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INTRODUCTION

The staff of the law library were very productive and maintained a high level of service, faculty, and members of the bar. Allocated to improving our services, we continue to expand all of our technical and public services. We hope to continue this high level of service in the planned offices and staff areas. Within a few months the entire law library will be renovated.

The reference librarians answered an average of 883 reference questions per month. The questions were generated from faculty, students, lawyers, and law firm librarians. The Reference Desk is staffed 8 hours per day all 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. With an aggressive interlibrary loan program through ILL, the Circulation Department initiated 151 borrowing requests for our students and faculty and lent 854 books to other libraries.

The photocopy service to the faculty remains popular. During the year, the Law Library made approximately 4,507 copies per month for faculty members. This figure represents a substantial increase of 1,000 copies per month over last year’s total.

The library’s collection during the past year grew by 1,749 hardcopy volumes, 4,752 microform equivalent volumes, and 3,182 titles. We continue to respond to the research, teaching needs, and to build retrospective.

Three librarians resigned during 1989-90. Becky Stillwagon resigned her position as Reference Librarian in August, 1989. Jim Hayden resigned his position as Catalog Librarian in September, 1989. Martha Seaborn resigned her position as Associate Law Librarian in January, 1990. We hired Nancy Deal in the position of Reference Librarian/Computer Coordinator in February, 1990. We are currently searching for a Catalog Librarian and a Public Services Librarian. The Associate Librarian position was changed to a Public Services Librarian to better reflect the position’s responsibilities. We have two temporary librarians helping us during the interim period. Martha Bean is the temporary Reference Librarian and Peggy Glenn is the temporary Catalog Librarian.

Once again, the Law School underwent a self-study for the annual American Bar Association site visit. The Law Library was inspected by Professor Bill Jones, the librarian in the dean. The team praised all library operations routinely and again.

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 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. We can now continue this high level of service in well-planned offices and staff areas. Within a few months the entire Law Library will be renovated.

The reference librarians answered an average of 885 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. With an aggressive borrowing program through Interlibrary Loan, the Circulation Department initiated 151 borrowing requests for our students and faculty and lent 854 books to other libraries.

The photocopy service to the faculty remains popular. During the year, the Law Library made approximately 4,070 copies per month for faculty members. This figure represents a substantial increase of 1,000 copies per month over last year's total.

The library's collection during the past year grew by 5,749 hardcopy volumes, 4,728 microform equivalent volumes, and 3,162 titles. We continue to respond to the faculty research and teaching needs and to build retrospective collections.

Three librarians resigned during 1989-90. Becky Stillwagon resigned her position as Reference Librarian in August 1989. Jim Braden resigned his position as Catalog Librarian in September, 1989. Martha Dragich resigned her position as Associate Law Librarian in January, 1990. We hired Nancy Deel in the position of Reference Librarian/Computer Coordinator in February, 1990. We are currently searching for a Catalog Librarian and a Public Services Librarian. The Associate Librarian position was changed to a Public Services Librarian to better reflect the position responsibilities. We have two temporary librarians helping us during the interim period. Martha Henn is the temporary Reference Librarian and Peggy Cline is the temporary Catalog Librarian.

Once again, the Law School underwent a Self-Study for the annual American Bar Association site visit. The Law Library was inspected by Professor Bill James, the Librarian on the team. The team praised all library operations, however, once again
noted the need for an annual percentage increase in funds for library materials. Due to a hefty increase in serial subscriptions, the library anticipates an increase of 12% in its budget in order to pay for existing subscriptions and to purchase new materials.

The Annual Reports from the three professional librarians, Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Reference Librarian/Computer Coordinator) and Barbara James (Reference/Documents Librarian) detail the work of their departments. Statistical tables and position descriptions follow as attachments.

ADMINISTRATIVE STRUCTURE AND PERSONNEL

Our new Reference Librarian, Nancy Deel, joined us on March 1st. She is responsible for providing reference service, overseeing the computer lab and the microform department.

With two professional vacancies, the three librarians have taken on additional supervisory activities. Barbara James assumed supervisory responsibility for stacks maintenance and looseleaf filing. Ladd Brown assumed responsibility for cataloging, along with acquisitions and serials. Nancy Johnson assumed responsible for circulation. All of the librarians have been extremely eager to volunteer for extra responsibilities.

As usual, there were the normal changes in support staff positions. 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>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Price</td>
<td>Library Assistant (1/2) (Micro/Computer Lab)</td>
</tr>
<tr>
<td>Pamela Wilson</td>
<td>Library Assistant (1/2) (Micro/Computer)</td>
</tr>
<tr>
<td>Fonda Newbold</td>
<td>Library Assistant (Faculty Photocopy)</td>
</tr>
<tr>
<td>Norma Grubbs</td>
<td>Administrative Supervisor (Circ.)</td>
</tr>
<tr>
<td>Allen Sewell</td>
<td>Library Technical Assistant (_serials)</td>
</tr>
<tr>
<td>Rosemary Hynes</td>
<td>Library Assistant (1/2) (Circ.)</td>
</tr>
<tr>
<td>Marilee Jordan</td>
<td>Stacks Supervisor</td>
</tr>
</tbody>
</table>

2
LIBRARY USERS

In addition to serving the law students and law faculty, the Library is open to non-law students and faculty, and attorneys. This year 208,368 persons used the Law Library. This figure represents a decrease of 45,264 users of our library during 1988/89. This decrease was caused by the reduction in the number of seats and the noise associated with the construction. According to the statistics gleaned from the sign-in sheets, over 9,000 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.

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 implement the automated acquisitions subsystem of the UNISYS/PALS Library System during 1990. The two libraries received approval to purchase the software and the equipment for the new system. Ladd Brown will be responsible for implementing this system. Many of the technical services functions will have to be reorganized to accommodate the system.
The following figures summarize the size of the collection in May, 1990:

**VOLUMES.......................................................... 114,524**

**TITLES.......................................................... 56,274**

**MICROFORM REELS................................................ 5,321**

**MICROFICHE....................................................... 398,627**

**MICROFORM VOLUME EQUIVALENTS.............................. 77,527**

**SERIAL SUBSCRIPTIONS........................................... 4,033**

**AUDIO/VIDEO...................................................... 462**

During 1989/90, the library grew by 5,749 hardcopy volumes, 4,728 microform equivalent volumes, and 3,162 titles. The statistics that were reported to the ABA in 1989, ranked our Library as 10 out of 35 South Eastern Law Libraries for the number of volumes that we added during this past year. Last year we were ranked 4 out of 35. This drop in net gain of volumes is due to two factors: 1. the collection of superseded volumes was weeded, and 2. the cost of materials continue to escalate, although our acquisitions budget did not substantially increase.

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 received many valuable materials from the State Library in the Judicial Building. These materials are still in boxes, however we hope to process these materials within the next year.

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 4,234 serial titles which ranks our library 17th our of 35 South
Eastern Law Libraries.

The microfiche collection received considerable attention from Barbara James (see Barbara James' Annual Report) and Ladd Brown. Once a Catalog Librarian is in place, it will be the goal of the new librarian to complete the microfiche cataloging project begun by Barbara and Ladd.

**PHYSICAL FACILITIES**

**Expanded Facilities**

The major project of the year was planning the renovated area and then moving into the renovated library space. The renovated space accommodates office areas, reference, circulation, rare book/conference room, and computer/microforms room. The move took place during the first week of May under the direction of Ladd Brown and Tom Gromme. The renovated spaces represent great attention to detail. The areas are working very efficiently.

During August, the stack space and study areas will be complete. At that time the Law Library will include 37,010 square feet. The stack space will accommodate 188,400 volumes. Since the library grows at 6,000 volumes per year, the collection will grow to 188,400 volumes and reach full capacity in the year 2002. Additionally, there will be study space for 375 study stations, a Law Review office, and 2 photocopy rooms. We have given special attention to planning for automated systems, better lighting, and quiet study spaces.

In August, 1990, every book in the Library will be moved in order for carpet to be installed. The books will be rearranged to create a "reading room" collection of heavily used materials on the lower level. The books will be arranged according to the plan in Appendix A. Once completed, the Law Library will be a prime example of a well planned renovated library, taking in the needs of the faculty, students and staff.

**Computer Lab**

During the next year, the computer lab will be in a developing stage (see Nancy Deel's report). During the next few months, all of the new computers and existing computers will be linked via a local area network. We hope to hold training sessions on the computers for training WESTLAW and LEXIS, as well as WordPerfect. This area in the library is already a very popular place for students.
BUDGET

MATERIALS:

<table>
<thead>
<tr>
<th></th>
<th>1988-88 $spent</th>
<th>1989-90 $budgeted</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>$39,081</td>
<td>$66,854</td>
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<tr>
<td>Serials</td>
<td>376,466</td>
<td>380,031</td>
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<td>Microforms</td>
<td>23,336</td>
<td>22,127</td>
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<tr>
<td>Audio-Visual</td>
<td>3,187</td>
<td>5,704</td>
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<tr>
<td>Binding</td>
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<tr>
<td>Backfiles</td>
<td>8,873</td>
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<tr>
<td>Periodicals</td>
<td>43,361</td>
<td>45,000</td>
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<tr>
<td>Accounts Payable</td>
<td>39,997</td>
<td>Added to other figures</td>
</tr>
</tbody>
</table>

TOTAL: $542,797    538,974

PERSONAL SERVICES

Salaries         $349,605  384,411
(excluding students)

OPERATING EXPENSES AND EQUIPMENT

Computer services, $77,637  72,908
Equipment, supplies

During the year we received additional funds to augment our acquisitions budget. The University made available $50,500 to help prepay part of the costs of our periodicals for next year. Additionally, the Acting Vice President for Academic Affairs made available to the College of Law $29,000 to purchase computers for the student computer lab.
GOALS FOR 1990/91:

1. Continue to plan for the rearrangement of the collection into the expanded shelf space. Supervise and move the materials into the new area.

2. Implement the network in the computer lab.

3. Hire and train two professional librarians: Catalog Librarian and Public Services Librarian.

4. Implement the UNISYS/PALS Acquisitions and Serials Control System to meet the needs of the Law Library.

5. Continue to develop the Law Library collections, particularly in the area of retrospective collections.

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. Continue to work on ways of improving the working environment.
MEMORANDUM

TO: NANCY JOHNSON, LAW LIBRARIAN

FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN

RE: TECHNICAL SERVICES DEPARTMENT ANNUAL REPORT FOR 1989/1990

DATE: 1 JUNE 1990

Annual Reports:

Ladd Brown, Acquisitions/Serials Librarian
Nancy Deel, Reference Librarian/Computer Coordinator
Barbara James, Reference Librarian/Documents

This report covers the Technical Services Department during the past year. Coverage includes Personnel, Automation, Cataloging, Acquisitions and Serials Control, Renovation, and Goals.

Personal and Departmental Structure

Personal changes during 1989/1990 were as follows:

James Bradan left the position of Catalog Librarian on Sept. 29, 1989. He remained a staff member filling a nighttime reference shift until Feb. 11, 1990.


Issaol Gallon left the LTA position of check-in June 7, 1989.

Alan Sawall was hired June 28, 1989 to fill the LTA check-in post.


Peggy Kline was employed Mar. 5, 1990 as a contract cataloger to do original and copy cataloging, audiovisuals, and other cataloging duties.

Workflow alterations included shifting documents to Robert Price, staff member in Microforms, during May 1989. He was guided by the Documents Librarian, Barbara James, in the receiving, checking (matching the shipping lists with our profile), and overall maintenance of the government documents collection. Mainly due to personnel changes and the existence of a chief problem-solver, the overall checking process is smoother and virtually backlog-free. Inconvenience still exists with daily NSA deliveries due to an address-change memo generated by the OSU Treasurer's office early in 1990.

Automation

The LAG, the library's automated fiscal and ordering system, hindered rapid processing of orders and carelessly set up concerns concerning uncataloged amounts. Traffic was eventually

resolved.
MEMORANDUM

TO: NANCY JOHNSON, LAW LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
RE: TECHNICAL SERVICES DEPARTMENT
ANNUAL REPORT FOR 1989/1990
DATE: 1 JUNE 1990

This memorandum summarizes activity highlights of the Technical Services Department during the past year. Coverage includes Personnel, Automation, Cataloging, Acquisitions and Serials Control, Renovation, and Goals.

Personnel and Departmental Structure

Personnel changes during 1989/1990 were as follows:

James Braden left the position of Catalog Librarian on Sept. 29, 1989. He remained a staff member filling a nighttime reference shift until Feb. 11, 1990.


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Automation

The LAQ, the library's automated fiscal and ordering system, hindered rapid processing of orders and gave false data concerning encumbered amounts. There was significant down time
during the fall of 1989 and relative unreliability, including the delay of IPF fiche, since. The ultimate goal of integrated automation i.e., the purchasing of the PALS acquisitions and serials hardware and software has slowly crept toward realization.

Cataloging

Continuing from November 1989 through February 1990, the microform cataloging project resulted in the remaining uncataloged titles being introduced into the online catalog. A chart of the overall cataloging statistics is appended.

Acquisitions and Serials Control

A study of the Matthew Bender titles led to the beginning of a systematic review of all the open serial and standing orders. The initial phase of the work, the photocopying of kardex information, was begun in the winter of 1989/1990 by student assistant Rita Essix, and is approximately 75% complete. Attention to faculty service and rush orders was re-emphasized. Monographs without invoices were no longer held out of the receiving workflow. Covers or title pages of these items were photocopied, the order on the In Process File was coded, and the item went on to cataloging.

Renovation/Move

During the summer of 1989 the Librarians were actively involved in plans for the renovation of the College of Law Library. There was close discussion and negotiation with key members of the College of Law concept team and input from all staff members. Demolition of portions of the old areas started in 1990. On May 10, 1990, Technical Services was transferred into the just completed facility on the first floor of the Urban Life Building. Staff members now are posted in modulated office furniture designed to accommodate an online atmosphere; the two Technical Service Librarians have ample and modern office space. Cable management and accessorizing will be completed this summer.

Departmental Goals

The main goal for the coming year is to take full advantage of the integration into PALS with the procurement of the serials and acquisitions hardware and software. Initial stages will be largely taken up by the loading of our present data into the serials management program of PALS. There will be a period of time where proficiency is gained concerning the accurate use of capabilities of the systems. Total adaption to these online tools will eliminate the current problems with timely ordering of materials and keen management of monetary resources.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>ADDED TITLES</th>
<th>ADDED VOLUMES</th>
<th>WITHDRAWN VOLUMES</th>
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<td>225</td>
<td>738</td>
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<tr>
<td>JUN 89</td>
<td>354</td>
<td>698</td>
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<td>JUL 89</td>
<td>59</td>
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<td>AUG 89</td>
<td>213</td>
<td>651</td>
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<td>SEP 89</td>
<td>132</td>
<td>731</td>
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<td>OCT 89</td>
<td>189</td>
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<td>152</td>
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<td>DEC 89</td>
<td>38</td>
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</tr>
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<td>JAN 90</td>
<td>201</td>
<td>469</td>
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<td>FEB 90</td>
<td>173</td>
<td>313</td>
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</tr>
<tr>
<td>MAR 90</td>
<td>419</td>
<td>334</td>
<td>143</td>
</tr>
<tr>
<td>APR 90</td>
<td>362</td>
<td>352</td>
<td>147</td>
</tr>
<tr>
<td>TOTALS</td>
<td>2517</td>
<td>5875</td>
<td>1508</td>
</tr>
</tbody>
</table>

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TOTALS 2517 5875 1508

As a result of increased student enrollments and the refaire staff during the past year, the reference desk was fully staffed. We provide a total of 1508 additional volumes at the reference desk. The reference desk was fully staffed for all hours for a total of 50 hours. The Graduate Research Assistant is scheduled from noon to 5:00 p.m. on Tuesdays. The schedule changes from noon to 5:00 p.m. on Sundays. We have a temporary employee, Martha James, to work several hours each week on Sundays. With the addition of Martha James, the reference desk was staffed for all hours.
TO: Nancy
FR: Barbara
DA: April 18, 1990

This memorandum summarizes my activities and the major projects I have undertaken in 1989-1990, as well as the general activities and services connected with the reference desk, collection maintenance, outreach services, and government documents. I am attaching statistical information for reference and outreach services.

I. Reference

Staffing

The reference desk is fully staffed. We provide a total of 68 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 noon to 6:00 p.m. on Saturday and from 1 - 5 p.m. on Sunday. The schedule changes each semester or when otherwise warranted.

There has been some turnover in the reference staff during the past year. Becky Stillwagon resigned in August 1989. Her replacement, Nancy Deel, began in February 1990. In the interim, all the librarians worked additional hours at the reference desk. We also hired a temporary employee, Martha Henn, to work several shifts. Martha Henn continues to work at the library, primarily to cover the hours that were assigned to Martha Dragich, who resigned in January 1990. With the addition of Nancy Deel, the schedule has returned to normal.

Reference Requests

The reference librarians logged 10,640 reference questions for the year. This represents an increase of nearly 1,000 questions from the previous year. However, as usual, many of the reference questions that were answered were not tallied.

Nancy Deel and I do the reference requests and online searching for the law faculty which previously had been done by Martha Dragich.

Other Activities

The reference staff also gives library orientation tours, primarily to undergraduate students who have assignments in the
Law Library. The librarian who is on duty at the requested time is usually charged with conducting these tours.

I compiled two guides to be used at the reference desk. One covered researching U.S. Supreme Court cases and the other was a bibliography of states’ primary materials located in our library. We sold copies of the bibliography for cost to local law firms.

Since July 1989, when the construction began, the PC lab for law students and the microforms collection have been located just beyond the reference desk. The reference librarians often assist with the locating and printing of microforms and with "troubleshooting" for the 5 PCs. We also attend to problems with the moving shelves, if necessary, and work at keeping the public OLLI terminals and printers operational. We have all gained in mechanical knowledge!

The reference librarians were unable to teach the Westlaw and Lexis training classes to the first-year law students due to the ongoing construction. The classes were held in the Westlaw and Lexis training centers and conducted by service representatives.

II. Collection Maintenance

I assumed the supervision of Collection Maintenance on January 25, 1990 when Martha Dragich resigned. Collection Maintenance personnel is responsible for the updating, shelving, and processing of materials for the Law Library and the Faculty Library.

Looseleafs

Marilee and I instituted a priority list for the looseleaf filers to consult. Reserve titles and other high use materials are now filed first. Marilee has reorganized the filing shelves by date. With the exception of the priority titles, materials are filed in order of date received. The backlog of filing seems to have diminished under this system.

Shelving

The shelving continues to stay fairly up-to-date. There have been no problems with backlogs in recent months. As always, this is dependant on the amount of quality of student assistant hours available to the library.

Processing

During 1989, Marilee processed 5,684 books for an average of 473 books per month.
Problem Resolution

Marilee Jordan, Stacks Supervisor, and I have been working together on a regular basis to solve many of the ongoing problems encountered in looseleaf filing and pocket part supplementation. Through our efforts, many titles have either been withdrawn, recalled from users, or reordered.

Projects

The biannual shelfreading project was conducted during August and December. Many heavy use areas were put in order.

Before the construction began last summer, shippers shifted and reorganized the states' materials (KFA - KFZ). Marilee made new signs for these sections. The shippers also shifted the regional reporters to allow more space between the volumes and their advance sheets.

As part of the impending move of the collection, professional movers shifted the periodicals into the reading room range. Volumes previously housed in the reading room (duplicates of the National Reporter System, ALRs, Am. Jur., and etc.) were moved to a vacant compact shelving area. Marilee also created new signs for these areas.

III. Outreach Services

Staffing

Arlecia Brown resigned from the photocopying position in December 1989. The transition from one library assistant to another in the position went very smoothly this time. Since we anticipated Arlecia's departure, we were able to hire a student assistant for 20 hours per week. Rita and Arlecia overlapped in the position, and Arlecia was able to provide most of the training. Fonda Newbold assumed the photocopying position on February 19, 1990.

Services

During 1989, we provided 55,481 copies to the law faculty, an increase of nearly 19,000 from 1988. The Library Assistant for Outreach also provides other faculty services which include coordinating ILL requests, checking out books from the Pullen and Law Libraries, daily awareness printouts from Lexis or Westlaw, routing of periodical title pages, and delivery service to faculty offices.

After December 1989, we ceased the photocopy-for-pay service to law firms and other outside users. Aaron and Associates had recently been sued by West Publishing for copyright infringement, and law firm use of the service continued to increase
dramatically. The increased use of the service by the law faculty contributed to an less than timely filling of external requests.

Now that the position is basically a liaison to the faculty, Fonda is able to handle all requests in a timely fashion. She is also able to handle all the administrative copying (forms, handouts, and etc.), which is a significant amount. Previously, this copying was often the responsibility of the Administrative Secretary. When Fonda’s schedule permits, she also assists in Acquisitions.

IV. Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take an estimated 4% of the available materials. This comprises 298 items, an increase of 30 items in the past year. Many of the items numbers include multiple titles.

Staffing

The documents check-in was not a successful operation in Technical Services. Previously, the responsibility belonged to the Micro Department and it was shifted back there again. Robert Price, half-time staff in Micro, picked up the duties of the Government Documents clerk. Robert checks in the documents, routes them accordingly, and files the GPO fiche. The current arrangement has worked out well.

Collection Development

Since last July, when the profile was last amended by the GPO, I have added additional titles. These selections will become effective July 1990, and we should begin to receive them in the fall.

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

I continue to monitor the national Needs and Offers List for out-of-print titles to complete and add to our holdings. We obtained many documents from the Georgia State Law Library when it was reorganized.
V. Other Projects and Activities

Microfiche Cataloging Project

Ladd Brown and I decided to continue with the microfiche cataloguing project that had lapsed after the departure of two librarians. Last fall, I took inventory of our holdings in the microforms documents collection. Then Ladd and I added the holdings to the OCLC database which resulted in the titles being added to OLLI. This project has added 179 previously uncatalogued titles to OLLI. The titles all have LC call numbers, can be term searched on OLLI, and are more accessible to patrons and staff. We completed the documents in January 1990 and continued the project with some of the larger fiche sets.

Staff Development

I arranged for interested staff members to take tours of other libraries in the area. To date, we have visited the EPA Library and Records Center and the Atlanta/Fulton County Public Library.

Professional Activities

I published a annotated bibliography on Superfund in the September 1989 issue of the State Bar of Georgia’s Environmental Law Section Newsletter, and my article on the history of the Atlanta Penitentiary is scheduled for publication the Spring 1990 issue of Atlanta History. I continued to edit the Legislation column published in the AALL newsletter. In October 1989, I became a contributing editor to the "Keeping Current - Property" and "Keeping Current - Probate" columns published in the ABA’s Property and Probate journal. I submit bimonthly annotations that cover legislative developments. I serve on the Appeals and Grievance Committee, the Faculty Personnel Committee, and the Public Service Interest Group, as part of the Pullen Library faculty, and also served as chair of the Professional Collection Committee of ALLA. In October, I attended the biannual meeting of the Georgia Library Association.
REFERENCE STATISTICS
April 1989 - March 1990

<table>
<thead>
<tr>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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The service desk will be staffed from 9:00 - 3:30 Monday through Friday by two part-time Library Assistants (one position description attached). Robert will continue his morning schedule and the responsibility for government documents check-in and filing. Pam will continue her afternoon schedule and will undergo collection shifting according to the arrangements. I have set out for microforms. They will also have a few issues for the cabinets. They will be involved in updating the microform section, and keep statistics on the use of the collection. The service desk will have an OCLC terminal for searching the microform titles which have been catalogued. Circulation of microforms will be handled by the circulation desk.
MEMORANDUM

TO: Nancy Johnson
FR: Nancy Deel
DA: April 26, 1990

This memorandum summarizes my plans and goals for the microform department, the computer lab, and reference services.

MICROFORMS/COMPUTER LAB

Description of New Area

The microforms/computer lab department will move into the new space the week of April 30. The microforms area has space for 35 cabinets. We will move in with 29 cabinets. There are four carrels for A-V use and a table with chairs for our two microform reader/printers. There is a closet for video storage behind the service desk. The computer lab has room for 20+ computers. We will move in with five PCs, two dedicated terminals for Westlaw and Lexis, and one lazer printer. The computers presently have software for word processing, database management, spreadsheets, Computer-Assisted Legal Instruction (CALI) and basic DOS functions. These applications are menu-driven.

Staffing

The service desk will be staffed from 9:00 - 5:30 Monday through Friday by two part-time Library Assistants (see position description attached). Robert will continue his morning schedule and the responsibility for government documents check-in and filing. Pam will continue her afternoon schedule and will undergo collection shifting according to the arrangement I have set out for microforms. They will also make new labels for the cabinets, be involved in updating the microform locator, and keep statistics on the use of the collection. The service desk will have an OLLI terminal for searching the microform titles which have been cataloged. Circulation of microforms will be handled by the circulation desk.
Goals for Microform Department:

* Develop a procedures manual for the service desk
* Work with new cataloger when hired to finish cataloging the entire microform collection
* Rearrange collection and re-label cabinets as microform titles are cataloged

Plans for the Computer Lab

The computer lab will be in a developing stage over the next several months. Tom Gromme will be ordering new furniture for the lab, i.e. "hi-tech" tables and chairs. Seven IBM computers and one laser printer have been ordered. This will give us a total of 14 computers in the lab including the Westlaw and Lexis machines. Both our Westlaw and Lexis representatives have indicated a desire to contribute more equipment for access to their services. We will take advantage of this offer, however the details have not been worked out. My goal for the lab is that all equipment will have access to all available functions. This requires that all computers have access to a modem for communication with Westlaw and Lexis. Various options toward this goal must be investigated.

The primary plan for the lab is to install a local area network to connect all equipment. The LAN will allow all the computers to share software as well as a high quality printer. The CALI exercises will also be accessed from one computer (preventing the need to load 60+ disks of exercises into each computer). Rod Strub, our computer consultant, will be responsible for network installation. I will attend Novell training to learn how to function as network administrator.

Other plans for the lab include using it for training. The far wall of the lab contains a teaching board. Westlaw and Lexis training will take place here. We will also look for ways to train the students to use PC functions generally and WordPerfect in particular. Some ideas at present are: video instruction and/or classes taught by Rod, myself, or an external instructor. There is a tutorial for WordPerfect available on the computers now.
**Goals for the Computer Lab**

* Expansion of lab in terms of equipment and service support
* Install local area network
* Training of staff - network training for myself and computer training for Robert and Pam
* Develop a policy manual for the lab
* Develop training program for students on computer functions and WordPerfect
* Evaluate what software should be made available on network
* Evaluate modem needs

**The Information Series**

We will continue to update and add to the series of information guides. Many guides will require updating after the move. I will continue to work on the Comparative Law guide which Martha Dragich started. Another guide I am planning is the European Community. The "Locator of Major Titles" will be reworked for the final collection arrangement. Copies of several of the information guides should be kept at the Microform/Computer Lab service desk including: Westlaw, Lexis, Library Map, and Classification Numbers.

**Continuing Education**

We need to continue our reference meetings in order to share new ideas and information. The topical reference presentations are especially valuable toward this goal. We should also take advantage of training and refresher courses which are often available for the online services we use.

**Statistics**

The reference department keeps statistics on the number of questions answered in each shift. These statistics could be automated using Lotus 1-2-3 or another spreadsheet program. The resulting file would be useful for computation of the figures. I will investigate the feasibility of this simple automation project.
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: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES: Provide service for microform and audio-visual collections and equipment including service calls on 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 OLLI functions as required.

Check-in government documents (if assigned this task) and report problems or changes to Reference/Documents Librarian.

Maintain microform cabinets including shifting of collection and labeling drawers.

Keep statistics on microform and computer use.

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.

Revised 4/25/90
POSITION DESCRIPTIONS

1990

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 CSU 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.
POSITION DESCRIPTION

Overseeing all serials control activities, including check-in, routing, and binding

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: 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.

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 IIs, 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 COLL 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 and assisting patrons with their use

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
POSITION DESCRIPTION

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 and assisting patrons with their use

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

Overseeing compact shelving, correcting malfunctions when able, 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: Four years library experience and two years supervisory experience. College degree preferred. Ability to communicate effectively both orally and in writing with staff, faculty, and library patrons is essential. Experience with computers preferred.

Issued 1/13/89
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: MLA or equivalent degree with significant 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 of Texas at Austin Library; familiarity with legal library experience or MLS is preferred.
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

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.

Revised 5/15/89
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.

Revised 5/15/89
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

Revised 1/25/88
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. 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

Maintaining the title page service and other current awareness services for faculty

Keeping detailed statistics of services

Making daily run to Pullen Library

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty. Knowledge of law library collections.

Revised 1/3/90
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: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:
- Checking in serial publications and recording payment information if appropriate
- Creating serials holdings and payment records
- Claiming delinquent serial publications
- Assisting in 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. One year library experience.

Revised 6/7/89
POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor III (Circulation) and Outreach staff member.

DUTIES: Provides general reference service during day and evening. Provides specialized online searching and other advanced reference services for law faculty.

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

Shares responsibility for teaching Legal Bibliography course in the Law School. Provides Lexis and Westlaw training.

Coordinates Law Library public services in automation projects.

 Writes instructional guides for use by our patrons.

Assists Law Librarian with planning goals and objectives for the Public Services department.

Drafts Law Library policies and chairs Law Library Policy Committee.

Coordinates the budget with the Law Librarian.

Performs other duties as assigned.

QUALIFICATIONS: JD; MLS; minimum of 2 years law library experience; familiarity with manual and automated legal research; 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.

4/20/90
POSITION DESCRIPTION

TITLE: Reference Librarian/Computer Coordinator

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service and to coordinate the computer lab and supervise microform services

RESPONSIBLE TO: Law Librarian

SUPERVISES: Staff and Student Assistants assigned to Computer Lab/Microforms Room

DUTIES:

- Providing extensive reference service to law students, faculty, attorneys, and other library patrons (some evening hours required)
- Leading library tours, conducting library orientation sessions, and preparing bibliographies and user guides
- Coordinating all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training
- Supervising staff and student assistants assigned to computer lab/microforms room, including hiring, scheduling, training, evaluating, and terminating personnel
- May teach one section of required Legal Bibliography course
- Coordinating Westlaw and Lexis training and providing individual and group training to law students and faculty
- Performing Lexis, Westlaw, and other database searches for law faculty upon request
- Performing other duties as assigned

QUALIFICATIONS: MLS plus two years law library experience; OR MLS plus JD. Familiarity with personal computers. Evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in University Library faculty. Supervisory experience preferred.

Issued 7/25/89
POSITION DESCRIPTION

TITLE: Administrative Assistant (3/4 time)

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, monitor supplies, and act as liaison with University departments and outside vendors

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES:
- Monitors monthly budget status reports, prepares other budget status reports, and prepares budget amendments
- Coordinates all personnel actions and keeps informed of personnel and payroll policies and procedures; prepares timesheets and calculates time and leave
- 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
- Maintains supplies, handles petty cash, and prepares purchase requisitions
- Prepares travel requests and registrations
- Maintains updated Board of Regents files (FID) on Law Library faculty
- Maintains spreadsheets for all departments
- Makes arrangements for Law Library meetings and functions
- Does photocopying and binding as needed
- Performs other duties as assigned

QUALIFICATIONS: Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff. Two years college; budget experience preferred.

Issued 7/25/89
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 III (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 COLL 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)

Perform other tasks as assigned

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

Revised 9/26/89
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 1/21/89

QUALIFICATIONS: If you have an Accounting background, accounting software knowledge, and computer experience, this is the job for you. You will be responsible for processing claims, reconciling accounts, maintaining records, and other accounting tasks.

Revised 1/26/89
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
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 audiovisual 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

Public Services Librarian

GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY

ATLANTA, GEORGIA

Applications are now being accepted for the position of Public Services Librarian at the Georgia State University College of Law Library.

DUTIES:  Provide general reference service during day and evening. Provide specialized online searching and other advanced reference services for law faculty. Hire, train, supervise, evaluate and terminate staff in Circulation and in Outreach Services. Supervise administrative supervisor III (Circulation) and Outreach staff member. Share responsibility for teaching Legal Bibliography courses in the Law School. Provide Lexis and Westlaw training. Coordinate Law Library public services in automation projects. Write instructional guide for use by patrons. Assist Law Librarian with planning goals and objectives for the Public Services Department. Draft Law Library policies and chair Law Library Policy Committee. Coordinate the budget with the Law Librarian. Perform other duties as assigned.

REQUIREMENTS:  JD; MLS; minimum of 2 years law library experience; familiarity with manual and automated legal research; 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.

BACKGROUND:  The Law Library has grown rapidly since September, 1982, with over 192,000 hardcopy volumes. The Library uses PACS (the online catalog and circulation system) and OCLC. There are six professional librarians and thirteen support staff members. The librarians are members of the University Library faculty.

RANK AND SALARY:  Academic appointment at the appropriate level. Salary commensurate with background and experience.

APPOINTMENT DATE:  As soon as possible

APPLICATION DEADLINE:  July 1, 1990

APPLICATION:  Send a letter of application with resume to Nancy Johnson, Law Librarian, Georgia State University College of Law Library, University Plaza, Atlanta, Georgia 30303-4185. Phone (404) 651-2479.

6/5/90
Public Services Librarian

GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY

ATLANTA, GEORGIA

Applications are now being accepted for the position of Public Services Librarian at the Georgia State University College of Law Library.

DUTIES: Provide general reference service during day and evening. Provide specialized online searching and other advanced reference services for law faculty. Hire, train, supervise, evaluate and terminate staff in Circulation and in Outreach Services. Supervise Administrative Supervisor III (Circulation) and Outreach staff member. Share responsibility for teaching Legal Bibliography course in the Law School. Provide Lexis and Westlaw training. Coordinate Law Library public services in automation projects. Write instructional guide for use by our patrons. Assist Law Librarian with planning goals and objectives for the Public Services Department. Draft Law Library policies and chair Law Library Policy Committee. Coordinate the budget with the Law Librarian. Perform other duties as assigned.

REQUIREMENTS: JD; MLS; minimum of 2 years law library experience; familiarity with manual and automated legal research; 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.

BACKGROUND: The Law Library has grown rapidly since September, 1982, with over 102,000 hardcopy volumes. The Library uses PALS (the online catalog and circulation system) and OCLC. There are six professional librarians and thirteen support staff members. The librarians are members of the University Library faculty.

RANK AND SALARY: Academic appointment at the appropriate level. Salary commensurate with background and experience.

APPOINTMENT DATE: As soon as possible

APPLICATION DEADLINE: July 1, 1990

APPLICATION: Send a letter of application with resume to Nancy Johnson, Law Librarian, Georgia State University College of Law Library, University Plaza, Atlanta, Georgia 30303-3092. Phone (404) 651-2479.

6/5/90
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: Stacks Supervisor

DEPARTMENT: Collection Maintenance

PURPOSE AND SCOPE OF POSITION: To accomplish the processing of library materials and to oversee all collection maintenance tasks. Exercises considerable independent judgment and responsibility in the performance of duties.

RESPONSIBLE TO: Associate Law Librarian

SUPERVISES: Student Assistants (shelvers and filers)

DUTIES: Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.

Ensuring the prompt and accurate shelving of all library materials.

Ensuring the prompt and accurate updating of library materials by pocket parts, replacement volumes, looseleaf pages, or other means of supplementation; and the appropriate handling of superseded materials.

Overseeing all other collection maintenance tasks, including shifting collection as needed, tracing materials reported missing, maintaining new books area, etc.

Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers.

Keeping accurate statistics.

Performing other duties as assigned.

QUALIFICATIONS: High school graduate; one year library experience and one year supervisory experience, or two years library experience; 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; ability to type 35 wpm. College degree preferred.

6/9/88
TO: Mark Budnitz, Chair, Library Committee
FR: Nancy Johnson, Law Librarian
RE: Shelving Plan for Renovated Library
DA: April 10, 1990

GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY

SHELVING PLAN

Concept: Create a "reading room" collection of heavily used materials on the lower level as near the entrance of the library as possible.

Description: On lower level "reading room collection":
- KFG all Georgia materials - includes reporters, digests, Shepards, practice materials.
- C.J.S. and Am.Jur.2d
- ALR - all series
- One copy of federal and regional reporters.
- Federal, decennial, and regional digests.
- Federal and regional Shepards.

A - Z (except KF 1-150, federal and KFG, Georgia) run counterclockwise on the upper level. "A" begins at the back of the compact shelving unit along Decatur Street and runs toward the front of the library. The KF collection begins near the top of the ramp and runs to the right and back toward the photocopy room.

The duplicate regional and federal reporters, remain in compact shelving, with about 200 empty shelves there.

The state materials follow to the left of this unit, followed by KG - Z in open shelving at the back of the Decatur Street wall.

Advantages:

- Heavily used materials "reading room collection" are near entrance, photocopy room, and service desks. Heavily used materials are also near seating areas.

- Call numbers run in a mostly unbroken sequence.

- There are no splits of older and newer materials.

- Compact shelving is fairly effectively used. A - KD (non-U.S. Law, English, Canadian, & International) and the duplicate federal and regional reporters are in compact shelving.
Disadvantages:

PERS begin at a slightly awkward place, near the back of the first section of shelving on the lower level.

KF 150-1999 are in compact shelving. Some heavily used subjects, bankruptcy and securities are heavily used.

Two sets of reporters remain separate (this seems inevitable in any plan).

Z and A wind up on adjacent shelves, causing potential confusion. Z is in open shelving, however, and A in compact, and this may serve to differentiate the two areas sufficiently.

Assuming present growth rates to be fairly accurate, the KF collection will run out of space before the state materials and the KG-Z section will.

Absolutely every book in the library will have to be moved to a new location.