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GEORGIA STATE UNIVERSITY

College of
Law Library

ANNUAL REPORT

1987/88

Nancy Johnson
Law Librarian and
Associate Professor of Law
INTRODUCTION

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

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

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

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

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

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

The photocopy service to faculty remains popular. During the year, the Law Library made approximately 3,822 copies per month for faculty members. Lawyers can also request photocopies of materials for a fee.
In February, 1988, the University contracted with Kinko’s Photocopy Service for student use. The students are very pleased with the four new machines. The machines produce high quality copies.

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

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

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

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

PERSONNEL

The four faculty librarians have settled into their job responsibilities during 1987/88. During 1986/87 three out of the four librarians assumed positions. Martha Dragich, Associate Law Librarian coordinates all library operations. Barbara James assumed the position of Reference Librarian on August 26, 1987 and is responsible for staffing the reference desk, supervision of loose-leaf filing, and government documents. Rebecca Simmons Stillwagon is responsible for staffing the reference desk and stacks maintenance. James Braden assumed the position of Technical Services Librarian on April 13, 1987. He is responsible for overseeing all technical services functions, including cataloging, acquisitions, serials control, binding, and processing.
As usual, there were the normal changes in support staff positions. An organization chart shows the supervisory relationships throughout the library (see appendix). There are position descriptions available which describe the specific tasks involved in each position (see appendix). Merit raises are based on performance evaluations.

Staff Members

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

In addition to serving the law students and law faculty, the Library is open to non-law students and faculty, and attorneys. This year 237,776 persons used the Law Library. This figure represents an increase of 31% over law year's total of 181,213 users. According to the statistics gleaned from the sign-in sheets, 5,345 attorneys between September and April used the library. The library is also heavily used by non-law university faculty and students. Through a check of GSU undergraduate law related course, we determined that 30 undergraduate courses are related to law. There are several graduate courses which rely on our library, most notably Masters of Taxation and Education.
AUTOMATION

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

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

COLLECTION

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

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

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

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

The library maintains current subscriptions to 98% of the titles indexed in the Index to Legal Periodicals. In addition, 10% of the titles listed in the Index to Foreign Legal Periodicals are collected. The Library has made great efforts to build retrospective collections of law reviews. The back files of hardcopy law reviews were purchased from the defunct Woodrow Wilson College of Law, Atlanta.
During the year, the Law Library received several sets for the Faculty Library from law firms. The Faculty Library has a basic collection of reporters and codes built strictly on donated materials.

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

PHYSICAL FACILITIES

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

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

Projected Growth of the Collection

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

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

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

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

BUDGET

The materials budget is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1986-87 $spent</th>
<th>1987-88 $budgeted</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>$67,589</td>
<td>$99,634</td>
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<tr>
<td>Serials</td>
<td>330,711</td>
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<tr>
<td>Microforms</td>
<td>66,458</td>
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<td>Audio-Visual</td>
<td>4,279</td>
<td>5,000</td>
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<tr>
<td>Binding</td>
<td>8,985</td>
<td>10,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>478,022</td>
<td>484,634</td>
</tr>
</tbody>
</table>

Personnel Services

Salaries 294,971 349,245

Operating Expenses and Equipment

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

ONE YEAR GOALS:

1. Continue planning for the expanded law library facility, which will be completed during Phase II of the Law School renovation.

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

3. Improve development and training of librarians and staff. Begin bi-weekly Reference meetings where we discuss difficult reference questions and reference techniques.

4. Continue the lines of library communication with monthly staff meetings and weekly librarians’ meetings.

5. Eliminate cataloging backlog.

6. Accomodate new materials in existing space.

7. Weed the collection of unnecessary volumes.

8. Evaluate the College of Law needs in the area of video production and viewing.

9. Inventory some sections of the stacks.

10. Continue to work on ways to get the COLLI system to better suit our needs and facilitate our processing of circulation transactions.

11. Improve service for Reserve items by getting materials on Reserve more promptly and working closer with faculty.

12. Determine the feasibility of using COLLI for audio-visual checkouts and to implement if feasible.

13. Catalog the microform collection.

FIVE YEAR GOALS:

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

2. Arrange the materials in the expanded facilities so that they are spaced appropriately with the least used materials in compact shelving.

3. Implement an integrated automation system in the area of acquisitions, accounting, and serial check-in.
Annual Reports:

Martha Dragich, Associate Law Librarian

Barbara James, Reference Librarian

Rebecca Stillwagon, Reference Librarian

James Braden, Technical Services Librarian
MEMORANDUM

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

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

1. Circulation

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

COLLI Implementation

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

Desk Service

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

Supervision of Circulation Tasks

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

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

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

Reserves

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

Amnesty

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

Library Use

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

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

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

3. **Micro/A-V/Computer Lab**

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

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

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

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

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

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

5. **COLLI**

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

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

6. **Foreign and International Collection**

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

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

**Faculty Services**

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

**Student Assistant Hours**

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

**Policy Manual**

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

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

Staff Development

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

Looseleaf List

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

Periodicals List

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

8. Legal Bibliography

I taught one day and one evening section of Legal Bibliography during Fall, 1987.
TO: Nancy
FROM: Barbara
DATE: April 28, 1988

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

Reference

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

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

We do not have a lot of space available for a ready reference collection. In addition to overseeing the reccompilation of the library guides, I also reorganized their storage behind the desk. I weeded and reorganized the ready reference collection as well. Tom Gromme’s staff boarded up the book drop at the reference desk. Now all books must be returned to Circulation.
I assisted Martha with her project of creating a computerized list of looseleaf titles. I was responsible for checking the publications Martha had identified to see if they were in fact looseleafs. The resulting list, bound in a notebook, replaced another bulky microfiche stand at the reference desk.

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

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

Looseleaf Filing

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

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

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

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

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

Documents

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

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

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

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

My next project involved checking a list of the documents we receive from GPO against OLLI. I did this to insure that the records were included and that the holdings were accurate. By also checking on the shelves I uncovered many documents that had not been included on OLLI, COLLI or shelf-listed. I also discovered many documents that needed binding or were superseded by later editions when I checked the shelves. John and I worked together to annotate the Kardex in Microforms where the documents are checked in. We included uniform instructions for routing, binding, and shelflisting.

John and I also worked on revising the Documents Manual, which primarily instructs student assistants on the check-in procedures. One of John's student assistants compiled a list of documents arranged by Kardex entry, including all notes (routing, binding, and shelflisting information) and the GPO item numbers. I created a list by item number, including title, notes, and call number. These two lists give me much better bibliographic control over our depository documents.
STACKS MAINTENANCE

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

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

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

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

During the break between Fall and Winter quarters, the second major shift was completed. The international and comparative law sections and the L-Z sections were rearranged. These had been arranged out of call number sequence for the purpose of being more convenient for browsing. This shift involved moving twelve ranges of materials. As the entire Library staff participated in this shift, we were able to complete this move very quickly.
We have recently made a "sorting area" for books waiting to be reshelved. This should make it much easier for anyone to locate a book which is waiting to be reshelved, and should eliminate having bookcarts just outside the microforms room.

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

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

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

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

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

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

Personnel and Departmental structure

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

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

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

Cataloging

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

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

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

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

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

**Binding**

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

**Acquisitions & Serials Control Automation**

July of 1988 will see the decommission of the old UNIVAC computer on which the GSU libraries' current automated
acquisitions system (LAQ) operates. The efforts of Phil Williams, Computer Center liaison with the libraries, will enable the LAQ to be transferred and to continue running on GSU's Amdahl computer temporarily. Consequently, the highest priority automation need for all of GSU's libraries continues to be a new automated acquisitions system.

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

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

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

TITLE AND VOLUME COUNT
CIRCULATION--by Patron Class
CIRCULATION--by Item Class
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ILL--Lending
ILL--Borrowing
MICRO USE
PHOTOCOPY SERVICES
REFERENCE DESK
REFERENCE
CATALOGING
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CIRCULATION STATISTICS—by Patron Class
CIRCULATION STATISTICS--by Item Class

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**June, 1987 - March, 1988**

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REFERENCE STATISTICS

June, 1987 - March, 1988

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

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

APRIL, 1988

TITLE:
Law Librarian

PURPOSE AND SCOPE OF POSITION:
Overall responsibility for administration of the Law Library, including budget management and coordination of new technologies.

RESPONSIBLE TO:
Dean, College of Law

DUTIES:
- Planning for the continued growth and development of the Law Library
- Budget management
- Coordination of new technologies

QUALIFICATIONS:
- A law degree
- A minimum of 5 years of experience in the Law Library

REVISED 1/1987
POSITION DESCRIPTION

TITLE: Law Librarian

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

RESPONSIBLE TO: Dean, College of Law

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

DUTIES: Administering all Law Library operations

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

Teaching Legal Bibliography courses

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

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Associate Law Librarian

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

RESPONSIBLE TO: Law Librarian

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

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

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

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

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

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

Oversees development of the Law Library's Computer Lab

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

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

Drafts Law Library policies and chairs Law Library Policy Committee

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Technical Services Librarian

DEPARTMENT: Technical Services

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

RESPONSIBLE TO: Law Librarian

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

DUTIES: Creating original cataloging records

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

Planning for and evaluating automated acquisitions/serials control system

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

Performing catalog maintenance on the online catalog

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

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

Coordinating workflow of all technical services units

Estimating budget figures for technical services operations

Planning and designing space and equipment requirements for department
Performing other duties as assigned, including occasional reference duty

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

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Reference/Stack Maintenance Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student Assistants (shelvers)

DUTIES:
Providing reference service to law students, faculty, attorneys, and other library patrons

Providing assistance with and training for Lexis and Westlaw

Overseeing stack maintenance functions including shelving, handling of superseded materials, rearrangement of parts of collection to facilitate use, etc.

Selecting materials for and maintaining new books in area

Searching for, keeping records on, and communicating with staff and patrons regarding missing and lost materials

Hiring, training, supervising, evaluating, and terminating student assistants in shelving unit

Performing other duties as assigned

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Reference/Documents Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

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

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

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

To instruct and supervise GRA in performance of reference duties

To provide assistance with and instruction for Lexis and Westlaw

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

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

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

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

May share in teaching Legal Bibliography course

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

Revised 2/5/88
TITLE: Accounting Assistant

DEPARTMENT: Acquisitions

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

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

SUPERVISES: Not Applicable

DUTIES:

- Verifying and preparing invoices for payment
- Recording cost of each item for internal accounting records, and reconciling University accounting records with library records
- Posting payments in Kardex
- Maintaining serials encumbrance records in PC File
- Reconciling statements of account
- Resolving order and accounting problems with vendors either by letter or by phone
- Sorting first class mail
- Returning monographs and serials to publishers as required
- Performing other duties as assigned

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

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Administrative Supervisor I

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

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

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Student Assistants

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

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Administrative Supervisor II

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Associate Law Librarian

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

DUTIES: Scheduling coverage of the Circulation Desk during all hours the library is open

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

Assisting in implementation of the COLLI automated circulation system and training staff and student assistants in its use; acting as liaison with computer center and Pullen Library when problems with system occur

Processing materials for the Reserve collection and maintaining that collection in good order; communicating with law faculty concerning Reserve materials

Monitoring overdue materials and sending out notices as needed; keeping records as required for overdue fines received; placing holds on borrowers' records as needed

Handling all ILL borrowing and lending transactions and keeping records as required

Assisting in the determination of service policies and procedures at the Circulation desk

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

Revised 1/21/88
TITLE: Library Assistant II

DEPARTMENT: Outreach Services

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

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Not Applicable

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

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

Revised 1/21/88
PURPOSE AND SCOPE OF POSITION: To administer all aspects of the acquisition of library materials, serials control, processing and binding, including the maintenance of accounting, fiscal, order, and serials records. Exercises substantial discretionary judgment and responsibility in directing the activities of the subunits.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Acquisitions and Serials Control Staff

DUTIES:

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

Drafting procedures for routines within the subunits

Performing other duties as assigned

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

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Library Assistant II
DEPARTMENT: Acquisitions/Binding

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

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

SUPERVISES: Not Applicable

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

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

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Processing)

DEPARTMENT: Serials Control

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

RESPONSIBLE TO: Library Technical Assistant (Serials)

SUPERVISES: Not Applicable

DUTIES: Checking in serial publications
Filing new purchase orders in Kardex
Reporting delinquent serials to LTA for claiming
Processing library materials, including stamping, targeting, and labelling as required
Disposing of withdrawn library materials
Keeping appropriate statistics
Performing other duties as assigned

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

Revised 2/5/88
TITLE: Library Technical Assistant
DEPARTMENT: Serials Control

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

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

SUPERVISES: Library Assistant III

DUTIES:
- Checking in serial publications
- Creating serials holdings and payment records
- Supervising LA III (Serials) and handling all personnel matters relating to that position
- Supervising processing of library materials and reviewing all materials for appropriate and accurate processing before materials are sent to the shelves
- Claiming delinquent serial publications
- Maintaining duplicate/exchange files as time permits
- Resolving problems within scope of position
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm; ability to pay close attention to detail; interpretative and problem-solving skills; supervisory skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Some college education and library experience preferred.

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Cataloging

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

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Not Applicable

DUTIES: Searching OCLC database for bibliographic records; cataloging books, serials, microforms, and audio-visual material using OCLC records supplied by the Library of Congress.

- Editing and inputting cataloging records
- Linking catalog records for new materials with item records in COLLI system; creating and maintaining shelflist and COLLI item records; withdrawing superseded volumes
- Creating name and series authority records
- Creating periodical call numbers
- Verifying subject headings
- Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department
- Keeping appropriate statistics
- Performing other duties as assigned

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

Revised 2/5/88
POSITION DESCRIPTION

TITLE: Senior Administrative Secretary

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student assistants as assigned to special projects

DUTIES:

Types all correspondence

Maintains supplies, handles petty cash, and prepares purchase requisitions

Supervises preparation of timesheets and calculates time and leave

Prepares and calculates travel requests and registrations

Handles details of Law Library meetings and functions

Coordinates all personnel actions with Personnel Department and keeps informed of Personnel and Payroll policies and procedures

Maintains updated Board of Regents files (FID) on Law Library faculty

Coordinates with Directors and Assistants to the Dean as requested by the Dean or Law Librarian

Checks monthly budget status report and monitors personnel funds

Maintains spreadsheets for all departments

Requests repairs and maintenance from Physical Plant, Telecommunications, and other departments as necessary

Obtains quotes and prepares orders with outside vendors, including pickup, if necessary

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

Revised 2/8/88
TITLE: Library Assistant I (.5 FTE) (2 positions)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

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

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II (Circulation)

SUPERVISES: Not Applicable

DUTIES:
- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLT functions as required, including system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
- Accept fine payments
- Assist in processing overdue notices and ILL transactions and performing other circulation tasks as assigned
- Open and close the library (if assigned these hours)
- Straighten up ground floor of library at closing (if assigned these hours)

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

Revised 2/5/88
PROGRAM OF SPACE ALLOCATION
FOR GEORGIA STATE UNIVERSITY
COLLEGE OF LAW
OCTOBER 9, 1987
PROGRAM OF SPACE ALLOCATION
FOR
GEORGIA STATE UNIVERSITY COLLEGE OF LAW

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

Revised October 9, 1987
Program of Space Allocation  
for  
Georgia State University College of Law  

I. LAW LIBRARY  

A. Stack Space - to accommodate 250,000 vols.  
28,099

Note: Stack space to be equipped with 12,600 linear feet of compact shelving occupying 3,099 s.f. and 50,000 linear feet of standard shelving occupying 25,000 s.f. Total shelf space: 62,600 linear feet.  

B. Study Space - a total of 400 study stations  
General Study Area - 360 stations at tables and carrels  
7,200  
Study Rooms - 10 @ 125 sf; 4 stations each  
1,250  
Subtotal  
8,450  

C. Service Space  
Entrance Lobby - detection & book display  
600  
Circulation Desk and Reserve Area  
1,000  
Microform Area  
1,400  
Computer Room - 20 carrels  
1,000  
Classroom - 30 stations with large screen video  
550  
Video Room - 6 carrels  
300  
Reference Desk  
150  
Rare Book/Special Collections  
400  
Law Review Work Room  
200  
Photocopy Rooms - 2 @ approx. 250 sf  
500  
Subtotal  
6,100  

D. Administrative and Staff Space  
Head Librarian  
180  
Associate Librarian  
160  
Secretary/Files  
150  
Reference Librarians - 2 @ 150 sf  
300  
Conference Room  
300  
Project Room  
200  
Library Staff Lounge  
225  
Technical Services Librarian - 2 @ 150  
300  
Technical Services Workroom  
2,000  
Receiving/Storage  
475  
Subtotal  
4,290  

Law Library Total  
46,939
II. INSTRUCTIONAL SPACES -

- **Auditorium** - reasonable access to existing facility assumed
  - 0 assignable sf

- **Lecture Halls** - 1 @ 140 stations, 2 @ 125 stations, 1 @ 100 stations, 1 @ 70 stations
  - Assignable sf: 2,727, 2,354, 2,016, 1,408

- **Classroom**
  - **Seminar Rooms** - 2 @ 384 sf, 20 stations each, 2 @ 600 sf, 30 stations each
    - Assignable sf: 768, 1,200
  - **Moot Courtroom** - Normal courtroom fixtures plus gallery seating for 20, doubles as 20-seat seminar room; also includes small A-V room
    - Assignable sf: 1,192
  - **Jury Room** - seats 15; also doubles as 15-seat seminar room and pre-trial motions room
    - Assignable sf: 320

**Instructional Spaces Total** 13,985

III. FACULTY AND FACULTY SUPPORT

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

**Faculty Total** 9,338

IV. ADMINISTRATION

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

**Administration Total** 6,139
V. STUDENT SERVICES

Student Lounge 1,318
Vending 250
Student Locker Area - 600 each 1,000
- Student Mail Boxes - 600 each 240
- Student Organizations Modules 1,024
- Law Review - Editor, Associate Editor, Secretary, Workroom 1,000

Student Services Total 4,832

VI. SPECIAL PROGRAMS

A. Clinical Program

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

Subtotal 1,440

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

C. International Law Center 750

D. Center for Lawyer Competency 750

Special Programs Total 4,736

College of Law Total (less Special Programs) 81,233
College of Law Total (including Special Programs) 85,969