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October 2005

PRESIDENT'S MESSAGE

Dear Colleagues,

Even with the additional 6 months I've served due to the change in the election cycle, my term as Chapter President has flown by. This issue of SLATE contains the Report of the Nominating Committee on the new candidates which we will vote on at our Annual Business Meeting. I want to thank those who have agreed to serve and to encourage everyone to consider accepting a place on the Board.

This year, the Board restructured the list of Chapter Officers and their duties. (Please see the Practices Manual on our web site at: <http://www.sla.org/chapter/cstl/>) We have restructured several positions so that the Officers will now function as Committee Chairs. We did this for the following reasons: to put positions in a more logical hierarchy, to facilitate delegation of duties, to increase member involvement, to allow for greater coordination, and to avoid duplication of effort. By emphasizing that these are collaborative efforts, we hope to share the work and to provide oversight on the larger tasks. When our new officers call on you after the first of the year to serve on a committee, please consider helping the Chapter. If you have an area that you are interested in (Membership, Programming, Student Relations, etc.), please consider contacting the appropriate officer to volunteer. We are hoping that the new structure will prove the cliché of "Many hands make light work."

In addition to restructuring the Board, the Chapter has been busy this year-and-a-half. Marianne and her committee continued to provide excellent programs. We began a Mentoring Program which has matched several pairs of mentors and mentees. We have continued to offer our Unemployment Benefit. We developed a new Chapter Brochure. We formed a Student Liaison Committee which attended the UM Library School receptions and identified ways to increase student involvement. While reaching out to the students, we also honored our long-time members. We have also reached out to other Chapters this year. I was able to visit the Heart of America Chapter in Kansas City for their Annual Business Meeting and several members participated in the first Mid-West Chapter Reception in Toronto.

I am looking forward to serving as Past President and helping the new slate of Officers.

Chris Tighe, President

Officers

President	Chris Tighe
President-Elect	Marianne Cavanaugh
Past President	Erin Lanham
Treasurer	Ann Lauenstein
Secretary	Katrina Stierholz
Director-at-large	Karen Goddard
Member-at-large	Susan Baerwald

Committee Chairs

Archives	Bryan Young
Awards	Judy Harris
Business Manager	Valerie Rohrbaugh
Discussion List	Gail Hoef
Diversity	Stephanie Tolson
Employment	Linda Recklein
Government Relations	Barbara Rehkop
Hospitality	Rosie Weiss
Information Technology	Patrick Hendershot
Membership	Susan von Schrader
Professional Development	Kristin Schieffer
Programs	Marianne Cavanaugh
Public Relations	Mary Anne Walton
SLATE Editor	Joe Katrosh
Strategic Planning	Bryan Young
Webmaster	Patrick Hendershot

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How to Cook a Book by Chris Tighe

When two of our court staff came to our Court Community Outreach Committee with the idea to put together a cookbook as a fundraiser, I jumped at the chance to work on the project. It was a great way to work with people in the court with whom I have little contact (especially since they both worked for our Chief Judge). It was also a great opportunity to show what librarians can do: organizing materials, compiling indexes, creating graphics, etc. I joined a committee with Nancy Rosenstengel, one of our law clerks, and JoAnn Holdener, Judicial Assistant to Chief Judge G. Patrick Murphy. I would recommend taking on a cookbook project, but here are some tips that I learned.

Our first task was to decide who we would solicit recipes from. Because the Courthouse and adjunct Federal Building contain multiple agencies, we talked briefly about what internal groups we wanted to solicit recipes from in our initial email. We sent the email out to the District Court, Bankruptcy Court and Probation offices in both East St. Louis and Benton, Illinois. We also added the U.S. Marshals and the Court Security Officers. This was a manageable number of people to work with.

You will need to standardize measurements, abbreviations and conventions (tsp. for teaspoon [*not* t.], what will be capitalized and what will not, how you will show fractions, etc.). You will also need to decide on a font style and font size.

I created a recipe template in WordPerfect and emailed it out, asking people to fill out the template and email the recipes back to Nancy, JoAnn or me. There are templates for recipe cards and cookbooks available on the Internet, but I wanted to do my own. Even with a template, many people either didn't follow it correctly, or they just didn't use it and emailed the recipe back as text, or they just gave us the recipes in print, so a lot of time was spent putting them into the template correctly. People gave us pages out of magazines or cookbooks, so you need to be prepared for that, and have a policy ready.

Looking back, we should have set up the standards for measurements, abbreviations, capitalization and fonts before we sent out the template so that we could have given everyone a template and a set of guidelines and included a sample. We spent a lot of time going through each recipe to standardize amounts, abbreviations, capitalizations and fonts.

We sent out several reminders before we started getting recipes in and since Nancy works for the Chief Judge, I let her badger the judges and clerks. We ended up with recipes from every chamber and department.

We had IT set up a shared directory and I made folders for each category (appetizers, soups, etc.), including one for graphics and cover art, so that as we received recipes, we could put them straight into folders. I also

made a folder in my email for recipes so that I could save the originals, which turned out to be a good idea as it became confusing with three of us putting recipes into the folders. We later had to double-check them against the originals to see if any had been missed in the folders. It would have been easier if everyone had saved the originals.

I did all the graphics: for the cover, the chapter headings, the order forms, and the small clipart graphics separating each recipe from its neighbors.

We went to several places to get quotes on printing. Kinko's was outrageous. I found HiTech Copies at Big Bend and Forest Park Parkway to be reasonable and helpful. You also have to decide on many printing issues: paper color, paper stock, binding, whether the chapter heading pages should be printed on a different color paper or be tabbed, etc. If your organization has a tax-exempt letter, that would also help with the price.

When it was nearly finished, I printed off several sample copies and labeled each of them "draft." I created order forms. I put the order forms and the draft copies in various locations where people gather and also in the library. We also sent out order forms by email with a message telling people that samples were available and asking them to check their own recipes. People could see that it was an actual book with a substantial number of recipes that they would use, and they also had the opportunity to look at their recipes in print and make any corrections or additions. We did catch

some typos that we had missed that way. I also put a notice and a few sample pages on our internal website. We had 100 orders resulting just from that one email and putting out the samples. We had 150 copies printed and we eventually printed another 150 copies.

Four of us proofread it several times and there are probably still mistakes. You have to check each recipe to see if it makes sense, double-check to see if ingredients listed in the recipe are in the ingredients section and vice versa. In addition to the routine spelling and grammar checking, you have to be sure that the formatting is consistent. You also need to check that the standards for measurements that you set up are consistently followed in each recipe. You will need to go back to people to clarify and verify the recipes. We did not try to make any of the recipes.

We have raised almost \$2,500.00 for our Community Outreach Committee, which we put into projects to help people in East St. Louis and southern Illinois. (Let me know if you want one; we still are selling them at \$15.00 each.) Doing the cookbook was a good chance to show people in the Court, and especially in the Chief Judge's chambers, that I could do a project that included graphics, indexing, Tables of Contents and that I could coordinate with other people, so I think that it was a very positive thing for library PR. It was also a good way to get into judicial chambers and interact with people in many areas of the Court where I ordinarily have little contact.

Chapter Program Preview

**By Marianne Cavanaugh,
Chapter President-Elect**

****** Please note that all dates are tentative ******

If anyone has comments or concerns on programming (restaurants, speakers, the annual awards banquet, etc.) please feel free to contact me at:

Marianne.Cavanaugh@slam.org

November 4, 2005

Professional Development Seminar

"Structuring and Delivering Content: Maximizing End-User Satisfaction."

Location: Saint Louis Art Museum Friends Room.

Time: 3:30-5:00 pm (this is a replay of the live broadcast).

Please consider joining us after the seminar. The Museum has special events on Fridays and the Special Ex is Free.

Cost: Free for members, \$15 non-members, \$10 for student non-members.

December 7, 2005

Professional Development Seminar

"Copyright for the Corporate Librarian."

Location: TBA.

Time: 1:30 pm (live broadcast).

Cost: Free for members, \$15 non-members, \$10 for student non-members.

December 8, 2005

"Holiday Happening and Election."

Location: Anheuser-Busch.

Last, but certainly not least, mark your calendars for our annual Holiday Happening. It is scheduled for Thursday, December 8 at the Headquarters of Anheuser-Busch. Besides the great location, wonderful food, and scintillating company, now there is another reason to come to the Holiday Party: the election of our officers. Because of the change in our Chapter's organizational year to January through December, the Holiday Happening also will be the annual election of our Chapter officers.

Recent Chapter Events

by Marianne Cavanaugh,
Chapter President-Elect

Libraries and Information Technology Departments: A Partnership that Works.

Thursday, September 29, 2005.

Harry's Downtown.

On September 29, we hosted a panel discussion, "Libraries and Information Technology Departments: A Partnership that Works." There was a lively exchange of experiences and ideas. It was held at Harry's Downtown during lunch. This was the first lunch program that the chapter has hosted in several years, with 32 attendees, including the panel.

Career Networking Reception.

Tuesday, October 18, 2005.

Washington University's West Campus Conference Center.

On October 18, we hosted our first Career Networking Reception at Washington University's West Campus Conference Center. This is the first time we have held a program specifically targeted at library school students and new professionals. It is also a first for collaboration because we not only co-hosted with the School of Library and Information Science at the University of Missouri, Columbia, but we also had panelists and resume reviewers from the St. Louis chapters of the Medical Library Association and the American Association of Law Libraries. Hosts, participants and attendees totaled 50 people.

New Members (Jul.-Oct. 2005)

by Susan von Schrader

Let's give a hearty welcome to the following new members of the St. Louis Metro Area Chapter!

Jaimi Dowdell

St. Louis Post-Dispatch, New Research

Renee Gorrell

Barnes-Jewish College of Nursing, Health Library

Mirga Rimavicius

NGA

Karen Robinson

Univ. of Missouri-St. Louis and Univ. of Missouri-Columbia

ANNOUNCEMENT

Report of the Chapter Nominating Committee October 2005

The following Chapter Members have accepted nominations:

Secretary	Katrina Stierholz
Treasurer	Renee Gorell
Business Manager	Susan Baerwald
Membership Chair	Kristin Schieffer

No one has accepted nomination to the following office:

President-Elect

Any Chapter Member interested in the office of President-Elect should contact the Chair of the Nominating Committee, Sally Crowley.



Thank You

I want to thank all of the officers who stayed on for an additional six months commitment, especially members of the Executive Board. I'd also like to thank the Nominating Committee, Sally Crowley, Leah Holler and Jean Coffman, for all the time and effort that they put into finding new candidates.

Chris

Holiday time at the world-famous Anheuser-Busch brewery. The historic clock tower welcomes visitors to the brewhouse.



Librarians in the Movies

The three stills below are from movies featuring characters who were librarians. Can you name the movies? Answers in the next issue (or by request).

