Channel

Trustee Corner

Editor's note: *Below is the first of what will be a regular column addressing the concerns of public library trustees. If you have issues or questions you would like addressed in this column, please contact Mike Cross, DPI, at (608) 257-9225 (michael.cross@dpi.state.wi.us).*

How do we ensure the person we hire as library director gets properly certified?

You raise an important concern for library boards because if your library does not have a properly certified director, the library could lose library system services or even system membership.

Public library boards are required to hire library directors who are either appropriately certified or are eligible for certification. This requirement is based on the concern that properly qualified individuals lead each of the public libraries in

ALA Honorees

Wisconsin individuals and organizations named to the first ever National Advocacy Honor Roll are (left to right) WEMA (represented by Erleen Bishop Killeen) Carol Diehl, WLA (represented by Barb Kelly, president), Miriam Erickson, WLA (represented by Lisa Strand, executive director), and Calvin Potter. Advocates honored posthumously are Wayne R. Bassett, Elizabeth Burr, Muriel L. Fuller, S. Janice Kee, and Lutie E. Stearns. The honor roll identifies and celebrates those individuals and groups who have actively supported and strengthened library services at the local, state, or national levels over the last 100 years.

In Wisconsin Public Libraries
Statistics show increase in automated systems, Internet access

by Bob Bocher
PLD Technology Consultant

The library division's Public Library Development (PLD) Team annually collects statistics from the state's public libraries. In addition to collecting data on the number of titles circulated and library budget information, the division also collects data on the state of technology in our public libraries.

The first technology survey was conducted in 1991, and while there was no survey some years, they have been conducted each year since 1997. The statistics in the graphs on pages 4 and 5 summarize the status of automated systems in the state's public libraries, as well as availability of Internet access. For 2000, the figures represent a 92 percent survey return rate and are up-to-date through March 1, 2000. This information is available online at www.dpi.state.wi.us/dltcl/pld/netauto.html.

Circulation and Online Catalogs

As can be seen in Figure 1 and Figure 2 (on page 4), the state's public libraries have made significant progress in implementing circulation systems and online catalogs in the past 10 years. For the first time, the number of libraries in shared circulation systems exceeds the number of libraries in stand-alone circulation systems. This reflects considerable activity over the past year in shared systems in more rural areas of the state, including new shared systems in the Indianhead Library System and the Northern Waters Library Service areas.

There has been considerable discussion over the past year about the "Digital Divide"–the issue that less affluent sectors of the populace have less access to technology and the information it makes available than more affluent sectors of the populace.

Trustees column: Directors must receive proper certification

the state.

Library boards recruiting a library director should specify as a required qualification eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to its municipal, joint municipal, or county population. It is important that the letter of appointment and/or employment contract specify that as a condition of employment the library director employed will obtain and maintain the appropriate certification.

Grade I certification is required for directors of municipal, joint, or county public libraries with a population of 6,000 or more (based on the most recent official U.S. Census), Grade II is required for populations of 3,000 to 5,999, and Grade III is required for populations less than

3,000.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements, but not all of the library education requirements for the grade level. Temporary certificates are only valid for a limited time period before they must be replaced with regular certificates. A new administrator must apply for a temporary certificate within three months of the hire date.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards as either conditions of employment for positions other than the library

director or as requirements for advancement within an organization.

The Division for Libraries, Technology, and Community Learning (DLTCL) recommends that libraries budget sufficient annual funds for continuing education needed to improve knowledge and maintain the library director's certification (at least 20 hours per year). Payment of certification fees also is recommended, as well as paid work time and payment of other costs to pursue needed continuing education.

Additional information about Wisconsin's public librarian certification rules is available at www.dpi.state.wi.us/dltcl/pld/cert.html. ∎

DLTCL hosts summer interns

by Sally Drew, Director, & Willeen Tretheway, AV and Technical Services
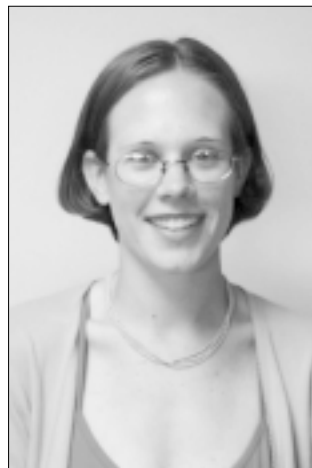Reference and Loan Library

Following a very positive experience last summer, the Reference and Loan Library and the Department of Public Instruction's Library and Statistical Information Center are again participating in the department's Summer Affirmative Action Intern Program.

The State Superintendent's Affirmative Action Committee coordinates DPI's summer intern program. There are similar summer intern programs in many other Wisconsin State government agencies, and they are linked by the common goals of providing employment opportunities and experiences in public service and state government to minority university students who will graduate in the next year.

Reference and Loan's intern is Elizabeth Hassemer, a junior at the UW-Madison majoring in classical humanities, history, and anthropology with an emphasis on archaeology. Her special love is classical archaeology, particularly the glory years of Rome (31BC–200 AD). She plans to attend graduate school and pursue a career teaching at the college or university level. She brings to the job last summer's experience of working at an independent archaeological survey site in the Tuscany region of Italy.

At Reference and Loan, Elizabeth is working in the technical services department under the supervision of Mary Clark. Mary and Willeen Tretheway are mentors, and other Reference and Loan staff members help to teach and coach as well. Elizabeth has been introduced to WISCAT, OCLC, and SALCAT, the library's online catalog and circulation system. Among her tasks:

• helping with the continuing cleanup of the SALCAT database;

Elizabeth Hassemer

Interns—*from page 2*

• assisting with the cataloging of a gift collection of cassettes of blues music and of the American Library Association 2000 annual conference cassettes;
• barcoding materials;
• helping with weeding projects; and
• doing other special and routine cataloging and processing jobs.

Lindsey Dickinson is the intern at the DPI Library and Statistical Information Center where librarian and team leader Kay Ihlenfeldt is her supervisor. Lindsey is a UW-Madison senior majoring in English with a concentration on creative writing. She would like to work in public relations or corporate communications, and is considering going to law school some day. Updating entries for the *Wisconsin School Directory* is Lindsey's primary task this summer, and if time permits she will help inventory and update the DPI Library's telephone book collection.

Lindsey Dickinson

LeRoy LeFleur, who worked as an intern last summer, recently was hired by the Reference and Loan Library and works as a cataloger and interlibrary loan assistant.

The Department of Public Instruction works with the Department of Employment Relations (DER) to provide employment opportunities for minority students. DER works with Wisconsin colleges and universities to recruit potential applicants, screens applicant resumes, and provides matches for agency identified positions. DPI and other agencies identify potential positions, provide funding, interview and hire employees, and provide mentoring throughout the summer for the interns.

The DPI has 13 interns this summer, working in areas such as communications, information technology, equity and advocacy, curriculum, lifework education, urban education, and food and nutrition, as well as library services. DPI interns are able to participate in a well-developed and well-structured training and orientation program. They are introduced to the functions of the entire department; they hear speakers from inside and outside the department on such topics as career goals in public service and workplace survival skills; they are given agency tours; they have opportunities to network with each other and with permanent department staff through a series of special meetings; they attend staff meetings; and they are given a forum to react to their summer experience and share those reactions with mentors, supervisors, and coordinators. ■■

Library technology—*from front page*

Those not having such access are often in smaller communities in rural areas or low income groups in inner city areas. Figure 3 is an example of the Digital Divide in Wisconsin related the automated systems. As can be seen in the graph, smaller communi-

Figure 1

Public Libraries with Circulation Systems
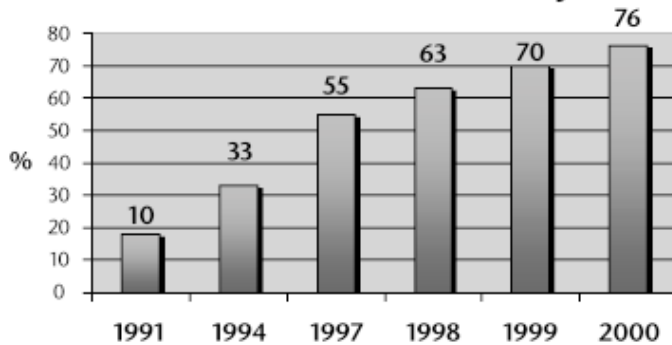
Figure 2

Public Libraries With Circulation Systems that Are part of Shared Systems
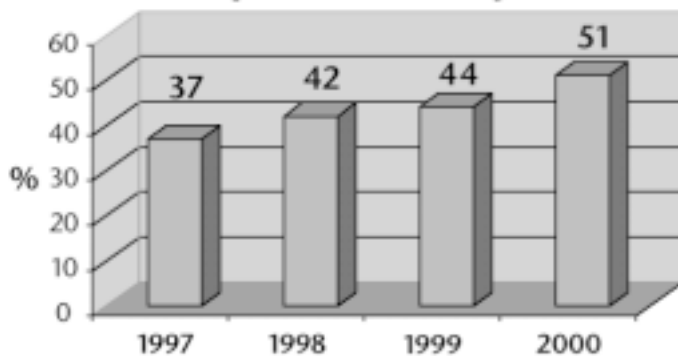
Figure 3

Libraries with Circulation Systems by Community Population
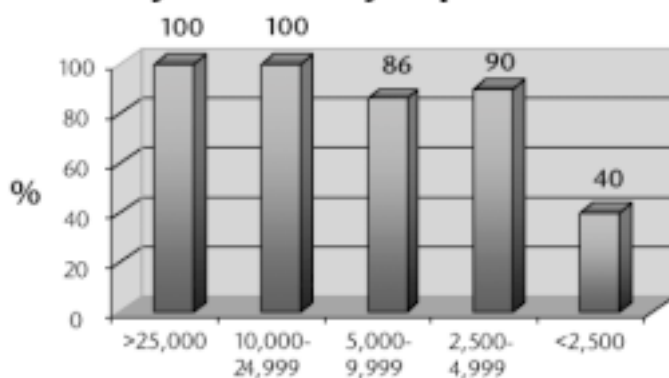
ties are much less likely to have circulation systems than are larger communities. An important fact to remember in relation to Figure 4 is that about 55 percent of the state's public libraries are in communities of less than 2,500 population.

Figure 4 shows the percentage of public libraries with Online Patron Access Catalogs (OPACs). This statistic parallels the one for circulation systems.

Figure 4

Public Libraries with Online Catalogs
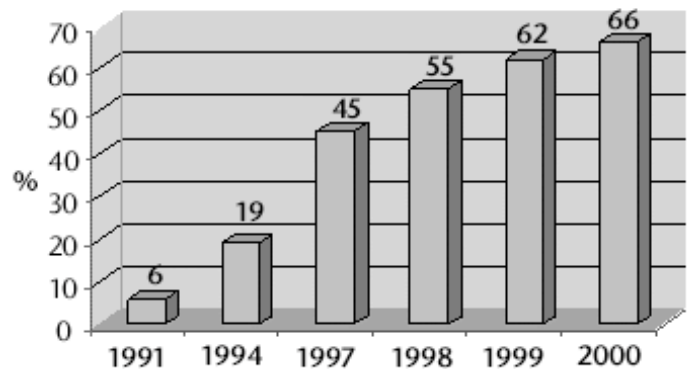
With 33 percent of the market, same as last year, epixtech (formally Dynix (Ameritech)) continues to be the single most popular vendor in the state, as they are throughout the nation. The largest gain in the state was from Innovative Interfaces (abbreviated "II" on Figure 5, page 5). Several new shared systems in the Northern Waters and Indianhead system areas are using Innovative Interfaces' system.

Internet Access in Wisconsin Public Libraries

Access to the Internet has shown dramatic increases since this question was first asked in the 1994 survey (see Figure 6 on page 5).

The methodology used to access the Internet plays a key role in determining how it is used in libraries. Figure 7 (on page 5) show that direct connectivity increased from 37 percent in 1998 to 63 percent in 2000. Much of this increase is a result of TEACH subsidized T1 lines. Through the TEACH program (www.teachwi.state.wi.us) any public library or school in the state can get a high-speed dedicated telecommunications line for Internet access for just $100/month. Most library systems in the state are now managing wide area networks (WANs) to help bring direct Internet access to their member libraries.

As in the above example with automated systems, the chances of your local library having direct Internet connectivity is con-

Library technology

from page 4

siderably greater if you happen to reside in a large community. This can be seen by reviewing Figure 8.

For the first time, this year's survey included a question on the use of Internet filters, a very contentious issue in public libraries (see Figure 9). As a point of comparison, while the department has no hard figures on the use of filters in K-12 schools it is estimated that about 50 percent of our state's K-12 schools use filters. Several bills are pending before Congress that would mandate the use of filters in public libraries and schools that receive discounts via the E-rate program. ▮▮
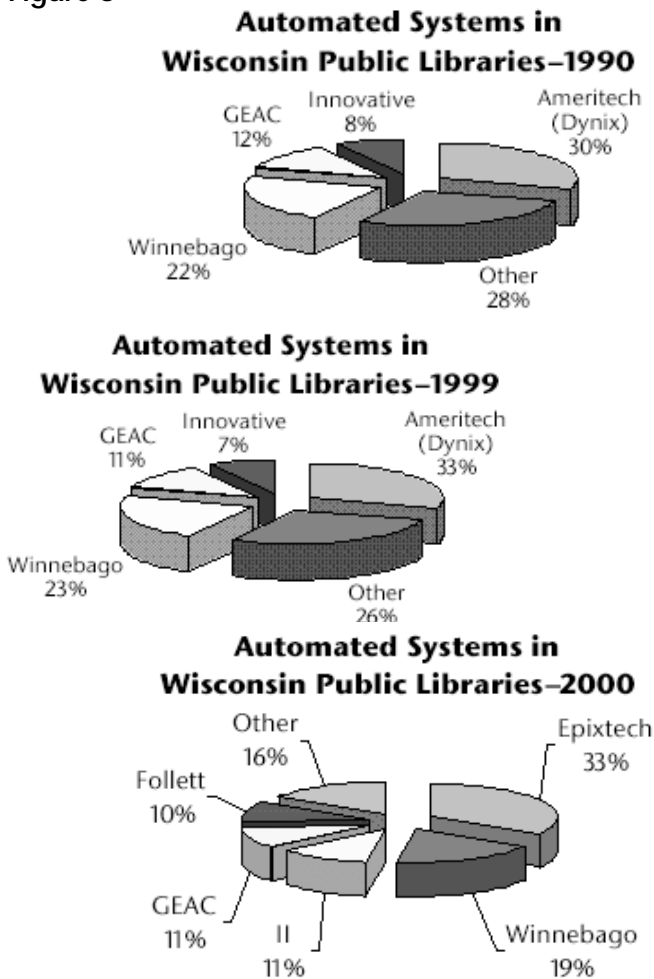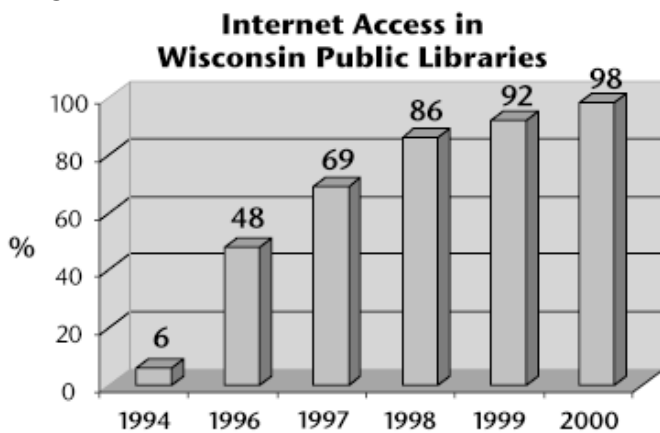
Figure 5

Automated Systems in Wisconsin Public Libraries–1990

- Ameritech (Dynix) 30%
- Innovative 8%
- GEAC 12%
- Winnebago 22%
- Other 28%

Automated Systems in Wisconsin Public Libraries–1999

- Ameritech (Dynix) 33%
- Innovative 7%
- GEAC 11%
- Winnebago 23%
- Other 26%

Automated Systems in Wisconsin Public Libraries–2000

- Epixtech 33%
- Other 16%
- Follett 10%
- GEAC 11%
- II 11%
- Winnebago 19%

Figure 6

Internet Access in Wisconsin Public Libraries

Year	%
1994	6
1996	48
1997	69
1998	86
1999	92
2000	98

Figure 7

Public Libraries with Direct Net Access

Year	%
1998	37
1999	48
2000	63

Figure 8

Direct Net Access by Community Population

Population	%
>25,000	100
10,000-24,999	100
5,000-9,999	94
2,500-4,999	82
<2,500	39

Figure 9

Internet Filtering in Wisconsin Public Libraries

- Filter some workstations 7%
- Filter all workstations 2%
- No filtering 91%

Sales tax due for public library photocopies

by **Mike Cross**, Consultant
Public Library Administration and Funding

The Wisconsin Department of Revenue (DOR) conducts periodic audits for compliance with the state sales tax laws and administrative code rules, and recent audits have raised questions from public libraries concerning the sales tax laws and regulations as they apply to libraries and other government agencies.

While sales to public libraries are exempt from the sales tax, sales by public libraries generally are not exempt. Most public library sales, including sales of photocopies and computer printout charges, are subject to the Wisconsin sales tax and any county and stadium sales taxes. Other library sales, such as sales of withdrawn books, used equipment, and used furniture also are subject to the sales tax. Public libraries also should charge sales tax for rentals of bestselling books and videos. Wisconsin Administrative Code section Tax 11.05 details the sales tax rules for state and local government agencies. Public libraries fall under the same general rules that apply to other state and local government agencies.

Library fines, including charges for materials that are not returned and charges for a duplicate library card, are specifically exempt from the sales tax. Also exempt are photocopy and records search charges that result from an official public records request.

To simplify the collection of sales taxes, libraries (and other organizations) do not need to add sales tax onto their taxable sales and charges—they can consider sales tax as part of the price charged. However, if you do this, you must notify customers by a sign and/or on receipts provided to the customer that "prices include sales tax." If your prices include sales tax, taxes due are calculated not on total receipts, but on the receipts before taxes. (For example, if total receipts are $1,000 including taxes, and the applicable sales tax rate is 5 percent, taxes are due not on the full $1,000, but instead on $1000 divided by 1.05, or $952.38.)

While public library boards have exclusive control of all funds collected, donated, or appropriated for the library fund—library boards have the legal authority to retain physical control only of gifts, donations, bequests, and endowments—all other funds must be under the physical control of the muni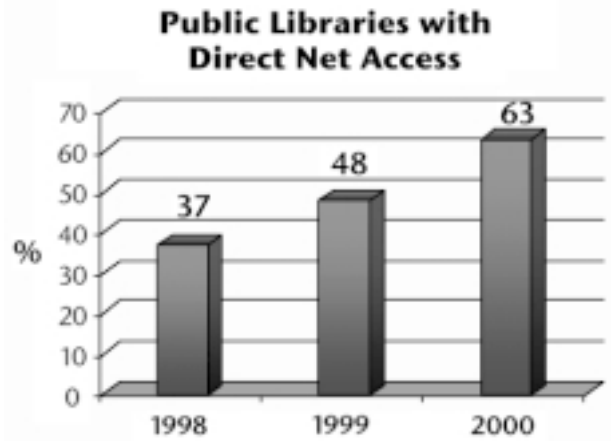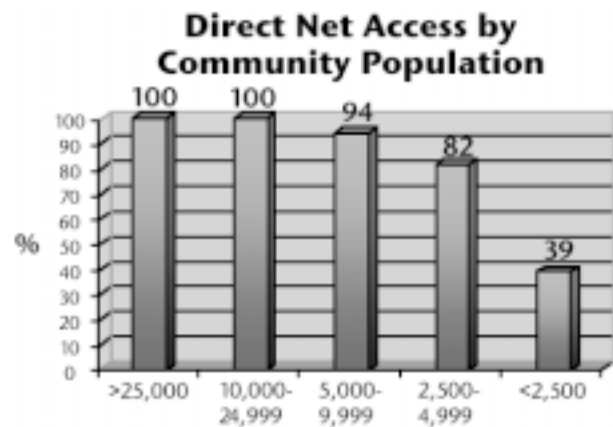cipality. When libraries submit funds from sales, fines, fees, etc. to their municipality, they should carefully indicate the funds that are taxable and the funds that are nontaxable.

Any organization making sales subject to the sales tax must have a seller's permit from the Wisconsin Department of Revenue (DOR). Such organizations also need to file regular returns with the DOR and submit taxes due. If a municipality, or any of its subunits (including the library), makes taxable sales, the municipality must handle the necessary filing and tax submission under its seller's permit.

Friends of the Library groups often conduct book sales and other sales as fundraisers. These sales may be exempt from the sales tax if they meet certain tests. Sales by nonprofit organizations on less than 20 days per year or having total taxable receipts of less than $15,000 per year are exempt "occasional sales" if the sales event does not involve an admission charge and paid entertainment, and the organization does not have and is not required to have a seller's permit for other purposes. A municipality also may qualify for the "occasional sales" exemption if it meets the same tests.

If a library contracts with a private vendor who owns and has control over the photocopy machines in the library; the vendor, rather than the library, is responsible for collecting sales tax. The same would be true for pay phones owned and controlled by a private vendor.

Some organizations believe that if they call payments "donations" they can avoid the obligation to collect sales tax. To qualify as a donation, a payment must be totally voluntary, with no restrictions placed on people who do not make a payment. For example, if a library requests a $.10 donation per computer printout, the library cannot place any restriction on computer printouts made by people who do not make the donation. The DOR looks at the facts surrounding requests for donations to determine whether they are truly voluntary donations, or rather sales subject to the sales tax.

Questions about the application of sales tax laws and regulations to public libraries should be directed to Mike Cross, DPI, at (608) 267-9225 (michael.cross@dpi.state.wi.us), or to the DOR at (608) 266-2776. ∎

Publications

Dealing with Selection and Censorship
A useful tool for librarians and library media specialists

by **Richard Sorensen**, Consultant
School Library Media Programs

Last fall the Division for Libraries, Technology, and Community Learning revised the popular 1991 publication *Dealing with Selection and Censorship.* Today's expanded access to digital information and the growing number of focused attempts at censorship in both school and public libraries prompted a more contemporary approach.

An advisory committee determined parameters for the new book, contributed resources, and reviewed and commented on drafts. Carolyn Winters Folke (formerly with the DPI) served as primary writer. The committee included Helen Adams, Rosholt School District library media specialist and technology coordinator; Ginny Moore Kruse, director of the Cooperative Children's Book Center; John Kean, associate dean of the UW-Madison School of Education; Kenneth Hall, coordinator of the Winnefox Library System; Ellen Last, DPI English language arts consultant; Richard Sorensen, DPI school library media consultant; Mike Cross, DPI public library administration consultant; and Kay Ihlenfeldt, team leader for the DPI Library and Statistical Information Center.

The revision added:
- parallel school and public library sections;
- analysis of how the Internet affects access to information;
- new resources for persons facing a challenge;
- websites that represent well-known and respected organizations; and
- definitions of terms to distinguish among various levels of challenges.

A primary goal of the book is to help librarians and library media specialists clarify for administrators and board members the basis for strong and balanced collections. The policy guidelines are designed to help make good quality library resources available.

Preparation is the key to effectively handle challenges to books and other resources. The book helps librarians and library media specialists prepare to handle these challenges in an orderly and efficient process, so that both the integrity of the collection is maintained and individuals who have concerns about specific items receive a fair hearing.

The introductory sections of the book contain helpful statements about professional ethics and free inquiry. An example is Thomas Jefferson's comment on a democratic society: "I know of no safe depository of the ultimate powers of the society but with the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take power from them, but to inform their discretion through instruction." –Thomas Jefferson to William C. Jarvis, 1820. *The Writings of Thomas Jefferson, Memorial Edition* (Lipscomb and Bergh, editors) Washington, D.C., 1903-04. Volume 15, page 278.

On the first page is clearly stated advice for the librarian or school administrator who is experiencing a first challenge:

Do nothing until you have gathered all the information, reviewed the policy on reconsideration, discussed with the principal or director, asked a teacher or librarian about the item, contacted the CCBC or the DPI, and contacted colleagues. Do not prejudge the resource, confiscate the resource from the library or classroom, or confiscate the resource from a student or patron.
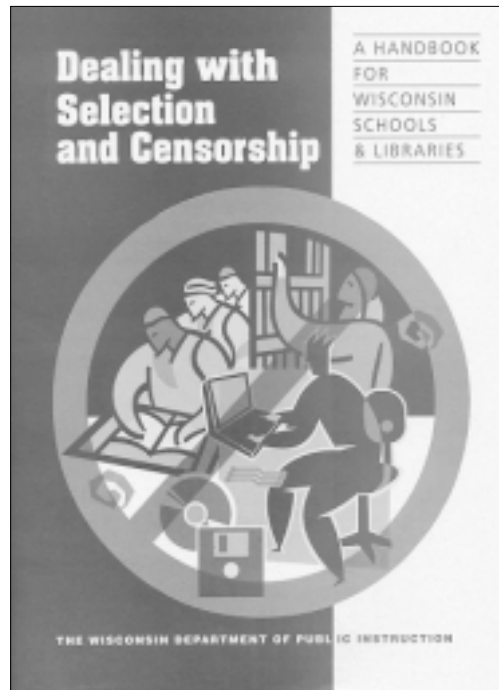
Busy librarians and library media specialists have asked how they might get the best use out of this new resource. Since it is meant as a reference tool, perusing the table of contents is a good first step. The foreword is an excellent source of statements of philosophy and principle that often are needed for policy documents. The introduction quotes the legal basis for collection development and defines the terminology used to distinguish among the various types of challenge.

Immediately useful are the outlines for developing selection, Internet use, and reconsideration policies, and the suggestions for preparing for a potential challenge, such as appointing a review committee and alerting staff to the policy and its rationale.

This revision provides an exceptional opportunity for school

Facilitating collaborative teaching with the ITL Standards Matrix, CD-ROM

by Mary Kathleen Boguszewski
Instructional Technology Consultant

The *Information and Technology Literacy Standards Matrix* and companion CD-ROM titled *Integrating Wisconsin's Information and Technology Literacy Standards into the Assessed Curricular Areas: A CD-ROM Planning Guide* are available to library media specialists and instructional technology coordinators from the Wisconsin Department of Public Instruction Publication Sales Office at (800) 243-8782 (pubsales@dpi.state.wi.us). The print and electronic resource presents various tools that will facilitate the collaborative planning efforts of instructional teams.
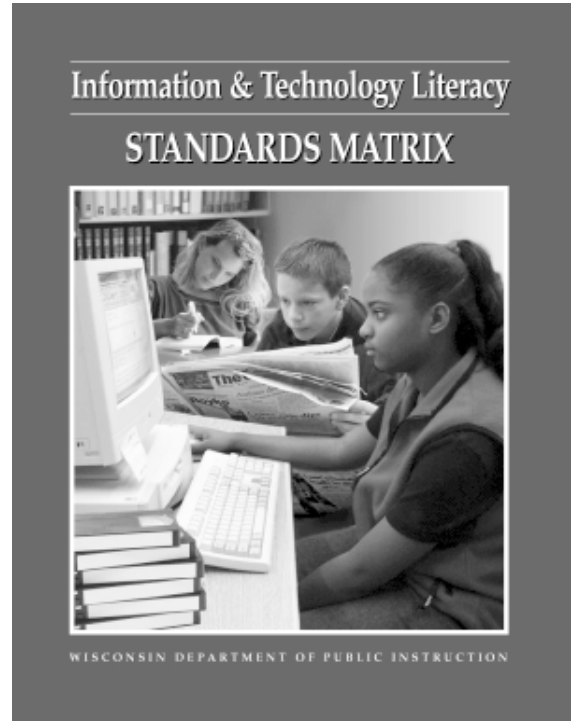
The printed document includes two different matrix models that correlate the performance standards and indicators of the four assessed content standards with the Information and Technology Literacy (ITL) Standards. A resource list that identifies relevant agencies, professional organizations, research centers, and websites also is included.

The CD-ROM planning guide includes the above documents in digital format so the information can be manipulated and tailored for individual districts' planning purposes. The following also are included.

- Curriculum Alignment Worksheets for integrating the ITL Standards into a school district's curriculum
- A Bibliography of Recent Research on the Impact of Instructional Technology on Student Achievement
- Lesson Plan Templates
- Library Media and Technology Program Activities Record
- Examples of Proficiency Standards based on the ITL Standards in the form of rubrics
- Checklist for Assessing Stages of Research in a Student Project (Grades 4-8)
- Checklist for Assessing Stages of Research in a Student Project (Grades 9-12)
- Checklist for Assessing an Electronic Presentation
- Inquiry Questions Leading to Higher Order Thinking and Research
- Rubric for Assessing Note-taking
- Student KWL (Know-What-Learn) Worksheet
- Checklist for Assessing a Student's Research Process
- Wisconsin's Model Academic Standards for English Language Arts
- Wisconsin's Model Academic Standards for Information & Technology Literacy
- Wisconsin's Model Academic Standards for Mathematics
- Wisconsin's Model Academic Standards for Science
- *Wisconsin's Model Academic Standards for Social Studies*

The CD-ROM product is designed to simplify the curriculum integration efforts and unit planning tasks of Wisconsin educators. Material on the CD-ROM can be modified to the instructional goals of the planned units. The various forms were designed as instructional aids to enable the creative energy of teachers to be focused on developing quality instructional practices.

Fall workshops are being planned for teams of educators made up of directors of instruction, library media specialists, technology coordinators, and teachers to develop collaboration skills and share the strategies for quality project-based learning and student-centered teaching that leads to critical thinking skills. The September/October Channel will have the listing of workshops available in various areas of the state. ∎
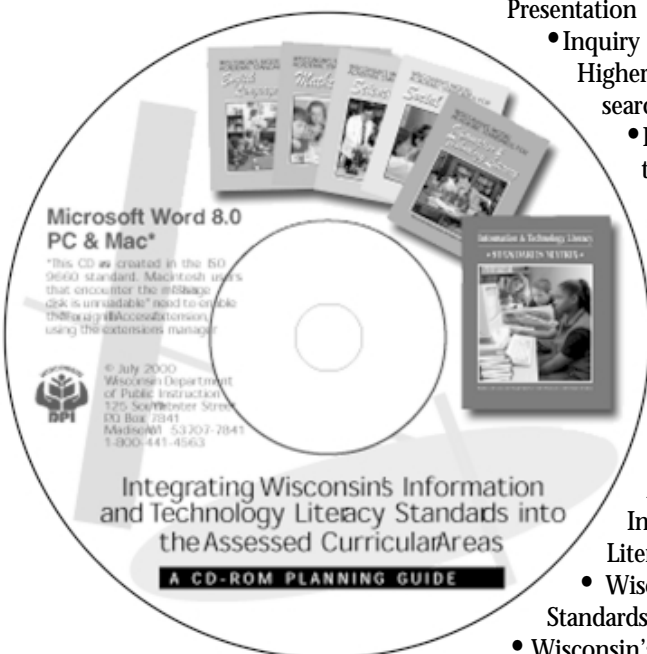
COLAND

COLAND members elect officers

The Council on Library and Network Development (COLAND) met July 14 in the Plover Branch of the Portage County Public Library to elect officers for the 2000-2001 year. Executive officers are: Phillip Sawin, chair; Eugene Neyhart, vice-chair; John Reid, secretary; and Miriam Erickson, member-at-large.

Lorie Docken of the Council of University of Wisconsin Libraries (CUWL) gave an update on this organization, which provides cooperation and coordination between all UW System Libraries. CUWL's four strategic directions are: 1) ensure that all UW libraries continue to have a common library automation management system; 2) facilitate system-wide collection access; 3) provide courier service between system libraries; and 4) encourage system-wide electronic resource access.

Representatives from UW-Stevens Point and Portage County Public Library demonstrated how they are collaborating to use the Voyager Automation System over spread spectrum wireless technology.

Wisconsin Library Association (WLA) President Barb Kelly provided an update on WLA's strategic planning and legislative activities. The Library Development and Legislative Committee (LD&L) includes members from all the WLA's divisions. Their task is to draft a legislative agenda for board approval, then work on its implementation. The LD&L currently is taking input for this agenda. It also coordinates the February Legislative Day in cooperation with WEMA.

Milt Mitchell, chair of the System and Resource Library Administrators Association of Wisconsin (SRLAAW), discussed the results of the SRLAAW Retreat in Mosinee on the future of library systems in Wisconsin. Four guiding principles were crafted: 1) statewide open access to libraries; 2) quality library service; 3) access at no cost to users; and 4) dynamic leadership and vision. Three preliminary models of library system organization consistent with the guiding principles were discussed. COLAND members voted unanimously to communicate with the committee to encourage cooperation with school and special libraries in the models.

Larry Nix, director of the Public Library Development Team at the DPI, announced the new "Certification Manual for Wisconsin Public Library Directors," which is available from the DPI. He also reported that the department would be working with the Bill and Melinda Gates Foundation to submit a state grant application that, if approved, would offer libraries computer software and training. Eligible libraries are those with 10 percent or more of their patrons at or below the poverty level.

The next COLAND meeting will be Sept. 22 at UW-Milwaukee. ❚❚

Selection & Censorship—*from page 7*

library media specialists to schedule time on the school board agenda to introduce the new handbook and to remind administrators and board members of the library's importance in the educational process. Likely topics for the discussion might include the importance of (and time commitment for) thoughtful selection practices, the curricular relevance of the library media collection, the wide range of user needs, and methods for accessing electronic resources. If conditions permit, board members could see a demonstration of the new media and observe how an Internet search differs from finding information in printed materials.

Even if no materials are ever challenged, librarians and library media specialists will need to speak or write about free access to information and answer questions. *Dealing with Selection and Censorship* provides answers to many of these questions. For example,

- Appendix A provides an updated bibliography.
- Appendix B quotes the *Wisconsin Statutes and Administrative Rules* governing the operation of school library media programs, including the requirement for a selection policy and some of the protections afforded school and public libraries.
- Appendix C reprints the *Library Bill of Rights* and other statements dealing with access to information.
- Appendix D describes how certain well-known censorship cases were resolved.
- Appendix E lists the various sources of assistance, from state and national agencies and organizations to helpful websites.

While *Dealing with Selection and Censorship* does not claim to solve all problems associated with challenges to library materials, it provides current information and helpful guidance for all persons interested in libraries and learning. To order this publication, contact the Wisconsin Department of Public Instruction Publication Sales at P.O. Box 7841, Madison, WI 53707-7841, call (800) 243-8782, or visit www.dpi.state.wi.us/dpi/dltcl/eis/pubsales/lbrary.html. The cost is $21 plus $5 shipping and handling and 5.5 percent sales tax.

For questions about the publication's contents, contact either of the following: School libraries—Richard Sorensen, DPI, at (608) 266-1924 (richard.sorensen@dpi.state.wi.us); or Public libraries—Michael Cross, DPI, at (608) 267-9225 (michael.cross@dpi.state.wi.us). ❚❚

E-rate Update

E-rate technology program enters Year 4

Editor's Note: *The DPI's Bob Bocher is a member of the American Library Association's E-rate Task Force.*

by Bob Bocher
PLD Technology Consultant

It seems like only yesterday that schools and libraries began benefiting from the E-rate, a program that is now beginning its fourth year. Below is an update on some Year 4 activities.

ALA Year 4 Recommendations

The American Library Association's E-rate Task Force submitted its Year 4 recommendations to the Schools and Libraries Division (SLD). Below are several of the major recommendations, each of which were reviewed with SLD staff at the July ALA conference in Chicago.
- Minimize paperwork requirements whenever possible; Develop EZ Forms for those with simple applications.
- Provide clear and realistic guidelines concerning the use of school lunch data. Discontinue the SLD practice of requiring libraries to verify school lunch data.
- Speed the turn around time from application deadline to final notification of award. Too many schools and libraries are still waiting for the "payoff" almost one year after submitting their applications.
- Authorize the acceptance of applications and supporting materials on disk; and then transfer information electronically to the SLD database. Provide downloadable templates on the SLD website.
- Clarify categories and their relation to, or distinctions from, other categories (e.g., for Form 470, Block 2 #7 and generally in Form 471).
- Provide a list, in advance, of all attachments and supporting documentation required for an application.
- Correct problem of entities' previous

SPIN not being applicable for the next year's filing. Currently must call CSB to "change status."
- Make online forms and paper forms more similar, especially the Form 471.
- Improve the consistency of information provided by SLD staff. Stress appropriate, professional, and courteous behavior by SLD program staff when working with applicants.

Changes to the Library Technology Plan Requirement

Another activity of the ALA Task Force has been to redefine the E-rate requirement that libraries need a technology plan. The SLD has agreed that library system technology plans can cover their own E-rate applications and any member libraries' individual E-rate applications. Since all systems must develop technology plans as per the new state legislation (1999 Act 99), the systems have indicated they plan to develop a technology plan specific enough to cover member library E-rate applications. This should provide some incentive for smaller libraries to submit E-rate applications since they will not be required to develop a separate technology plan.

DPI Collection of School Lunch Data

The percentage of E-rate discount is determined by the number of students eligible for free and reduced-price school lunch. In the past the department has not collected lunch figures from every school with a lunch program. Collection of these data are needed to accurately determine a districtwide weighted E-rate discount. Not collecting these data at the state level has forced libraries and some other applicants to get the figures from their local school district. For a variety of reasons this has proved problematic.

The DPI is in the process of developing an interactive website through which school districts can report their lunch fig-

ures for all their individual schools. This site is slated to be ready in early November. This should provide enough time for schools to enter the needed data and for libraries and other applicants to use it to complete the Year 4 form 471 submission by the mid-January 2001 deadline.

Filtering Legislation Tied to Use of E-rate

On June 30 the U.S. Senate passed H.R. 4577, the Labor, Health and Education Appropriations bill. The Senate version differs in some aspects from the House version of the bill but both include provisions requiring mandatory filtering for schools and libraries. In the Senate, Sen. John McCain's (R-AZ) amendment was passed requiring schools and libraries receiving E-rate funds to install and use technology that blocks access by minors to obscenity, child pornography, and "any other material that the school or library determines to be inappropriate for minors." Russ Feingold was one of only three senators to vote against this amendment. Another amendment that passed, authored by Sen. Rick Santorum (R-PA), gives E-rate recipients an option to either develop a comprehensive Internet use policy or provide filtering or blocking software. The House filtering provision, sponsored by Rep. Ernest Istook (R-OK), mandates that schools using Title III funds for computers or Internet access must use blocking or filtering software to prohibit minors' from accessing inappropriate content.

The House and Senate soon will begin negotiating the differences between the two bills in a conference committee. The conference will have to reconcile the filtering provisions and other differences in the two bills.

Keep Up-To-Date With Year 4 Activities

To help keep current with the latest state-related E-rate activities, visit the division's E-rate website at

Wisconsin State Law Library

WSLL offers many resources to libraries, librarians

by **Connie Von Der Heide**, Reference/Outreach Services Librarian
Wisconsin State Law Library

Have you heard of or used the Wisconsin State Law Library? Perhaps not, but even if you have, you may not be aware of the many resources and services it offers, not only to legal practitioners and judges, but also to libraries, librarians, and the public.

The Wisconsin State Law Library (WSLL) is part of the Judicial Branch. Wisconsin Statutes section 758.01 and Supreme Court Rule 82.01 state, in part, "The supreme court shall maintain a state law library for the use of officers and employes of this state, attorneys, and the public." First named the Wisconsin State Library, it is the oldest library in Wisconsin, created with the Wisconsin Territory by act of Congress in 1836.

The Library was located in various places in the State Capitol building from 1841 until last year, but the new State Law and Justice Center, currently under construction just off the Capitol Square, will be the new home of the State Law Library as well as the Wisconsin Department of Justice.

The WSLL collection, which contains approximately 150,000 volumes plus a substantial number of materials on microfilm and microfiche, has a practice-oriented focus. All primary sources of statutory, administrative, and case law for Wisconsin and the United States are available. These include the Wisconsin Statutes, Wisconsin Administrative Code and Register, and opinions and rules of the Supreme Court and Court of Appeals of Wisconsin; and the United States Code, Code of Federal Regulations and Federal Register, and opinions and rules of the United States Supreme Court and lower federal courts.

Special Wisconsin materials include Briefs & Appendices for all Wisconsin Supreme Court and Court of Appeals cases; opinions of the Wisconsin Attorney General; a complete set of replaced pages of the Wisconsin Administrative Code; legislative drafting records from 1927 to the present; selected decisions of state administrative agencies such as the Wisconsin Employment Relations Commission, Labor & Industry Review Commission and Personnel Commission; and Wisconsin Jury Instructions, including superseded versions. WSLL also has statutes, case reporters and court rules for all 50 states, Puerto Rico and the Virgin Islands. The Treatise collection includes significant monographic works and looseleaf services in all areas of legal practice; State Bar of Wisconsin and UW Continuing Legal Education materials; and over 400 titles focusing on legal careers, professional development, law office management and trial practice, of special interest to new and aspiring attorneys and purchased with funds donated by the Young Lawyers Division of the State Bar of Wisconsin. The Periodicals collection contains over 650 subscriptions, including law reviews from ABA-accredited law schools, bar association journals and other law-related titles. WSLL is a selective depository library for U.S. Government Documents, concentrating on congressional committee reports, federal agency reports and administrative decisions. The Wisconsin State Law Library is staffed by 15 people, including eight librarians and seven library associates/assistants.

In mid-1996 the State Law Library entered into contract with Milwaukee County and began operating their county law library, now called the Milwaukee Legal Resource Center (MLRC), located in the Courthouse. It contains approximately 9,500 volumes. Under a similar contract with Dane County, the State Law Library began operating the Dane County Law Library (DCLL) in early 1999. It is located in the City-County Building in Madison and contains about 6,400 volumes. Each library is staffed by one librarian and one library assistant. In addition to running the libraries, they maintain the legal collections in the courtrooms and judges' chambers in the Milwaukee and Dane County Circuit Courts by delivering new items and filing supplements into existing materials. Both MLRC and DCLL distribute selected legal forms for self-represented litigants, primarily in the area of divorce.

The State Law Library offers a variety of services to help users access the legal information they need. While reference staff are not attorneys and

E-rate update—*from page 10*

www.dpi.state.wi.us/dltcl/pld/erate.html. The division also has a statewide E-rate e-mail discussion list called "WIERATE." The list will be used by DPI and TEACH Wisconsin staff members to keep the state's school and library communities informed about E-rate issues and activities. List members also can use the list to discuss E-rate related issues. This list is targeted at the state's K-12 schools and public libraries, but it is open to anyone with an interest in E-rate issues.

To subscribe to WIERATE, **s**end an e-mail message to majordomo@calypso.dpi.state.wi.us. In the body of the message enter only the following text: subscribe wierate. Then send the e-mail. You will receive a return e-mail message asking you to send a confirmation message. Once the confirmation message is sent, your e-mail will be added to the WIERATE list. To send a message to the list, address it to: wierate@calypso.dpi.state.wi.us. ∎

WISCAT

Move of WISCAT production servers means shorter response times

by **Mary Clark**, Head
Resource Sharing Technology

The production servers that run WIS-CAT—Wisconsin's statewide library catalog—have been housed in Williamsport, PA, at the offices of Brodart, the database vendor. That will change soon when the servers are moved to the UW-Madison and made part of the WISCNET network. This move should mean faster response time for all WISCAT users in Wisconsin.

Currently, WISCAT users connect to two separate servers in Pennsylvania. These servers are designed to balance the load and handle traffic generated from either the web catalog or from the Interim Client. Another server handles all of the traffic created by the QuILL ILL Module.

The WISCAT staff receives a detailed report of WISCAT usage on the Brodart web server to help them monitor usage of the WISCAT servers. The last report, which covers the month of April 2000, included many revealing statistics:

This move should mean faster response time for all WISCAT users in Wisconsin.

• WISCAT on the Web received 885,960 visits during the month of April 2000—On average, this would mean approximately 29,532 hits per day, or 1,230 hits per hour! This figure includes only those users who are searching the web version of WISCAT.

It does not include any libraries using either the WISCAT Interim Client or the QuILL ILL Module. We do not have exact statistics for these Client programs yet, but we can estimate that once in full swing, the traffic from the various WISCAT Clients will impact server functions even more.

• WISCAT on the Web is used every day—The average number of hits to WISCAT per day on weekdays is 37,488, with the most active day of the week being Tuesday. The average number of hits per day drops off a little on the weekend (Saturday and Sunday). Still, an average of 27,238 hits per day are received on the weekend. April 23, Easter Sunday, was WISCAT's least active day in April. But even on that day, the sites received 5,799 visits, which is no surprise to WISCAT staff. Earlier statistics have revealed that WISCAT is searched every day of the year, including Thanksgiving, Christmas, and New Year's Eve.

• The average visit to the WISCAT site lasted 11 minutes, 53 seconds—This indicates that people are not getting to the WISCAT site by accident and then leaving. Hopefully, they are searching the database for those 11 minutes and finding something they need.

• WISCAT is being used both in and outside of Wisconsin—Of course, most of the WISCAT web traffic is coming from within the state, and Wisconsin libraries report continued reliance on the web version of WISCAT. However, it is interesting to note that the WISCAT site received visits from many other states and other countries as well. WISCAT on the web has been visited by individuals all over the world, including Canada,

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WISCAT database improvements underway

The Division for Libraries, Technology, and Community Learning, Reference and Loan Library has been working with Brodart Automation on several new products. The purpose of this development has been to provide improved client software for interlibrary loan and library holdings update and to increase the frequency of updating the WISCAT database. The Reference and Loan Library has been conducting functional and performance tests on the following products over the last six months:

• new database structure which allows searching of WISCAT as a single database;
• new web interface;
• updated interlibrary loan client software; and
• interactive library holdings update client software

After extensive testing, the Reference and Loan Library and Brodart staff have mutually determined that some of these products do not meet the necessary operational standards for use in Wisconsin. Both organizations have worked out a plan that we believe will meet the purposes described above. Beginning in a September/October time frame the following products will be provided.

WISCAT on the Web (updated more frequently)—The current WISCAT Web interface will continue to be used. New titles will be added monthly. The entire database will be reprocessed and reloaded to the server twice a year, instead of the current once per year. At each semi-annual reprocessing all new holdings will be added, deletions will be processed, and title consolidation and authority work will be accomplished. It will be possible to tapeload records, and add GPO and serials union list updates. Extractions for libraries will continue to be made four times per year.

Datbase–*from page 12*

Interlibrary Loan Client/Quill–The new database structure, which allows searching of WISCAT as a single database, has been in use by interlibrary loan staff since November 1999 and will continue in use. Staff can create interlibrary loan requests for use with the QuILL local site and processing center. This database will be updated monthly with new titles and quarterly with new holdings. New interlibrary loan client and QuILL software will be issued as an upgrade to all users.

Holdings Update Client–The existing holdings update client (interim client) will continue to be used. The proposed interactive holdings update client will not be released. Testing of functional features for this product were successful, but Reference and Loan Library and Brodart staff have concluded that the performance of this product is not satisfactory for the level of use anticipated in Wisconsin. New holdings update client software will be released to work with the WISCAT Web database updated monthly.

There will not be any increased costs for the more frequent updating. The Division has paid and will continue to pay Brodart for the ongoing maintenance of the database, the current WISCAT Web interface, and the QuILL processing center at the same level as in the past. Librar-ies have paid and will need to continue to pay for the interim client, which has been in use since 1998. Brodart has borne the cost of the development of Windows client software and the new Web interface that are not being released.

The details of these plans will be discussed in more depth with the Library Information Technology Advisory Committee beginning with its September meeting. In addition, the advisory committee will be reviewing and updating the technology plan and vision and discussing the best methods to implement the various components of the plan. Examples of programs that will be reviewed include BadgerLink, linked system project, WISCAT, Z39.50 and ISO standards implementation, interlibrary loan, electronic collections, and digitization of library materials. One or more subcommittees will be appointed to look at specific issues related to these programs and help develop technical requirements.

For more information, contact Sally Drew at (608) 224-6161 (sally.drew@dpi.state.wi.us) or Mary Clark at (608) 224-6179 (mary.clark@dpi.state.wi.us). ∎

WISCAT production servers–*from page 12*

United Kingdom, Germany, Japan, Greece, Mexico, Italy, Israel, the Russian Federation, Turkey, the Czech Republic, and Malaysia.

The report from Brodart includes information about which users visited the site most frequently. Of the top-10 users, eight of them had IP addresses that are part of the WISCNET pool of IP addresses.

When the WISCAT servers are successfully settled in at WISCNET, all Wisconsin users should notice a considerable improvement in performance, but WISCNET users will experience the most benefit. Any traffic coming from institutions using WISCNET as their service provider will not even need to leave the WISCNET network to search WISCAT on the web, allowing for faster response time. Of course, the users in the Czech Republic won't benefit much from this move.

The statistics from this web report confirm the need for 24-hour/7-day per week technical support of the WISCAT web catalog, which will be facilitated by moving the servers to Wisconsin. WISCNET has hardware support technicians on hand at all times. In addition, a WISCAT staff person will be on call at all times to address identified software and application problems on the servers as well. ∎

WSLL services–*from page 11*

therefore cannot give legal advice, they help users navigate a wide variety of legal information sources in print and electronic formats, suggest additional or other resources, and make referrals to other agencies that may have the sought-after information. Reference service is provided in person and by phone, fax, and e-mail to anyone who inquires. Non-law librarians are especially encouraged to either call for assistance in answering legal reference questions when needed, or to refer their patrons directly to WSLL. Document delivery service provides copies of requested materials via fax or mail for a minimal fee. Library staff can perform fee-based computerized legal research using *Westlaw™* and *LEXIS-NEXIS™*. Officers and employees of the state and attorneys may borrow materials directly from any of the three libraries, and circulation by mail is available to attorneys licensed to practice in Wisconsin. WSLL is an OCLC cataloging and interlibrary loan participant, and holdings information is available on WISCAT. Library orientation sessions and tours may be scheduled, and library staff have developed a workshop on how to use Wisconsin legal information resources in print and electronic format, which has been presented to non-law librarians in several library systems throughout the state.

The State Law Library website (http://wsll.state.wi.us) offers access to a variety of primary and secondary legal information, grouped into six broad categories: Wisconsin Law, Federal & State Government Resources, Law Reviews & Newspapers, Self-Help Guides, Directories & Reference Tools, and Law Search Tools.

For information, please see the State Law Library website, write, call or fax: Wisconsin State Law Library, 1 E. Main St., 2nd Floor (53703), P.O. Box 7881 (53707-7881), Madison, Wisconsin. Toll-free (800) 322-9755, or in Madison (608) 266-1600; reference (608) 267-9696; fax (608) 267-2319. Milwaukee Legal Resource Center, Courthouse Room 307A, 901 N. 9th St., Milwaukee, WI 53233; (414) 278-4900. Dane County Law Library, 210 Martin Luther King, Jr. Blvd., Room 315, Madison, WI 53703; (608) 266-6316. ∎

Wisconsin depository libraries contribute to Library of Congress

by Loretta Harmatuck, Government Services Reference and Loan Library

A recent visitor from the Library of Congress (LC) expressed appreciation for the many documents that Wisconsin sends the Library of Congress through the depository program. The Library of Congress is one of two national depository libraries that receive documents as part of the Wisconsin Document Depository Program. The other national depository library is the Council for State Governments in Lexington, Kentucky.

Richard Yarnall, Senior Acquisitions Librarian, Government Services Section, Library of Congress, met in June with documents librarians from the three state-level depository libraries at the Wisconsin Reference and Loan Library. As one of three LC staff members who travel once a year to visit states to establish contacts and answer questions, he reviews documents from 10 states and decides what to keep for the LC's collections.

Yarnall explained that the Library of Congress acquires current publications issued by the states for purposes of building and maintaining a research level collection. The Library retains all administrative reports (including decisions and regulations), statistical reports, legislative hearings, planning and policy statements, and other substantive publications of state and interstate offices and agencies. The Library retains individual publications when such publications contain important information on current events or provide a state perspective on issues that are of national importance and of particular interest to Congress and to the federal government in general. Documents on clinical medicine are not collected, but are sent to the National Library of Medicine. Documents in the area of technical agriculture are sent to the National Library of Agriculture.

The Library of Congress has noticed a drop in the number of maps received from states. The Geography and Maps Division has established direct ties with the geological survey office in states and with state departments of transportation in an effort to obtain more maps.

While the LC does have a small acquisitions budget, Yarnall said the library does purchase publications on local genealogy. He encouraged anyone who has privately published a family genealogy or local history to send a copy to him.

It costs approximately $100 to $150 to bind, catalog and process a monograph for the Library of Congress' collections, and all state documents are put into a hard library binding. A guide for keeping a document is that it's roughly 20 pages or more in length. However, if a report covers a statewide perspective it would be kept even if it were only four page.

The LC puts one copy of a state document into its permanent collection, and if a second copy is received it is sent to the Congressional Research Service. The Congressional Research Service is particularly interested in state documents on public policy issues and legislation. The library also selectively acquires and retains for its permanent collections current official publications of American Indian and Alaska native tribal governments that are federally recognized.

Before weeding long runs of state documents serials such as annual reports or documents on topics of historical value, librarians should contact the LC, which will send postage-paid mailing labels to encourage libraries to send them weeded materials of historical value.

The group discussed the growing trend of state agencies publishing their documents on the Internet without publishing them in paper, a likely reason for a decrease in the number of documents distributed through the Wisconsin Document Depository Program in recent months. In calendar year 1998 2,280 document titles were distributed via the depository program. In calendar year 1999, 1,688 document titles were distributed via the depository program. This was a decrease of 592 document titles in one year, following a pattern of steady increase in the number of documents distributed during the previous four years. This raises concerns about whether citizens in Wisconsin have access to state documents that are available only via the Internet. Other questions include:

- How long will these documents be available on the Web?
- Are these electronic documents being archived?
- Will they be available to people in one year; 10 years; or 100 years?

The Library of Congress preserves documents in paper and microfiche and doesn't consider an electronic format to be of acceptable archival quality.

Catalogers at the State Historical Society Library add URLs to cataloged WISCAT records that go into WISCAT. Staff at the Wisconsin Document Depository Program began adding URL addresses for state documents available on the Internet in the March 1999 shipping list. From March through December 1999 URL addresses were included in the depository shipping lists for 332 document titles. From January through May 2000, 232 URLs have been included for document titles in the depository shipping lists. The URLs are addresses for state documents that are distributed to the Wisconsin depository libraries in paper, but are also available electronically on the Internet. The URL address provides a hot link directly from the WDDP shipping list to the individual electronic state document. The shipping lists are available on the Internet at www.dpi.state.wi.us/dpi/dltcl/rll/indship.html. URL addresses for state documents that appear only in electronic format are not included in the depository shipping lists.

The DLTCL, together with other libraries and state agencies, is working on the development of a Government Information Locator System (GILS) to help people find state information on the web. The Department of Administration (DOA) has established a search engine on the DOA Badger website (www.state.wi.us). Users can enter searches against all Wisconsin State government web pages. ∎

LLAW Update

Law Librarians Association serves legal library staffs

by Richard Hendricks
LLAW Past President

Established as a nonprofit professional organization to meet the educational, informational, and social needs of a diverse group of librarians and library workers affiliated with legal institutions across the state, the Law Librarians Association of Wisconsin (LLAW) became a chapter of its parent organization, the American Association of Law Libraries (AALL), in 1982.

Indicative of our diversity, the current 100 members represent private law firm, corporate, academic, county, state, and federal librarians, as well as support staff, vendor representatives, former LLAW members living in other states, students, and retired members. The largest percentage of our membership, however, comes primarily from the Madison and Milwaukee metro areas, the two largest concentrations of state legal activities.

The association's primary purposes are to:
• promote librarianship generally;
• develop and promote the usefulness of law libraries;
• develop the skills of our many law library users;
• cultivate professionalism in law librarianship;
• foster a cooperative spirit among members and the wider legal and library community;
• provide a forum for the exchange of ideas on legal or other information resources across the state

Some of the many services offered by LLAW are:
• quarterly membership meetings on diverse topics, ranging from educational to professional development to inspirational to entertainment to personal;
• the quarterly LLAW Newsletter, filled with association activities and functions, book reviews, conference reviews, annotated bibliographies, news, and other related materials;
• a Membership Directory to facilitate communication between members;
• grants to members to attend national and local conferences;
• a liaison with each of the state's library and information studies programs to encourage consideration of law librarianship as an exciting and interesting career choice;
• a website (www.aallnet.org/chapter/llaw/) for association documents, news, officers, and other contact information, as well as our newly created links for consumer-related legal research;
• llaw@aall.wuacc.edu, our open e-mail discussion list;

• partnering with the State Bar of Wisconsin to provide technical training and support and to teach research skills at the Bar's summer and winter conventions, as well as at Bar-sponsored Internet Legal Research Continuing Legal Education seminars;
• multiple LLAW publications, including *Wisconsin Practice Materials: a Selective Annotated Bibliography* (1999), *Union List of Loose-Leaf Services in Selected Wisconsin Law Libraries* (1991), and *Introduction to Legal Materials : a Manual for Non-Law Librarians in Wisconsin* (1989);
• hosting of a regional multi-state law librarians conference in 1998, and continued association and programmatic work both at the national and regional levels by many members; and
• legal research assistance and training for the general public, and for public and other librarians across the state through institution-sponsored or conference sessions.

LLAW is always looking to increase membership and encourages anyone with an interest to apply. Collaboration with other groups on mutually beneficial projects is another focus of LLAW, which has a tradition of bringing new initiatives for the benefit of its members, feeling that its membership is its greatest strength. Only with strong members will LLAW be able to meet the many new challenges awaiting law librarians and the legal profession.

Additional information can be found on the LLAW website, including officers and committee chairs, membership forms, consumer links, a sample newsletter, and directions to subscribe to the e-mail discussion list.

For more information, contact any board member/officer or current LLAW President Patricia Ellingson at Northwestern Mutual Life, 720 East Wisconsin Avenue, Milwaukee, WI 53202; (414) 299-2422 (patriciaellingson@northwesternmutual.com). ■

2000

Sept. 12	System and Resource Library Interlibrary Loan Staff Annual Meeting, Madison
Sept. 22	Council on Library and Network Development, UW-Milwaukee
Oct. 10-12	Governor's Wisconsin Educational Technology Conference, Madison
Oct. 13-14	"Talking Books, Making Connections. Marquette University Children's Literacy Conference.
Oct. 31-Nov. 4	Wisconsin Library Association Annual Conference
Nov. 9-10	Library Services and Technology Act Advisory Committee Meeting
Nov. 10	Council on Library and Network Development, Madison

For more details about specific meetings, see the WISDOM calendar at
www.dpi.state.wi.us/dpi/dltcl/pld/wisdom.html.

Around Wisconsin

People

Beth Arneson, the former media specialist at Bloomer Middle School, is now the associate II in information/reference and the home delivery coordinator at L.E. Phillips Memorial Library in Eau Claire. **Jeff Burns** has joined the staff as the electronic resources facilitator.

John Carlson is the new Special Librarian at the UW-Madison Center for Demography and Ecology Library. He replaces **Wendy Brand**.

John Hanson is the new director of the U.S.S. Liberty Memorial Public Library in Grafton. He previously served as the reference librarian at the Wauwatosa Public Library.

Lori Johnston is the new children's librarian at the Barron Public Library.

Kasha Kerwin recently was named manager of the new Weyers-Hilliard Branch of the Brown County Library (BCL). She previously worked at the Ashwaubenon Branch. **Eileen Below** moved from the Southwest Green Bay Branch to the position of Ashwaubenon Branch manager. **Sandy Kallunki**, who previously was the BCL central adult programming coordinator, is the new manager of the Southwest Green Bay branch.

Joyce Koller retired the end of June from her position as assistant librarian at Ellsworth Public Library. She was replaced by **Melanie Vogel**, formerly the children's librarian. The new children's librarians are **Denise Paulson** and **Pam Pazdernick**.

Lisa Ludwig is the new director at the Colfax Public Library.

Susan F. Olson is the new middle school/high school media specialist for the Colfax School District, replacing **Donna Higbie** who retired. Olson previously served as the media specialist at the CESA 10 IMC.

Susan Price is the new children's librarian at the Cadott Community Library.

Rob Reid, the youth services coordinator for the Indianhead Federated Library System, retired the middle of August.

Places

The **Hazel Mackin Community Library** in Roberts celebrated its 25th anniversary June 3. Included were re-enactments of scenes from the American Civil Ward and a slide presentation of the 1975 Roberts Centennial Celebration.

As of April 18, **Mazinaigan Waakaaigan** (book house), the Red Cliff Library, was newly established as a public library and a member of the Northern Waters Library Service.

Awards

The **Elmwood Public Library** recently received a LIBRI Foundation grant of $1,050 worth of children's books for their collection.

The **Altoona Public Library** recently received a $1,500 grant from the Governor's Office for Literacy and Lifelong Learning. The grant money will be used to provide a half-day storytelling workshop for Altoona day-care providers and to assemble 10 rotating kits of big books and puppets available for checkout to area day-care centers. ∎

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