7-1-1993


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GEORGIA STATE UNIVERSITY

INTRODUCTION

This past academic year has been very productive for the Law Library. With an experienced support staff and highly qualified law librarians, the library operates efficiently. In preparation for the AALS site visitation, the staff of the Law Library prepared a self-study and reviewed the Law Library Strategic Planning Focus. The visitation was an opportunity for us to review our accomplishments and our goals. Additionally, our Law Library was inspected by a DLOC representative. The inspection took place in February 1993 and the library received excellent marks in all aspects of the collection and staffing.

In spite of this extensive review, we continue to maintain a collection that provides resources to support the Law School curriculum, teaching, and research. We also continue to provide excellent services to the faculty, students, and attorneys.

The Annual Reports from the Law Library faculty members, Nancy Johnson (Law Librarian), Law Beck (Public Services Librarian), Beverly Roel (Reference Librarian), Donna Reeder (Reference/Technical Services Librarian), and Judith Smith (Catalog Librarian) detail the work of their departments.

ANNUAL REPORT

1992/93

The attached organization chart reflects the administrative structure of the Law Library (see appendix). The library faculty and staff received promotions. During this past year, there were several changes in staff personnel. Rosemary Green resigned as Administrative Supervisor III and Liz Hall accepted that position. Rosemary Green reassigned a part-time library employee, assigned the half-time position. Donna Reeder transferred to another position in the College of Law and Paul Morgan, formerly at Pulteney Library, accepted the acquisitions position. Sunny African also transferred from Wilson Library to our special department. The computer services in the library have benefited from Bill Cole's half-time position.

There are positive descriptions available which describe the specific tasks involved in each position (see appendix).

During this past year, our staff members were honored in a manner not provided by the University's personnel department. This has been important to us already apparent. The library atmosphere and climate of the library does not compare to the
INTRODUCTION

This past academic year has been very productive for the Law Library. With an experienced support staff and highly qualified law librarians, the library operates efficiently. In preparation for the ABA Site Visitation, the staff of the Law Library prepared a Self-Study and revised the Law Library Strategic Planning Goals. The visit by the ABA team presented an opportunity for us to reflect on both our accomplishments and our goals. Additionally, our depository collection was inspected by a GPO representative. The GPO inspection took place in February 1993 and the library received excellent marks in maintenance of the collection and staffing.

In spite of financial constraints in our book budget, we continue to maintain a collection that provides resources to support the law school curriculum, programs, and research. We also continue to provide excellent service to the faculty, students, and attorneys.

The Annual Reports from the five library faculty members, Rhea A-L Ballard (Public Services Librarian), Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Reference Librarian/Computer Coordinator), Barbara James (Reference/Documents Librarian), and Jackie Shieh (Catalog Librarian) detail the work of their departments.

ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see appendix). Two library faculty members received promotions. During this past year, there were several changes in staff personnel. Norma Grubbs resigned as Administrative Supervisor III and Linda Lawrence assumed her position. Rosemary Hynes resigned and Kevin Cain, a former library employee, assumed the half-time circulation position. Fonda Newbold transferred to another position in the College of Law and Paul Abrelat, formerly at Pullen Library, accepted the acquisitions position. Jimmy Lanham also transferred from Pullen Library to our Serial department. The computer services in the library have benefitted from Phil Core's half-time position. There are position descriptions available which describe the specific tasks involved in each position (see appendix).

During this past year, the staff members were involved in a salary audit completed by the university's personnel department. This audit confirmed what was already apparent. The salary structure for the staff positions does not compensate for the
demands placed on these positions. Because of this audit, four of the positions have been reclassified and the pay grades for the library staff positions have been upgraded.

Two librarians received promotions this year. Rhea Ballard was promoted to Assistant Professor and Nancy Deel was also promoted to Assistant Professor. Within the last year, the salaries of the five law librarians have lost ground with those of other academic law librarians. In a comparison of salaries with librarians at comparable positions in 36 southeastern law school libraries, with law firm librarians in Atlanta, and with our ten peer law schools, the salaries were inadequate. Fortunately, the university administration approved salary adjustments for the librarians for FY'94.

Librarians

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<tr>
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<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Prof. of Law</td>
</tr>
<tr>
<td>Rhea Ballard</td>
<td>Public Services Librarian/Ass't. Prof.</td>
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<tr>
<td>Ladd Brown</td>
<td>Acquisitions/Serials Librarian/Ass't. Prof.</td>
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<td>Nancy Deel</td>
<td>Reference/Computer Coordinator/Ass't. Prof.</td>
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<td>Barbara James</td>
<td>Reference/Gov. Documents/Assistant Prof.</td>
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<tr>
<td>Jackie Shieh</td>
<td>Catalog Librarian/Instructor</td>
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Staff Members

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<tr>
<td>Julie Grubbs</td>
<td>Library Assistant III (Micro/Computer Lab)</td>
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<td>Don Densmore</td>
<td>Library Assistant II (Outreach/Photocopy)</td>
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<tr>
<td>Linda Lawrence</td>
<td>Administrative Supervisor III (Circulation)</td>
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<td>Paul Abrelat</td>
<td>Library Technical Assistant (Acquisitions)</td>
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<td>Kevin Cain</td>
<td>Library Assistant (1/2) (Circulation)</td>
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<tr>
<td>Marilee Jordan</td>
<td>Stacks Supervisor</td>
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<tr>
<td>Jimmy Lanham</td>
<td>Library Technical Assistant (Serials)</td>
</tr>
<tr>
<td>Danny Woodard</td>
<td>Library Assistant II (Circulation)</td>
</tr>
</tbody>
</table>
Pamela Scott  Library Technical Assistant (Cataloger)
Arlecia Brown  Library Technical Ass't(Accounting/Serials)
Sherri Jones  Library Assistant I  (Circ./Serials)
Dee Walraven  Administrative Assistant (3/4)
Jennie Williams  Library Assistant II (1/2) (Binding)
Phil Core  Computer Services Specialist I (1/2)

LIBRARY HOURS AND USERS

The Law Library is open 103 hours per week. We maintain the same number of hours throughout the year, including semester breaks. We are unable to curtail hours during breaks since the law school's breaks do not coincide with those of the rest of the University.

The attendance record in our library continues to grow. For the preceding twelve months, 228,500 visits were recorded or an increase of 6% from the total in 1991-92. This figure translates into 19,041 visits per month. Beyond serving the students and faculty, the library is open to attorneys and members of the legal community. According to our attorney sign-in sheets, attorneys used the library on more than 1,000 occasions per month. During the first four months of 1993, the usage by attorneys increased by 15% over the first four months in 1992.

SERVICES

The Reference Librarians provide a total of 68 hours of reference service each week. They answered approximately 9,000 questions. Each faculty member is assigned a library liaison. This librarian is in charge of the research requests for the faculty member.

Interlibrary loans, both borrowing and lending, continue to be a valuable service for our faculty, students and the entire library community. This year Outreach Services produced a monthly average of 2,400 photocopies for the faculty, a figure similar to last year's total. Fortunately, we purchased a new photocopy machine for faculty and staff copying.

LIBRARY AUTOMATION

It was announced that PALS (our on-line catalog) would no longer be supported by UNISYS and that Dynix would be assuming
that role in 1993. Subsequent disclosures have eroded confidence in the future of PALS and the library may be faced with acquiring new automated systems within the next five years.

COMPUTER LAB

Use of the computer lab for word processing, computer assisted legal research, and legal exercises escalated during the year. During 1992-93, we recorded 12,592 hours of WordPerfect usage and 387 hours of CALI in our lab! Our students can access WESTLAW and LEXIS both at home and in our computer lab. Their usage of computer assisted legal research totaled 9,992 hours or an increase of 14% over 8,659 hours in 1991-92. The need for training and staffing of our computer services continues to be in demand.

A new group was formed within the library to address automation planning. The Strategic Library Automation Planning (SLAP) group has enhanced the communication and coordination among computer services personnel in the Law Library, the law school, the Pullen Library, and the GSU computer center. Members of SLAP worked closely this year on the EDP for the law school.

COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 1992:

VOLUMES .................................................. 123,435
TITLES .................................................. 41,164
MICROFORM REELS ...................................... 5,423
MICROFICHE ............................................. 446,056
MICROFORM VOLUME EQUIVALENTS .................. 74,343
SERIAL SUBSCRIPTIONS ................................. 3,786
AUDIO/VIDEO ............................................ 755

The library's hardcopy title count of 41,164, ranks GSU 19 out of 37 southeastern law school libraries that report their statistics to the ABA. Since our library does not duplicate many of our titles, the title count is a good indication of the quality of our collection. Since 1990, our collection has grown at a constant pace. Our volume count of 123,435 ranks the GSU
library at 32 out of 37 southeastern law libraries. Since the law school has existed for 10 years, this ranking is not unexpected.

During the past four years, due to the lack of an increase in our acquisitions budget, we have eliminated buying back issues of congressional documents in microfiche; we have halted special binding projects; we have eliminated many duplicate purchases. We have canceled many looseleaf titles, newsletters, and foreign journals.

CATALOGING

The accessibility of our collection continues to be enhanced through the efforts of our catalogers. The catalogers are involved in cataloging materials in various formats - audio, video, and microform.

PHYSICAL FACILITIES

It is imperative that begin to plan for the expansion of the library. Currently, the library's hard copy collection includes 124,000 volumes. In 1999 the collection will be 148,000 volumes or 85% capacity. To exceed 85% capacity is to be out of compliance with the standards of the American Bar Association and the Association of American Law Schools. Besides stack space, the library requires additional study space, specialized training labs, and storage. The university has begun to consider options for the expansion of the Law Library.

BUDGET

MATERIALS:

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<td>TOTAL:</td>
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</table>
PERSONAL SERVICES
Salaries $ 425,349 $ 459,067

OPERATING EXPENSES AND EQUIPMENT
Computer services, Equipment, supplies $ 97,594 $ 97,594

ACQUISITIONS BUDGET
The acquisitions budget of the Law Library has been drastically and adversely affected by a static level of funding for the last four years and by a rate of inflation in the cost of materials that exceeds the inflation rate for the rest of the economy. Serial holdings are extremely important in a law library collection and form 84% of the entire acquisitions budget. In recent years the cost of monographs has been increasing annually in excess of 15% and the cost of all serials has been increasing at nearly 11% annually.
COMMENTS ON GOALS FOR 1992/93:

GOALS FOR 1992/93:

1. Update all department procedure manuals. [Ongoing]

2. Improve the physical facility by correcting the lighting in the stacks and carrels. [Planned for spring, summer??]

3. Continue staff development programs, including cross-training and visits to other libraries. [There is still a need]

4. Promote the video and audio collections by cataloging the collections. [Ongoing]

5. Streamline processing procedures to transfer materials to the stacks in less time. [Ongoing]

6. Foster relationships with Clark-Atlanta Library School by continuing to teach in their program and host additional interns. [Completed for year and ongoing]

7. Evaluate and weed the Reference and Reserve collections. [Reserve collection completed, Reference Collection ongoing]

8. Continue to catalog and classify microform collection. [Ongoing]

9. Continue name, series authority updates. [Ongoing]

10. Develop serials functions to their fullest potential by training new LTA serials position, eliminate Kardex, and begin online clean-up projects and other special projects. [Ongoing]

11. Improve online accounting function. [Ongoing]

12. Monitor the cost of expensive loose-leaf services and cancel titles if warranted. [Will continue into 1994]

13. Monitor the cost of foreign titles. [Will continue into 1994]

14. Participate in events in celebration of the 10th Anniversary of the College of Law. [Completed]

15. Continue to communicate with the students concerning their needs. [Ongoing]
GOALS FOR 1993/94

1. Upgrade equipment in the Lab and in library departments.
2. Finalize installation of Internet gopher services in the OLLI alcove and at reference desk.
3. Expose students' Georgia legal product on CD-ROM.
4. Continue CALR, WordPerfect, and CALI instruction.
5. Continue to support administrative services in planning a permanent computer training room in the law school.
7. Rearrange LTA serials workstation.
8. Continue to work on procedure manuals in all departments.
9. Review serial and acquisition records.
10. Complete the evaluation of serial reference titles for currency.
11. Create a file of difficult reference questions complete with answers or the process for locating the needed information.
12. Continue the training sessions for student assistants and to create a mechanism for the evaluation of their performance.
13. Continue troubleshooting in the stacks that need shifting or other stacks maintenance attention.
14. Enter all document titles into PALS.
15. Investigate the development of a method for checking in congressional fiche.
16. Organize other local library tours for staff and librarians.
17. Create a Reserve classification on OLLI.
19. Continue name authority file verification.
20. Continue reclassification of European Community titles.
21. Continue exploring potential databases in the Internet for faculty research.

22. Increase cataloging of videos.


24. Work towards accreditation of AALS.

25. Evaluate titles to assure a quality collection.

26. Review gift materials from the Georgia State Library.
Annual Reports:

Rhea A-L Ballard, Public Services
Ladd Brown, Acquisitions/Serials
Nancy Deel, Microforms/Computer Services
Barbara James, Reference/Documents
Jackie Shieh, Cataloging

1. Circulation

- None. Only the Circulation Department had a new student assistant who was hired at the end of March.

- The student assistants from Filing and Mailroom were temporarily assigned to the Circulation desk to help. This has given Circulation a larger pool of help and enabled one assistant to work at the Desk.

- Two work-study students were acquired through the work-study program. One student handles interlibrary loans and the other works at the Desk.

2. Memorandum

- An upgrade of CALLS, the circulation component to the online catalog (CALLS), was installed at Circulation.

3. Statistics

- Sheri told me that she gave you the book changes and gate count stats.

- Mail documented a total of 13,145 letters on the visitor sign-in sheet.
This memo summarizes the activities of Public Services from April 1992 - April 1993.

I. Circulation

Personnel

• Norma Grubbs, the Circulation Supervisor for many years, decided to pursue her education and resigned. Linda Lawrence, the interlibrary loan supervisor at Alston & Bird, was hired as the new Circulation Supervisor.

• Rosemary Hynes, Library Assistant I, resigned to complete her Ph.D. Kevin Cain, a former library employee was hired as the new Library Assistant I.

• Two student assistants from Filing/Stacks Maintenance were taught Circulation Desk procedures. This gives Circulation a larger pool of employees can assist at the Desk.

• Two work-study students were acquired through the work-study program. One student handles interlibrary loans and the other works at the Desk.

Equipment

• An upgrade of COLLI, the circulation component to the online catalog (OLLI), was installed at Circulation.

Statistics

• Sherri told me that she gave you the book charges and gate count stats.

• Phil documented a total of 12,145 names on the visitor sign-in sheet.
II. Outreach Services

Photocopying

- Due to the tremendous number of cases that were photocopied on behalf of the faculty, a change was needed. As a result, cases that are available online are now printed from WESTLAW rather than photocopied from reporters.

Statistics

- Don is preparing these and will give them to you.

III. Public Service Dept. Activities

- Law Day -- On April 30, 1993, 36 students from Therrell and Washington High Schools were invited to the Law School. The objective of the Law Day program was to give the students a personal introduction to the law. Speakers included: Dean Girth, Prof. William Thomas (pre-law advisor), Attorney Calvin Graves, Prof. Bernadette Hartfield (admissions), and Beth Brown (placement). The day ended with a tour of the law library and a brief discussion of law librarianship.

- Continue to post law or Law School related items on the bulletin board.

- Continue to respond to comments placed in the Library’s suggestion box.

- This year the librarians composed Book Docket articles for the Library’s Acquisitions Reports.

- During Spring semester, the Library hosted its third Clark Atlanta University Library School intern.

- The Library continues to implement its liaison program. This year, assistance was even to one of our faculty members, who was teaching in Austria.

- Continue to publish, "Legal Pursuits", the Library’s Newsletter.

IV. Goals

Circulation

- create a circulation manual - ongoing
- weed & update the Reserve collection - ongoing
- create a Reserve classification on OLLI, so patrons use OLLI to retrieve Reserve materials - ongoing
- create an ILL manual - new
• Circulation Supervisor will join the ALLA - new
• acquire new computer equipment to implement upgraded COLLI software (right now, Circulation is using a terminal loaned from the Acquisitions Dept.) - ongoing

Outreach Services
• purchase a new photocopy machine - completed
• update the Outreach Services Manual - ongoing
• acquire a fax machine: write procedures, and provide training - completed
• train Acquisitions Library Assistant as photocopy back-up person, when Outreach Services Library Assistant is unavailable - ongoing

V. Professional Activities

Committees
• Faculty Authors’ Recognition Committee, 1992-93
• GSU African-American Faculty Committee, 1992-
• Treasurer, ALLA, 1992-93
• AALL, Grants Committee 1993-94, (Chair, 1994)

Conferences and Presentations
• Attended the SEAALL Annual Meeting in Calloway Gardens, April, 1992
• "Gestalt and the Online Catalog: What is Your Perception?" Paper co-presented with Jackie Shieh at the Cooperative Ventures IV 1992 Georgia Council of Media Organizations Conference, Nov. 6, Savannah, Georgia.

Publications

Teaching Activities
• Taught legal bibliography, Fall 1992
CIRCULATION AND INTERLIBRARY LOANS - - - MAY, 1993

OBJECTIVES 1993-94

1. Revise and initiate unit documentation: manuals (Circulation and ILL), job descriptions, training plans.

2. Complete transition of reserve catalog to OLLI; discard reserve card catalog.

3. Plan for and implement expansion of reciprocal borrowers program to other University Center institutions (especially Emory Law).

4. Develop and implement policy for lost and paid items.

5. Develop and implement Appeals Board for complaints on fines and lost items.

6. Continue to alert staff and patrons of security issues.

7. Review service to the disabled.

STATUS

1. The Circulation Manual is now almost 2/3 complete. This has been a difficult task, in that the current manual is vague and all areas have needed to be detailed. It’s a classic case of one thing creating another subsection which creates another subsection and so forth. The goal is for this to be completed by August 1, hopefully earlier.

   An ILL Manual will follow the Circulation Manual. Since an ILL Manual currently does not exist, this will entail the development of policy in areas which are presently vague to non-existent.

   Job descriptions were re-evaluated and are now current as a result of the salary survey done in February, 1993.

   Training plans will follow the completion of the two above mentioned manuals. Our current training method, while lacking, should suffice until a manual is available, as a complete manual is a valuable training tool.

2. Danny Woodard has worked very diligently in cleaning-up the OLLI reserve files and the reserve collection. This is a giant step in discarding our reserve card catalog. With the beginning of Fall Semester 1993, the reserve card catalog will no longer be the means of accessing reserves and will become a shelf list for use by the Circulation staff and not patrons. At that time, complete reserve information will be accessible on OLLI.

3. This seems to have fallen off the face of the earth at this time. It is hoped that this will be brought up again and can be implemented sometime in the near future. Confidentiality of student records seems to be the biggest concern.

4. The lost and paid policy will follow and be a part of the
Circulation Manual, and after final approval, should be in place by the beginning of Fall Semester 1993.

5. An appeals policy has been developed, and will be added to the Circulation Manual upon final approval. A copy of this is attached.

6. Signs have been posted throughout the library alerting patrons of the possibility of theft. Also security guidelines have been posted at the attorney sign-in podium. A meeting is planned of student workers and interested staff with Rebecca Miller of the GSU Police. This is designed to alert library personnel of suspicious behavior and proper procedures for reporting complaints.

7. Disabled service is an area that is currently undeveloped and is a goal for the upcoming year. This is an area that will require discussion and assistance from other departments in the library, not only Circulation.

Submitted by Linda Lawrence, Administrative Supervisor, Circulation and Interlibrary Loans. May 14, 1993
Law Library Patron Appeal Process

**Purpose**

- The Law Library Patron Appeal Process is available to all Law Library patrons who wish to appeal Library decisions involving borrower records. Such decisions include:
  
  - Library charges for overdue materials, damaged materials, lost materials, or key replacement
  - blocked records or restricted borrowing privileges
  - Interlibrary Use of Joint Borrower card restrictions

- Concerns about specific policies, procedures, services, or the collection are not handled by this process.

**Committee**

- The Law Library Patron Appeal Committee (Committee) handles all patron appeals. The Committee consists of: one Law School professor, the Public Services Librarian, Circulation Supervisor, one Library staff member, and one Law School student. At least the professor, Circulation Supervisor, and staff member must be present at each appeal.

- The Law School professor, Library staff member and Law School student are selected by the Law Librarian.

- The professor and student must serve at least a one year term. The Public Services Librarian, Circulation Supervisor, and staff member have permanent Committee positions.

- If a Committee member (excluding the Circulation Supervisor) is involved in the transaction being appealed, (s)he will be replaced by another Library staff member during that particular appeal process.

- The Circulation Supervisor chairs the Committee. (S)he is responsible for producing a written report, required for each appeal.
**Procedure**

- If a patron objects to his/her borrower record, (s)he must first speak with the Circulation Supervisor. If the patron is still unsatisfied, (s)he may appeal to the Law Librarian.

- An appeal to the Law Librarian must be in writing. The appeal must state: the patron’s name and barcode number, the specific facts involving the complaint, and the type of redress desired.

- Within three working days, the Law Librarian will forward a photocopy of a written appeal to each member of the Committee.

- Within five working days of receiving a copy of an appeal, the Committee will meet to discuss the issues of the particular appeal and make a recommendation to the Law Librarian. The Committee may request that additional information be given or that the patron speak before the Committee. The patron however, cannot request to speak with members of the Committee.

- Within ten working days of receiving a copy of an appeal, the Committee will complete its deliberations and forward its written recommendation to the Law Librarian.

- The Law Librarian can agree or disagree with the Committee’s recommendation. The Law Librarian will inform the patron of his/her decision, within five working days of receiving the Committee’s recommendation.

- The Law Librarian’s decision is final.
BORROWING ILL STATISTICS  April 1992 - March 1993

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**Totals**

- Copies: 38,727
- Westlaw: 777
- Lexis: 0
- Total: 39,504

**Information Series**

- 31,497

**Printed Pages**

- 14,523
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ANNUAL BOOK SEARCH STATISTICS 1992/93

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Personal changes for 1992/93:
- Vairie Abraham left the bindery position in April.
- Jimmy L attended the bindery position in May.
- Paul Abraham became bindery assistant in July.
- June Williams became bindery assistant in August. Her other twenty books were changed into bindery position approved in January 1993.
- Nelson Wheeler was appointed as bindery in February and was terminated in April.
- Sherry Jones-Wright was later transferred into the new position -- IA ISS Serials. This position also supervises processing.
- Deanne Jackson, temporary employee, now works a portion of the hours for processing, which is supervised by the new full-time position.

There were no major workflow changes during the fiscal year except the addition of Processing and the establishment of a bindery unit consisting of one student assistant, Jim Harr.

Acquisitions:
Since implementation, we have loaded 2630 orders on FIAS Acquisitions. There continue to be problems with the overnight processing of our files and the delivery of purchase orders to be mailed. The accounting elements of the Acquisitions module have experienced several crashes and the validity of the online accounting data is questionable; the main library is also experiencing debilitating problems in the way of fund record vs. development record accounting data.

We have loaded 3432 serial records on FIAS Serials. Records that have been loaded are those with simple patterns of in-house titles, such as CEB, will be dealt with in the second major loading phase. Checkin appears to be working well and it is possible to view particular titles and their checkin history from the GRS reference terminal. There is no accounting function in Serials as of yet, but invoices are "posted" online within note field in the serial records. Duplicates are now being checked in through FIAS by the IALL in Microforms.
TO: NANCY JOHNSON, LAW LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
DATE: 28 MAY 1993

This memorandum summarizes activity highlights of the Acquisitions/Serials unit during the past twelve months. Coverage includes Personnel, Automation: Acquisitions and Serials, Processing, Environment, and Goals.

Personnel
Personnel changes for 1992/1993 were:

Valrie Abrahams left the LTA serials position in April.
Jimmy Lanham began working at the LTA Serials position in May.

Paul Abrelat became the LTA III Acquisitions in July.
Jennie Williams became .5 FTE in August. Her other twenty hours were changed into another .5 FTE position approved in January 1993.
Nelson Wheeler was employed as the LA I Serials in February and was terminated in April.
Sherri Jones-Wright was laterally transferred into the new position -- LA I Serials. This position also supervises processing.

Eugene Jackson, temporary employee, now works a portion of his hours for processing, which is supervised by the new halftime position.

There were no major workflow changes during the fiscal year except the addition of Processing and the establishment of a cancel unit consisting of one student assistant, Jim Kerr.

Automation

Acquisitions: Since implementation, we have loaded 2680 orders on PALS Acquisitions. There continues to be problems with the overnight processing of our files and the delivery of purchase orders to be mailed. The accounting elements of the Acquisitions module has experienced several crashes and the validity of the online accounting data is questionable; the main library is also experiencing debilitating obstacles in the way of fund record vs. department record accounting data.

Serials: We have loaded 3423 serial records on PALS Serials. Most titles that have been loaded are those with simple patterns; more complex titles, such as OCGA, will be dealt with in the second major loading phase. Checkin appears to working well and it is possible to view particular titles and their checkin history from the OLLI reference terminal. There is no accounting function in Serials as of yet but invoices are "posted" online within note field in the serial records. Documents are now being checked in through PALS by the LAIII in Microforms.
PALS: It was announced during the winter that PALS would no longer be supported by UNISYS and that Dynix would be assuming that role in 1993. Subsequent disclosures have eroded confidence in the future of PALS and the library may be faced with acquiring new automated systems within the next five years.

Environment
There have been no major changes in the physical arrangement of the unit. The processing area has been shifted into a Knoll workstation and appears to have adequate space. Shelf space seems to be sufficient even with the leasing of several ranges to Cataloging for the withdrawal backlog. PCs are continuing to be upgraded. When the university is networked, there will be greater access to the online acquisitions and serials modules and we will not have to depend on direct lines to the mainframe.

Goals
1. We should be rid of the Kardex by August 31, 1993. The kardex records themselves will be retained for invoice purposes and past checkin history.
2. The LTA serials workstation will be flipped to accommodate the use of shelves for checkin backlog.
3. The procedure manuals will be finalized with the installation and the fine-tuning of release 91.R1. Many procedures will be changed from the current way of operating and new features will be explained.
4. The serials records will be undergoing a series of internal revisions as new information is discovered and implemented.
5. The acquisitions records will be undergoing similar evolution.
GSU LAW LIBRARY ACQUISITIONS & SERIALS 1992-1993 ANNUAL REPORT

-3-

Committees

AALL Technical Services Special Interest Group Preservation Committee 1993 --
ALLA Bylaws Committee 1993 --
GSU Libraries Automation Committee 1989 --
GSU Libraries Acquisitions & Serials Steering Committee 1991 --
GSU Libraries Appeals & Grievances Committee 1993 --
GSU Law Library Policy Committee 1991 --

Conference Activities

Moderator, Technical Services Roundtable, 1992 SEEAAL Annual Meeting

Panelist, Technical Services Program "Revisiting the Experts," 1992 AALL Annual Meeting

Teaching Activities

Lexis & Westlaw Introductory Sessions Jan-Feb 1993
1992-1993 ANNUAL REPORT STATISTICS

ACQUISITIONS

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SERIALS

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This memorandum summarizes the activities and goals of the Microforms Department and Computer Services. Also included are my professional activities.

**MICROFORMS DEPARTMENT**

**Collection arrangement**

The microform collection is arranged in LC call number order with fiche and film separated. Fiche is located in cabinets numbered 1-16 and film is in cabinets numbered 17-24. Periodicals are in cabinets numbered 25 (fiche) and 26-29 (film). Permanent numbers for the cabinets were attached this year.

The video collection, except those videos on Reserve, is housed in the micro closet. Arrangement in the closet is by LC call number if available, then by the subject categories used on the Video Locator.

**Locators**

The micro locators have been revised. Most titles are now located using OLLI. Those titles not on OLLI are found on the "Uncataloged Microform Locator." The "Major Microform Titles Locator" gives either the call number (FICHE or FILM is part of the call number) or the cabinet and drawer number if the title is not cataloged.

The Video Locator has been revised several times this year. The current locator includes the call numbers if available. Updating the Locators is an ongoing project until the collection is completely cataloged.
Equipment

The newer Minolta (model RP 605Z) is used primarily as a film reader/printer and the Minolta RP 505 is used for fiche printing. Although these printers have both fiche and film carriers, we lock the carriers not being used in the micro closet. They are normally used only when a reader/printer is out of order.

Both machines have coin boxes to collect $.10 per copy. The money from these machines is collected and counted each week as part of the department meeting.

The decision was made this year to discontinue service on the Minolta 405 reader/printer which has been referred to as the "wet" micro printer. It is out of order currently and will be surplused.

Staffing

The service desk continues to be staffed Monday through Friday by Julie Grubbs, with the Reference Librarian on duty acting as back-up for micro service. The Library Assistant position description is attached. Julie was hired on August 31, 1990 as part-time staff and became a full-time employee on June 17, 1991. This year the position was upgraded to Library Assistant III by the GSU Wage and Hour Administrator. The upgrade and new salary will take effect on July 1, 1993.

Activities

A new responsibility was added to Julie’s job description this year. Julie was trained by Ladd to load and update records on the PALS serial subsystem. She is loading all the records for government documents. Over 100 records have been loaded. New records are loaded as documents are received. Julie also assisted Barbara in preparations for the government documents inspection which took place in February.

Julie is engaged several times a day in the stacks of the library. She does stacks maintenance for government documents, picks up books to be re-shelved once a day for 1/2 hour, and retrieves and files certain looseleaf titles as assigned by Barbara or me.

Julie keeps various logs including supplies, service calls, override key use, and government documents. Please find attached the Summary - Supplies and Costs for the year. As the statistics indicate, the laserjet printers are heavily used by the law students (394 packs of paper were used during the 12 month period - up from 212 packs used last year). At 500 pages per pack, the statistics indicate nearly 200,000 pages were printed.
Several sections the Microforms Department Manual were revised this year. New pages were filed in the copies of the Manual at the Reference and Microforms desks and in personal copies of the Manual. The manual will be reprinted with all changes to date in early June. A cross-training program for library staff is planned for June 25. The program will include micro and computer lab procedures and general information.

GOALS of the Microform Department

* Continue weekly department meetings to facilitate communication and to count and deposit money from the reader/printers
* Update the Microforms Department Manual when needed
* Continue to load and update PALs records for government documents
* Offer cross-training program for library staff

COMPUTER SERVICES

Highlights of the year

A new group was formed within the library to address automation planning. The Strategic Library Automation Planning (SLAP) group has enhanced the communication and coordination among computer services personnel in the law library, the law school, the Pullen library, and the GSU computer center. Members of SLAP worked closely this year on the EDP for the law school. In addition to myself, the group includes Ladd Brown, Jackie Shieh, Phillip Core, and Tom Gromme. Paul Russell also recently joined the group.

The student computer lab is a heavily used facility as demonstrated by the statistics attached. Total hours of usage is over 12,000 and pages printed this year totaled nearly 200,000. The chart shows printing statistics on the HP Laserjet III only. This accounting feature is not available on the HP Laserjet. It is estimated that roughly 45% of access to the LAN is for the purposes of printing (see statistics on % access < 15 min).

New CALI exercises were loaded on the Lab’s file server in July. Problems arose when it was discovered that a few of the evidence exercises this year do not fit in the local memory of most of the machines in the Lab. This emphasizes the need for equipment upgrade in the Lab.

This year Phil and I conducted an orientation to the CALI exercises in Professor Edmundson’s professional responsibility
class. We also provided a handout for copying and using the exercises. The Computer Lab Manual was revised in August 1992 and again in January 1993 due to changes in the Lab.

Changes in Computer Lab Equipment

In November, three more computers were equipped with both the 5.25" and 3.5" high density floppy drives. There are now a total of four 3-1/2 inch high-density floppy drives in the Lab machines. The use of double-density and high-density drives in the Lab caused some confusion among students. A new informational sheet on floppy drives was added to the Manual to clarify the differences in the drives and assist students in properly formatting their disks. (See page 7 of the Manual attached.)

In January, eight color monitors were surplused from the Business School and installed in the Lab. They replaced four monochrome monitors which lacked graphics capability and four color monitors showing signs of excessive age. This standardized both the appearance and functionality of the Lab.

Westlaw and Lexis Equipment

Other changes in Lab equipment include a hotline phone for Westlaw questions and a Lexis stand-alone dot-matrix printer. The Westmate software was upgraded to provide dual-column printing from the stand-alone laser printer. Both Lexis and Westlaw provide software for use with Windows.

Staffing

The Computer Lab is staffed during business hours by Julie (LA1 - Micro) and in the afternoon 1:00 - 5:00 by Phillip Core. Phil became full-time staff in the position of Computer Services Assistant in September. He has recently been upgraded to Computer Services Specialist I, effective July 1, 1993. He continues to work in the library part-time in the afternoon and works in the College of Law Computer Services in the morning. Julie’s level of service for the Lab has increased this year as more law students recognize her proficiency with the Lab hardware and software.

GOALS of Computer Services

1) Upgrade equipment in the Lab and in library departments

   * a new laser printer (to replace the HP Laserjet in lab)
   * a new Lexis stand-alone laser printer
   * a new Westlaw laser plus printer (to allow for image printing)
* 286 machines (to replace IBM XT-type PCs in lab)
* 386 machines (to replace 8086 machines in circulation, cataloging, and faculty offices)

2) Finalize installation of Internet gopher services in the OLLI alcove and at reference desk. Coordinate changes to the gopher currently available through Phil Williams.

3) Expose students to Georgia legal products on CD-ROM

We have an offer from CaseBase to provide a network version of their Georgia CD-ROM product. It includes the Georgia code, case law, and regulations. This will be installed on the network and training will be provided by CaseBase representatives for students, librarians, and library staff. We will also investigate the offer from Michie for a complimentary subscription to their Georgia CD-ROM product which includes statutory and case law.

3) Continue services of previous year

* computer classes taught during orientation
* Westlaw and Lexis training
* revisions of the Computer Lab Manual
* installation of new CALI exercises
* offer CALI training in classes when invited

4) Continue to support administrative services in planning a permanent computer training room in the law school

Discussion of this issue:

A permanent computer training room is needed for year-round training on computer systems used in support of the curriculum and research. Law students will benefit from advance training on Westlaw and Lexis, in addition to classes on WordPerfect, introduction to Computers, cite-checking and other online research utilities, and CALI. The training room is also needed for training law faculty and support staff on network applications and other software.

The most important advantage of this permanent room is for Westlaw and Lexis training for students. Currently students get only basic training. The phone lines and equipment are set-up during the basic training, then removed from the College. Because CALR skills are so important (due largely to the expensive of the systems in the private sector), the students need and want advanced training on the systems. This training could include a refresher course taught at the end of Spring term which would prepare students for summer clerkships. Special sessions on Westlaw and Lexis could provide training on files used in job-searching (Martindale-Hubbell and Westlaw's legal directory). In addition, sessions on topical databases such as
taxation, securities, etc. prepare the students for the "real world" of computerized legal research. This kind of training is currently not available to the students on campus because there is no permanent training room.

PROFESSIONAL ACTIVITIES

Publications and Presentations:

* co-authored "Researching Georgia Law" to be published in the Spring issue of Georgia State University Law Review.
* wrote the "Professional Reading" column of the Atlanta Law Libraries Association Newsletter (a quarterly publication)
* co-presented "Basic Georgia Legal Research" to the Atlanta Law Libraries Association in February 1993

Research projects in progress -
* annotated bibliography of state research guides (co-authoring article with Barbara James)
* project to introduce law faculty to the Internet (working with Jackie Shieh and Ken Hirsh)

Conferences and Continuing Education Programs Attended:

* SEAALL Institute on Middle Management & Annual Meeting (4/92)
* Library Scholars Program "United for Excellence" (4/92)
* Franklin Time Management Seminar (5/92)
* AALL Annual Meeting (7/92)
* Introduction to UNIX (2/93)
* Library Scholars Program "The Library of the Future" (2/93)
* Beginning Interlibrary Loan workshop (3/93)
* SEAALL Institute on Computer Networking in Law Libraries and Annual Meeting (4/93)

Committee Activities:

Professional Associations -

Local Secretary and co-chair of Newsletter Committee, Atlanta Law Libraries Association; Atlanta Lexis Advisory Council

Regional member, Southeastern Chapter American Association of Law Libraries; Georgia correspondent for the "SEAALL Briefs" column of Southeastern Law Librarian; SEAALL Publications Committee; Georgia Library Association

National member, American Association of Law Libraries, Special Interest Sections - Automation and Scientific Development SIS and Legal Information Services to the Public SIS; Council of Chapter Newsletter Editors
Pullen Library -
* member, Communications & Public Relations Committee
* member, Bylaws and Elections Committee
* convener, Microcomputer Users Group (MUG)

Law Library -
* chair, Law Library Policy Committee (developed new Student Assistants Manual and made changes to the Law Library Policy Manual)
* chair, Strategic Library Automation Planning (SLAP) group,

College of Law -
* member, Ad Hoc Computer Advisory Committee

Teaching Activities (Classroom, Tours, On-line):
* Lexis and Westlaw (Jan. 1993)
* Lecture/Tour for Pre-Law Club (5/92), Hospitality Law class (7/92), and Law and Psychology class (1/93)
POSITION DESCRIPTION

TITLE: Library Assistant I

DEPARTMENT: Microforms/A-V/Computer Lab

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Microforms Desk and in the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES: Provide service for microform and audio-visual collections and equipment

- Assist law students in using personal computer lab hardware and software

- Check-in, file, and shelve government documents and report problems or changes to Reference/Government Documents Librarian

- Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed

- Coordinate the repair and maintenance of equipment in the microform room

- Manage equipment supplies for microform room and computer lab

- File microfiche/microfilm

- Maintain statistics and records for the department

- Provide locational information (including OLLI searches) for patrons and refer other questions to Reference

- Straighten-up Library in the afternoon

- Perform other tasks/projects 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, computer experience, and audio-visual experience preferred.

Revised 1/15/93
## SUMMARY

**SUPPLIES AND COSTS FOR THE YEAR**

**(APRIL 1992-MARCH 1993)**

### SUPPLIES

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**TOTAL FOR COMPUTER LAB AND MICROFORMS**

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Law Library Computer Lab

WP usage in logins  WP usage in hours
Computer Lab Manual

Georgia State University
College of Law Library

January 1993
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ACCESS TO THE COMPUTER LAB

The GSU Law Library computer lab is located in room 113 of the Law Library on the ground floor of the Urban Life building.

Access to the GSU Computer Lab is limited to GSU law school students, faculty, and staff. The PCs are password protected. Patrons must present a valid GSU law school ID to receive the password. Westlaw and Lexis supply individual passwords to all law students and passwords are available upon completion of training. (For more information, see the section of the Manual on Westlaw and Lexis.)

HOURS

The Computer Lab is open during the usual library hours:

Monday - Friday 7:00 am to 11:00 pm
Saturday 9:00 am to 9:00 pm
Sunday Noon to 11:00 pm

Students must be finished with all printing fifteen minutes before the library closes.

STAFF SUPPORT

The microforms area outside the Computer Lab is staffed 9:00 am to 5:30 pm Monday - Friday by a Library Assistant. The Library Assistant can assist students with supplies, basic WordPerfect questions, and printer problems. A Computer Lab Consultant may also be available for additional help. The Consultant works weekday afternoons and can assist students with hardware and software problems. The Reference Librarian/Computer Coordinator is in charge of the Computer Lab.

SUPPLIES

Students must supply their floppy disks. Disks may be purchased in the bookstore. Eight of the lab's computers accept only 5-1/4" double-density disks. The other 4 lab computers accept both 5-1/4" and 3-1/2" high-density disks. Paper for the laser printers is provided by the library. Please use this paper economically. Students may bring in higher quality paper to print resumes, etc. Students may also bring in legal sized paper and envelopes as the library doesn't supply them. Supplies for the Westlaw and Lexis printers are provided by West Publishing and Mead Data Central. Please contact a library staff person if supplies need to be replenished.
RESERVING THE COMPUTERS

Sign-up sheets are available at the front end of each row in the computer lab to reserve time on the lab computers. Students may reserve word processing stations for three hours per day. Westlaw and Lexis can be reserved for one hour each per day. If a terminal has not been reserved, it can be used on a first-come, first-served basis. The conversion station cannot be reserved.

DESCRIPTION OF FACILITIES

The lab is divided into two parts, one part primarily for word processing and the other part for Westlaw and Lexis online research. The following list summarizes the lab's equipment.

Word processing equipment:

8 IBM compatible XT computers with 5-1/4" DD (double-density) floppy drives.
3 IBM XT computers with both 5-1/4" and 3-1/2" HD (high-density) floppy drives.
1 Conversion Station (IBM compatible) with both 5-1/4" and 3-1/2" high-density disk drives.
2 Letter quality laserjet printers

Online research equipment:

3 Lexis/Nexis terminals each with a deskjet printer
1 Lexis/Nexis stand alone dot matrix printer
3 Westlaw terminals each with a deskjet printer
1 Westlaw stand-alone laser printer

GETTING STARTED

The Computer Lab Consultant is available to help students get started. The following facts are needed to begin using the Computer Lab:

A password accessed menu system has been established to ensure that lab usage is limited to law students only. To get the password, a student must present a valid Law ID card at either the Circulation or Reference desks. A password is also needed to access the Lexis and Westlaw online research services. (See the Westlaw/Lexis section of this Manual.)

A floppy diskette is needed to use WordPerfect. All of the lab computers can use DD (double density) 5-1/4" floppy disks. Three of the word processing stations and the conversion station can use HD (high density) floppy disks. Please see the section on floppy disks for crucial information on the differences and usage of DD and HD disks.
SOFTWARE DESCRIPTIONS

To help law students complete their course work, the Law Library Computer Lab provides word processing and instructional software. WordPerfect 5.1 is the word processing package and CALI (Computer-Assisted Legal Instruction) is the instructional package. These two software packages combined with assorted DOS functions are accessed through a menu system on the 11 word processing stations.

The following menu screen is on the DD word processing stations:

<table>
<thead>
<tr>
<th>GSU COLLEGE OF LAW COMPUTER LAB MAIN MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - WordPerfect version 5.1</td>
</tr>
<tr>
<td>2 - WordPerfect Tutor</td>
</tr>
<tr>
<td>3 - Computer Assisted Legal Instruction 1991-1992</td>
</tr>
<tr>
<td>4 - Check Disk</td>
</tr>
<tr>
<td>5 - Print Directory to Screen</td>
</tr>
<tr>
<td>6 - Copy a floppy disk</td>
</tr>
<tr>
<td>7 - Format a data diskette in A:</td>
</tr>
<tr>
<td>8 - Scan a floppy disk for computer viruses</td>
</tr>
</tbody>
</table>

June 21, 1991 2:54:27 pm

Press H for Help

EXPLANATION OF MENU OPTIONS

1. The lab's word processing package is WordPerfect 5.1. It has become the standard package for law firms nationally.

2. The WordPerfect Tutor is a good way to familiarize oneself with the basic and advanced features of WordPerfect. It is self explanatory and easy to use.

3. The Computer Assisted Legal Instruction (CALI) package is a collection of exercises using interactive lessons covering nineteen legal education subjects from accounting to wills & trusts. Some classes require CALI course work.
4. The **Check Disk** option will examine a floppy disk in drive A: It reports some disk damage and other statistics.

5. The **Print Directory to Screen** option will display all files from a floppy disk in the A: drive. It is equivalent to a DOS `dir` command.

6. The **Copy a floppy disk** option will make an identical copy of the files of one source disk onto a destination disk. Warning: any existing files on the destination disk will be lost. It is equivalent to a DOS `diskcopy` command.

7. The **Format a data diskette in A:** option will prepare a brand new disk for file storage. All new disks must be formatted with this option before they can be used to store files. Examine the Information on floppy disk section.

8. The **Scan a floppy disk for computer viruses** option uses the latest release of the F-PROT package to find and remove known computer viruses from floppy disks. It's automatic.

**DOCUMENTATION**

Documentation is available for WordPerfect. Several WordPerfect workbooks are located on the bookshelves in the microfiche room adjacent to the Lab.

**TRAINING**

Students have several options for WordPerfect instruction. WordPerfect courses are offered by the Law Library and the GSU Computer Center. The Library offers two computer classes for law students who have limited computer experience. **Introduction to the Computer Lab** is a half hour session covering the equipment of the Lab, the menu on the computers, formatting & handling floppy diskettes, and the "Do's & Don'ts" of Computer Lab Policy. **Introduction to WordPerfect 5.1** is a 1-1/2 hour class covering the basics of creating, editing, and printing text documents. These courses are free to law students and are offered several times during the fall semester.

The GSU Computer Center in the Library South building on campus offers beginning, intermediate, and advanced courses in WordPerfect. Each class is offered several times each quarter for a fee ranging from $45 to $65. For more information about the Computer Center's courses, call the computer center's lab at 651-2686 or visit room 109 of the Pullen Library South building.

Individual instruction is available through the WordPerfect tutorial program (option 2 on the Menu). The tutorial is easy to use and always available.
USING PRINTERS

The lab has two letter quality laserjet printers which are connected to the eleven word processing computers and the conversion station. These laserjet printers and the Westlaw stand-alone printer are located on the inter table in the back right corner of the lab. The big red Lexis stand-alone printer is located at the front right corner of the lab. The HP Laserjet III printer is a letter quality printer denoted by the acronym HPLJS3. It has about 75 fonts which can be accessed through WordPerfect and allows envelope and legal size paper printing. The HP Laserjet printer is a letter quality printer which has only 3 fonts and prints only on standard 8-1/2 X 11" paper. Its acronym is HPLJ.

When either the HPLJS3 or the HPLJ runs out of paper, a beep sounds and the message

```
>>hplj is out of paper ( CTRL ENTER to clear )
```

will appear at the bottom of all word processing stations. Press the CTRL key and the ENTER key simultaneously to remove the message and restore computer operation. If paper is not placed in the printer, the beeping message will repeat after several minutes and can be again cleared with the CTRL - ENTER key sequence. Out of courtesy, the person whose document is currently printing should refill the printer's paper tray, but anyone who is annoyed by persistently interrupting messages may take initiative.

REFILLING PAPER IN THE PRINTERS

A supply of paper for the printers is kept on the printer table. Please inform the Lab Consultant, the assistant in Microforms, or the circulation assistant if more paper is needed.

Each laserjet printer has one or more paper trays which are easily removed from the printer. The HPLJ has two trays and an automatic feature that switches from an empty tray to a full one. One should fill both trays when servicing this printer. The HPLJS3 has only one tray. Slide the paper tray completely out of the tray slot. The bottom of each tray contains diagramed procedures for paper insertion which should be followed. After the paper is inserted, replace the tray into the tray slot.
WESTLAW AND LEXIS TERMINALS

The Computer Lab contains 3 terminals for Lexis/Nexis and 3 terminals for Westlaw research. Westlaw and Lexis manuals are located next to their respective machines. There are also Westlaw and Lexis workstations in the OLLI alcove across from the Reference Desk.

A near-letter-quality deskjet printer is attached to each Lexis and Westlaw research station. Each deskjet printer can only be accessed by the adjacent research station. It is recommended that short documents be printed on these attached printers. Larger documents from Westlaw and Lexis should be printed on their respective stand-alone printers. There are also Westlaw and Lexis workstations in the OLLI alcove across from the Reference Desk.

POLICY NOTICE: Do not print out materials from Westlaw or Lexis which are available in hard copy in the Law Library. Violation of this policy is an honor code violation!

REFILLING PAPER IN THE PRINTERS

A supply of paper for the deskjet printers is kept beside them. Please inform a library employee if more paper is needed.

On the bottom front center of each deskjet printer is a sliding paper tray extender. Slide this extender outward and insert about a 1/4" stack of paper with the Westlaw or Lexis logo facing downward and toward the front. Slide the extender inward so that it is snug against the paper.

The Westlaw and Lexis stand-alone printers are refilled regularly by library staff.

TRAINING AND RESEARCH ASSISTANCE

Students are trained on the use of Westlaw and Lexis during January and February of their first year. The training is mandatory in order to receive a password. Students receive directions about the training in their RWA classes.

Ongoing assistance on the use of Westlaw and Lexis is provided by the Reference Librarians and by the Westlaw and Lexis student representatives. The student representatives post their hours in the Lab. Assistance from the Reference Librarians is available at the Reference Desk during the following hours:

- Monday - Thursday: 9:00 am to 9:30 pm
- Friday: 9:00 am to 5:00 pm
- Saturday: NOON to 6:00 pm
- Sunday: 1:00 pm to 5:00 pm
IN THE LAB

In the lab, all 8 Zenith machines have the 5-1/4" DD drives (black in color) and all 4 IBM machines have the modern 5-1/4" and 3-1/2" HD drives (beige in color). Format new DD disks in the Zenith machines and new HD disks in the IBM machines.

- The best rule is to keep all floppy variables consistent. Use DD disks with DD formats in DD drives, or use HD disks with HD formats in HD drives.

- DD disks, formatted as DD, work in HD drives but with diminished reliability.

- HD disks never work in DD drives.

- Do not ever use the wrong format; HD formats on DD disks or DD formats on HD disks are recipes for heart break.

- In the lab, a DD disk permits reliable access to the 8 Zeniths and permits mostly reliable access to the 4 IBMs. A HD disk limits access to the 4 IBM machines (unless the HD files are copied to a DD disk via the conversion station).
The Conversion station and the HD stations accommodate both 5-1/4" and 3-1/2" high density drives. This feature allows the transfer of files between different floppy disk types and formats thereby eliminating the incompatibility barrier between some home computer disk drives and the lab's floppy drives. An explanation of the differences in the Conversion/HD menu system from other stations follow.

The menu system consists of the following two screens or pages which can be selected by pressing the PgUp or PgDn keys.

### Network Conversion Station

<table>
<thead>
<tr>
<th>Page 1</th>
<th>Menu 1 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Print Directory Listing to Screen</td>
<td></td>
</tr>
<tr>
<td>2 - Copy entire diskette to another of same type</td>
<td></td>
</tr>
<tr>
<td>3 - Perform DOS Check Disk (CHKDSK)</td>
<td></td>
</tr>
<tr>
<td>4 - Copy a file to another disk drive</td>
<td></td>
</tr>
<tr>
<td>5 - Delete a file</td>
<td></td>
</tr>
<tr>
<td>6 - Rename a file</td>
<td></td>
</tr>
<tr>
<td>7 - Learn about Formatting Diskettes</td>
<td></td>
</tr>
<tr>
<td>8 - Format a Floppy Diskette</td>
<td></td>
</tr>
</tbody>
</table>

December 31, 1999 11:57:07 pm  
Memory: 530 K

### Network Conversion Station

<table>
<thead>
<tr>
<th>Page 2</th>
<th>Menu 2 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - WordPerfect 5.1</td>
<td></td>
</tr>
<tr>
<td>2 - Computer Assisted Legal Instruction 1991-1992</td>
<td></td>
</tr>
<tr>
<td>3 - Scan a floppy disk for computer viruses</td>
<td></td>
</tr>
<tr>
<td>4 - Exit to DOS</td>
<td></td>
</tr>
</tbody>
</table>

December 31, 1999 11:59:50 pm  
Memory: 530 K

The following definitions apply to this document:

The A: drive is the top floppy disk drive (5-1/4" inch HD)  
The B: drive is the bottom floppy disk drive (3-1/2" inch HD)
1 - **Print Directory Listing to Screen** is equivalent to the DOS `dir` command. It will print to the screen all files found in the specified drive.

After selecting this option, use the arrow keys to select between drives A: and B: and press return. Next use the arrow keys to select between output formats described on the screen, `/w`, `/p`, and `/w/p` (any one is sufficient) then press return. After the directory listing is displayed, press any key to return to the main menu.

2 - **Copy entire diskette to another of the same type.** This selection is equivalent to the DOS `diskcopy` command. It will copy all files, directories, and formatting from the SOURCE disk to the DESTINATION disk. Essentially the DESTINATION disk becomes an exact duplicate of the SOURCE. The SOURCE and DESTINATION disks must be of the same size and density. All files previously existing on the destination disk will be irretrievably replaced by files from the source disk.

Select this option, use arrow keys to highlight drive choice, then press return. Insert SOURCE and DESTINATION disks when prompted. These prompts may be repeated several times when copying high density disks.

3 - **Perform DOS Check Disk.** This is equivalent to the DOS `chkdsk` command. It will report how much of the disk and electronic memory is used. It also detects and corrects some types of disk errors if the `/F` option is used.

First choose this option then arrow left or right to highlight the desired drive and press return. Highlight either `/F` or `/V` as described on the screen and press return. After the report is displayed, press any key to return to the main menu.

4 - **Copy a file to another disk drive.** This option works like DOS's `copy` command. It copies files from A: to B: or from B: to A: but not from A: to A: or B: to B:.

Select this option then type the path and name of the file to be copied (ex. A:resume, A:\*.*, or B:\tax\outline.one). Press return. Use the arrow keys to highlight which drive to copy the file to. If everything works well, the message "x file(s) copied" will be displayed. Common problems are listed below.

If the message "file not found 0 file(s) copied" is displayed, then either the path wasn't entered (no A: or B: before the filename), the filename was misspelled, or the file doesn't reside where specified (use the 1 - Print Directory option to confirm spelling and existence of files).

If a file needs copied to another disk in the same drive (A: to A: or B: to B:), it must first be copied to the second drive then copied back (A: to B: then B: to A:).
5 - **Delete a file** will allow one to delete a file from any disk. It is equivalent to the DOS del or erase command.

Select this option then type the path and name of the file to be erased (ex. A:oldfile). The message "A:oldfile deleted" confirms the operation.

6 - **Rename a file** is equivalent to the DOS ren command.

At the initial prompt, type the path and name of the file to be renamed then return. At the second prompt, type the new filename desired and return. A confirmation message will be displayed.

7 - **Learn about Formatting Diskettes** is a short tutorial on formatting floppy disks using option 8.

Select this option and read the text. Use the arrow keys to move through the document. Press the ESC key to exit back to the main menu.

8 - **Format a Floppy Diskette** accesses the disk formatting utility described in option 7. Use this option to format new disks.

The conversion station and the HD stations have the capability to format all types of disks but for technical reasons, it is recommended that all new 5 1/4" DD floppy disks be formatted on one of the Zenith machines (see the Info. on floppy disks section).

Following this selection, a formatting menu is displayed. Use the arrow keys to move between and check options. The volume label may be left blank, the disk should not be bootable, and the other two options are dependent on the size and format capacity of a particular disk. When all options have been set, press the Fl0 key to start the formatting process. Press ESC to exit at any time. Press F1 to access the help screens.

If you don't understand the differences between the format capacities of floppy disks ( HD and DD ), please read the Information on floppy disk section of this manual, or ask the lab consultant for assistance.

**MENU 2**

1 - **WordPerfect 5.1** is our word processing package.

2 - **Computer Assisted Legal Instruction** known as CALI for short is required for some courses. This station provides the ability to copy CALI exercises to any common size and capacity floppy disk.

3 - **Scan a floppy disk for computer viruses** uses the latest release of the F-PROT package to find and remove known computer viruses from floppy disks. It's automatic.

4 - **Exit to DOS** is reserved for computer support personal only.
POLICIES OF THE LAW LIBRARY COMPUTER LAB

The Law Library is pleased to offer the Computer Lab for GSU law students. To guarantee continued access to the Lab you must comply with the policies below.

VIOLATION OF COMPUTER LAB POLICIES IS AN HONOR CODE VIOLATION.

Highlights of the Lab Policies: "DO's and DON'Ts"

**DO**
- bring your own disks to save your work and make back-up copies
- reset the menu when you are finished working (exit completely from the application you were using)
- leave the computers on
- be considerate of other lab users (for example: replenish paper in the printers!)
- ask the attendant for help when needed

**DON'T**
- attempt to copy software from the computers (EXCEPTION: CALI exercises may be copied - use the CALI menu option)
- attempt to hack through the menu
- save your work on the computer's hard disk
- tamper with the equipment (printers & computers)
- give out the computer passwords to anyone (this includes Westlaw and Lexis passwords)
- print full-text of material from Westlaw or Lexis/Nexis which is available in the Law Library
COMPUTER LAB POLICIES

1. Law Students may use the Law Library Computer Lab for personal or school-related work.

2. Lab users must take proper care of all equipment, diskettes, manuals, and all other property of the GSU College of Law Library. When there is a problem with any equipment or materials, the student must report the problem to the library employee on duty in the Lab or the Reference Librarian/Computer Coordinator.

3. Lab users must observe all copyright laws and restrictions. Do not duplicate any computer program or documentation provided by the Law Library unless the program or documentation is in the public domain. The name of any student violating this policy will be turned over to the Honor Court of the College of Law.

4. The GSU College of Law Library makes no guarantees, either express or implied, with respect to any equipment, programs, or other library materials in the Computer Lab. The entire risk as to the quality and performance of the computer equipment, programs, and documentation rests with the Lab user. Privacy of data files cannot be guaranteed.

5. The availability of equipment to a specific user during any period of time is not guaranteed. Use of equipment, programs, and documentation will be allotted as fairly as possible according to demand. Occasionally special events such as training sessions, seminars, and the like may take precedence over normal Computer Lab use. All decisions as to the use of the Computer Lab are at the discretion of the Reference Librarian/Computer Coordinator.

6. Students must provide their own diskettes for storage of their data. No private files may be stored on Law Library diskettes or hard disks. Any data lost as a result of software problems, equipment failure, electrical problems or other causes is not the responsibility of the GSU College of Law Library or its employees. To protect your data, please make back-up copies of all your work.

7. Eating, drinking, and smoking are forbidden in the Computer Room. Neither food nor beverages may be brought into the area at any time. The rule, and the penalty for violation of this rule, is the same as applies for the rest of the Law Library.

8. Library materials brought into the area may not be left there; they must be reshelved. Students are expected to keep the area clean of paper litter and library books. Please use the
recycling bin in the back of the Lab for all white paper.

9. Lab users must exit completely from WordPerfect when finished. Return the computer to the MAIN Menu screen.

10. Use of the Westlaw and Lexis equipment is restricted to CURRENT GSU LAW STUDENTS ONLY. You must have your own password for these services. Please see the Reference Librarian/Computer Coordinator for assistance with accessing these services. The software and passwords are also available for you to use on a home computer. Do not give your Westlaw or Lexis password to anyone to use.

11. Printing full-text of materials from Lexis or Westlaw is prohibited when the material is available in the Law Library's print collection. Use full-text printing for slip opinions and other material not available in the Library.

12. Use of software other than that provided via menu access is prohibited in the Lab. Lab users may not bring in their own software. Lab users may not alter, edit, install, or remove software in the Lab.

13. Lab users must not give the computer password to anyone. Violation of this policy creates the need for a new password, which inconveniences everyone.
MEMORANDUM

TO: Nancy Johnson
FR: Barbara James
DA: May 17, 1993

This memorandum summarizes my activities and the major projects I have undertaken in 1992-1993, as well as the general activities and services connected with the reference desk, collection maintenance, and government documents. I am attaching available statistical information for reference and including statistics for collection maintenance and government documents in this report.

Please note that I was on maternity leave for 16 weeks in 1992.

I. Reference

Staffing

The reference desk is fully staffed. We provide a total of 68 hours of reference service each week. Librarians are scheduled from 9:00 a.m. - 9:30 p.m. Monday through Thursday, and 1-5 p.m. on Friday for a total of 54 hours. A reference assistant, who also works for the Hunton & Williams law firm in the library, works from 9 a.m. - 1 p.m. on Friday. This provides a time for all the librarians to meet. A Graduate Research Assistant (law student) is scheduled from noon to 6:00 p.m. on Saturday and 1-5 p.m. on Sunday while classes are in session.

There are three librarians who share primary responsibility for providing reference services: Barbara James, Reference/Government Documents Librarian, Rhea Ballard, Public Services Librarian, and Nancy Deel, Reference Librarian/Computer Coordinator. We each average 16 hours per week at the reference desk. Ladd Brown, Acquisitions/Serials Librarian, and Jackie Shieh, Catalog Librarian, work one evening per week. Jeff Chilcutt, reference assistant, works Friday mornings. Martha Henn, Librarian, continues to substitute as needed.

Reference Requests

The reference staff answered 8,944 questions during the year. Since this represents a decrease from last year (and the reference desk is as busy as ever), I surveyed all those who work at the reference desk as to how they record statistics. As I
suspected, everyone was doing it differently. Together we developed new, uniform rules on how to count questions.

Activities

The reference staff also gives library orientation tours and lectures primarily to GSU undergraduate classes that prearrange the date and time. We gave lectures to classes on education, sports law, health and human services for the elderly, library media technology, and federal government documents.

Reference librarians provide back-up service to the other public service areas: Circulation and Microforms/Computer Lab. Micro/Computer Lab duties often include assisting patrons in locating materials, printing on the film/fiche printers, adding paper to the laser printers and the Westlaw and Lexis printers, etc. Circulation duties include answering the telephone, checking books in and out, helping patrons with the Reserve collection, collecting fines, etc.

The reference librarians have all participated in the bimonthly reference meetings. We present "continuing education" information on various topics, such as Georgia materials, how to compile federal legislative histories, sources for foreign law research, and how to use the Monthly Catalog.

We evaluated serial reference titles for currency during the year.

We revised the following information series handouts: Classification Numbers, Federal Securities Regulation, Federal Taxation, Georgia Legislative Materials, Georgia Practice Materials, and the Treaty Guide. Additionally, I updated the Bibliography of States' Primary Materials and created a new guide on the Americans with Disabilities Act.

Goals

To complete the evaluation of serial reference titles for currency.

To create a file of difficult reference questions complete with answers or the process for locating the needed information.

II. Collection Maintenance

Staffing

Collection Maintenance personnel are responsible for updating, shelving, shifting, binding, repairing, and recycling materials for the Law Library and the Faculty Library. Marilee Knox, Stacks Supervisor, oversees filing, shelving, and student
assistants. Jennie Williams, Library Assistant (half-time) handles binding, book repairs, recycling, and special projects.

Shelves

Marilee completed an inventory of shelving in need of repair. Many shelves were missing screws, which were replaced, and some were missing the actual shelves, which were ordered. We have an abundance of princeton files, which are used to organize flimsy, hard-to-shelve items (such as slip opinions, advance sheets and ICLE materials). These and the standard bookends ordered last year have improved the appearance of the stacks.

Marilee also surveyed the shelves to be sure that the call number indicators were correct.

Shifting the Collection

Due to our space constraints, we almost always have a shift in the works in the Law Library. The following is a summary of the larger shifts completed over the past year.

Due to high use, our lower level copies of the Supreme Court Reporter and U.S. Reports were actually falling apart. We ordered a third set of Supreme Court Reporter that was shelved next to the set on the lower level. Last year we switched the upper level copies of U.S. Reports with the lower level copies.

To alleviate the crowded conditions around the Georgia materials, both Georgia Codes were shifted to Row 1. This separates them from the Georgia Reports. To do this, the Georgia Laws and the War of the Rebellion volumes also had to be shifted. The War of the Rebellion, a set of federal documents complete with extremely rare atlases, is now in the stacks under its call number (E 464 .U6).

Other shifts were completed with the Martindale-Hubbell collection, the Tax Management set, Uniform Commercial Code materials, and in the European section.

Upcoming shifts are planned for the Reading Room collection and U.S. Statutes at Large. The Reading Room shift is a large one, requiring detailed "grids" of beginning/ending call numbers to be charted in advance. Jennie is our grid expert. When these shifts are completed, all shelves in the library will be occupied. Currently, there is one section of compact shelving (6-8 rows) that is vacant.

Looseleafs and Shelving

There are currently six student assistants employed to do shelving and filing. This totals approximately 120 hours.
Marilee began filing her own claims with publishers in January. These claims are usually for missing pages. Acquisitions staff continue to claim materials never received. Marilee filed 74 claims from Jan.-April 1993.

Marilee now maintains a "problems" notebook of weekly shelving projects and filing problems. It may be consulted for information on current problems in filing and shelving

Binding

Binding continues at a regular, steady pace as long as funds are available to support it. Currently we are waiting for the new fiscal year to resume binding.

Statistics for 1992-1993:

1,089 regular (first-time) binds
119 problem/rebind
210 replacement orders for missing issues

Jennie continues to delete dead titles from the bindery files and to add to the binding list for non-periodicals.

Book Repairs

Jennie performs some book repairs in-house. During the past year, she repaired 294 volumes.

Recycling

Jennie coordinates the library’s recycling efforts with those of the university and state government. Cardboard boxes are broken down and carried daily to the loading dock. We have 6 bins for mixed paper that recycle weekly. An additional bin is for specialized paper (computer paper only) and it fills more slowly. Jennie takes magazines not permanently retained by the library (such as Newsweek and Time) to Grady Hospital. We maintain a recycling bin for aluminum cans in the staff lounge that is emptied by a student group.

Projects

The entire staff participated in three shelfreading projects over the past year. During shelfreading, each staff member and librarian is assigned certain shelves to "read." Staff make sure the books are in call number order, look for missing labels, damaged books, and other irregularities, perform minor shifting, and generally straighten materials.

Each week, Marilee works on projects in the high-use areas of the stacks. She rotates between state materials, tax,
bankruptcy, labor, reference, Georgia, and the Reading Room. These projects are similar to mini-shelfreadings.

Jennie has worked on many stacks maintenance projects due to the start and stop nature of the binding money. The following is a summary of her major projects during the year. In Nov., she took an inventory of the state materials in the Receiving Room and boxed books for mailing. Together she and I determined that each state’s code was complete and up-to-date. Working from checklists supplied by the publishers, we withdrew superseded material and ordered missing volumes and supplements. This project included the two Georgia codes. Jennie has also checked the Georgia Laws for completeness. Currently she is working with Nancy Deel checking the Harrison titles for Georgia for currency and pulling Georgia form sets for the Reserve collection. All these activities strengthen the collection.

Goals

To continue the training sessions for student assistants so that they are exposed to new ideas and reminded of library procedures.

To create a new form and schedule for evaluating the performance of student assistants.

To continue troubleshooting areas in the stacks that need shifting or other stacks maintenance attention.

III. Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take approximately 4% of the available materials. This comprises about 500 titles. During 1992-1993, we received the following number of documents from the GPO:

2,944 paper titles
15,583 fiche pieces
8,540 fiche titles

Claiming, except for core titles, was suspended by the GPO in early 1993.

Staffing

Julie Grubbs, Library Assistant in Microforms/Computer Lab, checks-in documents and files depository fiche. She is now trained to do searches of the Monthly Catalog and the Publications Reference File on Westlaw. When the North Georgia Documents Librarians meeting was held here, Julie demonstrated our automated check-in system for documents (PALS). She also
demonstrated check-in procedures to the visiting documents class
from Clark-Atlanta and spent a day training our CAU intern
(library student) in documents.

Check-in

In early 1993, Julie began using the PALS system to perform
automated check-in for government documents. She spends about
four hours each week loading serial records.

Activities

Julie and I attended the session of the North Georgia
Documents Librarians held at Berry College, Rome Georgia. In
March, we hosted the group in the law school here at GSU.

I lectured to the documents class of Clark-Atlanta School of
Library Science. The session was held here at GSU.

Projects

Julie completed a shift of House and Senate fiche documents
to allow for growth in the collection.

I worked on compiling a union list for holdings in major
documents sets by the Atlanta area depositories. This will be
distributed to interested depositories.

I completed a bulletin board remembering Justice Thurgood
Marshall that featured many document titles. Danny Woodard,
Circulation, assisted with the layout.

Collection Development

We maintain a deposit account with the GPO to cover the cost
of ordering non-depository documents. I obtain titles for the
library and in response to faculty requests.

I continue to monitor the state and national Needs and
Offers lists to complete and supplement our holdings. Jennie is
currently working on compiling a list of our offerings. We
compile such a list about every two years.

We obtained a duplicate set of U.S. Statutes at Large.

Inspection

Every five years, depositories are inspected by a GPO
representative. Our last inspection was in 1987. We were
inspected in February 1993 and received excellent marks in
maintenance of the collection and staffing.
Goals

To get all documents titles entered into PALS so that check-in is fully automated.

To investigate the development of a method for checking-in congressional fiche to the piece level in order to satisfy the GPO requiremeren.

IV. Other Projects and Activities

I coordinated a visit and lunch of the Emory Law Library Staff to our library.

Goals

To organize other local library tours for staff and librarians.

V. Professional Activities

Publications

"Vietnamese Law in English: A Selected Annotated Bibliography" was published in the summer 1992 issue of Law Library Journal. An updated version of this bibliography will be part of the program materials at the Asian American Law Librarians Caucus's session on "The Legal Systems and Trade Laws of Thailand and Vietnam: Facilitating the Next Generation of Trade in Southeast Asia" held at American Association of Law Libraries Annual Meeting this summer.

"Bibliography of Foreign Law Materials in the GSU Law School Library" was published in the spring 1993 issue of the Atlanta Law Libraries Association (ALLA) Newsletter.

Conferences

I attended the South Eastern Association for Law Libraries (SEAALL) Annual Meeting in Charleston, West Virginia. I received the Lucille Elliott Scholarship from SEAALL to help cover expenses.

Committees

I served on the ALLA Newsletter Committee and the Pullen Library Preservation Committee.
This memo summarizes the activities of the Cataloging Department during the year of 1992-93.

The department continued the workflow procedure which was established last year. There weren't any major changes in cataloging procedures. The routine activities had several interruptions due to the communication difficulties caused by the computer MICOM lines which connect the library online catalog to the Computer Center mainframe system. The support that the department has received from either the Computer Center or the library computer support unit has been instrumental in continuing the high quality performance of the department.

The communication problems on MICOM lines, however, have provided the opportunity for the department to work more closely with the Computer Services Librarian (Nan) & the Computer Support Assistant (Phil Core) for the development of the equipments necessary for the department. The major focus point is to make sure that the department has the adequate equipment to continue its high performance record.

I. DEPARTMENTAL Personnel

The department consists of Catalog Librarian, Jackie Shieh, and Library Technical Assistant, Pamela Scott. The basic responsibilities remained unchanged for the fiscal year of 1992-93. The department is responsible for cataloging all formats of materials collected, acquired by the Law Library.

Equipments

Currently there are two Zenith 248's at 10 mhz/40 meg hard drive with color EGA monitors in the workstation for accessing library’s online catalog and electronic-mails. Two printers, Okidata Microline 192 and Epson FX 80, and two barcode readers are attached to individual computers.
One WYSE computer, the OCLC M310 workstation, installed with PASSPORT software running PRISM cataloging and interlibrary loan activities, is located in the same work area. Two printers, Epson LQ 800, for label printing and Canon A-50, for bibliographic records and other printing purposes, and one barcode reader are attached to the WYSE computer.

Refer to tools and equipment updates

1. The reference tools for cataloging activities are constantly updated and reviewed. Major titles are on standing order, i.e., Library of Congress Subject Headings, Library of Congress Classification Schedules. The updates are inserted as received. New titles are ordered as seen needed and if fund is available, i.e., ALA-LC Romanization Tables, Cataloging Motion Pictures and Videorecordings.

2. Prior to August 1992, the two computers in the department were Zenith 148, 8088 at 4 mhz/ no hard drive. Between Aug. 92 and Feb. 93, with the support from Phil Core, the department was able to upgrade its computers to ensure higher quality performance for OLLI and COLLI activities, with two computers, Zenith 158, 8088 at 8 mhz/ 20 meg hard drive.

As the College of Law is anticipating the installing of a Local Area Network and upgrading its computer network, the department is looking forward to the possibility of an upgrade for its current equipment to a uniform College of Law standards in this coming year, 1993-94.

Cataloging activities

The activities remained as busy as the year before. The procedure of processing the materials, i.e., the priority setup, was established in 1991-92. Quality control on bibliographic records and COLLI holdings were, and still are the focus of the department.

The formats that the Library collects include books, serials, microforms, audio cassettes, videorecordings, computer diskettes, visual aids, and etc.

Several new shelves were added to accommodate the shifting of the received materials for new titles. The shelves are clearly marked by received date to facilitate retrieval and prioritize cataloging. The system has worked very smoothly.

All cataloging activities, updating bibliographic records, deleting library holdings information, ... etc. are still being processed via OCLC PRISM cataloging facility.
OCLC added its ILL (interlibrary loans) to PRISM in December 1992. The Keyword searching capability became a reality in April 1993. No formal training was given for the later one. A self-tutorial program was loaded on OCLC M310 workstation in the department. Reference Librarians were notified and encouraged to have hands-on session with the new searching capability.

Adding-to-the-shelflist

New received additions which are to be added to the existing titles are placed on the "adding-to-the-shelflist" shelves. There was very little dispute as where the majority of the titles should be or have been placed.

Nevertheless, some confusions did occur with several titles which prompted an evaluation of the present adding procedure practice of several standing order titles.

Suggestions from Reference Librarians and staff from other units were sought. The department carefully evaluated them on several occurrences. Changes were made to accommodate and facilitate the process of the adding materials to the library collection. Shelves are now marked by dates of the month so that the materials will be put in the designated area instead of randomly placed wherever. The Acq/Serials Dept designated a special area for cataloging questions which needed to be resolved in order for the materials to be cataloged and processed.

Shelflist shifting for card catalog was completed early this year to accommodate the growing number of new titles added each month to the library collection. The shelflist is quickly running out of its capacity. New shelflist card catalog has been requested.

Withdrawals

The department worked closely with the Collection Development’s weeding projects. This past year the weeding projects focused on state reports and advance sheets, including papers and microforms. The withdrawn microform state materials were offered as gifts or exchanged with other libraries.

The weeded volumes of the project exceeded the space that the withdrawn shelves could hold. Unfortunately, there was no priority. Pam immediately responded with to the urgency of removing the titles/volumes from the library collection. Statistics of withdrawing activity reflects fully of this.

The department keeps an inventory list of all withdrawn titles starting in late 1991.
Other projects:

1. Audio

Cataloging the backlog of the audio tapes collection began this year. The Circulation dept. compiled an inventory list of its uncataloged audio collection. The department has gone through the list. The backlog of this collection has been gradually reduced. However, it has not been on the top of the priority list. New titles are cataloged as received. It's being continued.

2. Video

The number of videos cataloged has increased from 2 to 3 per month. New titles will be cataloged as soon as bibliographic records are available.

The dept. continues to compile a list of new titles added to the video collection. The list is posted on the library's bulletin board and in "Legal Pursuits."

3. Microforms

The microforms collection continues to have new additions either from the previous backlogs or new materials received through the depository program or Acq/Serials.

4. Other format

New additions to the library's collection include items that accompany materials in the traditional book format, such as computer diskettes, microfiche, etc. Multimedia materials are no longer rare. The department has been aware of this new trend in the publishing industry. New procedures can be modified or added to facilitate and accommodate the constant changing variable of library materials.

5. Name authority

Phase one: the verification of the library's name authority file against the OCLC established name authority file was completed. Phase two: use the verified name authority record to check against the name headings in the bibliographic records in OLLI. Make changes accordingly.

6. Reclassification

The materials on European Economic Community are in the process of being reclassified from KJ to KJC/KJE. New titles are added as received. Retrospective classification started this year and will continue 1993/94.
7. Departmental manuals

Manuals are being updated accordingly as the procedure changed, new equipment added, etc. Focus of this year is on the section of "Withdrawals."

Internet

The Internet, the newest addition to the library service, in communication, cataloging, reference and research. The department headed the Internet exploration due to its original and fundamental need -- cataloging sharing.

As a result, all librarians were trained to access the Internet. No one yet claimed to be an expert of the Internet. However, all librarians are now aware of the wealth of the information available in the Internet and its potential value in reference work for the faculty research.

II. PROFESSIONAL ACTIVITIES

Committees

I have been involved in several levels of committee work. In the Law Library, I am working with Nan in SLAP (Strategic Library Automation Planning) and the Policy Committee; with Rhea in the Evaluation Committee.

In the University faculty, I am alternating my involvement in the Automation Committee with Ladd and Nan. I was elected to serve also in the Communication & Personnel Relations Committee for a two-year term, from 1992/3-1993/4.

In the law libraries associations, at the local level, in Atlanta Law Library Association (ALLA), I have served as co-chair in the Newsletter Committee (chaired ads.) and was a member of the Recruitment Committee. I was elected to the Secretary of the ALLA for 1993/94. At regional, in the Southeastern Association of Law Libraries (SEAALL), I worked on the bibliography, "Selected Bibliography of Internet and Network Resources" for the 1993 Institute as a member of the Education Committee--to be published in an upcoming edition of Legal Reference Services Quarterly.

I also served as member of the Recruitment Committee of the American Association of Law Libraries (AALL). I was appointed to serve on the Preservation Committee of AALL for a two-year term, 1993-95.

Conferences

Attended the SEAALL annual meeting in Calloway Garden, GA, in April, 1992.
Participated in the Southeastern Libraries Network (SOLINET) annual meeting and its preservation workshop in May, 1992.

Attended the 1992 Cataloging Institute in Santa Clara in July and following the annual meeting of the AALL in San Francisco.

Attended the USMARC Format Integration workshop for cataloging in the SOLINET/MARBI institute, in May 93.

Publications/presentations

The "Preservation Awareness in Law Library" was presented in the July staff meeting.


III. GOALS

*Update departmental manuals

*Continue name authority file verification

*Continue reclassification on European Community titles

*Continue exploring potential databases in the Internet for faculty research

*Continue seeking the cooperation and coordination among units in the library

*Increase the number of cataloging videorecording
STATISTICS
APRIL 1992- APRIL 1993

A. CATALOGING: (BY TITLES)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAPER [MONO + SER]</th>
<th>MICRO</th>
<th>AUDIO</th>
<th>VIDEO</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/92</td>
<td>108 [102 + 6]</td>
<td>7</td>
<td>3</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>5/92</td>
<td>145 [140 + 5]</td>
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<td>3</td>
<td>5</td>
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</tr>
<tr>
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<tr>
<td>11/92</td>
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<tr>
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<tr>
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<td>3</td>
<td>0</td>
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<tr>
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<td>3</td>
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Totals 1687 [1545 + 154] 78 25 49 11

Category: "Others" includes unusual formats such as flash cards, and computer diskettes.
### B. CATALOGING: (BY VOLUMES)

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<th>MONTH</th>
<th>PAPER [MONO + SER]</th>
<th>MICRO</th>
<th>AUDIO</th>
<th>VIDEO</th>
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<tr>
<td>7/92</td>
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<td>2</td>
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<td>0</td>
<td>7</td>
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</tr>
<tr>
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<tr>
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<td>17</td>
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<td>2</td>
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<tr>
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<tr>
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</tr>
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<td><strong>Totals</strong></td>
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<td><strong>74</strong></td>
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# C. Catalog Maintenance: Additions

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<tr>
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<th>AUDIO</th>
<th>VIDEO</th>
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</tr>
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**Totals**  307 [9122 v.]  5043  0  4
## D. CATALOG MAINTENANCE: WITHDRAWALS

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<th>VIDEO</th>
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<td>9/92</td>
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</tr>
<tr>
<td>3/93</td>
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</tr>
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<td>4/93</td>
<td>9 [164 v.]</td>
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**Totals**

|        | 398 [3123 v.] | 234 | 0 | 0 |
ORGANIZATION CHART

1993
TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and serials control functions; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the unit.

RESPONSIBILITIES:

SUPERVISION: Library Technical Assistant (Serials), Accounting Assistant, and Serials Assistant III (Aq./Binding)

DUTIES:

Overseeing all acquisitions activities, including pre-order searching, selecting vendors, placing orders, processing invoices, and accounting.

Overseeing all serials control activities, including check-in, routing, and binding.

Evaluating, planning for, and implementing an online acquisitions/serials control system.

Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters.

Monitoring workflow and productivity.

Resolving problems in the acquisition of and accounting for library materials and in serials control and binding.

Acting as liaison with the University’s Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position.

Monitoring the library materials budget, preparing appropriate reports and keeping statistics.

Overseeing the receipt of gift materials.

Planning and designing space and equipment requirements for acquisitions/serials unit.

Staffing the Reference Desk one evening per week.

Performing other duties as assigned.
POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and serials control functions; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Serials), Accounting Assistant, and Library Assistant III (Acq./Binding)

DUTIES: Overseeing all acquisitions activities, including pre-order searching, selecting vendors, placing orders, processing invoices, and accounting

Overseeing all serials control activities, including check-in, routing, and binding

Evaluating, planning for, and implementing an online acquisitions/serials control system

Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters

Monitoring workflow and production

Resolving problems in the acquisition of and accounting for library materials and in serials control and binding

Acting as liaison with the University's Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position

Monitoring the library materials budget, preparing appropriate reports and keeping statistics

Overseeing the receipt of gift materials

Planning and designing space and equipment requirements for acquisitions/serials unit

Staffing the Reference Desk one evening per week

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.

1/24/89
POSITION DESCRIPTION

TITLE: Administrative Assistant (3/4 time)

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, maintain all personnel files (faculty, staff and student assistants) and keep current personnel and University forms, monitor supplies, provide clerical support to Librarians and Head Librarian and act as administrative liaison with University departments and outside vendors.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, maintains current fiscal year budget files and prepares budget amendments.

Coordinates all personnel actions, prepares personnel forms, and keeps informed of personnel and payroll policies and procedures; maintains and updates staff and librarian personnel files, prepares staff and student assistant timesheets, and maintains current fiscal year files on student assistant and staff timesheets.

Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; prepares payment requests for vendor invoices, obtains quotes and prepares orders with outside vendors, including pickup, if necessary.

 Maintains supplies, handles petty cash requests and reimbursements, makes deposits for book fines and microfiche funds and prepares purchase requisitions for maintenance contracts, equipment purchases, non-inventory items and subscriptions and continuations.

Prepares travel requests, expense statements, and registrations.

Maintains updated Board of Regents files (FID) on Law Library faculty, prepares faculty recruitment and hiring forms, performs mainframe input for newly hired faculty and responsible for certain faculty and/or staff information that must remain confidential.
Maintains library statistics spreadsheets for all departments, and student assistant payroll statistics

Provides typing and clerical support for Head Librarian. Occasionally provides typing and clerical support for other library and library staff

Responsible for recording, preparing, and distributing minutes of Library staff meetings and various ad hoc committees

Provides, updates and/or obtains departmental signage, internal forms, and provides and updates shelf signage for library collection

Makes arrangements for Law Library meetings and functions

Does photocopying and binding as needed

Performs other duties as assigned

QUALIFICATIONS: Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff and all other University departments - administrative and academic. Two years college; budget experience preferred.

Issued 2/3/93
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation/ILL

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

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: LA II, two half-time LA Is, and student assistants

DUTIES: Scheduling coverage of the Circulation desk during all hours the library is open and being available to cover the desk when necessary.

Hiring, training, supervising, evaluating, and terminating Library Assistants and student assistants working in Circulation

Overseeing the COLL automated circulation system and training Circulation staff and student assistants in its use; acting as liaison with computer center and Pullen Library 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

Maintaining audio collection and equipment and assisting patrons with their use

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

Overseeing compact shelving, correcting malfunctions when able, and training other library staff in operation of the shelving
QUALIFICATIONS:

Maintaining study room sign in sheets and patron sign in sheets and statistics

Compiling detailed law library usage statistics

Performing other duties as assigned

Revised 3/12/91
TITLE: Catalog Librarian
DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To create original catalog records and to monitor the quality of all catalog and holdings records; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the cataloging unit.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Cataloging)

DUTIES:
- Creating original cataloging records
- Performing difficult copy cataloging, including materials in microform or audio-visual formats
- Overseeing cataloging of library materials using OCLC records
- Monitoring quality of all catalog and holdings records
- Performing catalog maintenance on the online catalog
- Hiring, training, supervising, evaluating, and motivating and terminating staff, and handling other personnel matters as necessary
- Assuming leadership role within the Law Library for all matters related to OLLI/COLLI
- 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 catalog unit
- Planning and designing space and equipment requirements for catalog unit
- Staffing reference desk one evening per week
- 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.

Revised 1/24/89

TITLES: Reference/Government Documents Librarian

DEPARTMENT: 

PURPOSE AND SCOPE OF POSITION: Responsible for binding library materials; book repair; all technical services support tasks; recycling projects; and stacks maintenance.

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Not Applicable

DUTIES: Prepares library materials for binding; keeps records of all binding activity; processes materials returned from the bindery; purchases replacement issues for binding.

Repairs books as necessary and practicable, exercising independent judgment in deciding which books are suitable for in-library repairs.

Coordinates library efforts with overall University recycling program.

Works on various stacks maintenance projects such as shifting materials, filing updates, and removing superseded materials.

Performs other tasks as assigned.

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail. Some college coursework preferred.
### POSITION DESCRIPTION

**TITLE:** Library Assistant I (.5 FTE)

**DEPARTMENT:** Binding

**PURPOSE AND SCOPE OF POSITION:** Responsible for binding library materials; book repair; various technical services support tasks; recycling projects; and stacks maintenance

**RESPONSIBLE TO:** Reference/Government Documents Librarian

**SUPERVISES:** Not Applicable

**DUTIES:**
- Prepares library materials for binding; keeps records of all binding activity; processes materials returned from the bindery; purchases replacement issues for binding.
- Repairs books as necessary and practicable, exercising independent judgment in deciding which books are suitable for in-library repairs.
- Coordinates Library efforts with overall University recycling program.
- Works on various stacks maintenance projects such as shifting materials, filing updates, and removing superseded materials.
- Perform other tasks as assigned

**QUALIFICATIONS:** High school graduate; ability to be accurate and pay close attention to detail. Some college coursework preferred.

2/26/92
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 III

SUPERVISES: Not Applicable

DUTIES:
- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLL functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- 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.

Revised 3/27/91

Revised 7/1/93
POSITION DESCRIPTION

TITLE: Library Assistant III

DEPARTMENT: Microforms/A-V/Computer Lab

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Microforms Desk and in the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES: Provide service for microform and audio-visual collections and equipment

Assist law students in using personal computer lab hardware and software

Check-in, file and shelve government documents and report problems or changes to Reference/Government Documents Librarian

Maintain microforms cabinets and video closet including shifting of collection, labeling drawers and revising the Locators as needed

Coordinate the repair and maintenance of equipment in the microform room

Manage equipment supplies for microform room and computer lab

File microfiche/microfilm

Maintain statistics and records for the department

Provide locational information (including OLLI searches) for patrons and refer other questions to Reference

Straighten-up Library in the afternoon

Perform other tasks/projects 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, computer experience and audio-visual experience preferred.

Revised 7/1/93
POSITION DESCRIPTION

TITLE: Library Assistant II

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. Exercises independent judgment in performance of duties.

RESPONSIBLE TO: Reference/Documents 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, including daily and weekly awareness services.
- Maintaining the title page service and other current awareness services for faculty.
- Keeping detailed statistics of services.
- Making daily run to Pullen Library.

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty. Knowledge of law library collections.

Revised 1/3/90
POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To check in serials; to accomplish the accounting functions relating to the acquisition of library materials; to contact vendors regarding problem orders or invoices. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES: Checking in serials

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

Maintaining serials encumbrance records in PC File

Resolving order and accounting problems with vendors either by letter or by phone

Returning monographs and serials to publishers as required

Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm and operate a 10-key calculator; ability to be accurate and pay close attention to detail. One year library experience, or six months library experience and two years of college. Accounting or bookkeeping background and interpretive and problem-solving skills preferred.

Revised 1/26/89
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: To provide service to patrons at desk and assist with other circulation functions.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLL 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 ILL transactions and performing other circulation tasks as assigned
- Open and close the library (if assigned these hours)
- Straighten up ground floor of library at closing (if assigned these hours)
- Perform other tasks as assigned

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone; six months library or office experience. Some college coursework preferred.

Revised 9/26/89
POSITION DESCRIPTION

TITLE: Library Assistant III

DEPARTMENT: Acquisitions/Processing

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; and to accomplish the processing of library materials. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:
- 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; mailing purchase orders; maintaining order files
- Checking in monographs
- Claiming and cancelling outstanding orders as needed
- Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year of library experience or six months library experience plus two years of college; ability to type 35 wpm.

Revised 2/17/92
POSITION DESCRIPTION

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: Cataloging Librarian

SUPERVISES: Not Applicable

DUTIES:
Searching OCLC database for bibliographic records; cataloging books, serials, microforms, and audio-visual 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 and maintaining shelflist and COLLI item records; withdrawing superseded volumes
Creating name and series authority records
Creating periodical call numbers
Verifying subject headings
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.

Revised 3/16/92
POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Serials Control

PURPOSE AND SCOPE OF POSITION: To maintain serials control records and claim missing issues. Exercises independent judgment within scope of position.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:

Checking in serial publications and recording payment information if appropriate

Creating serials holdings and payment records

Claiming delinquent serial publications

Assisting in planning and implementing conversion to an automated serials system

Maintaining duplicate/exchange files as time permits

Resolving problems within scope of position

Keeping appropriate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm; ability to pay close attention to detail; interpretive and problem-solving skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. One year library experience.

Revised 6/7/89
POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor III (Circulation) and Outreach Services (Library Assistant II).

DUTIES:

- Provides general reference service during day and evening. Provides specialized online searching and other advanced reference services for law faculty as a part of the faculty liaison program.
- Hires, trains, supervises, evaluates and terminates, if necessary, the Circulation Supervisor and Outreach Services Library Assistant.
- Performs the Circulation Supervisor's duties if (s)he is unavailable for an extended period of time.
- Shares responsibility for teaching the Legal Bibliography course in the Law School. Provides Lexis and Westlaw training.
- Coordinates the Library's faculty liaison program.
- Assists the Law Librarian with planning goals and objectives for the Public Services department.
- Leads Library tours and conducts Library orientation sessions.
- Performs other duties as assigned.

QUALIFICATIONS: JD; MLS; minimum of 2 years law library experience; familiarity with manual and automated legal research; 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.

01/93
TITLE: Reference/Government Documents Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference assistance and assistance with computerized legal research; to maintain documents collection

RESPONSIBLE TO: Law Librarian

SUPERVISES: Stacks Supervisor (Collection Maintenance), Library Assistant I (1/2) (Binding/Collection Maintenance), and Graduate Research Assistant (Reference)

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

To schedule reference desk coverage and coordinate other aspects of reference service; to maintain Reference Desk area and materials

Hires, trains, supervises, evaluates and terminates staff in Binding and Collection Maintenance

To instruct and supervise GRA in performance of reference duties

To provide assistance with and instruction for Lexis and Westlaw

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

To monitor government documents check-in and to train and assist Library Assistant I (Micro) assigned to this task

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.

Revised 5/20/91
POSITION DESCRIPTION

TITLE: Reference Librarian/Computer Coordinator

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service, to supervise microform services, and to coordinate computing services and applications in the Computer Lab and Reference Departments

RESPONSIBLE TO: Law Librarian

SUPERVISES: Staff and Student Assistants assigned to Computer Lab/Microforms Room

DUTIES: Providing extensive reference service to law students, faculty, attorneys, and other library patrons (some evening hours required)

Leading library tours, conducting library orientation sessions, and preparing bibliographies and user guides

Coordinating all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training

Supervising staff and student assistants assigned to computer lab/microforms room, including hiring, scheduling, training, evaluating, and terminating personnel

May teach one section of required Legal Bibliography course

Coordinating Westlaw and Lexis training and providing individual and group training to law students and faculty

Performing Lexis, Westlaw, and other database searches for law faculty upon request

Performing other duties as assigned

QUALIFICATIONS: MLS plus two years law library experience; OR MLS plus JD. Familiarity with personal computers. Evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in University Library faculty. Supervisory experience preferred.

2/12/92
POSITION DESCRIPTION

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

PURPOSE AND SCOPE OF POSITION: To oversee all collection maintenance tasks. Exercises considerable independent judgment and responsibility in the performance of duties.

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Student Assistants (shelvers and filers)

DUTIES: Ensuring the prompt and accurate shelving of all library materials, including Faculty Library materials

Ensuring the prompt and accurate updating of library materials by pocket parts, replacement volumes, looseleaf pages, or other means of supplementation; and the appropriate handling of superseded materials. Includes materials located in faculty offices and Faculty Library

Overseeing all other collection maintenance tasks, including shifting collection as needed, shelfreading, maintaining new books area, maintaining Faculty Library, etc.

Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers

Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year library experience and one year supervisory experience, or two years library experience; 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; ability to type 35 wpm. College degree preferred.

2/26/92
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 courses.

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.

Revised 1/21/88
GOAL 1: TO DEVELOP AND MAINTAIN A COLLECTION THAT PROVIDES THE RESOURCES TO SUPPORT THE LAW SCHOOL CURRICULUM, PROGRAMS, AND RESEARCH.

* To select and maintain materials within our budget.

* To make judicious decisions regarding cancellation of materials in order to stay within our budget.

* To build a collection that supports the new courses that are developed within the College of Law.

* To encourage faculty to make library purchase. The collection supports each faculty member's interests.

**LAW LIBRARY STRATEGIC PLANNING GOALS**

1993

GOAL 2: TO PROVIDE INDIVIDUAL RESEARCH AND RESEARCH ASSISTANCE TO THE FACULTY.

* To continue the liaison program under which each faculty member is assigned a particular librarian. The designated librarian handles all library requests from assigned faculty: research, ILS requests, site checking, reserve items, routing of materials, other informational requests.

* To assist faculty when designated librarians are out.

* To train and assist faculty in using software products including cite-checking programs.

* To provide continuing education on the use of Westlaw and Lexis. Programs sponsored by the vendors will be conducted for faculty to inform them of new developments in research methods.

* To train faculty support personnel in the use of Westlaw and Lexis as needed.

GOAL 3: TO PROVIDE REFERENCE AND RESEARCH ASSISTANCE TO STUDENTS.

* To continue to offer students reference service during day and evening hours.
GOAL 1: DEVELOP AND MAINTAIN A COLLECTION THAT PROVIDES THE RESOURCES TO SUPPORT THE LAW SCHOOL CURRICULUM, PROGRAMS, AND RESEARCH.

* To select and maintain materials within our budget.
* To make judicious decisions regarding cancellation of materials in order to stay within our budget.
* To hold a collection that supports the new courses that are developed within the College of Law.
* To encourage faculty to suggest materials for library purchase. The collection continues to build on faculty research interests.

GOAL 2: TO PROVIDE INDIVIDUAL REFERENCE AND RESEARCH ASSISTANCE TO THE FACULTY.

* To continue the liaison program under which each faculty member is assigned a particular librarian. The designated librarian handles all library requests from assigned faculty: research, ILL requests, cite checking, reserve items, routing of materials, other informational requests.
* To assist faculty when designated librarian is out.
* To train and assist faculty in using software products including cite-checking programs.
* To provide continuing education on the use of Westlaw and Lexis. Programs sponsored by the vendors will be conducted for faculty to inform them of new developments in search methods.
* To train faculty support personnel in the use of Westlaw and Lexis as needed.

GOAL 3: TO PROVIDE REFERENCE AND RESEARCH ASSISTANCE TO STUDENTS.

* To continue to offer students reference service during day and evening hours.
*To address classes (when invited) on researching a particular subject area.

*To provide pathfinders for subject research. The Information Series is available to students who are researching an unfamiliar area of law. The reference librarians will continue to update guides and produce new guides as needed. Suggestions from students for new guides will be considered.

*To train the future attorneys in effective and cost-efficient research skills.

*To create and update the Information Series.

*To maintain and update as necessary other library guides (such as States Bibliography, Looseleaf Guides, Pullen Periodical List.)

*To offer interlibrary loan for materials not available.

GOAL 4: TO TRAIN ALL STUDENTS IN BASIC TECHNIQUES OF LEGAL RESEARCH BY THE LAW LIBRARIANS.

*To continue to teach the fall semesters legal research course, including CALR during the spring semester.

GOAL 5: TO DEVELOP PROGRAMS IN ADVANCED LEGAL RESEARCH TRAINING.

*To continue to teach a 2-hour, graded course in Advanced Legal Research.

*To offer legal research refresher course to students in preparation for summer clerkships. The program will include a librarian from a local law firm. It will be offered during the Spring term and evaluations will be solicited.

*To provide additional Westlaw and Lexis training. Students now receive basic training during their first-year. Refresher and advance training will be conducted for those interested in improving their online research skills. Advanced CALR programs will include advance search techniques, subject-specific programs and cite-checking.
GOAL 6: TO PROVIDE COMPUTER SERVICES FOR CURRENT LAW STUDENTS, PATRONS, AND EMPLOYEES OF THE LAW LIBRARY

*To upgrade the equipment in the student's Computer Lab. The IBM environment will be upgraded initially by adding more 3-1/2 inch disk drives. The next upgrade will be to replace the PC-XT machines with 486-based machines. The print facility will be upgraded with a new, faster laser printer. Communications will be added on the local area network to provide additional access to Westlaw, Lexis, and the Internet.

*To establish a permanent learning center for computer training. Training to be offered will include online research using Westlaw and Lexis, Computer-Assisted Legal Instruction exercises (when requested by a professor), WordPerfect, and introduction to computers.

*To upgrade the equipment used for public access to OLLI, the online library catalog. The dumb terminals will be replaced by PCs which will be networked using the campus standard, Novell Netware. The networked PC will create a base for utilizing advanced communications technology.

*To provide an OLLI terminal which is accessible to disabled patrons. The Computer Lab will also be evaluated to determine functionality for disabled students.

*To train librarians and staff on new systems as needed.

*To provide hardware and software support for library employees.

GOAL 7: TO NETWORK ALL COMPUTERS IN THE LAW LIBRARY

*To network the computers used by library employees with the campus standard, Novell Netware. The project, part of the overall College of Law network plans, will include hardware and software installation, training the librarians and library staff, and trouble-shooting problems that arise.

*To upgrade and network the computers used for access to the campus mainframe computer. The mainframe is used for electronic communication, the online catalog, and the functions of circulation, acquisitions, and cataloging.

*To develop procedures for shared printing.

*To write documentation for using the network in the library.
GOAL 8: TO IMPROVE THE USEABILITY OF THE COLLECTION.

*To improve the lighting in the stacks.

*To make improvements so that physically disabled patrons are better able to use collection.

*To continue mandatory shelfreading by staff 3 times per year.

*To shift as needed.

*To bind as needed.

*To improve claiming of missing looseleaf releases.

*To keep filing current within 4 weeks of receipt of materials. Signs will be posted if less current.

*To continue regular monitoring of high-use materials. Students will be assigned on a weekly basis to straighten and reshelve the Georgia and federal materials and other materials that receive periodic high-use.

*To increase monitoring of the faculty library.

GOAL 9: TO DEVELOP AND MAINTAIN PROGRAMS TO PRESERVE THE LIBRARY COLLECTION.

*To continue to preserve the collection in accordance with our written preservation plan.

*To continue to bind and retain materials and repair damaged books.

*To establish a staff education program for the proper handling of materials.

*To develop a collection development and preservation plan for rare books.

GOAL 10: TO CONTINUE QUALITY CATALOGING

*To reclassify materials on/by European Community and Council of Europe.

*To continue to classify the microforms with 75% of the major titles retrievable on OLLI.
*To continue to classify the video collection.
*To accelerate the cataloging of the audio collection.
*To improve the quality control of cataloging by working on the names and series authority file.
*To update and clean-up the holdings record.
*To obtain a microfiche catalog of the collection for backup for the down times of the online catalog.

GOAL 11: TO CONTINUE DEVELOPMENT OF ONLINE SERIALS SYSTEM.
*To load all serial/continuation records into serials system. To phase out Kardex and other paper files.
*To implement electronic claiming, binding, and accounting modules in serials system.
*To extend the serials and acquisitions systems into collection development instrument: statistics, reports, analysis on collection, and vendor performance study.
*To streamline operations and restructure positions within the unit once serials system has stabilized. As of January, 1993, serials software has undergone only one upgrade.

GOAL 12: TO ENCOURAGE THE LIBRARIANS TO EXCEL IN LOCAL, REGIONAL AND NATIONAL COMMITTEE WORK AND IN RESEARCH AND PUBLICATION.
*To continue to support the librarians' travel plans to the national and regional conferences.
*To allocate sufficient time for research and publication activities.

GOAL 13: TO ENSURE DEVELOPMENT OF A COMPETENT AND QUALIFIED STAFF.
*To update procedure manuals in each department.
*To continue to conduct annual performance evaluations, review accuracy of job descriptions, and provide feedback to employees.
*To explore additional means to encourage staff development.
To continue monthly staff meetings, monthly librarians' meetings, and monthly reference meetings.

GOAL 14: TO PLAN FOR EXPANSION OF THE LIBRARY.

*To plan the expansion of the library to the second floor of the University Center. The expansion should house 68,000 volumes, 142 study stations, group study rooms, reading lounges, storage space, and a computer training room.

GOAL 15: TO ENCOURAGE THE RECRUITMENT OF LAW LIBRARIANS AND TO CONTINUE TO DIRECT THE INTERN PROGRAM.

*To encourage the recruitment of law librarians in the law school, at professional meetings, and through committee work.

*To direct the current intern program with Clark-Atlanta Library School and to possibly expand the program to include other library schools.