

7-1-2006

Law Library Annual Report 2005-2006

Georgia State University Law Library

Follow this and additional works at: https://readingroom.law.gsu.edu/lib_reports



Part of the [Law Commons](#)

Institutional Repository Citation

Georgia State University Law Library, "Law Library Annual Report 2005-2006" (2006). *Law Library Annual Reports*. 21.
https://readingroom.law.gsu.edu/lib_reports/21

This Article is brought to you for free and open access by the Law Library at Reading Room. It has been accepted for inclusion in Law Library Annual Reports by an authorized administrator of Reading Room. For more information, please contact mbutler@gsu.edu.

COLLEGE OF LAW LIBRARY ANNUAL REPORT GEORGIA STATE UNIVERSITY

INTRODUCTION

College of

Law Library

ANNUAL REPORT

2005/2006

Unfortunately, during fiscal year 2005/2006, the Law Library experienced high turnover in library faculty and staff. Both positions were vacant for several months. The Head of Collection Management at State College of Georgia left to accept a position as Librarian at the 11th Circuit Court of Appeals Library. Staff member Carolyn Thomas left for Alabama and Angela Evans left to work as a paralegal in a law firm.

Fortunately, as of August 1st, Ron Wheeler from the University of New Mexico will join us as the Associate Director of Public Services. During the summer, Deborah Schaefer, from Florida State University, joined us as our assistant.

The strength of the collection has shifted from print materials to electronic resources. Although we maintain a strong Georgia collection and several other special areas, we have shifted to electronic resources. Such pressures have encouraged us to focus attention on achieving maximum value for our resource dollar. Faculty and students prefer online resources for many materials. In addition to Westlaw and LexisNexis, we also subscribe to a number of electronic services, including BNA[®] All Individual Services, LAMC-Digital, CCH Tax Research Network, Masing of Academic Law, CLE Serial Set, and Hein Online. There is a host of quality databases available through GALILEO, for example, Lexis Academic Universe.

Law Librarians continue to make contributions in various professional settings. Four librarians wrote a CALI lesson on Georgia Primary Research Materials, two wrote a CALI lesson on copyright research, and three librarians contributed on a law review article on Researching Georgia Law, which appeared in the Georgia State University Law Review. Several librarians are active in regional and national library association activities.

Please read the Annual Reports of the six library faculty members. Besides their departmental reports, they included departmental goals for the year. Elizabeth Aquino (Head of Public Services), Nan Adams (Senior Reference Librarian), and Colleen Williams (Reference Librarian) collaborated on the Public Services Report. Terrence Martin (Electronic Services Librarian) wrote the Law Library Electronic Services Report. Glen Eui (Catalog Librarian) wrote the Cataloging Report and Trina Haffner (Acquisitions/Serials Librarian) described the work of her department.

ADMINISTRATIVE AND PERSONNEL

The attached organization chart (see Organization Chart) reflects the administrative structure of the Law Library as of July 2006. The library staffing includes seven librarians, two support staff, and approximately four F.T.E. student assistants. The position of Law Librarian is also the special duties of librarians and staff.

Nancy P. Johnson
Law Librarian
Professor of Law

COLLEGE OF LAW LIBRARY ANNUAL REPORT 2005/2006

INTRODUCTION

Unfortunately, during fiscal year 2005/2006, we experienced high turnover in library faculty and in staff. Beth Adelman accepted a position as Head of Collection Management at SUNY-Buffalo to be close to family. Nan Adams accepted a position as Librarian at the 11th Circuit Court of Appeals Library. Staff members Cecelia Womack left for Alabama and Angelic Lyons left to work as a paralegal in a law firm.

Fortunately, as of August 1st, Ron Wheeler from the University of New Mexico will join us as the Associate Director of Public Services. During the summer, Deborah Schander, from Florida State University, joined us as our Intern.

The strength of the collection has shifted from print materials to electronic resources. Although we maintain a strong Georgia collection and several other topical areas, we have shifted to electronic resources. Such pressures have encouraged us to focus attention on achieving maximum value for our resource dollar. Faculty and students prefer online resources for many materials. In addition to Westlaw and LexisNexis, we also subscribe to a number of electronic services, including BNA "All" looseleaf services, LLMC-Digital, CCH Tax Research Network, Making of Modern Law, CIS Serial Set, and Hein Online. There is a host of quality databases available through GALILEO, for example, Lexis Academic Universe.

Law Librarians continue to make contributions in various professional settings. Four librarians wrote a CALI lesson on Georgia Primary Research Materials, two wrote a CALI lesson on copyright research, and three librarians collaborated on a law review article on Researching Georgia Law, which appeared in the Georgia State University Law Review. Several librarians are active in regional and national library association activities.

Please refer to the Annual Reports of the six library faculty members. Besides their departmental reports, they included departmental goals for the year. Elizabeth Adelman (Head of Public Services), Nan Adams (Senior Reference Librarians), and Colleen Williams (Reference Librarian) collaborated on the Public Services Report. Terrance Manion (Electronic Services Librarian) wrote the Law Library Electronic Services Report, Qian Cui (Catalog Librarian) wrote the Cataloging Report and Trina Holloway (Acquisitions/Serials Librarian) describes the work of her department.

ADMINISTRATIVE AND PERSONNEL

The attached organization chart (see Organization Chart) reflects the administrative structure of the Law Library as of July 2006. The library staffing includes seven librarians, twelve staff members, and approximately four F.T.E. student assistants. The position descriptions outline the specific duties of librarians and staff.

Librarians

<u>Name</u>	<u>Position</u>
Nancy Johnson	Law Librarian/Professor of Law
vacant	Reference Librarian
Ron Wheeler	Associate Director of Public Services
Qian Cui	Catalog Librarian
Trina Holloway	Acquisitions/Serials Librarian
Terrance Manion	Electronic Services Librarian
Colleen Williams	Reference Librarian

Staff Members

<u>Name</u>	<u>Position</u>
Sherri Grady	Administrative Coordinator, Sr. (Accounting/Serials)
Keith Hill	Administrative Supervisor III (Circulation)
Willard (Bill) Irvin	Library Assistant II (Circulation) .5 FTE
vacant	Library Technical Assistant (Acq/Serials)
Dermot Robinson	Library Technical Assistant (Circulation)
Ivory Smith	Administrative Coordinator (Circulation)
Yolanda Travis	PC Systems Specialist Associate (Lab)
Dee Walraven	Business Affairs Coordinator (.75 FTE)
Juanita Wheeler	Administrative Supervisor III (Stacks)
Pamela Willis	Library Associate II (Cataloging)
vacant	Library Associate I (Acq/Serials)
Betty Wright	Administrative Coordinator (Circulation) (.75)

Since the numbers of faculty members and centers have increased during the past several years, the number of public service librarians is inadequate. The research needs of faculty members have increased, while the number of research librarians has remained the same.

Southeastern Law Library Statistics – 2005 Number of professional librarians	
GSU College of Law	7
Emory	10
Mercer	7
University of Georgia	8
Average in S.E. Law Libraries	8.5

LIBRARY HOURS AND USERS

Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. We continue to serve members of the public doing pro bono work.

The library is open 103 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks. According to the door count statistics, we had 102,956 visits to the Law Library and October 2005 was the busiest month with 10,132 visits.

SERVICES

The Reference Librarians provide a total of seventy-two hours of reference desk service each week. With the help of our GRA's, we provide reference assistance during weekends. The librarians answered a total of 5,323 questions during the year, with September being the busiest month with a total of 777 questions.

We assign each faculty member a library liaison and the library liaisons are in charge of their faculty's research requests. The library liaison works with our research GRAs to locate and collate information for faculty research. This program continues to be very successful.

The librarians and staff continue to stress high quality customer service and we take advantage of advanced training opportunities. Within the Law Library, we hold monthly Information Exchange meetings and the librarians and staff also attend COL events and meetings.

Terrance Manion and Nancy Johnson remain involved in teaching legal research to the first year law students and other classes. Additionally, the librarians offer tours and instruction to undergraduate and graduate classes. Nancy Johnson teaches the Advanced Legal Research Seminar.

Colleen Williams oversees Interlibrary Loan Services and her report details the statistics and goals. The Law Library participates in the University System of Georgia libraries' resource-sharing system, GIL Express. Students and faculty can check out books from other libraries using their library cards and the books are delivered to a location specified by the patron.

The Public Services Annual Report covers the circulation department, government documents unit, interlibrary loan, reference department, and stack maintenance.

TECHNOLOGY

Under Terrance Manion's supervision, technology services remain an integral part of the Law Library. Terrance discusses the extensive work of student computing, web services, library automation, and research technology in his Electronic Services Report. This year, the librarians and the technology staff developed a faculty publication website, which is very popular with the

faculty. Additionally, Terrance developed a database subscription website that allows researchers to easily access our electronic resources.

LIBRARY COLLECTION

As reported to the Association of Southeastern Research Libraries (2004-2005), we purchase 1,071 electronic "full-text" journals. Additionally, we hold 22, 227 electronic full-text books.

During this past year, the librarians completed a revised collection development policy that reflects the strengths of the curriculum and the research needs of the faculty and students. Another document, the Electronic Resources Cataloging Policy, describes the procedures involved in selecting, purchasing, renewing, cataloging, advertising, and canceling electronic titles.

The following figures summarize the size of the collection as reported to the ABA in Fall, 2005:

Titles Added	1,584
Titles Withdrawn	1,205
Total Titles	62,957
Paper Volumes Added	4,839
Paper Volumes Withdrawn	6,814
Paper Volumes Total	156,286
Vol. Equiv. Added	1,811
Vol. Equiv. Total	186,608
Total Volumes and Volume Equivalents	342,894

	Price (04)	Percentage Change (13-04)
Books	\$1,953/yr.	+11%
Journals	\$1,803/yr.	+6%
Electronic Services	\$1,430/yr.	+3%
Supplemental Materials	\$1,000/yr.	+1%

The key to the future is steady, consistent growth with annual inflationary increases. Moving beyond the old growth model is an important element of the library's future fiscal health. We have canceled all duplicate titles and now we are cataloging print titles that have online counterparts. While the law school continues to develop centers and clinics, the law library cannot neglect new programs.

ABA Law Library Statistics
Southeastern Academic Law Libraries
2005 Comparative Statistics of Law Libraries
AL, FL, GA, KY, LA, MS, NC, SC, TN, VA WV

	GSU Law Library	Rank	Median
Book titles held	62,957	19/35	63,914
Serial subscriptions	\$498,795	31/36	\$767,086
Online databases	\$127,286	22/35	153,688
Total expenditures for lib. operations other than salaries	\$894,563	29/34	\$1,113,263
Total \$ spent last FY per FTE JD student	\$3,053	25/30	\$3,582

BUDGET

The Library's budget situation over the last several years can be effectively described as flat. First and foremost, there has been no ability to keep up with a constant inflation factor. As a result, cancellation of materials has become an unpleasant fact for this library. Through very careful decision-making, including use of electronic resources, complete reduction of duplication, and rigid review of all continuation titles, we have barely been able to maintain a core collection of print materials.

Steep price increases have continued unabated during this fiscal year. To illustrate the point, the most recent American Association of Law Libraries' Price Index for Legal Publications 2d, which tracks inflation of legal publications, documents that between 1998 and 2004 the inflation rate in the law book industry increased by 28%. This chart illustrates some increases:

	Price ('04)	Percentage Change ('03-'04)
Reporters	\$1,953/yr.	+11%
Codes	\$ 968/yr	+6%
Looseleaf Services	\$1,438/yr.	+5%
Supplemented Treatises	\$ 696/yr.	+6%

The key to the future is obviously renewed, steady budget growth with annual inflationary increases. Moving beyond the no-growth trend is an important element of the library's future fiscal health. We have canceled all duplicate titles and now we are canceling print titles that have online counterparts. While the law school continues to develop centers and clinics, the law library cannot support new programs.

TECHNICAL SERVICES

The Cataloging unit, under Qian Cui, has been very busy both adding books to the collection and withdrawing materials. During the year, we continued to add new print and electronic volumes and titles. The Cataloging Department cataloged 8,087 items, including 248 electronic journals. Qian also added a note in the cataloging record designating faculty authors. The Acquisitions/Serials unit, under Trina Holloway, accomplished several projects beyond ordering materials and binding journals.

SPACE and RENOVATION

The Law Library has 37,989 feet of shelving capacity available for library materials. We have adequate room to grow and our shelving capacity is just under the median shelving capacity of 32,384 feet for southeastern law libraries. During the year, we shifted to more electronic services, which resulted in withdrawing additional hard-copy materials. This shift will give us additional shelf space. The net square footage for library facilities is 44,678.

2005-2006 Public Services Annual Report
Beth Adelman, Head of Public Services
June 17, 2006

Partners

Beth Adelman, Head of Public Services, which is composed of the following staff and staff:
Beth Adelman, Head of Public Services
Nan Adams, Senior Reference Librarian
Colleen Williams, Reference Librarian
Report on the work of the Public Services Department for the year 2005-2006.

Annual Reports

Public Services Report

Beth Adelman, Head of Public Services
Nan Adams, Senior Reference Librarian
Colleen Williams, Reference Librarian

Electronic Services

Terrance Manion, Electronic Services Librarian

Cataloging

Qian Cui, Catalog Librarian

Acquisitions/Serials

Trina Holloway, Acquisitions/Serials Librarian

Public Services Goals for 2006-2007

- Hire a new Associate Director for Public Services
- Hire a new Reference Librarian
- Restructure Public Services. Preliminary restructuring plans have been shared with the Library Librarian.
- Reorganize the Public Services website.
- Update policies of Public Services Department.

2005-2006 Public Services Annual Report
Beth Adelman, Head of Public Services
June 12, 2006

Personnel

Beth Adelman is Head of Public Services, which is comprised of the following units and unit heads: Circulation (Keith Hill), Government Documents (Nancy Adams), Interlibrary Loan (Colleen Williams), Reference (Nancy Adams), and Stack Maintenance (Juanita Wheeler). Reports for each individual unit are below.

The upcoming fiscal year will bring staffing changes for Public Services. Beth Adelman and Nancy Adams are leaving Georgia State to pursue other opportunities. There will be a new Associate Director for Public Services to replace the Head of Public Services position and a new Reference Librarian will replace the Senior Reference Librarian position.

Public Services Goals for 2005/2006

- Strive to make Public Services function as a cohesive whole. *This goal was met but takes effort to maintain.*
- Continue to review the policies of each unit; update and/or create policies as necessary; reorganize the Public Services documents on the I drive. *Background research was done on many policies that need updating. The information will be made available to my predecessor.*
- Continue to organize continuing education presentations for the reference and public services staff as necessary. *Continuing education presentations took place during the first part of the year.*
- Plan and implement a new public services website. *Librarians met to discuss and do preliminary planning. This is a work in progress.*

Public Services Goals for 2006/2007

- Hire a new Associate Director for Public Services.
- Hire a new reference librarian.
- Restructure Public Services. Preliminary restructuring plans have been shared with the Law Librarian.
- Redesign the Public Services website.
- Update policies of Public Services Department

2005-2006 Circulation Annual Report

Keith Hill, Circulation Supervisor

Staffing:

Keith Hill is the Circulation Supervisor. He is responsible for scheduling, hiring, GIL Express, providing services to patrons at the Circulation Desk, and many other tasks.

Since 2001, Dermot Robinson, a Library Technical Assistant, is responsible for maintaining the Reserve/Electronic Reserve collections and providing services to library users at the Circulation Desk. Dermot also assists the Interlibrary Loan Department.

Stanley Oommen is no longer employed in the circulation department. Unfortunately, his visa status was not in compliance with federal law.

Betty Wright, a Library Technical Assistant, has been with the library since 2001. She was recently promoted to Administrative Coordinator.

Willard (Byll) Irvin, a Library Assistant II, has been with the library since 2002. He's responsible for providing services to patrons at the Circulation Desk, copying, and retrieving books for Faculty.

Euclides Peralta, a Circulation Student Assistant, has been with the library since 2003. Euclides provides services to patrons at the Circulation Desk and provides photocopy services for Faculty.

Jeffrey Enujioke, a Circulation Student Assistant, was terminated during the fall 2005.

Sherri Grady, a technical services employee, began working 9 hours per week at the circulation desk.

Chandni Amin was hired as a work-study student in fall 2005 and resigned during spring 2006. Carla Hill-Orlando was hired from the PantherTemp service during spring 2006. Also in spring 2006, Mesfin Yana was hired as a student assistant and Ivory Smith as Administrative Coordinator.

GIL Express

GIL Express, a statewide borrowing and lending consortium, has finally become functional. We have seen an increase in GIL Express requests since 2003. The number of requests received by calendar year:

2003: 12 requests

2004: 84 requests

2005: 363 requests

2006: Jan 2006- May 2006, 251 requests

Statistics

The table below outlines the number of visitors to the library in Fiscal Year 2005/06.

Gate Statistics FY 2004/05	July 2005	Aug 2005	Sept 2005	Oct 2005	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	April 2006	May 2006	June 2006	FY 2005/06 Total
Number of round trip entrances and exits	5,592	6,633	14,202	20,265	14,629	11,083	7,375	12,689	9,732	17,408	8,341	2,376	205,913

Circulation Department Goals for 2004/2005

- Review Reserve procedures and update as necessary.
- Continue to make reserve records accurate.
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with their projects.
- Continue to update Circulation Manual for changes in policies, procedures, etc.

Circulation Department Goals for 2005/2006

- Continue to update Circulation Manual for changes in policies, procedures, etc. *Goal met. This is an ongoing project.*
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with various projects. *Sherri (Technical Services) and Juanita (Stack Maintenance) have been covering desk hours.*
- Update the training manual for new employees. *Goal met. This is an ongoing project.*
- Review Reserve procedures and update as necessary. *Goal met. This is an ongoing project.*
- Organize the faculty display case, keep current materials only, use display tents to highlight faculty name and publication. *Goal met. This is an ongoing project.*
- Train new student assistant. *Goal met.*
- Become proficient in using the study room booking online system. *After training and a trial period, the department felt that this was not an efficient system for booking study rooms. However, it is still used to book the conference room and the computer lab teaching room.*

Circulation Department Goals for 2006/2007

- Continue to update Circulation Manual for changes in policies, procedures, etc.

- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with various projects.
- Update the training manual for new employees.
- Continue reorganizing the Circulation Department so that; reserve records are accurate.
- Organize the faculty display case, keep current materials only, use display tents to highlight faculty name and publication.
- Train new student assistant.
- Hire a student assistant for Euclides's position in August 2006.
- Attend the Endeavor conference to sharpen my skills and knowledge of Voyager.
- Computer upgrade, preferably a flatscreen.
- Continue my knowledge of Reserve and participate more in the process.
- Training for BANNER upgrade.

2005-2006 Government Documents Annual Report
Nancy Adams, Senior Reference Librarian
June 2005

Government Documents/Microforms Services

Government documents are checked-in using the Voyager serials system with the exception of the microfiche congressional hearings (SuDoc Y 4) which are reflected in GIL. Monographs are added to the collection at the discretion of the Library Director.

We provide free print-outs of our microforms collection. Patrons make their own copies using the microforms reader/printer in the Microforms Room on the upper level.

Our CD-ROM and DVD documents are sent to Pullen under an agreement with Gayle Christian to house the documents outside of the Law Library. A list of CDs sent to Gayle this past year is attached.

Microforms guides and indexes are placed on the top of the cabinet which holds the corresponding micro set.

This year, I removed all of the congressional hearings on microfiche which belonged to the University Library. Years ago Gayle Christian sent us a microfiche cabinet of their "Y 4" documents (the hearings) and as it turned out they were duplicates of the fiche we already had. There is now an empty cabinet at the end of the congressional hearings on the back wall of the Microforms Room.

In October 2005, I attended the Federal Depository Library Program conference in Washington, DC. In December I attended the Georgia Government Documents Librarian's meeting in Athens.

I trained Trina to manage documents until a new Government Documents Librarian is designated. Trina knows about checking in boxes of documents, statistics, the FDLP Desktop, the Item List, GOVDOC-L and other administrative functions. I also wrote out some detailed information for the documents librarian which is attached.

Personnel

Cecelia Womack, LTA (Serials), checks-in the government documents using Voyager serials module and also shelves hard copy documents (such as FR, CFR, and CR). Cecelia also checks in the House and Senate reports, documents, and prints on microfiche, which creates piece-level records of what we receive from GPO. This year, I trained Cecelia to file the congressional hearings fiche. She files that collection, but Stacks Maintenance files the rest of the fiche collection.

Statistics

The Law Library selects 5 % of the available United States government documents. The University Library selects 75 %. We received and processed 1065 hardcopy document pieces, 5287 microfiche pieces (2,407 fiche titles) and five CD-ROM documents during the year. Please see the Government Documents Received chart below for monthly totals.

Month	Hardcopy	Microfiche	CD-ROM
Jan	101	1	1
Feb	75	1	1
Mar	25	704	1
Apr	1065	2407	5
TOTAL	1065	2407	5

To: Oglethorpe University Library

From: Nancy Adams, Law Library

Date: May 12, 2004

Re: Government Documents CDs transferred from Law Library to University Library

1) Welcome to the United States: A Guide for New Immigrants (English & Spanish versions)

2) Occupational Safety and Health Review Commission: Administrative Law Judge Decisions (from January 2002 through April 2004)

3) Department of Justice, Bureau of Prisons: National Corrections Reporting Program, 2001 (issued December 2004)

4) Department of Justice, Federal Bureau of Investigation: Crime in the United States 1995-2001 ("This CD replaces the previous US 95-01 as in the US 2001, January 016 CD")

Government Documents Received

June 1, 2005 - May 23, 2006

MONTH	Hardcopy Pieces	Fiche Titles	Fiche Pieces	Electronic
June	88	356	916	0
July	92	209	472	2 (CD)
August	39	125	298	0
September	86	193	352	1 (CD)
October	149	329	727	0
November	71	213	412	0
December	48	0	0	0
January	109	0	0	0
February	100	456	921	0
March	112	0	0	2 (CD)
April	77	0	0	0
May (as of 5/23)	94	525	1189	0
TOTAL	1065	2406	5287	5 CDs

To: Gayle Christian, University Library

From: Nancy Adams, Law Library

Date: May 12, 2006

Re: Government Document CDs transferred from Law Library to University Library

- 1) Welcome to the United States: A Guide for New Immigrants (English & Spanish versions)
- 2) Occupational Safety and Health Review Commission: Administrative Law Judge Decisions (from January 2002 through April 2004)
- 3) Department of Justice, Bureau of Justice Statistics: National Corrections Reporting Program, 2001 (issued December 2004)
- 4) Department of Justice, Federal Bureau of Investigations: Crime in the United States 1995-2001 ("This CD replaces the previous CD for Crime in the US 2001, destroy old CD")

- 5) Department of Health and Human Services, Centers for Disease Control and Prevention: Vital Statistics of the United States 1997, Vol. 1 - Natality (issued May 2001)
- 6) Department of the Treasury, Internal Revenue Service: A Virtual Small Business Workshop CD ROM – A Multilingual Product Closed-captioned in English, Spanish and Mandarin Chinese: A User-Friendly Program to Help You Understand Your Business Tax Issues
- 7) U.S. Government Printing Office, Superintendent of Documents: GPO Access: Keeping America Informed, Interactive Training CD-ROM (Release 1.0)

2005-2006 Interlibrary Loan Annual Report
Colleen Williams, Reference Librarian
June 15, 2006

Personnel:

Colleen Williams oversees Interlibrary Loan Services. A Graduate Research Assistant, Elinor Hale, assisted Colleen with the day-to-day lending and borrowing demands during summer semester 2005. Technical services staff member Angelic Lyons assisted from late summer 2005 until her departure in May 2006. (Technical services staff member Sherri Grady will assist during June 2006. Acquisitions librarian Trina Holloway will include Colleen when interviewing Angelic's replacement.) Also assisting Colleen are circulation staff member Betty Wright and student worker Byll Irvin, whose support services include packaging outgoing materials, photocopying, and various circulation functions such as checking ILL books in and out as necessary.

Statistics:

Overall Borrowing and Lending Statistics: This year (June 2005 through May 2006) we borrowed 133 items (88 books and 45 articles) for GSU faculty, students, and staff through OCLC. The fill rate for volumes borrowed from other institutions via OCLC was 46%.

In addition, we loaned 592 books to other institutions (June 2005 through May 2006): 458 through OCLC (260 books, 198 photocopies) with a fill rate of 57% and 134 books to law firms via walk-up service, for a 64% total fill rate.

Differences from last year: The number of items borrowed for COL patrons borrowed this past fiscal year (133) was less than half of the number borrowed the prior year (329), and the fill rate from other OCLC institutions decreased substantially (from 82% to 46%). It is difficult to ascertain the reason for this drop, but it may be telling that two of the worst months were December 2005 (21 requests made, 3 filled)—when many library staff members take vacation, and March 2006 (17 requests made 4 filled) —when many ILL offices close for spring break. As for lending, the number of items lent decreased from 737, and our total fill rate was 1 percentage point lower than the previous year.

ILL Continuing Education:

Although Colleen Williams did not attend any formal ILL training sessions during the past fiscal year, she did learn more about ILL by doing the following:

- 2005 GOLD meeting, Aug. 5, University of Georgia
- Fall 2005 ARCHE meeting, Nov. 4, Mercer University Atlanta
- E-mail communications with Sheryl Williams, head of ILL at GSU University Library
- Viewed webcast from ILLiad conference on web interface customization, during week of March 27 2006
- Read messages from three ILL-related listservs:
 - Georgia libraries listserv
 - University System of Georgia libraries listserv
 - Nation-wide ILLiad listserv

Resource Sharing Systems

ILLiad: As of fall semester 2005, select GSU COL patrons have been able to register for ILLiad, a software-based ILL system, and log in to make interlibrary loan requests. In the spring of 2006, COL web coordinator Earl Daniels customized the ILLiad web pages to fit in with the look and feel of the rest of the Law Library website. By the end of the fiscal year we went "live" with the system, meaning ILL staff now have greater access to OCLC through ILLiad (before, we had to toggle between ILLiad and FirstSearch, OCLC's web product). Those already registered in ILLiad are not affected by this latter development. ILLiad will be used to make requests for our patrons, but not to process requests from other libraries (see below).

OCLC FirstSearch: This website is still used for processing lending requests, as well as accessing ILL statistics (which are no longer sent out in hard copy).

GIL Express: As predicted in last year's report, GIL Express has not eliminated ILL book requests from other University System of Georgia libraries. However, a drop in lending requests can be observed by comparing statistics of three randomly chosen libraries. Requests from Georgia Southern have decreased from 6 in FY03/04 to 2 in FY04/05 to 0 in FY05/06. Requests from Kennesaw State have decreased from 17 in FY03/04 to 15 in FY04/05 to 6 in FY05/06. Requests from Valdosta State have decreased from 14 in FY03/04 to 9 in FY04/05 to 5 in FY05/06. GIL Express will probably not significantly affect ILL request volume in the future, either for borrowing (as the Law Library requests a large number of articles for Law Review and faculty) or lending (the vast majority of book requests are from non-USG libraries, and articles aren't obtainable through GIL Express).

Equipment

During the past fiscal year, an ILL workstation was installed in Colleen Williams' office. It consists of a small filing cabinet, a table, a laptop attached to the table with a security cable, a color printer, and a scanner.

ILL Goals for 2005/2006:

- Keep interlibrary loan fill rate 50-70%
 - Done. The fill rate was 64%
- Help GRA provide timely, efficient ILL services
 - Done. I explained to the GRA (and later to Angelic) the concept of requests aging to the next lender after four days. I monitored the incoming requests to make sure they were addressed.
- Implement ILLiad (borrowing and lending)
 - Create ILL system that combines ILLiad and FirstSearch
 - Done. The system uses ILLiad for placing requests and FirstSearch for incoming requests and statistics.
 - Create ILL web pages from content currently in Word
 - Done. The web pages are posted on the Law Library website.
 - If COL personnel unable to post the web pages before the beginning of Fall, send Law Library ILLiad logon link to heavy ILL users (e.g., law review, certain faculty)
 - I explained ILLiad to Law Review at their orientation at the beginning of fall semester 2005. I did not send the link to faculty, preferring to first explain the system to them at a brown-bag presentation (see below).
- Market ILLiad
 - Present faculty brown-bag session on ILLiad and GIL Express
 - Terrance and I were to do a session on self-help services, including ILLiad and GIL Express. However, the session was canceled due to its conflict with Steve Kaminshine's interview to be the permanent dean. It was unable to be rescheduled.
 - Train incoming law review students on ILL and GIL Express
 - This was done at the orientation at the beginning of fall semester 2005.
- Present new ILL system to reference group (and available circulation staff who assist with ILL)
 - This was not done; it is a goal for this coming year.

Goals for 2006/2007:

- Keep interlibrary loan fill rate 50-70%
- Help staff assistant provide timely, efficient ILL services
- Smoothly incorporate ILLiad (borrowing) into the ILL workflow
- Market ILLiad
 - Present brown-bag session on ILLiad and GIL Express to faculty
 - Train incoming law review students on ILLiad and GIL Express
- Present ILLiad system to reference group (and interested staff)

2005-2006 Reference Department Annual Report
Nancy Adams, Senior Reference Librarian
June 12, 2006

As Senior Reference Librarian, I manage reference services, the United States government documents depository collection, the microforms collection, the Georgia collection and Reserves. The following is an overview of accomplishments and events from July 2004 to June 2005. Attached are several documents providing detailed information about reference and government documents statistics, government documents CDs transferred to the University Library, government documents information, and faculty liaisons.

Reference Services

The Reference Department provides reference assistance during the following hours, **totaling 72 hours per week**:

Monday - Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 5:00 pm
Saturday - Sunday	10:00 am - 6:00 pm

During semester breaks, the reference desk hours are Monday - Friday from 9:00 am to 5:00 pm for a **total of 40 hours** per week. There is no weekend reference service during semester breaks.

Faculty Liaison Program - All full-time and adjunct faculty are assigned a reference librarian as a primary contact for all library requests. Adjunct faculty were added to this list in May 2005. The RWA Instructors are served by the reference librarian on duty at the time of the request. The 2006 list of liaisons and their faculty members is attached.

Orientation Tours for classes - The reference librarians conduct tours of the law library for GSU classes upon request of the professor. Usually these tours include an introduction to legal bibliography. We collect our outlines for these classes on the I: drive in the folder: I:\Departments\PubSvcs\Ref\Class Tours. Some of the tours/lectures offered this year were: Local Government Law, Sports Law and Social Work and the Law (GSU).

Personnel

The reference desk is staffed primarily by Nan (Senior Reference Librarian), Colleen (Reference Librarian), Beth (Head of Public Services), and Terrance (E-services Librarian). Trina Holloway, Acquisitions/Serials Librarian works one shift per week. Graduate research assistants cover weekends and one or two nights a week.

Our GRAs during Fall 2004 were Mazy Lynn Causey, Leanne Messer, Michael Cullinan, and Susan Blum. Spring 2006 GRAs were Susan, Leanne, and Grant Brim. During the summer semester (2006) Alexis West and Christine Raj work during the week and Elise White and Tony Yonnone work the weekend shifts.

During the 2005-2006 academic year we hired GRAs to work on librarian and faculty research projects. The research GRAs this year were:

Fall: Kasey Libby, Kris Klein and Audrey Dulmage

Spring: Matt Kaynard and Stephanie Mutti

Summer: Keith Hayaska and Beth McCree

This year, I created several documents to assist with GRA training, which are attached to this report. The "GRA FAQs" and "Reference GRA Overview" documents were compiled from questions and comments of former GRAs. The "Reference GRA Training" document is an outline of my 2-hour training session with new GRAs. It can be used as a training outline for new reference librarians as well. I also revised the GRA Manual. These new documents are in I:\departments\PubSvcs\Ref\GRAs.

The new revision of the Bibliography of State Primary Source Material was finalized in November 2005. The bibliography now includes web address for state codes and other material. This is especially valuable now that we have cancelled and withdrawn most of our state codes in hardcopy. The new edition of the bibliography is in I:\Departments\PubSvcs\Ref\Projects\States Bibliography.

Statistics

Reference answered a **total of 5323 questions** from June 1, 2005 to May 21, 2006. September was the busiest month with a total of 777 questions. See the Reference Desk Activity - Monthly Statistics chart below.

We use a MS Access database for compiling the reference statistics. The MS Access report for 2005-2006 is attached. Our "In Person" requests equal 88% and "research" requests account for 65% of total reference desk activity. The report also shows that 36 % (14.65 + 21.83) of questions are fielded during the 9:00am-1:00pm shift and 44 % (21.55 + 22.19) of questions occur during the 1:00-5:00pm shift. The evening shift (5:00-9:00pm) gets 20% percent of questions. I trained Christine Raj to input the statistics this summer. I showed Nancy where I keep the statistics folder in my office.

Reserves Collection

This year we continued using the campus-wide E-Res for reserves. The University Library set up the E-RES system which students access through GIL. All of our reserve materials are reflected in this system as well as electronic reserve documents, which are handled by Terrance. Each semester Keneé Stephens provides the course booklist. I go through the list and order materials that we don't have. I make sure that we have all the items on reserve and that they are linked to the courses. Dermot Robinson uses E-RES to input the information which I provide. I also send e-mail notes to all faculty informing them of what we have on reserve for their courses. Often the faculty will add to the list at that point.

I trained Qian to manage the Reserve Collection until a new Reserve Librarian is designated. Qian is in the process of returning personal copies of books and AV to the professors. The booklists files from previous semesters are in my office.

Reference Desk Activity - Monthly Statistics June 1, 2005 - May 21, 2006

Month	All Questions	Research Questions
June	496	323
July	342	214
August	410	236
September	777	530
October	610	408
November	554	351
December	248	170
January	451	274
February	364	265
March	454	292
April	433	276
May (as of 5/21)	184	126
TOTAL	5323	3465

Reference Department Goals for 2005-2006:

Hire and train GRAs
Write a training manual for GRAs and new reference librarians
Provide Orientation tours for non-law classes

Reference Department Goals for 2006-2007:

Goals to be set by incoming Associate Director for Public Services

**2005-2006 Stack Maintenance Annual Report
Juanita Wheeler, Stack Maintenance Supervisor
June 12, 2005**

1. **Support staff** that is temporary staff. The temporary staff is named Nicole Henderson and Serena Jones. Nicole and Serena both became graduates of Georgia State University in December 2005 and have stayed on as temporary employees for six months. Nishit Jain left in December 2005 to attend Georgia Tech.

2. **Major events in stacks maintenance department**

I. Shifts:

a. Shifted to make growth space for journals and reporters. We left five years growth space for journals and reporters.

b. shifted the re-classified KZ books

c. shifted the states in closer.

II. Row markers

a. Re-did all the row markers as a result of the shift.

III. Withdrawals

a. Dead journals set.

a. Withdrew old casebooks.

b. Withdrew all the regional digests.

c. Withdrew most of the state reporters

IV. Shelf reading

a. Refresher course on shelf-reading skills for the entire staff

b. completed annual shelf reading projects of the upper level.

V. Major projects

a. ALI-ABA project.

b. New books projects. We located any new books in the stacks that should no longer be listed as new books and removed the colored dots from them.

c. NOLO project.

d. Oceana Project.

e. PLI project.

3. Books searches

a. Number of book searches: 79

b. Number of books accurately located: 60

4. Goals

Stack Maintenance Goals for 2005-2006:

Shift the Periodicals Section to make room for the reporters. *Goal met.*

Update student assistant manual. *Goal met.*

Update the stack maintenance procedure manual. *Goal met.*

Stack Maintenance Goals for 2005-2006:

Prepare library for ABA inspection.

Shifting projects on upper level.

Annual Report ::: 2005-2006

Prepared by Terrance Manion, Electronic Services Librarian
Wednesday, July 05, 2006

Law Library Electronic Services is responsible for the development and support of computer technologies and electronic services employed in the Law Library including student computing, web services, library automation, and research & reference technology. Many services, namely those dependant upon internal networking, are supported in conjunction with the College of Law Technology Services staff and University Information Systems and Technology Services (IS&T) department. The following annual report details events, projects and accomplishments that occurred since the 2004-2005 annual report.

Electronic Services Staff

The Law Library Electronic Services Staff consists of:

1. Terrance Manion, Electronic Services Librarian
2. Yolanda Travis, PC System Specialist- Intermediate
3. Vacant, PC System Specialist- Assistant
4. Student Computer Lab Graduate Research Assistant (GRA)

Electronic Services experienced an organizational shift over the past year, or more so a return shift. The PC System Specialist- Assistant (.5 FTE) position that was moved to Public Services in 2004-2005 in order to create an evening circulation supervisor position was returned to Electronic Services after the position could not be filled. Consequently, two of the GRA positions were eliminated leaving one GRA position to cover weekend hours. The returned position has not been filled.

Student Computing

1. The Law Library Student Computer Lab workstations (36) were upgraded to Windows XP operating system.

Web Services

1. Developed a database subscription website, <http://law.gsu.edu/library/subscriptions.php>. This new web service allows researchers to browse Law Library electronic resources alphabetically, by general subject categories, or by access restrictions. The list is made up of databases purchased by the Law Library as well as legal-specific databases available via the University Library and GALILEO. The service is database driven and can be integrated in to other electronic services. Since its launch this web service has been one of the top ten College of Law web pages most visited every month.
2. Developed a faculty publication website, http://law.gsu.edu/library/index/faculty_publications/. This online bibliography includes books, articles, book chapters, expert testimony, work product and electronic publications that have been written, edited or co-authored by the Georgia State University College of Law faculty. Links are provided to the full text of the

publications, where available, on Westlaw, LexisNexis, Hein Online, SSRN and free on the Internet. The service is database driven and can be integrated in to other electronic services. Presently it is scheduled to be integrated into the faculty biography web pages.

3. Implemented the OCLC ILLiad interlibrary loan management software and web service, <http://illiad.gsu.edu/illiad/gli/logon.html>. Project included: installing a dedicated ILLiad workstation, printer, and scanner in Law Library office 103; remote server and local client installations; customizing contact and implementation settings; and integrating web service into Law Library website template.
4. Law Library proxy server authentication migrated to the College of Law's MyLaw system. This allows better integration of the Law Library proxy services with other College of Law web services.

Library Automation

1. Installed seven librarian PCs, Dell OptiPlex GX520, Pentium 4, 2.8GHz workstations with flat screen monitors, DVD/CD-RW drives, and USB connections. Twelve library staff and public service desk PCs arrived (June 2006) and will be installed in July 2006.
2. OCLC Connexion upgrade. Presently running version 1.5. Next scheduled upgrade July 2006.
3. Endeavor's Voyager Integrated Library System upgraded. Presently running version 2005.0.1. This upgrade was major overhaul of the Voyager system ultimately supporting Unicode. Next scheduled upgrade December 2005.
4. Evaluated electronic resource management system (ERMS), deciding the present pool of products do not meet our unique needs as a small specialized library.
5. Evaluated federated search products, deciding that federated searching does not lend itself to the process of researching legal materials. None of the products explored broke search results into primary and secondary materials.

Research & Reference Technology

1. No online research services or databases were cancelled over the past year. The following online research services and databases have been added to the Law Library's collection of electronic resources. All new subscriptions provide IP-based authentication and can be accessed remotely by the College of Law community via the Law Library proxy server.
 - a. RIA Checkpoint (access via the University Library license)
2. Secured funding via the Student Technology Fee proposal process to purchase the Making of Modern Law: Supreme Court Records and Briefs database. Funds will be released fall 2006.
3. The following databases and research services were evaluated but not purchased over the past year:
 - a. Netbrary
 - b. Readex Early American Newspapers

Departmental Goals for 2005-2006 Revisited

1. Implement Law Library new database list and ALR bibliographies pages pulling content from databases already created. Integrate the two along with CALI content to create a series of Law Library "research spring boards" (working title).
 - a. Successfully implemented the Law Library new database list.
 - b. The ALR Bibliographies Online project is nearing completion. This service is scheduled to be launched in late July 2006.
 - c. Work on integrating the two services along with other services will begin in the fall.
2. Explore options on how to better track patron use of electronic resources and gather data for strategic planning.
 - a. Law Library web services now push all electronic research through the Law Library proxy server. The proxy server logs are being used to track usage.
3. Work with Technology Service to develop comprehensive electronic resource policies and procedures.
 - a. The Electronic Resource Cataloging Policy Committee, chaired by the Electronic Services Librarian, was formed and charged with creating a document coordinating the policies and procedures for Law Library electronic resources. The committee met over the course of eight weeks and created the *Electronic resource Cataloging Policy and Procedure Document*.
4. Develop new web content and services including ILL (Illiad), and Public Services pages.
 - a. The ILLiad interlibrary loan management software and web service was successfully launched.
 - b. The development of public services website was put on hold until the arrival of the new Associate Director for Public Services.
5. Resurrect law student computer lab information and FAQ series publications.
 - a. This information series was updated as of September 2005. The series is presently being revisited to make them more helpful to reference librarians supporting student computing in the evenings.
6. Secure funding to replace the 38 computers in the Lab with new computers in fall 2006.
 - a. Through the Student Technology Fee proposal process, Electronic Services secured funds to replace the workstations in the Law Library student computer lab and public computing areas. Funds are released in fall 2006.

Departmental Goals for 2006-2007

1. Increase Law Library online content. This includes web services --similar to the faculty publications website and ALR online bibliographies -- as well as research support documentation similar to research guides and springboards.
2. Increase access to online content. Evaluate how students and patron are accessing electronic resources and tweak present system to better support student and patron use.
3. Inventory and evaluate services provided by the Electronic Services Department with eye to eliminating duplication (with College of Law Technology Services), freeing resources to develop and support new services, and expanding existing services.
4. Reevaluate the responsibilities of the vacant PC System Specialist --Assistant position to better conform to the technology support needs of the Law Library and its patrons.

2005-2006 Cataloging Department Fiscal Year Report

Qian Cui
Catalog Librarian
June 30, 2006

Personnel

In fiscal year of 2005-2006, the Cataloging Department transferred duty of processing library materials from student assistant to a permanent position. Cecelia, who is responsible for serials check-in, assumes the processing duty for 10 hours per week and under supervision of Pamela Willis, who is a Library Associate II and the copy cataloger. Qian Cui, Catalog Librarian, is in charge of all cataloging activities and related projects.

Cataloging statistics

During 2005-2006, the Cataloging Department has cataloged 8,087 items, including 2,496 new titles and 5,591 added volumes and copies. Total titles and volumes withdrawals are 6,352.

Print	7,741
Audiovisuals	36
Microforms	56
Electronic journals	248
Gov documents	6

Total	8,087
-------	-------

Completed projects

1. Completed JX to KZ or JZ re-classification project on more than 1,200 bibliographic records.
2. Withdrew state codes, statutes, rules of court, regional digests, reporters (loose-leaf & microfiche), one copy of Statutes At Large.
3. Cleaned up over 1,660 suppressed records by re-linking holdings records, deleting duplicate records, and changing L-ACQ locations to correct locations.
4. Added holdings statements to micro-fiche&film serials records.

Workshops and trainings

Qian:

GOLD user groups conference at Athens, August 5, 2005
Basic Subject Cataloging Using Library of Congress Subjects Headings,
November 14-15, 2005
Offline Cataloging in the Connexion Client at Solinet, February 3, 2006
Workplace Conflict Resolution for Managers, February 28, 2006
Electronic Resources & Libraries Conference, March 23-25, 2006
Local Holdings Maintenance Basics at Solinet, April 26, 2006
Interpreting the MARC Record, Solinet, May 17, 2006
GIL Users Group Meeting, Macon, May 18, 2006

Pam:

Staff enrichment course Workplace conflict resolution for employees, March 2006
Staff retreat - DiSC Dimension of Behavior: Understanding how your communication
style affects your environment, March 2006
Electronic Resources & Libraries Conference, March 2006
Fit tips for the Busy Schedule, April 2006
Interpreting the MARC Record, May 2006
Basic MARC Tagging for Serials (Live Online), June 2006

Summary for 2005/2006 accomplishments

We have met our goals in microfiche holdings updating, in conversion of JX to JZ and KZ, and in suppressed records clean-up. We also added electronic resources cataloging procedures to cataloging manual. Pam has been trained to do electronic resources copy cataloging and is now working on HeinOnline holdings records.

Goals for 2006/2007

Receive training on government documents management, including check-in, cataloging, and processing.

Start cataloging titles for government documents, including updating bib records and adding electronic link to online titles.

Continue adding electronic titles to library database, such as titles in HeinOnline Legal Classics.

Re-visit rare book collection, catalog and update if necessary.

Based on Carol's report, re-consider the duties of processing library materials to include government documents and re-define Pam's position.

Purchase stamps for microfiche call number processing.

Investigate use of Serials Solutions for adding/updating holdings in the online catalog.

2005-2006 Acquisitions/Serials Department Annual Report

Trina Holloway, Acquisitions/Serials Librarian

July 2006

Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities and bindery. Assisting her are acquisitions/serials staff members Sherri Grady, Administrative Specialist; Angelic Lyons, Library Associate I (accepted another position May 2005); Cecelia Womack, Library Associate I.

Statistics

Approximately \$813,000.00 was spent on new and continuing library materials in fiscal year 2005/2006 (July 1, 2005 – June 30, 2006).

Accomplishments

Reviewed and updated procedure manual for Administrative Specialist.

Technical Services attended a Solinet workshop to improve understanding of Marc Records.

Workshops and Training

Trina:

GOBI Reports Workshop – Yankee: 08/03/05

Managing E-Resources: Settling the E-Resource Frontier: 09/27/05

Spectrum Training – Vouchers: 09/13/05

How to Conduct Performance Evaluations: 01/18/2006

FISH: Methods to Boost Morale and Work Motivation: 02/22/06

Workplace Conflict Management for Managers: 02/28/2006

Disc Dimensions of Behavior – Staff Retreat: 03/08/06

Power Searching for the Pros – LexisNexis: 04/18/06

Interpreting the Marc Record - Solinet: 05/17/06

AALL Annual Conference: 07/16/05 – 07/22/05

Electronic Resources & Libraries Conference: 03/23/06 – 03/25/06

SEAALL Annual Meeting: 04/06/06 – 04/08/06

Solinet Annual Membership Meeting: 05/11/06

Angelic:

Career Unhappiness, What To Do About It – FASA: 12/12/05

Disc Dimensions of Behavior – Staff Retreat: 03/08/06

Interpreting the Marc Record - Solinet: 05/17/06

Cecelia:

Management & Leadership Skills for First Time Supervisors – Solinet: 11/07/06
Career Unhappiness, What To Do About It – FASA: 12/12/05
Who Moved My Cheese – Office of Staff Development: 02/25/05
FISH: Methods to boost Morale and Work Motivation: 02/22/06
Workplace Conflict Management for Managers: 02/28/2006
Disc Dimensions of Behavior – Staff Retreat: 03/08/06
Workplace Conflict Resolution for Employees: 03/10/06
Interpreting the Marc Record - Solinet: 05/17/06

Sherri:

Interpreting the Marc Record - Solinet: 05/17/06

2005/2006 Goals Reviewed

Review and update Administrative Specialist's procedure manual. – Completed. All procedures manual will be reviewed biannually for updates.

Bind back issues of journals and periodicals. – This is an ongoing project. The amount of titles sent to the bindery has increased.

Implement print feature for labels in Voyager for journals and periodicals and Investigate label printer for journal and periodicals. – Due to upgrade of Voyager, project placed on hold, will review at a later date.

Continue cancellation and retention project. – Number of titles cancelled has reduced. This is an ongoing project.

Goals for 2006/2007

Review all procedures manual biannually.

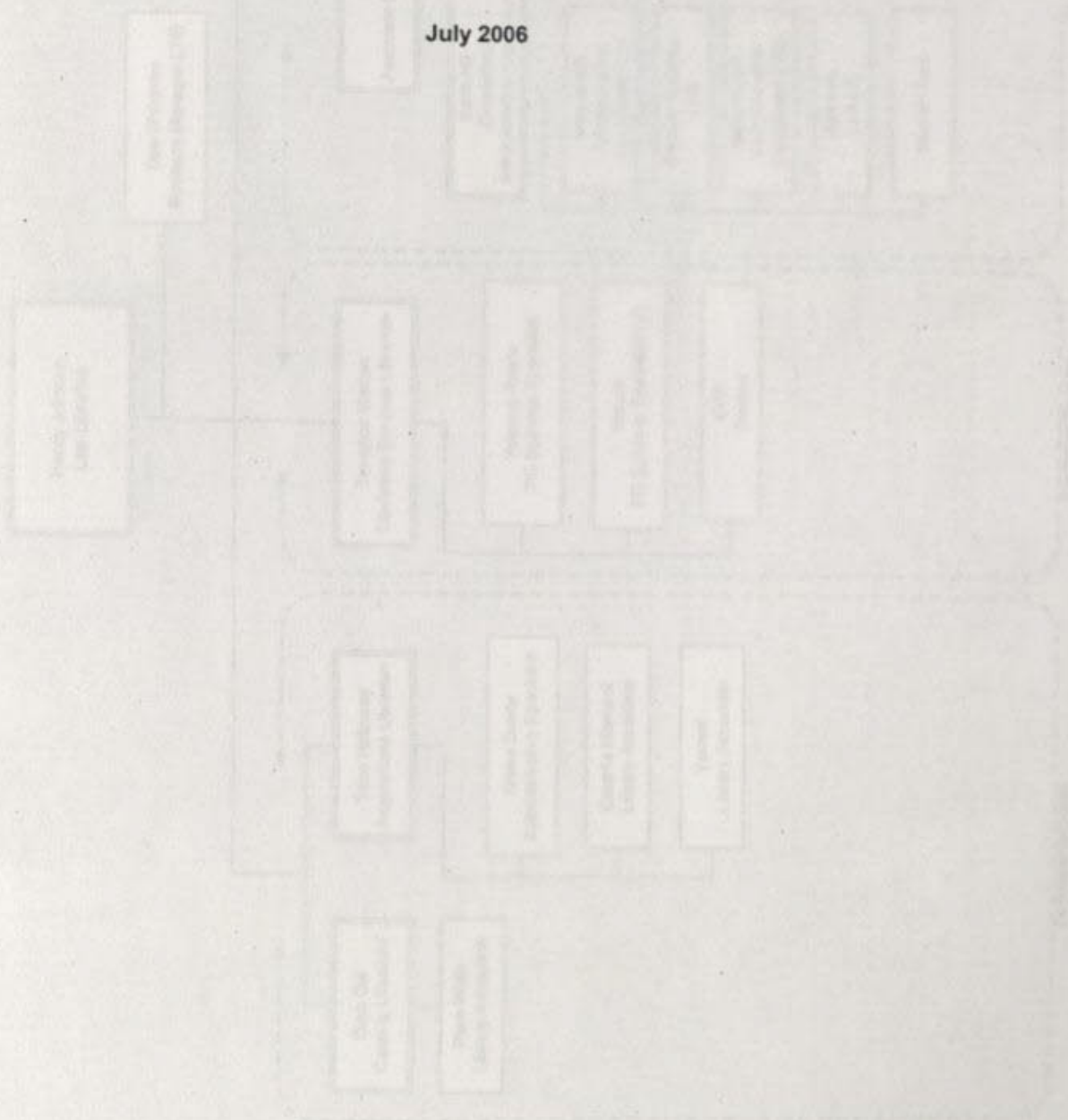
Reevaluate vacant Library Associate I position.

Implement suggestions made by independent consultant to improve the workflow of Technical Services.

Continue binding back issues of journals and periodicals.

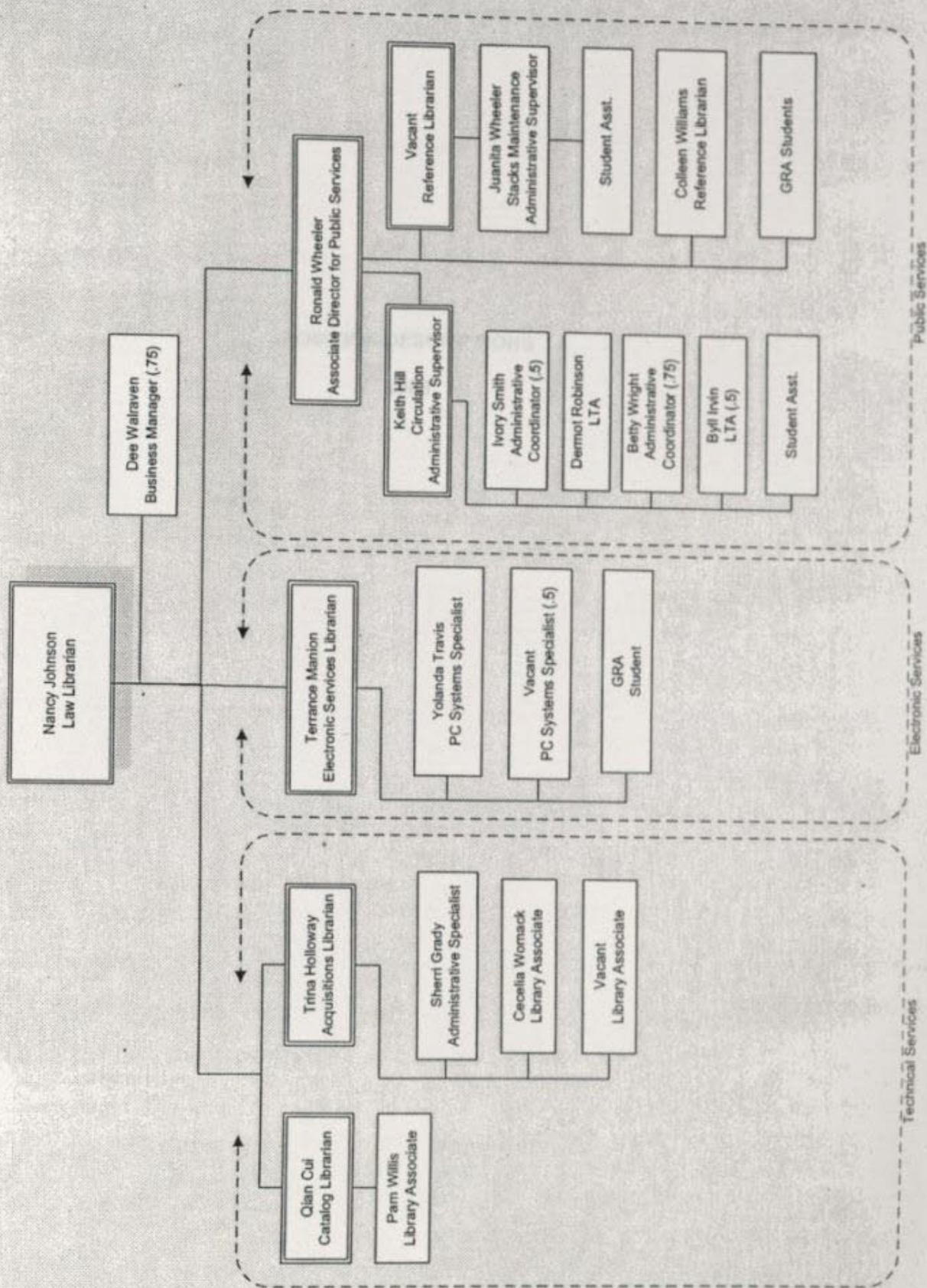
ORGANIZATION CHART

July 2006



GSU College of Law Library

Summer 2006



Administration

POSITION DESCRIPTIONS

2006

POSITION DESCRIPTION

Administration

TITLE: Law Librarian

DEPARTMENT: Law Library

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:

Supervises four professional librarians and one Business Manager. Indirectly supervises six professional librarians, oversees support staff, and student assistants.

DUTIES:

Administers all Law Library operations.

Plans 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.

Teaches Legal Bibliography course and Advanced Legal Research.

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

QUALIFICATIONS: JD, MLS and 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 02/22/03

POSITION DESCRIPTION

TITLE: Law Librarian

DEPARTMENT: Law Library

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: Supervises four professional librarians and one Business Manager. Indirectly supervises six professional librarians. Oversees support staff, and student assistants

DUTIES: Administers all Law Library operations

Plans 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

Teaches Legal Bibliography course and Advanced Legal Research

Works with faculty, law school administration, students, the practicing bar, and University Librarian 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 06/28/05

POSITION DESCRIPTION

TITLE:

Business Affairs Coordinator (.75 EFT)

PURPOSE AND

SCOPE OF POSITION:

To administer library budget, coordinate all personnel actions for faculty, staff and student assistants, maintain all personnel files (faculty, staff and student assistants) and keep current Human Resources and University forms; monitor and order supplies, approve all purchase card purchases, coordinate maintenance and renovation of facilities, provide clerical support to Librarians and Head Librarian and act as administrative liaison with University departments and outside vendors

RESPONSIBLE TO:

Law Librarian

SUPERVISES:

Not applicable

DUTIES:

Monitors monthly budget status reports, prepares other budget status reports, maintains current fiscal year budget files and advises on budget amendments. Responsible for all Law Library Spectrum input and processes, departmental reports and initiating workflow approval. Acts as first approver for all travel and expense vouchers. Also monitors departmental expenditures and use of departmental purchase card. Responsible for verification of all purchase card purchases, and maintenance of purchase card log. Makes deposits for lost books and other departmental reimbursements.

Coordinates all personnel actions, prepares all personnel forms, including faculty, staff and student assistant hiring and termination, and keeps informed of personnel and payroll policies and procedures; maintains and updates confidential faculty, staff and student assistant hard-copy personnel files; responsible for preparation of student assistant time sheets and PeopleSoft online data entry for student assistant hours; responsible for submitting Report of Absence forms to Human Resources and maintaining copies of ROA forms in faculty and staff personnel files; responsible for submitting non-exempt staff time sheets and maintaining file copies. Maintains all hiring, termination, and updated personnel information; maintains current fiscal year hard-copy files on student assistant time sheets and time cards.

Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; responsible for scheduling removal of recycle books; prepares all Payment Request forms, Expense Vouchers for vendor invoices, and obtains quotes and prepares orders with outside vendors.

Acts as project manager/liaison for special projects, including renovations, improvements, and/or additions to Law Library physical space.

Orders and maintains all office supplies, handles petty cash requests and reimbursements, and prepares purchase requisitions for maintenance contracts and equipment purchases.

Prepares and submits (through Spectrum) all Travel Authorization requests, Expense Statements, and Registration forms for Law Library faculty and staff. Also submits consultant and expense forms associated with faculty recruitment.

Prepares faculty advertisement, recruitment and hiring forms, and submits reimbursement requests for faculty and/or consultant expenses. Responsible for confidential faculty and staff personnel files.

Maintains library statistics spreadsheets for all departments, and student assistant payroll budget statistics.

Provides typing and clerical support for Law Librarian. Occasionally provides typing and clerical support for other librarians and staff.

Provides, updates and/or obtains departmental signage, internal forms and key/card access for faculty and staff.

Makes arrangements for Law Library meetings and functions, and arranges parking for visitors/guests.

Does photocopying and binding as needed.

Participates in Law Library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS: Bachelor's degree and two years administrative experience; or high school diploma or GED and six years administrative experience; or a combination of training and experience. Excellent organizational and interpersonal skills; familiarity with word processing and

spreadsheet systems; ability to work closely with all members of the Law Library staff and all other University departments - administrative and academic. Ability to exercise considerable independent judgment and responsibility in the performance of duties. Two years college; budget experience preferred.

08/01/06 (rev.)

JOB DESCRIPTION

Public Services

ASSOCIATE DIRECTOR FOR PUBLIC SERVICES

Responsibilities

The Associate Director for Public Services oversees and administers the Law Library with overall public relations responsibility for the Law Library Department. Supervises the Law Library Librarian, Librarian-in-Charge, Librarian-in-Charge, Librarian-in-Charge (Academic), Librarian-in-Charge (Public), and Law Librarian-in-Charge (Public Services) and their immediate staff. Oversees the Law Library Department's budget and financial management. Oversees the Law Library Department's personnel management and employee relations. Oversees the Law Library Department's information technology management.

Participates in the recruitment, selection, and retention of Librarians and staff, and works closely with the Human Resources Department to ensure the recruitment and selection of the Public Services Department. Oversees the Law Library Department's participation in the Law Library Department's public programs and projects.

Participates in faculty liaison programs to provide information and resources to professors and their research assistants, providing a high level of service and efficient service to the campus. Oversees the Law Library Department's participation in the Law Library Department's public programs and projects.

Participates in the reference and citation services provided by the Law Library and works closely with the Law Library Librarian-in-Charge (Academic) and the Law Library Librarian-in-Charge (Public) to provide reference services to the entire Georgia State University Community. Oversees the Law Library Department's participation in the Law Library Department's public programs and projects. Oversees the Law Library Department's participation in the Law Library Department's public programs and projects. Oversees the Law Library Department's participation in the Law Library Department's public programs and projects.

Qualifications

ALA-accredited M.L.S. and ALA-accredited J.D. Minimum 3 years law library experience with increasing responsibility. Demonstrated supervisory and leadership skills and experience. Effective communication skills. Legal research proficiency. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion as set forth by the College of Law Library Promotion Decree dated January 2001.

JOB DESCRIPTION

ASSOCIATE DIRECTOR FOR PUBLIC SERVICES

Responsibilities:

The Associate Director for Public Services develops and assists the Law Librarian with planning goals, objectives, and policies for the Public Services Department. Supervises the Senior Reference Librarian (Government Documents Librarian), Reference Librarian (Interlibrary Loan Librarian), and two Administrative Supervisor IIIs (Circulation Supervisor and Stack Maintenance Supervisor). Performs the duties of the above-mentioned employees during contingencies or emergencies.

Participates in hiring, evaluating, and providing feedback to all librarians, staff, students, and work-study employees in the Public Services department. Regulates workflow and workload in the Public Services Department; works with the Stack Maintenance Supervisor to plan large projects such as library shifts.

Participates in faculty liaison program by providing research and other services to professors and their research assistants; provides similar services to law school affiliated Centers on the campus. Liaison to interdisciplinary Health Center.

Participates in the reference duty rotation approximately 8 hours per week during day and evening hours. Reference librarians at Georgia State University College of Law provide reference services to the entire Georgia State University Community, the local bench and bar, and *pro se* patrons. Also shares responsibility for teaching a one-credit Legal Bibliography course (fall semester only).

Required:

ALA-accredited M.L.S. and ABA-accredited J.D. Minimum 5 years academic law library experience with increasing responsibility. Demonstrated supervisory and leadership skills and experience. Effective communication skills. Legal research proficiency. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion as set forth by the College of Law Library Promotion Document dated January 2005.

QUALIFICATIONS: ABA-accredited J.D. and ALA-accredited M.L.S. degree required. Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

Revised August 7, 2006 (JPL, TSM)

POSITION DESCRIPTION

TITLE: Reference Librarian (Stacks/Reserves)

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director for Public Services

SUPERVISES: Administrative Supervisor III (Stack Maintenance Supervisor)

SCOPE OF POSITION: The Reference Librarian's primary responsibility is to provide reference services during scheduled reference shifts.

Provides reference assistance to law students, faculty, attorneys and other library patrons 20 hours per week.

Supervises the Administrative Supervisor III (Stack Maintenance). Participates in hiring and evaluating all staff, student, and work study employees in the Stack Maintenance Department.

Coordinates, with circulation staff, the management of the print reserves, the e-reserves, and e-archive systems.

Manages the non-government documents microforms collection.

Maintains Reference and Ready Reference Collections.

Selects books for the New Book collection on a weekly basis.

Shares responsibility for teaching the Legal Bibliography course.

Participates in the faculty liaison program.

Leads library tours and conducts library orientations.

Participates in Law Library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS: ABA-accredited J.D. and ALA-accredited M.L.S. degree required. Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

Revised: August 2, 2006 (NPJ, TKM)



POSITION DESCRIPTION

TITLE: Reference Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director of Public Services

DUTIES:

- Provides reference service to students, faculty, local attorneys, and other library patrons during assigned day and evening hours.
- Provides research services for faculty and their research assistants.
- Coordinates Interlibrary Loan services for the College of Law. Supervises the ILL staff member.
- Leads subject-oriented research classes for other university and Atlanta-area students.
- Acts as liaison and provides outreach services to Law Review.
- Writes and/or updates instructional guides for use by law library patrons.
- Leads library tours and conducts library orientation sessions.
- Participates in the law library shelf reading projects.
- Performs other duties as assigned.

QUALIFICATIONS:

- ALA-accredited M.L.S. degree.
- ABA-accredited J.D. degree preferred.
- Relevant library experience.
- Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

Revised: 08/01/06

POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation

SCOPE OF POSITION:

Supervises the daily operation of the Circulation Department and assists the Head of Public Services and Law Librarian in planning for the overall operation of the Department.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: One full-time and 3 part-time library technical assistants, numerous regular and work study student employees (working a combined 70 student hours per week).

DUTIES: Hires, trains, supervises, evaluates, and terminates (if necessary) library technical assistant staff and student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian. Assists the Head of Public Services and Law Librarian in formulating and disseminating Circulation policies. Exercises discretionary judgment and responsibility in directing the daily activities of the Department.

Schedules desk coverage of the Circulation Desk for 103 hours weekly. Serves as the primary back-up coverage for the Circulation Desk when Circulation staff or students are unavailable for their shift and during staffing crises.

Monitors overdue materials and sends out fine and fee notices as required. Maintains fine records and collects and deposits fines. Places holds and recalls for library materials as necessary.

Maintains statistics for Circulation and Reserves and assists Head of Public Services in creating statistical reports.

Oversees the processing of electronic and print reserve materials and the organization of the reserves collections.

Maintains and processes GIL EXPRESS requests.

Oversees the processing of and maintains paperwork for

ILL requests for Atlanta area law firms.

Maintains and updates Circulation and Reserves manuals.

Liaisons with the main campus library regarding Circulation system problems, patron record concerns, and policy issues.

Communicates with Copy Center personnel regarding refund concerns, supplies, and photocopier maintenance problems.

Maintains Law Library study rooms and serves as the arbiter of study room disputes.

Designs and orchestrates library exhibits and faculty publications display.

Maintains audio collection and equipment and assists patrons in their use.

Attends relevant conferences, seminars, workshops.

Reserves the Law Library conference room and study rooms for meetings, conferences, and classes.

Proctors final examinations for Law Faculty.

Participates in Law Library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS: Bachelor's degree and one year supervisory experience, or a high school diploma or GED and five years administrative experience, including three years of supervisory experience, or combination of equivalent training and experience. Supervisory experience preferred but library experience demonstrating a pattern of progressive responsibility may substitute. Skill and ability to supervise staff are essential.

Strong computer skills are essential. Skill or ability to learn new computer applications associated with circulation procedures.

Ability to track and calculate statistical information.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

Ability to communicate effectively both orally and in writing is essential. Must have exceptional organizational skills as well.

Must be able to work some early weekday mornings, evenings, and some weekends as scheduling requires. In a staffing crisis, must be able to cover the circulation desk at any time when the Law Library is open.

Revised: 6/27/05 Adelman

RESPONSIBLE TO:	Administrative Supervisor (Library)
SUPERVISED	Student Assistants, upon approval of Circulation Supervisor
DUTIES	<ul style="list-style-type: none">Oversee Reserve CollectionOversee and work with the Public Services and Electronic Services Librarians on the E-Reserve systemCommunicate with Law Faculty re: ordering Reserve materialMaintain Reserve audio/video collection and equipment and assist patrons with their useCheck material in and outProvide service for the Reserve CollectionAnswer incoming calls, direct calls, or take messages as neededProvide location information to patrons and refer other questions to the Reference LibrariansPerform Circulation functions as requiredAssist in training other Circulation staff in use of Circulation system & policiesAssist in processing overdue noticesOpen/close Law Library if assigned those hoursProctor final examinationsPerform other Circulation tasks as assigned

POSITION DESCRIPTION

TITLE: Library Technical Assistant (.5 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee the processing of Interlibrary Loans.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: Oversee Reserve Collection

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

Maintain Reserve audio/video collection and equipment and assist patrons with their use

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned

POSITION DESCRIPTION

TITLE: Supervises & trains library assistants

DEPARTMENT: Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: One full-time and 3 part-time library technical assistants. Thirteen regular and work study student employees (working a combined 32.5 student hours per week).

Revised 08/21/02

DUTIES: Supervises the weekend operation of the Law Library's Circulation Desk. Supervises LTAs, LAs, Student Assistants, and GLAs from all law library units. In this capacity he is responsible for the supervision of all LTAs, LAs, Student Assistants, and GLAs from all law library units in the absence of their supervisor.

Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.

Trains staff on Circulation Policies, procedures, etc.

Maintain Reserve and Interlibrary Loan records.

Coordinates weekend desk coverage (absences, etc.)

Assist with processing GIL EXPRESS requests.

Liaison with the main campus library regarding Circulation system problems, patron record concerns, and policy issues.

Communication with Copy Center personnel regarding related concerns, supplies, and photocopying maintenance problems.

POSITION DESCRIPTION

TITLE:	Administrative Coordinator (.5 EFT)
DEPARTMENT:	Circulation
SCOPE OF POSITION:	Supervises the weekend and evening portion of the Law Library's Circulation Department. Supervises LTA's, LA's, and student Assistants. Exercises discretionary judgment and responsibility in Directing the administrative activities of the Circulation Department.
RESPONSIBLE TO:	Administrative Supervisor III (Circulation)
SUPERVISES:	One full-time and 3 part-time library technical assistants, Three regular and work study student employees (working a combined 52.5 student hours per week).
DUTIES:	<p>Supervises the weekend operation of the Law Library's Circulation Desk. Supervises LTAs, LAs, Student Assistants, and GRAs from all law library units. In this capacity he is responsible for the supervision of all LTAs, LAs, Student Assistants, and GRAs from all law library units in the absence of their supervisor.</p> <p>Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.</p> <p>Train staff on Circulation Policies, procedures, etc</p> <p>Maintain Reserve and Interlibrary Loan records.</p> <p>Coordinates weekend desk coverage (absences, etc.)</p> <p>Assist with processing GIL EXPRESS requests.</p> <p>Liaisons with the main campus library regarding Circulation system problems, patron record concerns, and policy issues.</p> <p>Communicates with Copy Center personnel regarding refund concerns, supplies, and photocopier maintenance problems.</p>

POSITION DESCRIPTION

TITLE:

Admin

Maintains Law Library study rooms and serves as the arbiter of study room disputes.

DEPARTMENT:

Reserves the conference rooms and study rooms for meetings, conferences, etc.

SCOPE OF POSITION:

Participates in law library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS:

QUALIFICATIONS: High school graduate and 3 years of administrative experience or combination of equivalent training and experience. Knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work and knowledge of computer applications such as MS WORD preferred. Must be able to work both independently and as part of a team. Skill and ability to supervise staff are essential.

Strong computer skills are essential. Skill or ability to learn new computer applications associated with circulation procedures.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

Ability to communicate effectively both orally and in writing is essential.

Must be able to work evenings and weekends as scheduling requires. In a staffing crisis, must be able to cover the circulation desk during evenings and weekends as needed.

Revised: 6/27/05 Hill and Adelman

POSITION DESCRIPTION

TITLE:	Administrative Coordinator (.75EFT)
DEPARTMENT:	Circulation
SCOPE OF POSITION:	Supervises the weekend and evening portion of the Law Library's Circulation Department. Supervises LTA's, LA's, and student Assistants. Exercises discretionary judgment and responsibility in Directing the administrative activities of the Circulation Department.
RESPONSIBLE TO:	Administrative Supervisor III (Circulation)
SUPERVISES:	One full-time and 3 part-time library technical assistants, Three regular and work study student employees (working a combined 52.5 student hours per week).
DUTIES:	<p>Supervises the weekend operation of the Law Library's Circulation Desk. Supervises LTAs, LAs, Student Assistants, and GRAs from all law library units. In this capacity he is responsible for the supervision of all LTAs, LAs, Student Assistants, and GRAs from all law library units in the absence of their supervisor.</p> <p>Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.</p> <p>Train staff on Circulation Policies, procedures, etc</p> <p>Maintain Reserve and Interlibrary Loan records.</p> <p>Coordinates weekend desk coverage (absences, etc.)</p> <p>Assist with processing GIL EXPRESS requests.</p> <p>Liaisons with the main campus library regarding Circulation system problems, patron record concerns, and policy issues.</p> <p>Communicates with Copy Center personnel regarding refund concerns, supplies, and photocopier maintenance problems.</p>

POSITION DESCRIPTION

TITLE

Librarian

Maintains Law Library study rooms and serves as the arbiter of study room disputes.

DEPARTMENT

Circulation

Reserves the conference rooms and study rooms for meetings, conferences, etc.

PURPOSE AND SCOPE OF POSITION

Electronic Reserve Collection

Circulation Desk, Oversee

Participates in law library shelf reading projects.

RESPONSIBLE TO

Admin

Performs other duties as assigned.

QUALIFICATIONS:

QUALIFICATIONS: High school graduate and 3 years of administrative experience or combination of equivalent training and experience.

Knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work and knowledge of computer applications such as MS WORD preferred. Must be able to work both independently and as part of a team. Skill and ability to supervise staff are essential.

Strong computer skills are essential. Skill or ability to learn new computer applications associated with circulation procedures.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

Ability to communicate effectively both orally and in writing is essential.

Must be able to work evenings and weekends as scheduling requires. In a staffing crisis, must be able to cover the circulation desk during evenings and weekends as needed.

Revised: 6/27/05 Hill and Adelman

QUALIFICATIONS: High school graduate, college degree, strong computer skills required, knowledge of MS Access, MS Word Word Perfect, ability to work without supervision, knowledge of basic library procedures, methods, and techniques, ability to deal with library users in person and over the telephone. Must be able to work without supervision.

Revised 6-5-04mkh

POSITION DESCRIPTION

TITLE: Library Technical Assistant(1.0 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee Reserve Materials/place on Reserve.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES:

- *Oversee Reserve Collection
- *Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system
- *Communicate with Law Faculty concerning Reserve material
- *Maintain Reserve audio/video collection and equipment and assist patrons with their use
- *Check material in and out
- *Provide service for the Reserve Collection
- *Answer incoming calls; direct calls, or take messages as needed
- *Provide location information to patrons and refer other questions to the Reference Librarians
- *Perform Circulation functions as required
- *Assist in training other Circulation staff in use of Circulation system & policies
- *Assist in processing overdue notices
- *Open/close Law Library if assigned those hours
- *Proctor final examinations
- *Perform other Circulation tasks as assigned
- *Supervises & trains library assistants
- *Participates in Law Library shelf reading projects
- *Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Supervises and trains employees responsible for shelving, looseleaf filing, and other collection maintenance tasks.

RESPONSIBLE TO: Reference Librarian (Stacks/Reserves)

SUPERVISES: Student assistants and work study employees that perform shelving, looseleaf filing, and other stack maintenance duties. All microfiche and government documents filing.

DUTIES: Plans, develops, and implements policies and procedures for stack maintenance functions.

Performs timely shelving, filing, and updating of materials in the library, faculty offices, and the Faculty Library. Ensures that stack maintenance staff shelve, file, and update all library material promptly and accurately.

Manages and participates in other collection maintenance activities such as collection shifts and book repair.

Hires (with the approval of the Reference Librarian), supervises, evaluates, and terminates student assistants and work study employees.

Trains stack maintenance staff to shelve, file, and become familiar with the Library of Congress classification system.

Trains library employees to troubleshoot the compact shelving. Serves as contact person for repair of broken shelving.

Trains library employees how to shelf read. Plans and monitors semi-annual shelf reading project. Performs quality control checks on all assigned rows.

Performs book searches for missing materials. Provides the Law Librarian information about missing books.

Maintains current procedure manuals and statistics.

Orders missing looseleaf pages.

Other duties as assigned.

QUALIFICATIONS: Bachelor's degree preferred. May substitute high school graduation and at least 2 years of progressively responsible library experience, which includes supervisory experience. Ability to exercise considerable independent judgment in performance of duties. Solid knowledge of Library of Congress and Superintendent of Documents classification systems. Basic knowledge of cataloging rules. Skill, or ability to learn, computer applications associated with collection maintenance procedures. Ability to track and calculate statistical information. Skill in staff supervision. Effective written and oral communication skills

Revised on 08/02/06

Electronic Services

TITLE: Electronic Services Librarian / Non-Tenure Track Faculty

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for managing computer technologies employed in the Law Library.

RESPONSIBLE TO: Law Librarian

SUPERVISES: PC Systems Specialist – Intermediate, PC Systems Specialist – Assistant & Student Computer Lab Graduate Research Assistants.

DUTIES:

- Teaches L5030 Legal Bibliography.
- Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, networks, and electronic information resources.
- Evaluates the need for new and evolving technology in the law library and implements required changes.
- Assists and educates clients and colleagues in the use of law library information systems. Providing students, faculty and librarians training on reference and research technologies.
- Resolves library hardware, software, local area network, website and Internet connectivity problems.
- Develops, creates, and maintains the law library web site.
- Administers the library automation system.
- Manages computer lab operations, including establishing policies and procedures.
- Supervises Law Library Electronic Services staff, including hiring, scheduling, training, evaluating, and terminating personnel.
- Serves as principle contact for Westlaw and LexisNexis on behalf of the College of Law; coordinating Westlaw and LexisNexis training for law faculty and students.
- Coordinates law library electronic services with law school computing staff.
- Provides reference services to law students, faculty, attorneys, and other library patrons.
- Participates in Law Library shelf reading projects..

QUALIFICATIONS: MLS. JD. Experienced with personal computers, Internet, and legal databases. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.
Last updated: Tuesday, July 28, 2009

TITLE: PC Systems Specialist – Intermediate

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for supporting computer technologies employed in the Law Library, including the support of the Law Library Student Computer Lab.

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:

- Provides support services for students using the Law Library Student Computer Lab.
- Provides support services for students using the Law Library network access points (networked study-carrels, study-rooms, and Law Library conference room).
- Provides support services for librarians, and library staff.
- Provides support services for patrons using the Law Library Media Center and Public Computing Alcove.
- Monitors and maintains the equipment in the Law Library Student Computer Lab and Public Computing Alcove; installing equipment and software as required.
- Monitors and maintains connectivity of Law Library network access points.
- Provides instruction on activities such as scanning, online research, university computing and common applications.
- Monitors supply and equipment inventory.
- Participates in Law Library shelf reading projects.
- Performs related work as required.

QUALIFICATIONS: High school graduate; knowledge of principles, uses, and products of microcomputer systems, including application packages, operating systems, communication network capabilities, and equipment. Good computer and customer service skills are needed. May involve evening and weekend hours.

Last updated: Tuesday, June 28, 2005

POSITION DESCRIPTION

TITLE: Catalog Librarian
DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:

To create original catalog records for all formats and to maintain the integrity of the online catalog database; to use the cataloging system and international standards and practices; to establish and document cataloging policies and procedures; to serve as a resource person for staff concerning cataloging, database maintenance and work flow; to assist in the selection of new materials and to assist in the evaluation of the collection; to assist in the selection of new materials and to assist in the evaluation of the collection; to assist in the selection of new materials and to assist in the evaluation of the collection.

RESPONSIBLE TO: Law Librarian

DUTIES:

- Perform original cataloging of new materials and maintain the database.
- Supervise the work of other staff members and provide regular feedback.
- Classify cataloging, accession and inventory records and maintain the database.
- Assist in the selection of new materials and to assist in the evaluation of the collection.
- Coordinate with the Registrar's Office for all departmental activities.
- Coordinate with the Registrar's Office for all departmental activities.
- Coordinate with the Registrar's Office for all departmental activities.
- Perform other duties as assigned.

QUALIFICATIONS:

Master's degree from an ALA-accredited library school; 1-2 years of experience in cataloging; experience using a bibliographic system (preferably OCLC) and an accession library system (preferably Voyager); knowledge of current and emerging cataloging rules and standards; strong analytical, interpersonal, and communication skills; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty; Law library experience or familiarity with legal materials preferred.

POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:

To create original catalog records for all formats and to maintain the integrity of the online catalog database; to monitor emerging national and international standards and practices; to establish and document cataloging policies and procedures; to serve as a resource person for staff concerning cataloging, database maintenance and work flow issues; to oversee routine projects such as withdrawals and transfers; and to evaluate the effectiveness and efficiency of the workflow of the cataloging unit; to work with reference librarians and electronic librarian, develop policies and practices to enhance the online catalog and to carry out other initiatives that provide access to library collection.

RESPONSIBLE TO: Law Librarian

DUTIES:

Perform original cataloging and complex copy cataloging of library materials in all formats;

Supervise the copy cataloger; conduct performance evaluation and provide regular feedback;

Oversee cataloging activities and monitor quality of all bibliographical and holdings records in Voyager; perform catalog maintenance;

Act as liaison with SOLINET/OCLC, and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate;

Coordinate with acquisition librarian for all departmental activities;

Coordinate with acquisition and public service librarians for library-wide projects;

Coordinate with electronic librarian for electronic resources management;

Perform other duties as assigned.

QUALIFICATIONS: Master's degree from an ALA-credited library school; 1-3 years of experience in cataloging; experience using a bibliographic utility (preferably OCLC) and an integrated library system (preferably Voyager); knowledge of current and emerging cataloging rules and standards; strong analytical, interpersonal, and communication skills; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty; Law library experience or familiarity with legal materials preferred.

POSITION DESCRIPTION

TITLE: Library Associate II

DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To copy catalog English-language library materials using OCLC records supplied by the Library of Congress according to the Anglo-American cataloging Rules and help maintain library's catalog database. Exercises discretionary judgment and considerable responsibility in performance of duties.

RESPONSIBLE TO: Cataloging Librarian

SUPERVISES: Supervise one student assistant

DUTIES: Perform copy cataloging of new library materials including electronic resources and government documents by searching, exporting, verifying, and editing bibliographic records using OCLC and Voyager;

Create and maintain item records in Voyager. Identify, update and correct holdings information for added volumes and copies in Voyager;

Withdraw books and superseded volumes from Voyager and box them up. Play a major role in library cancellation projects and other major projects when they come up;

Assist in maintenance of the database by resolving and correcting problems related to obsolete, conflicting, or incorrect older cataloging;

Process all materials to be added to the library's collection, including typing and applying spine labels, stamping with date due and property stamps, targeting with magnetic strips to prevent theft, retypes due to errors or reclassification and typing title labels for Binders using Microsoft Word;

Maintain New Books Shelf by putting books on and taking them off the Shelf and in Voyager regularly.

Attend seminars, conferences and organization meetings or training programs related to library assignments;

POSITION DESCRIPTION

TITLE

Participate in discussions of procedures requiring the cooperation of two or more units within the Technical Services area or in the library;

DEPARTMENT

PURPOSE AND SCOPE OF POSITION

Keep appropriate statistics;

Participate in semi-annual shelf-reading;

Perform other duties as requested.

QUALIFICATIONS: Bachelors degree. Five years experience in a library with evidence of progressive responsibility. Superior attention to detail, interpretive and problem solving skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Good oral and written communications skills. Significant cataloging experience, including knowledge of AACR2r, LC classification and subject headings, USMARC format, and working knowledge of OCLC and library integrated system.

Revised 07/27/2006

QUALIFICATIONS:**POSITION DESCRIPTION****TITLE:**

Acquisitions/Serials Librarian

DEPARTMENT:

Technical Services

**PURPOSE AND
SCOPE OF
POSITION:**

To oversee operations of the Technical Services Department, including acquisitions, serials control, and bindery. Work with Catalog Librarian on coordinating cataloging projects and functions.

RESPONSIBLE TO: Law Librarian

SUPERVISES:

Administrative Specialist (Administrative Acquisitions and Accounting), Library Associate I (Serials/Government Documents); Library Associate I (Periodicals/Bindery)

DUTIES:

Oversees all acquisitions activities, including pre-order searching, vendor selection, order placement, invoice processing and fund accounting.

Oversees all serials control activities, including check-in, routing, claiming, binding and processing of depository government documents.

Maintains and ensures integrity of acquisitions module of the Endeavor Voyager online system.

Works with Catalog Librarian to select special cataloging projects and upgrade technology in the department.

Hires, trains, supervise, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.

Resolve problems concerning acquisitions and serials control. Acts as liaison with the University Accounts Payable dept., other library staff, and vendors concerning matters within the scope of the position.

Monitors library materials budget, prepares appropriate reports and keeps statistics.

Plans and designs space and equipment requirements for Technical Services Dept.

Semi-annual shelf reading.

Performs other duties as assigned.

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

TITLE:

WORK STATUS:

Rev. 06/27/05

DEPARTMENT:

PURPOSE/SCOPE:

Example

Technical Services

Performs ordering, receiving, claiming and accounting functions related to library materials acquisition. Contact vendors to resolve payment and delivery problems. Act as principal liaison between GSU Accounts Payable Dept., Budget & Planning, Purchasing, Law School Administrative Office and Law Library. Track spending in acquisitions budget.

SUPERVISOR:

Acquisitions/Serials Librarian

DUTIES:

Order and receive all library materials online using the library automated system, Voyager and the web. Prepare web orders for faculty. Download full bibliographic records from OLC and import records to Voyager for those items whose day is ordered. Maintain file of all ordered items. Pay all invoices online in Voyager library automated system. Prepare payment transfers in university Spectrum financial system and send to library's finance dept. for payment. Maintain internal accounting records, subaccounts, and invoice files. Monitor and correct errors from university accounting system. Communicate to correct proper payment of invoices, and to resolve payment problems. Prepare financial reconciliation reports for auditors. Receive acquisitions claims for material not received. Process material for return to vendor when necessary. Arrange for shipping of faculty publications and theses of Virginia exchange members. Open and sort mail. Send e-mail alert to library. Staff the Circulation Desk as needed. Perform other duties as assigned.

QUALIFICATIONS:

Requires a degree and four years progressively responsible library experience, including two years in acquisitions, accounting and handling. Also year accounting/bookkeeping experience. Interpretive and problem-solving skills preferred. Accuracy and attention to detail vital.

Revised 06/05

POSITION DESCRIPTION

TITLE: Administrative Specialist - Administrative Acquisitions and Accounting

WAGE STATUS: Exempt

DEPARTMENT: Technical Services

PURPOSE/SCOPE: Perform ordering, receiving, claiming and accounting functions related to library materials acquisition. Contact vendors to resolve payment and delivery problems. Act as principal liaison between GSU Accounts Payable Dept., Budget & Planning, Purchasing, Law School Administrative Officer and Law Library. Track spending in Acquisitions budgets.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Order and receive all library materials online using the library automated system, Voyager and the web. Prepare rush orders for faculty. Download full bibliographic records from OCLC and import records to Voyager for these items when they are ordered. Maintain file of all ordered items. Pay all invoices online in Voyager library automated system. Prepare payment vouchers in university Spectrum financial system and send to Disbursements dept. for payment. Maintain internal accounting records on spreadsheets, and invoice files. Monitor and create reports from automated University accounting system, Spectrum, to ensure proper payment of invoices, and to rectify payment problems. Prepare financial reconciliation reports for auditors. Resolve acquisitions claims for material not received. Process material for return to vendor when necessary. Arrange for binding of faculty publications and theses of German exchange students. Open and sort mail. Semi-annual shelf reading. Staffs the Circulation Desk as needed. Performs other duties as assigned.

QUALIFICATIONS: Bachelor's degree and four years progressively responsible library experience, including two years in acquisitions, accounting and binding. One year accounting/bookkeeping experience. Interpretive and problem solving skills preferred. Accuracy and attention to detail vital.

POSITION DESCRIPTION

TITLE: Library Associate I

WAGE STATUS: Exempt

DEPARTMENT: Acquisitions/Serials/Government Documents

PURPOSE/SCOPE: To accomplish functions related to the maintenance and control of the serials collection, including subscriptions and standing orders. Maintain library routing list. Process, claim and file depository government documents. Contact vendors concerning non-receipt or other problems with serials. Maintains statistics for microfiche and depository government documents. Exercises some independent judgment in the performance of routine tasks.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Check in, receipt and claiming of all serial titles, including journals, microforms, continuations and standing orders online using Voyager library automated system. Create, maintain and edit new and existing online serial records. Process claims list of missing serials items and resolve subscription problems with vendors as needed. Enter invoice information for serial titles using Voyager library automated system. Check in, file, claim and shelve depository microfiche and paper government documents. Maintain and report statistics for microfiche and depository government document collections. Identify government document items in need of binding. Manages and weeding of government documents. Reports any problems or changes to Government Documents Librarian. Semi-annual shelf reading. Open and sort mail. Performs other duties as assigned.

QUALIFICATIONS: High school graduate or equivalent; strong organizational skills; accuracy and attention to detail critical; 35 WPM typing. Some college course work, some library experience, interpretive and problem solving skills preferred.

Revised 08/05

POSITION DESCRIPTION

- TITLE:** Library Associate I - Bindery/Serials Control
- WAGE STATUS:** Exempt
- DEPARTMENT:** Technical Services- Acquisitions/Serials
- PURPOSE/SCOPE:** Identify and prepare periodical and monograph items to be sent to the bindery; using the online bindery database. Identify and order missing issues for binding. Check-in and claim all items that are bound. Download bibliographic recorder from OCLC. Process ILL requests using ILLiad or OCLC.
- SUPERVISOR:** Acquisitions/Serials Librarian
- DUTIES:** Identify items in need of binding. Pull these items from book stacks. Enter binding data in ABLE binding database. Update item status for items at the bindery in Voyager online system. Print out binding slips and report of items to be sent to bindery each month. Check report against items to be sent to bindery, attach bindery slips to volumes, and pack bindery boxes for shipment. Identify and obtain any missing issues needed for binding. Open and check shipments returned from the bindery. Delete item records for individual issues from Voyager database. Create item records for bound volumes. Give bound volumes to Cataloging for final processing. Perform serials check-in of journals and other items that are bound. Claim missing issues. Enter serial update information from Hein in Voyager check-in records. Enter invoice information for bindery shipments using Voyage library automated system. Search library's catalog for duplicates before downloading bibliographic records. Download full bibliographic records from OCLC and import records to Voyager for these items when they are ordered. Assist the ILL Librarian with the processing of ILL requests including, but not limited to, using OCLC and ILLiad to submit and fill ILL request, using OCLC and ILLiad to check-in returned items, retrieving items from stacks, photocopy ILL articles, keeping track of and seeking the return of overdue items and other ILL related duties as assigned. Semi-annual shelf reading. Performs other duties as assigned.
- QUALIFICATIONS:** High School diploma or GED and 3 years of library, customer service or office experience and proficiency in either Microsoft Word or WordPerfect required. Library experience, knowledge of legal serials, online automated library systems and binding operations preferred. Attention to detail is critical.