INTRODUCTION

The staff of the Law Library were very productive and maintained a high level of service to students, faculty, and members of the bar. With a staff that is dedicated to improving our services, we continue to expand all of our technical and public services.

The reference desk was staffed by a staff member. These questions were generated from faculty, students, lawyers, and law firms librarians. The Reference Desk is staffed 24 hours per week. 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 for faculty guides searching are reimbursed from a general library fund for faculty research. With an extensive borrowing program, the Law Library Loan, the circulation department receives 1,137 requests for our students and faculty and 7,617 requests from other libraries, including near 300 loans from the Law School at Emory University.

The photocopy service and rental are also popular. During the year, the Law Library made approximately 4,000 copies per month for faculty members. Lawyers and law firms frequent the photocopy service for materials for a fee.

The library's collection during the past year grew by 8,081 hardcopy volumes, 1,541 microform equivalent volumes, and 9,602 titles. We continue to respond to the faculty research and teaching needs and to build retrospective collections.

The number of librarians increased by one new member. When one of our high level staff members left the Library, her position was converted to a professional position. The new position is titled Acquisitions/Serials Librarian. LaDell Brown assumed this position on March 15. She will be responsible for the acquisitions and serials aspects of technical services. Jim Green's position changed from Technical Services Librarian to Catalog Librarian.

There were several personnel and organizational changes that occurred in the library during the year. The organizational changes have resulted in high productivity and efficiency levels.

The Law School underwent a Self-Study for the American Bar Association visit. The Law Library was inspected by Professor George Graham, the review team. The team once again noted that the Law School was an outstanding library and the entire law school in the top 1%

GEORGIA STATE UNIVERSITY
College of Law Library
ANNUAL REPORT 1988/1989

Nancy Johnson
Law Librarian and
Associate Professor of Law
The staff of the Law Library were very productive and maintained a high level of service to students, faculty, and members of the bar. With a staff that is dedicated to improving our services, we continue to expand all of our technical and public services.

The reference librarians answered an average of 800 reference questions per month. These questions were generated from faculty, students, lawyers, and law firm librarians. The Reference Desk is staffed 68 hours per week. 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 240 borrowing requests for our students and faculty and lent 1,099 books to other libraries, including over 200 loans to libraries outside Georgia.

The photocopy service to faculty remains popular. During the year, the Law Library made approximately 3,400 copies per month for faculty members. Lawyers can also request photocopies of materials for a fee.

The library's collection during the past year grew by 8,081 hardcopy volumes, 1,641 microform equivalent volumes, and 3,002 titles. We continue to respond to the faculty research and teaching needs and to build retrospective collections.

The number of librarians increased by one new member. When one of our high level staff members left the Library, her position was converted to a professional librarian position. The new position is titled Acquisitions/Serials Librarian. Ladd Brown assumed this position on March 1, 1989. Because Ladd will be responsible for the acquisitions and serials aspects of technical services, Jim Braden's position changed from Technical Services Librarian to Catalog Librarian.

There were several personnel and organizational changes that occurred in the library during the year. The organizational changes have resulted in high productivity and efficiency levels.

The Law School underwent a Self-Study for the annual American Bar Association site visit. The Law Library was inspected by Professor George Grossman, the Librarian on the team. The team once again noted that the main problem with the Library and the entire Law School is the lack of space. The team
also noted the need to increase the book budget to deal with inflation and the need for an automated acquisitions and serials control system.

The Annual Reports from the five professional librarians, Martha Dragich (Associate Law Librarian), James Braden (Catalog Librarian), Ladd Brown (Acquisitions/Serials Librarian), Barbara James (Reference/Documents Librarian) and Becky Stillwagon (Reference/Special Collections Librarian) detail the work of their departments. Statistical tables, an organization chart, and position descriptions follow as attachments.

ADMINISTRATIVE STRUCTURE AND PERSONNEL

Jim Braden and Martha Dragich outline in their reports the details of numerous administrative and personnel changes. The staffing patterns have changed to meet the added responsibility of a heavily used computer lab, increase in user population (253,6342 persons entered the library), increase in the usage of our materials (reshelved 10,000 books per month), and an increase in every service that we provide to faculty and students.

As noted in Martha Dragich's report, the student assistant budget is inadequate to shelve books, file looseleaf reporters, staff the circulation desk, help computer users, and staff the microform room. If our allocation of student assistant budget is not increased, we will have to reduce the number of hours that the microform room/computer lab is open.

Ladd Brown, who earned his M.L.S. at Florida State, joined us on March 1st. He is responsible for the acquisitions of materials and the control of serials. He will be analyzing many of the existing functions and working towards increasing efficiency.

For a three month period in 1988-89, the Law Library employed a Law Library Intern. Diana Frazier (J.D., Indiana) worked in various departments in the library, including Microforms, Technical Services, and Reference. After working with us, Diana began working at Emory's Law Library. Diana will attend Library School next year. The internship program proved very beneficial to Diana because she was involved in the daily operations of a library and to our staff since she brought new ideas and enthusiasm to the tasks.

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.
In addition to serving the law students and law faculty, the Library is open to non-law students and faculty, and attorneys. This year 253,632 persons used the Law Library. This figure represents an increase of 7% over law year's total. Two years ago we served 181,213 users. In two years we increased our usage by over 30%. According to the statistics gleaned from the sign-in sheets, over 7,000 attorneys 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, Legal Studies and Education.

The Microforms/A-V/PC Lab has proven to be both very popular with the law students. The area is now under a new supervisor who will work on improving the area's service to faculty and students.
LIBRARY AUTOMATION

The online catalog, OLLI, remains popular with our patrons. The circulation system that is integrated with OLLI has improved during the year due to the efforts of the librarians and staff that work with it.

The highest priority for the Pullen and the Law Library is to obtain the automated acquisitions subsystem of the UNISYS/PALS Library System. The current automated acquisitions system (LAQ) was transferred this summer to the Amdahl computer. This transfer was viewed as a temporary measure until we purchase a new system. The Law Library is also in need of an online serials control system.

COLLECTION

The following figures summarize the size of the collection in April, 1989:

VOLUMES ........................................... 107,672
TITLES ............................................... 36,611
MICROFORM REELS .................................. 5,238
MICROFICHE ........................................ 362,824
MICROFORM VOLUME EQUIVALENTS ............ 63,823
SERIAL SUBSCRIPTIONS ......................... 4,033
AUDIO/VIDEO ...................................... 380

During 1988/89, the library grew by 8,081 hardcopy volumes, 1,641 microform equivalent volumes, and 3,002 titles. The statistics that were reported to the ABA in September, 1988, ranked our Library as 4 out of 35 South Eastern Law Libraries for the number of volumes that we added during this past year.

The Library's first priority is a collection that is relevant to the Law School's curriculum and supports the research activities of law faculty and students. The collection's strengths reflect the research interest of the faculty. 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 currently subscribes to 4,033 serial titles which ranks our library 16th out of 35 South Eastern Law Libraries. During the year we subscribed to 251 new titles.

During the year, the Law Library received two major valuable donations. The Firm of Candler, Cox and Andrews donated its entire library (including their oak book cases) to our library. This donation added needed backfiles of materials. The Georgia State Library in the Judicial Building donated hundreds of titles to our library. With this donation, the library added valuable out-of-print treatises to the collection. There are hundreds of Canadian and British materials stored in boxes which will be added to the collection once the library is expanded.

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 (4/89)......... 88%
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 9,000 hardcopy volumes per year. Therefore, the projected statistics are as follows:

April, 1989.........................107,672 or 88% capacity
April, 1990.........................116,672 or 96% capacity
April, 1991.........................125,672 or 103% capacity

Plans for Expansion

The Program of Space Allocation for Georgia State University College of Law, October 9, 1987 allows for 46,939 assignable square feet for the Law Library. The stack space will accommodate 188,400 volumes. Since the library grows at 9,000 volumes per year, the collection will grow to 188,400 volumes and reach full capacity in the year 1998. Additionally, there will be study space for 375 study stations, a computer lab/microform/audio-visual area, a Law Review office, and 2 photocopy rooms. The administrative and staff space will be expanded to accommodate six librarians, support staff, and student assistants. We have given special attention to planning for automated systems, better lighting, and quiet study spaces.

The librarians have spent numerous hours reviewing blueprints and various furniture arrangements. The plans will reflect the nature of our work and the services that we offer. The library will be renovated during the last phase, beginning in 1990. Floors 2-4 will be renovated during 1989-90.

BUDGET

The materials budget is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1987-88 $spent</th>
<th>1988-89 $budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$ 77,568</td>
<td>$ 49,000</td>
</tr>
<tr>
<td>Serials</td>
<td>381,000</td>
<td>420,000</td>
</tr>
<tr>
<td>Microforms</td>
<td>19,433</td>
<td>20,000</td>
</tr>
<tr>
<td>Audio-Visual</td>
<td>6,933</td>
<td>5,000</td>
</tr>
<tr>
<td>Binding</td>
<td>14,697</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>499,631</strong></td>
<td><strong>504,000</strong></td>
</tr>
</tbody>
</table>
Personnel Services

Salaries $339,520

Operating Expenses and Equipment

Operating Expenses 72,842
Equipment 6,982

TOTAL $79,824

$368,645

75,000

7,750

$82,759

FIVE YEAR GOALS:

1. Move into expanded facilities for the College of Law. Arrange the materials in the expanded facilities so that they are spaced appropriately with the least used materials in suspect shelving.

2. Implement an integrated automation system in the areas of acquisitions, accounting, and serials shelving.
GOALS FOR 1989/90

ONE YEAR GOALS:

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

2. Plan for the rearrangement of the collection into the expanded shelf space.

3. Move the contents of the Faculty Library from the first floor to the fourth floor during Fall, 1989.

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

5. Evaluate the UNISYS/PALS Acquisitions and Serials Control System for the needs of the Law Library.

6. Catalog and classify the entire microfiche and microfilm collection.

7. Improve development and training of librarians. Continue with weekly librarians' meetings which results in collective decision making.

8. Continue the lines of library communication among the staff members with monthly staff meetings.


10. Accommodate new materials in existing space.

11. Weed the collection of unnecessary volumes.

12. Improve service in the Micro/Computer lab and examine staff positions in that area.

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

FIVE YEAR GOALS:

1. Move into expanded facilities for the College of law. 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, Catalog Librarian
Ladd Brown, Acquisitions/Serials Librarian

Since April 1979, I have worked to improve the efficiency and effectiveness of the Library's operations. I have developed policies and procedures to streamline processes and enhance customer service. I have also overseen the implementation of new technology and software to improve our ability to manage and access our collection.

Technical Services Reorganization

Recently, the position of Stacks Supervisor became vacant, and we were able to upgrade it to a higher level. I am pleased to announce that we have successfully filled this position with a highly qualified candidate.

In addition, we have reorganized the Acquisitions/Serials department to better meet the needs of our users. We have implemented new procedures for processing and cataloging materials, and we are actively seeking new ways to improve our services.

I am confident that these changes will result in a more responsive and efficient Library, and I look forward to continuing to work with you to achieve these goals.
MEMORANDUM

TO: Nancy
FROM: Martha
DATE: 4/14/88
RE: Annual Report for 1988-89

This memorandum summarizes my activities during the past year as well as major developments in the units under my supervision. Statistics are reported for the twelve-month period running from April 1988-March 1989.

PART ONE: ACTIVITIES AND ACCOMPLISHMENTS

1. Organizational Changes

As vacancies occurred during the year we took the opportunity to make several organizational changes.

Stacks Supervisor

When Ismael was promoted into the vacant LTA position in Serials, we abolished the LA III position in Serials/Processing. This enabled us to create the position of Stacks Supervisor to oversee shelving, filing, and processing. Since the Stacks Supervisor was to report to me, we shifted responsibility for the supervision of the Outreach Service to Barbara.

Technical Services Reclassifications

When the LA II position in Acquisitions became vacant, we were able to upgrade it to an LA III. When the Accounting Assistant position was vacant, we had it reclassified (laterally) to an LA III position in recognition of the heavy emphasis on check-in duties in the position.

Circ/Micro Supervision

Finally, when the Administrative Supervisor I position in Micro became vacant, we combined supervision of Micro with Circulation and accordingly had Norma's position reclassified from Administrative Supervisor II to Administrative Supervisor III. At the same time we created two half-time LA I positions for Micro.

2. Student Assistant Employment

This year we have used about 9600 hours of student help, at a cost of over $37,600. These figures represent a decrease of almost 10% from last year. Our average rate of pay is $3.92/hour, essentially unchanged from last year. Student assistants currently start at $3.75/hour.
We have worked steadily to improve the quality of student assistants' performance. We evaluate their performance twice a year, and award merit increases on the basis of the evaluations. We have terminated a few non-performers.

The above figures exclude student assistants funded by the College Work Study Program. This year the College of Law had its own CWSP budget to administer, and the library was designated as the sole place that law students receiving this funding would work. Only two students who qualified for the funding accepted it, and one quit after a few months. The rate of pay for CWSP students is currently $4.50. We also submitted a request for undergraduate CWSP students, but received no responses. Thus, we did not derive as much benefit from this program as I had hoped.

3. Library Use

This year, 253,632 persons entered the library. This is an increase of 15,856, or 7%, over last year. Over 7,000 attorneys signed in during the year. The heaviest law firm users of the library are Alston & Bird; Decker & Hallman; Fischer & Phillips; Kilpatrick & Cody; King & Spaulding; Lord, Bissell & Brook; Peterson, Young, Self & Asselin; Powell Goldstein; Stokes, Shapiro, Fussell & Genberg; Trotter, Smith & Jacobs; and Troutman Sanders.

4. Circulation

Under Norma's supervision, the staff in Circulation have worked throughout the year to improve service at the desk, to better maintain the Reserve collection, and to understand more fully the operation of COLLI.

Desk service has benefitted from the stability of the staff and from Norma's continuing emphasis on the quality of service. Each staff member has learned new functions during the year so that all are able to perform a variety of functions in addition to basic service to patrons.

Circulation again set records for the number of transactions handled. From April 1988 - March 1989 we circulated 18,098 items (exclusive of Micro), compared with 16,066 the previous year. This represents an increase of 13%.

Patron Categories

While circulation was up in all patron categories, the most notable increase was in circulations to non-law faculty. This year they borrowed 338 items, compared with only 28 the previous year. This drastic change is due in part to Phil's implementation of a change which allowed us to do these transactions on COLLI, which previously did not handle them correctly.
Overdues/Holds

We have not kept statistics on the number of notices sent out in the past, but over the first three months of 1989 we averaged about 230 notices per month. Undoubtedly this is a massive increase over what we sent out when notices were generated manually, and should result in better control over the collection. The Circulation staff also place holds on materials charged out to one patron and requested by another.

Projects

Several projects have focused on the Reserve collection. During the summer, Norma initiated an inventory project in which she sent lists of materials on Reserve to each faculty member and asked whether they should remain on Reserve. Response was good and the collection was weeded significantly as a result. The staff are currently engaged in a project to clean up the reserve item records on COLLIL, making sure that all information is accurate and up to date. In addition, Norma has taken the initiative of checking the book list for the upcoming semester as soon as it is available, pulling materials for Reserve, and seeing that materials we don't own are ordered. Consequently, we have done a much better job of having materials on Reserve at the beginning of the semester.

Through continued instruction and the familiarity of using the system now for two years, Norma and her staff are using the COLLIL system to the fullest of its capabilities. All loans except the loan of Reserve materials to non-GSU affiliated patrons are done on the system.

When COLLIL was "rebased" during the fall of 1988, the Circ staff showed great patience in dealing with the resulting chaos and flexibility in learning new commands and procedures.

5. Interlibrary Loan

Interlibrary Loan continues to be one of our most successful services. This year we initiated 240 borrowing requests, compared with 253 last year. Our fill rate on borrowing rose from 80% to 91%, and in three separate months Norma was able to obtain everything requested. We have borrowed approximately equally from University Center libraries, other Georgia libraries, and libraries outside Georgia.

Total lending requests came to 1099, an increase of 9% over last year. Our fill rate stayed at 78% despite the cataloging of legal newspapers. Since OCLC does not show detailed holdings, we have experienced an increase of requests for issues we do not own. The vast majority of our loans were to Georgia libraries outside the University Center, and over 200 loans were made to libraries outside Georgia.
6. Microforms/A-V/PC Lab

Staff

This has been a bit of a tumultuous year for the Microforms unit. John Campbell resigned in May, 1988 and was replaced in July by Mark Walker. Mark was selected for his audio-visual expertise, but proved to have no supervisory abilities and no understanding or appreciation of library policies and procedures. After several negative reviews, Mark resigned at the end of November. Supervision of the unit was given to Norma Grubbs, and two new half-time LA I positions were created for Micro. Student assistant hours have been reduced to approximately 65 per week.

Patron Transactions

Reliable statistics are unavailable for most of the year. For seven months during the year, a total of 2404 transactions were reported. These figures are grossly under-reported, and figures for the remaining months are missing altogether. It does appear that the number of "general reference" questions has decreased markedly. This is due, I assume, to the reference librarians’ articulation during the year of guidelines encouraging Circ and Micro to refer questions to Reference.

Use of COLLI

All audio equipment, audio tapes, and video tapes have been loaded into COLLI and are now checked out on the system. COLLI use began in August but only really got established in December as a regular procedure. Based on the most recent four months, it appears that we will average just under 200 audio and video checkouts per month.

Collection Guides & Manuals

Plans to create a new guide to the microform collections were scrapped when we decided to catalog the collection instead. Title, producer, and subjects lists for the video collection have been prepared using RapidFile and are now available. We have nearly 400 video titles. Title, producer, and subject lists for the audio tapes are nearly complete.

A manual on video-taping was prepared by Mark Walker and has been used successfully in training litigation students and in troubleshooting.

Microfilm Periodicals

The roll film periodicals have been loaded into COLLI (provided a catalog record was available) so that our holdings display will be more complete. Some record clean-up will need to be done as titles are recataloged to merge bound and microfilm records.
PC Lab

The PC Lab continues to receive heavy use, although we have yet to find a way to keep track of the number of users or amount of time used. We are currently operating with five PCs, all of which are now hooked up to the shared printer, and all of which have hard disks or hard cards so that WordPerfect and CALI disks need not be checked out. WordPerfect 5.0 was loaded in December and most of the initial problems of switching over seem to have been worked out. We have received good, although not always fast, support from the law school’s computer staff.

Service Desk/Tape Storage

The desk modules were rearranged to provide a neater and more efficient work area. All video tapes were moved into the closet in Micro so that they could be located easily and quickly for patrons.

7. Collection Maintenance

The major goal of this unit is to keep shelving, filing, and processing as up to date as possible. Success or failure depends in large part on the reliability of student assistants. We have tried to assign specific tasks to specific students, vary the assignments, and increase pay rates slightly in hopes of keeping good employees. These efforts have met with very limited success. The cross-training of shelvers and filers does permit some flexibility in assigning workers to the task most in need of immediate attention.

To figure out how much shelving we actually do, we conducted a browsing project for a thirty day period this winter. All books were wanded in before being shelved. We shelved over 10,000 books.

For the months September 1988 - March 1989, Marilee processed 3,973 books, or an average of 567 books per month. The time required for processing has been reduced somewhat by Pam Scott’s use of a label printer for newly cataloged monographs.

Supervision

While shelving had been supervised by Becky and filing by Barbara, the two are now united under the supervision of our Stacks Supervisor, Marilee Jordan. Marilee is also responsible for processing, formerly done in the Serials unit. Although it is at times difficult to juggle all three functions, the basic design of this position appears to be working well.
During the past year we have completed two major shelfreading projects with the assistance of the full staff. Nearly every section of the collection was read in August and again in December. In addition to correcting shelving errors these projects enabled us to remove superseded update material, fix or replace labels as needed, and make other minor improvements.

Marilee and I are currently at work on a project to clear up long-standing filing problems, some of which she inherited. Once these problems are resolved we will establish a procedure for reporting and dealing with filing problems more expeditiously.

Marilee and I have also discussed the need to examine every aisle to determine where severe overcrowding prevents proper shelving. We anticipate that shifting will need to be done during the summer in many areas.

At the time of last year’s report, the majority of the Reference collection remained to be linked. This project has been completed, so that all bound volumes are now linked. Microfilm periodicals are also linked, and item records have been created for audio and video tapes and audio equipment. COLLI is in use in Circulation and Micro.

During the year we have continued to work out the problems we have experienced with the system. Phil devised a solution to the inability of the system to handle loans to non-law faculty. I worked out a solution for Interlibrary Use transactions with Pam Cravey at Pullen. We changed the way we barcode unbound periodicals (at the time of loan) so that checkout information does show up in OLLI.

The system was “rebased” in October. This resulted in absolute chaos for a couple of weeks, with the Circ staff coping admirably. The new software does provide several new commands, enhanced ability to track statistics, and other improvements, but does not address the problems that we have found most frustrating.

We now access OLLI/COLLI at 2400 baud from all of the COLLI terminals.

Our online searching for faculty has increased substantially. This year, we are averaging about $200 per month in reimbursable Nexis and Dialog searches, compared with about $100 per month last year. Quite a few of the faculty have taken advantage of this service.
We also occasionally do searches for non-law faculty. I have performed Westlaw searches in rare cases for non-law faculty and for the Board of Regents, and did some Nexis searching (at cost) for a faculty member in the business school.

I have begun to involve Barbara and Becky in more of the online searching requests.

This year we conducted our Lexis and Westlaw TLCs in the fall semester. Each TLC was installed for two weeks, rather than one week as in the past.

10. Other Projects and Activities

Policy Manual

The Policy Manual, in progress at the time of last year's report, has been completed. New sections will be added as the need arises.

Staff Development Programs

I have arranged a number of staff development programs in conjunction with our monthly staff meetings. They have covered COLLI (presented by Pam and Norma), shelfreading (Marilee, Norma, and Barbara), and OLLI (Barbara), and have included the films on Slow Fires and Judge Tuttle's speech to the law school. I also presented information on performance evaluations at a lunch session.

PROFS

In January I learned the PROFS system and since then have taught you, Becky, and Barbara to use it. I can do the same for Jim and Ladd whenever they get modems. I have been unable to get it to work on any of our ADDS terminals, although this is supposed to be possible.

Legal Bibliography

I taught one day and one evening section of the required Legal Bibliography course in Fall Semester, 1988.

Professional Activities

I presented a paper on information malpractice at the ASIS annual meeting and published an article on organizational structure in the Law Library Journal. I serve as chair of the ALLA scholarship committee, and serve on the automation and faculty personnel committees of the Georgia State University Libraries. In February I attended a week-long Advanced Management Institute sponsored by OMS.
PART TWO: GOALS AND PROJECTIONS

1. Organizational Changes

I believe there are several things we should consider. First, I recently wrote you a memo proposing that we add a half-time staff position in the Collection Maintenance unit to assist Marilee. Since this would be a new position, the primary hurdle will be the budget.

Second, I am beginning to think that our staffing in Circulation may be insufficient. When there are no vacancies, vacations, or sick leave things run very smoothly, but the burden of keeping the library open as scheduled whenever there are absences seems almost insurmountable. The problem with adding staff is that there is not always a need for them, and it is difficult to have people "on call." We should first pursue other remedies, such as cross-training Circ and Micro staff to cover for each other and arranging schedules so that planned leaves do not overlap. If these measures do not result in significant improvement, however, we may be forced to reevaluate staffing.

Finally, we will have to monitor carefully Norma's ability to perform all of the tasks she is currently responsible for. We agreed when we established the position that it might be too much for one person to handle. If that proves to be true, we will have to reassign ILL or other specific functions to someone else.

2. Student Assistants

As you know, our student assistant budget is wholly inadequate. We have decreased hours as far as we possibly can--possibly too far--and our rates of pay are already too low to attract and keep reliable and competent people. Moreover, the passage of any new minimum wage law will have a devastating impact on the budget. I estimate that it would cost about $44,000 per year to maintain our present staffing level at the new rates. We need to add $20,000 to this budget line.

The Work Study program represents an opportunity to get more help, but we have had limited success with this program. I have talked with Cheryl Jackson and with people at the Financial Aid Office to determine why so few people are interested in working for us. The reason, not surprisingly, is the rate of pay. Evidently other departments offer considerable more than we do. We could offer to pay Work Study students more, but that would be unfair to regular student assistants doing the same jobs at much lower rates.

We also should work on improving the training of student assistants. I have begun to gather information on this subject and have made some suggestions to Marilee about the training of shelvers. Training in all units is being done and is often quite successful, but given the complexity of the tasks and the fact
that the students have to work rather independently, I think training could be more extensive, make use of some written materials, employ techniques such as simulation of difficult patron transactions, and provide some means for follow-up and checking on progress.

3. Circulation

As noted above, finding means to ensure adequate staffing at all times is a top priority. To this end, the cross-training of Circ and Micro personnel is essential. Micro personnel should be trained to work at the Circulation desk so that if there is an absence in Circulation the Micro person can cover.

Once that is accomplished, Circ personnel should be trained to work in Micro so that if there is an absence in Micro Circulation personnel could be given the opportunity to pick up extra hours in Micro, or the Circulation attendant on duty could provide at least audio and video check-out service.

The other overriding goal for Circulation is the provision of quality service to patrons. This requires that Circ staff constantly strive to learn more about COLLI and that they remain well informed about library policies and procedures. It also requires that the Reserve collection and the Reserve records on COLLI be kept in good order by means of the inventory, weeding, and records clean-up projects that have been undertaken in the past year.

I also hope that we will shortly be able to access OASIS and be trained in applying and removing registration holds to eliminate the hassle of sending our students over to Pullen to resolve these matters.

4. Interlibrary Loan

As this service is already excellent, the goal is to keep it that way. We are working on clarifying the relationship between ILL and the Outreach Service. Norma also should try to shift some ILL tasks to her staff.

5. Microforms/A-V/PC Lab

Although service has improved considerably, further improvements are needed. Micro personnel are still fairly inexperienced with COLLI and need to become more familiar with its operations and with problem resolution. There are also wide variations in employees' knowledge of videotaping techniques, WordPerfect, and other functions which should be addressed by further training.

Future directions for the PC Lab need to be explored. We intend to have a much larger lab when the library expands but have not fully considered the implications of expansion in terms of what software should be available, etc. We also should consider
offering training at least to first year students, since that does not seem to be available from the law school's computer staff. Although I have not looked into this, it would seem that basic instruction on how a PC works, and basic instruction in WordPerfect, would be welcomed by the students. In order to provide this kind of training, we first have to develop sufficient expertise among our staff.

Our reader/printers do not provide very good copies and frequently require service. We should investigate replacing them or find other options for improving service.

Significant rearrangement of the microform collection will be required as the collection is cataloged. It is my understanding that Becky will figure out how the collection should be arranged, but that Micro personnel will actually transfer materials as she directs.

6. Collection Maintenance

This unit will be under great pressure during the renovation of the library. Small-scale shifting of the collection will increasingly be required to accommodate new acquisitions. A major planning effort will be required to determine how the collection should be laid out in the expanded library. We have not discussed who will be responsible for this task.

The primary goal for the unit is to increase the accuracy and efficiency of shelving and filing. Major projects such as shelfreading will be continued, although possibly targeted more toward areas of heavy use. Once the backlog of filing problems is cleared up, Marilee and I will establish specific goals for handling filing problems in a timely fashion.

7. COLLI

We will continue to work with Phil and with Pullen to identify and resolve problems with the system. Unisys has not been very responsive, so we are often required to find ways of adjusting our procedures or policies to suit what the system will do.

As enhancements become available we will evaluate them and implement them as appropriate for our operations. Two or three new releases are expected this year.

8. Online Searching

Although our Nexis and Dialog searching has increased substantially, we still are not using the full share of the reimbursement fund that Carolyn has allotted to us. We should continue to publicize the availability of this service to faculty.
We also should strive to maintain our expertise in searching these less familiar systems. I have been inviting Becky and Barbara to become more involved in searching. Further training for any of us would be helpful. We should also take advantage of training on new aspects of Lexis and Westlaw as they become available.

9. Other Projects

One of the most important projects I foresee for the next year is the need to improve training and orientation for all new employees. The other major areas of involvement will be in space planning and automation projects.
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**Note:**
- Reference service hours are from 9:00 a.m. - 5:00 p.m. Monday through Thursday and from 9:00 a.m. - 2:00 p.m. on Friday, for a total of 42 hours. A Graduate Research Assistant is scheduled from 1:00 - 4:00 p.m. on Saturday and Sunday, for a total of 10 hours. The schedule changes each semester.

We have continued to update and create new library information guides. To reflect changes in the collection and/or policies, the Federal Taxation, Georgia Practice Materials, Work Books, Treaties, and Photocopy Service guides were updated. A new guide, U. S. Supreme Court Research, was also added to the series.

The Public Services Librarians all participated in teaching Westlaw and Lexis classes to first year law students in the Fall. Both companies provided us with "Temporary Learning Centers" that comprised five terminals. Classes lasted for at least an hour, and we took up to 10 students per class.

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.

There is now a Rolodex file behind the reference desk that contains frequently called or otherwise useful numbers.

At the suggestion of the Sally Smith, ASC annotated we began to have biweekly reference meetings in the fall at 1:30. We discuss unusual or hard-to-answer reference questions, strategies, and give presents to the reference team each research. Sessions have included "Anchitecting" the Legislative History of the Constitutions, the Federal Taxation, and the Congressional Research Service.
TO: Nancy
FR: Barbara
DA: April 12, 1989

This memorandum summarizes my activities and the major projects I have undertaken in 1988 - 1989, as well as the general activities and services connected with the reference desk and outreach services. I am attaching statistical information for reference and outreach services.

Reference

The reference desk is 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 58 hours. A Graduate Research Assistant is scheduled from 1:00 - 6:00 p.m. on Saturday and Sunday, for a total of ten hours. The schedule changes each semester.

We have continued to update and create new library information guides. To reflect changes in the collection and/or policies, the Federal Taxation, Georgia Practice Materials, Form Books, Treaties, and Photocopy Service guides were updated. A new guide, U. S. Supreme Court Research, was also added to the series.

The Public Services Librarians all participated in teaching Westlaw and Lexis classes to first year law students in the fall. Both companies provided us with "Temporary Learning Centers" that comprised five terminals. Classes lasted for at least an hour, and we took up to 10 students per class.

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.

There is now a roledex file behind the reference desk that contains frequently called or otherwise useful numbers.

At the suggestion of the Sally Wiant, ABA inspector, we began to have bimonthly reference meetings in the spring of 1988. We discuss unusual or hard-to-answer reference questions, develop strategies, and give presentations on various aspects of legal research. Sessions have included presentations on Georgia Constitutions, the National Union Catalog, the Court of Claims, the Congressional Record, Presidential Executive Orders and
Looseleaf Filing

I supervised the looseleaf filing until the library hired Marilee Jordan as Stacks Supervisor on August 8, 1988. At that time, she assumed supervision of all looseleaf filing. I assisted in her training and remained available for consultation.

Outreach Services

I assumed supervision of the photocopy service on July 1, 1988. This service was instituted in January 1987 in an effort to provide increased services to the law faculty and law firms. Copies are provided free of charge to law faculty, and for a modest fee to others. This service has proved to be quite popular, particularly with the faculty.

Statistics for 1988

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<td>ILL</td>
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Statistics for 1989 (Jan. - March)

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In 1988, faculty use of the service dramatically increased. We now offer, to interested faculty members, daily print-outs of current awareness services available online. Law firm use of our service fell in 1988. This can primarily be attributed to a two-month disruption in service due to Jerome Drew's resignation, to a subsequent increase in the rates we charge, and to a reordering of priorities so that law faculty are always served first. According to a recent survey published in the ALLA Newsletter, we still have the lowest rates in Atlanta.

Arlecia Brown assumed the duties for the Outreach Services position on September 26, 1988. Despite the popularity of this service, she usually completes orders within a few hours of receiving them.
We are a selective depository for Government Printing Office (GPO) documents and currently take an estimated 4% of the available materials. This comprises 280 items, an increase of 32 items in the past year. Many of the item numbers include multiple titles.

Since last July, when the profile was last amended by the GPO, I have added an additional 14 items. We should begin to receive these documents in the fall of 1989.

We have a deposit account with the GPO to cover the cost of the non-depository documents I order. This includes paper copies of titles available to depository libraries only in microfiche, other legally related titles, and requests from faculty members and librarians.

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. Many of these older documents have come from the Georgia State Law Library since it is drastically purging its collection.

When John Campbell resigned from his position in Microforms in May 1988, the documents check-in moved to the Technical Services Department. I worked with training the staff in how to check-in the documents. I also worked with annotating and updating the kardex, prior to its revision. During the summer of 1988, staff in Tech. Services recompiled the kardex by main entry so that document check-in now follows standardized library procedures.

During February 1989, I assisted in the documents check-in due to a shortage of Tech. Services staff. This took an average of 4 hours per week.

Fall 1988 marked the resumption of microfiche shipments from the GPO. Depository libraries received virtually no microfiche title from August 1987 - September 1988 due to a contractor's default and an ensuing embargo of fiche for litigation purposes. Once new contracts were let and the fiche began flooding in, I began to notice that titles were not being filed in the proper SuDocs sequence, making them impossible to find by the reference number. Since the filing is done by student assistants in Microforms, I conducted a training session to explain the SuDocs filing system. I also "shelfread" the entire collection of the Y4 (Congressional Hearings) fiche which spanned 7 microfiche drawers. Hopefully, I corrected all the previous misfilings so that the new titles can be properly interfiled.
I created a list of GPO serial titles to check for binding and superceded purposes. Now I can check at regular intervals to see that document titles are receiving proper treatment.

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Admin: 5501

Could find no records for July.

Jerges Drew resigned mid-August.


For part of August and September (apx. 6 weeks), a student assistant and I worked together to supply copies to the faculty. No orders were filled for law firms.

As of Oct., Westlaw printouts are included in the faculty total.

As of Nov., Lexis printouts are included in the faculty total.

In Nov., we began keeping statistics on the number of administrative copies made (i.e., Information Series, Attorney sign-in sheets, etc.)

**TOTALS FOR 1983**

<p>| LAW FACULTY | 37808 (11 months) |
| LAW FIRMS | 11074 (10 months) |
| OTHER | 1295 (11 months) |
| ILL | 2053 (12 months) |
| ADMINISTRATIVE | 700 (12 months) |</p>
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**TOTALS FOR 1988**

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I started work on the microforms cataloging project. I reviewed literature on microforms cataloging to find out what the standard procedures are and how other librarians handle them. Our microforms assistant, Marj Hall, who has served as a cataloger for the technical services department, also spent some time working to get us started. The project proved quite daunting at first. She provided helpful information on how to handle the questions that arose during the project. Following her visit I met with the staff of the technical service department to assist her in answering a number of questions about the project. We are working on a microforms section of our catalog now. The technical services department is working on a special order for a school or college. I began reclassifying individual microforms as they arrived in our collection. Unfortunately, due to other responsibilities within the technical services department the impetus and results of the project have not been very recently.
TO: Nancy
FROM: Becky
DATE: April 21, 1989
RE: Annual Report 1988-89

Reference

Barbara has submitted the annual report for reference services, which includes my reference activities.

My goals for the coming year with regard to reference services include keeping library guides up to date as well as developing new guides on Canadian law, state materials, and updating the looseleaf services list. The latter project is well underway already and should be completed soon. Another reference services goal which I plan to pursue is to become more familiar with specialized legal materials, such as foreign and international, labor, tax, and securities materials.

Stacks Maintenance

I supervised stacks maintenance functions until late August, when my position title changed from Reference/Stacks Maintenance Librarian to Reference/Special Projects Librarian.

Special Projects

In August I began work on the microforms cataloging project. I surveyed literature on microforms cataloging to find out what the standard procedures are and how other librarians deal with cataloging of microforms. Gail Daly, who was here as a consultant for the technical services department, also spent time with me going over plans for the project. She provided helpful advice and answered many of our questions. Following her visit I submitted recommendations for consideration by all of the librarians here and we made a number of decisions about how the project would proceed. Next I worked out the physical arrangement for the microform collection so that we could begin rearranging materials as they were cataloged. Print indexes for microform materials were placed on a special carrel so they could be located and used more easily. I began reviewing individual records in October, and sent a number of workforms to cataloging. I completed reviewing many of the microform periodicals records in November. Unfortunately, due to other pressures in the technical services department, the inputing and revision of records was begun only very recently.
Setting a goal for completion of this project is difficult since we have no way of knowing how many microform titles are in our collection or how much time will be required to catalog each title. However, we have set January, 1990 as a target date for completion of the project.

**REFERENCE STATISTICS**

**April, 1989 - March, 1990**

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April, 1988 - March, 1989

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<td>197</td>
<td>64</td>
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<td>December</td>
<td>40</td>
<td>98</td>
<td>82</td>
<td>108</td>
<td>70</td>
<td>20</td>
<td>5</td>
<td>423</td>
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<tr>
<td>January</td>
<td>62</td>
<td>169</td>
<td>173</td>
<td>185</td>
<td>118</td>
<td>74</td>
<td>27</td>
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<td>February</td>
<td>79</td>
<td>141</td>
<td>136</td>
<td>147</td>
<td>79</td>
<td>37</td>
<td>23</td>
<td>642</td>
</tr>
<tr>
<td>March</td>
<td>57</td>
<td>172</td>
<td>165</td>
<td>150</td>
<td>87</td>
<td>34</td>
<td>16</td>
<td>681</td>
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<td>TOTAL</td>
<td>776</td>
<td>1991</td>
<td>1973</td>
<td>2430</td>
<td>1614</td>
<td>663</td>
<td>293</td>
<td>9740</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Nancy Johnson, Law Librarian
FR: Jim Braden, Catalog Librarian
Ladd Brown, Acquisitions/Serials Librarian
DA: 4/24/89

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

Personnel and Departmental structure

The department underwent considerable personnel and structural changes during the year. After Linda Vincent's resignation from the Administrative Supervisor II position during September 1988, the decision was made to not fill the position but rather to expand the duties and create a new professional position of Acquisitions/Serials Librarian. Ladd Brown was hired as the new Acquisitions Librarian, after the conducting of a national search, and joined the staff on March 1, 1989. In the interim period between Linda's departure and Ladd's arrival, Jim directly assumed Linda's former responsibilities. Effective March 1, 1989, Jim's responsibilities shifted to primarily cataloging and his position title changed from Technical Services Librarian to Catalog Librarian. (Position descriptions for both new librarian positions are appended.)

Rose Noe resigned as LA III (Acquisitions/Binding) during August 1988 and Anne Langley was hired effective October 1988. During the one month that the position was vacant, Linda and Jim filled in. Anne was trained in the position by Jim during October-January.

Pam Anderson resigned as Accounting Assistant effective January 27, 1989. Vincent Woodard was hired by Ladd to fill the position and Vince joined the staff on March 21, 1989. During the seven weeks that the Accounting Assistant position was vacant, the responsibility for processing of invoices was performed by Jim and then Ladd, with considerable assistance from Diana Frazier, Library Intern. Ismael Gullon's position, LTA (Serials Control), also permanently took on the additional task of posting invoices in the Kardex that are received along with the serial materials which he checks in. Anne Langley also assisted during the interim by assuming responsibility for preparation of payments for prepaid orders.
Consultant's Visit & Report

During early September 1988, Gail M. Daly, Librarian with the University of Minnesota Law Library, was engaged as a consultant and produced a report evaluating the technical services procedures of the library. Her evaluation also included analysis of alternative methods of organizing the microforms collection and addressed potential issues for decision making in the areas of automation and personnel in the near future. The evaluation process and the report provided many valuable observations and recommendations for consideration.

Automation

Effective November 1, 1988, the LAQ, the library’s automated ordering and fiscal accounting system (dating from 1971), was transferred by the GSU Computer Center from the decommissioned UNIVAC to a new AMDAHL mainframe computer. The necessary programming for the transfer and the computer support during the testing and subsequent adjustment period were provided by Jackie Wilson of the GSU Computer Center. The transition and testing period were troublesome with frequent adjustments in programming called for as well as significant re-entry and correction of ordering data by Library staff. As of February 1989 the system was relatively stable and generally functioning smoothly as it should, but needs constant monitoring as it still requires programming fixes occasionally.

Cataloging

A chart is appended of the cataloging statistics for May 1988-April 1989.

The printing and attaching of call number labels for the spines of monographs was successfully tested and incorporated into the workflow procedures at the point of cataloging.

The necessary corrections, additions, and reconciliations of holdings records for Periodicals which were identified by Martha’s review of Periodical bibliographic records on OLLI were completed.

The KF209 classification, formerly used for all Practicing Law Institute (PLI) materials, was eliminated. All PLI volumes selected by Nancy for retention were reclassified based on subject area coverage within Library of Congress KF classification schedule.

Procedures were developed and COLLI codes established enabling holdings information for microfilm reels, videocassettes, and audio cassettes to be displayed through OLLI and circulated through COLLI. These AV materials, in addition to being cataloged and classified with LC call numbers and added-to-shelflist as
necessary, are now barcoded and linked on COLLI.

Acquisitions & Serials Control

Recent changes in Acquisitions/Serials Control were reflected in the redesign of the Kardex layout, relocation of the Acquisitions M300 workstation, and the reorganization of shelving space. Invoice files were restructured to index by vendor instead of fund code.

Miscellaneous

Manuals for the LA III (Acquisitions/Binding) and for the Accounting Assistant positions were fully revised and updated before Linda’s departure in September.

Partly as a result of Pullen’s project of cancelling many serial subscriptions, a shift of many materials from the Pullen Library to the Law Library was accomplished. Back volumes of many selected serials, particularly loose-leaf services were transferred to the Law Library and the Law Library assumed or entered current subscriptions for those titles. (The work accomplishing this included the efforts of Collection Development, Acquisitions, Serials Control, and Cataloging.)

DEPARTMENTAL GOALS

Review documentation for the new PALS acquisitions and serials control systems when available.

Provide cataloging support toward completing the MICRO Project during calendar 1989.

Revise manuals for Binding, Cataloging, and Serials Control.

Catalog Council of Europe serials and incorporate them into the Kardex.

Ensure smoother flow of government document materials from point of reception to addition to the collection.

Intensify the monitoring of all accounting reports and strengthen the rapport with Accounts Payable (Disbursements) to more accurately determine balances.

Examine the feasibility of more "generic" Acquisitions/Serials Control position descriptions in order to equalize responsibility, compensation, and to maximize productivity.
CATALOGING STATISTICS, May 1988-April 1989

<table>
<thead>
<tr>
<th>Month</th>
<th>Titles Added</th>
<th>Volumes Added</th>
<th>Volumes Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/88</td>
<td>299</td>
<td>748</td>
<td>203</td>
</tr>
<tr>
<td>6/88</td>
<td>311</td>
<td>849</td>
<td>53</td>
</tr>
<tr>
<td>7/88</td>
<td>311</td>
<td>748</td>
<td>153</td>
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<tr>
<td>8/88</td>
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<td>230</td>
</tr>
<tr>
<td>9/88</td>
<td>243</td>
<td>566</td>
<td>181</td>
</tr>
<tr>
<td>10/88</td>
<td>270</td>
<td>574</td>
<td>275</td>
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<tr>
<td>11/88</td>
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<td>12/88</td>
<td>147</td>
<td>363</td>
<td>153</td>
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<td>1/89</td>
<td>201</td>
<td>544</td>
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</tr>
<tr>
<td>2/89</td>
<td>195</td>
<td>601</td>
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<tr>
<td>3/89</td>
<td>188</td>
<td>698</td>
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<tr>
<td>4/89</td>
<td>221</td>
<td>526</td>
<td>78</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>3,002</strong></td>
<td><strong>8,081</strong></td>
<td><strong>1,758</strong></td>
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[Statistics for number of titles withdrawn began being accumulated with January 1989.]

**Titles Withdrawn**

<table>
<thead>
<tr>
<th>Month</th>
<th>Titles Withdrawn</th>
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<tr>
<td>1/89</td>
<td>12</td>
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<tr>
<td>2/89</td>
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</tr>
<tr>
<td>3/89</td>
<td>8</td>
</tr>
<tr>
<td>4/89</td>
<td>6</td>
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</table>
LAW LIBRARY ORGANIZATION CHART
May, 1989

Law Librarian
Nancy Johnson

Senior Admin. Sec'y
Ann Pierce

Assoc. Law Librarian
Martha Dragich

Ref./Doc. Librarian
Barbara James

Becky Stillwagon

Catalog Librarian
Jim Briden

Acq./Serials Librarian
Ladd Brown

CIRC/MICRO/PC LAB
Admin. Sup. III
Norma Grubbs

COLLECTION MAINTENANCE
Stacks Sup.
Marilee Jordan

CIRCULATION
Pamela Scott

CATALOGING
Lib. Asst. III
Anne Langley

Acq./Binding
Lib. Asst. III
Vince Woodard

Accounting
Isaac Gullon

OUTREACH SERVICES
Lib. Asst. II
Arlacia Brown

Lib. Asst. II
Kevin Cain

Lib. Asst. I
.5 FTE
Rosemary Bynum

Lib. Asst. I
.5 FTE
Sophia Phillips

Lib. Asst. I
.5 FTE
Robert Price

Lib. Asst. I
.5 FTE
Tayo Ali

CHA
Reference
.25 FTE

Circ. Desk
Student Assts.
.3 FTE

Micro Desk
Student Assts.
1.6 FTE

Filing
Student Assts.
1.0 FTE

Shelving
Student Assts.
1.5 FTE
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 1/21/89
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
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 III (Circulation) and Stacks Supervisor (Collection Maintenance); indirectly supervises all 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 Collection Maintenance 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.
POsition Description

Title: Acquisitions/Serials Librarian

Department: Acquisitions/Serials

Purpose and Scope of Position: To oversee acquisitions and serials control functions; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the unit.

Responsible To: Law Librarian

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

Duties:

- Overseeing all acquisitions activities, including pre-order searching, selecting vendors, placing orders, processing invoices, and accounting
- Overseeing all serials control activities, including check-in, routing, and binding
- Evaluating, planning for, and implementing an online acquisitions/serials control system
- Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters
- Monitoring workflow and production
- Resolving problems in the acquisition of and accounting for library materials and in serials control and binding
- Acting as liaison with the University’s Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position
- Monitoring the library materials budget, preparing appropriate reports and keeping statistics
- Overseeing the receipt of gift materials
- Planning and designing space and equipment requirements for acquisitions/serials unit
- Staffing the Reference Desk one evening per week
- Performing other duties as assigned

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

1/24/89

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

Revised 5/15/89
POSITION DESCRIPTION

TITLE: Reference/Government Documents Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Assistant II (Outreach Services) and Graduate Research Assistant (Reference)

DUTIES:
- To provide reference assistance to law students, faculty, attorneys, and other library patrons
- To schedule reference desk coverage and coordinate other aspects of reference service; to maintain Reference Desk area and materials
- To supervise Library Assistant II in all aspects of Outreach Services program and to develop new services as appropriate
- To instruct and supervise GRA in performance of reference duties
- To provide assistance with and instruction for Lexis and Westlaw
- To prepare and update guides to assist in the use of library materials
- To maintain government documents collection, including selecting materials, overseeing processing of materials, and assisting in the use of materials
- To monitor government documents check-in and to train and assist Library Assistant I (Micro) assigned to this task
- May share in teaching Legal Bibliography course

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

Revised 5/15/89
POSITION DESCRIPTION

TITLE: Reference/Special Projects Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service and to undertake special projects at the direction of the Law Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not Applicable

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

Providing assistance with and training for Lexis and Westlaw

Accomplishing special projects identified by the Law Librarian

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 5/19/88
POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Cataloging)

DUTIES: Creating original cataloging records

Performing difficult copy cataloging, including materials in microform or audio-visual formats

Overseeing cataloging of library materials using OCLC records

Monitoring quality of all catalog and holdings records

Performing catalog maintenance on the online catalog

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

Assuming leadership role within the Law Library for all matters related to OLLI/COLLI

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

Coordinating workflow of catalog unit

Planning and designing space and equipment requirements for catalog unit

Staffing reference desk one evening per week

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

Revised 1/24/89

POSITION DESCRIPTION

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

Revised 1/24/89
TITLE: Administrative Supervisor III

DEPARTMENT: Circulation/Microforms

PURPOSE AND SCOPE OF POSITION: To supervise the operation of and assist in planning for the overall operation of the circulation unit of the Law Library; and to manage the Microforms/A-V/Computer Lab unit. Exercises substantial discretionary judgment and responsibility in directing the activities of the units.

RESPONSIBLE TO: Associate Law Librarian

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

DUTIES: Scheduling coverage of the Circulation and Microforms Desks during all hours the library is open

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

Overseeing the COLLI automated circulation system and training Circulation and Microforms 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

Managing and assisting in the further development of a personal computer lab for student use

Maintaining microform, audio, video, and computer collections and equipment

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 and Microforms desks

Assisting faculty in setting up audio-visual equipment for classroom use

Maintaining compact shelving, correcting malfunctions when able, acting as liaison with shelving vendor, and training other library staff in operation of the shelving

Maintaining study room, video equipment, and personal computer reservations

Compiling detailed law library usage statistics

Performing other duties as assigned

QUALIFICATIONS: Graduation from a four year college or university; four years library experience; and two years supervisory experience; or any equivalent combination of training and experience. Ability to communicate effectively both orally and in writing with staff, faculty, and library patrons is essential. Experience with computers preferred.

Revised 1/6/89
TITLE: Library Assistant III

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: Acquisitions/Serials Librarian

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; one year of library experience or six months library experience plus two years of college; ability to type 35 wpm.

Revised 1/26/89
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Outreach Services

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

RESPONSIBLE TO: Reference/Documents Librarian

SUPERVISES: Not Applicable

DUTIES:
- Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources
- Printing documents from Lexis or Westlaw as needed, including daily and weekly awareness services
- 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
- Sorting first class mail
- Making daily run to Pullen Library

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 5/19/88
POSITION DESCRIPTION

TITLE: Senior Administrative Secretary

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Student assistants as assigned to special projects

DUTIES:

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

TITLE: Library Assistant I (1.5 FTE) (2 positions)

Revised 2/8/88

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

RESPONSIBLE TO: Administrative Assistant II

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service to summer utilization
- Answer incoming calls and forward calls to appropriate message as needed
- Provide general and reference information to patrons and refer other questions to Reference Librarians
- Learn and perform other functions as required including some basic computer concepts
- Assist in processing overdue,罚款, and ILL transactions
- Shelve books on second 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 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 III (Serials/Accounting)

DEPARTMENT: Acquisitions/Serials

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

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

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

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

Revised 1/26/89
POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Serials Control

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

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

SUPERVISES: Not Applicable

DUTIES:
- Checking in serial publications
- Creating serials holdings and payment records
- Claiming delinquent serial publications
- Planning and implementing conversion to an automated serials system
- Maintaining duplicate/exchange files as time permits
- Resolving problems within scope of position
- Keeping appropriate statistics
- Performing other duties as assigned

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

Revised 5/15/89
POSITION DESCRIPTION

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

DEPARTMENT: Microforms/A-V/Computer Lab

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

RESPONSIBLE TO: Administrative Supervisor III

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for microform and audio-visual collections and equipment
- Assist law students in using personal computer lab hardware and software
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Assist in processing overdue notices and ILL transactions
- Straighten up library at closing (if assigned these hours)
- Assist in opening and closing library (if assigned these hours)
- Check-in government documents (if assigned this task) and report problems or changes to Reference/Governemnts Librarian
- Perform other 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, computer experience, and audio-visual experience preferred.

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