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Formulation of A.B.A. required collection development policy

Acquisition and processing of 13,157 volumes for a 18% increase in materials available for use - a total volume count of 84,732

Additional orders placed and not yet received of approximately 7,367 volumes for a 28% total overall increase in volume count to 92,099 volumes

Library facilities planning for continued growth and user comfort yields:
- 30% increase in user seating
- Increase in shelving capacity by planned use of compact shelving
- Alternative collection access plans keyed to funding available design of microforms facility
- Redesign of technical processing area for decrease in processing time

Development of Service Priority Plan and Gifts Policy

Redefined Policy on Legal Bibliography

A review of the 1983-84 Library highlights shows that the emphasis of the year's efforts to meet the College of Law's accreditation goals addressed policy development, facilities planning, and materials acquisition and processing.

POLICY DEVELOPMENT

A library collection development policy is an A.B.A. accreditation requirement. The main focus of our policy, developed in consultation with the Dean and the faculty library committee, was to acquire the materials required for accreditation purposes. Beyond that goal we sought to augment the collection as a first class legal resource.

As part of our resource goals we maintain statutory compilations for the federal branch, all 50 states, Puerto Rico, and the Virgin Islands.
We have the West federal, national, and regional digests. Where West does not publish a regional digest, we have individual state digests.

Another area of collection emphasis is Georgia and the Southeast. We collect in depth all publications on Georgia law. This includes practice materials and continuing legal education publications.

Primary acquisitions this year include reports, law reviews, and treatises. In addition to the duplicate national reporter set, we acquired several duplicate sets of the Georgia Supreme Court Reports and the Georgia Court of Appeals Reports.

Cathy Hall's report describes in more detail the methodology and procedure of gathering back runs, missing issues, and new subscriptions to law reviews. Besides the list of sources consulted in Nancy Johnson's report, we received many treatise suggestions from the faculty. Betty Lucas-Ford relates the management of ordering and processing this year.

USER POLICY

Allocation of financial and personnel resources make it necessary to concentrate on our primary user group. Our user policy gives priority to our primary patrons: law school students, faculty and staff. Other authorized users are G.S.U. students with assignments requiring law library use, the bench and bar, and faculty and students of A.B.A. accredited law schools.

Faculty are encouraged to call on the librarians for assistance with library loans, bibliographies, and Westlaw searches. In addition, we will furnish an office copy of a Georgia Code volume or an office copy of material needed on a frequent basis.
Notices of new developments are sent to the faculty on a regular and on a current awareness basis. We send the faculty copies of Law Week, Westlaw News, a New Books Docket, and our library Information Series. We will also arrange the free subscription to two West reporter advance sheets.

The bench and bar are active library users. At least a dozen attorneys are in the library each day. Nancy Johnson assisted several law firms with major research projects. The law clerks, paralegals, and now the summer interns are regular library users.

Reference and collection assistance services are available from the professional staff. Consult Nancy Johnson's report for a more detailed report of assistance to students.

GIFTS POLICY

In addition to the plan for purchased materials, it is important to have a plan formulated for gifts. We explain to donors that we accept gifts where they will meet our collection development needs. Duplicate gift materials may be offered to the Pullen Library. Where we are not able to make use of gift material, we will send it to state surplus. We accept only materials that fit our overall collection goals.

Major donations came from the Harrison Company and the Michie Company. A local attorney gave us a four foot by four foot model of a trial scene. One of our law professors gave us valuable tax resources on microfiche and a microfiche reader.

We are actively seeking donors. The professional librarians have a desiderata list in several subject areas.
<table>
<thead>
<tr>
<th>Name</th>
<th>Materials-Approx.</th>
<th>Name</th>
<th>Materials-Approx.</th>
</tr>
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<tr>
<td>Suite 1626 Candler Bldg.</td>
<td>legal documents</td>
<td>4196 Sentinel Post Rd.NW</td>
<td>Atlanta, GA 30327</td>
</tr>
<tr>
<td>Atlanta, GA 30303</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 Broad St.</td>
<td></td>
<td>Admin. Office of the Cts</td>
<td></td>
</tr>
<tr>
<td>1200 C &amp; S Nat'l Bank</td>
<td></td>
<td>244 Washington St, SW</td>
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<td>Atlanta, GA 30334</td>
<td></td>
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<tr>
<td>Judge Luther Alverson</td>
<td>Law</td>
<td>David H. Lanner</td>
<td>Trial Model</td>
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<td>Superior Court</td>
<td>books to fraternity</td>
<td>Allman &amp; Lanner, P.C.</td>
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<td>Atlanta, GA 30303</td>
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<td>41 Marietta St, NW</td>
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<td>596 Manning Rd.</td>
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<td>1035 Clifton Rd., NE</td>
<td>law reviews</td>
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<tr>
<td>Marietta, GA 30064</td>
<td></td>
<td>Atlanta, GA 30307</td>
<td>pamphlets</td>
</tr>
<tr>
<td>George G. Finch</td>
<td>550 vols.</td>
<td>The Michie Company</td>
<td>Ga. Codes,</td>
</tr>
<tr>
<td>155 Club Ridge Dr.</td>
<td></td>
<td>Carol W. Fisher</td>
<td>treatises &amp;</td>
</tr>
<tr>
<td>Marietta, GA 30067</td>
<td></td>
<td>Exec. Asst. to the President</td>
<td>microforms</td>
</tr>
<tr>
<td>Sam Flint</td>
<td>20 vols.</td>
<td>P.O. Box 7587</td>
<td></td>
</tr>
<tr>
<td>St. Simons, GA</td>
<td></td>
<td>Charlottesville, VA</td>
<td></td>
</tr>
<tr>
<td>Gambrell and Russell</td>
<td>70 vols.</td>
<td>The Quaker Oats Foundation</td>
<td>$1,000 match</td>
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<tr>
<td>Theodore M. Forbes, Jr.</td>
<td></td>
<td>Merchandise Mart Plaza</td>
<td>(Flint)</td>
</tr>
<tr>
<td>400 First Atlanta Tower</td>
<td></td>
<td>Chicago, IL 60654</td>
<td></td>
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<tr>
<td>Atlanta, GA 30383</td>
<td></td>
<td>Judge Richard Thibadeau</td>
<td>500 vols.</td>
</tr>
<tr>
<td>William L. Hardwick</td>
<td>350 vols.</td>
<td>2304 Spring Creek Rd.</td>
<td></td>
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<tr>
<td>P.O. Box 336</td>
<td></td>
<td>Decatur, GA 30033</td>
<td></td>
</tr>
<tr>
<td>Fayetteville, GA 30214</td>
<td></td>
<td>WEBb, Fowler &amp; Tanner</td>
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<td>3110 Crossing Park</td>
<td>treatises</td>
<td>234 Luckie St.</td>
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<tr>
<td>Norcross, GA 30071</td>
<td></td>
<td>Lawrenceville, GA 30245</td>
<td></td>
</tr>
<tr>
<td>942 Belle Glade Dr.</td>
<td></td>
<td>Suite 306, Box 7851</td>
<td></td>
</tr>
<tr>
<td>Stone Mt., GA 30083</td>
<td></td>
<td>2480 Windy Hill Rd.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Atlanta, GA 30357</td>
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</tr>
</tbody>
</table>
In 1982-83 I taught legal bibliography classes in a day section and in an evening section. After the first year class attained an average grade of 87 on the final examination, the faculty voted to make legal bibliography a skills course graded on a satisfactory or unsatisfactory basis.

This fall we sectioned legal bibliography in order to permit better student-teacher ratios and to offer more time for librarian assistance. Nancy Johnson and I each taught a day section. Cathy Hall and I each taught an evening section.

After discussing where to set the level of satisfactory performance, we decided the benchmark for legal research competence should approximately equal a grade of B. The final examination was rigorous, and about 170 students demonstrated satisfactory performance. Approximately 30 students, 15% of the class, failed to achieve satisfactory performance. For those students I offered to teach a Saturday class during the winter quarter. 28 students took the class, and 22 received their satisfactory grade.

For most of this year we continued on the special $360/month Westlaw contract I negotiated last year. When this contract finally ran out in April, our Westlaw cost rose to $630/month.

In the fall West began giving their new West's Automatic Law Terminal (WALT) to A.B.A. accredited law schools. I negotiated for G.S.U. a new, pre-accreditation WALT from West. This terminal with its many dedicated function keys has greatly improved Westlaw searching and operation.
The following chart summarizes the monthly Westlaw's user's report. The high usage peaks in January and April reflect the first year memorandum and law review projects.

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Searches</th>
<th>Total Usage</th>
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<tr>
<td>June (1983)</td>
<td>95</td>
<td>9 hours 17 minutes 55 seconds</td>
</tr>
<tr>
<td>July</td>
<td>106</td>
<td>13 hours 46 minutes 44 seconds</td>
</tr>
<tr>
<td>August</td>
<td>197</td>
<td>15 hours 18 minutes 10 seconds</td>
</tr>
<tr>
<td>September</td>
<td>146</td>
<td>12 hours 48 minutes 18 seconds</td>
</tr>
<tr>
<td>October</td>
<td>152</td>
<td>11 hours 46 minutes 29 seconds</td>
</tr>
<tr>
<td>November</td>
<td>183</td>
<td>12 hours 26 minutes 15 seconds</td>
</tr>
<tr>
<td>December</td>
<td>210</td>
<td>12 hours 08 minutes 04 seconds</td>
</tr>
<tr>
<td>January (1984)</td>
<td>1349</td>
<td>108 hours 05 minutes 46 seconds</td>
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<tr>
<td>February</td>
<td>788</td>
<td>63 hours 15 minutes 18 seconds</td>
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<tr>
<td>March</td>
<td>214</td>
<td>16 hours 52 minutes 55 seconds</td>
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<tr>
<td>April</td>
<td>818</td>
<td>66 hours 16 minutes 23 seconds</td>
</tr>
<tr>
<td>May</td>
<td>545</td>
<td>42 hours 6 minutes 51 seconds</td>
</tr>
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</table>

Lexis money was in the budget this year. However, due to phone problems and other construction priorities, we realized that any installation would be delayed until late in the year. Additionally, construction would interrupt service this summer. Therefore, we transferred the portion of the budget originally allocated to Lexis to the purchase of treatises. The main reason for the fund transfer was to employ the funds for a direct accreditation need. Next year's budget has been funded for Lexis and we anticipate being able to make the installation.
THE COLLECTION

We are closing the year at a count of approximately 84,732 volumes and volume equivalents. This compares with June 1983 library resources of 71,575 volumes. In 1982-83, our first year of operation, we started with a basic collection of 39,212.

The addition this year of over 13,157 volumes is well above average for law library acquisitions. Our volume count from this year's activity will go even higher when materials ordered this year are delivered. For example, a duplicate national reporter set, ordered but not yet received, will bring over 5,000 additional volumes. Likewise, Congressional materials on order amount to several thousands of volumes.

This process of collection development has taken an all-out effort. Each librarian invested at least three months worth of time in the identification and placement of orders. The rest of the staff dedicated a great deal of time to order verification and processing.

LIBRARY INSPECTIONS

One measure of the effectiveness of our policy formulation, planning, and collection development was our success in preparing for and passing two inspections. In the early part of the year the A.B.A. made their first inspection visit to the law school. Later in the year an inspector from the Government Printing Office inspected the new government documents depository at the law library.

The A.B.A. team found the library contained the titles required by the A.B.A. accreditation standards. This team also found the staff geared to the total law school effort and cited in particular their high educational level and dedication to goals.
After studying the library budget, the A.B.A. team suggested that funding for books ought to be increased to permit more rapid growth of the collection and to allow the capacity to respond to continuing inflation. The University responded with an immediate increase above and beyond the amount suggested by the A.B.A.

The inspector of the law library government depository pointed out that by acquiring depository status the law library joined a select group of less than 1% of all U.S. libraries. The inspector's overall rating of 5 excellents and 2 goods affirms that we are off to a strong start. The inspector's full evaluation is attached to the report of Nancy Johnson, our librarian responsible for government documents.

LIBRARY FACILITIES

Work on the library addition has gone on all year. Our planning for funding possibilities covered different floor plans and shelf plans. Detailed move planning has looked at the best arrangement of the books. We also submitted bid specifications for compact shelving.

The move to the new addition will take place after June 9. Compact shelving will be installed in late September.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orrin Walker</td>
<td>Law Librarian</td>
<td>B.A., Florida State University (1968)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., Florida State University (1970)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S. (Library), Florida State University (1971)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J.D., Mercer University (1978)</td>
</tr>
<tr>
<td>Nancy P. Johnson</td>
<td>Reference Librarian</td>
<td>B.A., Marycrest College (1971)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.L.S., University of Illinois (1972)</td>
</tr>
<tr>
<td>Catherine M. Hall</td>
<td>Circulation Librarian</td>
<td>B.A., University of California, L.A. (1972)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., University of London (1974)</td>
</tr>
<tr>
<td>Elizabeth A. Lucas-Ford</td>
<td>Tech Services Librarian</td>
<td>B.A., Indiana University (1973)</td>
</tr>
<tr>
<td>Jack E. Miller</td>
<td>Library Tech Assistant</td>
<td>B.A., The University of the South (1970)</td>
</tr>
<tr>
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<td></td>
<td>M.A., Tulane University (1974)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph.D., Tulane University (1980)</td>
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<tr>
<td>Jocelin L. Hackathorn</td>
<td>Library Tech Assistant</td>
<td>B.A., Ohio State University (1977)</td>
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<tr>
<td></td>
<td></td>
<td>J.D., Marshall-Wythe School of Law, College of William and Mary (1980)</td>
</tr>
<tr>
<td>Richard D. Curry</td>
<td>Library Tech Assistant</td>
<td>B.A., Columbus College (1975)</td>
</tr>
<tr>
<td>Linda B. Vincent</td>
<td>Accounting Assistant</td>
<td>B.A., Georgia State University (1984)</td>
</tr>
<tr>
<td>Ruth M. Perun</td>
<td>Data Entry</td>
<td>B.A., Georgia State University (1984)</td>
</tr>
<tr>
<td>Jim Hickey</td>
<td>Library Assistant</td>
<td>A.B., Harvard (1976)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.L.S., University of Alabama (1980)</td>
</tr>
<tr>
<td>Dixie L. Hobby</td>
<td>Senior Secretary</td>
<td>A.B., DeKalb Junior College (1970)</td>
</tr>
</tbody>
</table>
I. Circulation Functions:

The Circulation staff has three distinct areas of responsibility (a) collection utilization, (b) collection maintenance, and (c) interlibrary loan/lending. The staff currently consists of a librarian, one FTE library technical assistant, and 2 FTE student assistants. During the school term the circulation desk is staffed the ninety-one (91) hours a week that the Law Library is open. During intersession periods the desk is staffed fifty (50) hours a week.

A. Collection Utilization

1. As a new law library, we have no history of use patterns - who uses the library, when, for what purposes, what items are checked out, etc. Much of our effort this year has been directed at establishing base line figures on use from which we can draw comparisons in future years. The law school began the year with 205 first year students. This is the group we consider our core user community. It became apparent very early in the year, however, that various other Georgia State University academic departments draw heavily on law library materials for regular curriculum assignments. Our heaviest GSU users appear to come from the Business Administration 842 and International Law courses, the Commercial Music course, Legal Studies courses, Public Administration, Criminal Justice and School Law courses. During the year various GSU faculty members from these departments have reserved the large Law Library reading room to conduct orientation sessions for their students. Other faculty members have arranged to borrow Law Library items for use in their classrooms.

The Law Library has kept statistics on library use by collecting turnstile activity figures from the counter attached to our security system. This records each entrance or exit of an individual from the Law Library. For the period September, 1982 through April, 1983, a total of 71,134 individuals have used the Law Library (if one entrance and one exit equal one user) [See Appendix A for a monthly statistical breakdown]. Obviously these statistics are of value only as a general indicator. The majority of library users make more than one entrance and exit daily. However, these figures will give us a source of comparison for future changes in library use patterns.
On March 7, 1983 we initiated a mandatory sign-in procedure for all library users that are not GSU law students. This procedure was developed to provide specific information on who uses the Law Library and when. In the last 21 days of March 700 users were recorded and in April 1399 users were recorded. Caution must be exercised in comparing these figures with the turnstile activity figures, as each individual is required to sign-in only upon their initial entrance into the Law Library each day. The majority of these recorded users are GSU undergraduate or graduate students - 324 of the 700 recorded in March (46%) and 822 of the 1399 recorded in April (59%). (See Appendix B for further breakdown of user categories).

2. Since we opened in September, 1982, one thousand three hundred and fifty five (1355) volumes have circulated to authorized GSU card holders. (See Appendix C for monthly statistics). This figure may appear low, however, the majority of volumes in the collection do not circulate.

As a result of the return of circulated items after their due date, we have collected $362.95 in fines and overdue processing fees. (See Appendix D for Circulation Policy statement). In addition, there is an outstanding balance of $256.30 in fines, fees and book replacement charges for 15 items which have remained overdue for longer than four (4) weeks.

3. In September a Reserve Collection was set up for high use titles in the first year curriculum. Items for two non-law classes were added in the Winter quarter - Business Administration 842 and Commercial Music. These materials have circulated 2,547 times since September. (See Appendix E for monthly statistics).

4. Several security problems have arisen during the year. Two thefts of wallets and three thefts of student's notes took place in the library. Only one set of notes (those of a Business Administration student) were recovered. One student was stopped with a Law Library item when the security system alarm sounded. All four librarians have discussed the need for a set of security procedures so that all Law Library personnel know how to respond to a situation properly. The Law Librarian has indicated that he will draw up the procedures.

B. Collection Maintenance

Collection maintenance incorporates four operations 1) maintaining the stack areas, 2) space planning and collection shifting, 3) updating legal materials, and 4) binding.

1. The shelving of all Law Library materials is kept up-to-date on a daily basis. Due to the limited number of student assistant hours available to assist with circulation activities and the high use of large sets of law materials, such as the national reporters, library users are requested to reshelve the materials they use. Therefore we do not collect statistics on the number of items reshelved. One thorough shelf reading project was undertaken this year to assure that items are in their proper sequence. Various smaller segments of the collection, which are heavily used (e.g., Georgia materials) are checked regularly.
2. During FY 1982-83 the Circulation staff conducted two major shifts in the collection - one in December, 1982, and the second in April-May, 1983. These shifts were required in order to incorporate several large, new sets (e.g., the digests to national reporters) and to provide additional room in the most active growth areas of the collection. Space will be at a premium next year. We anticipate the need for continuous minor shifts throughout the year to accommodate new materials in the interim period prior to completion of the Library extension. During the past year we have worked with the University Architect regarding the number, type, and placement of the new shelving for the extension to the Library. Similar work has also been done with regard to microform storage.

3. The Circulation staff is also responsible for updating the materials in the collection, this includes the filing of looseleaf service updates and of pocket parts for bound volumes. When the Law Library commenced operation last fall, it inherited a six months backlog in looseleaf filing from the Pullen Library. As this backlog did not consist simply of unfiled materials, but included a number of sets filed out of sequence, the Circulation LTA was required to spend the first three months of her employment bringing this material up to date. At least one set (CCH's Unemployment Insurance Reporter) was completely replaced by the publisher at no cost, because the filing was too far behind to correct. In April we began collecting statistics on the number of looseleaf service updates and pocket parts received and filed each month.

<table>
<thead>
<tr>
<th>Looseleaf Service Updates</th>
<th>Pocket Parts</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>198</td>
</tr>
<tr>
<td>May</td>
<td>203</td>
</tr>
<tr>
<td></td>
<td>284</td>
</tr>
<tr>
<td></td>
<td>241</td>
</tr>
</tbody>
</table>

Since bringing this material up-to-date in January, the staff has maintained the services on a current basis without accumulating backlogs. Similarly, there are no backlogs in pocket-part filing.

4. During FY 1982-83 the Binding Section of Pullen Library has continued to process all law volumes for binding. Five hundred eighty two (582) volumes have been sent to Pullen for processing; of these two hundred fifty nine (259) have been returned. We have concentrated on binding older, worn volumes in need of repair and gift titles (e.g., periodical titles and large sets).

Objectives FY83-84

- develop procedures to allow us to assume complete responsibility for all phases of the binding operation without additional staff

- continue to work through the collection locating items in need of repair/rebinding

- work through periodical section binding volumes as they are completed
C. Inter-Library Loan/Lending

For the first six months of this fiscal year inter-library/loan (ILL) requests for law materials were primarily received via Pullen's Inter-Library Loan Section. As the library community became aware of the separation of the Law Library from Pullen, requests began to be received directly. On March 15, 1983, the Law Library staff was trained on the automated Inter-Library Loan subsystem of OCLC. On that date we began to receive ILL requests on-line. As the ILL request statistics below demonstrate, April was much busier than previous months. We expect the OCLC ILL subsystem to continue to contribute to an increase in our lending activities. The Law Library has maintained a twenty-four hour turn around time for filling requests.

Forty-six requests have been received since September; of these, five were not filled due to our lending policy restrictions or to the fact that we no longer own the item. (See Appendix F for monthly statistics and a list of requesting libraries.) Nine requests were received from Atlanta law firms and corporate libraries, two from state offices, four from federal courts, and twenty-two from Georgia colleges and universities.

II. Collection Development

I am responsible for three areas of collection development - periodicals, international law, and legal history.

A. Periodicals

The Law Library began FY 1982-83 with two hundred eighteen (218) periodical titles transferred from Pullen's collection. One hundred fifty eight (158) of the titles transferred were active, sixty (60) were inactive or ceased titles. During the year two titles were transferred back to Pullen and one title (New York University Law Review) was transferred to the Law Library. We received the backfiles of five (5) periodical titles in the tax area as gifts. In addition we purchased one hundred and three (103) periodical backfiles in microform. New subscriptions have been placed for one hundred and thirth five (135) titles. These titles represent current subscriptions for the tax gift titles, the microform backfile titles, and forty eight (48) new titles. Our goal has been to collect the top two hundred (200) titles listed in Maru's citation analysis of legal periodicals. (See Appendix G for the complete listing.) However, we have not ordered state bar journals for states outside our region or a few selected highly specialized titles, (i.e., Rocky Mountain Mineral Law Institute). Due to the time lag between placing periodical subscription orders and the receipt of the first issue, only five new titles have been received thus far.

Currently the Law Library does not have a periodical list with our holdings information for public use. We are soliciting a cost estimate for procuring such a list from the Faxon Company, our primary periodical vendor.
We provide a current awareness service for the faculty, by distributing a photocopy of the table of contents of periodicals received each week.

**Comparative Statistics**

**Maru citation analysis**
- Title listed: 278

**Titles ordered or owned**: 210
- 75% coverage

**Index to Legal Periodicals**
- Titles listed: 448

**Titles owned at beginning of year**: 125
- 28%

**Backfile titles added**: 84

**New subscriptions**: 129

**Total in Law Library at end of year**: 253
- 57%

**Legal Resources Index**
- Titles listed: 773

**Titles owned at beginning of year**: 146
- 20%

**Backfile titles added**: 90

**New subscriptions**: 115

**Total in Law Library at end of year**: 261
- 36%

**Objectives FY 1983-84**

- develop a complete listing of Law Library periodicals with holdings information for public use

- share our periodicals list with Pullen and other area libraries

- increase the number of periodical titles received and the number of periodical backfiles received
B. International Law

A "quick and dirty" list of international law materials was developed for the Dean on short notice for use as a basis for soliciting contributions to augment the library's collection. Since submitting this list we have checked it against our holdings. Very few of these titles are in our collection. We have initiated discussion with the Pullen Library's Collection Development staff to transfer the International Law titles from the JX classified section of Pullen's collection to the Law Library. We are hoping to negotiate an August transfer date if the negotiations are successfully completed. This will provide the Law Library with a sound basic collection which could be substantially augmented if additional money became available.

C. Legal History

A list of Anglo-American Legal history materials was developed for Professor Hogue and Dean Johnson. This list is of a very different character than the International Law list. It was developed over a longer period and utilized information from the Library of Congress's on-line catalog as well as the AALS list of Law Books Recommended for Law Schools and publisher's catalogs. As the library already owns a large number of titles in this area, I developed an additional list of what we already own for Professor Hogue's use in reviewing the desiderata list.

Objectives: FY 1983-84

- continue to develop international law and legal history desiderata files for possible future purchase as gift monies become available

- continue to add basic legal history and international law materials to the collection

III. Miscellaneous

During the year, I have participated in reference service on a daily basis and have assisted in the training of law students on WESTLAW.

I have also developed detailed job descriptions for myself, the Circulation LTA, and the circulation student assistants. (See Appendix H).

During the year I attended an Interlibrary Loan Workshop at Mercer University, an Automated Library System (SIRSI) Program at West Georgia College, two WESTLAW training sessions, and an OCLC Interlibrary Loan Subsystem Training session. The Circulation LTA, Jocelin Hackathorn also attended the OCLC/Interlibrary Loan Subsystem session.
## APPENDIX A

### Law Library Users

<table>
<thead>
<tr>
<th>Month</th>
<th>Turnstile Activity</th>
<th>Turnstile Daily Activity</th>
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<tbody>
<tr>
<td>September 1982</td>
<td>4,195</td>
<td>381</td>
</tr>
<tr>
<td>October</td>
<td>10,384</td>
<td>335</td>
</tr>
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<td>November</td>
<td>11,526</td>
<td>397</td>
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<tr>
<td>December</td>
<td>2,663</td>
<td>156</td>
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<tr>
<td>January 1983</td>
<td>12,567</td>
<td>433</td>
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<td>February</td>
<td>11,646</td>
<td>416</td>
</tr>
<tr>
<td>March</td>
<td>8,213</td>
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<td>9,940</td>
<td>331</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>71,134</td>
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### APPENDIX B

**Law Library Users**

(Non GSU Law Students)

<table>
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<tr>
<th>TYPE OF USER</th>
<th>March (21 days)</th>
<th>April (30 days)</th>
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<td><strong>TOTAL</strong></td>
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<td></td>
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<tr>
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</tr>
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<td></td>
<td>33</td>
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</tr>
<tr>
<td><strong>TYPE OF USER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney/Firm</td>
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<td>163</td>
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<tr>
<td>GSU Student</td>
<td>324</td>
<td>822</td>
</tr>
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<td>UGA</td>
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<td>11</td>
</tr>
<tr>
<td>Emory</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>John Marshall</td>
<td>5</td>
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</tr>
<tr>
<td>Georgia Tech</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Atlanta University</td>
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<td>Morris Brown</td>
<td>14</td>
<td>24</td>
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<tr>
<td>Paralegal School</td>
<td>22</td>
<td>23</td>
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## APPENDIX C

### Circulation Statistics

<table>
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<tr>
<th>Month</th>
<th>Circulated Volumes</th>
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<tr>
<td>September, 1982 (10 days)</td>
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</tr>
<tr>
<td>October</td>
<td>207</td>
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<tr>
<td>November</td>
<td>235</td>
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<tr>
<td>December</td>
<td>52</td>
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<tr>
<td>January, 1983</td>
<td>168</td>
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<tr>
<td>February</td>
<td>295</td>
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<tr>
<td>March</td>
<td>179</td>
</tr>
<tr>
<td>April</td>
<td>171</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>1355</td>
</tr>
</tbody>
</table>
I. Circulation Functions:

The Circulation staff added an additional area of responsibility this year - binding new law library materials and those needing repair. The staff continues to be responsible for a) collection utilization, b) collection maintenance, and c) interlibrary loan/lending. In addition I have the added responsibility of teaching one of the sections of Legal Bibliography in the Fall quarter. Full-time staffing levels have remained constant at one librarian (IFTE) and one library technical assistant (IFTE); however, student assistant staffing levels have increased to approximately 2.5 FTE from last year's 2 FTE. This increase has improved our service by expediting shelving and filing and by assuring backup desk coverage throughout the day.

A. Collection Utilization

Our core user community, the law school's students increased from 205 to 407 with the entrance of the second class. Expansion into the new library facilities this summer will provide over 300 seats which should more than satisfy our requirements for the next few years. We continue to be used by large numbers of non-law GSU students particularly from the Business Administration, Commercial Music, Criminal Justice, Legal Studies and Public Administration programs. To assist the class in Commercial Music we have set up a Reserve section for cases required by the students. We also conducted tours and introductory lectures for GSU students and students from Atlanta University during the year.

Library use statistics have been kept by using the turnstile counter on our security system. For the period May, 1983 through April, 1984, a total of 128,378 individuals used the Law Library (assuming one entrance and exit equal one user). This compares with 71,134 for the eight month period - September, 1982 to April, 1983. The equivalent eight month period this year totaled 83,373. [See Appendix A for a monthly statistical breakdown.] These statistics serve as a general indicator, for the majority of library users make more than one entrance and exit per day. Nonetheless they do illustrate an increase in library use during the year.

This year we continued the mandatory sign-in requirement for all law library users that are not GSU law students. GSU students and attorneys make up the two largest user categories. The average daily attendance by non-law students ranged from 26 to 63. February and May were the busiest months. [See Appendix B for a further breakdown of user categories.]
During the period May, 1983 to April, 1984, two thousand nine hundred fifty-eight (2,958) volumes circulated to authorized GSL card holders. While this figure appears low, it should be recognized that the majority of the collection does not circulate. [See Appendix C for monthly statistics.] As a result of the return of circulated items after their due date, we collected $416.84 in fines and overdue processing fees. There is an outstanding balance of $268.60 in fines, overdue fees and book replacement charges for items overdue longer than four weeks.

Reserve items circulated 2,909 times in the past year. This is a very low figure as many reserve transactions were probably not recorded on the statistics sheet. [See Appendix D.]

We are still without a policy or procedures for the security system. A set of procedures was written this year based on Pullen's procedures and was given approval by the Faculty Law Library Committee. However, as the policy was being forwarded to the Dean, University administrators informed Pullen not to continue with their policies. A revised security policy will be devised during the coming year. Only one security problem arose this year which resulted in the barring of a private individual, not affiliated with the University, from Law library use. The GSU Security force was informed of this bar and escorted the individual from the premises. Mr. Walker had a subsequent meeting with this individual, and reiterated the library use ban.

B. Collection Maintenance

1. Collection maintenance incorporates four operations 1) maintaining the stack areas, 2) space planning, 3) updating legal materials, and 4) binding. The shelving of all law library materials continues to be kept up-to-date on a daily basis.

2. During the year the Circulation staff continuously shifted segments of the collection to meet growth requirements. In our present location we have virtually filled the stacks to capacity. With the completion of the library addition and the installation of two compact shelving units at the end of the summer, this problem will be alleviated.

A great deal of time was devoted this year to space planning for the new addition. Mr. Walker and I visited the factory of the Space Saver Co. in Fort Atkins, Wisconsin and two library installations with compact shelving in Indiana and Wisconsin. We determined that collection growth could only be provided by utilizing compact shelving in the new addition. Two compact units will be installed initially along with three regular shelving units. This should provide growth for the next several years. Due to a delay in letting the shelving contract, the compact shelving will not be installed until late in the summer term. This will necessitate two moves of the collection. We
will have to vacate the space opposite the Circulation Desk by June 18th in order for the contractor to begin work on the faculty office area. Therefore we will temporarily move materials into the addition from June 9th to 12th. Later in the summer, after all the shelving is installed we will make the permanent collection shift. At that time we plan to incorporate growth space throughout the stacks and thereby avoid shifting materials in the near future.

3. The Circulation staff is also responsible for updating materials in the collection - this includes the filing of looseleaf service updates, pocket parts for bound volumes and replacement bound volumes for advance sheets. We began the year with 92 looseleaf service for which 2,942 updates were filed. The Circulation LTA does the majority of the filing with the assistance of a student assistant (.5 FTE) assigned exclusively to filing. We maintain looseleaf services in a completely up-to-date basis, unless missing updates have to be claimed from the publishers. A number of additional looseleaf services have been ordered this year and it will require additional student assistant hours to maintain our current filing status next year. Four thousand six hundred eighty-eight (4,688) pocket parts were also received and filed. [See Appendix E.]

4. In July, 1983 Pullen transferred all bindery operations for law library materials to the Law Library. Nine hundred sixty-two (962) items were sent to the bindery this year. Of that total three hundred and six (306) volumes were periodicals. As of May 14, 1984, nine thousand six hundred and twenty-nine dollars and fifty seven cents ($9,629.57) has been expended for binding.

Objectives FY 84-85

- develop a security policy and procedures
- update looseleaf services list
- move the collection and spread it out to allow growth throughout the collection
- provide location guides and signs to acquaint users with the new locations of material

II. Interlibrary Loan/Lending

One hundred sixty six (166) ILL requests have been received this year. Of these eighty eight (88) were received via OCLC computer network and seventy eight (78) via ALA loan forms. Fifty three requests were for periodical photocopies, bringing in one hundred forty six dollars and forty cents ($146.40) in photocopy and service charges. Seventeen requests were not filled. A large number of requests were for materials on Chinese Law. The most unusual request that we were able to fill was for Church and Law in the Balkan Peninsula during the Ottoman Rule.
III. Collection Development

I am responsible for three areas of collection development - periodicals, legal history and international law.

1. Periodicals

Throughout the year I have worked on a project to order the complete backfiles of periodical titles for which we only had current holdings. An order for approximately $52,000 was submitted for 1,700 hardcopy volumes. Additionally, microform backfiles were ordered for every law periodical available in that format not already owned. Through these efforts we should fully satisfy any AALS standards for periodical holdings. We also ordered a number of new periodicals and added the Current Law Index to our reference collection.

These materials have just begun to arrive in the library. Due to our current shortage of shelving space, we will have to wait until later in the fall to be able to catalog and process all of this material. We have also made the periodical collection more accessible with the production of a periodical list from our cataloging tapes. Copies of this list have been distributed to the faculty, to area law libraries, and are also located throughout the library. We also have continued our service to law faculty of photocopying the table of contents of new periodical issues and routing them to the faculty each week.

Comparative statistics

Maru citation analysis

Index

Titles listed 278
Titles owned at end 82-83 210
Titles ordered or owned end 83-84 232 83.5% coverage

Index to Legal Periodicals

Titles listed 448
Titles owned at end of 82-83 125 28% coverage
Titles ordered or owned end 83-84 140 31%
2. International Law and Legal History

With the additional acquisition funds provided to the library budget this spring, I have purchased materials from all areas of international law and legal history. We were particularly lacking reference/index material for the treaty series transferred from Pullen Library this year. All of the materials on international law (not including international relations) were transferred from Pullen last summer. The total addition to the Law library was some 2,048 volumes.

As a result of the increase in our acquisition budget, I have spent the greater part of the past three months concentrating on ordering materials for the library. In particular I have searched the 1980-83 Current Publications in Legal and Related Fields for new materials. I have also checked the bibliographies of incoming material for additional titles. The primary problems with this acquisition effort, however, is our inability to buy serial publications in any number since we are not guaranteed hard money in the coming years' budgets to cover the upkeep costs. This is something that needs to be addressed in future acquisition budgets as a priority concern.

Objectives 84-85

- provide additional space for law periodicals
- update the law periodicals in microform list
- update the law looseleaf services list
- continue developing desiderata files for international law and legal history

IV. Miscellaneous

We also have developed a locator for the circulation desk which lists the major titles in the library and the row on which they are located. This has proven particularly popular with students.
This year I began teaching a section of Legal Bibliography for first year law students. During the fall quarter I concentrated my time on this course in an effort to provide timely feedback to the students on their library exercises. Next year I would like to develop my own exercises for the class and also hope to develop a computer assisted instruction program on the Blue Book citation format.

During the year I also have participated in reference service on a daily basis and have assisted in the training of law students in WESTLAW.

I attended an Atlanta Bar Association continuing education program on International Business Transactions; a program on International Law Materials in Austin Texas at the University-of Texas Law School; the American Library Association annual convention in Los Angeles; and the American Historical Association convention in San Francisco. I also have attended the meetings of the Atlanta Law Library Association.

Objectives FY 84-85-
Acquire the circulation subsystem for the Mankato Online Catalog when Pullen obtains it.

Value of Mankato Online Circulation System.

- uses hardware already on campus (i.e. the UNIVAC 1100); key personnel at the GSU Computer Center have agreed to the use and maintenance of the UNIVAC and the Mankato software). The use of the ADDS terminal will result in efficient use of hardware, reduce training time and increase convenience for patrons and staff.

- makes full use of our machine-readable information

- reduces staff time for processing overdue notices and fine notices

- provides a variety of accurate statistics on items circulated, overdues, renewals, reserve item use, etc.

- provides capacity for varied loan periods for different users or types of material.

- provides integration of user information and collection information

- provides the basis for a cost-effective inventory system utilizing a portable wand and recorder option, which will generate lists of missing items for searching and possible replacement.

- provides resource-sharing information between Pullen and Law on item availability.
## Appendix A

### Law Library Users

<table>
<thead>
<tr>
<th>Month</th>
<th>Turnstile Activity</th>
<th>Turnstile Activity (daily)</th>
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</thead>
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<td>May, 1983</td>
<td>10,775</td>
<td>348</td>
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<tr>
<td>June</td>
<td>5,595</td>
<td>187</td>
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<td>July</td>
<td>6,916</td>
<td>223</td>
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<tr>
<td>August</td>
<td>8,350</td>
<td>269</td>
</tr>
<tr>
<td>Sept.</td>
<td>8,444</td>
<td>281</td>
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<tr>
<td>October</td>
<td>13,772</td>
<td>444</td>
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<td>Nov.</td>
<td>14,314</td>
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<td>Dec.</td>
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<td>January, 1984</td>
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<td>February</td>
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<td>533</td>
</tr>
<tr>
<td>March</td>
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</tr>
<tr>
<td>April</td>
<td>13,368</td>
<td>446</td>
</tr>
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<td><strong>TOTAL</strong></td>
<td><strong>128,378</strong></td>
<td><strong>363</strong></td>
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## Appendix B

### Law Library Users (Non-GSU Law Students)

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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td><strong>TOTAL</strong></td>
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<td>893</td>
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<td>1393</td>
<td>732</td>
<td>1470</td>
<td>1442</td>
<td>560</td>
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<td>47</td>
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<td>36</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>595</td>
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<td>337</td>
<td>439</td>
<td>503</td>
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<td>22</td>
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<td>156</td>
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<td>14</td>
<td>5</td>
<td>2</td>
<td>-</td>
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## Appendix C

### Circulation Statistics

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<tr>
<th>Month</th>
<th>Circulated Volumes</th>
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<tbody>
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<td>269</td>
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<tr>
<td>June</td>
<td>98</td>
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<tr>
<td>July</td>
<td>392</td>
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<td>Aug.</td>
<td>413</td>
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<tr>
<td>Sept.</td>
<td>187</td>
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<tr>
<td>Oct.</td>
<td>226</td>
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<tr>
<td>Nov.</td>
<td>251</td>
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<td>Dec.</td>
<td>92</td>
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<td>Jan. 1984</td>
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<tr>
<td>Feb.</td>
<td>337</td>
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<td>March</td>
<td>236</td>
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<tr>
<td>April</td>
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**TOTAL** 2,958
### Appendix D

Reserve Collection Statistics

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<thead>
<tr>
<th>Month</th>
<th>Reserves</th>
<th>Daily</th>
<th>Total</th>
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<td></td>
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<tr>
<td>June</td>
<td>97</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>68</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Aug.</td>
<td>189</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Sept.</td>
<td>187</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Oct.</td>
<td>298</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Nov.</td>
<td>515</td>
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</tr>
<tr>
<td>Dec.</td>
<td>66</td>
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</tr>
<tr>
<td>Jan, 1984</td>
<td>360</td>
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<td></td>
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<tr>
<td>Feb.</td>
<td>449</td>
<td>16</td>
<td></td>
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<tr>
<td>March</td>
<td>248</td>
<td>8</td>
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<td>April</td>
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<td></td>
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<tr>
<td>TOTAL</td>
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## Appendix E
Collection Maintenance

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<thead>
<tr>
<th>Month</th>
<th>Looseleaf</th>
<th>Pocket Parts</th>
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<tbody>
<tr>
<td>JULY</td>
<td>283</td>
<td>1381</td>
</tr>
<tr>
<td>AUGUST</td>
<td>219</td>
<td>156</td>
</tr>
<tr>
<td>SEPTEMBER</td>
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<td>349</td>
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<tr>
<td>OCTOBER</td>
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<td>NOVEMBER</td>
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<td>DECEMBER</td>
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<td>JANUARY</td>
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<tr>
<td>FEBRUARY</td>
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<td>380</td>
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<tr>
<td>MARCH</td>
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<td>302</td>
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<tr>
<td>APRIL</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>4688</strong></td>
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**APPENDIX F**

**INTER-LIBRARY LOAN/LENDING**

<table>
<thead>
<tr>
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</table>
TO: Orrin Walker

FROM: Catherine M. Hall

RE: Annual Report - 1984/85

DATE: May 17, 1985

I. Circulation Functions

The Circulation Staff is responsible for four distinct areas within the Law Library's operations: 1) collection maintenance, 2) binding, 3) collection utilization, and 4) interlibrary loan/lending. The staff remains at one librarian, who is also responsible for collection development and reference activities and for teaching a section of Legal Bibliography, and one FTE Library Technical Assistant. The staff has not increased since the Law Library opened in 1982. The number of student assistant hours utilized by the Circulation Section has increased significantly this year in order to meet the increased work load in the Circulation area. This year we have had approximately 3.5 FTE student assistant hours. Despite this increase in the number of hours, maintaining the looseleaf filing, shelving, and shelfreading of the library's collection in an orderly and current manner remains the most pressing problem for the Circulation Section.

As the following statistical summary illustrates, all areas within the Circulation Section's responsibility experienced substantial increases during the past year. As the remainder of this report will illustrate, we are understaffed and the condition of the collection is beginning to reflect this fact. In addition to the .5 FTE Library Assistant I to be added to Circulation's staff on July 1, 1985, we need one FTE Library Assistant II or III to adequately handle the workload and maintain the collection in good condition.

STATISTICAL SUMMARY

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<tr>
<th>ACTIVITY</th>
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<tr>
<td>LOOSELEAF SERVICE FILING</td>
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<td>BINDING</td>
<td>157%</td>
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<td>TURNTILE COUNT OF USERS</td>
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<td>SIGNIN SHEET USER COUNT</td>
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<td>LAW FIRM/ATTORNEY CATEGORY</td>
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<tr>
<td>INTERLIBRARY LOAN/LENDING</td>
<td>97%</td>
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A. Collection Maintenance

Collection maintenance incorporates two functions: 1) maintaining the stack areas and space planning and 2) updating legal materials. Two complete shifts of the Library's collection were required this year in addition to a number of minor shifts to accommodate new materials. In June the ground floor...
level of the library was vacated so that construction of the new faculty offices could begin. As a result the entire collection had to be moved to the mezzanine level. In September, after the compact shelving was installed, the entire collection had to be shifted again. These moves required a considerable number of staff and student man-hours and were completed by closing the library for a few days in June. As with any major move, parts of the collection were disrupted and as a result the collection needs a thorough shelfreading to be certain that each item is in the correct sequence. Due to the heavy demands that routine reshelving and the shelving of new materials place on our student assistant schedule, we have not been able to undertake this project this year. The rapid growth of the collection has already necessitated regular shifting of the collection in order to accommodate this growth. This constant shifting is usually performed by the student assistants and is a further impediment to our completing a thorough shelfreading. This year plans were drawn up to add an additional 9,744 linear feet of shelving in two phases over the next two years (See Appendix G). The failure of the Plant department to locate the available shelving on campus has delayed implementation of this expansion until the next report year.

B. Updating Legal Materials

The updating of materials in the collection presents the major problem in the Circulation Section. Our receipts of looseleaf service filing increased this year from 3,347 pieces to 5,477 for an increase of 63%. During the first two years of our operation, we managed to keep looseleaf filing on a current basis with the staff available and were frequently complimented particularly by the attorneys using the collection for this. Despite increases in the student budget, which primarily were directed at hiring students to help with the filing we have fallen behind and the prospects for improving this situation are not good at this time. The library continues to add looseleaf services and other serial publications which require the filing of pocket parts, which now stand at about 5,495 items per year, and we can expect the workload in this area to continue to increase. Student assistant hours are irregular particularly during exam periods and quarter breaks. During these periods the filing becomes backlogged further and it frequently takes a month or two to recover. In order to maintain these services in a timely manner, it is highly desirable to add an additional full-time staff member to assist the LTA in maintaining the services, updating the pocket part supplements, and identifying items for binding and shelf reading.

C. Binding

The increase in the size of the law library's collection has also led to an increase in the binding of materials. Last year 582 pieces were sent to the bindery compared to 1,496 pieces sent this year. This represents an increase of 157%. This figure will also increase next year as we are presently adding approximately 200 periodical titles to the collection.

D. Collection Utilization

Library use statistics have been kept by using the turnstile counter on the security system. For the period May, 1984 through April, 1985, a total of
173,348 individuals using the Law Library (assuming the entrance and exit equals one user). This compares with 128,378 for the comparable period last year and represents an increase of 35 percent. (See Appendix D for a monthly, statistical breakdown.) These statistics serve as a general indicator, for the majority of library users make more than one entrance and exit per day. However, they do illustrate an increase in library use during the year.

The core user community, the Law School's students, increased from 407 to 491 with the entrance of the third class and graduation of the first students. Expansion into the mezzanine level last summer expanded our seating capacity to over 300. Use by GSU students other than law students increased slightly this year from 7,298 to 7,842 for an increase of 7 percent. We continue to be used primarily by Commercial Music, Criminal Justice, Business Administration, Legal Studies, Political Science and Public Administration students. Tours and group lectures have been provided for individual classes throughout the year.

We continue the mandatory sign-in requirement for all law library users who are not GSU law students. GSU students and attorneys continue to make up the two largest categories of users. This year 18,391 individuals signed in to use the Law Library compared to 15,360 last year for an increase of 20 percent. The use of the library by law firms and attorneys accounted for the majority of this growth. Use in this category increased 58 percent from 5,017 to 7,920. GSU student use essentially remained constant with last year's use patterns. (See Appendix D for further information on the various categories of users.) October 1984 and April 1985 were the busiest months this year, and September and December 1984 were the least active. During the past year, 3,073 volumes circulated to authorized GSU card holders. This figure is slightly increased from last year. (See Appendix E.) This increase in use by the legal community places a particular burden on the staff, for the user group as a whole tends to leave materials about the library rather than shelve them.

D. Inter-Library Loan/Lending

Inter-library loan/lending represents another activity which increased sharply this year. Three hundred, twenty-five requests were received this year compared to 166 last year for an increase of 97 percent. Requests received on the OCLC computerized library network increased from 88 to 225 for a 256 percent increase. We can expect this source of ILL requests to continue to increase as our collection grows. One-third of the requests received were for photocopies of law reviews and other non-circulating items. This activity requires considerable staff time for photocopying and preparing invoices.

The majority of the ILL requests are received from libraries in Georgia with Tennessee, Alabama, and Florida following. Requests have been received for libraries in twenty-five states during the year.

II. Periodicals Development

Once again this year I worked on a project to order new periodical titles and the backfiles for each. Approximately $40,000 in invoices were submitted
this year. Our goal has been to order virtually every title in the Index to
Legal Periodicals, as well as newly formed law reviews. Most of this material
has been stored in the Receiving Room pending the availability of cataloging
staff to catalog and process the periodicals. However a project to complete
the cataloging of all periodical titles will be undertaken in May 1985 to
alleviate this situation.

International Law

One of my major acquisitions projects this year was to purchase $25,000
of international law materials under a grant received by Professor Lanier.
This sum represents an increase above the amounts the Law Library
traditionally spends on for international materials. The European Community
collection was augmented this year, as were materials on the business law
of individual countries of the world.
MEMORANDUM

TO: Dean Ben F. Johnson
FROM: Orrin M. Walker
DATE: May 21, 1985
RE: Annual Report

GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY

Highlights of 1984-85

Overview
Achieved Major Area Goal of College of Law for Law Library
20% to 157% increase in library use and library work

Ordered and Processed 26,255 Volumes
107,787 Total Volumes
24 percent Increase in Materials

Major Efforts Put Into Collection Development
200 Additional law review titles ordered
Library approval plans developed
Microform/A-V staff increase resources
Grant support assists development

On-Line Systems and Services Made Available
LEXIS installed and training offered
On-line catalog for university libraries tested

Library Physical Facilities More Than Doubled
Library at 26,665 square feet

Shelving Added
Two compact mobile shelving units of 8,687 feet added
One compact mobile unit of 1,575 feet added in processing.

ABA Inspection Visit

Goals
OVERVIEW

In 1984-85, the Law Library added over 25,000 volumes and achieved the growth sought as the library's major area goal of the College of Law. Statistics in each librarian's report show that all areas of library use and library work increased by 20% to 157%.

ACQUISITIONS

On May 1, 1985, the Law Library resources are 107,787 volumes. Added holdings of 26,255 volumes reflect a 24 percent increase in materials available for use over the previous year.

This substantial increase, about twice the growth rate of the largest university law libraries, is the direct result of much hard work. Order cards, invoices, and materials, all required multiple processing steps.

These increased resources are also directly attributable to strong University financial support which has made our growth possible. Since the majority of legal publications continue to be supplemented, continued strong financial support, for both personnel and resources, is necessary.

COLLECTION DEVELOPMENT

Principal efforts of development beyond basic ABA standards focused on the developing curriculum. Library resources expanded in many areas, such as lawyer skills, mediation, international, continuing legal education, and business/commercial. The librarians also actively continue to make additions to the depth and breadth of the library resources. The library acquired second copies, designated Reading Room collection, of sets such as the National Reporter System, ALR, ALR Federal, and the Federal Rules Decisions.

The librarians developed standing order approval plans, described in more detail by Nancy Johnson's report, to automatically bring law or law-related publications of 82 publishers to the College of Law. Other
package approval plans will bring the ongoing publications of a dozen organizations, including the American Bar Association, the American Arbitration Association, the Council of Europe, the OAS, PLI, and the UN.

The acquisition of several hundred additional law review titles is described in Cathy Hall's report. Those materials are currently being cataloged and will be on the shelves in about six weeks.

The Microform/Audio-Visual Room is now open and staffed approximately 91 hours a week. This staff provides audio and video equipment and listening/viewing facilities. The Library also provides reading and copying facilities for 40,000 volume equivalents. Nancy Johnson supervises these activities and describe them in more detail in her report.

Grants contributed to collection growth. After separate accounting procedures were set up for grant money, the library ordered over $25,000 of materials. Cathy Hall did major work in this area and describes the activities in her report.

SERVICES DEVELOPMENT

Primary developments in this area were the planning and implementation of cooperative library automation projects and computer-assisted data bases. Betty Lucas-Ford and I serve on several University and Pullen automation committees. Those committees planned and christened OLLI (On-Line Library Information). OLLI, named by Nancy Johnson, is the Sperry PALS (Project for Automated Library System). This user-friendly library catalog, described by Betty Lucas-Ford, has the capacity to add other library records, such as those of Georgia Tech, and may be searched from remote terminals.

Several databases, primarily LEXIS, were added to library resources. Although LEXIS is normally $1,000 per month, I was able to negotiate service at less than half that cost.
WESTLAW and LEXIS are available to faculty, staff, and graduate students. Any user must first be trained, and they must perform their own searches. Librarians and the toll-free, database customer assistance are available to comment on search strategy. See the appendix for the use times.

Cooperative use of these systems is in place. Pullen Library faculty and faculty from the School of Accountancy have participated in various training programs. In addition, the School of Accountancy has offered special LEXIS training seminars and will contribute to cost sharing of special data-base files.

LEGAL BIBLIOGRAPHY

Instruction in library use and research techniques occupied a large portion of time during the Fall quarter. I taught a day and a night section at the College of Law. I also taught a legal bibliography course for the School of Library and Information Studies at Atlanta University.

Nancy Johnson taught a day section, and Cathy Hall taught a night section. Nancy Johnson has a contract with West Publishing to produce a new exercise book. Cathy Hall developed and used an excellent set of practice materials.

ABA INSPECTION VISIT

Although the written report of the ABA visit has not yet been mailed, the conferences with the team, and specifically with the team law library director, indicate that the GSU Law Library is meeting ABA requirements. Areas needing attention are long-range financial support, additional staff, and shelf capacity.

These areas of ABA concern are known to the University and the College of Law. Financial support, especially funding for purchase of materials
resources, has been exceptional this year. New staff positions already provided for in next year's budget include: two half-time professional librarians, an accounting clerk, and a half-time library assistant.

Additional personnel, arranged on a contract basis, will augment personnel resources with professional, cataloging librarians and a library assistant for circulation and filing. Planned additions to shelf capacity are underway. Extensions to compact shelving will add 1,932 shelf feet. Another bay of compact shelving is in the bid process. Additional fixed shelving of about 1,000 shelf feet is being added.

GOALS FOR 1985-86

Follow through on area goals of professional librarians, such as:

Circulation — provide for personnel needs, for instance, staffing of circulation area.

Reference — Augment nights and weekend reference service. Improve Collection Development policies.

Technical Services — Go on-line with OLLI, the university catalog, and Faxon's LINX Service for bibliographic and financial data on serials.

GOALS FOR 1986-1989

Derive solutions for library growth in limited space
Develop long term planning
Individual Librarian's Research, Publications, Creative Projects, Etc.

Orrin M. Walker
Law Librarian/Associate Professor

Research and Other Creative Projects in Process:

Legal bibliography comment
A description of student achievement levels comparing a graded and a
S/U class. To be completed Fall 1985
Recombinant DNA: the Search for a Regulatory Framework
A bibliography of agency guidelines, legislation and court
decisions. To be completed Fall 1985

Professional Activities:

Bar Admissions
Georgia
South Dakota

Georgia State University
Advanced Technology Committee
Alumni Phonothon (Night Coordinator)
Continuing Legal Education Committee
Credit Union Board of Directors
Dean Search Committee
Law Review Advisory Committee
Pullen Library Administrative Council

Conference, Workshops:

American Association of Law Libraries, Annual Conference, San Diego,
June 1984
S E Association of Law Libraries, Annual Conference, New Orleans,
March 1985
LEXIS Training
WESTLAW Training
Citizenship and Law-Related Education Seminar, Georgia State University

Memberships:

American Association of Law Libraries Committee on Relations With
Publishers and Dealers
SE Association of Law Libraries
Atlanta Law Libraries Association Budget Committee and Newsletter
Committee
TECHNICAL SERVICES ANNUAL REPORT

In the six months I have been Technical Services Librarian I have been involved in setting up the Cataloging, Acquisitions and Serial Control operations. The progress that has been made is due to the effort of many individuals. Pullen staff were responsible for the preparatory work necessary to transfer and order the base collections, and have been very helpful in our problem solving attempts. This report chronicles local progress in each Technical Service area with brief accounts of individual contributions to the whole and rather complex effort.

Cataloging

When I arrived in November, 1982, I reviewed the state of the Law Library catalog by becoming familiar with Pullen cataloging policies and procedures particularly those identified in the OCLC retrospective conversion contract and procedure, and reviewed the Law OCLC profile and price schedule. In liaison with SOLINET I obtained new authorization numbers arranged the terminal move and changed the archive tape production schedule from biweekly to monthly (a change which is more consistent with our record production and therefore cheaper). I completed the Brodart profile and arranged for the COM catalog payments to be made from the SOLINET deposit account.

During this time Jack Miller was busy processing new library materials, i.e., bound volumes, supplements, pocket parts, looseleaf services, etc. and recording added copies and volumes in the shelflist and sharing Public Service duties. With Pullen problem-solving from the retrospective conversion nearly finished, I took the opportunity to train Jack to search OCLC and familiarize him with the MARC format.

In December Richard Curry joined us. He began searching OCLC for cataloging copy for the materials in the backlog. The results of the survey indicated that approximately 70% of the material had LC copy and could be cataloged with little revision. It was then necessary to match the level of responsibility with the work that needed to be done, and fortunately Rick's background, talents, and interests also matched so Rick's position was reclassified from Data Entry II to Library Technical Assistant. Jack trained Rick to process materials, add copies and volumes to and withdraw from the shelflist. Pullen's Law OCLC terminal was moved to Law but not without much delay and many phone calls to SOLINET and OCLC.

After training sessions on name and series authority control both Jack and Rick worked on cataloging the backlogged materials. Jack was responsible for revising OCLC member copy cataloging which requires careful scrutiny and often the creation of descriptions, access points (names, series and subject) and call numbers. Jack has also been responsible for hiring, supervising and training the Processing students Yvette Logan and Orrita Essien, who target, stamp and label library material. Rick was responsible for purging the 750 tax transfer titles from our archive tape and modifying the archive tape to resolve problems, shifting the shelflist and the
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discovery and removal of blind cross references from the shelflist.
Rick was responsible for the bulk of the cataloging, and his responsibility has grown in incremental steps. He started with cataloging copy that required little revision and is now cataloging with copy that requires more scrutiny and updating to bring it up to national standards.

In December, I reviewed the literature on printers capable of linking with OCLC, sought recommendations and put through an EDP request and a purchase requisition for an Anderson Jackobson AJ650 inkjet printer (quiet, reliable, speedy).

While producing the LAW COM catalog Brodart discovered a defective archive tape (a loss of 109 records). I arranged to recover the lost records through SOLINET. In an attempt to ensure that this problem does not reoccur, I cancelled the OCLC Marc Subscription service and arranged for Brodart to receive our archive tapes through the SOLINET Transaction Service. I reviewed the first COM for filing problems which Rick has corrected, and arranged for a new COM when it was realized that the first COM was lacking a grid index. Complying with a request from Public Services to make the COM catalog easier to use I arranged to have the call number stamps for microforms and audiovisual materials changed. To accomplish this a change is required in the OCLC profile (complete), the Brodart profile and some retrospective work done with the shelflist and archive tapes. (in process)

Acquisitions

I reviewed Pullen Acquisitions policies and procedures and liaised with Pullen Acquisitions staff for monograph orders. I discussed the segregation of the Law accounts, records, files, and programs in the GSU Library acquisition system (LAQ*) with the Computer Center staff, and have been assured that there will be enough time to test the system before year-end. I am writing up the EDP request and purchase requisition for the library ADDS terminal (to be approved in August).

In late January, Technical Services took over the responsibility for ordering serial titles (including backfiles and microforms of serials). With the assistance of Cathy Hall's students, 350 serial orders have been processed. I liaise with publishers' sales representatives regarding problems with orders and invoices, and maintain order, correspondence and invoice files.

* LAQ is partially interactive but basically manual acquisitions system at the GSU Computer Center. LAQ supports some aspects of ordering and acquisitions accounting. LAQ contains vendor, in-process and accounting files.
Serials Control

Through a great deal of effort on the part of Pullen Serials staff, 700 standing orders and subscriptions were transferred from Pullen to Law. In late January, Technical Services took over the responsibility for receiving and distributing mail, checking-in and claiming serials materials and processing serial invoices. While I was busy ordering new serials, Cathy assisted by setting up the Kardex. Once the Kardex records were in-house, the receipt of every new item (i.e., bound volumes, advance sheets, pocket parts, supplements, looseleaf services, journals, etc.) could be recorded on the serial check-in records and/or in the shelflist. Initially, I assumed responsibility for each task, but once I developed a procedure for each task and a strategy for dealing with its inherent problems, I passed the responsibility to Jack with an outline of the procedure.

Jack's responsibilities have grown in checkered fashion (blessed be Jack for his flexibility). He started with mail receipt and distribution, accepted responsibility for serial check-in and claiming and now he processes invoices as well. Jack works daily at making the serial records easier to find, read and interpret by adding cross references, correcting errors and recovering records lost in the slippage of the transfer process.

Miscellaneous Management

I estimated Technical Services budget needs for staff, equipment, and technological services (i.e., OCLC/SOLINET, Brodart, etc.) for FY 1983-84. I drew up plans for personnel, workflow, and space requirements. I went on fact-finding on-site visits to University of Georgia (Law), West Georgia College (Unicorn Demonstration), Pullen (Cataloging and Acquisitions Departments and Unicorn demonstration), American Library Association, SOLINET Annual Meeting.
ONE YEAR GOALS

Cataloging

1. Catalog priority items in speedy fashion (RC/JM/BLF)
2. Draft mechanism for communication between Cataloging/Serials Control/Acquisitions/Public Service (BLF/RC/JM/etc.)
3. Draft procedures not written up (BLF/RC)
4. Revise and formalize policies and procedures currently in draft form (BLF)
5. Store documents and drafts in microprocessing media; compile manual (BLF, etc.)
6. Revise and assist member copy cataloger (BLF)
7. Attempt to keep searching and DLC cataloging relatively current (while facing the influx of summer goodies) (RC)
8. Attempt to eliminate backlog (RC/JM)
9. Draft procedure for microform project (BLF)
10. Begin microform project (RC/JM, etc.)
11. Revise statistics form (RC/BLF/JM)
12. Evaluate and revise workflow (BLF)

Acquisitions

1. Accept responsibility for monograph orders, LAQ input and record/file maintenance (BLF)
2. Design workflow (BLF)
3. Hire and train Accounting Assistant and LAI for accounting and invoice processing, correspondence and preorder searching and ordering (BLF)
4. Draft policies and procedures (BLF, etc.)
5. Store drafts and documents in microprocessing media; compile manual (BLF, etc.)
6. Draft mechanism for communication between Acquisitions/Cataloging/Serials Control/Public Service (BLF/RC/JM, etc.)
7. Oversee "redesign" of LAQ (BLF, etc.)
8. Review method for gathering statistics (BLF, etc.)
9. Evaluate and revise workflow (BLF)
Serial Control

1. Draft mechanism for communication between Serials Control/Cataloging/Public Services/Acquisitions (BLF/JM/RC, etc.)

2. Hire and train LAI for mail receipt and distribution; serials check-in/claiming and records/file maintenance (JM)

3. Draft policies and procedure not written up (BLF/JM, etc.)

4. Revise and formalize policies and procedures currently in draft form (BLF)

5. Store drafts and documents in microprocessing media; compile manual (BLF, etc.)

6. Design statistics form; duplicate (BLF/JM, etc.)

7. Revise check-in record forms; duplicate (BLF/JM, etc.)

8. Improve check-in files such that information on serial titles can be found, read and interpreted by staff with minimum training (BLF/JM etc.)

9. Evaluate and revise workflow (BLF)
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STATISTICS
Technical Services Annual Report (7/1/83-5/1/84)
- E. A. Lucas-Ford

This report highlights the activity in Technical Services during the past year and gives too brief note of the individuals whose effort and accomplishments are reflected therein.

Acquisitions

The year began with the end of FY83. In order to demonstrate the ordering activity for the past fiscal year I constructed and edited a four part "Year End Encumbrance Report" (42 p.) This report included two LAQ (Library Acquisitions System) computer generated lists which reflected a large portion (but not all) of Law outstanding orders and had to be edited with publisher/vendor names, and two manual lists of outstanding monographs and serial subscriptions which had not been entered on the LAQ by Pullen before year-end. Having proved that we had overencumbered our acquisitions budget (and thanks to Linda Vincent for defending our accounting to the Business Office) we were given $92,581 accounts payable money for FY84.

In anticipation of assuming Law Acquisitions responsibilities from Pullen, I wrote job descriptions, justified the positions, and requested a drop line for an ADDS terminal. I arranged for Data Copi to produce our "In Process File" in microfiche [this file tracks library material through its processing from ordering through cataloging]. And drafted a preorder search procedure, ordered order request and purchase order forms and I hired Linda as our library Accounting Assistant. Linda monitored the "split" of Law off of the Pullen LAQ, the Law IPF, accounts and vendor records were separated from Pullen's. Linda set up the Acquisitions office,
organized its files, trained herself on the LAQ system, and began to input the backfile of orders from FY83 that were not input by Pullen staff. She set up the accounting file on the LAQ and in consultation with Orrin allocated the library materials budget among the internal accounts. She processed the large backlog of invoices that had accumulated since year-end, and has worked hard to keep the invoices and accounting current.

Linda has also taken the chief responsibility for resolving problems with publishers and vendors [e.g. some of the publishers set up multiple instead of single accounts for Law, some confused our account and shipping location with Pullen and one publisher even changed the Law address on the Law order forms to the address for Pullen].

Linda hired Ruth Perun as Library Assistant for Acquisitions. After Linda trained Ruth on the LAQ system, Ruth input the backlog of FY83 orders in record time. Ruth then began implementing the preorder search procedure to verify order information, avoid accidental duplication, and enter the orders on the IPF. Since July 1, 1983, 5,050 orders have been processed.

Linda set up the procedure for monograph receipt and trained Ruth to assume this responsibility. Linda and I drafted a procedure for handling gifts preliminarily selected by Collection Development. [This procedure identifies duplicate items, serial material and later editions. The selected items are entered on the IPF and fed into the workflow]. As Ruth's expertise grew and her responsibility increased it was realized that she was performing and responsible for work several levels above her classification. In April she was reclassified based on her level of responsibility to Data Entry II.
Since March, when the library was given the $200,000 supplemental budget increment, Acquisitions has concentrated on processing orders while trying to keep their daily work current. Since March 15, 1984 over 1,700 orders have been processed. The bulk of this processing was performed by Linda and Ruth during their regular hours. Ruth and Linda trained Dixie Hobby to assist in preorder searching and data entry. Additionally, the Technical Services staff volunteered to work overtime to contribute to this effort. This effort was organized, coached and inspired by Linda. By May, the budget was overencumbered due to this extraordinary effort (including 176 hours of overtime).

Linda and I met periodically with the programmer responsible for the LAQ system to discuss the redesign of the Acquisitions System. [The Computer Center was willing to rewrite the system because of its age and periodic unreliability]. We discussed the flaws and limitations of the present system and fleshed out the specs for the new system.

It should be duly noted that in addition to the tremendous quantity of work Linda accomplishes she also read up on on-line acquisitions systems (on her own time and initiative) to prepare for this process and her contributions to this effort have been very valuable. We are very appreciative for the tremendous cooperative effort of the Computer Center specifically Nan Wolf and Phil Williams. Before she left the employ of the University Nan monitored the program, put out fires, generated special reports and was a positive and creative force in the design of the new system. She is sorely missed. Since then, in addition to his many other responsibilities, Phil Williams has put out our fires and generated our special reports.
The LAQ system is currently a batch-mode system. After it is rewritten, the accounting, vendor and In Process files will be interactive. It is our intent to create a system that is consistent with book industry standards (ANSI, BISAC). The orders will be printed by the laser printer and will be consistent with the ANSI Standard Z39.30-1982 "Order form for single titles of library materials in 3-inch by 5-inch format." The vendor file will contain the SAN (Standard Address Number) for the vendors and the Law Library has obtained and will use the SAN in our correspondence with publishers. The vendor file will contain a service evaluation field and a mechanism will be created to count claims and length of delinquency periods and attach that information to a vendor record. The system will "age" orders for automatic claiming. The reports generated by the system will be made more transparent. The most important anticipated improvement was suggested by Donald Dunn during the ABA accreditation team visit. The library materials accounts will be reordered and a maintenance (e.g. subscriptions, updates, etc.) account will be segregated from the "new acquisitions" accounts.

Serials Control

The new fiscal year brought an additional much needed Library Assistant position. I wrote a job description and justified the position and Jack advertised and interviewed and hired Jeb Bisbort. I wrote a procedure from the outline of a procedure I had written when Jack assumed the responsibility for checkin and edited some of Pullen's serials manual in order to ease the training of the new staff member. Jack trained Jeb and
monitored his work. When Jeb left our employ, Jack and I drafted comprehensive serial control procedures. [Since the purchase of the word processor, all Technical Services policies and procedures are stored on floppy disk for easy editing and retrieval]. Jack hired, trained and now supervises Jim Hickey.

Jack "permanentized" the temporary KDX records and when three new visible file cabinets arrived he refiled the KDX records to create a single alphabet, create a separate unit for looseleaf vendors and distribute the space for new records. Jack redesigned the checkin record for irregular publications and arranged for its printing.

We developed a procedure to satisfy the public service requirements for the control and cataloging of newsletters. 55,272 pieces have been checked into the KDX since 7-1-83. The number of pieces checked in per month has doubled since that time. In an effort to relieve some of the burden of increased serials checkin, Jim trained Dixie to distribute the mail and type KDX records. Increased allocation of staff will be required in order to recover and maintain the desired 24 hour turn around time for checking and claiming delinquent material.

Since the time Pullen made an online serials control system a budget priority Jack, Jim (Serials Control), Linda (Acquisition) and I (project management) have researched the Faxon Datalinx system (the system chosen by Pullen). Our research has included an online demonstration at Georgia Tech and at Pullen. The Faxon system has been chosen by the Library of Congress for the control of serials and for this reason I anticipate strong support in the library community. The Harvard Law School Library is currently the
only law school library online with this system. Jack and Jim have discussed the online control of some law titles that are anticipated to be problematic with Harvard staff. We look forward to a visit from a Faxon representative who is familiar with law materials and who wrote the specs for the new fund accounting function. I have been investigating hardware options and liaising with Pullen, and Faxon staff. (Since the hardware configuration hasn't been worked out yet there are no accurate figures on cost at present. Although the Faxon Datalinx System will probably not reduce the time required to check in a serial, it will reduce staff time by automatically posting the payment of the Faxon invoices (approximately 1,000 postings) and scanning and claiming delinquent Faxon-vended titles. The system will also generate a list of delinquent non-Faxon titles to reduce staff time for systematic claiming. (It has been shown that prompt claiming reduces the number of claims required to receive an issue). The system will facilitate access to the holdings information for the 2,065 serial titles (e.g. access by title, truncated title, ISSN, OCLC number, Faxon title, call number and any other key we might choose). It will reduce preorder search time. As Faxon increases its cooperative efforts we may be able to order more serials from Faxon and those serials can be ordered online.

This system will improve our ability to serve the public, e.g. with a display only terminal a patron can find out latest issue received, missing/being claimed, bindery and on-order serial information.

The system will also further resource sharing and interlibrary cooperation on this campus. Faxon is placing its priority on developing interfaces
with other systems. An interface between the online catalog (Mankato) and the serials control system would provide the missing link in our plan for an integrated library system.

**Cataloging**

Last year Pullen had allowed us to borrow one of their OCLC terminals and printer. We received and installed a new OCLC terminal and ink jet printer. The printer purchased and installed in FY83 is faster (operates at a higher baud rate, more reliable (has fewer moving parts and has a self purging mechanism) and is bi-directional (increases output speed.)

Our goal has always been to eliminate the backlog that had accumulated before a cataloger was hired. However, with the increase in the budget without the subsequent increase in personnel or space and the selection of gift books, the sheer numbers surpassed a single cataloger's ability to keep the work current, let alone eliminate the backlog. Priorities were assigned to the cataloging (e.g. Reserves, Reference, large sets, periodicals, purchased materials, etc. in order to provide access to the most highly used items). Rick has worked with these priorities in mind. Since July 1, 1983 he has singlehandedly cataloged 2,382 titles. When the JX (International Law) Collection was transferred from Pullen I contracted with OCLC to perform a retrospective conversion. I surveyed shelflists, negotiated the conversion with OCLC, recorded series authority decisions, prepared the shelflists and sent 527 shelflists to OCLC. OCLC converted the records to machine-readable form at a unit cost of $2.00 per title - a total cost of $1,058.
In order to facilitate access to periodical titles I arranged to have Brodart produce a Periodicals list at the same time it produces our LAW COM catalog. I also arranged for the production of the monthly "new accessions list" from OCLC.

Rick and I have drafted procedures for the cataloging manual. When Jack's KDX project was completed he began to contribute to the cataloging effort. Rick and Jack attended an all day Solinet-sponsored workshop on the OCLC Serials Format. Jack's expertise and application of cataloging rules, standards, local policy and practice has increased to the point that he has been released from revision. The cataloging responsibilities are now shared by Jack and Rick. Rick is working to catalog all periodicals and Jack performs online and monograph cataloging.

Rick is also responsible for supervising the students who process (e.g. property stamp, target and label) the material for the shelves, file shelf-list cards, add volumes and copies and withdraw volumes, etc. With approximately 30 hours per week of student help 4,647 volumes have been processed and 1,161 have been withdrawn. Since student turnover is high, Rick must periodically rehire, retrain new staff and reorganize the workflow.

I was pleased to participate in cooperative efforts with Pullen staff. One committee investigated the feasibility and cost/benefits of a combined COM catalog (a Law/Pullen Union Catalog). Although this concept proved feasible and advantageous for Pullen it would be ill-advised for Law. Our special constituency (e.g. Law students, faculty and staff) would be better served with a separate Law Catalog. However, a result of this
cooperative effort yielded an agreement to cancel a no longer needed service provided by Brodart which will save Law approximately $600 annually.

Four Pullen staff, one member of the Computer Center staff and I made an on-site visit to Mankato State University to examine the actual use of software written to support the Minnesota State University System online catalog, and to talk with the people responsible for its creation. Pullen has chosen this system because its effectiveness as well as its low price tag. The hardware costs are virtually eliminated because it runs on a UNIVAC 1100 and the GSU Computer Center has agreed to the libraries' use of the 1100 for this purpose.

The system is very user cordial, it is simple to use and has an online assistance (HELP) module. [Its acceptance in the Minnesota State University System is high]. Its searching capabilities are extensive (e.g. all conventional searches as well as subject, truncated, keyword, Boolean operations, set construction, browsing). The Computer Center representative has expressed interest in merging the IPF with the catalog. Mankato Systems staff have also designed an inventory control based circulation system.

The purchase and implementation of this automation will improve access to materials that support research and instruction at Georgia State University. Information will be available more quickly and will be more current than what is now provided. Currently there is a 2-6 month lag between the time an item is cataloged and it appears in the triannual COM (the IPF supplements the catalog during the lag).

It will be possible to determine the status of library materials (on the shelf, checked out, on order, in process, at bindery, etc.) immediately from any terminal (including terminals at remote sites (e.g. Law faculty offices
or the State Library). It will be a boon for library resource sharing. It will also provide more timely and improved management information (e.g., collection use statistics) and simple, swift inventory control.

It is my intent to use the same terminal for all automated activity. The ADDS Viewpoint 60 is currently used for the LAQ system that holds the "In Process File". It will be used to access the Georgia State University online catalog [via the Mankato software] - (it is possible that the IPF will be integrated into the online catalog). This plan will increase the versatility of each terminal, reduce training time, facilitate staff, patron access to library collection information, and will save money on equipment as these are low cost terminals and there may be some free terminals as the IBM/PC's proliferate on campus.
General Technical Services Management

In the course of the year the Technical Services space has changed. The wall system was moved to the perimeter of Room 124 to increase the workspace for mail distribution, cataloging, bibliographic searching, looseleaf filing, etc. The Processing unit relocated twice with Professor Axelrod's arrival and departure from Room 127. With the construction this summer, Rooms 126-127 will be combined into one large room and will house Acquisitions and Serials Control (this will facilitate the communication between these two "receiving" units). And Processing will move to Room 124 (this will facilitate the flow from Serials Control and Cataloging to Processing and out to Public Services). When Dixie became the Law Library secretary, Jocelyn relinquished her desk to Dixie. I arranged for the incoming calls to ring in Room 124 so that the secretary could answer the phone and route the calls. However, because we gave up the printer we ordered for the SL workstation ($3,995.00) the secretary is often in the Law School for wordprocessing. (There is a switch on the Circulation phone for accepting incoming calls when the secretary is out).

This summer I will move out of Room 123 into Room 125 and Orrin will move into the new Room 127. We have also tried to plan for all the phone lines and computer lines for our future needs. It has been my intent to design the workspace so that it is compatible and sufficient for the work performed. After memos and meetings with Elsa I feel confident that the space will meet the current requirements. However, I am concerned that there is no space for any anticipated increase in Technical Services staff.
Room 124 currently houses Technical Services staff and the secretary. The Secretary's space must increase when the printer and the SL workstation can be moved to the library (a necessary move if the secretary is to perform her receptionist duties). This will increase the crowding of Room 124 where the bulk of the library work will continue to be performed. Staff performing connected tasks must be contiguous for the efficient flow of materials and communication.

Possible solutions are to move the secretary into Room 123 (she would still be centrally located and have enough room for her equipment.) Or to expand the space in Room 124 by breaking out into the library.

We are very grateful to have been able to purchase the equipment we ordered at the end of the year, especially the photocopier, the SL workstation, the ADDS terminals, microform cabinets and readers.

Anticipated equipment needs for Technical Services:

An IBM/PC-M300 Workstation $3,590 (this terminal has special hardware and software that makes it compatible for use as an OCLC terminal or a personal computer). This equipment would allow us to increase our use of OCLC (which we currently use for online cataloging, inputting, preorder searching, ILL, and Reference) as well as perform other management tasks, e.g. budget projections, wordprocessing, database management, etc.

Budget

I have some serious concerns about our library materials budget. Although the materials budget was increased last year (and the five year budget figures also show an increase) the percent by which the figures
increase annually actually decreases (Fig. 1). In fact, if you assume a constant 10% inflation factor over the next five years our purchasing power will actually decrease by 14%.

A high percentage of a law library collection is serial (typically 70–80%) because it is essential that the material be kept up-to-date. In fact it is difficult to purchase monographs, most legal publications are serial. Serial titles are an ongoing commitment - one that must be guaranteed by an ever increasing hard money budget allocation.

Accurate materials budget projection is difficult for this library for three reasons:

1. The LAQ does not segregate the expenditure for the base volumes from the continuing expenditure for the maintenance of a title. It is all paid for out of one account.

2. Even if the LAQ was more articulate, we do not have a stable budget history. Thus far we are still adding serial titles. When
a serial title is purchased, we receive a year of free upkeep. It is a year before we are billed for maintenance of that title, and therefore a year before we know how much the maintenance will cost us.

3. The price index* used by law libraries nationally and recommended by Donald Dunn if projected to FY84 indicates that we will require more money than is in the whole budget for serials alone. This seems out of line with what we think we're spending for maintenance of serials.

Linda did a special project in order to clarify the budget expenditure. She identified all the invoices for maintenance and totalled them. This information is incomplete because there are approximately 250 serial titles for which we have not made our first maintenance payment. But our calculations indicate that during FY83 we spent approximately 30% of our budget on serial maintenance. (Fig. 2)

Fig. 2

$14,000 periodical maintenance

$99,500 continuations maintenance

$113,500 Total serial maintenance FY83

$113,500 = 30% of the FY83 budget of $373,000 [$280,000 allocated + 93,000 soft money]

*Scott, Bettie. Price index for legal publications. Law Library Journal

Journal
$122,580 FY83 serials maintenance inflated by 8%**

$ 42,000 (guestimate of the 250 serials first time maintenance)

$164,580 total projection for FY84 serials maintenance

$164,580 = 49% of the FY84 budget allocation of $335,000

In the past we have accepted gifts as a cheap way to increase the size of our collection. 50% of the gifts selected in the past duplicate our collection and 25% were serials.

**Personnel**

The workload in Technical Services has increased substantially with the increase in the budget. We have restructured responsibilities and reordered priorities but cannot do all the work necessary to get the books on the shelves in timely fashion.

Another LTA is needed in cataloging in order to eliminate the backlog. The person would be responsible for online searching, cataloging and inputting on OCLC.

And an LA II is needed in Acquisitions to post payments, do the backlog invoice run, and reconcile statements.

I also anticipate the need for an increase in student help for Serials Control of .5FTE.

**Summary of needs**

- More space
- IBM/PC M300 workstation
- Printer for wordprocessing workstation
- Faxon Datalinx

**Dr. James Pihera, Economic Forecasting Project projected a 7% increase for FY84 and 8% in FY85 for SERIALS, and 13% increase in FY84 and 14% increase in FY 85 for MONOGRAPHS.**
Appendix I

Technical Services Workflow in a Nutshell

When an order request (or a gift) is received in Acquisitions from Collection Development it is preorder searched on OCLC and the IPF to verify the order information, to determine if it is a monograph or a serial and to avoid accidental duplication. The order or gift record is entered on the LAQ system. An order form is printed at the Computer Center overnight. The order is proofread against the activity report and the necessary editing is done. The orders are mailed to the vendors. If the order is for a monograph the order request is filed in Acquisitions; if the order is a serial the order is filed in the KDX.

When a monograph is received the order request is pulled, the request is verified and the bibliographic information is checked, the cost information on the invoice is verified for accuracy, the cost is entered on the order card, and the invoice is prepared for the Business Office. On the LAQ system the money is moved from encumbered to spent and the status is changed to Cataloging. (This location will be reflected in the weekly IPF). And the item is sent to Cataloging.

When a new serial is received, its receipt is recorded on the KDX record and it is sent to Cataloging. (If it has already been cataloged, the call number is written on the item, and it is sent to Processing.) When the invoice is received for a serial, the receipt of the material is verified in the KDX, the payment is posted in the KDX, the figures on the invoice are verified for accuracy, and the invoice is prepared for the Business Office. The cost of the item is added to the "spent" figure in the LAQ accounting file.
Appendix I cont'd

Delinquent serials are claimed from the vendors and receipt problems are handled regularly.

On a monthly basis the internal accounts are reconciled with the Business Office's Budget Status Report. There is continual communication (written and oral) with the vendors to solve problems (e.g. short shipments, claims, returns, accounting discrepancies, etc.) and the vendors statements of accounts are reconciled with our records.

In Cataloging, the OCLC database is searched for a record to match each item received. The record is examined for accuracy of description and MARC coding (the defacto standard for communications of machine-readable bibliographic records) appropriateness of the access points (i.e. call numbers, names, subjects, series, uniform titles). Required authority decisions (entry of variant forms of the same name under one heading) are made and recorded. When a matching record is not found a full and accurate record must be created and input locally. When a serial is cataloged, a brief record is sent to Serials Control and a permanent record is typed with complete information and holdings and filed in the KDX. After an item is cataloged the IPF record is edited to match the cataloging information, the call number is added and the status for a monograph is changed to "complete".

In Processing, the book is property stamped, targeted, labels are typed and attached to spine. Processing staff are also responsible for filing shelflists, typing holdings cards and recording added volumes and copies, and withdrawing books (by deleting the item from the shelflist or pulling the shelflist), stamping the item and boxing it for surplus storage.
Appendix II

TECHNICAL SERVICES ORGANIZATION CHART

TECHNICAL SERVICES LIBRARIAN
Betty Lucas-Ford

CATALOGING-PROCESSING
LIBRARY TECHNICAL ASSISTANT
Rick Curry

ACQUISITIONS
ACCOUNTING ASSISTANT
Linda Vincent

SERIALS CONTROL-CATALOGING
LIBRARY TECHNICAL ASSISTANT
Jack Miller

ACQUISITIONS
LIBRARY ASSISTANT I
Ruth Perun

SERIALS CONTROL
LIBRARY ASSISTANT I
Jim Hickey

STUDENT ASSISTANT
Jacquelyn Laster

CATALOG MAINTENANCE
STUDENT - 75 FTE
PROCESSING
STUDENT - 675 FTE
PROCESSING
STUDENT - 4 FTE
Doris Taggart

-- New positions
POSITION DESCRIPTION

POSITION TITLE: Accounting Assistant

DEPARTMENT: Technical Services Unit/Acquisitions

PURPOSE AND SCOPE OF POSITION: This position is responsible for the accounting and library technical work involved in the acquisition of library materials, including the maintenance of accounting, fiscal and order records. The Accounting Assistant will supervise the Data Entry II responsible for pre-order searching, LAQ input and ordering library materials. The Accounting Assistant is subject to supervision by the Technical Services Librarian but is charged with discretionary judgement and acceptance of considerable responsibility in the direction and control of the subunit. Successful performance of duties requires a working knowledge of accounting procedures, bookkeeping principles and an understanding of university accounting conventions, library practice and the conventions in the publishing industry regarding sale, distribution and publication of library materials.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISION OF: Library Assistant

RESPONSIBLE FOR:

- Maintaining all accounting records and reconciling them with the University's accounting records.

- Processing invoices for all Law Library materials.

- Resolving problems in the acquisition of and accounting for library materials.

- Liaising with the Law Librarian, Serials Control Unit, the University's Business Office, GSU Computer Center and Library publishers and vendors.

- Preparing appropriate reports and keeping statistics.

- Hiring, training, motivating, supervising and evaluating (and if necessary, disciplining and discharging) Data Entry II and handling other personnel matters within span of control.

- Supervising pre-order searching and the receipt of monographs.

- Supervising the creation/maintenance of LAQ records/files and ordering of library materials.
- Participating in discussions of the redesign of the LAQ system and discussions of procedures requiring the cooperative efforts of two or more Technical Services units.

- Drafting procedures for routines within the subunit.

- Other duties as assigned.

PRE-EMPLOYMENT SKILLS, TRAINING, EDUCATION OR EXPERIENCE:

Required: High school graduate; working knowledge of accounting procedures and bookkeeping principles; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail. Ability to exercise independent judgement within area of expertise using library methods and principles.

Preferred: Relevant library experience and/or coursework; supervisory experience.
POSITION DESCRIPTION

POSITION TITLE: Data Entry II
DEPARTMENT: Technical Services/Acquisitions

PURPOSE AND SCOPE OF POSITION: This position is responsible for assisting in the acquisition of library materials including preorder searching, creating/maintaining LAQ records, and maintaining order files. Routine tasks, once learned, are performed without direct supervision. Employee exercises discretion and judgment in performing routine tasks although advice and assistance are readily available from supervisor. Successful performance of duties requires expertise or considerable training in library methods, computer functions and conventions in the publishing industry.

RESPONSIBLE TO: Accounting Assistant/Acquisitions
SUPERVISION OF: Not applicable

RESPONSIBLE FOR:

- Coding, editing, maintaining and verifying data entered on the GSU Computer Center’s Library Acquisitions System (LAQ). Requires application of specialized computer skills to library operations.
- On-line searching of national bibliographic utilities to verify order information and library holdings. (OCLC, FAXON DATALINX)
- Searching microfiche In-process File and catalog to avoid duplication of orders.
- Communication with the Computer Center regarding problems with LAQ system operation. Communicating with microfiche vendor regarding problems with the In-process File.
- Receiving monographs, verifying acceptability, preparing invoices for payment and inputting amount spent for each title on the LAQ system.
- Selecting appropriate vendor for each order.
- Corresponding with publishers/vendors regarding problem orders.
- Other duties as assigned.
TITLE: Student Assistant

DEPARTMENT: Serials Control/Technical Services

PURPOSE AND SCOPE OF POSITION: This position is responsible for preparing library materials for public access, and assisting in routine library tasks. Although employee is expected to perform certain work independently after training, employee is subject to close supervision and review by supervisor.

RESPONSIBLE TO: Library Technical Assistant, Serials Control

SUPERVISION OF: Not applicable

RESPONSIBLE FOR:
- Detailed record keeping.
- Shipping and receiving/packing and unpacking boxes.
- Check in incoming serials.
- Routing contents of packages.
- Check microfiche records/packing slips.
- Keeping appropriate statistics.
- Alphabetize and route serials, orders, other materials.
- Other duties as assigned.

PRE-EMPLOYMENT SKILLS, TRAINING, EDUCATION, EXPERIENCE:

Required: High school graduate; ability to be accurate and pay close attention to detail.

Preferred: Some college courses; some library or comparable experience; shipping and receiving experience.

WORK HOURS: Between 2 p.m. and 5 p.m., Monday through Friday, 10 hours weekly.
Appendix III

Technical Services Statistics

ACQUISITIONS

Orders (7-1-83 to 5-1-84) 5,038

Invoices (7-1-83 to 5-23-84)
  monographs 1810
  serials 1929

SERIALS CONTROL

55,933 pieces checked in (7-1-84 to 5-1-84)
(25,067 volume equivalent)

CATALOGING

Titles (7-1-83 to 5-1-84) 2,382

PROCESSING

Volumes added (7-1-83 to 5-1-84) 4,647

Volumes withdrawn (7-1-83 to 5-1-84) 1,161

Cards filed (7-1-83 to 5-1-84) 2,406

Overtime - special project 176 hrs
Appendix IV

Goals

- move staff workspaces after construction is complete
- hire, train new staff (LA I/Serials Control, students)
- keep work current
- eliminate the backlogs
- continue discussions on the redesign of the LAQ
- purchase and implement Mankato Online catalog
- purchase and implement the Faxon Datalinx System
### SOLINET costs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Membership dues, equipment leasing</td>
<td>$2,500.00</td>
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</table>

### OCLC transactions and services

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Description</th>
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<tbody>
<tr>
<td>Cataloging</td>
<td>$10,500.00</td>
<td>(FTU, FUP, SI - e.g. on-line cataloging, shelflist cards, etc.)</td>
</tr>
<tr>
<td>ILL</td>
<td>100.00</td>
<td>(interlibrary loan)</td>
</tr>
<tr>
<td>Accession List</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Periodicals List</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Brodart COM</td>
<td>8,700.00</td>
<td>(3 COM catalogs: Feb. June, Oct.)</td>
</tr>
</tbody>
</table>

**Total**

- $21,300.00
- $20,000.00
- **$23,800.00**

*SOLINET costs are an annual commitment; this is an approximation FY 84/85

*costs based on present anticipated cataloging capacity of 5,000 titles.

IPF/COM from DATA/COPI

- $2,700.00

---

OCLC (Online Computer Library Center) database contains over 11,000,000 bibliographic records with attached holdings locations (3,000,000 Library of Congress records).

OCLC participating institutions include 3,295 libraries, including 188 Law libraries.

SOLINET (Southeastern Library Network) includes 433 libraries (28 Law Libraries).
Appendix V cont’d

Value of the OCLC system and services

- doubles local cataloging capacity
- converts local cataloging into machine-readable form
- triples pre-order search capacity
- increases resource sharing ability and accelerates interlibrary loan
- valuable tool for other library functions: Reference, Collection Development
- compatible with Pullen Library

Value of the COM catalog

- reduces staff maintenance time by a factor of ten
- includes "automatic" subject and name authority control which also reduces staff time
- reduces catalog storage space and costs
- creates cheap copies of GSU Law Library catalog for purchase by or sharing with other libraries
- compatible with Pullen Library

The Future: an On-Line Environment

Having Law Library catalog records in machine-readable form is a tremendous advantage for the future.

AN ON-LINE ENVIRONMENT

Improves ability to access information
Improves ability to share information
Improves ability to transport information
Improves ability to manipulate information
Improves ability to store information
### Appendix V cont'd

**Faxon Estimated Costs**

#### Plan A (ADDIS terminals)

- **One time expenses**
  - Data conversion by Faxon (Total): $6,865.00
  - Training: 450.00
  - **Total:** $7,315.00

- **Annual expenses**
  - Faxon service (2056t/.26 month): $6,443.00
  - Telecommunications/modem (estimate) at $250/month: 1,200.00
  - **Total:** $7,642.00

**TOTAL:** $14,500.00

#### Plan B (Interim)

- **One time expenses**
  - Data conversion by Faxon (Total): $6,865.00
  - Training: 450.00
  - **Total:** $7,315.00

- **Annual expenses**
  - 4-278 Telex slave terminals leased at $75/month: 3,600.00
  - 1-281B Telex slave printer: 912.00
  - Faxon service (2065t/.26 month): 6,443.00
  - Telecommunications/modem: 1,200.00
  - **Total:** $12,155.00

**TOTAL:** $19,470.00

[*We should have sufficient funds to cover most of these expenses in the Solinet deposit account and we will save $1,000 annually from Brodart Periodicals list]*

**Value of Faxon Datalinx (Serials Control System)**

- reduce cost by sharing hardware and telecommunications expenses with Pullen
- reduce staff maintenance time (e.g. one permanent record)
- eliminate payment posting of Faxon titles (i.e. automatic posting of Faxon invoices)
- eliminate claiming of Faxon titles (i.e. automatic claiming of Faxon titles)

- reduce staff time for systematic claiming of delinquent non-Faxon titles

- increase access to serials holdings and latest issue received information

- foster library cooperation and resource sharing (i.e. mutual access to serial holdings information)

- use of ADDS terminal will result in efficient use of hardware, reduce training time and increase convenience of access for patrons and staff
Appendix V

Mankato Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software ($22,000 Pullen purchase)</td>
<td>0.00</td>
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Startup total 2,400.00

[+assuming 1 COMM backup, savings will be at least $5,000 annually]

Value of Mankato Online Catalog

- uses hardware already on campus (i.e. the UNIVAC 1100; Key personnel at the GSU Computer Center have agreed to the use and maintenance of the UNIVAC and the Mankato software). The use of the ADDS terminal will result in efficient use of hardware, reduce training time and increase convenience for patrons and staff
- signficantly increases access to collection (e.g. keyword searching, set building and Boolean operators)
- significantly increases access to catalog (e.g. access to catalog from remote sites)
- fosters library and campus cooperation
- improved user cordiality (e.g. simple search strategies plus online "HELP" screens)
- reduces staff maintenance time by factor of ten
- reduces catalog storage space and costs
- makes full use of our machine-readable information
- it is hoped that this catalog can be interfaced with the IPF in order to further the integration of the library systems
The focus of second year of Technical Services operations was personnel change, continued growth and automation planning.

Technical Services Staff

With Plant Department assistance, we expanded the workspace for Acquisitions and Serials Control by combining rooms 126 and 127, and expanded the area by moving the common wall between 125 and 126. We moved Serials Control from the southwest corner of Room 124 to the west one-half of Room 126 and added book shelves and drop lines for computer terminals. Processing moved from Room 127 to the corner vacated by Serials Control.

One of the cataloger LTA positions was transferred to microforms and exchanged with an LA II position which was absorbed by Acquisitions. The Serials Control LA I was transferred to Processing, later returned to school and dropped back to part time as a student in Processing. The LA I position was transferred to Acquisitions. There were two turnovers in the Serials Control LA II position. In addition to losing an LTA position in cataloging, the remaining cataloger quit. There was a long delay in hiring the temporary LA I in Acquisitions because of a scarcity of applicants and the position turned over once. Staff turnover always causes delays due to the vacancy during the hiring period and slow startup during the training period, but we have been able to welcome some fine newcomers to our staff: Pamela Scott, Jerome Drew, Norma Grubbs and Loventrice Kannar. And we just lost the DE II who had been with us for two years.

Elizabeth Glass completed two projects to prepare the KDX records for online conversion: (a) an inventory of the periodicals holdings was verified on the KDX record, (b) the KDX information, entry, frequency, call number, holdings and OCLC number, was verified against the shelflist.

Pamela Wright was assigned to Technical Services for four hours a day and we have been grateful for her contributions to Acquisitions and catalog maintenance.

Linda Vincent has used all available resources to help with encumbering the library "book" budget which again outstrips our ability to cope. She has hired a temporary LA I, student, and offered overtime to three non-exempt employees to preorder search and enter the data on the LAQ/Acquisitions system.

Of the goals (see Appendix I) set last year, we have met three. The staff workspaces were reconfigured after the construction last summer (but with the advent of the automated systems and the much needed increase in staff, another move is being planned for this summer). We hired and trained new staff in Acquisitions, Serials Control, Cataloging, and Processing. Increases in staff and automation will necessitate continuing hiring and training efforts. We have endeavored to and for the most part succeeded in keeping the work current. Success in this regard is due to the capable and sincere efforts of the Technical Services staff to whom I wish to convey many thanks.
Considerable time and effort has been spent on automation planning. A result of that effort is that "OLL!" On-Line Library Information is in place. OLL! is thus far an online catalog that corresponds to the COM (Computer Output Microfiche) catalog we have used since the library opened. The computer archive tapes (produced from our use of OCLC) loaded onto the UNIVAC 1100 in the GSU Computer Center which housed the PALS (Project for Automated Library Systems) software make the online catalog possible. OLL! is very user friendly. Simple commands, e.g., "AU" for author, "TI" for title, provide comprehensive (all cataloged items are online), interactive (immediate response) access to the law library collection. (A three-letter command, "SYS," allows a search of the GSU libraries collection (Pullen and Law). There are numerous, detailed "Help" screens always available online for user assistance. OLL! is able to provide sophisticated, powerful access to the library's collection. Its searching features include keyword and Boolean searches; format, date and language limitors; truncation and substitution of ? for unknown letters and wording; choice of record displays (i.e. short, medium, long, full MARC); access by various identifications numbers (e.g. ISBN); multiple institution holdings displays; index browsing capability; demand and overnight printout provision; and COM catalog (backup) and offline special list production (e.g., periodicals list). OLL! is being previewed this summer and full public introduction is planned for the beginning of fall quarter.

The libraries' "library cooperation" goals are both facilitated and expressed by this online catalog. With OLL!, easy, up-to-date resource sharing (e.g. access to library collection information) and cooperative collection development (e.g. reducing unintentional collection duplication) is possible. OLL! is a step in a series of steps. Much more planning, development, and implementation is required before the ultimate goal of a truly integrated, comprehensive library collection information system is reached.

Another fruit of our automation planning is the Faxon serials control system. This summer we hope to have our records coded locally and converted (entered online) by Faxon. This fall then, when communications and workstations are set up, we will be trained. The transition period will
require updating online records with cataloging and holding information, creating new records. Then we will begin to check-in and claim our continuations and periodicals. Later we will convert the looseleaf services, codes, and digests. This system will probably not allow us to check in our serials any faster, but it will eliminate the need to claim Faxon titles (i.e., Faxon will do it automatically), facilitate the systematic claiming of non-Faxon delinquent titles (something we have not had the staff-time to develop or implement), provide online public access to our serials holdings (the bulk of our collection) including the latest issue, allow sophisticated, on-demand management reports. This system is also part of the plans for the integrated, interactive, comprehensive, library collection information system.

We've purchased furniture suitable for long stretches of data entry work, submitted EDP and port requests, ordered and set up an OCLC M300 workstation which allows access to OCLC as well as use of IBM PC software, and are investigating the use of the M300 for the Faxon Fund Accounting module currently under development.

Integrated Library System

The following is a rough articulation for a plan for the integrated library system alluded to above. Much of the planning is still in the dream stage, let alone developed or implemented.

An integrated library system should have the capacity to track an item (e.g., book, serial) from the point it is a gleam in the eye of Collection Development through the time it is not only physically added to the collection but also capable of being checked out or put on reserve. It should provide an integrated and interactive facility to perform all library functions: bibliographic searching, publisher address searching, ordering, claiming, serials check-in, vendor evaluation, accounting, online catalog and online catalog editing, circulation and inventory control. All bibliographic searching and holdings information access should be provided through one bibliographic database to which all library functions are linked. The system should be capable of producing special management reports on demand from any function sorted by any variable. The accounting function must correspond to the GSU Business Office requirements.

The specific ideas on how to create such a system follows in order of probable occurrence.

- Communications for remote sites (e.g., faculty and student offices, residential sites) (local development)
- Load Georgia Tech library holdings and eventually other library collection holdings (e.g., State Law Library) (local development)
- Redesign LAQ system and merge IPF order file with OLLI (local development)
- Purchase PALS Circulation module software (vendor development) or Purchase turnkey interfaceable circulation software (vendor)
- Bar code and convert all bibliographic and patron records for circulation function (local implementation)
- Interface Faxon with OLLI (vendor development) or
- Extract and summarize holdings information from serial check-in records (vendor development)
- Load summary holdings information in online catalog (local)
- Purchase turnkey acquisitions system with fund accounting and electronic searching and ordering/claiming from vendor databases (vendor developments - PALS?)
GOALS

FY 1985/86

3 to 5 Years

- Assess maintenance costs in light of library materials budget (the concerns expressed last year remain).
- Redesign space for new staff and workstations.
- Update and implement OLLI in Technical Services.
- Code and convert Faxon Serials Control records, train staff, update records and implement system.
- Hire and train Accounting Clerk.
- Review and improve Acquisitions workflow in light of automated systems.
- Coordinate archive tape production and local tape loading with Pullen for OLLI.
- Eliminate backlogs with contract services.
- Redesign LAQ system (participate in discussion with Computer Center and Pullen staff and accounting consultant).
- Revise policies and procedures manuals.
- Draft training manuals.

5 to 10 Years

- Plan and implement library functions for the integrated library system. That is to:
  - merge LAQ order file with OLLI;
  - add circulation function;
  - add fund accounting to Faxon Serials Control system;
  - add serial holdings to online catalog; and
  - interface all automated library functions.
Statistics

Percentage Increases for FY 1984/85

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There have been significant increases in workload. Every year, as the materials budget increases by large amounts, the personnel budget increases minimally. The Technical Services staff work very hard, but there are not enough of them to get all the work done. The above performance statistics don't reflect what is not being done.

In effort to order, receive, and control the materials, we are slipping in the service areas (e.g., claiming, returns, problem solving, catalog maintenance). Next year will be a difficult year; the introduction of the new serials control system will require patience, confidence, and persistence of the library staff and will cause an inevitable slowdown of many library functions. Since the current level of staffing is not consistent with the workload volume, we will fall even further behind.
APPENDIX I

1984 Annual Report

Goals

- move staff workspaces after construction is complete
- hire, train new staff (LA I/Serials Control, students)
- keep work current
- eliminate the backlog
- continue discussion on the redesign of the LAQ
- purchase and implement Mankato Online catalog
- purchase and implement the Faxon Datalinx System
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</tr>
<tr>
<td>LAW</td>
<td>LIBRARY COLLECTION COUNT AND STATISTICAL SUMMARY</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>LAW</td>
<td>COLLECTION AS OF 4/30/83 81532</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HARDCOPY ACQUISITIONS 14532</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MICROFORM ACQUISITIONS (VOL. EQUIV.) 11723</td>
<td></td>
</tr>
<tr>
<td>LAW</td>
<td>COLLECTION AS OF 4/30/84 107787</td>
<td></td>
</tr>
</tbody>
</table>
Reference services in the GSU Law Library are multifaceted. Of course, the major task of the Reference staff is to serve the students and faculty of GSU College of Law. In addition, we also help the faculties and students of other departments of GSU and members of the Bench and Bar. For example, the Reference staff assists law students shepardize a case, aids under-graduates research a topic for a term paper, and helps the members of the bench and bar track down regulations. Attorneys, members of the legislature, and law firm librarians continually depend on the Reference staff to search for their needed materials. During the first nine months of operation, the staff answered approximately 320 questions per month with a high in April of 504 questions.

Beyond helping patrons with their questions, the Reference staff engages in other useful activities. We have developed an Information Series (see Appendix) for highlighting important holdings in our collection and a Library Guide Series (see Appendix) for orienting students to the library's collection. The staff also prepares bibliographies on subjects of concern to the Dean and faculty.

Beginning in January, 1983, WESTLAW was available for use by GSU faculty, students, and staff. The Reference staff trained 195 first year law students in the use of WESTLAW. Thirty-four one-hour sessions were held throughout the day and between 5-6 p.m. and 9-10 p.m. On a daily basis, the staff also supervises the use of WESTLAW and helps patrons with their queries.

Interlibrary Loan, through OCLC, allows a GSU student or faculty to borrow books not available in our library. This automated database of materials from 3000 libraries, along with union lists from the Atlanta Law Libraries Association, allows us to locate needed materials. In addition, the Georgia State Library and 11th Circuit permits us to check out materials for one day in order for us to photocopy the needed article or case. We also have a very good rapport with Emory Law Library. During the first nine months we borrowed 59 items from other libraries.
On April 13th, the library was designated a depository for United States Government Publications pursuant to Public Law 95-261. Depository libraries are authorized to receive "government publications except those determined by their issuing components to be required for official use only, or for strictly administrative or operational purposes..." The Law Library will receive selected documents mainly in the areas of legal, congressional, and administrative documents. Since the congressional bills, documents, and hearings are available in microfiche, the Law Library will receive these enormous sets in this format.

During the past nine months, the Reference Librarian has purchased selective document sets from our G.P.O. Deposit Account, such as the Code of Federal Regulations and the Federal Register, and worked in cooperation with the Pullen Library to receive selected documents from their depository. With the new depository status for the Law Library, the library will be able to receive documents in an efficient manner.

The Reference Librarian also acts as a liaison between Technical Services and the users. There are many complex decisions that must be made on a daily basis regarding location of new materials, disposition of superseded items, and classification number questions.

Since the library staff is committed to building a first-rate library collection a major portion of both Reference Librarians' time is devoted to selecting books and journals for purchase. Since every purchase is important, the Reference Librarians first check the records and shelves to ascertain if the title is needed. The requests are then channeled to the Acquisitions Librarian.

The Reference Librarian is concentrating on selecting mainly primary sources, finding tools, along with selective secondary sources. Most of her efforts have been devoted to the following areas:

1. State annotated codes
2. Reference materials: Indexes, Biographical Materials, etc.
3. Standard legal sets
4. Materials for Reserve Collection: Hornbooks, Treatises
5. Georgia treatises
6. English Reports
7. Shepard's Citations
8. Major microform collections
9. Current titles

In order to purchase materials in these areas, she first screens publishers' catalogs, along with the following acquisition tools: Current Publications in Legal and Related Fields, Advance sheets from jobbers and Law Information Update. We have been fortunate to receive lists of out-of-print books from the University of Chicago Law Library and University of Michigan Law Library. Through these lists, we have been able to purchase "classics".

The library now has all titles listed in the following sources: ABA Standard & Rules of Procedure for the Approval of Law Schools and Interpretations and Attachment "A" of the Rules of the Supreme Court of Georgia.
The Reference Librarian feels that the Law Library is particularly strong in the following areas:

1. State Codes - all state codes are either up to date or on order
2. National Reporter 1st and 2nd Series - both in paper and microfiche
3. U.S. Supreme Court Briefs and Records - microfiche
4. Legislative History Materials - microfiche compilations, plus current indexes
5. Major law reviews
6. State Bar Association proceedings - microfiche
7. State and U.S. Attorney General Opinions - microfiche

The Library is now a participant in the ABA, AALS, and ALI Package Plans. Under these plans, the library should receive materials that fall within the penumbra of the package plan. These plans act as a standing order for materials issued by major legal organizations.

In order to inform the law faculty about our new acquisitions, the Reference Librarian issues a list of new books titled, New Books Docket. This list is generated by the O.C.L.C. computer and lists the books in call number order.

The legal community has been very generous in providing us with numerous donations of books. Each title is reviewed by the staff before it is added to the collection. The following titles were included among the "gift" materials:

- U.S.C.S.
- Federal Digest
- Official Rules and Regulations of Georgia
- Georgia House and Senate Journals
- American Decisions
- Environmental Law Reporter
- New York Institute of Taxation
- United States Code Congressional and Administrative News

Unfortunately, the Law Library must store "gift" titles that are not needed in the Department of Archives Services. The staff has sent to storage in access of 300 boxes of unneeded materials!
TO: Orrin M. Walker
FROM: Nancy Johnson
DATE: May 18, 1984
RE: Reference Annual Report

Contents:

I. REFERENCE
   A. SERVICES
   B. ON-LINE DATA BASE TRAINING
   C. INTERLIBRARY LOAN

II. GOVERNMENT DOCUMENTS

III. COLLECTION DEVELOPMENT

IV. TEACHING

V. FACULTY ACTIVITY

APPENDICES:
   A. INTERLIBRARY LOAN INFORMATION
   B. G.P.O. OVERALL EVALUATION AND RECOMMENDATIONS
   C. POSITION DESCRIPTION
I. REFERENCE

A. SERVICES

The Reference Staff assists students, faculty, and attorneys in the effective use of the law library's resources. We provide help in the use of the COM catalog, materials, and the development of research techniques. Law firm librarians have grown to depend on the Reference Staff's expertise in answering their more difficult questions. During the past year, the Staff answered approximately 350 questions per month.

Since a portion of our collection is in micro format, the Reference Staff spends considerable time helping patrons with microfiche and microfilm. Next year, the attendant on duty in the new Microform Room will provide better service for our micro users.

The Reference Staff routes materials to the faculty and aids them in their research. In order to inform the law faculty about our new acquisitions, I issue a list of new books titled, New Books Docket. In order to highlight our important holdings and services, the following titles were added to our Information Series:

#4. Looseleaf Services (Revised)
5. Digests
6. Georgia Practice Materials

The following titles were added to the Library Guide Series:

Westlaw Training Manual
Interlibrary Loan
The COM Catalog

Tours were given to all first year law students as part of Orientation. Tours for other classes (Commercial Music, Legal Studies, etc) were conducted upon request.
B. ONLINE DATA BASIC TRAINING

The library currently subscribes to WESTLAW and will subscribe to LEXIS next year. I integrated Westlaw training into my Legal Bibliography class which was offered Fall, 1983. I trained 50 first year law students in several one-hour sessions. I also held sessions for Law Review, Moot Court, and non-law faculty. On a daily basis the Reference Staff also supervises the use of WESTLAW and helps patrons with their queries.

The Electronic Legislative Search System (ELSS) is another computerized database available to library patrons. This service electronically monitors bills in the current sessions of all 50 states and U.S. The library also subscribes to DIALOG, a multidisciplinary collection of computerized databases. We are currently investigating RLIN or OCLC for reference searching.

C. INTERLIBRARY LOAN

Interlibrary Loan, allows a GSU student or faculty to borrow books or articles not available in our library. This service is often initiated by a computerized system (OCLC) which facilitates the swift acquisition of the desired materials. In order to advertise this service, I wrote an information sheet describing our interlibrary loan policies (see appendix A). The following statistics indicate the number of items borrowed from other libraries:

<table>
<thead>
<tr>
<th>1983</th>
<th>No. Borrowed</th>
<th>Library</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1 Columbus College Lib.</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 State Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Emory Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>1 Atlanta Pub Lib</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Emory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Med College of Ga</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Univ of Miami Law Lib</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 State Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept</td>
<td>5 State Library</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>1 Emory Law</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 State Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>2 State Library</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
We have just subscribed to a new UMI Article Clearinghouse service which will allow us to electronically order copies of articles from more than 7500 periodicals. If a professor needs a journal article not owned by GSU, we can order a copy of the article electronically through OCLC and it will be shipped to us within 48 hours. This new service will aid our law professors with their research.

II. GOVERNMENT DOCUMENTS

Although the law library was designated a depository for U.S. Government Publications on April 13, 1983, we did not receive shipments of documents until late January, 1984. Thus far, the library has received an average of 126 paper items per month and 1,197 microfiche pieces per month. I have the responsibility of opening the shipments, claiming missing issues, choosing new items, and amending selections. All of the documents are completely cataloged and integrated into the collection. Thus, a person searching for a S.E.C. government document can locate it with the other SEC materials. The law library receives all congressional materials in micro-fiche and we have purchased backfiles from commercial publishers to enhance the collection's utility.
The Federal Depository Library Collection was inspected on April 9th by a representative of the Government Printing Office. The documents collections was rated in seven categories and received 5 excellent ratings and 2 good ratings. The Overall Evaluation is attached to this report. (see appendix B). The Inspector was very impressed that in our short history we were able to establish a superb legal collection.

In FY1984 I will hire a L.A.I who will be responsible for Government Documents, Microforms, and Video (see Appendix C). This person will process materials and aid users in the Microform Room.

III. COLLECTION DEVELOPMENT

Throughout the year, a major portion of the Reference Librarians' time was devoted to selecting books, periodicals, serials, and microforms for purchase. Since the library's collection of primary sources (codes and reporters) were purchased last year, I focused my attention on the treatise collection which was targeted by the ABA Inspector as the weakest area of the collection. In order to improve the treatise collection, I searched the following:

1. Out-of-print lists.
2. Publishers' catalogs.
3. Acquisition tools.
4. Footnotes from law review articles.

In April, when our book budget was enhanced by additional funds, we were able to acquire congressional publications and other out-of print materials in microform. I also selected many serial titles, looseleaf services, Canadian materials, and duplicates of heavily used materials. Once again, we were fortunate to receive lists of out-of print books from libraries, including the University of Chicago and the Alston & Bird Law Firm.

In addition to selecting materials, I acted as a liaison between Technical Services and the users. There are many complex decisions that must be made on a daily basis regarding updating materials, location of materials, and disposition of superseded items.

During the year we received gift books from various libraries and attorneys. Each title is reviewed by a staff member before it is added to the collection.
IV. TEACHING

Orrin Walker, Cathy Hall, and myself taught Legal Bibliography, Law 519, during the Fall quarter. I held informal legal bibliography seminars for Law Review (Jan. 10, 1984) and Appellate Advocacy II (April 9, 1984). I was a guest speaker on "Westlaw and Lexis" for Professor Crandall's CLE Class, Nov. 15, 1983.

V. FACULTY ACTIVITY

I. Research and Other Creative Projects in Process:

a. Contract with Rothman Publishers to update Sources of Compiled Legislative Histories; to be completed late summer.

b. Journal editor of special issue on "Documents in Law Libraries" in Government Information Quarterly; to be completed by Fall.

II. Publications:

(c) Reviews:


(e) Editorships:


Board of Advisors, Legal Reference Services Quarterly (Haworth Press), 1982-. (Review and solicit manuscripts)

Assistant Editor, AALL Newsletter 1983-. (Column on legislation affecting libraries and lawyers)

(h) Chapters:

III. Professional Activities:

(a) Continued learning:

Attended:


Depository State Plan Committee Meeting, July 19, 1983.

Depository Library Council Meeting, April 12 & 13, 1984, Atlanta, Ga.

Visiting Scholars Program, April 18, 1984, Atlanta.

Westlaw Training Sessions.

(b) Memberships in scholarly and professional associations:

American Association of Law Libraries,
- Chair, Awards Committee, 1983-84 - Responsible for three national awards to be presented in July at the AALL Banquet in San Diego, CA.

- Member, Government Documents Special Interest Section
- Nominating Committee, 1984.

Atlanta Law Libraries Association
- Member, Newsletter Committee, 1983-84

Georgia Documents Committee, 1983-

Southeast Library Association, 1984-
APPENDIX A

NEED A BOOK NOT IN GSU'S COLLECTION?

If a faculty member or a law student needs a particular title not owned by the GSU College of Law Library or Pullen Library, the Reference Librarian will borrow the material from another library. Non-law faculty and students are asked to borrow books through the Pullen Library.

Through OCLC (Online Computer Library Center) we are able to ascertain which libraries own the title. We then request the specific item online and the lending library responds by mailing the item to us. If the item is owned by an Atlanta area library, the book can be obtained in four (4) days. If the book is not in the immediate vicinity, we can obtain the book within ten (10) days.

Some libraries will not lend current or special collection materials. Law reviews, statutes, reporters and multi-volume sets are always non-circulating. The length of the loan period is set by the lending library, but it is usually two (2) weeks. The borrower is responsible for the material, and in the event of loss or fines, is obligated to pay the costs.

If a particular article is unavailable in our library, you may request a photocopy of it. Borrowers should be prepared to pay photocopy charges. Photocopies usually cost ten cents ($0.10) per page plus a service charge.

Fill out an Interlibrary Loan Request form and give it to the Reference Librarian. Nights and weekends leave the form at the Circulation Desk for the Reference Librarian. When requesting an item, please give the Reference Librarian as much bibliographic information as possible.
Georgia State University seems committed to establishing a superior law library. Although the law library is relatively new, great strides have already been made towards this goal. The law library staff has wisely chosen a collection development strategy which takes advantage of the unique and very valuable resources of a federal depository.

Such a young collection offers many challenges and opportunities. A major challenge for all new law libraries is how to provide the necessary retrospective depth that is needed immediately for legal research. Fortunately, the library has acquired long retrospective runs of materials from the University's main library. In addition, the law library has purchased micrographic runs of important series; and, much needed commercial indexes to government documents. This concentrated effort at collection building has produced impressive results.

Selections of potentially useful government documents have been thoughtful and judicious. The library has chosen documents that can supplement and enhance its commercially acquired materials.

As a result of the abovementioned steps, the law collection has an impressive retrospective depth for such a young library. This intelligent collection development strategy should continue. As the library matures, some study should be given to increasing the percentage of depository materials selected. This increase should be a gradual development. The library will also need to consider its responsibility towards servicing the needs of the "community" when collection development decisions are made.

Inspected by: Joseph C. McElvane
Inspection date: April 9, 1984
The documents collection is well organized and maintained. Binding and replacement policies seem adequate. Initial processing of government documents is efficient and thorough. Depository record-keeping is satisfactory. Staffing levels appear adequate. The library will have to closely monitor both the staffing and the space allocated to the depository operation. Depositories tend to demand much more staffing and space than non-depository libraries. As the depository operation and its documents collection continue to expand, presently allocated staffing and space will need to be supplemented.

The space and equipment allocated to documents (based on the projected move) are adequate. The library has adequate equipment for micrographic government documents. It does need a fiche-to-fiche duplicator. A duplicator would enhance patron access to the library's micrographic depository materials and therefore, increase their usage.

The law library recognizes its legal responsibility to serve the public. The library staff seems committed to high standards of public service. Such service includes promoting the depository status of the library and the library's documents collection. Efforts to promote the status of the library could wait until the documents collection has attained a certain size.

As a depository library, the Georgia State University Law Library joins a very select group, less than 1 percent of all U.S. libraries, which includes the foremost legal, academic, and research libraries in the country. Depository status is a privilege. Efforts to promote the library's depository status and to further exploit its potential as a depository, can only enhance the effectiveness of the library and the prestige of the Georgia State University School of Law.

Inspected by: [Signature]

Inspection date: April 9, 1984
This depository has made an impressive start. By building a good foundation, it has created the beginnings of a superb legal collection. As the collection matures, the law library will want to take advantage of its location by fostering a greater degree of cooperation among neighboring depositories and adjacent law collections.

The depository staff and administration should be commended for their efforts. It is hoped that such efforts will be continued.
APPENDIX C

POSITION DESCRIPTION

POSITION TITLE: Library Assistant II - Microforms/Documents/Video Clerk

DEPARTMENT: Reference

PURPOSE AND SCOPE OF POSITION: Management of Microform/Video Room; service to the public in the area; responsible for processing and maintenance of documents received through the U.S. Depository Program and other channels.

RESPONSIBLE TO: Reference Librarian

DUTIES:

Under the supervision of the Reference Librarian, the L.A.II is responsible for serving the public in the Microform/Video Room. Specific duties include but are not limited to: assisting patrons in locating materials and in using the equipment; maintaining the microform equipment and supplies; shelving and filing microforms; proving photocopies of materials for interlibrary loan; and preparing guides to the collection.

Also responsible for processing federal depository shipments: checking shipping lists; claiming missing materials; keeping appropriate statistics; processing congressional materials; filing microfiche; filing slip laws; maintaining collections; pulling advance sheets; weeding superseded items; requesting gift materials; and order U.S. Government documents on GPO deposit account.

Also responsible for maintaining cassette and video tape collection.

HOURS:

QUALIFICATIONS:

College degree or relevant experience.
TO: Orrin Walker
FROM: Nancy Johnson
DATE: May 18, 1986
RE: Reference Annual Report

Contents:
I. REFERENCE
   A. Services
   B. Inter-Library Loan
   C. On-line Databases

II. GOVERNMENT DOCUMENTS

III. MICROFORM/VIDEO/AUDIO

IV. COLLECTION DEVELOPMENT

V. GOALS AND OBJECTIVES FOR FY 1985-86

VI. FACULTY ACTIVITY

Appendices:
A. Inter-Library Loan--Borrowing
B. G.P.O. (Government Printing Office) Statistics
C. Annual Report, Microforms/Video Division
D. Microform Room Use Statistics
E. Job Description--Reference Librarian
F. Job Description--LTA - Microform/Documents/Video Supervisor
I. REFERENCES

A. Services

During this past year, the Reference Staff continued, extended, and improved many of the programs begun in the two previous years of operation. Hopefully, the references service which we provide will continue to build on and improve the previous year's achievements.

In addition to aiding the law students and faculty, the reference staff responds to phone questions from the Atlanta legal community. On a daily basis, we provide help in the use of the COM catalog, legal materials, and research techniques.

The Reference and Circulation staff are very excited about the introduction of OLLI, the on-line library information system. OLLI was introduced in April on a test basis and will provide on-line access to the library materials in both the Law Library and Pullen Library.

The new Microforms Room has greatly added to our services in the area of microform, audio, and video. Since 40 percent of our collection is in microformat, the Microform Room is staffed 91 hours per week.

The Reference staff routes materials to the faculty and aids them in their research. In order to inform the law faculty of our new acquisitions, I issue a list of new books titled, New Book Docket. A "Library News" cover sheet was added in January to alert the law faculty to new services. The Library Bulletin Board features faculty publications and news items. The Reference Librarian keeps informed of faculty publications.

In order to highlight our important holdings and services, the following titles were added to our Information Series:

#7 Georgia Legislative Materials
#8 Law Publishers
#9 Shepard's Citators
Microform/A-V Collections

The Reference staff conducts orientation tours designed to familiarized entering students with the library. Throughout the year, we conduct tours for non-law students and perspective law students.

B. Inter-Library Loan

Inter-Library loan allows a law student or faculty member to borrow books or articles not available in our library. Obviously, in a new law library with a limited collection, this service is very important.

This service is usually initiated using a computerized system (OCLC) which facilitates the swift acquisition of the desired materials. The number of inter-library loan borrowing statistics tripled in the past year.
(See Appendix A). We borrowed heavily from the law libraries in Georgia (104), particularly Emory Law Library (51). We also borrowed from libraries in Florida (15), Michigan (1), North Carolina (1) and others, including one in Ontario.

C. On-Line Databases

Both computer-assisted legal research systems, LEXIS and WESTLAW, play a major role in legal research. With the addition of the new LEXIS terminal installed during January, 1985, students no longer need to argue over access to one of the systems. My first-year students were trained on WESTLAW as part of their Legal Bibliography class. During the year, the reference staff attempted to hold training sessions on LEXIS.

In addition to LEXIS and WESTLAW, we subscribe to four other databases:

- DIALOG -- bibliographic information retrieval system
- ELSS -- Commerce Clearing House's database tracking current legislation in Congress and the fifty state houses.
- PHINET -- Prentice-Hall's tax system
- RLIN -- Bibliographic data base for research libraries.

II. GOVERNMENT DOCUMENTS

The Law Library selects 248 items offered through the U.S. Depository System. These documents are offered to law libraries without charge as long as we abide by the requirements set forth in Title 44 of the United States Code. During the past year, the number of documents selected through the system remained stabilized due to the backlog of uncataloged documents. Once the backlog of paper documents are cataloged and integrated into the collection, I will select additional titles.

The Microforms LTA assumed the receipt and check-in of government documents. We received 1,649 paper pieces and 9,268 fiche pieces (Appendix B). Once the documents are recorded in the Kardex, they are sent to Processing.

I purchased several backfiles from commercial publishers to enhance the collection's utility:

- Congressional Record
- Federal Register
- Code of Federal Regulations

The Law Library will be part of an on-line union list of item numbers for the Atlanta area. I have prepared the necessary data and forwarded it to the Documents Librarian at Georgia Tech.
III. MICROFORMS/VIDEO/AUDIO

The Microform/Video/Audio collection has become an integral part of our library’s holdings. The Microforms LTA, Jack Miller, has administered the operation of the collection and supervises the student assistants (See Appendices C and D). The Microforms Room is staffed during all the hours the library is opened.

The collection has grown to 226,270 pieces (40,460 volume equivalents); 222,024 fiche (27,755 volume equivalents) and 4,035 reels of film (12,705 volume equivalents). Backfiles of law reviews remain the most popular items in the room, along with the briefs and records of the U.S. Supreme Court, and the backfiles of the C.F.R, Federal Register, and Congressional Record.

With the large acquisition of microfiche from C.I.S., we acquired a new Minolta Reader/Printer. This new reader adds to the utility of the collection.

The video tapes covering litigation techniques were very popular. All of the C.L.E. programs were taped, thus, if an attorney missed a session, the attorney could view the tape in our Video Viewing Room.

IV. COLLECTION DEVELOPMENT

A substantial amount of my time was spent on collection development. With a new law library, it is our responsibility to not only acquire current materials, along with older, standard materials.

A major effort on my part was to enhance our primary state reporters; pattern jury instructions; state materials; litigation materials; treatise collection; microform; and video. The following titles were checked on a routine basis:

- CURRENT PUBLICATIONS IN LEGAL AND RELATED FIELDS
- LEGAL LOOSELEAFS IN PRINT
- NATIONAL LEGAL BIBLIOGRAPHY
- SUBJECT BIBLIOGRAPHIES

The automatic acquisition plan with Yankee Book Peddler provides the library with law related publications as soon as they are released. In addition, the Reference Staff receives order slips of new publications in law-related fields. The Law Library also has standing orders for the following:

ALI-ABA
American Arbitration Association
American Association of Law School
American Bar Association
Council of Europe
GATT
Organization of American States
PLI
Rothman Reprints
UN
I evaluated gift materials and added a small percentage to the collection. Finally, with the help of the library's GRA, we boxed and sent approximately 75 boxes of unwanted books to DOAS.

V. GOALS AND OBJECTIVES FOR FY 1985/86

Reference--

1. Maintain a consistent, rotating reference duty schedule for reference staff. With the addition of part-time reference librarians, such a schedule will be possible.

2. Provide professional reference service during all the hours the library is opened. The following requirements are necessary for AALS and ABA accreditation:

   AALS 8.3(c) -- a member school conducting a night division should provide adequate professional library service during the evening period.

   ABA standard 605(b) -- the Law Library shall have a competent staff, adequate to maintain library services.

3. Conduct training sessions for students on LEXIS and WESTLAW. These sessions should be conducted during the day, early evening, and week-end hours.

4. Publicize to students and faculty our non-law data bases.

Networking --

Improve and expand on the sharing of resources among the Atlanta and Southeast library community. The benefits of networking can be illustrated through the cooperation we maintain with the Emory Law Library.

Collection Development--

Develop a collection development policy which will help us define and structure our development in all major fields of law.

Government Documents--

Devote additional time on acquiring obscure documents.

Video/Microform--

Expand video equipment and microform cabinets into the Video Viewing Room.
Nancy Johnson  
Associate Professor  
Candidate for Tenure (Dossier sent to Head of Tenure Committee, May 1985)

I. Research and Other Creative Projects in Progress
   A. Contract with Rothman Publishers to update Sources of Compiled Legislative History; to be completed late summer, 1985.
   B. Contract with West Publishers to revise Legal Research Exercises, co-author with Lynn Foster; to be completed in 1986.

II. Publications
   (e)Editorships:  
      Board of Advisors, Legal Reference Services Quarterly (Haworth Press), 1982-. (Review and solicit manuscripts).
      Assistant Editor, AALL Newsletter, 1983-. (Column on legislation affecting libraries and lawyers).
   (f)CLE:  
      "Legal Research for the Legal Secretary and Paralegal," CLE, Georgia State College of Law; (offered February-March, 1985).
   (k)Manuals:  

III. Teaching
   GSU College of Law, "Legal Bibliography," two-hour required course offered Fall quarter.

IV. Professional Activities
   (a)Library Committees:  
      1. Documents Automation Committee, Pullen Library, 1985  
      2. Committee on Personnel Development, Pullen Library, 1984-
(b) Professional Committees:
3. Southeast Law Library Association

(c) Grants:
GSU Research Grant Proposal 85-076-47, successfully funded by Research Office for work on the 1985 supplement to Sources of Compiled Legislative Histories, Winter and Spring 1985.

(d) Papers and Formal Presentations:
## APPENDIX A

<table>
<thead>
<tr>
<th>Month Year</th>
<th>OCLC Request</th>
<th>ALA Request</th>
</tr>
</thead>
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</tr>
<tr>
<td>6/84</td>
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<td>0</td>
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In September, 1984, I took charge of the newly established Microforms Room. After helping plan the arrangement of 27 microfilm and microfiche cabinets, 6 film and fiche readers, and 3 desk units, I supervised the filing of 175,000 fiche and 4,000 reels of film. In order to maintain service in the Microforms Room, I also advertised students assistant positions; interviewed several applicants; and hired five student to file, answer basic location questions, and to assist library users with the fiche and to maintain film readers and copiers.

Since September, I have also supervised the video and audio collections (including such A-V equipment as two color monitors, two video tape recorders, two video cameras, four audio tape recorders, and several related items). To make the equipment more useful, I have ordered tripods, mixers, and other essential attachments. Along with the reference librarian, I have done collection development in the area of video tapes; and written a complete list of microforms/video/audio holdings, which was made available to library users.

In addition to public service and collection maintenance in Microforms and video, I have done considerable reference work: library tours for graduate business classes; assisting students in the use of LEXIS and WESTLAW; and aiding students and the legal community in research involving such materials as microform materials, the Supreme Court Records and Briefs, and printed materials such as looseleafs and regional digests.

*Library Technical Assistant-Microforms/Documents/Video Supervisor
During the last few months, I have supervised the receipt, check-in, and claiming of 247 government document titles received by the law library—whether in print or microform. This necessitated the handling and maintenance of the Kardex records for GPO materials.

In the months ahead, the Microform Room will include Faxon, an online record of serials holdings in the library; and OLLI, an online public access catalog. These computer terminals will provide even more efficient access to the library's holdings, in-process files, and current serials.

After the completion of a masters degree in library science this summer, I hope to continue the increasingly complex and technical reference services I have been providing not only in the area of microforms, but in online research and detailed searching of printed materials. I plan to continue contributing as well to collection development of video and audio tapes, government documents, and microforms. The video materials, in particular, have come to be widely and regularly in demand, as the following statistics suggest:
**MICROFORM ROOM USE STATISTICS**

**1984/8**

<table>
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<th>MONTH/YEAR</th>
<th>FILM</th>
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### Microform Room Use Statistics

**1984/8**

<table>
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<tr>
<th>MONTH/YEAR</th>
<th>FILM</th>
<th>FICHE</th>
<th>VIDEO</th>
<th>AUDIO</th>
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<td>47</td>
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<td>214</td>
<td>902</td>
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<td><strong>TOTAL</strong></td>
<td>320</td>
<td>390</td>
<td>237</td>
<td>214</td>
<td>902</td>
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JOB TITLE: REFERENCE LIBRARIAN — NANCY JOHNSON

ORGANIZATIONAL RELATIONSHIP: Reports to the Law Librarian
Supervises Microform Documents/Video LTA

DUTIES AND RESPONSIBILITIES:

I. REFERENCE

A. Answers patrons' inquiries, assists in use of digests, indexes, COM catalog, and other library materials.
B. Prepares bibliographies.
C. Responds to phone questions from the Atlanta legal community.

II. COLLECTION DEVELOPMENT

A. Selects materials from current and retrospective bibliographic sources for entire library collection. This task involves screening publishers' catalogs, along with numerous acquisition tools. Selects from duplicate lists from other libraries.
C. Compiles New Books Docket.
D. In the process of writing collection development policy for the law library collection.

III. INTERLIBRARY LOAN

Responsible for borrowing materials from other libraries for faculty, students, or library use.

IV. WESTLAW AND LEXIS TRAINING

Trains 1L students and aids students and faculty in individual searches.

V. DEVELOPMENT OF INFORMATION SERIES

Compiles bibliographies, collection development series, user's aids.

IV. GOVERNMENT DOCUMENTS

A. Administers U.S. Government Depository—selects items and currently routes materials to technical services.
B. Provides reference service with documents.
VII. VIDEO AND MICROFORM

A. Responsible for the video and microform operations, along with supervising a LTA.
B. Occasionally staff microform room and aid patrons in using the equipment.

VIII. FACULTY SERVICES

Routes materials to faculty and aids in research.

IX. TEACHING

A. Teaches one section of Legal Bibliography (fall quarter).
B. Teaches law review and moot court research seminars.
C. Tour groups through library.

X. LIBRARY POLICIES

Aids in planning and evaluating library policies and services.

XI. ONLINE SEARCHING

Performs online searching in non-legal and legal databases.

XII. CIRCULATION

Occasionally staffs circulation desk.
POSITION DESCRIPTION

POSITION TITLE: Library Technical Assistant—Microforms/Documents/Video Supervisor

DEPARTMENT: Reference

PURPOSE AND SCOPE OF POSITION: Management of Microform/Video Room; service to the public in the area; responsible for processing and maintenance of documents received through the U.S. Depository Program and other channels.

RESPONSIBLE TO: Reference Librarian

DUTIES: Under the supervision of the Reference Librarian the L.T.A. is responsible for serving the public in the Microform/Video Room. Specific duties include but are not limited to: assisting patrons in locating materials and in using the equipment; maintaining the microform equipment and supplies; shelving and filing microforms; providing photocopies of materials for interlibrary loan; and preparing guides to the collection.

Also responsible for processing federal depository shipments; checking shipping lists; claiming missing materials; keeping appropriate statistics; processing congressional materials; filing microfiche; filing slip laws; requesting gift materials; and ordering U.S. Government documents on GPO deposit account.

Also responsible for maintaining cassette and video tape collection.

Also responsible for supervising student assistants: hiring, scheduling, training, evaluating, and terminating student assistants.

QUALIFICATIONS: College degree or relevant experience.
For the seven months since the library opened I have been involved in more than one department; hence my report encompasses not only technical services, my chief area of employment, but also reference and circulation. I shall first outline my duties and the progress we have made in technical services. Then, I shall make a general accounting of my work in other departments.

Technical Services

The technical services department came into being rapidly. When I was hired by the law librarian, I was the only staff member in the department. At that time my duties included processing bound volumes and other materials. This work included checking the materials into the shelflist, dating, stamping, targeting the materials for security purposes, and labeling and classifying the materials for shelving. The bulk of the bound volumes consisted of reporters on the state and federal level, replacement volumes for state codes, and regional and federal digests. At that time the core of the basic law collection was still being developed.

When the technical services librarian was hired, we began cataloging almost immediately. I was trained to search the OCLC online system and to aid in other aspects of cataloging those materials classified by Library of Congress as well as those classified only by other institutions.

After moving the OCLC terminal from the main library at Pullen to the Law Library, we were able to process numerous materials that required cataloging.
The technical services librarian has statistics to convey the amount of items processed.

The next major addition to technical services was the transfer from Pullen of the Kardex records. When this was done, every item entering the law library could be entered either into the Kardex, the shelflist, or both. The Kardex accounts not only for serials, continuations, and periodicals, but certain monographic records that are updated as well. In 1983 I was entering over 1,000 items into the Kardex monthly. These items included bound volumes, advance sheets, pocket parts, looseleaf services, journals, law reviews, etc.

The steady acceleration of new subscriptions, and the arrival of several large sets of digests and codes made it necessary to hire an additional staff member to help with cataloging and OCLC searching. I was also able to interview, hire, and supervise two part-time student assistants to aid in such processing as targeting, labeling, and stamping new materials. Their diligent work and typing of labels allowed more time for the detailed job of improving the Kardex and attending to cataloging.

Early in 1983 I also was required to take over the accounting and approving of invoices. This task was initially difficult for several reasons, some correctable, some not. First, the Kardex records received from Pullen were in considerable disarray. Some records were missing; some were misfiled; some were arranged by service, some not; some had not been properly updated; many were recorded on the wrong kind of card, i.e. the wrong time period card or on a card without the necessary information space provided. The confusion that resulted from the inconsistency between records and actual materials received was considerable. Then, the addition of invoices and payment records compounded the problem. The idiosyncracies of many publishers in accounting for and abbreviating materials, combined with unclear records became a growing labyrinth, puzzling even to technical services.
Promise of a bookkeeper and new staff gives hope that the spiral of new materials and old problems can be sorted out. Even with 1,000 items a month to be checked in, processed, and paid for, some order is taking shape in technical services. My own goal is to restructure and remove the obscurity from the Kardex records. I also plan to return to cataloging those materials not catalogued by Library of Congress. Frankly, I think technical services can be proud of having handled so thoroughly such a rush of new and unorganized materials. It is essential in these early stages of development to build carefully a foundation upon which a large, expanding collection can be ordered in a way both law students and the legal community can readily understand.

**Other departments**

My duties have always included assistance in the circulation and reference departments. Originally, I assisted in filing looseleaf materials, check out service, basic reference service—especially when the reference librarian was not available, and even such basic tasks as shelving, tending to the library itself, picking up books, filing microfiche, withdrawing superceded materials, etc. I also helped to supervise the reserve collection.

Some of these duties have been alleviated by student assistants. Also, the growing requirements of technical services have necessitated more time and concentration. Nonetheless, since I am currently earning a J.D., I am familiar with law materials and am often needed to assist library patrons or to help in making decisions concerning circulation policy, the reserve materials, arrangement of the collection, and how best to serve the law school. This library is an organism, the parts of which need to work together in a vital way if it is to serve adequately the needs of the University.

With the projected increase in space, law students and law materials, it is imperative to have staff members familiar with the law library and the
materials available. It is for this reason that the law librarian and the technical services librarian have reserved part of my schedule for public service.

**Other goals**

As a fledgling law library staffed by personnel from many backgrounds and diverse library experience, there is, in the year ahead, much to learn. We plan to cooperate as fully as possible with the needs of the law school. The student enrollment will nearly double next year. This increased volume will cause crowding and a much heavier work flow, especially in circulation, in reference, and in the use of reserve materials for twice the courses now offered. Nonetheless, we believe our projections concerning staff, schedule, and the growth of the collection will meet the new demands.