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College of Law Library

ANNUAL REPORT

1986/87

Nancy Johnson
Law Librarian and Associate Professor of Law

During the past three years the Law Library has been impacted by several changes in the College of Law. In order to respond to the increased demand for library materials, additional staff resources were allocated. This has resulted in a significant increase in the number of volumes purchased, transactions, and overall use of the Law Library. The position of Associate Professor of Law has been established in order to further enhance the quality of the academic program at the College of Law. In addition, the Law Library has initiated a number of new initiatives, including the development of an online catalog and the implementation of a new reference service model. These changes have been designed to improve access to library resources and enhance the overall learning environment for students and faculty. The Law Library continues to strive for excellence in serving the needs of the College of Law community. 

Nancy Johnson
Law Librarian and Associate Professor of Law
Rebecca Simmons assumed the position of Reference Librarian in November, 1986. Becky is responsible for providing reference service, as well as all of the functions connected with stacks maintenance. Becky supervises several student assistants who are responsible for shelving.

James Braden took the position of Technical Services Librarian in April, 1987. Jim is responsible for Cataloging, Serials Control, Acquisitions, Binding, and Processing.

Catherine Hall, Reference Librarian, resigned her position as Reference Librarian effective May 15, 1987. A search for Cathy’s replacement will be conducted at the AALL Annual Meeting.

The total Law Library staff consists of 5 professional librarians, 11 full-time staff members, 2 part-time staff members, and 10 student assistants.

**Support Staff Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>vacant</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>Pam Anderson</td>
<td>Library Assistant II (Serials)</td>
</tr>
<tr>
<td>John Campbell</td>
<td>Administrative Supervisor I (Microform/Video)</td>
</tr>
<tr>
<td>Jerome Drew</td>
<td>Library Assistant II (Outreach)</td>
</tr>
<tr>
<td>Norma Grubbs</td>
<td>Administrative Supervisor II (Circulation)</td>
</tr>
<tr>
<td>Retta Johnson</td>
<td>Library Technical Assistant (Serials)</td>
</tr>
<tr>
<td>Ruth Perun</td>
<td>Library Assistant II (Acquisitions)</td>
</tr>
<tr>
<td>Sophia Phillips</td>
<td>Library Assistant I (Circulation)</td>
</tr>
<tr>
<td>Pamela Scott</td>
<td>Library Technical Assistant (Cataloger)</td>
</tr>
<tr>
<td>Lisa Threadgill</td>
<td>Library Assistant II (Circ., Proc.)</td>
</tr>
<tr>
<td>Linda Vincent</td>
<td>Administrative Supervisor II (Acq, Serials)</td>
</tr>
<tr>
<td>Glenn Weintraub</td>
<td>Library Assistant I (Circ.)</td>
</tr>
<tr>
<td>Christine Wyatt</td>
<td>Accounting Assistant</td>
</tr>
</tbody>
</table>
During November, 1986, Martha studied the duties of each library staff member and the corresponding library functions. From this study, several changes were implemented for a more efficient operation of the library. These changes are outlined in her Annual Report. An organization chart shows the supervisory relationship throughout the library (see Attachment). The position descriptions reflect the changes in duties (see Attachment).

During the Fall, the University Personnel Department audited the library support staff positions. Several of the lower level positions received a pay raise. The position of Data Entry was changed to Library Assistant in order to reflect the various tasks involved in library work.

During February, all members of the staff were evaluated. The written evaluations were accompanied by conferences.

**USERS/HOURS**

In addition to serving the law students and law faculty, the Library is open to non-law students and faculty, along with attorneys, who are in need of legal materials. The turnstile count at the library entrance for the year was 181,213, which was an increase of 14% over last year. According to the statistics gleaned from the sign-in sheets, 32,843 persons not affiliated with the College of Law used the library. This represents just over 18% of total library use and is an increase of 24% over last year's total of 26,456. Through a check of GSU undergraduate law related courses, we determined that 30 undergraduate courses are related to law. Several of these courses use our materials on a daily basis.

Beginning in September, we established a separate sign-in sheet for attorneys. These sign-in sheets may be used to better track the law firms who make heavy use of our library. The attorneys in Atlanta are very pleased that our collection is accessible to them and their use was up by 20%.

Due to a request by the student body, the library's hours were expended by 2.5 hours per week. The library now opens at 7:00 a.m. Monday-Friday to accommodate the needs of our commuting students.

**AUTOMATION**

The new online Circulation system, COLLI was implemented during the first few months of 1987. The system is part of the online catalog. COLLI allows catalog users to automatically retrieve the availability status of items. The user can determine data on number of copies, volumes, parts, and if the item is on the shelf or circulated. All materials in the general
collection and on reserve are now charged out on the computerized system.

Since the staff at GSU Pullen Library and the Law Library desire a totally integrated catalog, circulation, acquisitions, and serials control system, the staff have begun a 30-day test and evaluation of the Unisys automated acquisition/serials control system. The Law Library is concerned if the system meets the needs of a special library.

COLLECTION

The following figures summarize the size of the collection in April, 1987:

- VOLUMES: 91,034
- TITLES: 30,656
- MICROFORM REELS: 5,134
- MICROFICHE: 277,351
- MICROFORM VOLUME EQUIVALENTS: 51,916
- SERIAL SUBSCRIPTIONS: 3,354
- AUDIO/VIDEO: 360

At the end of April, 1986, the library held the total of 80,769 hardcopy volumes and 48,869 microform volume equivalents. The number of titles in April, 1986 was 27,240. It appears from these figures that the growth of the collection has stabilized. Previously, the collection grew by 16,000 hardcopy volumes per year. Due to the stabilization in the budget, the collection grew during 1986/87 by approximately 10,000 volumes. Therefore, the anticipated growth of the collection should be in the area of 10,000 volumes per year.

The Library's treatise and periodical collection improved substantially. Through contact with used book dealers, the Library has obtained standard, out-of-print treatises found in many of the more traditional Law Libraries.

PHYSICAL FACILITIES

In light of the 1986 finding by the ABA Accreditation Committee that the physical facilities of the College of Law and its library were not adequate under ABA Standard 701, Professor Kathleen Price was asked to consult on facilities improvements for the Law School. Her in-depth report of February 24, 1987 addressed the problems with recommendations (See Attachment).
The University addressed our space problems with a new Program of Space Allocation for Georgia State University College of Law. The draft of this program allows for 38,270 assignable square feet for the Law Library. This expanded facility will accommodate 250,000 volumes at 100% capacity. Stack space will be equipped with 12,600 linear feet of compact shelving and 27,400 linear feet of standard shelving. There will be a total of 400 study stations and 10 group study room. The computer lab will hold 20 computer carrels and the video room will hold 6 audio/visual carrels. There will be two student photocopy rooms. The administrative and staff space will be expanded to include a project room, a library staff lounge, and a conference room.

Planning for the expanded facility should continue for several months. A timetable for the renovation is yet to be established.

The following statistics address the current physical space in the Law Library:

Net Square Feet........................................... 26,665
Shelving Capacity
Linear Feet.................................................. 24,218
Volume Capacity........................................... 121,090
Percentage of Occupied Shelving....................... 72
Percentage of Compact Shelving......................... 52
Seating Capacity........................................... 293
Carrels.......................................................... 75
Other............................................................ 218
Group Study Rooms........................................ 2

PROJECTED GROWTH OF COLLECTION

With the current book budget, the collection should grow at a rate of 10,000 hardcopy volumes per year. Therefore, the projected statistics are as follows:

April, 1987........................................... 91,034 vols. or 75% capacity
April, 1988........................................... 101,034 vols. or 83% capacity
April, 1989........................................... 111,034 vols. or 92% capacity
April, 1990........................................... 121,034 vols. or 100% capacity

Obvious from these figures, the library shelf space will reach 85% capacity during mid-1988. Therefore, it is crucial that the library renovation take place as soon as possible.
MICROFORMS/A-V/PC LAB

Our Microforms/A-V/PC operation remains a very important part of the services that are offered by the Library. The greatest demand by students is access to personal computers. The next phase of growth for this unit will be in developing a personal computer lab for use by law students. Currently, the room houses two personal computers. Next year, we hope to obtain several more computers for students use. Several faculty now require use of the CALI diskettes as part of their curriculum.

BUDGET

The book budget is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1985-86 $spent</th>
<th>1986-87 $budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$113,067.97</td>
<td>$127,089.97</td>
</tr>
<tr>
<td>Serials</td>
<td>388,157.83</td>
<td>310,000.00</td>
</tr>
<tr>
<td>Microforms</td>
<td>15,375.80</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Audio-Visuals</td>
<td>7,555.70</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Binding</td>
<td>20,000.00</td>
<td>8,000.00</td>
</tr>
</tbody>
</table>

Due to better internal accounting of our serial budget, we are able to track our spending and encumbering in an accurate manner.

The personnel budget is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1985-86</th>
<th>1986-87</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$277,849.00</td>
<td>$335,653.00</td>
</tr>
</tbody>
</table>
ONE YEAR GOALS:

1. Plan for the expanded law library facility to accommodate 250,000 hardcopy volumes, 6 professional librarians, 12 support staff members, a computer lab, audio-visual rooms, group study rooms, and individual study areas.

2. Continue development of the Law Library collection, particularly in the area of retrospective collections.

3. Improve development and training of staff.

4. Explore additional research services for the Faculty.

5. Develop a small computer lab in the Law Library for our students.

6. Through Auxiliary Services, provide better photocopy service for our students with additional and newer machines.

7. Work out the inevitable problems that arise through our automated systems.

8. Continue improvement of stacks maintenance.


10. Accommodate new materials and services in existing space.

FIVE YEAR GOALS:

1. Develop and implement an integrated automation system in the areas of acquisitions, accounting, and serial check-in.

2. Evaluate our video production/viewing capacities for the College of Law.

3. Move into expanded facilities for the College of Law.

4. Expand the number of professional library faculty.
Martha Dragich, Associate Law Librarian

Rebecca Simmons, Reference Librarian

James Braden, Technical Services Librarian

Briefly, I recommend that staff be shifted from Technical Services to Public Services. And that responsibilities in the Technical Services department be more clearly defined. Jerald Brown, who had been the Circulation Supervisor, is now the Director of the Circulation Services Unit. His position was split so that he now spends half his time on Circulation Desk management and the other half on technical duties. My previous technical responsibilities have been assumed by the Technical Services staff. The duties of other Technical Services staff were shifted to varying degrees in order to accommodate the increased workload caused by the loss of 450 staff.

In Public Services, I recommend that I.D. processing and lending both become the responsibility of the Circulation Supervisor. The Circulation Supervisor was also expected to assume a very active role in the implementation of the online circulation system. I recommended that stacks and shelving be separated from circulation desk action. I also recommended that the Reference/Technical Services Librarian be shifted entirely out of Technical Services and become the Reference/Stacks Maintenance Librarian, responsible for shelving and shelf maintenance, updating other thanbouratiic fillings, and withdrawal and replacement of volumes. I continue to hope that manual filing, which is now in the stacks, will be automated in the future to the Reference/Stacks Maintenance Librarian, who will then oversee all aspects of collection maintenance.
This memorandum summarizes activities during the previous year for the departments under my supervision as well as major projects I have undertaken since my arrival in November. Statistical information is appended. Please let me know whether you require additional information.

Library Reorganization

At your request, I studied the duties of each library staff member and the library functions needing to be accomplished at this stage of the library’s development. Upon completion of this study I recommended that several changes be made in the library’s organizational structure. These changes were implemented in January, 1987, and have remained in effect with some fine tuning over the succeeding months.

Briefly, I recommended that staff be shifted from Technical Services into Public Services, and that responsibilities in the Public Services departments be more clearly defined. Jerome Drew moved from his position as D/E II in Acquisitions to a new slot as the operator of a new Outreach Services unit. Lisa Threadgill’s position was split so that she now spends half her time as a Circulation Desk attendant and the other half on processing. Her previous binding responsibilities have been shifted to the Serials unit. The duties of other Technical Services staff were changed in varying degrees in order to accommodate the increased workload caused by the loss of 1.5 FTE staff.

In Public Services, I recommended that ILL borrowing and lending both become the responsibility of the Circulation Supervisor. The Circulation Supervisor was also expected to assume a very active role in the implementation of the online circulation system. I recommended that filing and shelving be separated from circulation desk duties. I also recommended that the Reference/Technical Services Librarian be shifted entirely out of Technical Services and become the Reference/Stack Maintenance Librarian, responsible for shelving and shelf maintenance, updates other than looseleaf filing, and withdrawal and replacement of volumes. I continue to hope that looseleaf filing, which at present is my responsibility, will also be assigned in the future to the Reference/Stack Maintenance Librarian, who will then oversee all aspects of collection maintenance.
Another goal of the reorganization was to have both the Circulation and the Micro/Video units report to the same person. Initially I expected that these departments would report to the Public Services Librarian we plan to hire this summer. In the meantime we have redefined that position to include primary reference responsibility, along with database searching and government documents. Thus, Circulation and Micro now both report to me. There is no longer a position designated narrowly as Circulation Librarian.

As a result of these changes we have been able to improve service at the Circulation desk, improve the maintenance of the collection, add the photocopy service, and decrease total student assistant hours. Last year's annual report stated that the Circulation department employed an average of 9.33 FTE student assistants during the year to staff the desk, shelve, file, and for part of the year, to process library materials. (The library organizational chart, dated May, 1986, lists "Circulation and Processing student assistants" at 5.5 FTE). At present we employ approximately 1 FTE student assistants in Circulation, 1 FTE in filing, 1.5 FTE in shelving, and .25 FTE or less in processing, for a total of 3.75 FTE to accomplish the same tasks.

A current organizational chart is appended to this report. All position descriptions have also been rewritten to reflect changes made over the past several months.

Space

As a result of the shifting of various positions in the reorganization, and in an effort to improve the efficiency of operations in Technical Services, the work areas in Rooms 124 and 126 were rearranged. Later on, the Circulation area was also rearranged to improve its appearance, to facilitate service, and to create a distinct work area for the Circulation Supervisor.

Circulation

The Circulation unit has undergone many changes during the year. In the past it was a loosely-run unit in charge of many functions. A pool of student assistants were employed to accomplish these functions but specific tasks were not assigned to each person, with the result that certain tasks, such as shelving and filing, typically received low priority and suffered unacceptable delays. Even greater changes were brought on by the implementation of COLLI, the online circulation system, in April of this year.
Circulation Functions

The circulation unit is now responsible primarily for service to patrons at the desk and over the phone. A host of related functions, however, must also be performed. These tasks include maintaining the Reserve collection, processing overdues, accepting fines, keeping records on the use of the library, and processing all Interlibrary Loan transactions.

Circulation Staff

The major change in personnel this year resulted from Jocelin Hackathorn's resignation as Circulation Supervisor and her replacement by Norma Grubbs. Norma has made an outstanding beginning in this position and is helping to solidify some of the improvements in service that the reorganization was designed to produce.

COLLI Implementation

A major effort last fall resulted in the barcoding of nearly the entire collection. Linking of the barcodes to the appropriate catalog entries has continued throughout the year. At present the following sections of the collection are fully linked: A - KEZ, KF 210 - KF 9995, KFA - KFG 420, KG - KTA, and the Periodical collection. All new materials are barcoded and linked before being sent to the shelves.

After operating both manual and online systems for about a month, we converted entirely to the use of COLLI on April 6, 1986. This conversion has not been without problems, stemming from both our initial unfamiliarity with the system and major problems experienced by the Computer Center. After the first few weeks, however, things have begun to run fairly smoothly.

The COLLI system at times cannot accommodate the policies and procedures we have maintained in the past, and we are still working to resolve these issues. We also are still in the process of adapting all circulation routines to maximize the benefits of this system. Other questions remaining to be resolved center on technical services aspects of the system, such as the extent to which it can be expected to replace the shelflist.

Library Hours

In December, 1986, the Law Library accommodated the requests of law students that it open earlier in the morning. The library now opens at 7:00 rather than 7:30 am, resulting in an additional 2.5 hours open per week.
Library Use

Library use continued to rise this year. The turnstile count for the year was 181,213, compared with 156,135 for a ten-month period the previous year. These figures represent an approximately equal monthly average. Library use has gone up dramatically, however, in the first four months of 1987. The turnstile count for these four months was 73,591, up 17% from last year's figure of 62,824 for the same months.

According to the sign-in sheets, 32,843 persons not affiliated with the College of Law used the Library this year. This represents just over 18% of total library use and is an increase of 24% over last year's total of 26,456. Library use by certain categories of non-College of law users increased dramatically. Use by attorneys was up 20%, use by GSU non-law students increased by 30%, use by GSU alumni went up by 40%, and use by students from other law schools rose by 46%. In May, July, October, and November of 1986, and in February and April of 1987, the library served over 3,000 persons not affiliated with the College of Law. Only once in the past had this level of usage been reported.

Items Circulated

In an eleven month period this year, the library circulated 6,079 items, compared with 4,866 items in eleven months the previous year. Statistics for April, 1987 and September, 1985 are unavailable. This represents an increase of 25%. The average monthly circulation this year was 552 items, compared with 442 items last year.

Use of the COLL system will allow us to keep a greater variety of circulation statistics, and to keep them more accurately. Of particular importance, it will allow us to keep track of the number of reserve items we circulate. It was impossible to gather this information in the past. Since reserve items account for by far the greatest part of circulation desk transactions, this information will reflect more accurately next year the work of the circulation unit.

Statistical tables are appended.

Interlibrary Loan

Interlibrary loan transactions, both borrowing and lending, are now the responsibility of the Circulation Supervisor. In the past ILL borrowing in particular has been something of an orphan in the library. This may account in part for the fact that this library, even at this early stage of its development, is a net lender. In the past year we initiated only 62 requests to borrow
materials from other libraries, while we loaned or photocopied 616 items. ALA form requests, mostly from local law firms, rose from 205 to 362. The 616 requests filled represented 70% of the total requests received. Statistics are appended to this report.

Microforms/A-V/PC Lab

The Micro/Audio-Video unit recorded another busy year providing service to patrons requiring the use of materials in a variety of formats. One of the main functions of this unit continues to be helping patrons use the sophisticated equipment necessary to view, print, or record materials in non-traditional formats. The unit provides instructional support for the litigation program and other courses that depend on videotaping for student feedback and evaluation.

As the attached statistics demonstrate, activity in this unit increased significantly during the year. General reference questions and the usage of audio tapes and personal computers increased by considerable margins. The use of microfilm (rolls), microfiche, and video tapes remained about even with the previous year. One Camcorder was added to the collection of videotaping equipment.

In response to the requests of local law firms, John Campbell has developed procedures whereby firms conducting in-house CLE programs can checkout videotapes from our collection.

The greatest area of increased demand on this unit involved the self-service photocopiers. This year the Micro unit answered 1,701 requests for service on these machines. The unit took on this responsibility in January, 1986. Service requests were up 86% in the first four months of 1987 compared with the first four months of 1986. These requests represent an unacceptable strain on the resources of this unit.

The next phase of growth for the Micro/Video/PC unit will be in developing a personal computer lab for use by law students. One additional IBM PC was installed this year, for a total of two. Many new CALI diskettes were received, and use of these materials has increased dramatically.

In recognition of the increased activity of this unit, and of the importance of the development of the personal computer lab, we requested an upgrade of John Campbell's position from Library Technical Assistant to Administrative Supervisor I. This request was approved by Personnel and will be effective July 1, 1987.
Outreach Services

One of the major benefits of the reorganization was the ability to provide increased services to law faculty and law firms. In January, 1987 the library introduced a photocopy service. This service, operated by Jerome Drew, has been a resounding success with both faculty and firms. Copies are provided free of charge to law faculty, and for a modest fee to others. Copies will be made from microforms if necessary. Clients of the service may request billing on a monthly basis, and in June, 1987 we will also offer a deposit account option.

In the first month of operation of this service, Jerome made 1,529 copies for law faculty and 418 copies for firms or individuals. Invoices for that month totaled $196.80. After only four months, these figures had risen to 1,744 copies for faculty, 2,720 copies for law firms, and invoices of $901.20.

Despite the explosive growth of this service, Jerome usually completes orders within a few hours of the time they are received.

Filing

Filing of looseleaf materials has proceeded much more smoothly now that it is separated from Circulation. Becky hired two very good filers, who have virtually eliminated any filing backlog and have uncovered and helped to resolve a number of past filing problems.

Reference

Although I have not kept any record of reference activities, I'll just mention a couple of things for you to incorporate into your report if you wish. We had a Lexis Temporary Learning Center for one week in January, with six terminals available for student use. We also had our Lexis representative here for several afternoons to train law faculty in the use of the system. I have begun to do a few Nexis searches for our faculty, and have continued to do Lexis and Westlaw searching for them upon request. I have given tours to two or three classes from the business school.

Goals for 1987-88

In Circulation, to work out all remaining issues arising from implementation of COLLI, to continue to improve the level of service provided at the desk, to facilitate Norma's progress in maintaining control of all circulation and COLLI functions, to provide better ILL service, particularly borrowing, and to cross-train Circulation and Micro desk attendants.
In Micro, to improve the level of service at the desk and in classrooms, to cross-train Circulation and Micro desk attendants, to consider the use of COLLI for checkout of materials and for room and equipment reservations, and to study the possibilities for development of the computer lab.

In Outreach Services, to consider whether there are additional services we can provide to faculty and firms, and to facilitate the continued expansion of the present service, particularly gaining better control of monies received for the service so that they can be channeled back into the library.

In Reference, to continue to develop close working relationships with the faculty and provide whatever services are required to facilitate their research and teaching; to gain a more thorough understanding of the collection and thus provide better reference service; and to devote more time to development of the foreign and international law collection.

Maintenance of the library stacks was a function of the Circulation staff until January 1, 1987. Since that time, the staff for stacks maintenance has consisted of ten to twenty hours a week.

My stocks maintenance duties unofficially began in November and December of 1986, with planning and coordinating the move of the periodicals from the current storage to the "reading room" and "reading room" materials to the compact shelving.

During the past six months, many shelving "problems" have been discovered and cleaned up. Many superseded materials which should have been withdrawn previously have been removed from the shelves, and when necessary, replaced by current volumes.

Present updating and receiving of materials is especially important in this heavily used law library, so many volumes are used repeatedly in the course of a single day. Special shelving, and shelving orders have been taken care of very well.
STACKS MAINTENANCE

Stacks maintenance includes shelving; shelf-reading; adding new materials and withdrawing superseded materials; searching for missing materials; shifting the collection as needed to make the best use of library space; keeping call number and row number signs current, and maintaining the "New Books" section and Faculty Library.

The corresponding goals for stacks maintenance are to reshelve all materials promptly and accurately (within 24 hours); to shelf-read the collection regularly; search at least once a week for materials which have been reported missing; minimize the shortage of space by shifting materials as needed; keep all call number and row signs current; and update materials promptly (within two or three days of receiving them from processing).

One goal for stacks maintenance in the next few months is to shift large parts of the collection so that crowding, particularly in the "taxation" section, is minimized. Another goal is to rearrange the international and comparative law sections (currently arranged out of sequence for the purpose of being more convenient for browsing) so they will be in call number sequence.

Maintenance of the library stacks was a function of the circulation staff until January 1, 1987. Since then, the staff for stacks maintenance has consisted of ten to twenty hours of a librarian's time per week, and a very variable number (from 1.5 FTE to .4 FTE during exams) of student hours.

My stacks maintenance duties unofficially began in November and December of 1986, with planning and coordinating the move of the periodicals from the compact shelving to the "reading room" and "reading room" materials to the compact shelving.

During the past six months, many shelving "problems" have been discovered and cleaned up. Many superseded materials which should have been withdrawn previously have been removed from the shelves, and when necessary, replaced by current volumes.

Prompt updating and reshelving of materials is particularly important in this heavily used law library, as many volumes may be used repeatedly in the course of a single day. Updating, reshelving, and shelfreading have been taken care of with widely
varying degrees of promptness. Unfortunately, due to student workers' often unreliable schedules, shelving backs up badly at times, particularly during exams. Higher wages, improved hiring procedures, and planning may alleviate this to some extent in the future; however, the necessity of using student workers makes it difficult to consistently maintain the stacks in an ideal condition.

To my knowledge, when I began working on stacks maintenance, there were almost no training procedures, manuals or guidelines. The lack of these handicapped me and new student assistants, and developing these was one of my immediate goals. We now have shelving and searching procedures "manuals," forms, and a detailed "stacks maintenance student assistant" position description. I intend to revise and improve these.

Closely related to stacks maintenance is disaster or emergency planning. An "emergency preparation" committee was formed in the Fall of 1986 and a brief emergency action sheet was produced. Plastic sheeting was acquired to protect the collection from leaks in the ceiling, the most likely emergency. While a consensus was reached that extensive planning and stockpiling of supplies is superfluous, we still do need a somewhat more detailed "disaster" plan in addition to the one we have. This should include systematic training of staff and student assistants in such things as alarms, locations of supplies and fire extinguishers, emergency phone numbers, etc.
REFERENCE SERVICES

Currently the reference desk is staffed fifty-eight hours each week by librarians and on the weekends by law student assistants. The functions of reference librarians are to assist users in locating materials using printed materials and library guides, and databases such as OLLI, WESTLAW, LEXIS, OCLC, and RLIN, and to provide tours to new students and non-law classes, and to serve as back-up staff for the circulation desk.

Goals for reference services include increasing the availability of on-line services and updating and expanding the guides to materials in the Law Library, particularly the "index" to looseleaf services in the Law Library.

It is difficult to gauge the number of questions we deal with at the reference desk. We began recording statistics as to the number of questions at the reference desk in September, 1986. (Those statistics are attached to this report.) However, the statistics are somewhat misleading, since at busy times we sometimes neglected to record statistics. However, these statistics can serve as somewhat of a rough base for measuring reference desk activity, and should become more meaningful in subsequent years.
TECHNICAL SERVICES DEPARTMENT 1986/87 ANNUAL REPORT

PERSONNEL

At the end of fiscal year 1986/87 the department was fully staffed, with all vacancies in positions filled, for the first time since July 1986. New personnel in the department include: James W. Braden, Jr. (Technical Services Librarian), Pamela K. Anderson (Data Entry Clerk II, Binding Assistant), and Christine Wyatt (Accounting Assistant).

As a result of a study conducted by the GSU Personnel Department, the Data Entry Clerk II position will be reclassified, effective July 1, 1987, to Library Assistant II. The study concluded that an L.A. II classification is more appropriate for the activities and scope of the position.

SPACE

The department's space in room 124 was redesigned, with desks and equipment rearranged and walls repainted. A separate area for cataloging was created distinct from Acquisitions and Serials Control. The design changes succeeded in achieving more effective and comfortable use of the space.

AUTOMATION

Since the implementation of the on-line circulation system (COLLI), changes have been incorporated into the regular procedures for cataloging and processing. As part of cataloging, items are barcoded and loaded into COLLII. Changes in bibliographical records and catalog maintenance changes are also noted appropriately on COLLII. Processing has been able to discontinue the typing of check-out cards. This has meant a decrease in work load for processing and has freed staff time for activities such as loading items from the stacks into COLLII.

On May 15, 1987 Technical Services staff along with staff at the GSU Fuller Library began an initial 30-day test and evaluation of the Sperry/Unisys PALS automated acquisitions/serials control system. The test involves investigating in general how the system works and noting and recording problems, suggestions and comments. Technical Services staff are additionally concerned with investigating the ability of the system to meet the library's specialized needs regarding encumbering serials and tracking statistics on types of materials.
STATISTICAL REPORTS:
TITLE AND VOLUME COUNT
REFERENCE DESK STATISTICS
CIRCULATION
INTERLIBRARY LOAN
MICROFORM USE
OUTREACH SERVICES
CATALOGING
# REFERENCE DESK STATISTICS

October, 1986 - May, 1987

## Type of Question

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### Library Statistics--Circulation--1986-87

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Total: 6079
## Library Statistics - Interlibrary Loan - 1986-87

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### Total

| Total Requests Received | 880 |
| Total Requests Not Filled | 264 |
| Total Requests Filled | 616 = 70% of total requests received |
Library Statistics--Interlibrary Loan--1986-87

Interlibrary Loan Borrowing Transactions

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As a result of a recent audit by the Personnel Department, several job classification titles will change on 7/1/87. This chart reflects the new titles. This position was temporarily expanded to .98 FTE but will revert to .5 FTE on 7/1/87.
TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: General responsibility for administration of the library and planning for its continued growth and development.

RESPONSIBLE TO: Dean, Law School

SUPERVISES: Staff of five professional librarians, 12 FTE support staff, and student assistants.

DUTIES: Administering all law library operations.

Planning for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies.

Teaching legal bibliography courses.

Working with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library.

QUALIFICATIONS: J.D. or M.S. substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure.
POSITION DESCRIPTION

TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of five professional librarians, 12 FTE support staff, and student assistants

DUTIES: Administering all Law Library operations
Planning for the continued growth and development of the library’s collections and services, including collection development, personnel management, space planning, and the implementation of new technologies
Teaching Legal Bibliography course
Working with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure
POSITION DESCRIPTION

TITLE: Associate Law Librarian

PURPOSE AND SCOPE OF POSITION: To work with the Law Librarian to coordinate all library operations and plan for future growth

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor II (Circulation), Administrative Supervisor I (Micro), Library Assistant II (Outreach Services) and student assistants (filers); indirectly supervises other library staff

DUTIES:
- Directs public service units of the Law Library and plans for additional and improved services to faculty, students, attorneys, and other patrons
- Provides reference service
- Hires, trains, supervises, evaluates and terminates staff in Circulation, Micro, and Outreach Services units and student assistants in filing unit
- Shares responsibility for teaching Legal Bibliography course and for providing Lexis and Westlaw training
- Coordinates Law Library automation
- Serves as liaison with University Library
- Assists Law Librarian with personnel and budgetary matters, space planning, and collection development
- Performs other duties as assigned

QUALIFICATIONS: JD; MLS; substantial law library experience; familiarity with manual and automated legal research, including international and foreign law materials; effective communications skills and flexibility; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty
POSITION DESCRIPTION

TITLE: Reference/Stack Maintenance Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service and to ensure that the collection is properly maintained.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student Assistants (shelvers)

DUTIES:

- Providing reference service to law students, faculty, attorneys, and other library patrons.
- Providing assistance with Lexis and Westlaw.
- Overseeing stack maintenance functions including shelving, handling of superseded materials, rearrangement of parts of collection to facilitate use, etc.
- Selecting materials for and maintaining new books area.
- Searching for, keeping records on, and communicating with staff and patrons regarding missing and lost materials.
- Hiring, training, supervising, evaluating, and terminating student assistants in shelving unit.
- Performing other duties as assigned.

QUALIFICATIONS: MLS; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in University Library faculty. Law Library experience preferred.
POSITION DESCRIPTION

TITLE: Technical Services Librarian
DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To oversee technical services functions, including cataloging, acquisitions, serials control, binding, and processing; to monitor policies and procedures and evaluate the effectiveness and efficiency of the workflow of the department.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor II (Acquisitions/Serials), Library Technical Assistant (Cataloging), Library Assistant II (Processing) and, indirectly, other technical services staff.

DUTIES:
- Overseeing acquisitions and serials control activities
- Planning for and evaluating automated acquisitions(serials control system
- Overseeing cataloging of library materials using OCLC records
- Creating original cataloging records
- Monitoring quality of all cataloging, shelflist, Kardex, and other records
- Hiring, training, supervising, evaluating, and motivating staff, and handling other personnel matters as necessary
- Acting as liaison with SOLINET/OCLC, Brodart, and other vendors as needed regarding products and services; and with Pullen Library and other GSU departments as appropriate
- Coordinating workflow of all technical services units
- Estimating budget figures for technical services operations
- Planning and designing space requirements for department
Performing other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.
POSITION DESCRIPTION

TITLE: Reference Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference assistance and to coordinate legal and non-legal computer searching; to maintain government documents collection

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: To provide reference assistance to law students, faculty, attorneys, and other library patrons

To provide assistance with and instruction for Lexis and Westlaw

To coordinate legal and non-legal computer searching and improve services to faculty and students

To prepare and update guides to assist in the use of library materials

To maintain government documents collection, including selecting materials, overseeing processing of materials, and assisting in the use of materials

May share in teaching Legal Bibliography course

QUALIFICATIONS: MLS; JD; two years of library experience preferred. May substitute substantial law library experience for the JD. Must show evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty.
POSITION DESCRIPTION

TITLE: Library Assistant II (effective 7/1/87)

DEPARTMENT: Outreach Services

PURPOSE AND SCOPE OF POSITION: To assist in extending library services to law faculty and to users beyond the GSU law school community, primarily by operating a fee-based photocopy service. Exercises independent judgment in performance of duties.

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Not Applicable

DUTIES: Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources.

Printing documents from Lexis or Westlaw as needed.

Setting up accounts, preparing invoices, and collecting and depositing fees for services rendered; keeping accounting records as required by University procedures.

Keeping detailed statistics of services and charges.

Assisting with ILL transactions as needed.

Maintaining photocopy room (shared with other law school departments), equipment, and supplies.

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty and law firm patrons and to represent the library favorably to outside users. Knowledge of law library collection; some knowledge of accounting procedures preferred.
POSITION DESCRIPTION

TITLE: Administrative Supervisor I (effective 7/1/87)

DEPARTMENT: Microforms/Audio-Video/Computer Lab and Documents

PURPOSE AND SCOPE OF POSITION: Management of Micro/Video room; development of computer lab for student use; service to patrons using microform, audio, video, or computer materials; processing and maintenance of government documents. Exercises considerable independent judgment and responsibility in performance of duties.

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Student Assistants

DUTIES: Assists patrons in locating materials and using equipment

Assists faculty in setting up audio-visual equipment for classroom use

Prepares guides to microform, audio, video, and diskette collections

Supervises, hires, schedules, trains, evaluates and terminates student assistants

Manages and assists in the further development of a personal computer lab for student use

Maintains microform, audio, video, and computer collections and equipment

Processes federal depository shipments, claims missing materials, orders documents on GPO deposit account, etc.

Performs other duties as assigned

QUALIFICATIONS: High school graduate; knowledge of library procedures, methods, and techniques; knowledge of microform, audio, and video materials and equipment and of personal computer hardware and software; ability to communicate effectively orally and in writing with faculty and patrons; some supervisory experience. Some college coursework preferred.
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation (.5 FTE) and Processing (.5 FTE)

PURPOSE AND SCOPE OF POSITION: In Circulation, to provide service to patrons at desk and assist with other circulation functions. In Processing, to review all new materials to determine appropriate processing and to monitor workflow of this unit.

RESPONSIBLE TO: Administrative Supervisor II (Circ) and Technical Services Librarian (Processing)

SUPERVISES: Student Assistant (Processing)

DUTIES:

**Circulation:**
- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and take messages as needed
- Provide locational information to patrons
- Learn and perform COLLI functions as required, including system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
- Accept fine payments
- Assist in processing overdue notices and performing other circulation tasks as assigned

**Processing:**
- Review all new materials and determine appropriate processing
- Monitor workflow of unit
- Supervise student assistant in performance of processing tasks
- Review spine labels and book cards (if any) after processing and before materials are sent to shelves
QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone. Some college coursework preferred.

TITLE: Cataloging

DESCRIPTION OF POSITION: To select and evaluate materials using Library of Congress and Library of Congress classification, subject headings, and authority terms. Directs and supervises work of technical services assistants. Responsible for the preparation of bibliographic records, including the entry of basic bibliographic data into the system, checking and maintaining library records, and preparing and maintaining microfilm records. Participates in discussions of procedures requiring the cooperation of two or more staff members. Performs appropriate statistical analyses.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISORS: Not applicable

DUTIES: Searching OCLC database for bibliographic records. Cataloging books, serials, microforms, and audiovisual material using OCLC records supplied by the Library of Congress. Editing and inputting cataloging records. Linking catalog records for new materials with existing records in OCLC system. Creating name and series authority records. Creating periodical call numbers. Verifying subject headings. Creating and maintaining shelflist records. Withdrawing superseded volumes. Participating in discussions of procedures requiring the cooperation of two or more staff members within the Technical Services Department. Performing appropriate statistical analyses. Performing other duties as assigned.

QUALIFICATIONS: High school graduate; superior interpersonal and problem-solving skills; ability to work under pressure and pay close attention to detail. Ability to exercise independent judgment within area of responsibility using library methods and principles. College degree and relevant experience or coursework preferred.
TITLE: Library Technical Assistant

DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To catalog English-language library materials using OCLC records supplied by the Library of Congress and to maintain catalog, shelflist, and authority records. Exercises discretionary judgment and considerable responsibility in performance of duties; applies and interprets cataloging rules and conventions.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Not Applicable

DUTIES:
- Searching OCLC database for bibliographic records
- Cataloging books, serials, microforms, and audiovisual material using OCLC records supplied by the Library of Congress
- Editing and inputting cataloging records
- Linking catalog records for new materials with item records in COLLI system
- Creating name and series authority records
- Creating periodical call numbers
- Verifying subject headings
- Creating and maintaining shelflist records; withdrawing superseded volumes
- Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles. College degree and relevant library experience or coursework preferred.
TITLE: Accounting Assistant

DEPARTMENT: Acquisitions

PURPOSE AND SCOPE OF POSITION: To accomplish the accounting functions relating to the acquisition of library materials, including bookkeeping and posting serial payments and contacting vendors regarding problem orders. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Administrative Supervisor II (Acq./Serials)

SUPERVISES: Not Applicable

DUTIES: Verifying and preparing invoices for payment

Recording cost of each item for internal accounting records, and reconciling University accounting records with library records

Posting payments in Kardex

Reconciling statements of account

Resolving problems with vendors either by letter or by phone

Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm and operate a 10-key calculator; basic accounts payable and bookkeeping skills; ability to be accurate and pay close attention to detail. Some college coursework, some library experience, and interpretive and problem-solving skills preferred.
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Acquisitions

PURPOSE AND SCOPE OF POSITION: To assist in the acquisition of library materials by doing preorder searching, creating order records, maintaining order files, and receiving monographs. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

DUTIES:

- Filling out order cards
- Verifying bibliographic information and availability of library materials
- Searching OCLC, catalog, and in-process file to avoid accidental duplication of orders
- Inputting, editing, and verifying data entered on LAQ system; maintaining order files
- Checking in monographs
- Claiming and cancelling outstanding orders as needed
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail; ability to type 30 wpm. Some college coursework, some library experience, and interpretive and problem-solving skills preferred.
POSITION DESCRIPTION

TITLE: Library Assistant II (effective 7/1/87)

DEPARTMENT: Serials Control

PURPOSE AND SCOPE OF POSITION: To assist in maintaining serials control records and to accomplish the binding of library materials. Exercises some discretion in the performance of routine tasks.

RESPONSIBLE TO: Library Technical Assistant (Serials)

SUPERVISES: Not Applicable

DUTIES: Checking in serial publications
Creating serials holdings and payment records
Reporting delinquent serials to LTA for claiming
Preparing library materials for binding
Sorting and distributing third-class mail
Keeping appropriate statistics
Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail; ability to type 40 wpm. Some college coursework; some library experience; interpretive and problem-solving skills preferred.
TITLE: Administrative Supervisor II
DEPARTMENT: Acquisitions/Serials Control

PURPOSE AND SCOPE OF POSITION: To administer all aspects of the acquisition of library materials, serials control, and binding, including the maintenance of accounting, fiscal, order, and serials records. Exercises substantial discretionary judgment and responsibility in directing the activities of the subunits.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Acquisitions and Serials Control Staff

DUTIES: 
- Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters within scope of position
- Monitoring workflow and production
- Supervising pre-order searching, the receipt of monographs, and control of serials
- Supervising the creation of acquisitions and serials control records/files, and the ordering of library materials
- Selecting the appropriate vendor for each order and coding orders for input into LAQ
- Supervising the processing of invoices for all Law Library materials
- Resolving problems in the acquisition of and accounting for library materials and in the control of serials
- Acting as liaison with law librarians and staff, the University's Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position
- Preparing appropriate reports and keeping statistics
- Participating in the development of an on-line acquisitions system and in the review of other library automation projects, and in discussions requiring the cooperation of two or more units
within the Technical Services Department. Drafting procedures for routines within the subunits

Performing other duties as assigned

QUALIFICATIONS: Some college education; 2-3 years significant and responsible library experience; thorough knowledge of accounting procedures and bookkeeping principles; superior interpretive and problem-solving skills; ability to pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles; supervisory experience.
POSITION DESCRIPTION

TITLE: D/E II
DEPARTMENT: Serials Control

PURPOSE AND SCOPE OF POSITION: To assist in maintaining serials control records and to accomplish the binding of library materials. Exercises some discretion in the performance of routine tasks.

RESPONSIBLE TO: Library Technical Assistant (Serials)

SUPERVISES: Not Applicable

DUTIES:
- Checking in serial publications
- Creating serials holdings and payment records
- Reporting delinquent serials to LTA for claiming
- Preparing library materials for binding
- Sorting and distributing third-class mail
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail; ability to type 40 wpm. Some college coursework, some library experience, and interpretive and problem-solving skills preferred.
TITLE: Library Technical Assistant
DEPARTMENT: Serials Control
PURPOSE AND SCOPE OF POSITION: To maintain serials control records and oversee the binding of library materials. Exercises independent judgment within scope of position.
RESPONSIBLE TO: Administrative Supervisor II
SUPERVISES: D/E II
DUTIES: Checking in serial publications
Creating serials holdings and payment records
Supervising D/E II (Serials) and handling all personnel matters relating to that position
Supervising binding of library materials
Sorting and distributing first-class mail
Claiming delinquent serial publications
Maintaining duplicate/exchange files
Resolving problems within scope of position
Keeping appropriate statistics
Performing other duties as assigned
QUALIFICATIONS: High school graduate; ability to pay close attention to detail, ability to type 30-35 wpm; interpretive and problem-solving skills; supervisory skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Some college education and library experience preferred.
POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (2 positions)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

DUTIES:
- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and take messages as needed
- Provide locational information to patrons
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices
- Assist in processing ILL transactions as needed
- Maintain newspaper and popular magazine area
- Straighten up ground floor of library at closing
- Open and close library (if assigned these hours)
- Perform other circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework preferred.
POSITION DESCRIPTION

TITLE: Administrative Supervisor II

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: To supervise the operation of and assist in planning for the overall operation of the Circulation department of the Law Library. Exercises substantial discretionary judgment and responsibility in directing the activities of the unit.

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Circulation staff and student assistants

DUTIES:

- Scheduling coverage of the Circulation Desk during all hours the library is open
- Hiring, training, supervising, evaluating, and terminating Library Assistants and student assistants working at the Circulation Desk
- Assisting in the implementation of the COLL automated circulation system and training staff and student assistants in its use; acting as liaison with computer center when problems with system occur
- Processing materials for the Reserve collection and maintaining that collection in good order; communicating with law faculty concerning Reserve materials
- Monitoring overdue materials and sending out notices as needed; keeping records as required for overdue fines received; placing holds on borrowers' records as needed
- Handling all ILL borrowing and lending transactions and keeping records as required
- Assisting in the determination of service policies and procedures at the Circulation desk
- Performing other duties as assigned

QUALIFICATIONS: Some college education; supervisory experience; ability to communicate effectively both orally and in writing with staff, faculty, and library patrons. Library experience, especially in a law library; experience with computers preferred.
POSITION DESCRIPTION

TITLE: Administrative Secretary

PURPOSE AND SCOPE OF POSITION: To provide secretarial services to professional librarians and other library staff as needed.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not Applicable

DUTIES:
- Types all correspondence
- Maintains supplies, handles petty cash, and prepares purchase requisitions
- Supervises preparation of timesheets
- Coordinates all personnel actions with Personnel Department
- Checks monthly budget status report and monitors personnel funds
- Maintains spreadsheets for all departments
- Requests repairs and maintenance from Physical Plant, Telecommunications, and other departments as necessary
- Performs other duties as assigned

QUALIFICATIONS: Excellent typing skills; excellent organizational skills; two years office experience. Familiarity with word processing and spreadsheet systems preferred.
SPECIAL REPORT ON LAW SCHOOL SPACE

KATHLEEN PRICE,
DIRECTOR, LAW LIBRARY AND
PROFESSOR OF LAW, UNIVERSITY OF
MINNESOTA SCHOOL OF LAW

1987

I was asked to examine Georgia State University's proposals to expand its law school facility by 1986 in order to accommodate library and other space requirements and to develop an alternative plan to provide a permanent home for the law school prior to the 1986 projection of the University administration to include a 140,903 square foot facility for the College of Law. This is a tentative plan for the University to include in its Facilities for 1986. This tentative plan is to be completed by 1983.

[(2)] The physical facilities available to the College of Law and its library are not adequate for its current program (Standard 711).

and the resulting conclusions that

[(1)] Full approval of the College of Law will not be considered by the Council on its Accreditation Committee until the College of Law is conducting its operations in permanent and adequate facilities (Standard 701, Interpretation 1).
To: Dean Marjorie Knowles  
Georgia State University School of Law  

From: Kathleen Price  
Director, Law Library and  
Professor of Law, University of  
Minnesota School of Law  

Re: Law School Space  

Georgia State University  
Law School  
Facilities Improvements  
Consultant's Report  

I was asked to examine Georgia State University's proposals to expand its law school facility by at least 15,000 square feet by 1988 in order to accommodate library and other space requirements and to comment on alternative plans to provide a permanent home for the law school prior to the 1995 projection of the University administrators to include a 140,000 square foot facility for the College of Law in the Master Facilities Plan of the University. This request arose from a 1986 finding by the A.B.A. Accreditation Committee that  

"(3) The physical facilities available to the College of Law and its library are not adequate for its current program (Standard 701)."  

and the resulting conclusions that  

"(1) Full approval of the College of Law will not be considered by the Council or its Accreditation Committee until the College of Law is conducting its operations in permanent and adequate facilities (Standard 701, Interpretation 1)."
"(3) The Committee requests that the President and Dean of Georgia State University College of Law submit, by December 1, 1986:

(a) A specific plan, schedule and appropriate commitments for the development of permanent and adequate facilities for the College of Law."

During my visit I had the full cooperation of the University Provost Dr. William M. Sutlles, the University's Vice President for Academic Affairs, Dr. Thomas B. Brewer, the Office of Space Planning, and the College's law faculty and administration. I had access to an August 25, 1986, Memorandum entitled "College of Law Facility Improvements: Analysis of Three Alternatives," which discussed expansion into contiguous space in the Urban Life Center building as a temporary measure, and was fully briefed on five additional possibilities for alleviating the college's space problems either temporarily or permanently:

(1) A new facility of 140,000 square foot dedicated to the College's program;

(2) Renovation of the College of Business Administration's existing facility for the College of Law;

(3) Expansion into other portions of the Urban Life Center Building as a permanent space solution;

(4) Dividing the College's library collection into separate and discrete portions which would be housed both in the present facility and in space to be made available in the University Library as additional space becomes available to it; and

(5) The downsizing of the College of Law's student body.

First, with respect to solution (4) which is directed at the short-term problem of housing the library collection, I believe this possibility is undesirable for several reasons. The first reason relates to the nature of the collection itself and the way in which it is utilized by researchers. It is impossible to identify a large block of materials in the law library which are not used in conjunction with other types of materials. For example, to move second sets of reporters and law reviews would require the purchase of additional, costly digests and indexes to make the segregated materials usable. To move government documents would separate them from the primary legal materials with which they are used (e.g., official codes, reports, regulations). And to house the treatise collection separately would remove the explanations which tie together the primary materials. The second reason relates to access and availability. The College of Law has been criticised by the A.B.A. in earlier inspections for shelving too large a portion of its collection on compact shelving, which is normally used for the storage of little-used materials. Even when stored in this inconvenient
fashion, however, the collection is usable to the researcher. Splitting the collection would have it no closer than across Collins Street, a dead-end alley that separates the Law Library from the University Library. Finally, a recurrent theme of the A.B.A.'s discussions with the University has been the requirement for contiguous space. The possibility of noncontiguous space, even as a short-term solution for the Law Library's space requirements, appears insensitive to the A.B.A.'s concerns. For these reasons, possibility (4) should be rejected.

My objection to possibility (2), renovating the College of Business Administration's existing facility to house the College of Law, is that it will not produce a finished product that will meet the College's needs. The building was designed for the program of the College of Business Administration with ample provision of small, one-story classrooms ideal for its discipline. The College of Law, by contrast, will require a large library, a moot courtroom and multiple classrooms for up to 100-200 students in large classes. These uses are incompatible with the building's narrow dimensions which, when gutted and reconfigured, could only be used for faculty and student offices, seminar rooms, administrative space and computer facilities. An addition large enough for a 200,000-volume library, multiple tiered classrooms and a moot courtroom would dwarf the building's small, existing footprint. The only floor available for tiered classrooms is the sixth or top floor. These rooms are not presently accessible to persons in wheelchairs and thus do not meet handicapped access requirements and could be made so only by modifications in the structure (in that the entrances to the rooms are on different levels of the top floor) which would reduce the size of the classrooms. In addition, a single small elevator and escalators, which Space Planning concedes are often broken, would likely be of continuing concern to the A.B.A. The University estimates the cost of gutting and renovating the Business Administration building at $10 million (excluding the cost of relocating the classes of the College of Business Administration to other quarters). This solution approaches the cost of a new building but carries with it the problems suggested above.

With respect to possibility (1), a new facility of 140,000 square feet dedicated to the College of Law, this would obviously be ideal. It is estimated that such a structure would cost up to $18 million. Construction of such a building will take time, however. Even if it were approved by the Legislature this year (1987) and planning money appropriated, occupancy would probably not be possible before 1992. Any delay in the initiation of the process at the legislative level would also draw out even longer the time until ultimate occupancy. The detrimental effect on law school morale of perpetuating provisional accreditation would be substantial. The School would have been without full A.B.A. accreditation for more than a decade (1982-1992 or beyond). Such demoralization would likely lead to a loss of the most productive faculty and staff.
In view of the concerns associated with possibility (1), just discussed, I would recommend the implementation of possibility (3), expansion into the Urban Life Center Building as a permanent space solution, even if preliminary funding for a new building were to be approved by the legislature in 1987. Expansion of the College of Law into the second, third, and fourth floors of the Urban Life Center Building is possible with renovation at a fraction of the cost of any of the other alternatives considered above.

To further explore this possibility, I begin with assumptions which will supplement, complement, or even replace those of the August 25, 1986, memorandum from which I freely borrow.

Assumptions

1. Student enrollment in the College of Law will continue at its current level and composition for the foreseeable future in both alternatives 1 and 2 discussed below.

2. The continuing location of the College of Law in the Urban Life Center Building and the basic characteristics of its existing facilities are not accreditation concerns.

3. Approximately 140,000 square feet will be necessary for the permanent effectiveness of the program of the College of Law.

4. The space to be added to present facilities of the College of Law is defined as space essentially useful to its operations which is contiguous and abutting.

NOTE: Since the College of Law occupies the ground floor of the Urban Life Center Building, contiguous and abutting space in this circumstance means space directly above the existing College of Law facility on adjacent upper floors of the Urban Life Center with no gap in vertical expansion.

5. The principal space deficit to be addressed with the additional space is expansion of the law library to permit improved access to a collection projected to expand to 200,000 volumes. Office space to accommodate faculty and administrative functions, replacement classrooms, a moot courtroom, student space and special programs including space for an in-house legal clinic would be needed to house the School.

A number of alternatives should be considered, not all of which have been dealt with by Space Planning:

Alternative 1

1. Enclose the remainder of the parking lot contiguous to the Law Library's compact storage. (adds 3,000 square feet or space
for 30,000 volumes); eliminate rooms 135-138 and open space up.

2. Assign room 108 and the two adjoining rooms which now serve as receiving and storage rooms to the Law Library; use 108 as a passage from the current Law Library to the new space. (adds 3,000 square feet or space for 30,000 volumes).

3. Add space currently occupied by the administrative offices of the College of Law to the Law Library (adds 2,775 square feet or space for 20,000 volumes).

4. Double the size of the microfiche room to make it into a multi-media room with computer terminals, micromaterials, and VCR viewing; move this area nearer the circulation area. Create open areas for library workspace which can be furnished with landscape architecture to allow flexibility to add staff. The library director should be available to public. (I prefer room 120 with a secretary adjacent.) Group study rooms can be created from 125-217 and 020-22; stack space should be completely open if floor levels permit (addition to library 7,995 square feet.)

5. I would suggest the following changes to the College of Law space--

(a) Floor 1

Rooms 101, 185 and the round seminar room can never be made into conforming classroom space because of sightline and acoustical problems; open up 101, 103 and 169 for student lounge seating. Use 185-87 for admissions and placement or student offices, preferably law review;

(b) Floor 2

(1) Information desk with work space for registrar.

(2) Use suite offices for administration or student recruitment programs.

(3) Use the Max Cuba Room as a special collections/entertaining area/judges' robing room. Take out most of the wall closets. Install glass-fronted, humidity-controlled bookcases for faculty writings, or other rare or display items.

(4) Convert the Urban Life Center Auditorium into a moot courtroom equipped for trial practice instruction with videotaping capability and classroom use.

(c) Floor 3

(1) Use room 303 reconfigured to replace room 101. [An alternative is 204-213 and the areas outside the Max Cuba Room if the third floor atrium is floored over.]
Alternative 2

1. Library growth is confined to the existing first floor of the College of Law. (Implementation is sequenced to conform to the A.B.A.'s contiguous space requirement.)

2. Administrative offices, including the deans' offices, admissions and placement, move to floors 2 and 3 as in Alternative 1.

3. A front glass wall for the Law Library is constructed along what is the wall of room 101 at the wall closest to the elevators. Relocate circulation multi-media and reference. Move the director and secretary to 08-10; reference and technical services to room 160 and contiguous rooms and open up the faculty office area. Use rooms 147-153 and 157-59 for group study. Open up other existing rooms for stacks (adds 10,418 square feet to library).

4. Floors 2 and 3 are the same as Alternative 1.

5. Faculty offices reconstructed on floor 4. The College of Education relocated to an upper floor in the Urban Life Center Building or other appropriate space. Note that I do not favor any other faculty library as the existence of personal computers with modems in faculty offices will make such collections obsolete.

Alternative 3

The third alternative is to downsize the student body and faculty to fit into the existing first-floor space.

1. Such an alternative would offer no real savings in library space. Space for a 200,000-volume collection is still required (20,000 square feet). Assuming a school of 300 FTEs evenly divided between full-time and part-time students would permit the removal of 202 seats that could be replaced with shelving which would add 6060 square feet to the Law Library. Further assuming a student/faculty ratio of 20:1, the faculty becomes 15, a figure too small for a "critical mass" to provide both curricular depth and collegiality. The Law Library gains rooms 139-47 (adds 1,192 square feet). The Law Library retains room 108 and will require the adjoining receiving room(s) for stacks (adds 6000 square feet). All of this space minus that required for expanded multi-media use and student study group space is sufficient to accommodate 200,000 volumes.

2. Rooms 185-7, 101 and the round seminar room (room 180) still are not conforming. At 300 FTEs, the student body may be too small to justify an expensive, in-house clinic. One of the tiered classrooms could be converted into a moot courtroom. Consideration should be given to splitting 185-87 into two small classrooms.
I dislike alternative 3 for pedagogical as well as financial reasons. I think it is fiscally unsound to run so small a law school and politically unwise in a growing urban area which can easily fill Georgia State to present capacity with fully qualified students.

RECOMMENDATION

My recommendation is Alternative 2 which provides space as attractive as that already dedicated to College-of-Law uses without the necessity of limiting access to the University bookstore and Urban Life Center cafeteria to the one loading area now being readied for construction. This alternative avoids multiple floor levels in the Law Library and provides for space that can be reserved for future Law Library expansion should current speculation about miniaturization (microform, computerization and optical disk) prove wrong. This solution does no long-term damage to the remainder of the University's programs as would the possible use of the Business Administration Building.

The University's Continuing Education program as well as that of the College of Education could be operated other than in the Urban Life Center Building. Many universities conduct all continuing education programs in local hotels, thereby cutting overhead by renting space only as it is needed. I noted that space on the second floor was completely vacant on the two days I visited. At the University of Minnesota, my own institution, which has an active continuing education program run at a tremendous profit, continuing education utilizes classroom and auditorium space officially assigned to other units. Continuing education offices could be relocated to upper floors in the Urban Life Center Building that are planned for vacation.

With respect to the College of Education, I am aware that the conclusion of the Holmes Group that education should be a graduate program appears to have the support of most universities. The inevitable result of the acceptance of this conclusion will be the downsizing of Colleges of Education and the realignment of their space. (Relocation is planned for the other tenants of the fourth floor [a media center and computer laboratory] to the new library addition.) At the University of Minnesota, we are estimating a five-year lag until the College of Education curriculum changes result in major space savings, but space on the upper floors of the Urban Life Center Building has already been identified for GSU College of Education needs. The College of Law move could be staged over a period of three to five years to allow for that relocation. The Law Library would move first into empty space, then administrative space, then faculty space in such a plan.

My own hope is that a three-year deadline would be placed on
completion of all moves. The new Dean's dynamic program objectives should result in increased visibility for the School as well as raised faculty and student morale. Those gains will be dissipated if the School's accreditation status is in doubt over a long period. A productive faculty is anxious to participate in AALS activities which are foreclosed to them until the hurdle of A.B.A. accreditation is passed.

Some time limits beyond the control of the College of Law already exist. The new loading dock and elevator for the Bookstore will come on-line in June 1987-88. Should Alternative 1 be selected, Collins Street cannot be closed in until that time. Similarly, the College of Business Administration's building is scheduled for asbestos removal before renovation; in addition, funds for renovation and construction have not been identified. This alternative could cost as much and take as long as building from scratch.

Both Alternatives 1 and 2 of possibility (3), the Urban Life Center, are relatively cheap and quick. Floors two and three could be vacated almost immediately. Flooring in the two atria is the only truly costly, time-consuming aspect and it would not be necessary to achieve the desired total space (140,000 square feet).
Appendix I. Library space assumptions

Existing space =

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Space (sq ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200,000 vol. require</td>
<td>20,000</td>
</tr>
<tr>
<td>Seating 65% of largest division of student body requires</td>
<td>3,510</td>
</tr>
<tr>
<td>Multi-media/computer lab requires</td>
<td>2,000</td>
</tr>
<tr>
<td>Staff</td>
<td>2,000</td>
</tr>
<tr>
<td>10 student group study rooms</td>
<td>2,000</td>
</tr>
<tr>
<td>Photocopy</td>
<td>1,000</td>
</tr>
<tr>
<td>Entrance, book detection, circulation &amp; reserve</td>
<td>2,000</td>
</tr>
</tbody>
</table>

Total need = 33,510 sq ft

Shortfall = -26,665 sq ft

26,665 sq ft