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Law Library Annual Report 1987-1988

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COLLEGE OF LAW LIBRARY ANNUAL REPORT, 1987/88

INTRODUCTION

The staff of the Law Library were very productive and maintained a high level of service to students, faculty, and non-university patrons. During the year the library collection grew by 100,000 new books. With this level of growth in the stacks, the library needed about 25% increase of shelf space.

The staff members have made changes in job responsibilities. **GEORGIA STATE UNIVERSITY** has raised the level of the library from the past year's level of service. The process of staff reorganization will continue to streamline operations, increase our services, and become more efficient.

For the first time in the history of the Law Library, we have a full-time staff for the Law Library staff. Martha Straghuber drafted each section based on University policies and Library policies. A committee of staff members, headed by Martha, reviewed each section. As new policy questions arise the committee will evaluate the new policies for the library as needed.

College of

Law Library

ANNUAL REPORT

The Reference Desk is **1987/88** per week (see Barbara Jones' Reference Report). The Reference Desk is a full-time position. At the request of a faculty member, the librarians have materials available for loan. The faculty and students are encouraged to use the library for their research. With an aggressive borrowing program through interlibrary loan, the circulation has increased 25% borrowing and usage compared with only a 1% increase of over 1000 items. Martha Straghuber's Report.

The librarians are responsible for the internal library publications. There is a series of **Nancy Johnson** Guides, which provided guidance to the use of the library. The series of internal publications and a listing of librarians' reports were published as an ongoing process.

Nancy Johnson

Law Librarian and

Associate Professor of Law

The Associate Law Librarian and Law Librarian teach the law and teaching librarians of legal bibliographies. The law librarians also teach the advanced legal librarians. All of the librarians give legal to law and legal studies classes.

The reference section is located in the library. During the year, the law library was approximately 2,000 books per month for faculty members. The law library also supports purchase of materials for a fee.

COLLEGE OF LAW LIBRARY ANNUAL REPORT, 1987/88

INTRODUCTION

The staff of the Law Library were very productive and maintained a high level of service to students, faculty, and non-university patrons. During the year the library collection grew to 100,000 hardcopy volumes. With this level of growth in the stacks, the library reached almost 85% capacity of shelf space.

The staff underwent a few minor changes in job responsibilities in order to improve the efficiency level of the library (see Jim Braden's Technical Service report). The process of staff reorganization will continue to streamline operations, initiate new services, and improve work habits.

For the first time in the history of the Law Library, we have a Policy Manual for the Law Library Staff. Martha Dragich drafted each section based on University policies and Pullen Library policies. A committee of six staff members, chaired by Martha, reviewed each section. As new policy questions arise the committee will consider them and draft new sections for the manual as needed.

The Reference Desk is staffed 68 hours per week (see Barbara James' Reference Report). The librarians play a key role in law faculty research. At the request of a faculty member, the librarians locate materials either manually or online. Costs from faculty online searching are reimbursed from a general university fund for faculty research. With an aggressive borrowing program through Interlibrary Loan, the Circulation Department initiated 253 borrowing requests, compared with only 62 last year, an increase of over 400% (see Martha Dragich's Report).

The Librarians are responsible for the internal library publications. There is a series of Information Guides, which provides guidance on the use of legal materials; a Listing of Looseleaf Services, and a Listing of Periodical Titles. The Librarians update these publications on an ongoing basis.

The Associate Law Librarian and Law Librarian teach the day and evening sections of Legal Bibliography. The Law librarian also teaches the Advanced Legal Research Seminar. All of the librarians give tours to law and legal studies classes.

The photocopy service to faculty remains popular. During the year, the Law Library made approximately 3,822 copies per month for faculty members. Lawyers can also request photocopies of materials for a fee.

In February, 1988, the University contracted with Kinko's Photocopy Service for student use. The students are very pleased with the four new machines. The machines produce high quality copies.

Activity in the areas of microforms, video, and computers has jumped drastically for another year (see Martha Dragich's Report). The use of audio tapes nearly doubled, from 767 to 1,348. The use of microfilm increased from 595 to 821, and the use of fiche increased from 607 to 1,039. Video viewing rose from 561 to 656 transactions. Nearly 1,600 transactions involving the computers were recorded during the year. The computers are used for word processing and the CCALI programs.

Due to the fact that the library shelves are 84% full, the library underwent two major shifts and many small shifts in the collection (see Becky Stillwagon's Report). Until the library is expanded these shifts will continue in order to shelve new materials.

The Law School underwent a Self-Study for the annual American Bar Association site visit. The Law Library was inspected by Professor Sarah Wiant, the Librarian on the team. The team noted that the main problem with the Library and the entire Law School is the lack of space. As a result of their visit, the Chancellor has committed to renovating the facility within two years rather than the anticipated five years.

The Annual Reports from the four professional librarians, James Braden, Martha Dragich, Barbara James and Becky Stillwagon detail the work of their departments. Statistical tables, an organization chart, position descriptions, and special reports follow as attachments.

PERSONNEL

The four faculty librarians have settled into their job responsibilities during 1987/88. During 1986/87 three out of the four librarians assumed positions. Martha Dragich, Associate Law Librarian coordinates all library operations. Barbara James assumed the position of Reference Librarian on August 26, 1987 and is responsible for staffing the reference desk, supervision of loose-leaf filing, and government documents. Rebecca Simmons Stillwagon is responsible for staffing the reference desk and stacks maintenance. James Braden assumed the position of Technical Services Librarian on April 13, 1987. He is responsible for overseeing all technical services functions, including cataloging, acquisitions, serials control, binding, and processing.

As usual, there were the normal changes in support staff positions. An organization chart shows the supervisory relationships throughout the library (see appendix). There are position descriptions available which describe the specific tasks involved in each position (see appendix). Merit raises are based on performance evaluations.

Staff Members

Name	Position
Pam Anderson	Accounting Assistant
Kevin Cain	Library Assistant II (Circ.)
John Campbell	Administrative Supervisor I (Microform/Video)
Jerome Drew	Library Assistant II (Outreach)
Norma Grubbs	Administrative Supervisor II (Circulation)
Ismael Gullon	Library Assistant III (Serials)
Rosemary Hynes	Library Assistant I (1/2) (Circ.)
Rose Noe	Library Assistant II (Acquisitions)
Sophia Phillips	Library Assistant I (Circulation)
Ann Pierce	Administrative Secretary
Pamela Scott	Library Technical Assistant (Cataloger)
Linda Vincent	Administrative Supervisor II (Acq, Serials)
vacant	Library Technical Assistant (Serials)

USERS/HOURS

In addition to serving the law students and law faculty, the Library is open to non-law students and faculty, and attorneys. This year 237,776 persons used the Law Library. This figure represents an increase of 31% over last year's total of 181,213 users. According to the statistics gleaned from the sign-in sheets, 5,346 attorneys between September and April used the library. The library is also heavily used by non-law university faculty and students. Through a check of GSU undergraduate law related course, we determined that 30 undergraduate courses are related to law. There are several graduate courses which rely on our library, most notably Masters of Taxation and Education.

AUTOMATION

The online Circulation system, COLLI, has been in operation for 1 1/2 years. Many problems with the system were identified during the year. The staff of both the Pullen and Law Libraries are hopeful that many of these problems will be resolved during this year.

The highest priority for Pullen and Law Libraries is a new automated acquisitions system. The current automated acquisitions system (LAQ) will be transferred this summer to the Amdahl computer. This transfer is viewed as a temporary measure until we purchase a new system.

COLLECTION

The following figures summarize the size of the collection in April, 1988:

VOLUMES.....	101,128
TITLES.....	33,830
MICROFORM REELS.....	5,206
MICROFICHE.....	350,459
MICROFORM VOLUME EQUIVALENTS.....	59,426
SERIAL SUBSCRIPTIONS.....	3,782
AUDIO/VIDEO.....	365

During 1987/88, the library grew by 10,094 hardcopy volumes, 7,500 microform equivalent volumes, and 3,174 titles.

Most of the efforts in collection development have focused on improving the treatise collection. To correct the deficiencies in the treatise collection, the library receives title pages from all of the used book dealers who are willing to sell used books. Although these efforts are very time consuming, the library now has a growing collection of titles found in older, established law libraries.

The library maintains current subscriptions to 98% of the titles indexed in the Index to Legal Periodicals. In addition, 10% of the titles listed in the Index to Foreign Legal Periodicals are collected. The Library has made great efforts to build retrospective collections of law reviews. The back files of hardcopy law reviews were purchased from the defunct Woodrow Wilson College of Law, Atlanta.

During the year, the Law Library received several sets for the Faculty Library from law firms. The Faculty Library has a basic collection of reporters and codes built strictly on donated materials.

The Government Documents collection has received considerable attention from Barbara James, Reference/Documents Librarian (see Barbara James' Annual Report). Although we are a very selective depository for Government Printing Office documents (4% of available materials), they are a very important part of our total collection.

PHYSICAL FACILITIES

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

Square Feet.....	26,665
Shelving Capacity Linear Feet.....	24,218
Volume Capacity.....	121,090
Percentage of Occupied Shelving (4/88).....	84%
Seating Capacity (total).....	300
Carrels.....	75
Table Seating.....	225
Staff Space Area Square Feet.....	2,064

Projected Growth of the Collection

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

April, 1988.....	101,128 or 84% capacity
April, 1989.....	111,128 or 92% capacity
April, 1990.....	121,128 or 100% capacity

Plans for Expansion

The Program of Space Allocation for Georgia State University College of Law, October 9, 1987 (see Appendix) allows for 46,939 assignable square feet for the Law Library. The stack space called to accommodate 250,000 volumes. Unfortunately, the space allocated to the Law Library will only accommodate 188,000 volumes and 375 study spaces. Due to space limitations, the computer room will be moved to another floor in order to accommodate the 188,000 volumes. The administrative and staff space will be expanded according to the original program.

The library will be renovated during Phase II. The schedule for Phase II calls for bids to be taken in May, 1989, with construction starting that July and completed in May, 1990.

BUDGET

The materials budget is as follows:

	1986-87 \$spent	1987-88 \$budgeted
Books	\$67,589	\$99,634
Serials	330,711	350,000
Microforms	66,458	20,000
Audio-Visual	4,279	5,000
Binding	8,985	10,000
TOTAL	478,022	484,634

Personnel Services

Salaries	294,971	349,245
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Operating Expenses and Equipment

Operating Expenses	73,896	65,000
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Equipment	12,919	5,000
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TOTAL	86,815	70,000
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GOALS FOR 1988/89

ONE YEAR GOALS:

1. Continue planning for the expanded law library facility, which will be completed during Phase II of the Law School renovation.
2. Continue development of the Law Library collection, particularly in the area of retrospective collections.
3. Improve development and training of librarians and staff. Begin bi-weekly Reference meetings where we discuss difficult reference questions and reference techniques.
4. Continue the lines of library communication with monthly staff meetings and weekly librarians' meetings.
5. Eliminate cataloging backlog.
6. Accomodate new materials in existing space.
7. Weed the collection of unnecessary volumes.
8. Evaluate the College of Law needs in the area of video production and viewing.
9. Inventory some sections of the stacks.
10. Continue to work on ways to get the COLLI system to better suit our needs and facilitate our processing of circulation transactions.
11. Improve service for Reserve items by getting materials on Reserve more promptly and working closer with faculty.
12. Determine the feasibility of using COLLI for audio-visual checkouts and to implement if feasible.
13. Catalog the microform collection.

FIVE YEAR GOALS:

1. Move into expanded facilities for the College of law.
2. Arrange the materials in the expanded facilities so that they are spaced appropriately with the least used materials in compact shelving.
3. Implement an integrated automation system in the area of acquisitions, accounting, and serial check-in.

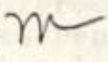
Annual Reports:

Martha Dragich, Associate Law Librarian

Martha Dragich, Associate Law Librarian

Rebecca Stillwagon, Reference Librarian

MEMORANDUM

TO: Nancy
FROM: Martha 
DATE: 5/1/88
RE: Annual Report for 1987-88

This memorandum summarizes the activities of departments under my supervision, as well as my own major projects, for the past year.

1. Circulation

At the time of last year's report, my major goals for Circulation were to work out the details and problems of COLLI implementation, to continue to improve the level of service provided at the desk, and to facilitate Norma's gaining control over the many tasks of the unit. These goals have in large measure been achieved while at the same time the unit experienced its busiest year ever.

COLLI Implementation

COLLI is used for all circulation transactions except Reserve loans to non-GSU patrons and loans of unbound periodicals to law faculty. Norma and her entire staff have worked hard throughout the year to learn the complex functions of the system. More importantly, they have learned to deal effectively with the system, easing both their own frustration and that of the patrons. Often the system does not do what we want it to do, but all desk personnel have learned how to work with the system, rather than against it, for the best results. Previously nerve-racking operations such as backup are now handled routinely. Problems with incorrect fines and overdue notices are now rare. In addition, Norma has cleared out most of the remaining loans under the manual system.

Desk Service

Service at the desk and over the phone have shown marked improvements during the year. Norma has established standards of service that far exceed anything we previously offered our patrons. She has worked hard to ensure that each transaction is handled quickly, courteously, and accurately, and to make sure that each desk attendant has the skills and information to do so.

Supervision of Circulation Tasks

At this time last year Norma had just taken over the unit and was, of course, still familiarizing herself with its operations. By now she has established control of all tasks and operates very independently. My own daily involvement with the unit has dwindled as Norma is now fully capable of resolving nearly all COLLI problems and handling all Circulation matters.

Staffing

The major staffing change this year was the elimination of the split Circulation/Processing position formerly held by Lisa Threadgill and its replacement with a fulltime Circulation position at the level of Library Assistant II. This position is scheduled Monday - Friday evenings. The unit now consists of the supervisor, the LA II, and two halftime LA Is. As a result, student assistant hours in this unit have been dramatically reduced to about 25 hours per week. The only time when a student assistant works alone is the Sunday evening shift. At all other times at least one staff member is present.

Norma has assembled an excellent staff, hiring Sophia Phillips and Rosemary Hynes as LA Is and Kevin Cain as the LA II. The personalities and capabilities of the staff, together with Norma's training and guidance, have greatly improved both the appearance and substance of service at the desk.

Reserves

One of Norma's efforts during the year has been to improve Reserve service. She has reviewed, straightened out, and weeded the collection, and rearranged the photocopied materials. She regularly removes older editions when newer ones arrive. She also has made it part of her routine to get the book list each quarter and to endeavor to get textbooks on Reserve before the quarter begins.

Amnesty

Norma declared April as amnesty month for overdue library materials except Reserve and video items. The program was successful in securing the return of many long overdue items and was viewed favorably by patrons. This was the first time the Law Library had offered this program.

Library Use

This year 237,776 persons used the Law Library. This represents an increase of 31% over last year's total of 181,213 users. We circulated 16,066 items during the year. This figure includes Reserve transactions, which formerly were not counted. Reserve transactions accounted for 7,263 of the total, leaving 8,803 regular items circulated. This figure compares with 6,079 items circulated in an eleven month period the previous year. On average, our circulation of non-Reserve items has increased by almost 200 per month.

2. Interlibrary Loan

Interlibrary loans have also risen dramatically this year. We loaned 784 items, compared with 616 last year. This is an increase of 27%. Requests to lend increased from 880 to 1008. Almost half of these requests came from local firms. Our fill rate rose from 70% to 78%.

We initiated 253 borrowing requests, compared with only 62 last year, an increase of over 400%. Eighty percent of these requests were filled. This increase in borrowing activity represents a great improvement in service to our faculty and students.

3. Micro/A-V/Computer Lab

The major activity in Micro this year centered around the development of a small computer lab for the use of law students. During the summer and fall we set up the equipment and developed policies and procedures for its use. We currently have five PCs, mostly with hard drives, and one near-letter-quality printer. Recently the PCs with hard drives were programmed with menus leading to all available software, eliminating the need to checkout floppy disks. We presently can offer WordPerfect and all of the CCALI programs, as well as a spreadsheet and a database manager. The lab has been very successful and is heavily used. Nearly 1,600 transactions involving the computers were recorded during the year.

In February, the Micro staff was finally relieved of responsibility for the self-service copiers, which have been taken over by Kinko's. Since they no longer spend their time running to and from the copy room, Micro staff are able to provide better service at the desk.

Statistics kept by the Micro staff reflect an increase in the use of all types of materials. The use of audio tapes nearly doubled, from 767 to 1,348. The use of microfilm increased from 595 to 821, and the use of fiche increased from 607 to 1,039. Video viewing rose from 561 to 656 transactions.

John Campbell's position was upgraded to Administrative Supervisor I effective July 1, 1987. John has assumed more hours of desk duty than he had in the past, and reliance on student assistants has been reduced from nearly 100 hours per week to less than 80 hours per week.

4. Outreach Services

At the time of last year's report, our outreach service had been operating for only four months. The service's popularity with both faculty and local firms has continued and the volume of activity has increased. During the year 65,178 copies were made and \$8736.52 was billed. We also have added a deposit account option which is currently being used by the Atlanta Law Libraries Association.

Photocopying for ILL became Jerome's responsibility in August, 1987, and the addition of this copying accounts in part for the increased number of copies made. Other additions to the service include photocopying materials at Pullen or borrowing Pullen materials, printing documents from Lexis and Westlaw as needed, and printing daily and weekly current awareness services from Westlaw and distributing them according to area of interest. All of these additional services are available only to law faculty.

5. COLLI

The linking of barcoded items with their bibliographic records is nearly complete. Student assistant help on this project ended in December, 1987, with some items remaining to be linked. John's staff in Micro linked the Reading Room materials, which are now complete. I have completed my review of the Periodicals section, which required a great deal of editing. I am currently linking the Reference Collection and have completed about one third of it. These are the only materials remaining to be linked.

I have worked with Phil Williams and members of the Automation Committee all year to work out some of our difficulties with COLLI. Our efforts and complaints culminated in the visit of several representatives from Unisys in early March, 1988. We hope that the reunification of the Unisys product with Mankato's product will resolve many of the problems we had identified.

6. Foreign and International Collection

I have worked sporadically throughout the year on selecting materials for purchase when funds became available. At your request, I gave Linda monograph orders totaling approximately \$4,000.00 this spring.

7. Projects

I have worked on a number of projects during the year.

Faculty Services

One of my goals last year was to improve services to the faculty, and I have worked on several ways to do this. I have been doing more online searching for them, using Nexis and Dialog. Since November, 1987 the costs of online searching for faculty have been reimbursed by Pullen in accordance with their guidelines. This reimbursement has made it possible for us to offer online searching to our faculty whenever it seems appropriate, and several of them have taken advantage of it. I also have trained Jerome to print out daily current awareness services from Westlaw and to distribute them to the faculty according to area of interest. We also have begun to print out the Westlaw case highlights service every Monday for distribution to the faculty. Jerome also copies or borrows Pullen materials for faculty. I routinely review new books and several publications, routing material to faculty members as appropriate.

Student Assistant Hours

In order to keep track of our expenditures for student help, I set up a spreadsheet program that tracks the number of hours worked and the amount paid to student assistants in each unit for each pay period. Once this program was stable I turned it over to Ann who now maintains it as a part of her handling of timesheets. The figures I obtained from this program enabled me to analyze our use of student assistants. I allocated a "budget" of hours to each unit, based on past usage. Each supervisor is expected to adhere generally to this allocation. In some cases, notably Circulation and Micro, we have reduced the number of student assistant hours. We also discontinued the use of student assistants in Processing and Administration.

Policy Manual

Because we had never had a policy manual for our staff, and you and I thought we should, I formed a committee of six staff members to work with me in developing a manual. I drafted each section and the committee reviewed it. Once each section was in final form it was distributed to all staff members. The section dealing with student assistants was also distributed to all student assistants. Each staff member was given a binder in which to file the manual. We have completed sections on absence, leave, and timekeeping; hiring classified staff; work schedules; and student assistants. I have yet to complete the sections on smoking, using library equipment for personal work, and the like. As new policy questions arise the committee will consider them and draft new sections for the manual as needed.

Staff Reassignment

When several vacancies occurred this past fall, I made some organizational changes to further the purposes of the major reorganization of November, 1986. The former LA II Serials position was raised to LA III and now is responsible for serials and processing. Responsibility for binding was transferred to the LA II in Acquisitions. The split Circulation/Processing position was allocated entirely to Circulation.

Staff Development

During the year I have tried to schedule several staff development activities. In November and December, Dr. George Thompson of the Counseling Center conducted two sessions for us on stress management. In March, prior to our annual evaluation process, I obtained a videotape on evaluations for the staff to watch. In April, I arranged with Jim to present a "mini-seminar" on OCLC/MARC records.

Looseleaf List

Using a simplified version of dBase, I produced a list of our looseleaf services by title, publisher, and subject. Rosemary did the data entry on this project, and Barbara reviewed the list for accuracy and completeness. The resulting list provides much more information than our old looseleaf locator did.

Periodicals List

I worked with Phil Williams and Brodard to have an updated periodicals list produced this spring.

8. Legal Bibliography

I taught one day and one evening section of Legal Bibliography during Fall, 1987.

TO: Nancy

FROM: Barbara

DATE: April 28, 1988

RE: Annual Report for 1987 - 1988

This memorandum summarizes my activities and the major projects I have undertaken since my arrival in August 1987, as well as the general activities and services connected with the reference desk. I am attaching statistical information for reference services.

Reference

The reference desk is now fully staffed. We provide a total of sixty-eight hours of reference service each week. Librarians are scheduled from 9:00 a.m. - 9:30 p.m. Monday through Thursday and from 9:00 a.m. - 5:00 p.m. on Friday, for a total of fifty-eight hours. A Graduate Research Assistant is scheduled from 1:00 - 6:00 p.m. on Saturday and Sunday, for a total of 10 hours. The schedule changes on a quarterly basis.

At your request, I evaluated all the in-house library guides. We reprinted several without changes, but most were recompiled or updated by the librarians. I also created some new guides in the fields of federal securities and taxation in response to patrons' requests. Becky bound all the guides into a notebook to be used at the reference desk. I reworked the "Locator of Major Titles" and changed its format from a large stand (intended to house microfiche) to a one page sheet that we laminated and taped to the reference desk. This freed up some space and made the Locator more accessible for ready reference. Martha worked with revising and reprinting our periodicals list, and we have several bound copies available at the reference desk.

We do not have a lot of space available for a ready reference collection. In addition to overseeing the recompilation of the library guides, I also reorganized their storage behind the desk. I weeded and reorganized the ready reference collection as well. Tom Gromme's staff boarded up the book drop at the reference desk. Now all books must be returned to Circulation.

I assisted Martha with her project of creating a computerized list of looseleaf titles. I was responsible for checking the publications Martha had identified to see if they were in fact looseleafs. The resulting list, bound in a notebook, replaced another bulky microfiche stand at the reference desk.

All the librarians participated in teaching Westlaw and Lexis classes to first year law students in January. Both companies provided us with "Temporary Learning Centers" that comprised five terminals. Classes lasted for at least an hour, and we took up to ten students per classes. Overall, we trained nearly 200 students.

The reference staff also gives library orientation tours, primarily to undergraduate students who have assignments to do in the Law Library. The librarian who has the night reference shift is often charged with conducting these tours.

Looseleaf Filing

When I began in August, we had only one looseleaf filer and there was a considerable backlog of filing to be done. During my first couple of months at the library I did a good bit of filing myself, both to help alleviate the backlog and to familiarize myself with the looseleaf system. I hired a second filer and the work flow has consequently gone more smoothly. We created a third filing position because of the increasing number of looseleaf titles to be filed, but I have had difficulty in keeping the position filled. Currently, I am allocated one FTE (40 hours) per week for filing, but, according to statistics provided by Martha, the actual hours filed have averaged about 25 per week. Patty and Juanita, the two student assistants who consistently work their hours, file a total of 27 hours per week.

I have been involved primarily with the "troubleshooting" aspects of looseleaf filing. This has included resolving problems within the looseleafs, coordinating claims for missing or never received material, searching for missing volumes, notifying professors who have looseleafs checked out that current updates have arrived, etc. I spent time going through the collection and uncovered many past problems.

Mr. Botsaris, the local CCH representative, visited the library last fall. His visit resulted in the replacement of several of the CCH titles free of charge.

The transfer binder project was closely related to my

supervision of looseleaf filing. After your and Martha's request in October, I went through the collection looking for transfer binders connected with the looseleaf titles. I pulled these from the shelf and checked the contents for completeness. If the volume was missing material I attempted to get it through the publisher or interlibrary loan. When I determined that the volumes were complete, I turned them over to the Technical Services staff to be permanently bound. This occurred at a rate of five titles per week. I began this project in November and finished the titles already in the collection by February. I now send new transfer binders directly to Technical Services after they are filed. This project uncovered and resolved many past filing errors.

I also worked with identifying newsletters for binding (most were titles that had not previously been bound in our collection). Now that the backlog of titles have been identified, I no longer am involved in the process.

Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take an estimated 4% of the available materials. This comprises 252 item numbers, many of which have multiple titles.

Since last August, I have added approximately 20 new item numbers to our depository profile, an increase of around 8%. We will not receive the new items immediately since GPO only adds to depository profiles annually.

Some of our documents are non-depository. I placed orders for several new subscriptions with the GPO that are paid for by the deposit account we have with GPO. I also ordered monographs in response to librarians' requests. The titles involved ranged from international banking to constitutional analysis to replacement copies of the Code of Federal Regulations. Between the GPO and the Carter Center, I was able to obtain all the volumes of Public Papers of the U. S. Presidents published during Jimmy Carter's administration.

For retrospective collection development, I relied on the Needs and Offers list published by the GPO. I have been able to secure some out-of-print volumes that contribute to completing our holdings. I checked on our holdings in sets specified by the Georgia State Law Library since it is disbanding its documents collection. (The University of Georgia will get first choice of selections and we will get second choice.) This project essentially turned into an inventory of our holdings in the major

TO: Nancy Johnson
FROM: Becky Stillwagon
RE: Annual Report, 1987-88
DATE: April 20, 1988

STACKS MAINTENANCE

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

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

Prompt updating and reshelving of materials is particularly important in this heavily used library, as many volumes may be used repeatedly in the course of a single day. Updating, reshelving, and shelfreading have been taken care of with widely varying degrees of promptness. Unfortunately, due to student workers' often unreliable schedules, shelving backs up badly at times, particularly during exams. The necessity of depending on student workers makes it difficult to consistently maintain the stacks in an ideal condition.

In the past year, two major shifts in the collection have been completed. In late August the state materials were shifted closer together so that the very heavily used tax materials could be moved out of compact shelving, and the latter were then moved. This shift involved moving thirty-two ranges of materials. This has made the taxation materials much more accessible. However, the state materials section has become very crowded as a result of this shift and recent acquisitions.

During the break between Fall and Winter quarters, the second major shift was completed. The international and comparative law sections and the L-Z sections were rearranged. These had been arranged out of call number sequence for the purpose of being more convenient for browsing. This shift involved moving twelve ranges of materials. As the entire Library staff participated in this shift, we were able to complete this move very quickly.

We have recently made a "sorting area" for books waiting to be reshelved. This should make it much easier for anyone to locate a book which is waiting to be reshelved, and should eliminate having bookcarts just outside the microforms room.

During the next year, we will be doing an inventory of the Georgia collection (KFG section) to find out what materials are missing so that these may be withdrawn from the catalog or replaced.

The long-predicted crowding of the library shelves is becoming more of a reality every week. The Faculty Library has only a few empty shelves, which will soon be filled with volumes of serials such as Georgia Reports and issues of law reviews. In the Law Library, the state materials section is very crowded. Parts of the labor law section (KF 3300-KF 3500) are crowded, and the national reporter section (KF 135) also is very crowded. Plans for shifting these materials are on hold, pending the possible acquisition of other materials.

As the library shelves become filled, everyday shelving necessitates many small shifts (several shelves of materials) in the collection. In the case of state materials, almost every new volume requires shifting a few shelves of books. This results not only in crowded shelves and having to use top and bottom shelves; it also results in mis-shelving and increases the time needed to shelve materials. It is virtually impossible to keep books in order if they are on a crowded bottom shelf of a very dark aisle.

We will continue to shift the collection to make the best use of our limited space. However, with less and less space to work with, we will be shifting more books in smaller moves as we try to use every inch of shelf space. Present plans for remaining in our current space for four more years mean that eventually there will simply be no more space left. Not only will this make keeping the shelves orderly and books accessible more difficult and time-consuming, it will eventually result in a grid-lock situation. As it becomes necessary to shelve books improperly (i.e., on the tops of rows of books, on the floor, etc.) the books will suffer physical damage, access will become difficult, and costly disasters, such as water damage from floods or pipes which burst occasionally, will become increasingly likely.

MEMORANDUM

TO: Nancy Johnson, Law Librarian
FR: Jim Braden, Technical Services Librarian
RE: Annual Report for 1987/88
DA: 5/02/88

This memorandum summarizes activity highlights of the Technical Services Department during the previous year, and covers the areas of Cataloging, Acquisitions, Serials Control, Binding, and Processing.

Personnel and Departmental structure

Personnel and position duties within the department both underwent some change during the year. Pam Anderson transferred from the L.A. II (Binding Assistant) to the Accounting Assistant position. Both Ismael Gullon and Rose Noe were hired as full time employees ; Ismael serves in the position of L.A. III (Serials Control/Processing) and Rose as the L.A. II (Acquisitions/Binding).

Triggered by the loss of the 0.5 FTE Student Assistant position, which had been devoted to 20 hrs. per week of processing, some positions in the department were restructured and the activities of the student assistant position absorbed into the duties of the full-time staff. Ismael, as L.A. III, continues his former Serials Control activities and now performs all Processing routines. Rose, as L.A. II, continues her Acquisitions functions and is now responsible for all Binding activities. Review and direct supervision of Processing were added to the responsibilities of Retta Johnson, L.T.A. (Serials Control) and review and direct supervision of Binding were added to the duties of Linda Vincent, Administrative Supervisor II.

Transition into the reorganized structure of the department and the absorption of the 0.5 FTE student assistant's activities have been successfully accomplished by the department. Current staff are maintaining timely processing and check-in of materials and no backlogs are developing.

Cataloging

A chart is appended of the cataloging statistics for May 1987 - April 1988. A total of 3,174 titles were added to the catalog (242 less than for 1986/87) ; a total of 11,626 volumes were added (261 more than for 1986/87) ; and a total of 1,532 volumes were withdrawn (432 more than for 1986/87). Although the number of titles added decreased by 242, Cataloging processed 451

more volumes overall this year than were processed during 1986/87.

The COLLI Project has now loaded every section of the General Collection, the Reading Room, and the Periodicals Collection. The COLLI Snag backlog that had accumulated in Cataloging as a byproduct of the COLLI Project has now been caught up and eliminated. COLLI problems are now resolved on a current weekly basis as they are discovered and reported.

The backlog has also been eliminated of microform transfer binders of CCH reporters, so that they are now cataloged and classified and appear in the online catalog with holdings notes.

Policy for tracing series entries has now been established so that the Library will generally trace a series title if it is traced by the Library of Congress. In past years a greatly more restrictive policy had been observed, and it is anticipated that the new policy will increase access to materials through the online catalog and further reduce the incidence of duplicates not caught by the acquisitions search process.

In December 1987, the Library received UNISYS/PALS documentation through Carolyn Robison, Assoc. Librarian of Pullen Library and Chair of the PALS Users Group, detailing how to employ the 035 MARC tag (a field for local processing instructions) to make updates and changes to the bibliographic records of our PALS online catalog. The 035 field technique was successfully tried out at the Library during January 1988 and is now used as the principal method of making cataloging changes, additions, or corrections. This method greatly facilitates the speed, ease, and efficiency of re-cataloging and also reduces OCLC/SOLINET costs incurred by the Library.

Binding

A project was initiated in Fall 1987 by Barbara James, Reference/Government Documents Librarian, to identify transfer binder and newsletter titles in need of binding. As such titles were identified and bound for the first time, binding instructions, rub cards, and pre-printed slips were created and the serials kardex annotated with appropriate flag-for-binding instructions. Results of the project were reflected in a net increase of 167 titles from the October 1987 to the April 1988 listing of the Library's titles on file with the National Library Bindery.

Acquisitions & Serials Control Automation

July of 1988 will see the decommission of the old UNIVAC computer on which the GSU libraries' current automated

acquisitions system (LAQ) operates. The efforts of Phil Williams, Computer Center liaison with the libraries, will enable the LAQ to be transferred and to continue running on GSU's Amdahl computer temporarily. Consequently, the highest priority automation need for all of GSU's libraries continues to be a new automated acquisitions system.

During the late spring and early summer of 1987, the College of Law Library participated along with GSU's Pullen Library in a detailed test of a UNISYS/PALS automated acquisitions and serials control system. The results were very disappointing, however, as the findings were that the acquisitions system was largely unsatisfactory and the serials control system was wholly inadequate. (Both products have since been abandoned by UNISYS.)

In late summer and early fall of 1987 library staff participated in on-site demonstrations of the INNOVACQ mainframe-based acquisitions and serials control systems and also of Faxon's MICROLINX microcomputer-based serials check-in system. Both were viewed very favorably and considered to be excellent systems with established track records, each capable and flexible enough to handle the complexity of legal materials and the size of the College of Law Library's collection. The estimated cost of the INNOVACQ system effectively blocked current consideration of it for GSU. The cost of MICROLINX was not prohibitive, but it would not help satisfy the Library's need for a new automated acquisitions system since it is solely a serials control system, nor is an interface between MICROLINX and the PALS online catalog at present a reality.

At the beginning of 1988, UNISYS presented new intentions and plans to make available a serials control system and to develop an acquisitions system based on Mankato State University's version of PALS which would be fully integrated with GSU's PALS online catalog. The GSU libraries have requested detailed specifications and descriptions of the systems and inquired about the possibility of demonstrations. In April of 1988 the Pullen and Law Libraries received and are presently reviewing a manual for a version of the serials control system. UNISYS has proposed releasing the serials subsystem at the end of 1988, and the acquisitions subsystem in early 1989. Information to evaluate and determine whether either system would be acceptable or desirable for GSU libraries is not yet available but will continue to be vigorously sought from UNISYS and other sources.

STATISTICAL REPORTS:

TITLE AND VOLUME COUNT

CIRCULATION--by Patron Class

CIRCULATION--by Item Class

DOOR COUNT

ILL--Lending

ILL--Borrowing

MICRO USE

PHOTOCOPY SERVICES

REFERENCE DESK

REFERENCE

CATALOGING

Date	Titles Monthly	Paper Totals	Cum. Totals	MOV Monthly	Paper Totals	Fiche Monthly	Fiche Cum.	Fiche Vol Equiv.	Fiche Eq. Totals	Film Monthly	Film Cum.	Film Vol. Equiv.	Film Eq. Totals	Equiv. Totals	Piece Monthly	Piece Cum.	Volume Grand Tot.
02/87	175	30,211	847	93,387	4,153	89,214	649	289,328	41	36,185	3	5,118	9	15,354	552	396,438	180,733
03/87	240	36,151	996	94,383	4,234	93,617	1,350	297,270	244	36,409	16	5,124	48	15,402	552	396,438	180,733
04/87	205	30,656	1,020	95,393	4,339	97,954	842	296,112	105	36,514	0	5,134	0	15,402	552	396,438	180,733
05/87	275	30,931	967	96,360	4,419	97,881	36,631	318,743	3,329	39,843	6	5,140	18	15,420	552	396,438	180,733
06/87	354	31,285	1,037	97,397	4,518	97,879	1,587	320,210	196	40,039	4	5,144	12	15,432	552	396,438	180,733
07/87	329	31,614	950	98,347	4,716	92,631	20,751	341,961	2,134	42,633	20	5,174	90	15,522	58,185	20,781	341,961
08/87	218	31,832	763	99,110	4,826	94,284	523	341,532	65	42,698	0	5,174	0	15,522	58,185	20,781	341,961
09/87	385	32,217	1,076	100,186	4,928	95,258	740	342,272	93	42,790	3	5,177	3	15,531	58,221	743	342,272
10/87	287	32,594	1,175	101,161	5,105	95,256	2,022	344,316	253	42,843	0	5,177	0	15,531	58,221	743	342,272
11/87	243	32,747	779	102,140	5,254	95,896	648	344,962	81	42,824	10	5,187	30	15,561	58,682	659	344,962
12/87	141	32,808	637	102,777	5,423	97,354	673	345,635	84	42,868	0	5,187	0	15,561	58,682	659	344,962
01/88	196	33,084	1,079	103,856	5,502	98,354	856	346,521	107	42,915	0	5,187	0	15,561	58,682	659	344,962
02/88	218	33,302	1,059	104,915	5,701	99,214	1,479	348,000	185	43,000	0	5,187	0	15,561	58,682	659	344,962
03/88	243	33,545	1,120	106,035	5,779	100,256	991	349,991	112	43,613	17	5,204	51	15,612	58,225	923	352,177
04/88	285	33,810	984	107,019	5,891	101,128	1,558	350,549	195	43,908	2	5,206	6	15,618	59,416	1,560	353,667

CIRCULATION STATISTICS--by Patron Class

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
01 Regular	1355	870	690	842	527	1604	1904	703	1406	1799	1064	1695	14459
09 Law Review	5	0	0	2	4	45	51	32	42	14	3	44	242
11 Jessup				5		3	0	2	0	16	0	0	26
Students (Subtotal)	1360	870	690	849	531	1652	1955	737	1448	1829	1067	1739	14727
02 Faculty	26	1	1	0	0	0	0	0	0	0	0	0	28
03 PT Faculty		1	0	2	1	0	0	0	1	0	2	2	9
10 Law Faculty	0	60	47	61	58	71	62	63	80	53	62	32	649
Faculty (Subtotal)	26	62	48	63	59	71	62	63	81	53	64	34	686
07 ILL	6	15	14	23	7	16	13	7	22	20	27	22	192
14 ILL Local	31	36	59	40	17	35	32	33	64	43	33	38	461
ILL (Subtotal)	37	51	73	63	24	51	45	40	86	63	60	60	653
Total	1423	983	811	975	614	1774	2062	840	1615	1945	1191	1833	16066

than the total by patron class. The patron class total represents the correct total of all circulation transactions on card.

CIRCULATION STATISTICS--by Item Class

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
01 Standard	644	520	605	530	303	1049	1072	438	784	947	603	865	8360
02 Lib Use Only	0	1	14	41	15	50	32	29	43	22	13	48	308
03 Periodicals	3	5	5	3	4	10	20	5	3	8	7	9	82
04 Reserve Book	560	390	182	328	274	520	653	287	571	680	454	631	5530
05 Looseleaf	0	1	3	5	7	1	9	7	10	5	0	5	53
06 Reserve Copy	216	64	2	29	11	137	234	39	153	253	84	229	1451
Total	1423	981	811	936	614	1767	2020	805	1564	1915	1161	1787	15784

Transactions involving keep are not included in the total; thus the total transactions by item class are lower than the total by patron class. The patron class total represents the correct total of all circulation transactions on COLL.

DOOR COUNT STATISTICS--1987-88

May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total	1987
23370	16785	15942	14590	18469	28637	23446	10914	18881	25438	19843	21461	237776	55
Walled (Subtotal)	16	23	23	22	25	25	26	30	28	21	23	24	222
Not Walled - Orig.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled - Rep.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled (Subtotal)	2	2	2	2	2	2	2	2	2	2	2	2	20
Total	18	25	25	24	27	27	28	32	30	23	25	26	242

May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total	1987
Walled (Subtotal)	16	23	23	22	25	25	26	30	28	21	23	24	222
Not Walled - Orig.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled - Rep.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled (Subtotal)	2	2	2	2	2	2	2	2	2	2	2	2	20
Total	18	25	25	24	27	27	28	32	30	23	25	26	242

May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total	1987
Walled (Subtotal)	16	23	23	22	25	25	26	30	28	21	23	24	222
Not Walled - Orig.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled - Rep.	1	1	1	1	1	1	1	1	1	1	1	1	10
Not Walled (Subtotal)	2	2	2	2	2	2	2	2	2	2	2	2	20
Total	18	25	25	24	27	27	28	32	30	23	25	26	242

ALL STATISTICS--Lending

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
OCLC Requests													
Filled--Orig	6	17	13	12	2	20	7	10	14	17	27	20	165
Filled--Copy	9	8	9	8	25	24	23	0	17	18	18	8	167
Filled (Subtotal)	15	25	22	20	27	44	30	10	31	35	45	28	332
Not Filled--Orig	5	13	8	9	10	15	14	2	26	18	16	2	138
Not Filled--Copy	8	3	10	4	7	10	4	1	6	3	5	1	62
Not Filled (Subtotal)	13	16	18	13	17	25	18	3	32	21	21	3	200
OCLC Total	28	41	40	33	44	69	48	13	63	56	66	31	532

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
ALA Requests													
Filled--Orig	34	28	49	43	15	32	38	35	52	39	28	40	433
Filled--Copy	6	3	1	1	1	0	1	0	2	3	0	1	19
Filled (Subtotal)	40	31	50	44	16	32	39	35	54	42	28	41	452
Not Filled--Orig	5	2	1	0	0	0	2	2	2	2	0	1	17
Not Filled--Copy	1	0	1	0	0	0	0	0	2	1	2	0	7
Not Filled (Subtotal)	6	2	2	0	0	0	2	2	4	3	2	1	24
ALA Total	46	33	52	44	16	32	41	37	58	45	30	42	476

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
TOTAL REQUESTS													
Filled--Orig	40	45	62	55	17	52	45	45	66	56	55	60	598
Filled--Copy	15	11	10	9	26	24	24	0	19	21	18	9	186
Filled (Subtotal)	55	56	72	64	43	76	69	45	85	77	73	69	784
Not Filled--Orig	10	15	9	9	10	15	16	4	28	20	16	3	155
Not Filled--Copy	9	3	11	4	7	10	4	1	8	4	7	1	69
Not Filled (Subtotal)	19	18	20	13	17	25	20	5	36	24	23	4	224
Percent Filled	74.32%	75.68%	78.26%	83.12%	71.67%	75.25%	77.53%	90.00%	70.25%	76.24%	76.04%	94.52%	77.78%
TOTAL LENDING ACTIVITY	74	74	92	77	60	101	89	50	121	101	96	73	1008

ILL Statistics--Borrowing

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
Law Faculty Requests													
Filled--Orig	0	4	2	1	3	1	3	7	12	4	1	1	39
Filled--Copy	1	17	10	3	4	22	6	4	27	29	3	4	130
Filled (Subtotal)	1	21	12	4	7	23	9	11	39	33	4	5	169
Not Filled--Orig	0	2	0	0	0	0	0	0	0	0	0	1	3
Not Filled--Copy	0	9	0	2	0	6	3	2	2	6	2	3	35
Not Filled (Subtotal)	0	11	0	2	0	6	3	2	2	6	2	4	38
Law Faculty Total	1	32	12	6	7	29	12	13	41	39	6	9	207

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
Law Student Requests													
Filled--Orig	2	0	0	0	1	2	4	0	0	1	0	0	10
Filled--Copy	3	0	2	3	0	1	13	0	0	0	3	0	25
Filled (Subtotal)	5	0	2	3	1	3	17	0	0	1	3	0	35
Not Filled--Orig	0	0	0	0	0	0	0	0	0	0	0	4	4
Not Filled--Copy	1	0	0	0	0	0	4	0	0	1	1	0	7
Not Filled (Subtotal)	1	0	0	0	0	0	4	0	0	1	1	4	11
Law Student Total	6	0	2	3	1	3	21	0	0	2	4	4	46

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total
TOTAL REQUESTS													
Filled--Orig	2	4	2	1	4	3	7	7	12	5	1	1	49
Filled--Copy	4	17	12	6	4	23	19	4	27	29	6	4	155
Filled (Subtotal)	6	21	14	7	8	26	26	11	39	34	7	5	204
Not Filled--Orig	0	2	0	0	0	0	0	0	0	0	0	5	7
Not Filled--Copy	1	9	0	2	0	6	7	2	2	7	3	3	42
Not Filled (Subtotal)	1	11	0	2	0	6	7	2	2	7	3	8	49
Percent Filled	85.71%	65.63%	100.00%	77.78%	100.00%	81.25%	78.79%	84.62%	95.12%	82.93%	70.00%	38.46%	80.63%
TOTAL BORROWING ACTIVITY	7	32	14	9	8	32	33	13	41	41	10	13	253

MICRO USE STATISTICS

DATE	GENERAL REFERENCE	FILM	FICHE	VIDEO	AUDIO	COMPUTER	COPIERS
87/88							
5/87	228	54	56	29	178	22	347
6/87	214	38	41	15	84	6	162
7/87	488	68	70	40	26	3	258
8/87	433	66	60	47	57	27	138
9/87	359	58	74	33	48	42	124
10/87	603	83	119	67	114	196	244
11/87	614	94	100	68	201	204	231
12/87	331	73	96	59	131	85	155
1/88	375	81	124	75	135	169	221
2/88	357	89	112	96	143	266	19
3/88	276	60	98	65	131	305	8
4/88	297	57	89	62	100	265	9
5/88							
TOTAL	4575	821	1039	656	1348	1595	1916

PHOTOCOPY SERVICES STATISTICS 1987-88

COPIES/MONTH

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total	Average
Faculty	1353	4516	3927	2380	4788	10405	1527	1678	1778	4526	3303	1531	41712	3822
Firm	2020	1810	1192	1619	1053	1183	1884	1345	1464	1723	1808	1561	18662	1513
ILL				1014	238	584	360	485	159	181	592	218	3831	536
Other	89	3	340	7	6	5	12	0	316	96	0	99	973	58
Total	3462	6329	5459	5020	6085	12177	3783	3508	3717	6526	5703	3409	65178	5432

REVENUE/MONTH

	May/87	June/87	July/87	Aug/87	Sept/87	Oct/87	Nov/87	Dec/87	Jan/88	Feb/88	Mar/88	Apr/88	Total	Average
Firm	\$784.94	\$653.20	\$543.90	\$806.50	\$555.70	\$569.35	\$706.08	\$601.95	\$680.90	\$855.10	\$946.00	\$828.40	\$8,532.02	\$711.00
Other	\$23.90	\$5.30	\$44.00	\$10.70	\$5.60	\$5.50	\$6.20	\$0.00	\$46.60	\$24.20	\$0.00	\$32.50	\$204.50	\$17.04
Total	\$808.84	\$658.50	\$587.90	\$817.20	\$561.30	\$574.85	\$712.28	\$601.95	\$727.50	\$879.30	\$946.00	\$860.90	\$8,736.52	\$728.04

By Day of Week

Month	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
June	73	113	131	78	17	0	0	394
July	108	132	128	123	111	0	0	594
August	112	98	74	103	81	0	0	468
September	121	122	128	88	72	0	0	521
October	131	230	243	236	170	301	130	1331
November	234	218	235	02	106	99	0	1084
December	93	0	0	0	0	0	0	93
January	127	208	200	122	32	84	88	871
February	108	138	201	133	182	100	133	1185
March	100	108	138	132	88	44	89	691
TOTAL	1380	1695	1680	1230	810	504	328	7778

Time of Day

Month	8-9am	10-11am	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm	Total
June	0	0	0	153	19	0	0	0	0	172
July	0	0	0	183	140	0	0	0	0	323
August	0	0	0	183	138	0	0	0	0	321
September	0	0	0	183	120	0	0	0	0	303
October	0	0	0	183	111	0	0	0	0	294
November	0	0	0	183	133	0	0	0	0	316
December	0	0	0	183	72	0	0	0	0	255
January	0	0	0	183	118	0	0	0	0	301
February	0	0	0	183	118	0	0	0	0	301
March	0	0	0	183	141	0	0	0	0	324
TOTAL	0	0	0	1830	1071	0	0	0	0	2901

REFERENCE DESK STATISTICS

June, 1987 - March, 1988

Type of Question

Month	Info/Direction	Reference	Total
June	165	290	455
July	208	426	634
August	92	367	459
September	205	500	705
October	342	985	1327
November	196	873	1069
December	39	350	389
January	149	727	876
February	198	967	1165
March	87	607	694
TOTAL	1681	6092	7773

Day of Week

Month	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
June	73	118	129	78	57	0	0	455
July	108	162	118	135	111	0	0	634
August	112	99	74	109	65	0	0	459
September	121	187	174	94	72	19	38	705
October	191	240	247	236	170	111	132	1327
November	234	218	235	99	105	99	79	1069
December	72	81	77	90	69	0	0	389
January	137	208	200	122	53	68	88	876
February	196	158	251	153	152	123	132	1165
March	136	128	155	114	58	44	59	694
TOTAL	1380	1599	1660	1230	910	464	528	7773

Time of Day

Month	7-10am	10-noon	noon-2pm	2-4pm	4-6pm	6-8pm	8-11pm	Total
June	30	93	84	153	79	9	7	455
July	77	122	129	183	123	0	0	634
August	49	134	102	114	59	1	0	459
September	58	127	163	153	106	63	35	705
October	75	191	228	318	311	128	76	1327
November	70	210	215	239	215	88	32	1069
December	19	99	81	103	61	18	8	389
January	58	116	136	222	178	110	56	876
February	81	195	212	296	235	110	35	1165
March	46	139	145	152	133	58	21	694
TOTAL	563	1426	1495	1933	1500	586	270	7773

REFERENCE STATISTICS 1988

June, 1987 - March, 1988

The busiest months at the Reference Desk were October, November and February. In comparing the statistics for various times and days, it is necessary to take into consideration the varying number of hours the Reference Desk was staffed each day (12 1/2 hours Monday-Thursday; 8 hours Friday; 5 hours Saturday and Sunday), and the number of days the desk was staffed for each time (5 days from 9:00-noon; 7 days from noon-6:00; 4 days from 6:00-11:00). If adjustments are made to the statistics to compensate for these differences, it appears that all times were fairly equally busy, with the exception of the hours from 8:00-11:00 p.m. The number of patrons assisted during the evenings was about one-third the number of patrons assisted during other times.

Although reference librarians attempted to keep accurate statistics concerning the number of library users assisted, at busy times we frequently neglected to record statistics. Therefore the statistics probably understate the number of users assisted.

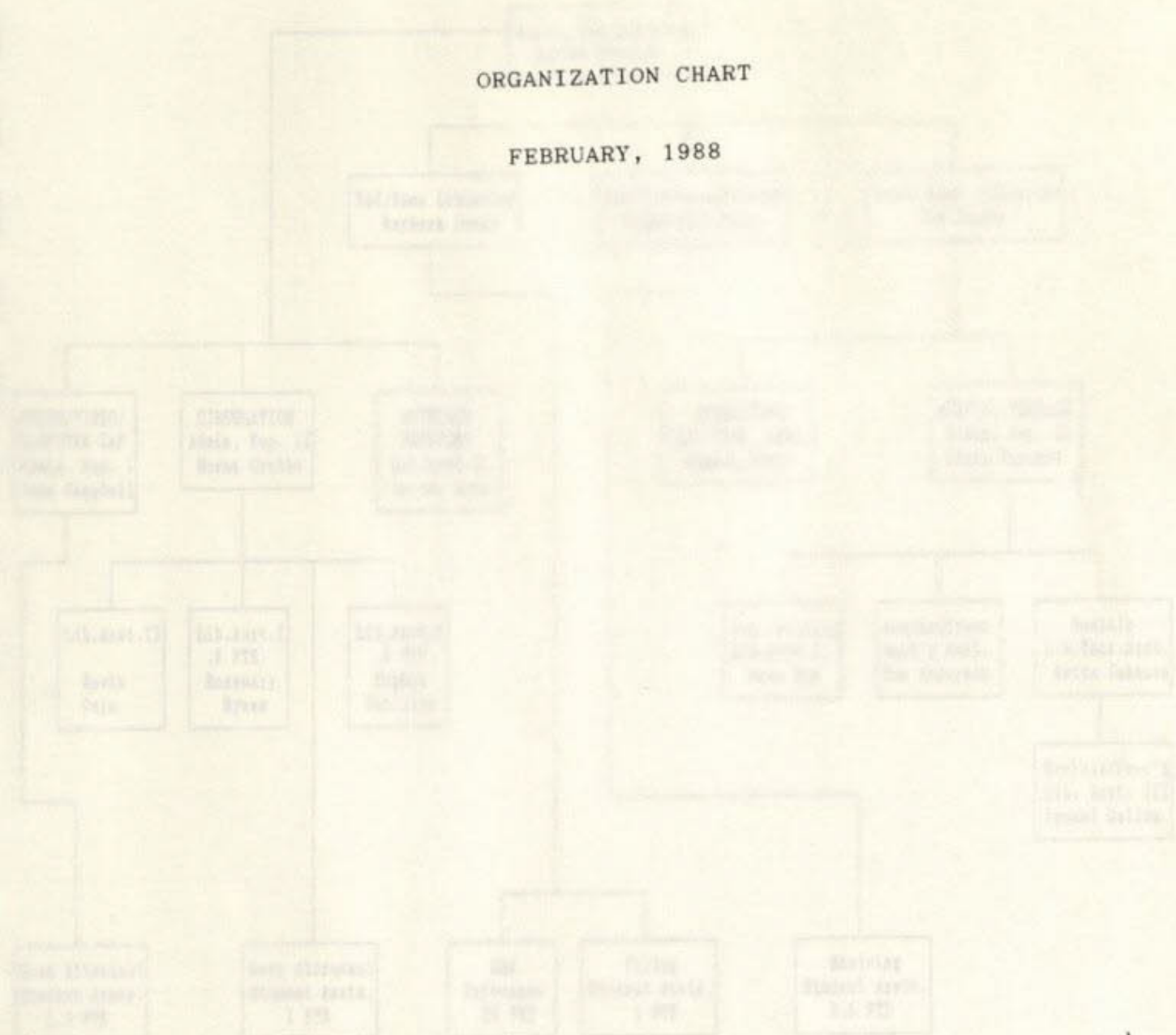
1/28	218	1,000	120
3/28	247	1,120	135
5/28	282	984	114
TOTALS	5,174	11,620	1,358

CATALOGING STATISTICS, May 1987-April 1988

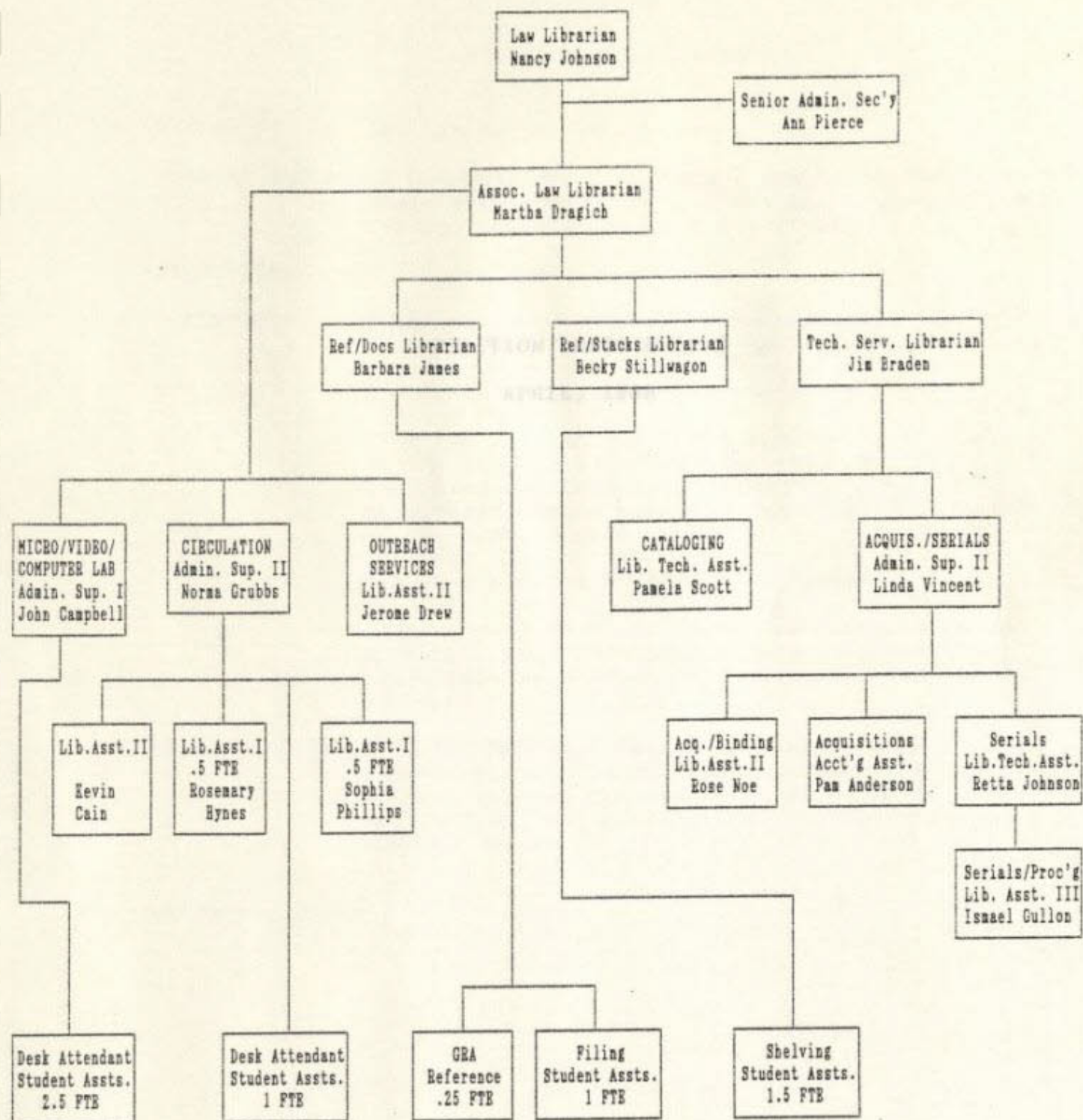
<u>Month</u>	<u>Titles Added</u>	<u>Volumes Added</u>	<u>Volumes Withdrawn</u>
5/87	275	967	120
6/87	354	1,037	39
7/87	329	950	198
8/87	218	763	110
9/87	385	1,076	102
10/87	287	1,175	177
11/87	243	779	149
12/87	141	637	169
1/88	196	1,079	79
2/88	218	1,059	199
3/88	243	1,120	78
4/88	285	984	112
TOTALS	<u>3,174</u>	<u>11,626</u>	<u>1,532</u>

ORGANIZATION CHART

FEBRUARY, 1988



LAW LIBRARY ORGANIZATION CHART
February, 1988



POSITION DESCRIPTION

TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: To provide professional library services to the administration of the law school and to assist in the development of its continuing growth and development.

RESPONSIBLE TO: Dean, College of Law

SUPERVISOR: Dean, College of Law

POSITION DESCRIPTIONS

DUTIES: Administer APRIL, 1988

Planning for the collection growth and development of the library's collection and services, including collection development, budgeting, management, space planning, and the administration of new technology.

Teaching basic bibliography courses.

Working with faculty, law school administration, students, the community, and the University Libraries to develop a system of services to the law school.

QUALIFICATIONS: The minimum qualifications for this position are a graduate degree in library science or a related field, a minimum of three years of experience in law library administration, and a minimum of three years of experience in law school administration. The candidate must also have a minimum of three years of experience in law school administration.

Required Skills:

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

Oversees development of the Law Library's Computer Lab

Serves as liaison with University Library regarding automation, online searching, coordination of services, and other matters

Assists Law Librarian with personnel and budgetary matters, space allocation and planning, and collection development, especially of foreign and international materials

Drafts Law Library policies and chairs Law Library Policy Committee

Performs other duties as assigned

QUALIFICATIONS

POSITION DESCRIPTION

TITLE: Associate Law Librarian

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

RESPONSIBLE TO: Law Librarian

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

DUTIES: Directs public service units of the Law Library and plans for additional and improved services to faculty, students, attorneys, and other patrons

Provides general reference service as well as specialized online searching and other advanced reference services for law faculty

Hires, trains, supervises, evaluates and terminates staff in Circulation, Micro, and Outreach Services units

Shares responsibility for teaching Legal Bibliography course and for providing Lexis and Westlaw training

Coordinates Law Library automation projects and participates in planning for Technical Services operations

Oversees development of the Law Library's Computer Lab

Serves as liaison with University Library regarding automation, online searching, coordination of services, and other matters

Assists Law Librarian with personnel and budgetary matters, space allocation and planning, and collection development, especially of foreign and international materials

Drafts Law Library policies and chairs Law Library Policy Committee

Performs other duties as assigned

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

Revised 1/21/88

RESPONSIBLE TO: Law Libraries

SUPERVISES: Administrative Supervisor II
 Technical Services, Library Technical
 Services, Law Libraries, and other
 related services

DUTIES: Creating original cataloging records
 Overseeing acquisition and serials
 processing and related activities
 Planning and evaluating the
 library's collection development
 policies and procedures
 Planning and evaluating the
 library's reference and
 information services

Performing other duties as assigned

Hiring, training, supervising, and
 evaluating staff

Acting as liaison to the
 other law libraries and
 the University Library

Performing other duties as assigned

Performing other duties as assigned

Performing other duties as assigned

POSITION DESCRIPTION

TITLE: Technical Services Librarian

DEPARTMENT: Technical Services

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

RESPONSIBLE TO: Law Librarian

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

DUTIES: Creating original cataloging records

Overseeing acquisitions and serials control activities as well as binding and processing

Planning for and evaluating automated acquisitions/serials control system

Overseeing cataloging of library materials using OCLC records and monitoring quality of all cataloging, shelflist, Kardex, and other bibliographic records

Performing catalog maintenance on the online catalog

Hiring, training, supervising, evaluating, and motivating and terminating staff, and handling other personnel matters as necessary

Acting as liaison with SOLINET/OCLC, Brodart, and other vendors as needed regarding products and services; and with Pullen Library and other GSU departments as appropriate

Coordinating workflow of all technical services units

Estimating budget figures for technical services operations

Planning and designing space and equipment requirements for department

Performing other duties as assigned, including occasional reference duty

TITLE

Reference Services Librarian

DE

PURPOSE AND SCOPE

RESPONSIBLE TO

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 2/5/88

DUTIES:

Providing reference services to law students, faculty, attorneys, and other library patrons

Providing assistance with law research for individuals and groups

Managing state and federal law libraries including planning, development of collections, and replacement of books and serials in law libraries

Managing materials for law libraries and book stores

Managing law library collections and communication with law and library organizations

Managing law library collections and communication with law and library organizations

Performing other duties as assigned

QUALIFICATIONS:

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

Revised 2/5/88

POSITION DESCRIPTION

TITLE: Reference/Stack Maintenance Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student Assistants (shelvers)

DUTIES:

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

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

Revised 1/21/88

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 2/2/88

POSITION DESCRIPTION

TITLE: Reference/Documents Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Graduate Research Assistant (Reference) and Student assistants (filers)

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

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 organize looseleaf filing procedures, supervise student assistants in filing updates, and resolve filing problems

To prepare transfer binders for binding, making sure that materials are complete and in order

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 2/5/88

POSITION DESCRIPTION

TITLE: Accounting Assistant

DEPARTMENT: Acquisitions

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

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

SUPERVISES: Not Applicable

DUTIES:

- Verifying and preparing invoices for payment
- Recording cost of each item for internal accounting records, and reconciling University accounting records with library records
- Posting payments in Kardex
- Maintaining serials encumbrance records in PC File
- Reconciling statements of account
- Resolving order and accounting problems with vendors either by letter or by phone
- Sorting first class mail
- 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; one year accounting or bookkeeping experience; ability to be accurate and pay close attention to detail. Some college coursework, some library experience, and interpretive and problem-solving skills preferred.

Revised 2/5/88

POSITION DESCRIPTION

TITLE: Administrative Supervisor I

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

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

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Student Assistants

DUTIES:

- Assists patrons in locating materials and using equipment
- Assists faculty in setting up audio-visual equipment for classroom use
- Prepares guides to microform, audio, video, and diskette collections
- Supervises, hires, schedules, trains, evaluates and terminates student assistants
- Manages and assists in the further development of a personal computer lab for student use
- Maintains microform, audio, video, and computer collections and equipment
- Processes federal depository shipments, claims missing materials, orders documents on GPO deposit account, etc.
- Performs other duties as assigned

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

POSITION DESCRIPTION

TITLE: Administrative Supervisor II

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Associate Law Librarian

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

DUTIES:

- Scheduling coverage of the Circulation Desk during all hours the library is open
- Hiring, training, supervising, evaluating, and terminating Library Assistants and student assistants working in Circulation
- Assisting in implementation of the COLLI automated circulation system and training 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
- Monitoring overdue materials and sending out notices as needed; keeping records as required for overdue fines received; placing holds on borrowers' records as needed
- Handling all ILL borrowing and lending transactions and keeping records as required
- Assisting in the determination of service policies and procedures at the Circulation desk
- Performing other duties as assigned

POSITION DESCRIPTION

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

Revised 1/21/88

RESPONSIBLE TO: Associate Law Librarian

SUPERVISOR: Not Applicable

DUTIES: Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Administer the law library, including the collection, organization, and maintenance of the law library; provide reference and research services; assist in the development of the law library; and perform other duties as assigned.

Revised 1/21/88

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, primarily by operating a fee-based photocopy service. Exercises independent judgment in performance of duties.

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Not Applicable

DUTIES:

- Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources
- Printing documents from Lexis or Westlaw as needed
- Setting up accounts, preparing invoices, and collecting and depositing fees for services rendered; keeping accounting records as required by University procedures
- Maintaining the title page service and other current awareness services for faculty
- Keeping detailed statistics of services and charges
- Making copies for ILL transactions as needed
- Maintaining photocopy room (shared with other law school departments), equipment, and supplies

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

Revised 1/21/88

POSITION DESCRIPTION

TITLE: Administrative Supervisor II

DEPARTMENT: Acquisitions/Serials Control

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

QUALIFICATIONS:

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Acquisitions and Serials Control Staff

DUTIES:

- Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters within scope of position; monitoring workflow and production
- Supervising pre-order searching, the receipt of monographs, and control of serials
- Supervising the creation of acquisitions and serials control records/files, and the ordering of library materials
- Selecting the appropriate vendor for each order and coding orders for input into LAQ
- Supervising the processing of invoices for all Law Library materials
- Supervising the binding of library materials
- Resolving problems in the acquisition of and accounting for library materials and in the control of serials and the binding and processing of library materials
- Acting as liaison with the University's Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position
- Preparing appropriate reports and keeping statistics

Participating in the development of an on-line acquisitions system and in the review of other library automation projects, and in discussions requiring the cooperation of two or more units within the Technical Services Department. Drafting procedures for routines within the subunits

Performing other duties as assigned

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

Revised 2/5/88

POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Acquisitions/Binding

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 binding of library materials. Exercises some independent judgment in performance of routine tasks.

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

SUPERVISES: Not Applicable

DUTIES:

- Filling out order cards
- Verifying bibliographic information and availability of library materials
- Searching OCLC, catalog, and in-process file to avoid accidental duplication of orders
- Inputting, editing, and verifying data entered on LAQ system; mailing purchase orders; maintaining order files
- Checking in monographs
- Claiming and cancelling outstanding orders as needed
- Preparing library materials for binding and keeping records of all binding activity
- Keeping appropriate statistics
- Opening and distributing third class mail
- Performing other duties as assigned

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

Revised 2/5/88

POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Processing)

DEPARTMENT: Serials Control

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

RESPONSIBLE TO: Library Technical Assistant (Serials)

SUPERVISES: Not Applicable

DUTIES: Checking in serial publications

Filing new purchase orders in Kardex

Reporting delinquent serials to LTA for claiming

Processing library materials, including stamping, targeting, and labelling as required

Disposing of withdrawn library materials

Keeping appropriate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 40 wpm; ability to be accurate and pay close attention to detail. Some college coursework, some library experience, and interpretive and problem-solving skills preferred.

Revised 2/5/88

Revised 2/5/88

POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Serials Control

PURPOSE AND SCOPE OF POSITION: To maintain serials control records and oversee the processing of library materials. Exercises independent judgment within scope of position.

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

SUPERVISES: Library Assistant III

DUTIES:

- Checking in serial publications
- Creating serials holdings and payment records
- Supervising LA III (Serials) and handling all personnel matters relating to that position
- Supervising processing of library materials and reviewing all materials for appropriate and accurate processing before materials are sent to the shelves
- Claiming delinquent serial publications
- 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; supervisory skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Some college education and library experience preferred.

Revised 2/5/88

Revised 3/5/88

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: Technical Services 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 2/5/88

POSITION DESCRIPTION

TITLE: Senior Administrative Secretary

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student assistants as assigned to special projects

DUTIES:

- Types all correspondence
- Maintains supplies, handles petty cash, and prepares purchase requisitions
- Supervises preparation of timesheets and calculates time and leave
- Prepares and calculates travel requests and registrations
- Handles details of Law Library meetings and functions
- Coordinates all personnel actions with Personnel Department and keeps informed of Personnel and Payroll policies and procedures
- Maintains updated Board of Regents files (FID) on Law Library faculty
- Coordinates with Directors and Assistants to the Dean as requested by the Dean or Law Librarian
- Checks monthly budget status report and monitors personnel funds
- Maintains spreadsheets for all departments
- Requests repairs and maintenance from Physical Plant, Telecommunications, and other departments as necessary
- Obtains quotes and prepares orders with outside vendors, including pickup, if necessary
- Performs other duties as assigned

QUALIFICATIONS: Excellent typing skills; excellent organizational skills; two years office experience. Familiarity with word processing and spreadsheet systems preferred.

TITLE: Librarian

DEPARTMENT: Circulation

Revised 2/8/88

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISOR: Not applicable

DUTIES: Check materials in/out

Provide service for Reserve collection

Answer incoming calls and direct calls or take messages as required

Provide information to patrons and answer questions to the best of ability

Perform other duties as assigned, including special projects

Work on time schedule

Will be subject to evaluation at all times

Responsible for work assigned by supervisor

Open and close library at assigned hours

Perform other circulation tasks as assigned

QUALIFICATIONS: High school or equivalent education; two years office experience; excellent typing skills; familiarity with word processing and spreadsheet systems preferred.

Revised 1/8/88

POSITION DESCRIPTION

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

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- Straighten up ground floor of library at closing (if assigned these hours)
- 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 1/21/88

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 II (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 COLLI functions as required, including system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
- Accept fine payments
- Assist in processing overdue notices and 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)

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

Revised 2/5/88

PROGRAM OF SPACE ALLOCATION
FOR GEORGIA STATE UNIVERSITY
COLLEGE OF LAW

OCTOBER 9, 1987

GEORGIA STATE UNIVERSITY COLLEGE OF LAW

This program is based on the current total enrollment
of approximately 600 students, equally divided between
full-time and part-time students, studying a full-time
equivalent workload of 500.

Revised October 8, 1987

Program of Space Allocation
for
Georgia State University College of Law

	Approximate <u>Assignable sf</u>
I. LAW LIBRARY	
A. <u>Stack Space</u> - to accommodate 250,000 vols.	28,099
Note: Stack space to be equipped with 12,600 linear feet of compact shelving occupying 3,099 s.f. and 50,000 linear feet of standard shelving occupying 25,000 s.f. Total shelf space: 62,600 linear feet.	
B. <u>Study Space</u> - a total of 400 study stations	
General Study Area - 360 stations at tables and carrels	7,200
Study Rooms - 10 @ 125 sf; 4 stations each	<u>1,250</u>
Subtotal	8,450
C. <u>Service Space</u>	
Entrance Lobby - detection & book display	600
Circulation Desk and Reserve Area	1,000
Microform Area	1,400
Computer Room - 20 carrels	1,000
Classroom - 30 stations with large screen video	550
Video Room - 6 carrels	300
Reference Desk	150
Rare Book/Special Collections	400
Law Review Work Room	200
Photocopy Rooms - 2 @ approx. 250 sf	<u>500</u>
Subtotal	6,100
D. <u>Administrative and Staff Space</u>	
Head Librarian	180
Associate Librarian	160
Secretary/Files	150
Reference Librarians - 2 @ 150 sf	300
Conference Room	300
Project Room	200
Library Staff Lounge	225
Technical Services Librarian - 2 @ 150	300
Technical Services Workroom	2,000
Receiving/Storage	<u>475</u>
Subtotal	4,290
Law Library Total	46,939

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Approximate
Assignable sf

II. INSTRUCTIONAL SPACES -

Auditorium -	reasonable access to existing facility assumed	0
o Lecture Halls -	1 @ 140 stations	2,727
	1 @ 125 stations	2,354
	1 @ 100 stations	2,016
	1 @ 70 stations	1,408
o Classroom -	1 @ 60 stations (shared w/ Executive MBA Program)	2,000
o Seminar Rooms -	2 @ 384 sf; 20 stations each	768
	2 @ 600 sf; 30 stations each	1,200
o Moot Courtroom -	Normal courtroom fixtures plus gallery seating for 20; doubles as 20-seat seminar room; also includes small A-V room	1,192
o Jury Room -	seats 15; also doubles as 15-seat seminar room and pre-trial motions room	320

Instructional Spaces Total 13,985

III. FACULTY AND FACULTY SUPPORT

Faculty Offices - 26 @ 196 sf	5,096
Faculty Secretaries/Files - 6 @ 150 sf	900
Faculty Lounge	600
o Faculty Library	1,800
Adjunct Faculty Modules - 2 @ 125 sf	250
Distinguished Faculty Offices - 2 @ 196 sf	392
Distinguished Faculty Secretary/Files	150
Supply/Photocopy Area	150
Faculty Total	9,338

IV. ADMINISTRATION

Dean	300
Assistants to the Dean - 3 @ 150 sf (1 enclosed)	450
Associate Dean for Academic Affairs	200
Assistant Dean for Student Affairs	175
Director of Administration	150
Director of Development	150
Director of Records & Admissions	150
Academic Advisors - 2 @ 140 sf (not enclosed)	280
Staff Support - 7 @ 125 sf (not enclosed)	875
Student Assistants - 3 @ 80 sf (not enclosed)	240
Student Files (secure)	150
Supply/Photocopy Room	150
o Conference Room	300
o Computer Support Staff	300
Administrative Staff Lounge	300
Placement Office	
Director of Placement	150
Administrative Assistant	125
Student Assistant	125
o Library/PC Work Area	544
Interview Rooms - 4 @ 125 sf	500
Continuing Legal Education	
Director of Continuing Legal Education	150
Administrative Assistants - 2 @ 125 sf	250
Secretary	125
Administration Total	6,139

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Page Three

Approximate
Assignable sf

V. STUDENT SERVICES

Student Lounge	1,318
Vending	250
Student Locker Area - 600 each	1,000
o Student Mail Boxes - 600 each	240
o Student Organizations Modules	1,024
o Law Review - Editor, Associate Editor, Secretary, Workroom	<u>1,000</u>
Student Services Total	4,832

VI. SPECIAL PROGRAMS

A. Clinical Program

Secretary/Reception Area	300
Director	180
Assistant Director	180
Student Interview Rooms - 3 @ 100 sf	300
o Workroom/Library	<u>480</u>

Subtotal 1,440

o B. Georgia Appellate Practice & Education Resource Center 1,796

? o C. International Law Center 750

? o D. Center for Lawyer Competency 750

Special Programs Total 4,736

College of Law Total (less Special Programs) 81,233

College of Law Total (including Special Programs) 85,969