
Georgia State University Law Library
College of Law Library

ANNUAL REPORT

1991/92

Nancy Johnson
Law Librarian and Professor of Law
INTRODUCTION

This past year could be termed a transition year. It was the first full year in our renovated library. Rather than devoting time and energy to the renovation project, the staff was able to concentrate on the collection, library policies, and the preparation of procedure manuals. Every staff member spent considerable time preparing procedure manuals. In the future, if a staff member should leave the position, the new person would be able to perform each task by following the prescribed instructions.

At the beginning of this academic year, the library feared the worst in financial cut-backs. The library did suffer some reduction in the supply budget and equipment budget, however, we maintained the same number of staff and the book budget remained intact.

In spite of some budgetary reductions and lack of raises for the staff, the staff of the Law Library continued to maintain a high level of service to the students, the faculty, and the members of the bar. With a staff dedicated to improving services, we made several improvements during this year.

Through the implementation of e-mail inter-office communications among library staff (and the university), the staff receive daily memos informing them of events, policies, and concerns. It has proven to be a very effective means of communication.

The Annual Reports from the five library faculty members, Rhea A-L Ballard (Public Services Librarian), Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Reference Librarian/Computer Coordinator), Barbara James (Reference/Documents Librarian), and Jackie Shieh (Catalog Librarian) detail the work of their departments.

ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see appendix). Fortunately, all of the librarians remained on board for the year.

During this past year, there were very few changes in staff personnel. Pamela Wilson left the library and Julie Grubbs assumed Pam's half-time position, allowing Julie to work full-time. Anne Langley left her position to attend graduate studies in library science. Valrie Abrahams assumed Anne Langley's
position on a temporary basis. There are position descriptions available which describe the specific tasks involved in each position (see appendix).

**Librarians**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Prof. of Law &amp; Univ. Lib.</td>
</tr>
<tr>
<td>Rhea Ballard</td>
<td>Public Services Librarian/Instructor</td>
</tr>
<tr>
<td>Ladd Brown</td>
<td>Acquisitions/Serials Librarian/Ass't. Prof.</td>
</tr>
<tr>
<td>Nancy Deel</td>
<td>Reference/Computer Coordinator/Instructor</td>
</tr>
<tr>
<td>Barbara James</td>
<td>Reference/Gov. Documents/Assistant Prof.</td>
</tr>
<tr>
<td>Jackie Shieh</td>
<td>Catalog Librarian/Instructor</td>
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**Staff Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Julie Grubbs</td>
<td>Library Assistant (Micro/Computer Lab)</td>
</tr>
<tr>
<td>Don Densmore</td>
<td>Library Assistant II (Outreach/ Photocopy)</td>
</tr>
<tr>
<td>Norma Grubbs</td>
<td>Administrative Supervisor III (Circulation)</td>
</tr>
<tr>
<td>vacant</td>
<td>Library Technical Assistant (Serials)</td>
</tr>
<tr>
<td>Rosemary Hynes</td>
<td>Library Assistant (1/2) (Circulation)</td>
</tr>
<tr>
<td>Marilee Jordan</td>
<td>Stacks Supervisor</td>
</tr>
<tr>
<td>Fonda Newbold</td>
<td>Library Assistant III (Acquisitions)</td>
</tr>
<tr>
<td>Danny Woodard</td>
<td>Library Assistant II (Circulation)</td>
</tr>
<tr>
<td>Pamela Scott</td>
<td>Library Technical Assistant (Cataloger)</td>
</tr>
<tr>
<td>Arlecia Brown</td>
<td>Library Assistant III (Accounting/Serials)</td>
</tr>
<tr>
<td>Sherri Jones</td>
<td>Library Assistant I (1/2) (Circulation)</td>
</tr>
<tr>
<td>Dee Walraven</td>
<td>Administrative Assistant (3/4)</td>
</tr>
<tr>
<td>Jennie Williams</td>
<td>Library Assistant I (Binding/Serials)</td>
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</tbody>
</table>
LIBRARY HOURS AND USERS

The Library is open 103 hours per week. We maintain the same number of hours throughout the entire year, including semester breaks. We are unable to curtail hours during semester breaks since the law school's breaks do not coincide with those of the rest of the University.

For the preceding 12 month period, 215,000 visits were recorded in the Law Library. This figure translates into approximately 18,000 visits per month. During the year, we experienced an increase of 18,000 visits (12%) from our total of 197,000 in 1990-91. Our usage increased on Friday, Saturday, and Sunday evenings since the Pullen Library curtailed its hours on those evenings. In addition to serving the students and faculty, the Library is open to attorneys and members of the legal community. According to our attorney sign-in sheets, attorneys used the Library on 8,500 occasions. The Library is also heavily used by non-law university faculty and students. There are several graduate courses that rely heavily on our Library, most notably the Master of Taxation and the Master of Education (See Rhea Ballard's report).

SERVICES

The Reference Librarians provide a total of 68 hours of reference service each week. They answered 9,576 questions, which is an increase from last year's total of 9,215. Each faculty member is assigned a library liaison. This librarian is in charge of the research requests for the faculty member (see Barbara James' report).

Interlibrary loans, both borrowing and lending, continue to be a valuable service for our faculty, students and the entire Library community. This year Outreach Services produced a monthly average of 2,250 photocopies for the faculty. Approximately 93,000 copies were produced for the whole year, of which 27,000 were for faculty requests (an increase of 5,000 copies from last year). The need for a new photocopy machine is critical. Within the last month, the library received a fax machine as part of a Consortium of South Eastern Law Libraries grant from the U.S. Department of Education. The fax machine will be used to send materials to other libraries (see Rhea Ballard's report).

LIBRARY AUTOMATION

The highlight of the year was the implementation of the online Acquisitions/Serials unit. All of the ordering is now done on the system. The accounting elements of the acquisitions
module remains problematic, however, it will hopefully improve. The technical services staff have loaded approximately 1500 serial records on PALS Serials. It is possible to view the serial record of a title from the OLLI reference terminal. Service to our patrons is enhanced by this newest module (see Ladd Brown's report).

COMPUTER LAB

The new computer lab houses 17 computers. These computers access Word Perfect and the CCALI programs. Approximately six computers are dedicated to WESTLAW and LEXIS.

The lab is open when the Library is open, however, it is staffed from 9:00 - 5:00. Additionally, a student assistant, trained in computer science, is available for assistance during the afternoon hours. The library assistant also help patrons locate microforms, make copies from the microforms, and circulate video tapes (see Nancy Deel's report).

The lab is very busy during certain predictable times. At the end of each semester, every computer is in use. During the non-peak time, there is an occasional user. Presently, the students print their work on laser printers without charge. The Library Committee is currently investigating charging a computer lab fee to cover the cost of supplies and equipment.

COLLECTION

The following figures summarize the size of the collection in April, 1992:

VOLUMES.......................................................... 123,079
TITLES............................................................. 59,322
MICROFORM REELS............................................. 5,420
MICROFICHE..................................................... 462,694
MICROFORM VOLUME EQUIVALENTS.......................... 87,291
SERIAL SUBSCRIPTIONS....................................... 4,033
AUDIO/VIDEO.................................................. 725

As reported to the ABA in Fall, 1991, the Library had a net gain of 5,220 hardcopy volumes, 4,327 microform equivalent volumes, and 1,388 titles. While we continue to grow, we have, nevertheless, lost ground to other Law Libraries in the South
East in numbers of volumes added. Currently, we rank 18 out of 37 law libraries in the South East region for number of volumes added during the year.

For the past few years, the increased cost of legal materials has caused great concern. According to Bettie Scott's Price Index for Legal Publications 1990-91, which appeared in 84 Law L.J 195 (1992), the cost of monographs has increased by 15.24% and the cost of all serials has increased by 10.86%. Additionally, within the last year there has been a flurry of mergers, takeovers, and buyouts in the legal publishing field. All of the publishers have discontinued complimentary subscriptions to academic law libraries and law professors. In order to maintain our journals, reporters, and other serials, the library staff will constantly monitor the payment of invoices and the quality of the products offered. During this past year, the Law Librarian canceled several of the Matthew Benders titles in order to save updating expenses. The Law Librarian will continue to cancel expensive loose-leaf products unless there is a demand for them.

An additional problem is the extreme drop in the value of the dollar against all the major European currencies. According to data collected by Faxon (periodical vendor), there was a 25.6% increase in price for titles published outside the United States. Fortunately, our collection, for the most part, includes titles published within the United States. However, with the emergence of the European Community materials, the library has expanded in that direction. Again, the Law Librarian will have to monitor the payment of foreign invoices.

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 interests of the faculty. The Law Librarian continues to devote energy to building a collection that serves the needs of our clientele.

CATALOGING

The accessibility of our collection continues to be enhanced through the efforts of our catalogers. The catalogers are involved in several new projects to maintain better control of our collection. The microform collection is currently being cataloged and we are hopeful that the video collection will be cataloged in the near future (see Jackie Shieh's report).
PHYSICAL FACILITIES

We are still very proud of our renovated Law Library. Although the renovation was completed in August, 1991, we continue to work on improving the physical facilities. The expanded Law Library covers 37,000 square feet and has the capacity to hold 188,000 volumes of materials. There are ten study rooms where students can discuss materials and interact with each other. Additionally, there is study space for 375 study stations, a Law Review office, and two photocopy rooms. The computer lab houses approximately 17 computers, including LEXIS and WESTLAW terminals.

During this past year there have been a number of complaints about the service we receive from Kinko's. After a meeting with Associate Dean Pat Morgan and the representatives from Kinko's, our service improved slightly. Since Kinko's is located in the Pullen Library, and not in the Law Library, the response time of the Kinko's staff is not immediate. They have taken measures to improve the response time, however, it remains a problem during the hours that the Pullen Library is closed (weekend evenings).

Another concern, shared by the students and staff, is the inadequate lighting in the library. Several of the aisles in the stacks are very dark and the lighting in each carrel should be improved. The Law School has requested funds for these two projects.

BUDGET

MATERIALS:

<table>
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<tr>
<th></th>
<th>1990-91 $spent</th>
<th>1991-92 $budgeted</th>
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<tbody>
<tr>
<td>Books, Non-serial</td>
<td>$ 71,425</td>
<td>$ 69,000</td>
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<tr>
<td>microforms, &amp; A/V</td>
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<tr>
<td>Serials, Micro,</td>
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<tr>
<td>Pers, &amp; CD-ROMS</td>
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<tr>
<td>Binding</td>
<td>11,854</td>
<td>12,000</td>
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<td>TOTAL:</td>
<td>$551,026</td>
<td>$510,000</td>
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PERSONAL SERVICES

<table>
<thead>
<tr>
<th></th>
<th>1990-91 $spent</th>
<th>1991-92 $budgeted</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>$397,563</td>
<td>$428,550</td>
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</table>
OPERATING EXPENSES AND EQUIPMENT

Computer services,
Equipment, supplies $122,453 $75,000

The Law Library received additional funding during FY 92 from the University to cover the costs of our WESTLAW and LEXIS services. This financial commitment will continue in the future.
COMMENTS ON GOALS FOR 1991/92:

1. Eliminate binding backlog and automate the identification of materials to be bound [BACKLOG IS ELIMINATE AND THE AUTOMATED IDENTIFICATION IS CONTINUING]

2. Involve the two Reference Librarians in teaching Legal Bibliography [BARBARA JAMES AND RHEA BALLARD TAUGHT DAY SECTIONS OF LEGAL BIBLIOGRAPHY]

3. Update the new on-line cataloging facility and reclassifying selected materials. [PRISM SOFTWARE IS IN PLACE. TITLES ARE BEING RECLASSIFIED ON AN ONGOING BASIS]

4. Complete all departmental manuals. [COMPLETED]

5. Completely re-vamp acquisitions, accounting, and processing to accommodate the new on-line system. [TECH. SERVICES STAFF MEMBERS HAVE IMPLEMENTED SEVERAL CHANGES TO ACCOMMODATE PALS ACQUISITIONS AND SERIALS]

6. Produce a Library Newsletter [RHEA BALLARD PUBLISHES A QUARTERLY LIBRARY NEWSLETTER. LIBRARIANS AND STAFF WRITE ARTICLES]

7. Continually update the Library's Information Series. [SEVERAL GUIDES WERE EITHER ADDED OR UPDATED: THE MAP, LAW LIBRARY GUIDE, TREATIES, BRITISH GUIDE, CANADIAN GUIDE, FEDERAL TAXATION, GEORGIA PRACTICE MATERIALS]

8. Complete a Self-Study for the AALS accreditation. [LAWSCHOOL DELAYED THE APPLICATION PROCESS]

9. Write and implement a Law Library Preservation Policy. [COMPLETED]

10. Open lines of communication between the new dean and the library. [ONGOING GOAL - WILL CONTINUE COMMUNICATION THROUGH STAFF MEETINGS AND GATHERINGS]
11. Implement the UNISYS/PALS Acquisitions and Serials Control System to meet the needs of the Law Library. [SERIALS ARE 40% LOADED]

12. Catalog and classify the entire microfiche and microfilm collection. [50% OF THE TITLES HAVE BEEN CATALOGED]

13. Continue with weekly librarians' meetings which results in collective decision making. [CONTINUING GOAL]

14. Continue the lines of communication among the staff members with monthly staff meetings. [CONTINUING GOAL - ALSO VIA PROFS AND THROUGH CROSS-TRAINING PROJECTS]

15. Continue to work on ways of improving the working environment. [CONTINUING GOAL]
GOALS FOR 1992/93:

1. Update all department procedure manuals.

2. Improve the physical facility by correcting the lighting in the stacks and carrels.

3. Continue staff development programs, including cross-training and visits to other libraries.

4. Promote the video and audio collections by cataloging the collections.

5. Streamline processing procedures to transfer materials to the stacks in less time.

6. Foster relationships with Clark-Atlanta Library School by continuing to teach in their program and host additional interns.

7. Evaluate and weed the Reference and Reserve collections.

8. Continue to catalog and classify microform collection.

9. Continue name, series authority updates.

10. Develop serials functions to their fullest potential by training new LTA serials position, eliminate Kardex, and begin online clean-up projects and other special projects.

11. Improve online accounting function.

12. Monitor the cost of expensive loose-leaf services and cancel titles if warranted.

13. Monitor the cost of foreign titles.

14. Participate in events in celebration of the 10th Anniversary of the College of Law.

15. Continue to communicate with the students concerning their needs.
Annual Reports:
Rhea A-L Ballard, Public Services
Ladd Brown, Acquisitions/Serials
Nancy Deel, Microforms/Computer Services
Barbara James, Reference/Documents
Jackie Shieh, Cataloging
Outreach Services

The Library Assistant (LA II) for Outreach Services continued to: provide photocopies for the faculty, check out books from the Pullen Library, route the "Contents Pages," complete book search requests, and compile statistics.

This was the first full year with Don Densmore as the LA II. Outreach Services has been a reflection of Don's efficiency and dependability. A goal for 1991 was to complete the Outreach Services Procedure Manual. In February, the Manual was completed on schedule.

Photocopies

This year Outreach Services made approximately 27,000 photocopies for the faculty. This is a 5,000 copy increase from last year. The gain in number greatly increased our awareness of how badly the Library needs a new photocopy machine. This past year the photocopy repairman was called 13 times and replaced 27 parts.

Approximately 93,000 copies were produced for the whole year. This figure includes copies made for interlibrary loan, "Contents Pages," "Information Series," and copies made via Lexis and Westlaw.

Goals for 1992

Outreach Services has four goals for 1992. One, to acquire a new photocopy machine. Two, to update the Outreach Services Procedure Manual. Three, to implement policies and procedures for the Library's new fax machine. Four, to train a Circulation Desk Attendant as a back-up for the LA II . The Desk Attendant will provide photocopies when the LA II is unavailable (i.e. sick or on vacation).

Circulation

Circulation continued to keep the Library open for a total of 103 hours per week or approximately 4500 hours per year. However, Circulation was increasingly required to call upon the Reference librarians for assistance in staffing the desk. The help was desperately needed and appreciated.

Patrons

This year the gate count registered approximately 430,000 indicating 215,000 persons entered the Library. This is an increase from last year.

Although the (non-law school) student sign-in sheets were removed, per Dean Girth's request, the attorney sign-in sheets remain. The sheets for this year indicate that attorneys used the Library on 8500 occasions. COLL, the Library's automated circulation system, documented approximately 13,000 transactions. 1000 were for law school faculty.

Interlibrary Loan

This past year the Library borrowed approximately 165 items from other institutions. The Library loaned 970 items to other libraries.

Goals for 1992

This year Circulation was re-evaluated and goals were developed. One, to finish the Circulation Manual (a goal from 1991). Two, to weed and update the reserve collection (including the reserve card catalog drawer and file folder cabinet). Three, to delegate responsibilities from the Circulation Supervisor to the full-time desk employees and revise job descriptions accordingly (this will enable the Supervisor to concentrate more on her own responsibilities.)

Book Searches

In addition to making photocopies, the LA II was given the additional responsibility of searching for Library materials which were not checked out, but could not be located in the Library. This year the LA II searched for and located 92 items.

Goals for 1992

Outreach Services has four goals for 1992. One, to acquire a new photocopy machine. Two, to update the Outreach Services Procedure Manual. Three, to implement policies and procedures for the Library's new fax machine. Four, to train a Circulation Desk Attendant as a back-up for the LA II . The Desk Attendant will provide photocopies when the LA II is unavailable (i.e. sick or on vacation).

Processing

This year part of processing was added to the responsibilities of the Public Services Librarian. The LA who processes materials is now required to forward all newly processed or revised materials to the Public Services Librarian. The Public Services Librarian, with the assistance of the other reference librarians, checks to make sure that Library materials are processed properly.
TO: NANCY JOHNSON, LAH LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
DATE: 16 APRIL 1992

This memorandum summarizes activity highlights of the Acquisitions/Sericals unit during the past twelve months. Coverage includes Personnel, Automation: Acquisitions and Serials, Environment, Manuals and Goals.

Personnel
Personnel changes for 1991/1992 were:

Anne Langley left the LTA serials position July 29.
Jennie Williams became ETE 1.0 on July 3rd. She added twenty hours were scheduled initially in acquisitions and have since shifted to serials.
Valerie Abrams began working at the LTA serials position July 22nd. and will be funded through the end of April.
Eugene Jackson, work-study, now works all his hours for Stacks Maintenance.

There were no major workflow changes during the fiscal year, and this is taken as a sign of stability. Last year the processing was added to the LTA Ili acquisitions position and the work-study person assisted. This year there was no help in the processing nor ordering have seemed to suffer greatly from the switch. Applications have been received for the serials LTA job and the vacancy will be filled around May 1st.

Automation
Acquisitions: We have loaded approximately 1500 orders on PALS Acquisitions. There continues to be problems with the overnight processing of our files and the delivery of purchase orders to be mailed. The conversion from standard-sized laser-printed orders to perforated "notice" forms is an improvement. The accounting elements of the acquisitions module has experienced several crashes and the validity of the online accounting data is questionable.
Seriais: We have loaded approximately 1500 serial records on PALS Serials. Most titles that have been loaded are those with simple patterns; more complex titles, such as OGA, will be dealt with in the second major loading phase. Checkin appears to working well and it is possible to view particular titles and their checkin history from the OIII reference terminal. There is no accounting function in Serials as of yet but invoices are "posted" online within note field in the serial records.

Environment
Physical: There have been no major changes in the physical arrangement of the unit. The processing area has limited backlog space; there are no plans to expand. Shelf space seems to be
ACQUISITIONS AND SERIALS 1991/1992 ANNUAL REPORT

adequate even with the leasing of several ranges to cataloging for the withdrawal backlog. Two soft chairs were taken by the College of Law.

Morale: The major problem involving the discipline of two staff members in early 1991 has largely been solved. The unit unanimously agreed that the changes in July 1992 were very beneficial. A recent intra-unit conflict in serials has ironed itself out. The fallout from the student assistant unrest has had little overt effect on the unit. Morale is good; the unit is aware of the importance of cooperation and works at it. The bimonthly meetings are going well.

Manuals
Each staff member has turned in an initial "draft" or "skeleton" version of a procedure manual. (The final versions will be constructed after the EALS version 91.R1 is loaded sometime this spring or summer.) All manuals were written from the viewpoint of total automation within acquisitions and serials.

Goals
1. We should be rid of the burden by December 31, 1991. The bar code records themselves will be retained for invoice purposes and past check-in history.
2. The ITA serials work station will be flipped to accommodate the use of shelves for check-in backlog.
3. The procedure manuals will be finalized with the installation and the fine-tuning of release 91.R1. Many procedures will be changed from the current way of operating and new features will be explained.
4. The serials records will be undergoing a series of internal revisions as new information is discovered and implemented.
5. The acquisitions records will be undergoing similar evolution.
ACQUISITIONS AND SERIALS
1991/1992 ANNUAL REPORT

ACQUISITIONS

ITEMS ADDED 1583
ITEMS ORDERED 1532
ITEMS RECEIVED 966
ITEMS PAID 613

SERIALS

TITLES ADDED 1497
ITEMS RECEIVED 748
ITEMS CLAIMED 267
VENDORS LOADED 166

* THIS MAY BE AN INDICATION OF HOW MANY TIMES I ENTERED THE
"LAF" LOAD ACQUISITIONS FORM COMMAND. IF THE SYSTEM DID NOT
TAKE THE FIRST OR SECOND LAF COMMANDS, THERE MAY BE A SITUATION
WHERE WE "ADDED" THREE TIMES TO GET ONE ORDER.

** TO TEST THE CHECK-IN FATTER. ANY OTHER SERIAL RECORD
FUNCTIONS, PREVIOUSLY CHECKED-IN ITEMS WERE LOADED.

*** RECENTLY THE CLAIMING FUNCTION OF ACQUISITIONS HAS UNDERGONE
AN UNEXPLAINED ABBREVIATION; THIS INFLATED NUMBER MAY BE RELATED TO
THAT EVENT.

LOCATIONS

The micro-locations have been revised. Most titles are now
located using CALL. Those titles not on CALL are found in the
"Uncataloged Microform Location." In addition, titles are found in
"Major Microform Title Monitors" which gives either the Microform
(VICKE or FILM is part of the call number) or the call number
and drawer number if the title is not cataloged.

The Video locator has been revised several times over the
years. The current locator indicates the call number where the
video is located. Movies or videos which are missing or considered
"not to exist" are moved to a separate list. Indexing the Location
guide is an ongoing project until the collection is correctly
processed.
MEMORANDUM

TO: Nancy Johnson
FR: Nancy Deel
DA: April 17, 1992
RE: Microforms/Computer Services Departments

This memorandum summarizes the activities and goals of the Microforms Department and Computer Services.

MICROFORMS DEPARTMENT

Collection arrangement

The microform collection was shifted this year into LC call number order with fiche and film separated. Fiche is located in cabinets 1-16 and film is in cabinets 17-24. Periodicals are in cabinet 25 (fiche) and 26-29 (film). Approximately 30 titles (some are sets/series) remain to be cataloged. Most of these have estimated call numbers as assigned by Jackie. Currently the cabinets have numbers penciled in, however permanent numbers for the cabinets are on order and will be attached when available.

The video collection, except those videos on Reserve, is housed in the micro closet. Arrangement in the closet is by LC call number if available, then by the subject categories used on the Video Locator.

Locators

The micro locators have been revised. Most titles are now located using OLLI. Those titles not on OLLI are found on the "Uncataloged Microform Locator." In addition, Julie has created a "Major Microform Titles Locator" which gives either the call number (FICHE or FILM is part of the call number) or the cabinet and drawer number if the title is not cataloged.

The Video Locator has been revised several times this year. The current locator includes the call numbers if available. The videos which are missing or checked out to law faculty have been moved to a separate list. Updating the Locators is an ongoing project until the collection is completely cataloged.
**Equipment**

A new reader/printer was acquired this year to replace the old Minolta 405 reader/printer which has been referred to as the "wet" micro printer. The new machine is a Minolta model RP 605Z. The old reader/printer is now being used as a film reader. Printing supplies are no longer purchased for the old machine.

The new Minolta is used primarily as a film reader/printer and the Minolta RP 505 is used for fiche printing. Although these printers have both fiche and film carriers, we lock the carriers not being used in the micro closet. They are normally used only when a reader/printer (usually the Minolta RP 505) is out of order.

**Staffing**

The service desk continues to be staffed Monday through Friday by Julie Grubbs, with the Reference Librarian on duty acting as back-up for micro service. The Library Assistant I position description is attached. Julie was hired on August 31, 1990 as part-time staff and became a full-time employee on June 17, 1991.

**Activities**

The shift of the micro collection was a major project this year. The cabinets had to be rearranged and this required much coordination with Jackie. Julie performed all the shifting of fiche, film, and videos. A related project was updating the locators which Julie revised several times during the year.

Julie is engaged several times a day in the stacks of the library. She does stacks maintenance for government documents, picks up books to be re-shelved once a day for 1/2 hour, and retrieves and files in looseleaf services as assigned by the Stacks Maintenance Supervisor.

Julie keeps various logs including supplies, service calls, override key use, and government documents. Please find attached the Summary - Supplies and Costs for the year. As the statistics indicate, the laserjet printers are heavily used by the law students (212 packs of paper were used during the 12 month period).

The Override Key Use policy was implemented this year and complies with auditing standards for accounting of funds collected. Please see the Microform Dept. Manual Part VI for a discussion of this new policy.

Julie worked on all three manuals which were produced this year - Computer Lab Manual (for students), the Microforms Department Manual, and the Computer Services Department Manual.
GOALS of the Microform Department

* Continue weekly department meetings to facilitate communication and to count and deposit money from the reader/printers
* Update the Microforms Department Manual when needed
* Continue to assist Jackie with the cataloging project - shift titles as they are cataloged, update the Locators, and attach permanent numbers to the micro cabinets
* Investigate missing videos on list

COMPUTER SERVICES

Changes in Computer Lab equipment

The Computer Lab gained 1 workstation this year. It is a XT-type computer which has both sizes of floppy disk drives (5-1/4 & 3-1/2 high-density). It is referred to as the "Conversion Station" because it allows students to convert files from a 3-1/2 size disk to a 5-1/4 double-density disk for use on the other 11 computers in the Lab. The conversion station is also used to copy CALI exercises onto floppy disks and to send print jobs from WordPerfect. Several DOS functions are available including various formatting options.

New computer tables were installed in the Lab last Fall. The computer furniture has improved the appearance and safety of the Lab especially in regard to "cable management." All of the cables are secured under the tables. New swivel chairs are also planned; Tom Gromme is working on this.

Westlaw and Lexis equipment

The Lab contains dedicated equipment for Westlaw and Lexis - three Walt PCs and three Lexis 2000 workstations. These six computers have attached printers (all are HP Deskjet Plus). Westlaw installed a stand-alone laser-quality printer this year. Lexis will install a stand-alone printer in the near future. Also planned for the Lab is a "hotline" phone for Westlaw customer service. Both Westlaw and Lexis have been asked to provide phone lines for this new equipment. Currently GSU is paying for 3 phone lines for each service.

This year we added one Walt PC and one Lexis 2000 workstation in the law library. These are located in the OLLI alcove and also have attached printers. The chart below summarizes the equipment in the law school:
<table>
<thead>
<tr>
<th>Location</th>
<th>Number &amp; Type of computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Library</td>
<td>4 Westlaw (Walt PC)</td>
</tr>
<tr>
<td>Law Review</td>
<td>4 Lexis (Lexis 2000 workstation)</td>
</tr>
<tr>
<td>Moot Court</td>
<td>1 Westlaw</td>
</tr>
<tr>
<td>STLA office (Rm 228)</td>
<td>1 Lexis</td>
</tr>
<tr>
<td>Faculty Library</td>
<td>1 Westlaw</td>
</tr>
</tbody>
</table>

Staffing

The Computer Lab is staffed in the afternoon 1:00 - 5:00 by Phillip Core, a student assistant. Phil was hired in September 1990 to support the computers in the Law Library (see the Job Description - Computer Support attached). Julie (LA1 - Micro) continues to learn about the Lab and provide service. She handles supplies, computer reservation sheets, and simple trouble-shooting.

Activities

This year the law library implemented e-mail inter-office communications among library staff. Working with Wells Computer Center, Phil set-up PROFS ids for all library staff and conducted training sessions. The training room in the Computer Center was used to train large groups at a time.

Another major project which Phil undertook this year was to clear out the OLLI terminals in receiving room. OLLI terminals which could not be used were sent to surplus, others were fixed and installed to replace broken public terminals in the OLLI alcove.

Phil also worked diligently on the Computer Lab Manual for students last summer and edited it again in March. One hundred copies of the August edition of the Manual were distributed to law students and several copies of the March edition have been given out. Based on this fact, it is estimated that at least 100 students have used the Lab this year. No official statistics were collected. Various options for recording statistics on Lab usage have been explored.

The Computer Services Department Manual is an internal manual of procedures and information of value to those supporting the Lab and other computer applications in the library. It does not include computer systems in Technical Services. Phil has written a large part of the Manual and continues to document procedures for the Computer Consultant position.
Other highlights of Phil's work this year:

* assisted in conducting computer classes for the first year law students
* coordinated the acquisition and installation of new software purchased by the law library including Paradox
* set-up computer virus protections on library PCs
* developed a PC maintenance log implementing the "MUG Guidelines" (Pullen library microcomputer users group)
* reported the Reference Desk statistics (using Quattro Pro)
* assisted the Ad Hoc Computer Advisory Committee with information on the status of Wells Computer Center network plans

GOALS of Computer Services

* Update the Manuals as needed
* Offer computer classes to the first year students during Orientation Week in August
* Investigate ways to communicate the Lab policies to the students, improve signs in the Lab
* Set up a "cross-training" session for Library staff
* Assist the law faculty Library Committee on the issue of student fees for the Lab as needed

QUALIFICATIONS: High school graduate, some knowledge of microcomputer software and hardware, ability to follow written and verbal instructions, ability to work independently and as part of a team.
POSITION DESCRIPTION

TITLE: Library Assistant I

DEPARTMENT: Microforms/A-V/Computer Lab

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Microforms Desk and in the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES:
- 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
- Manage equipment supplies for microform room and computer lab
- Maintain statistics and records for the department
- Learn and perform OLLI searches as required
- Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed
- File microfiche/microfilm including government documents
- Check-in government documents and report problems or changes to Reference/Government Documents Librarian
- Check in/out videos and video equipment
- Straighten-up Library in the afternoon
- Perform other tasks/projects 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 6/5/91
SUMMARY

SUPPLIES AND COSTS FOR THE YEAR
(APRIL 1991-MARCH 1992)

<table>
<thead>
<tr>
<th>SUPPLIES</th>
<th>UNIT PRICE</th>
<th>UNITS USED</th>
<th>TOTAL</th>
</tr>
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<tr>
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<td>H.P. Laserjet toner cartridges</td>
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<td>$481.24</td>
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<td><strong>TOTAL FOR COMPUTER LAB</strong></td>
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<td></td>
<td>$1458.74</td>
</tr>
<tr>
<td><strong>MICROFORMS:</strong></td>
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<td></td>
<td></td>
</tr>
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<td>32</td>
<td>$ 72.64</td>
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<td>$13.46</td>
<td>6</td>
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<td><strong>TOTAL FOR MICROFORMS</strong></td>
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*Note: Minolta RP 405 used as a printer from April 1991 through June 1991
Minolta RP 505 used as a printer from April 1991 through March 1992
Minolta RP 605z used as a printer from July 1991 through March 1992

**TOTAL FOR COMPUTER LAB AND MICROFORMS** $2825.96

Supplies provided by Lexis and Westlaw

<table>
<thead>
<tr>
<th>Supplies provided by Lexis and Westlaw</th>
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</thead>
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<tr>
<td>Westlaw paper packs</td>
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<td>42</td>
<td>$  0.00</td>
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</table>
JOB DESCRIPTION - COMPUTER SUPPORT
Updated February 1992

Provide support for most Law Library software including the following.

- Word processors
  WordPerfect 5.1
- Spread sheets
  Lotus 123 v 2.3 & 3.0
  Quattro PRO v 2.0-3.1
  Math Plan v 3.0
- Data bases
  dBase III & IV
  Paradox v 3.5
- Communications packages
  Comtrak v 1.40 - 1.46
  Telix v 2.0 - 3.5
- Operating systems
  PC DOS v 3.1 - 5.0
  VM CP/CMS
  IRIS UNIX
- Research
  Lexis v 1.4 - 1.8
  Westlaw v 2.0 - 4.58

Provide communication support of Law Library

- setup BBS connections
- trouble-shoot modem communications
- troubleshoot GSU mainframe communications
- train staff on e-mail (PROFS)

Serve as liaison for Law Library computer interests to the following:

- GSU Computer Center
- Law School computer/network support
- GSU purchasing
- GSU repair/property control
- outside vendors

Requirements

- at least two years experience with PC support
- must have exceptional communication skills
- must have the ability to work independently

Provide hardware support for the Law Library

- setup new workstations
- trouble-shoot hardware failures
- repair various hardware failures
- have knowledge of PCs, modems, printers, networks

Provide user support in student Computer Lab

- software and hardware support
- aid in student training classes (ie. WordPerfect, PC basics, etc.)
- trouble-shoot software problems
TO: Nancy Johnson
FR: Barbara James
DA: April 2, 1992

This memorandum summarizes my activities and the major projects I have undertaken in 1991-1992, as well as the general activities and services connected with the reference desk, collection maintenance, and government documents. I am attaching available statistical information for reference and including statistics for collection maintenance and government documents in this report.

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 on Friday, for a total of 58 hours. A Graduate Research Assistant (law student) is scheduled from noon to 6:00 p.m. on Saturday and from 1:00-5:00 p.m. on Sunday while classes are in session.

There are currently three librarians who share primary responsibility for providing reference services: Barbara James, Reference/Government Documents Librarian, Rhea Ballard, Public Services Librarian, and Nancy Deel, Reference Librarian/Computer Coordinator. We each are scheduled for 16 hours of desk duty each week. Ladd Brown, Acquisitions/Serials Librarian, works one evening per week at the reference desk. Martha Henn continues to work part-time, currently 4 hours per week. She also substitutes when needed.

Reference Requests

The reference librarians answered 9,576 questions during the year. This is an increase from last year's total of 9,215. As usual, many questions were not tallied.

Liaison Program

All three reference librarians participate in the liaison program. Under this program, each professor in the College of Law channels his/her requests to a designated librarian. The program has made reference service to faculty more efficient. Rhea Ballard is in charge of assigning professors to librarians.
Other Activities

The reference staff also gives library orientation tours and lectures primarily to GSU undergraduate classes that prearrange the date and time. The librarian on duty at the requested time is usually charged with conducting these tours.

The reference librarians provide back-up service to the other public service areas: Circulation and Microforms/Computer Lab. Micro/Computer Lab duties often include assisting patrons in locating materials, printing on the film/fiche printers, adding paper to the laser printers and Westlaw and Lexis printers, etc. Circulation duties include answering the telephone, checking books in and out, helping patrons with the Reserve collection, collecting fines, etc.

The reference staff also assists patrons with faulty compact shelving.

The reference librarians taught Westlaw and Lexis to first year law students in early 1992.


II. Collection Maintenance

Collection Maintenance personnel are responsible for updating, shelving, shifting, binding, repairing, and recycling materials for the Law Library and the Faculty Library. Marilee Knox, Stacks Supervisor oversees filing, shelving, and student assistants. Jennie Williams, Library Assistant (half-time) handles binding, book repairs, and recycling.

Both staff members in Collection Maintenance completed procedure manuals during the year.

Shelves

The new shelving units on the lower level have been disappointing in several aspects. 1) They are difficult to adjust for height; 2) The wire bookends do not adequately support the volumes, leading to a messy appearance; and 3) We have been unable to obtain the correct holders for signs indicating the call number ranges on each row ("row markers"). Marilee has ordered additional princeton files and large, standard bookends to try to correct the collapsing wire support problem.

Shifting the Collection

Collection Maintenance did some major shifting during the past year. The Bankruptcy materials were rapidly becoming overcrowded, and, in order to free up adequate space for them, the collection from KF400.B8 - KF2994.A72 was shifted. This
involved 19 rows of books and was complicated further by all rows being compact/movable shelving. Jennie plotted out on grids where each new call number would be in the shifted area, and students did most of the actual moving.

Another shift took place in the tax materials in order to provide growth room. We also shifted volumes in the Faculty Library to accommodate the growth of the federal reporters.

A major shift occurred when the lower level U.S. Reports were switched with the upper level copies. Due to overuse, the lower level reporters were falling apart. Over 800 volumes were involved in this switch. A similar switch will take place when the new copy (copy 3) of the Supreme Court Reporter (West) arrives. The lower level copy of this set is also in poor condition due to overuse.

We obtained some space in the states' materials due to the ongoing withdrawal of the official state reporters. Collection maintenance staff was involved in moving the withdrawn volumes to the Receiving Room.

**Looseleafs and Shelving**

Student hours available for filing and shelving were cut 20% due to the budget situation in FY 1992. Additionally, student assistants are often asked to perform in other areas of the library as needed: photocopying, Circulation, Acquisitions tasks that require heavy shifting and moving of materials, etc. This has led to backlogs in shelving and filing.

The College of Law Administration has been concerned about the amount of materials that patrons leave unshelved. There were also numerous complaints that students deliberately mis-shelved books so that other students would not have access to them. In the fall of 1991, it became an Honor Code violation for a law student to deliberately leave used materials unshelved. We posted signs to this effect.

Circulation staff and students are participating in looseleaf filing. Marilee selects filing for Circulation staff to complete each week. This helps to keep filing up-to-date.

**Binding**

The binding is now done on a regular, systematic basis. Jennie eliminated the backlog during her first year. Jennie compiled a list of classified (i.e. non-periodical) titles that need regular binding; this list is included in the Binding Manual.
Jennie kept statistics for binding from 10/7/91 - 3/31/92, about six months:

- 556 Regular (first-time) binds
- 55 rebinds
- 123 Replacement Orders for missing issues

Jennie also weeded and revised the binding profile cards, eliminating titles that are no longer being bound for whatever reason.

Jennie coordinated a tour for interested staff members to the National Bindery in Roswell. It was informative and interesting. We were able to revise our standing contract (which no one here even knew we had) due to this visit.

**Book Repairs**

Jennie performs some book repairs in-house. From 10/7/92 - 3/31/92, she repaired 139 books.

**Recycling**

Jennie continues to act as the liaison to the university-wide recycling program. She posted signs to alert patrons to the Law Library's recycling efforts. She also takes discarded popular periodicals (such as Newsweek and Time) that are not permanently retained by the Library to the Veterans' Administration Hospital. Following her example, the College of Law now also participates in this program.

**Projects**

The semiannual shelfreading was conducted in August and December. Marilee and Jennie worked on revising the procedures, so that the project runs more efficiently and equitably. The new procedures proved popular with staff. Future plans call for shelfreading to be done 3 times each year.

Jennie spends time weekly determining the completeness of specified sets (such as the Encyclopedia of Georgia Law and the United States Code sets). She contacts the publishers to receive current checklists of what we are supposed to have, checks our sets, and replaces missing materials.

Marilee spends time weekly focusing on a particular area in the stacks, making sure the books are shelved and updated properly. Usually she works in such high-use areas as Georgia, Tax, and Reference.
III. Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take approximately 4% of the available materials. This comprises 300 items. Many of the item numbers include multiple titles.

During 1991-92, we received the following number of documents from the GPO:

- 2,830 paper titles
- 18,922 fiche pieces
- 8,163 fiche titles

I submitted claims (for nonreceipt) (which seem to up substantially, particularly for microfiche titles) for the following:

- 65 paper titles
- 311 fiche titles

I joined an interactive Computer list for documents librarians called GovDoc-L. It is a good networking tool.

I revised the Documents Manual this year.

Staffing

Julie Grubbs, Library Assistant in Microforms, checks-in documents and file depository fiche. The cooperative arrangement continues to work well.

Collection Development

We maintain a deposit account with the GPO to cover the cost of ordering non-depository documents. I obtain titles for the library and in response to faculty requests.

I continue to monitor the national Needs and Offers List for out-of-print titles to complete and supplement our holdings.

Projects

Julie and I presented cross-training to other library staff interested in government documents.
IV. Other Projects and Activities

Staff Development

I coordinated a tour of the Documents Department at Georgia Tech for interested staff members in the summer of 1991. In March 1992, we hosted a tour and luncheon for the Emory Law Library staff and librarians.

V. Professional Activities

Publications

Ladd Brown and I wrote an article entitled "Dominion Over the Fiche: Adding Microform Titles to an Online Catalog." It was published in the Spring 1991 issue of Microform Review. I also compiled "Presidential Executive Orders and Proclamations," which was published in Jurisdocs, AALL Government Documents Special Interest Section's Newsletter.

My article, "Vietnamese Law in English: A Selected Annotated Bibliography" has been accepted for publication in 1992 in Law Library Journal.

I continued to edit the Legislation column published in the AALL Newsletter until August 1991.

Conferences

I attended the following annual conferences in 1991:

- South Eastern Association for Law Libraries (SEALL)
- American Association for Law Libraries (AALL)
- American Library Association (ALA)

I received a scholarship from the Atlanta Association of Law Libraries to attend the AALL conference in New Orleans. At the ALA Conference, I participated in a round-table discussion on the future of the Federal Register.

Committees

I was appointed by Ralph Russell, University Librarian, to the newly created Pullen Library Preservation Committee. I also served on the Preservation Committee and Evaluation Committee in the Law Library, and as chair of the Scholarships Committee of ALLA.

I continued involvement with the Documents Interest Group Task Force's project of surveying state agencies' publications. I belong to the Atlanta Area Documents Interest Group, which meets twice a year. I also participated in the AALL Government Documents Special Interest Section's Nominating Committee.
Teaching

I taught a section of Legal Bibliography for first-year law students in Fall 1991.

I was a guest lecturer in Dr. James Maddex's Correctional Law class on August 7, 1991. My topic was the History of the Atlanta Penitentiary.
### Annual Summary by Time of Day

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<th>1-3</th>
<th>3-5</th>
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<td>150</td>
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### Reference Statistics from April 1991 - March 1992

#### Annual Summary by Day of Week

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<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
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<td>150</td>
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Reference Desk Statistics
Time of Day

month of inquiries

number of inquiries

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar

9-11 11-1 1-3 3-5 5-7 7-9.5
Reference Desk Statistics

Day of Week

<table>
<thead>
<tr>
<th>Month of Inquiries</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
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<tbody>
<tr>
<td>Apr</td>
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<td>Mar</td>
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</table>
In-house PRISM training for Reference Librarians was completed in May by Pam.

Cataloging Reference Tools

Reviewing the currency of the following main reference tools: Library of Congress. Classification Schedules, Library of Congress Rules Interpretations, Library of Congress. Subject Headings Manual, Cataloging Legal Literature, ... etc. and ordering new edition when necessary to up-keep the current changes in the cataloging community.

Cataloging Activities

Library materials are received via Acquisitions/Serials Control and Government Documents/Kardex, inclusive new titles, adding volumes and gifts. All materials were categorized by "General Priority" for cataloging procedure. Location designators were assigned by Law Librarian, Public Service Librarian or Reference Librarians.

The workflow of cataloging procedure was reviewed and reevaluated. New procedures, such as prioritizing receipts by date following "General Priority", creating temporary shelflist for newly cataloged items to prevent from assigning duplicate call numbers ... etc., were implemented.

Reclassification on selective titles was crucial in order to maintain the integrity of the catalog. The department has made a concerted effort to keep editions, item of same discipline or subject matter together to facilitate browsing. Total of 229 titles were reclassified and updated.

Materials on Kardex for EEC (KJ to KJC/KJE) and Georgia ICLE received highest attention and priority because of their currency and usage. Retrospective classification on EEC items is to be the project for the coming year. Georgia ICLE items are treated as each individual title is received. Serials/Control is requested to enter these titles in PALS to facilitate adding to shelflist for in-coming issues.

Projects

I. Microforms:

The standards for microform cataloging established by previous catalogers were reviewed and modified in order to meet the current cataloging requirements. Microforms are housed in Micro/Computer Lab. The coordination and cooperation between two departments has helped the project to proceed with flow.

Cabinet shifting to further identify individual microforms was completed with outside contractor. Laminated signs for "Microfiche", "Microfilm" and
"Periodicals" were placed in highly visible locations for users guidance.

Total of 113 titles, equivalent of 37789 volumes are added to library collection.

II. Videos:

Cataloging activity for video backlog had a slow start in 1991/92. The department seeks to catch up with the commitment for this project this coming year.

Total of 13 new titles were added to the library collection.

III. Names Authority:

This project requires higher level of attention and sophisticated training. Last year, Pam proposed this project which demanded much more time and effort than she had expected. It's been proceeded with the lowest priority at the moment. As of March 1992, the update is up to C's.

IV. Manuals:

The department has completed two manuals. The Cataloging Procedure Manual and Cataloging Manual. Copies are available at the department.


Cataloging Manual by Catalog Librarian lists the general departmental and library policy information. Procedures for cataloging non-print materials, i.e. audio, video, microforms, and rare book are also included.

V. Inter-departmental:

Cancellation of selective reports was the one of the several library wide projects. Those cancelled titles were either withdrawn from the collection or marked with "no-longer updated" note or tape and remained in stacks. The department updated each single title/volume accordingly in OCLC, OLLI/COLLI, and shelflist.

The shifting of the U.S. Reports from "General Collection" to "Reading Room" and vice versa was completed in August. The locations and holdings copy were updated on COLLI and shelflist for the total of 920 volumes. Physical shifting the materials was carried out by the Maintenance Unit.
Other activities

Serving with Ladd Brown on Automation Committee at the University, and on Newsletter and Recruitment Committees at the Atlanta Law Libraries Association.

There has been frequent contacts between Emory and Mercer Law Libraries Cataloging Departments. The cooperation and coordination of the librarians were established.

Workshop and annual meeting in SOLINET provided opportunities in keeping informed of the latest happenings in cataloging technology.

SEAALL's annual meeting this April also enforced the concept and practice of information sharing among law librarians with the same commitment to professional improvement and public service. The friendship and professional contacts were established through various seminars and activities.
## STATISTICS
### APRIL 1991- MARCH 1992

**A. CATALOGING: (BY TITLES)**

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<thead>
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<th>MONTH</th>
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<th>AUDIO</th>
<th>VIDEO</th>
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**TOTALS** 1650 [1474 + 176] 113 15 13
### STATISTICS
#### 4/91-3/92

#### B. CATALOGING: (BY VOLUMES)

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#### TOTALS 1948 [1723 + 225] 37789 65 16
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4/91-3/92

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**TOTALS**

- **221 [2054 v.]**
- 1
- 0
- 0
POSITION DESCRIPTIONS

1992

OVERVIEW OF DUTIES:

- In 1992, oversaw acquisitions and serials control functions, including serials management, serials selection, placing orders, receiving, processing, and accounting.
- Developed and implemented an online request procedure for serials ordering.
- Managed and oversaw production.
- Responsible for the acquisition of new and existing library materials and serials selection and processing.
- Assisted in changing the University's classification system, the serials classification, and publishers' and publishers' requirements within the classification.
- Supervised the acquisition of serials materials.
- Planned and designed the system and requirements for acquisitions.
- Staffed the acquisitions department with the staffing increases needed and monitored the acquisitions workload.
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: 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
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
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation/ILL

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 manage the ILL unit. Exercises substantial discretionary judgment and responsibility in directing the activities of the units.

RESPONSIBLE TO: Public Services Librarian

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

DUTIES: Scheduling coverage of the Circulation desk during all hours the library is open and being available to cover the desk when necessary.

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

Overseeing the COLLII automated circulation system and training Circulation 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

Maintaining audio collection 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 desk

Overseeing compact shelving, correcting malfunctions when able, and training other library staff in operation of the shelving
Maintaining study room sign in sheets and patron sign in sheets and statistics

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.

Revised 3/12/91
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

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail. Some college training preferred.
POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE)

DEPARTMENT: Binding

PURPOSE AND SCOPE OF POSITION: Responsible for binding library materials; book repair; various technical services support tasks; recycling projects; and stacks maintenance

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Not Applicable

DUTIES: Prepares library materials for binding; keeps records of all binding activity; processes materials returned from the bindery; purchases replacement issues for binding.

Repairs books as necessary and practicable, exercising independent judgment in deciding which books are suitable for in-library repairs.

Coordinates Library efforts with overall University recycling program.

Works on various stacks maintenance projects such as shifting materials, filing updates, and removing superseded materials.

Perform other tasks as assigned

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail. Some college coursework preferred.

2/26/92
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 III

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
- 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 3/27/91
PURPOSE AND SCOPE OF POSITION:

service to library
the Computer Lab.

Responsible for providing
users at Microforms Desk and in
the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES:

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

Manage equipment supplies for microform room and computer lab

Maintain statistics and records for the department

Learn and perform OLLI searches as required

Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed

File microfiche/microfilm including government documents

Check-in government documents and report problems or changes to Reference/Government Documents Librarian

Check in/out videos and video equipment

Straighten-up Library in the afternoon

Perform other tasks/projects 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 6/5/91
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 COLLI 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
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 Assistant III

DEPARTMENT: Acquisitions/Processing

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 processing of library materials. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:
- 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
- Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.
- Keeping appropriate statistics
- 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 2/17/92
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
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: Cataloging 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 3/16/92
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: 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
TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor III (Circulation) and Outreach Services (Library Assistant II).

DUTIES: Provides general reference service during day and evening. Provides specialized online searching and other advanced reference services for law faculty as a part of the faculty liaison program.

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

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

Serves as a liaison between the Library and University Computer Services.

Writes instructional guides for use by Law Library patrons. Produces the Law Library's Newsletter.

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

Leads Library tours and conducts Library orientation sessions.

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

March 1992
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: Stacks Supervisor (Collection Maintenance), Library Assistant I (1/2) (Binding/Collection Maintenance), 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

Hires, trains, supervises, evaluates and terminates staff in Binding and Collection Maintenance

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

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 5/20/91
POSITION DESCRIPTION

TITLE: Reference Librarian/Computer Coordinator

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service, to supervise microform services, and to coordinate computing services and applications in the Computer Lab and Reference Departments

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.

2/12/92
POSITION DESCRIPTION

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

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

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Student Assistants (shelvers and filers)

DUTIES: Ensuring the prompt and accurate shelving of all library materials, including Faculty 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. Includes materials located in faculty offices and Faculty Library

Overseeing all other collection maintenance tasks, including shifting collection as needed, shelfreading, maintaining new books area, maintaining Faculty Library, etc.

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

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.

2/26/92
TO: Pat Morgan
FR: Nancy Johnson
RE: Annual Reports of librarians
DA: May 23, 1992

Pat, I believe I already sent you (or Bob) my paragraph for the College of Law Annual Report. Please let me know if you do not have it.

Attached are the reports from the five librarians.
Ladd Brown, Acquisitions/Serials Librarian, was Treasurer for the Atlanta Law Libraries Association (ALLA) in 1991/92. He also contributed to the ALLA Newsletter Committee and the ALLA Continuing Education Committee. As a member of the South Eastern chapter of the American Association of Law Libraries, Ladd was the convenor of the Technical Services Roundtable in April 1991 and April 1992. He was the chair of the University Libraries Personnel Development Committee in 1991/92 and is a member of the libraries' committee on Automation and the Steering Committee for Acquisitions and Serials. Ladd taught first-year Westlaw and Lexis introductory classes. He was promoted to Assistant Professor in January 1992.
During the past year Nancy Deel, Reference Librarian/Computer Coordinator, was co-chair of the Atlanta Law Libraries Association Newsletter Committee. She served as the editor of the Atlanta Law Libraries Association Newsletter and was a member of the ALLA Program Committee. She was also a member of the American Association of Law Libraries Automation and Scientific Development Special Interest Section and the Academic Law Libraries SIS. She was a member of the Southeastern Chapter of AALL and contributed news of Georgia member libraries to the "SEAALL Briefs" column of the Southeastern Librarian. She attended the chapter's Annual Meeting this year as a SEAALL scholarship recipient. She was a member of the Atlanta Lexis Advisory Council which meets regularly to discuss Lexis policies, enhancements, and product development. She participated in the Advanced Westlaw Seminar Series, an advanced training program held in Minneapolis for librarians responsible for teaching online research to law students.

Barbara James, Reference /Government Documents Librarian compiled "Presidential Executive Orders and Proclamations" which was published in Jurisdocs, AALL Government Documents Newsletter. Barbara's article "Vietnamese law in English: A Selected Annotated Bibliography" was accepted for publication in 1992 for submission in the Law Library Journal. Barbara attended various conferences, SEAALL, AALL, and ALA. During the past year, Barbara chaired the Scholarship Committee of ALLA. On campus, Barbara serves on the Pullen Library Preservation Committee. During Fall, 1991, Barbara taught a section of Legal Bibliography for first-year law students.
Jackie Shieh, Catalog Librarian, joined the staff on March 27, 1991. She is in charge of the overall cataloging activities for library materials. During this past year, she has focused her attention on cataloging the microforms collection and reclassifying with Ladd Brown on the Library Automation Committee. At the local organization, she serves on the Newsletter and Recruitment Committees of the Atlanta Law Library Association. This year, she was awarded the Lucille Elliott Scholarship by the Southeastern Chapter of American Association of Law Libraries (AALL) to participate in the Cataloging Institute to be held in July.