

Legal Information Management

Journal of the British and Irish Association of Law Librarians

Editor

Christine Miskin, LLB. Dip.Lib., MCLIP, The High Hall, St. Stephen's Rd, Steeton, W. Yorks BD20 62B. Tel: 01535 657060 Fax: 01535 658442
E-mail christine.miskin@infoengineers.com

Editorial Board

Michelle Çelik, B.A. MCLIP, Middleton Potts, London
Jonathan Gordon-Till, B.Sc., FCLIP, Aon Consulting, Harrow (Chair)
Kate Hodgson, B.Sc., Dip.Lib., MCLIP. CMS Cameron McKenna, London
Cathie Jackson, B.Sc. (Econ), M.Sc., PGCE (FE/HE), Cardiff University (Book review editor)
Caroline Mosley, B.A. Freelance Information Consultant, Birmingham
Gillian Sands, B.A. M.Sc., MCLIP, Institute of Advanced Legal Studies (Current awareness editor)
Phil Stant, B.A. Cert.Ed. (FE/HE), Faculty Librarian, Law and Social Sciences, University of Central England in Birmingham
Jennie Yeomans, B.A., MCLIP, Freelance information consultant, Tunbridge Wells (Deputy chair)

Subscriptions

Sweet & Maxwell Ltd., The Hatchery, Hall Bank Lane, Mytholmroyd, Hebden Bridge, W. Yorks, HX7 5HQ.

Back issues

William S. Hein & Co Inc, 1285 Main Street, Buffalo, New York 14209, USA

The journal is published quarterly in March, June, September and December. It is indexed in *Current Law Index*, *Legal Information Management Index*, *Legal Journals Index*, *Legal Resource Index*, *Library and Information Science Abstracts and Library Literature*.

Current issues are available from the Editor at cover cost plus postage and packing. Advertising rates are available from the Editor. Individual issues for 1997/2002 cost £15.00.

Books for review should be sent to the Reviews Editor.

The closing dates for copy and notes on the preparation of manuscripts and the use of references are available from the Editor.

BIALL Web page: www.biall.org.uk

British and Irish Association of Law Librarians

President

Barbara Tearle

Vice President

Sally Phillips

Council

Chair

Valerie Stevenson, Faculty Information Consultant, Social Sciences and Law, University of Aberdeen AB24 3UE

Immediate Past Chair

John Furlong, Matheson Ormsby Prentice, 30 Herbert St, Dublin 2

Vice Chair

Victoria Jannetta, Charles Russell, 8-10 Fetter Lane, London EC4A IRS

Hon. Secretary

Catherine McArdle, Lincoln's Inn Library, London WC2A 3TN

Hon. Treasurer

Alden Bowers, Flat 2, 97, Crouch Hill, London N8 9EG

Elected Members

David Byrne, BT Group Legal, London
Mark Field, CILIP, London
Hazel Hewison, Oxford Institute of Legal Practice, Oxford
Judith Lowe, Eversheds, Newcastle Upon Tyne

Administrator

Susan Frost, B.A. (Hons), MCLIP, 26 Myton Crescent, Warwick CV34 6QA. Tel/Fax: 01926 491717

The British and Irish Association of Law Librarians was founded in 1969 to promote the better administration and exploitation of law libraries and legal information units.

Full membership is open to persons and institutions engaged in the provision or exploitation of legal literature. Associate membership is open to individuals and institutions not so engaged, but who support the aims of the Association. Members are entitled to participate in Association activities, about which they are automatically notified.

Further information and membership application forms may be obtained from the Administrator at the above address.

Subscription rates 1/4/2003 - 31/3/2004

Personal Members:	£59
Institutional Members:	£95
Retired and Unemployed Members:	£15
Student Members:	£15

tfpl - more than just recruitment

In addition to helping our clients in the legal sector recruit knowledge, know how, information or records management roles, we also regularly help them address business issues - for example:

- Advising on how to mitigate risk through effective information management
- Re-focussing the roles of PSLs through facilitated workshops and reviewing core competencies
- Library and information supply reviews to better align services to business needs
- Achieving effective culture change through Interim Management
- Implementing projects using information or records teams provided on an outsourced basis
- Developing knowledge strategies with TFPL advisors
- Identifying knowledge assets, flows and needs through knowledge audits
- Developing practical taxonomies and aligning to industry standards
- Assisting with the implementation of EDRM systems, Portals, etc.
- Competitive intelligence recruiting
- Organising and hosting leadership forum for senior information and knowledge managers in law firms

For more information contact: central@tfpl.com



information management positions

Central Information Officer £28-30k

An information officer is required by an international law firm to act as the central point for a variety of research enquiries. Providing lawyers and staff with legal information, news feeds and market information, you will also ensure that users receive effective training on available resources. You will be responsible for the assessment and management of the online database services, desk side training, staff inductions and the development of an electronic knowledge management system integrating external and internal know-how. You will need to be information qualified with a minimum of 2 years' experience within a law firm. Ref LE15991

Law London

Information Officer £Neg

An international law firm requires an Information Officer to join their Tokyo office. In this stand-alone role you will act as the principal know-how representative in Tokyo for all enquiries, searching hard copy, electronic and know-how materials in order to answer legal, precedent and commercial enquiries; you will also market the information service to all support staff and fee earners. This role also takes responsibility for gathering, sorting and indexing of information, local management of the thesaurus and content management of the intranet site. You will be an Information graduate with a minimum of 2 - 3 years' experience in a legal or commercial environment with the ability to communicate confidently and effectively at all levels. Understanding of the Japanese language would be advantageous but is not essential. Ref LE16000

Law Tokyo

Library Enquiry Service Co-ordinator £Neg

An international law firm requires an Enquiry Services Co-ordinator to take responsibility for the planning and delivery of the enquiry service. The role is varied and will include management of three staff, organisation of the daily enquiry service, preparing and monitoring standards for the service and assistance in delivering training programmes. You will have excellent all round communication skills, demonstrate the ability to manage people and processes, be resilient, flexible and enthusiastic about providing a service to internal and external clients. Ref LE16033

Law London

Know-How Assistant £16k

A law firm based in Leeds requires a Know-How Assistant to join the Information and Know How team. Providing internal support, you will be responsible for the maintenance of the Intranet and general administration duties as required. You will be confident and committed with good communication skills, and keen to join a firm that is committed to excellence. Ref LE16036

Law Leeds

Acquisitions Assistant £21k-23k

An international law firm requires an Acquisitions Assistant to join the Central Information Service. You will take responsibility for the purchase and management of specified serials and loose-leaf titles, liaison with internal contacts for the preparation of budgets, support the Acquisitions Librarian in the purchase of materials and their input onto Unicorn. You will also provide training and support for other offices utilising the same acquisitions modules. Applications are invited from Information graduates who are smart, confident and committed individuals. Ref LE16062

Law London

contract positions

Assistant Librarian £9-£11 per hour

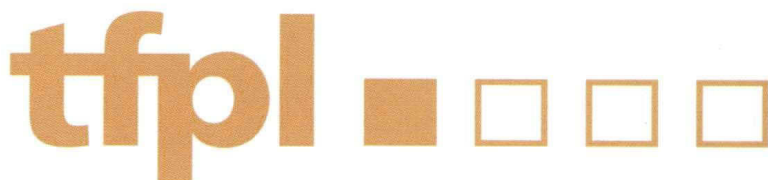
A leading law firm is seeking an Assistant Librarian on a 9 month maternity leave contract. The ideal candidate will hold a professional library qualification and have experience of enquiries, cataloguing, classification and indexing. Ref LE16012

Law London

Information Officer £19k pro rata

An academic library requires an enthusiastic and outgoing Information Officer for a 4 month contract. The hours for this post will be 14 per week to be worked over two days (ideally Mondays and Tuesdays). You will be responsible for managing the day-to-day activities of the library including staff supervision, providing training and legal research for students, addressing enquiries, cataloguing and acquisitions. Candidates should have at least 1 year's post qualification experience, be able to work unsupervised using their own initiative in a self-assured manner. Ref LE16044

Academic Yorkshire



TFPL Recruitment 17-18 Britton Street, London EC1M 5TL, United Kingdom

tel: +44 (0)20 7251 5522 fax: +44 (0)20 7251 8318 email: recruitment@tfpl.com



Lawtel
From Sweet & Maxwell

Everyone's talking about it...

"Chosen over other services for speed and ease of use."

Thomson Travel Group Plc

"Lawtel significantly reduces the time we spend researching – it provides us with simple, easy access to cases and statutes – fast!"

Collyer-Bristow

"Now that I've got Lawtel EU, I wouldn't let go of it!"

European Parliament

"Lawtel Human Rights – "One of the most impressive human rights packages there is... everyone loves it."

LINETS Project

"I am confident enough to be able to search the Lawtel PI Quantum database in the presence of clients – so that I can more accurately assess what level of award they might get."

Every Philips Linford Brown

See for yourself... why thousands of lawyers in every field rely on Lawtel for fast, easy and intuitive access to changes in the law as they happen. Register for your Lawtel Free Trial today: