best possible service.

Librarians provide and maintain computer-assisted research resources in addition to printed resources. Legal research databases permit full-text searching of cases, statutes, administrative regulations, and other publications of interest to attorneys. Librarians arrange training sessions and keep users informed of new developments in database content and software enhancements. Computer searchable subject collections in CD-ROM (Compact Disk Read Only Memory) format also are utilized.⁴ Rather than replacing the book collection, computer-assisted legal research resources complement it, allowing researchers access to more information in a more flexible manner.

Because attorneys and legal assistants require non-legal information, law firm librarians also must be familiar with non-legal resources. Some typical law firm reference requests follow: "Locate a manual describing steel crane designs and specifications." "Find newspaper articles discussing such-and-such." "What is the status of the savings and loan institutions bailout legislation?" "Prepare a bibliography of all articles by Joe M. Doe, M.D." "Whom do I call at the Environmental Protection Agency about underground storage tank regulations?" "I'm giving a speech tomorrow and need some information. Can you help?" "Is this book available for us to borrow?" "Who is the chief executive officer of General Motors?" Law librarians subscribe to a wide range of databases in order to answer these types of questions.⁵ Databases such as Vutext, Nexis, LegiSlate, StateNet, or those available through Dialog cover financial records, state or federal legislation, patents and trademarks, medicine and drugs, regional and national news, government agency activities, and many other areas. In addition to formal networks, such as the Triangle Research Libraries Network (TRLN) and the North Carolina Information Network (NCIN),

librarians also develop informal networks with special, academic, and public librarians for reference assistance and interlibrary loans. In other words, librarians utilize a variety of resources to provide requested information as quickly as possible and at a reasonable cost.

As librarians demonstrate their ability to answer these types of requests, they are asked and expected to do even more. In the ideal world, attorneys would have reference service available whenever it is needed. A Texas mega-firm library recently has made "after hours" reference service available by providing librarians with home computers linked to commercial databases and the firm's office.

In today's complex and increasingly competitive legal environment, firms place a high value on these research services. Librarians "bill" (charge back to clients) the time spent on a research project plus any database costs and other expenditures incurred.⁶ Time may be charged at hourly rates comparable to those of legal assistants or junior associates. This policy improves the image of the library from that of a department simply contributing to the overhead costs of firm operations to a revenue provider.

New research techniques encourage the development of new management procedures. Law firm librarians understand the value and importance of automated administrative and technical services procedures.⁷ However, attorneys may be less inclined to support such activities. A librarian introduces automation by recognizing that "[t]he first step in getting started is to know and understand the culture of [his or her] firm. Every law firm has its own culture, which is reflected in the way the firm does business."⁸ Although automation seems unnecessarily expen-

sive, librarians must demonstrate the benefits of online and book catalogs and of library developed indexes for special collections, such as expert witness documents or continuing legal education seminar manuscripts. They must show that "[c]omputerized indexing of memoranda of authority, forms and brief files greatly facilitates the use of these sources without putting an onerous burden on staff-time."⁹

Librarians work with the firm on other projects involving automation. Many firms are installing local area networks (LANs). The librarian must be a part of this planning process, ensuring that attorneys can access in-house and commercial databases as well as CD-ROM libraries using their office computers.¹⁰ In addition, the library staff should plan to use the network to communicate with users directly or via the firm's electronic bulletin board.

To promote library services and improve research skills, communication between the library and the firm's members is essential.¹¹ Traditionally, librarians provide orientation tours for summer clerks, new associates, and legal assistants¹² and produce a variety of publications to keep users informed. Brochures outline services; handbooks describe the collection, services, policies, and procedures; newsletters highlight new developments by listing new acquisitions, describing databases, and summarizing tables of contents of law-related publications. Each firm employee should receive a description of library services as well as publications of specific interest. No library is complete without bulletin boards where library procedures and announcements about continuing legal education courses or new research techniques are posted.

Describing services is not enough, however. Wesley Boomgaarden writes that "[l]ibrarians are first and foremost educators. We are nothing if we are not teachers, using all means at our disposal to assist the enterprise of education. Those not in accordance with this blanket statement are either unaware of the essence of librarianship or lack the profession's vision and purpose."¹³ Librarians have always provided one-on-one instruction when helping answer reference questions. Now they are expanding their educational activities for several reasons: the decline in research skills learned in law school; the decline within the firm of the mentor relationship, which formerly provided a place for new associates to learn basic skills¹⁴; and the impact of constantly changing technological developments on the research process.¹⁵

Many librarians conduct research seminars for firm employees. Basic research seminars are provided for summary clerks and new associates. Advanced seminars for more experienced attorneys might focus on new research techniques or publications. Specialized seminars for legal assistants or secretaries highlighting directories, maps, and other ready reference publications encourage library use.

When instructing attorneys and legal assistants, the librarian emphasizes the relationship between printed resources and online materials. Researchers should know when to use which type of materials. Librarians also have an ethical obligation to instill a critical attitude toward online resources. For example, online libraries may not be as complete as assumed; older materials, especially for state jurisdictions, may not be available online. CD-ROM libraries must be used in conjunction with both online and printed materials to ensure access to all relevant information.¹⁶ In 1986, Robert C. Berring, Director of the Law Library and Professor of Law at the University of California, Berkeley, School of Law, said that "computerized research has been oversold as a solution to research problems. People tend to think of computers as omniscient and put too much faith in them."¹⁷

Law firm librarians indeed have moved beyond the stereotyped role of "curator of books." They are information specialists who are able to utilize new technologies to search and manage information. They have expanded their role as educators. By serving in these roles, they fulfill the library's purpose, enabling firm attorneys to practice law efficiently and effectively by providing the highest level of service possible.

References

1. Ranii, "Librarians' Work Is Looking Up," *Nat'l L.J.*, July 6, 1981, at 1, col. 4, 14, col. 1.
2. Glass and Richmond, "Administration of Private Law Libraries," in *1 Law Librarianship: A Handbook* 69, 70 (1983).
3. Couric, "Firm Librarians are Managing More Than Books," *Legal Times of Wash.*, June 29, 1981, at 24, col. 1; Griffith, "From Books to Computers: The New Breed," *Legal Assistant Today*, May-June 1989, at 52; Heroy, "New Functions and Expanding Roles for Private Law Librarians," in *Managing the Private Law Library* 365 (1988); Metaxes, "Firm Librarians No Longer Mere Keeper of the Books," *Nat'l L.J.*, July 14, 1986, at 1, col. 1; "Technological Gains, More Responsibilities Evident in Libraries," *Nat'l L.J.*,

June 25, 1990, at S11, col. 1; Wallace, "Program Overview: A Decade of Change and Continuation," in *Private Law Librarians* 13 (1986).

4. Strain, "CD-ROM in the Private Law Library: A Primer of Readings," in *Managing the Private Law Library* 153 (1988).

5. "Beyond Lexis and Westlaw: Other Online Resources," *L. Libr. Lights*, May-June 1987; Ensor, "Nonlegal Databases for the Law Librarian: An Update," 81 *L. Libr. J.* 813 (1989); Quint and Mintz, "Conducting, Evaluating, and Presenting the Results of Interdisciplinary Online Searches," in *Private Law Librarians* 31 (1986); "Using the Library to Meet the Firm's Business Information Needs," *Legal Admin.*, Summer, 1987, at 36.

6. "Billing in the Private Law Library," *Legal Info. Mgmt. Rep.*, Spring, 1989.

7. Burwell, "Using A Library Software Package in the Law Firm Library," in *Private Law Librarians* 131 (1986); Johnson, "Software for Law Firm Library Applications," in *Private Law Librarians* 199 (1986); Sapienza, "Developing an On-Line Catalog at Kadison, Pfaelzer, Woodard, Quinn & Rossi," in *Private Law Librarians* 179 (1986); Seele, "Managing Technology in the Private Law Library to Facilitate the Flow of Information," in *Managing the Private Law Library* 95 (1988).

8. Hambleton, "Electronic Technology and the Law Firm Librarian," 81 *L. Libr. J.* 551 (1989).

9. Glass and Richmond, *supra* note 2, at 84.

10. Miller, "Computer Networking Comes of Age," *Nat'l L.J.*, October 8, 1990, at 27, col. 1; Sullivan, "Automated Networks in the Law Library and Law Office," in *Managing the Private Law Library* 109 (1988).

11. "Creative Ways to Promote Your Library," *L. Libr. Lights*, Nov-Dec. 1988; Donaldson, "Reference as a Public Relations Tool," in *Private Law Librarians* 345 (1986).

12. Wrenn, "Library Orientation Programs" in *Private Law Librarians* 295 (1986).

13. "Current Comments: Librarians as Educators," *AALL Newsletter*, Aug. 1990, at 35.

14. Wallace, "Fast Forward, or Legal Research in the Real World," *PLL Perspectives*, Apr.-May 1990, at 1.

15. DeGeorges, "Beyond Library Orientation: Outreach Programs for the Law Library," in *Private Law Librarians* 271 (1986); Callinan, "Research Protocols in Reference Service: Informal Instruction in Law Firm Libraries," 82 *L. Libr. J.* 39 (1990); Leon and Kerchof, "Teaching Legal Research in Private Law Libraries," *PLL Perspectives*, Sept.-Oct. 1990, at 1; Panella and Stein, "In-House Legal Database Training: A Must for Law Firms," *Legal Admin.*, Summer, 1987, at 53.

16. Oaks, "CD-ROM - The Future is Not Quite Now," *L. Libr. Lights*, May-June 1990, at 20.

17. Metaxes, "Professor Urges Special Training for Computerized Legal Research," *Nat'l L.J.*, Dec. 15, 1986, at 4, col. 2.

BIBLIOGRAPHY OF SELECTED LEGAL RESOURCES

The following lists some basic legal research materials that public, school, academic and special libraries might want to collect. The first part outlines basic primary and secondary legal resources; the second part is a bibliography of treatises about North Carolina law.

Part I: Basic Primary and Secondary Resources

Primary law is found in (1) constitutions and legislative enactments; (2) rules and regulations of authorized administrative bodies; and (3) written opinions of the courts. Secondary sources of the law consist of other legal materials such as treatises, legal encyclopedias, periodicals and journals, form books and citators.

A. Federal Materials:

Federal statutes can be found in several resources: *Congressional Record*, *United States Statutes at Large*, *United States Code*, *United States Code Annotated* (West Publishing Company), and *United States Code Service Lawyers' Edition* (Lawyers Co-operative/Bancroft Whitney). Federal rules and regulations are found in the *Federal Register* and the *Code of Federal Regulations*.

Court decisions also can be found in many resources. United States Supreme Court decisions are published in the resources listed below:

- (a) *United States Reports* (official edition, published by the U.S. Government);
- (b) *United States Supreme Court Reports, Lawyers' Edition* (Lawyers' Co-operative Publishing Company);
- (c) *Supreme Court Reporter* (West Publishing Company);
- (d) *United States Law Week* (Bureau of National Affairs);
- (e) *United States Supreme Court Bulletin* (Commerce Clearing House).

Other federal court cases can be found in the *Federal Reporter* (federal court of appeals) and the *Federal Supplement* (federal district court). "Digests" are index-type resources used to locate cases on a specific subject; they exist for most jurisdictions and courts. For example, to locate U.S. Supreme Court cases on a particular subject, use one of two digests for the United States Supreme Court, either the *U.S. Supreme Court Digest* (West Publishing Company) or the *U.S. Supreme Court Reports Digest* (Lawyers Co-operative Publishing Company). For federal district courts and federal court of appeals cases, use the *Federal Practice Digests, 2d, 3d and 4th*, *Modern Federal Practice Digest* and the *Federal Digest*. (Digests also exist for state courts and regional reporters).

B. State Materials:

Materials to locate North Carolina statutes, cases, and administrative regulations and rules are very similar to federal materials. North Carolina legislation as passed by the North Carolina General Assembly is first published as "ratified bills," similar to slip laws. Once codified, North Carolina laws can be found in the *North Carolina General Statutes* (Michie Publishing Company). Administrative rules and regulations are available in the *North Carolina Administrative Code* (agency/subject arrangement) and the *North Carolina Register*.

Decisions from the North Carolina Supreme Court and Court of Appeals can be found in official and unofficial versions of case reporters. *North Carolina Reports* includes the decisions from the Supreme Court and *North Carolina Court of Appeals Reports* provides access to Court of Appeals cases. The unofficial version for North Carolina cases is the *Southeastern Reporter, first series* and *Southeastern Reporter, second series*. Users can locate cases on a particular subject by using the *North Carolina Digest*, *Southeastern Reporter Digest*, and *Strong's North Carolina Index, 3d and 4th*.

C. Secondary Legal Resources:

Listed below are secondary legal resources that some North Carolina librarians might find useful for their collections. The resources are divided into broad categories: research guides; legal encyclopedias; legal periodical literature indexes; citation form books; dictionaries; and directories.

1. Research Guides

How to Find the Law (Cohen & Berring). 9th. edition. St. Paul, MN: West Publishing Company, 1989.
Fundamentals of Legal Research (Jacobstein & Mersky). Mineola, NY: Foundation Press, 1987.
Fundamentals of Legal Research Illustrated (an abbreviated version of the above).
Effective Legal Research (Price, Bitner & Bysiewicz). Boston: Little, Brown & Company, 1979.
Legal Research in a Nutshell (Cohen). 4th. edition. St. Paul: West Publishing Company, 1985.

2. Legal Encyclopedias; Annotated Law Reports

American Jurisprudence 2d. Lawyers Co-operative Publishing Company, 1940 — . (82 volumes updated yearly; supersedes *American Jurisprudence* (1936-1940).

Corpus Juris Secundum. West Publishing Company, 1936 — (150+ volumes updated yearly; earlier edition — *Corpus Juris* (1911-1936). ("... a complete restatement of the entire body of American law mainly in the language of the courts, based upon the authority of all the reported cases from 1658 to date.")

American Law Reports

First Series - 1911-1948; second series - 1948-1965; third series - 1965-1980; fourth series - 1980 to date.

3. Legal Periodical Literature Indexes

Index to Legal Periodicals; *Current Law Index*; *Legal Resources Index*; *Legaltrac* (Information Access); *Index to Foreign Legal Periodicals*; and *Index to Periodical Articles Relating to Law*.

compiled by
Law Library Staff
University of
North Carolina
at Chapel Hill

4. Citation Form Books

A Uniform System of Citations ("Blue Book"). 14th. edition. Cambridge, Mass: Harvard Law Review Association, 1986.

The University of Chicago Manual of Legal Citation ("Maroon Book"). Chicago: University of Chicago, 1989.

5. Dictionaries

Black's Law Dictionary: definitions of terms and phrases of American and English jurisprudence ancient and modern. 5th ed. St. Paul: West Publishing Company, 1979.

Words and Phrases. 46 volumes. St. Paul: West, updated yearly.

6. Directories

Directories are very prevalent in the legal field. Many directories such as *Martindale-Hubbell Law Directory* and the *American Bar* provide information about individual attorneys and law firms. Other directories focus on specific groups of lawyers or their locations. Some sample titles are *American Bench*, *North Carolina Legal Directory*, *Lawyers' List*, *Who's Who in American Law*, *Directory of Women Attorneys in the United States*, and *AALS Directory of Law Teachers*.

Part II. Treatises about North Carolina Law

The following list of books about North Carolina law represents merely a sample of illustrative titles that are available should a library determine a need in a particular area. The list is not comprehensive and does not attempt to recommend one title over another title.

Adams, Wesley Thad. *Personal injury and property damage, preparation for trial: the law in North Carolina*.

Norcross, GA: Harrison Co., 1980. 148 p.

Bocchino, Anthony J. & J. Alexander Tanford. *North Carolina trial evidence manual*. Charlottesville, VA: Michie Co., 1976. 1 vol. (looseleaf).

Brandis, Henry. *Brandis on North Carolina evidence*. 3d. ed. Charlottesville, VA: Michie Co., 1988. 2 vols.

Constangy, H. William. *North Carolina employer-employee handbook: North Carolina laws and regulations pertaining to employers and employees and their relationship*. Norcross, GA: Harrison Co., 1976.

Douglas, Robert D. *Forms: a comprehensive and accurate compilation of legal and business forms for use in the state of North Carolina*. 3rd ed. Charlottesville, VA: Michie Co., 1983. 4 vols.

Edwards, Mark B. *North Carolina probate handbook*. 3d ed. Norcross, GA: Harrison Co., 1982. 287 p.

Edwards, Mark B. & Sidney C. Ward. *North Carolina and federal estate and tax planning*. Norcross, GA: Harrison Co., 1974. 471 p.

Edwards, Sandra. *Children and juveniles: the law in North Carolina*. Norcross, GA: Harrison Co., 1981. 103 p.

Finberg, Barney & Emily Hightower. *Products liability: the law in North Carolina*. Norcross, GA: Harrison Co., 1980. 130 p.

First Union National Bank. *N.C. wills and trust manual for lawyers with tax tables*. Charlotte, NC: 1979 - .

First Union National Bank. *NC wills and trusts*. Charlotte, NC: 1979 - .

Hightower, Emily. *North Carolina law of damages*. Norcross, GA: Harrison Co., 1981. 479 p.

Kelso, Lloyd T. *North Carolina divorce, alimony and child custody*. Norcross, GA: Harrison Co., 1983. 318 p.

Lee, Robert E. *North Carolina family law*. 4th. ed. Charlottesville, VA: Michie Co., 1979. 4 vols. 4th ed.

North Carolina National Bank. *Will and trust manual for lawyers with tax tables*. Charlotte, NC: NCNB, 1982. 1 vol.

Potter, J. Reid. *North Carolina appellate handbook*. Charlottesville, VA: Michie Co., 1978. 243 p.

Price, Ronald M. *North Carolina criminal trial practice forms*. Norcross, GA: Harrison Co., 1979. 413 p.

Price, Ronald M. *North Carolina criminal trial practice*. Norcross, GA: Harrison Co., 1985. 628 p.

Price, Ronald M. *Personal injury and property damage defenses and immunities: the law in North Carolina*. Norcross, GA: Harrison Co., 1980. 120 p.

Robinson, Russell M. *Robinson on North Carolina corporate law and practice with forms*. Norcross, GA: Harrison Co., 1990. 825 p.

Ruby, Jack E. *Labor Law: the law in North Carolina*. Norcross, GA: Harrison Co., 1982.

Ruskell, Richard C. & Nancy E. Settle. *Personal injury and property damage, causation and parties: the law in North Carolina*. Norcross, GA: Harrison Co., 1980. 117 p.

Schiro, Gregory W. & Lilona S. Schiro. *Real estate residential loan closings: the law in North Carolina*. Norcross, GA: Harrison Co., 1980. 213 p.

Schiro, Lilona S. *Collection of accounts: the law in North Carolina*. Norcross, GA: Harrison Co., 1979. 569 p.

Schiro, Lilona S. *N.C. real estate title searches*. Norcross, GA: Harrison Co., 1982.

Settle, Nancy E. & Theodore R. Smith. *Landlord and tenant breach and remedies: the law in North Carolina*. Norcross, GA: Harrison Co., 1980. 110 p.

Sheffield, Walter L. *Civil procedure forms*. St. Paul, MN: West Publishing Co., 1981. 2 vols.

Shuford, William A. *North Carolina civil practice and procedure*. 3d. ed. Atlanta: Harrison Co., 1988. 587 p.

Snyder, John H. *North Carolina code of criminal procedure*. Rutherfordton, NC: Snyder Publications, 1978. 1 vol. (looseleaf).

Snyder, John H. *North Carolina elements of criminal offenses*. Rutherfordton, NC: Snyder Publications, 1984. 4th ed. 114 p.

Thorp, William L. *Thorp's North Carolina trial practice forms*. 2d. ed. Norcross, GA: Harrison Co., 1984. 444 p.

Wachovia Bank and Trust Company. *Wachovia will and trust manual*. Winston-Salem, NC: , 1985 - . 1 vol. (looseleaf).

Webster, James A. *Webster's real estate law in North Carolina*. Rev. ed. Charlottesville, VA: Michie Co., 1981. 688 p.

Wiggins, Norman Adrian. *Willis and administration of estates in North Carolina*. 2d ed. Norcross, GA: Harrison Co., 1983. 2 vols.

SELECTED LIST OF LEGAL PUBLISHERS

Foundation Press, Inc.
Post Office Box 64526
St. Paul, MN 55164
516-248-2561

Harrison Company
3110 Crossing Park
Norcross, GA 30071
800-282-9867

Harvard Law Review Assoc.
Gannett House
Cambridge, MA 02138
617-495-7888

Hein & Company Inc.
1285 Main Street
Buffalo, NY 14209
800-828-7571

Institute of Government
Knapp Building
UNC-CH, CB # 3330
Chapel Hill, NC 27599
919-966-4119

Lawyers Co-operative Pub. Co.
One Groves Street
Rochester, NY 14694
716-546-5530

Little, Brown & Company
Law Division
34 Beacon Street
Boston, MA 02106
617-227-0730

The Michie Company
Post Office Box 7587
Charlottesville, VA 22906
804-295-6171

North Carolina National Bank
Charlotte, NC 28255
704-374-5000

Snyder Publications
107 Ridgeland Drive
Rutherfordton, NC 28139

Want Publications Co.
1511 K Street, N.W.
Washington, DC 20005
202-783-1887

West Publishing Co.
P.O. Box 64526
St. Paul, MN 55102
612-228-2561

Instructions for the Preparation of Manuscripts for North Carolina Libraries

1. *North Carolina Libraries* seeks to publish articles, book reviews, and news of professional interest to librarians in North Carolina. Articles need not be of a scholarly nature, but they should address professional concerns of the library community in the state.
2. Manuscripts should be directed to Frances B. Bradburn, Editor, *North Carolina Libraries*, Joyner Library, East Carolina University, Greenville, N.C. 27858.
3. Manuscripts should be submitted in triplicate on plain white paper measuring 8 1/2" x 11".
4. Manuscripts must be double-spaced (text, references, and footnotes). Manuscripts should be typed on sixty-space lines, twenty-five lines to a page. The beginnings of paragraphs should be indented eight spaces. Lengthy quotes should be avoided. When used, they should be indented on both margins.
5. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page.
6. Each page after the first should be numbered consecutively at the top right-hand corner and carry the author's last name at the upper left-hand corner.
7. Footnotes should appear at the end of the manuscript. The editors will refer to *The Chicago Manual of Style*, 13th edition. The basic forms for books and journals are as follows:
Keyes Metcalf, *Planning Academic and Research Library Buildings*. (New York: McGraw, 1965), 416.
Susan K. Martin, "The Care and Feeding of the MARC Format," *American Libraries* 10 (September 1979): 498.
8. Photographs will be accepted for consideration but cannot be returned.
9. *North Carolina Libraries* is not copyrighted. Copyright rests with the author. Upon receipt, a manuscript will be acknowledged by the editor. Following review of a manuscript by at least two jurors, a decision will be communicated to the writer. A definite publication date cannot be given since any incoming manuscript will be added to a manuscript bank from which articles are selected for each issue.

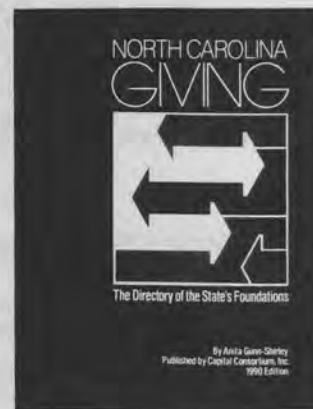
Issue deadlines are February 10, May 10, August 10, and November 10.

North Carolina Giving: The Directory of the State's Foundations

North Carolina Giving is the most complete, authoritative guide to the state's more than 700 private charitable and community foundations. It is a vital resource for nonprofit organizations and institutions, or for anyone seeking grants.

North Carolina Giving provides all the information that is needed to easily identify appropriate funding sources. The directory is cross-referenced with indexes by county, areas of interest and board members, saving you countless hours of research.

Order your copy of this limited edition today.



ISBN: 0-9624910-0-4

Please send me _____ copies of
North Carolina Giving at \$99.00 per copy.

Enclosed is my check for \$ _____.

Return to: **North Carolina Giving**, Capital
Consortium, PO Box 2918, Raleigh,
North Carolina 27602 919/833-4553

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

NORTH CAROLINA LIBRARY ASSOCIATION AWARDS

The 1990-91 Membership Committee requests your recommendations for persons you consider worthy for the North Carolina Library Association Distinguished Service Award, Honorary and Life Members Awards. Suggestions should be accompanied by a biographical sketch, including contributions to libraries and librarianship. These suggestions should be sent to the Committee Co-Chairperson by June 14, 1991.

The NCLA by-laws provide for the Membership Committee to seek suggestions from all members and to recommend names for these honors to the Executive Board prior to the Biennial Conference.

Criteria for selection are as follow:

1. Honorary memberships may be given to non-librarians in the state who have rendered important services to the library interests of North Carolina. Honorary memberships should be given at a time considered appropriate in relation to the contribution made.
2. Life memberships may be given to librarians who have served as members of the North Carolina Library Association and who have made noteworthy contributions to librarianship in the state. These memberships are limited to librarians who have retired.
3. The Distinguished Service Award may be given to a professional librarian or in memory of a deceased professional librarian who distinguished professional library services to North Carolina, significant service or other professional contributions provided during either a short or long span of time, and service resulting in a regional or national impact on librarianship in general.
4. Contributions of all nominees should have had impact beyond the local level.

Please send your recommendations to:

Sylvia Sprinkle-Hamlin, Co-Chair
Membership Committee
Forsyth County Public Library
660 West Fifth Street

WHO COLLECTS WHAT?

Cooperative Collection Development of Local History Materials In North Carolina

*A symposium sponsored by NCLAs Round
Table on Special Collections*

Chapel Hill, N.C., May 29-30, 1991

Local history materials are disappearing at an alarming rate in North Carolina. Who is responsible for collecting and preserving these valuable materials? Who is already collecting? Can, and do the major repositories collect everything? How can your institution acquire local materials that may otherwise be lost forever? Attend this first of its kind statewide symposium and help answer these questions.

Speakers include William S. Powell, John David Smith, and a dozen practicing librarians and archivists.

For further information and registration materials, contact:

Eileen McGrath
North Carolina Collection
Wilson Library CB 3930
University of North Carolina
Chapel Hill, NC 27599-3930
Phone: (919) 962-1172.

SOUTHEASTERN BOOK COMPANY

top publishers
great personal service
comparative prices
high fill rate & fast delivery
full processing

for more information please call:

ROBERT MOSER

CHAPEL HILL

1-800-223-3251

Representing quality adult and juvenile publishers