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GEORGIA STATE UNIVERSITY

College of
Law Library

ANNUAL REPORT

1993/94

Nancy Johnson
Law Librarian and
Professor of Law
INTRODUCTION

This past academic year has been very productive for the Law Library. In preparation for a Site Visit by the AALS, the staff of the Law Library prepared a Self-Study and revised the Law Library Strategic Planning Goals. In the Self-Study, the librarians responded to the issues in the surveys that were completed by the faculty, students, and graduates. The survey responses prompted vigorous discussions among the librarians. Because the surveys provided a "listening post" to identify our users' needs, we will issue them annually.

The visit by the AALS team presented an opportunity for us to reflect on both our accomplishments and our goals. Seldom do we have time to think about the library's strengths and weaknesses and this visit allowed us time to deliberate.

With our deficient book budget, this year has been a low-growth year in the number of new subscriptions and books. In spite of financial constraints in our book budget, we continue to maintain a collection that provides resources to support the law school curriculum, programs, and research. We also continue to provide excellent service to the faculty, students, and attorneys.

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). The library staffing includes 6 librarians, 9 full-time staff members, 2.7 FTE part-time staff members, and approximately 4.5 FTE student assistants. One library faculty member, Jackie Shieh, received a promotion to Assistant Professor. During this past year, there were several changes in staff personnel. In addition to several resignations, the staff played musical chairs in shifting positions. Paul Abrelat resigned and Marilee Knox assumed his position in Acquisitions. Arlecia Brown resigned in September and Sherri Jones became a full-time library staff employee to fill Arlecia's position. Juanita Wheeler was hired as the Stacks Supervisor (Marilee's former position). Jennie Williams (half-time) resigned from the library and her position is vacant. Eugene Jackson changed from a student assistant to Library
Assistant I - Processing. Julie Grubbs resigned in August and Jason Puckett assumed her position. Brett Bell is a new half-time assistant in Circulation (Sherri's former position). Phil Core worked full-time for Tom Gromme and the library hired a student assistant, Read Higgins to staff the computer lab. Phil Core resigned in April.

It is easier to list the staff who have remained in their positions during this past year: Pam Willis, Dee Walraven, Don Densmore, Danny Woodard, Jimmy Lanham, Linda Lawrence, and Kevin Cain. There are job descriptions available that 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</td>
</tr>
<tr>
<td>Rhea Ballard</td>
<td>Public Services Librarian/Ass't. Prof.</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/Ass't. Prof.</td>
</tr>
<tr>
<td>Barbara James</td>
<td>Reference/Gov. Documents/Assistant Prof.</td>
</tr>
<tr>
<td>Jackie Shieh</td>
<td>Catalog Librarian/Ass't. Prof.</td>
</tr>
</tbody>
</table>

**Staff Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Puckett</td>
<td>Library Assistant II (1/2) (Binding)</td>
</tr>
<tr>
<td>Don Densmore</td>
<td>Library Assistant II (Outreach/Photocopy)</td>
</tr>
<tr>
<td>Linda Lawrence</td>
<td>Administrative Supervisor III (Circulation)</td>
</tr>
<tr>
<td>Marilee Knox</td>
<td>Library Technical Assistant (Acquisitions)</td>
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<tr>
<td>Kevin Cain</td>
<td>Library Assistant I (1/2) (Circulation)</td>
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<tr>
<td>Juanita Wheeler</td>
<td>Stacks Supervisor</td>
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<tr>
<td>Jimmy Lanham</td>
<td>Library Technical Assistant (Serials)</td>
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<tr>
<td>Danny Woodard</td>
<td>Library Assistant II (Circulation)</td>
</tr>
<tr>
<td>Pamela Willis</td>
<td>Library Technical Assistant (Cataloger)</td>
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</tbody>
</table>
Sherri Wright  Library Technical Ass't (Accounting/Serials)
Brett Bell  Library Assistant I (1/2) (Circ.)
Dee Walraven  Administrative Assistant (3/4)
Eugene Jackson  Library Assistant I (1/2) (Processing)
vacant  Library Assistant III (Micro/Lab)

LIBRARY HOURS AND USERS

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

The attendance record in our library remained stable during the last few years. For the preceding twelve months, 228,726 visits (19,060 visits per month) were recorded. This figure is almost identical to our number of visits in 1992-93. Beyond serving the students and faculty, the library is open to attorneys and government depository users. According to our attorney sign-in sheets, attorneys used the library on more than 8,330 occasions during the year. During November 1993, for the first time, the Law Library solicited donations from its users. We now have a small group of "Friends of the Law Library."

SERVICES

The Reference Librarians provide a total of 68 hours of reference service each week. They answered 8,796 questions during the year. Each faculty member is assigned a library liaison. This librarian is in charge of the research requests for the faculty member. The following are a few of the more intricate questions that the librarians answered during the past year:

*Rhea obtained the trial transcripts from the Rodney King case.

*Rhea filed a FOIA request to obtain information on white collar crime.

*Rhea obtained testimony before the Committee on the Post Office and Civil Service regarding mail fraud.

*Nan searched for Canadian cases and law review articles on the purchase and sale of foreign currency.
*Nan researched the demographics on Atlanta metro area poverty levels and areas where the level of poverty has increased.

*Nan e-mailed a contact at the Massachusetts State Library in search of the address of a retired judge.

*Barbara contacted Columbia University for information on the Columbia Oral History Project.

*Barbara searched the Georgia Archives for a copy of a Governor's Executive Order.

*Barbara tracked down the location of the Sibley Commission reports and documents.

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 2,487 photocopies for the faculty, a figure almost identical to last year's total.

The library formed an ADA Committee to help the staff provide service to disabled patrons. The library staff have been trained on providing service to disabled users.

LIBRARY AUTOMATION

Our automated system is now supported by Dynix. Dynix assumed technical and customer support function in April 1993 and a rebased version of PALS, supported by Dynix, will be installed this fall.

COMPUTER SERVICES

Use of the computer lab for word processing, computer assisted legal research, and legal exercises escalated during the year. During 1993-94, we recorded 12,128 hours of WordPerfect usage and hundreds of hours of CALI in our lab. These figures were almost identical to last year's figures. The equipment in the computer lab was replaced with more updated machines. The librarians' office computers were upgraded and are capable of running Windows-based applications.

Our students can access WESTLAW and LEXIS both at home and in our computer lab. Their usage of computer assisted legal research totaled 11,067 hours or an increase of 11% over 9,992 hours in 1991-92. The need for training and staffing of our computer services continues to be in demand.

The Strategic Library Automation Planning (SLAP) group continues to function and has enhanced the communication and coordination among computer services personnel in the Law
Library, the law school, the Pullen Library, and the GSU computer
center. Members of SLAP worked closely this year on the EDP for
the law school.

During this past year, the library has suffered from the
lack of consistent computer support. There is a daily need for a
knowledgeable person to work with software, hardware, and
trouble-shooting. Additionally, there is an enormous need for
long-range and strategic planning in the area of technology for
the future. During this next year, the librarians will evaluate
the need for a computer librarian.

LIBRARY COLLECTION

The following figures summarize the size of the collection
as reported to the ABA in Fall, 1993:

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUMES</td>
<td>127,386</td>
</tr>
<tr>
<td>TITLES</td>
<td>42,482</td>
</tr>
<tr>
<td>MICROFORM REELS</td>
<td>5,443</td>
</tr>
<tr>
<td>MICROFICHE</td>
<td>473,587</td>
</tr>
<tr>
<td>MICROFORM VOLUME EQUIVALENTS</td>
<td>78,931</td>
</tr>
<tr>
<td>SERIAL SUBSCRIPTIONS</td>
<td>3,740</td>
</tr>
<tr>
<td>AUDIO/VIDEO</td>
<td>811</td>
</tr>
</tbody>
</table>

The library's hardcopy title count of 42,482 ranks GSU 19 out
of 37 southeastern law school libraries that report their
statistics to the ABA. Since our library does not duplicate many
of our titles, the title count is a good indication of the
quality of our collection. Since 1990, our collection has grown
at a constant pace. Our volume count of 127,386 ranks the GSU
library at 31 out of 37 southeastern law libraries. Since the
law school has existed for 10 years, this ranking is not
unexpected.

During the past four years, due to the lack of an increase
in our acquisitions budget, we have eliminated buying back issues
of congressional documents in microfiche; we have halted special
binding projects, and we have eliminated many duplicate
purchases. We have canceled many looseleaf titles, newsletters,
and foreign journals.

CATALOGING

The accessibility of our collection continues to be enhanced
through the efforts of our catalogers. The catalogers are involved in cataloging materials in various formats - audio, video, microform, and multimedia. On average, the catalogers added 123 titles per month, including monographs and serials to the library collection. Additionally, the quality control of the records on OLLI was improved.

PHYSICAL FACILITIES

It is imperative that we begin to plan for the expansion of the library. Currently, the library's hard copy collection includes 127,386 volumes. In 1999 the collection will be 148,000 volumes or 85% capacity. To exceed 85% capacity is to be out of compliance with the standards of the American Bar Association and the Association of American Law Schools. Besides stack space, the library requires additional study space, specialized training labs, and storage. The university has begun to consider options for the expansion of the Law Library.

BUDGET

MATERIALS:

<table>
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<tr>
<th></th>
<th>1992-93 $spend</th>
<th>1993-94 $budgeted</th>
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<tbody>
<tr>
<td>Books, Non-serial</td>
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<td>$55,000</td>
</tr>
<tr>
<td>microforms, &amp; A/V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serials, Micro,</td>
<td>472,420</td>
<td>400,000</td>
</tr>
<tr>
<td>Pers, &amp; CD-ROMS</td>
<td>(includes end of year money)</td>
<td></td>
</tr>
<tr>
<td>Binding</td>
<td>7,497</td>
<td>10,000</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td>$528,940</td>
<td>$465,000</td>
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</table>

PERSONAL SERVICES

Salaries               | $432,266       | $497,236          |

OPERATING EXPENSES AND EQUIPMENT

Computer services,     | $104,120       | $109,000          |
Equipment, supplies    |                |                   |
ACQUISITIONS BUDGET

The acquisitions budget of the Law Library has been drastically and adversely affected by a static level of funding for the last four years and by a rate of inflation in the cost of materials that exceeds the inflation rate for the rest of the economy. Serial holdings are extremely important in a law library collection and form 84% of the entire acquisitions budget. During 1992-93, legal continuations increased 13%, periodicals increased 17% and monographs increased 1%.

For FY'95, the Dean and the Law Librarian requested $607,753 for acquisitions. With preliminary information available, the university has set the FY'95 acquisitions budget at $440,000, which is in reality $25,000 decrease from FY'94 budget. In order to stay within our budget, the library will have to cancel literally hundreds of subscriptions. Since the College of Law has hired three new faculty members and the existing faculty members' research needs are expanding, it is very difficult for the Library to supply needed materials.

COMMENTS ON GOALS FOR 1992/94:

1. Update all department procedure manuals. [Ongoing]
2. Improve the physical facility by correcting the lighting in the stacks and carrels. [Completed]
3. Continue staff development programs, including cross-training and visits to other libraries. [Ongoing]
4. Promote the video and audio collections by cataloging the collections. [Ongoing]
5. Streamline processing procedures to transfer materials to the stacks in less time. [Completed]
6. Foster relationships with Clark-Atlanta Library School by continuing to teach in their program and host additional interns. [Completed for year and ongoing]
7. Evaluate and weed the Reference and Reserve collections. [Reserve collection completed, Reference Collection completed]
8. Continue to catalog and classify microform collection. [Ongoing]
9. Continue name, series authority updates. [Completed]
10. Improve online accounting function. [Ongoing]

11. Monitor the cost of every serial and cancel titles to stay within our budget. [Will continue into 1994-1995]

12. Monitor the cost of foreign titles. [Currently, we maintain very few foreign titles.]

13. Continue to communicate with the students concerning their needs. [An annual survey will be distributed.]

14. Upgrade equipment in the Lab and in library departments. [Computer lab and librarians' equipment have been upgraded - new laser printer in the lab, new Lexis printer, new WESTLAW printer, 286 machines replaced the IBM XT-type PCs in the lab, 386 machines replaced 8086 machines in the circulation and cataloging, and 486 machines installed in the librarians' offices - staff upgrades are needed.]

15. Finalize installation of Internet gopher services in the OLLI alcove and at reference desk. [Completed]

16. Expose students to Georgia legal products on CD-ROM. [Should be integrated into the curriculum]

17. Continue CALR, WordPerfect, and CALI instruction. [Ongoing]

18. Continue to support administrative services in planning a permanent computer training room in the law school. [Completed]

19. Discontinue use of the Kardex by August 31, 1993. [Discontinued on October 1, 1993]

20. Rearrange LTA serials workstation. [Not necessary]

21. Review serial and acquisition records. [Ongoing]

22. Create a file of difficult reference questions complete with answers or the process for locating the needed information. [Still a need]

23. Continue the training sessions for student assistants and to create a mechanism for the evaluation of their performance. [Mechanism completed, training ongoing]

24. Continue troubleshooting in the stacks that need shifting or other stacks maintenance attention. [Ongoing]

25. Enter all document titles into PALS. [Ongoing]

26. Investigate the development of a method for checking in
congressional fiche. [Still a need]

27. Create a Reserve classification on OLLI. [Completed]

29. Continue name authority file verification. [Completed]
30. Continue reclassification of European Community titles. [Ongoing]
31. Continue exploring potential databases in the Internet for faculty research. [Ongoing]
33. Work towards accreditation of AALS. [Site Visit took place in April 1994]
34. Review gift materials from the Georgia State Library. [Completed]

GOALS FOR 1994/95:
1. Maintain the current pace of the quality-control project of editing and standardizing the serial records.
2. Initiate quality-control of the College of Law Library entries in the shared vendor file.
4. Arrange for the Minolta microform machine to be surplused.
5. Continue to revise the locators in the Microform area.
6. Write a job description for the student assistant in the computer lab.
7. Train computer staff person to support library functions.
8. Upgrade software in the lab to WordPerfect 6.0.
9. Provide staff and librarian training and user assistance for the CD-ROM station.
10. Continue to offer computer training classes in the lab and in the permanent training room.
11. Develop a better system for compiling circulation and ILL statistics.
12. Update the Outreach Services Manual to include the library's new ADA photocopy procedures.

13. Develop "lost and paid" procedures to be used when a patron loses a book and pays the charges.

14. Re-design the "Book Docket."

15. Improve the signage and row markers in the library.


17. Improve the reference coverage on the weekends by adding an additional GRA.

18. Improve customer service to our users at the information desks.

19. Issue an annual survey to our users as a "listening post."

20. Provide a "How to Do Legal Research" session for law faculty support staff.

21. Revise, as necessary, the Information Series handouts, ultimately submitting them to AALL's publication competition.

22. Devise a new method for keeping track of the various uncataloged news releases that accompany looseleaf releases.

23. Shift volumes in the Faculty Library.

24. Timely claiming of missing serial issues.

25. Lower employee noise level in the library.

26. To improve cooperation and coordination among the units in the library.
Annual Reports:

Rhea A-L Ballard, Public Services
Ladd Brown, Acquisitions/Serials
Nancy Deel, Microforms/Computer Services
Barbara James, Reference/Documents
Jackie Shieh, Cataloging

Organizational changes made since the last report included the appointment of new supervisors. The staff moved to new offices and equipment. The library also expanded its services to include interlibrary loan and copying services. The interlibrary loan service was initiated to help patrons obtain materials from other libraries. The library also implemented a new system for tracking circulation and library usage. This system allows for better management of library resources and more efficient service to patrons.

Circulation

As in past years, the library was open a total of 103 hours per week. During that time, the gate counted 220,728 patrons who visited the library. A total of 3,730 signatures were listed on the attendance register. The library staff conducted regular training sessions for new staff members.

The Library Patron Appeals Committee met for the first time to handle a dispute. A student had been charged with losing a library book. The student stated that she had returned the book. After an investigation, the committee ruled that the student had not returned the book.
Public Services Annual Report, 1993-94

by Rhea A-L Ballard, Public Services Librarian

The Public Services department, once again, made sure that the library was open and library patrons obtained the materials they needed. In particular, Public Services did the following:

- Formed an ADA (Americans with Disabilities Act) Committee. Its purpose is to help the staff provide service to handicapped patrons. The Committee drafted a policy and showed the staff a video on helping handicapped patrons.

- Organized a law school and library staff get-together. The staffs work in conjunction to make sure that the faculty and students receive excellent service. However, it is rare if the staffs have an opportunity to enjoy each others company. The attendees enjoyed coffee and rolls, while they spent time becoming more acquainted.

- Assisted with the Law School’s second celebration of Law Day. This year, the Law School held a film festival. The library contributed the films which were shown during the festival and Rhea Ballard, Public Services Librarian, served on the Committee.

Circulation

As in past years, the library was open a total of 103 hours per week. During that time, the gate counted 228,726 patrons who visited the library. A total of 8330 signatures were listed on the attorney sign-in sheets. Library patrons charged 18,932 library items.

Due to personnel problems, Circulation had difficulty compiling statistics this year. For the past two years, Phil Core had compiled the circulation and ILL statistics. However when Phil began to work exclusively for the Law School, he discontinued compiling the statistics. Since then, a Library Assistant (Circulation) has been keeping them.

All materials on reserve were loaded into the online catalog (OLLI). Patrons can now use OLLI to locate photocopied materials, treatises, exams, etc... that have been placed on reserve for a particular class.

A reciprocal borrowers agreement was instituted with Emory Law Library. GSU and Emory law students can now borrow materials from each other’s libraries without using interlibrary loan (ILL). For 1993, four GSU law students and one faculty member have requested joint borrower cards for Emory.

Circulation had a few problems with the optical scanner on the circulation online library catalog (COLLI) terminal. Circulation still uses a 386 terminal that was borrowed from acquisitions. To be prepared for future upgrades of the COLLI software, circulation must have adequate computer equipment.

The Library Patron Appeals Committee met for the first time to handle a dispute. A student had been charged with losing a library book. The student stated that she had returned the book. After an investigation, the Committee ruled that the student could have returned the book in...
question, and would not be required to pay charges.

The Circulation Manual was completed. However, the Manual is a continuous process and must be continuously updated.

Interlibrary Loan

The librarians continue to handle ILL requests for some of the faculty. The Circulation Supervisor handles all other ILL requests. The faculty requested 159 items, which were obtained through ILL. The law students requested 33 items.

The library continues to receive numerous ILL requests from other institutions. This past year, 744 requests were filled by the library (see attached statistics). By the end of the year, the Circulation Supervisor no longer had a College Work Study student to assist her with ILL. As a result, it took the library a bit longer to fill requests. It is very important that the Circulation Supervisor have a student assistant or College Work Study student to assist her with ILL.

Outreach Services

This year, 29,853 pages were photocopied for the faculty. Slight under 4000 of those pages were made using WESTLAW (3784). The library staff requested 4,197 pages to be copied.

This past year, the Library Assistant made copies of materials that were requested via ILL. The year before, only 93 pages were copied for ILL, while 728 pages were copied for IL this year. However, it was the library's "Information Series" that was the most popular with library patrons. Over twenty thousand pages (21,587) were copied. (See attached statistics.)

The Book Search program has been very beneficial for patrons. One hundred and forty-three book search requests were filed and 36 of them were located. Fifty-one titles were declared lost. (See attached statistics.)

1994 - 95 Goals

· Create an ILL Manual which will be used to train librarians and circulation staff on how to use the ILL system.

· Develop a better system for compiling circulation and ILL statistics.

· Update the Outreach Services Manual to include the library’s new ADA photocopy procedures.

· Develop "lost and paid" procedures to be used when a patron loses a book and pays the charges.

· Re-design the "Book Docket" and have the library attach it to the Monthly Acquisitions List.
# ANNUAL PHOTOCOPY STATISTICS 1993

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<th>Lexis</th>
<th>Additional Information</th>
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<td>3,784</td>
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</tr>
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<td>LIBRARY STAFF</td>
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<tr>
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<td>Special Request</td>
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ANNUAL BOOK SEARCH STATISTICS 1993

FOUND 36
LOST 51
BINDERY 38
CHARGED OUT 18
**BORROWING ILL STATISTICS  April 1993 - March 1994**

**Totals**

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<tr>
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<tr>
<td>Mail</td>
<td>136</td>
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<tr>
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LENDING ILL STATISTICS  April 1993 - March 1994

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<table>
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<td>Univ Cent</td>
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<tr>
<td>Other GA</td>
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<tr>
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<tr>
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<td>Courier</td>
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<td>FAX</td>
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TO: NANCY JOHNSON, LAW LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
DATE: 27 APRIL 1994

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

Automation

“This new development [automation] has unbounded possibilities for good and for evil.”
--Norbert Wiener, Father of Cybernetics.

On October 1, 1993, the kardex cabinets were removed from
technical services marking the official close of the manual
system. The single kardex cabinet remaining in the library
houses the government documents checkin records which are almost
entirely converted to the online system.

Acquisitions: During the past year (January -- December 1993)
and year-to-date (January 1994 -- ) there have been almost 2200
acquisitions orders entered. Problems with overnight processing
and re-indexing still exist; past experience with these drawbacks
have enabled the unit to overcome any delays caused by the system
by the use of back-up procedures to ensure steady progress in the
workflow. The accounting elements of the acquisitions module are
still untrustworthy and it is hoped that the rebased version of
PALS/Dynix (due to be installed during Labor Day weekend 1994)
will provide answers or alternative methods for coping with the
chronic problems present in the online system.

Serials: Over the past year and year-to-date over 2000 serial
records have been loaded. The viewing of the complete serial
record to see internal invoice information and checkin history
from the OLLI reference terminal has been inconsistent but the
present connection appears to function adequately much of the
time. Documents continue to be checked in through PALS by the
LAIII in microforms. The quality-control project to clean up
records and standardize points of access is well underway.

PALS/Dynix:

“A poor, weak, PALSy-stricken, churchyard thing.”
--John Keats.

It was announced during the winter of 1992 that PALS would
no longer be supported by Unisys and that Dynix would be assuming
that role in 1993. Dynix assumed technical and customer support
functions in April 1993 and a rebased version of PALS, supported
by Dynix, will be installed this fall (see above). Downtime for
the installation has varied from campus to campus; there have been some reports of negative results. Dynix recommends retraining for institutions who acquire the rebase.

The wise approach is to prepare for a lengthy downtime and yet another lengthy period of adjustment. There is the possibility of loss of data due to corrupted records present in the older version of PALS currently used. The added dimension of the network may have some unforeseen consequences affecting the overall operation of all online modules.

**Personnel**

"The ever-whirling wheel of change; the which all mortal things doth away."

--Edmund Spenser.

Personnel changes for 1993/1994 were:

- Paul Abrelat was upgraded to LTA July 1, 1993; he resigned November 30, 1993.
- Arlecia Brown was upgraded to LTA July 1, 1993; she resigned at 8:56 am. September 13, 1993. She appealed her denial of unemployment insurance and a state labor relations hearing was scheduled for February 28, 1993. The appeal was withdrawn the week of February 21st.
- Sherri Jones became a fulltime library staff employee with 20 hours dedicated to serials on May 7, 1993. She was promoted to LTA in accounting/serials September 16, 1993.
- Eugene Jackson became a halftime library staff employee on March 14, 1993. He is now supervised by the Stacks Maintenance Supervisor, who is Juanita Wheeler, hired April 1, 1994.

**Goal Review**

"In philosophy, it is not the attainment of the goal that matters, it is the things met with by the way." --Havelock Ellis.

1. We should be rid of the Kardex by August 31, 1993. The kardex records themselves will be retained for invoice purposes and past checkin history.

   The kardex cabinets were officially retired October 1, 1994.

2. The LTA serials workstation will be flipped to accommodate the use of shelves for checkin backlog.

   There has been a substantial decrease in the backlog and the physical re-arrangement is now unnecessary.

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.
A comprehensive departmental manual is now being produced. The final edition will be issued after changes from the rebase are incorporated during the post-Labor Day adjustment period.

4. The serials records will be undergoing a series of internal revisions as new information is discovered and implemented. A major quality-control project is well underway. After preliminary efforts, the true scope of the enterprise has been evaluated and the timetable will extend to two years.

5. The acquisitions records will be undergoing similar evolution. While progress is slowed due to an inexperienced member of the staff, the acquisitions records are now being standardized according to department procedure.

New Goals

"Climb high, Climb far, Your goal the sky, Your aim the star."
Anonymous; inscription on Hopkins Memorial steps, Williams College, Williamstown, MA

1. Maintaining the current pace of the quality-control project of editing and standardizing the serial records.

2. Initiate quality-control of the College of Law Library entries in the shared vendor file (i.e., all Georgia State University libraries can input data into the file, with the possibility of the inclusion of all PALS-Georgia institutions).

3. Completion of the comprehensive departmental manual once the post-rebase adjustment period is over.
### ACQUISITIONS & SERIALS 1993-1994 ANNUAL REPORT STATISTICS

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

MICROFORMS DEPARTMENT

Highlights of the year

A cross-training program for library staff was held last June. The program, largely conducted by Julie Grubbs, included micro and computer lab procedures and general information. Several sections the Microforms Department Manual were revised this year to reflect a few policy changes regarding video circulation.

Staffing

The service desk is staffed Monday through Friday by Jason Puckett, who joined the staff of the library on September 23, 1993. Julie Grubbs, the previous library assistant in micro resigned effective August 6, 1993. The Library Assistant III position description is attached. The change of staff allowed me to rethink the position in terms of computer support for the lab. I recruited and hired Jason for his computer aptitude in addition to the normal micro skills we needed. The library has benefited by having Jason available to answer computer questions, in particular regarding UNIX-based e-mail problems. The responsibility of supervising the student assistant assigned to the computer lab was added to the LAIII position this year. (See "Staffing" in the Computer Services section of this report.)

Jason is also responsible for checking-in government documents using the PALS serial subsystem. He works with Barbara on government document projects and in March he attended a meeting with Barbara in Kennesaw.
The microform collection is arranged in LC call number order with fiche and film separated. Fiche is located in cabinets numbered 1-16 and film is in cabinets numbered 17-24. Periodicals are in cabinets numbered 25 (fiche) and 26-29 (film).

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.

Most micro titles are now located using OLLI. Those titles not on OLLI are found on the "Uncataloged Microform Locator;" currently the list indicates 15 titles and/or sets have not been cataloged. The "Major Microform Titles Locator" 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, dated April 1994, includes the call numbers of those videos which have been cataloged. There are 138 video titles cataloged out of approximately 200 video titles in our collections.

Equipment

The newer Minolta (model RP 605Z) 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 is out of order.

Both machines have coin boxes to collect $.10 per copy. The money from these machines is collected and counted each week, then given to Dee to deposit.

The decision has been made to surplus the Minolta 405 reader/printer which has been referred to as the "wet" micro printer. It currently resides in one of the carrels in the back of the room.

Goals Achieved in 1993-94:

The department addressed all of the goals listed in the Annual Report of last year: 1) continue weekly department meetings to facilitate communication and to count and deposit money from the reader/printers, 2) update the Microforms Department Manual when needed, 3) continue to load and update PALs records for government documents, and 4) offer cross-training program for library staff.
1994-95 GOALS of the Microform Department

* Arrange for the old Minolta machine to be surplused
* Continue weekly department meetings to facilitate communication
* Update the Microforms Department Manual when needed
* Continue to revise the locators regularly

COMPUTER SERVICES

Highlights of the year

The student computer lab is a heavily used facility as demonstrated by the statistics attached. Total hours of usage is again over 12,000 for the year. The number of pages printed this year totaled nearly 271,500, an increase of 72,000 pages over last year. It is estimated that roughly 49% of access to the LAN is for the purposes of printing (see statistics on % access < 15 min).

New CALI exercises were loaded on the Lab's file server in the fall. Problems arose when it was discovered that a few of the exercises this year do not fit in the local memory of the machines in the Lab. This is the second year that we have encountered difficulty in using the CALI software. Though we have upgraded the equipment this year (see below), the need for further technical enhancement in the Lab continues.

This year I again conducted an orientation to the CALI exercises in Professor Edmundson's professional responsibility class. We were pleased to find that most of the students had used CALI before and were familiar with the program. Several of the evidence courses require use of CALI exercises.

The Computer Lab Manual was revised in August 1993 to reflect the change in lab equipment described below. We offered the classes: "Introduction to the Computer Lab" and "Introduction to WordPerfect 5.2" for new and returning law students in August and September.

For the first time, we trained the first year law students on Westlaw and Lexis in January on College of Law equipment and phone lines installed in room 326. The permanent training room is now available for training throughout the year. The room was used for Westlaw and Lexis training sessions this spring to prepare students for summer clerkships. The room was also used for several sessions of the advanced legal research course.

We have established a CD-ROM station in the microforms room. We have complimentary subscriptions to the CaseBase Georgia CD-ROM product and the Michie Georgia Law on Disk. We decided to set up a stand-alone station rather than load the CDs on the lab network.
Although the latter option was preferred, we ran into problems in getting the correct type of hardware needed to run CDs on the LAN. The students can now get exposure to the computerized research products they may encounter as practicing attorneys.

This year we finalized installation of an Internet gopher service on the terminals used in the OLLI alcove. The gopher service is coordinated through Phil Williams as changes and additions are needed. The OLLI terminals have been networked for access to the computer center using network lines in addition to the existing micom lines. We use the micom connection as a backup option in the event of network failure. Supporting the new configuration for OLLI terminals has prepared us for future network access in other areas of the library.

The SLAP group was handicapped this year by personnel problems in the computer support group. Slappers continued to meet and share information on the network plans of the law school, however, the lack of sufficient funds for networking in the law library impacted the work of the group. The group was instrumental in getting the librarians' office PCs upgraded last fall, in coordinating network connections for the OLLI terminals, and in establishing the CD-ROM station. Jason joined the SLAP group in January 1994.

The SLAP group has discussed the issue of a software upgrade for the Lab. The site license for WordPerfect 6.0 for DOS has been available since December 1993. The students have been asking for the new version of WordPerfect. Paul informed me in January that the server for the Lab does not have enough free hard disk space to install the new version of WordPerfect, which is a very large application. Phil has reported to me that, with the current equipment on the LAN, the new version would run extremely slow. We must take a good look at the system requirements of WP 6.0 and insure that the upgrade will function properly, however, I am anxious to address the needs of students using the Lab.

Changes in Computer Lab and Library Equipment

In August the IBM-XT-type machines in the Lab were replaced with 286 PCs with high-density 3.5 inch drives and color monitors. This standardized both the appearance and functionality of the Lab and was accomplished in time for the lab training which we offered in August and September. Four machines have external disk drives for 5.25 inch floppies, needed by students who use the older disk type at home or in their offices. The issues of disk and file compatibility continue to cause occasional, but unavoidable, problems.

A new HP laserjet IV printer was also installed on the LAN in August. It replaced both the old HP Laserjet and the HP Laserjet
III. The speed and paper capacity of this printer has enhanced the lab printing services.

The librarians' office computers were upgraded to 486 PCs capable of running Windows-based applications. WordPerfect 5.2 for Windows was installed on these new machines. A 386 machine was installed in the Circulation department and is heavily used there.

The reference desk PC was upgraded and networked this year. Librarians and circulation staff use the machine heavily for OLLI and gopher access, e-mail, WordPerfect, and Paradox. The WordPerfect program can send prints to the laser printer in the computer lab. (Librarians are still sharing a laser printer with the students which causes problems.) The Epson computer at the reference desk is an old IBM-XT type machine. It has only the 5.25 inch floppy disk drive, which makes it incompatible for WordPerfect use by librarians. Since it uses a micom line for access to the mainframe, it is a backup method for OLLI access in the event the network is malfunctioning.

Westlaw and Lexis Equipment

Other changes in Lab equipment include an upgraded Westlaw laser printer. A stand-alone Westlaw printer for faculty use was installed on the fourth floor. This convenience for faculty has also eased the volume of printing in the Lab. Lexis installed a HP laserjet IV stand-alone printer this year. Both services support dual-column printing which has impacted the number of pages printed from the services.

Staffing

The Computer Lab is staffed during business hours by Jason (LAIII - Micro) and in the afternoon 2:00 - 6:00 by Read Higgins. Read was hired in October as a student assistant to support the lab. He has assisted on projects for the library staff as well, including training the staff on UNIX e-mail and compiling statistics. Phil Core did not work in the library after June 1993. The computer support services he provided for the library are now partially filled by Read and Paul Russell.

Read’s position has been ambiguous this year due to the uncertainty of the computer support situation. He requires some direction as to how he can support the library computing needs. We must also assess his skills for these duties.

Goals Achieved in 1993-94:

As is evident from the discussion above, the department has
been extremely busy this year addressing all of the goals listed in the Annual Report of last year:

1) Upgraded equipment in the Lab and in library departments
   (a new laser printer in the lab, a new Lexis stand-alone laser
   printer, a new Westlaw laser printer, 286 machines replaced the IBM
   XT-type PCs in the lab, 386 machines replaced 8086 machines in
   circulation and cataloging, and 486 machines installed in the
   librarians' offices)

2) Finalized installation of Internet gopher services in the OLLI
   alcove and at reference desk.

3) Exposed students to Georgia legal products on CD-ROM

4) Continued services of previous year
   * computer classes taught during orientation
   * Westlaw and Lexis training
   * revisions of the Computer Lab Manual
   * installation of new CALI exercises
   * offer CALI training in classes when invited

5) Continued to support administrative services in planning a
   permanent computer training room in the law school. The room was
   established and put to good use this year!

1994-95 GOALS of Computer Services

* Write a job description for the student assistant in the
  computer lab
* Train computer staff person to support library functions
* Upgrade software in the Lab to WordPerfect 6.0 for DOS
* Provide staff training and user assistance for CD-ROM station
* Continue to offer computer training classes in the lab and in
  the permanent training room (Rm 326)
POSITION DESCRIPTION

TITLE: Library Assistant III
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: Student Assistant assigned to the Computer Lab

DUTIES:
- Provide service for microform and audio-visual collections and equipment
- Assist law students in using personal computer lab hardware and software
- Check-in, file, and shelf government documents and report problems or changes to Reference/Government Documents Librarian
- Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed
- Coordinate the repair and maintenance of equipment in the microform room
- Manage equipment supplies for microform room and computer lab
- File microfiche/microfilm
- Maintain statistics and records for the department
- Provide locational information (including OLLI searches) for patrons and refer other questions to Reference
- Perform other tasks/projects as assigned
- Supervises the student assistant assigned to the computer lab

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 8/93

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Note: There was a change in printers on August 23
MEMORANDUM

TO: Nancy Johnson
FR: Barbara James
DA: May 2, 1994

This memorandum summarizes the general activities and services connected with the reference desk, collection maintenance, and government documents during 1993-1994. 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 1-5 p.m. on Friday for a total of 54 hours.

Kristine Ogilvie, librarian and GSU law student, serves as a reference assistant from 1-5 p.m. on Friday. This provides a time for all the librarians to meet. Joe Morris, an attorney with 12 years of experience who is planning to become a law librarian, joined our reference staff this month. Joe provides coverage for vacation and sick leave, as well as conferences.

Steve West, Graduate Research Assistant (law student) is scheduled from 1-5 p.m. on Saturday and Sunday while classes are in session.

Lisa Smith-Butler, the law library’s intern during 1993, also filled in at the reference desk until she became employed full time at the Powell, Goldstein, Frazer & Murphy law library in December 1993. Martha Henn and Susan Oelherts, both librarians, worked at the reference desk in 1993, as did Jeff Chilcutt, reference assistant.

There are 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 average 16 hours per week at the reference desk. Ladd Brown, Acquisitions/Serials Librarian, works one evening per week at the reference desk. Jackie Shieh, Catalog Librarian, fills in as necessary up to 4 hours per week.
Reference Requests

The reference staff answered 8,796 questions during the year. This represents a decrease from last year (and the reference desk is as busy as ever). Although we developed new, uniform rules on how to count questions, many questions remain undocumented.

Activities

The reference staff also gives library orientation tours and lectures primarily to GSU undergraduate classes that prearrange the date and time. We gave lectures to classes on a variety of topics, including researching communications law, health law, education law, and federal tax law, as well as teaching cite checking computer applications such as Westcheck.

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 the 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 librarians have all participated in the bimonthly reference meetings. We present "continuing education" information on various topics, such as Georgia Building Codes and Interlibrary Loans procedures.

The reference librarians participated again in JumpStart, a refresher course for law students planning on clerking over the summer. Nancy Deel spoke on researching Georgia law, Nancy Johnson spoke on researching Georgia law and compiling federal legislative histories, and Rhea Ballard and I spoke on researching in topical looseleaf services.

Goals

To improve skills with the library's current CD-ROM products, so that we can better assist patrons.

To provide a "How to Do Legal Research" session for law faculty support staff.

To continue to work on revising the Information Series handouts, ultimately submitting them to AALL's publication competition.

II. Collection Maintenance

Staffing

Collection Maintenance personnel are responsible for updating, shelving, shifting, binding, repairing, and recycling materials for the Law Library and the Faculty Library. There were several personnel changes in this department during the past year. The Stacks Supervisor oversees filing, shelving, and students assistants. Marilee Knox shifted from this position to a Library Technical Assistant in Acquisitions in December. This move was the result of extensive oversight and monitoring of looseleaf filing in our library. Juanita Wheeler, the new Stacks Supervisor, comes to us with over 7 years of experience in filing looseleaf services. She started her looseleaf career here at the GSU Law Library as a student in the late 1980s and later worked as a filer and supervisor with Current Access. Current Access performed filing for many local law firms. Juanita filed looseleafs for our library as temporary staff from January-April, until her permanent staff appointment became effective in April.

Jennie Williams, Library Assistant II (half-time) served as the Acting Stacks Supervisor from December-April. Jennie then returned to binding, book repairs, recycling, and special projects when Juanita began. This week Jennie resigned from the library, effective May 10. The librarians will evaluate her job in relation to the other library positions, to see if any changes to the position are warranted.

There is a new half-time position in Stacks Maintenance this year, that of Library Assistant I-Processing. Eugene Jackson, who started in this position April 14, performs processing and assists with Stacks Maintenance tasks. One of his primary responsibilities is maintaining the Faculty Library. He is supervised by the Stacks Supervisor. We are fortunate to have Eugene continue, as he had previously been performing processing and stacks maintenance duties as temporary staff.
Projects

The entire staff participated in three shelfreading projects in 1993. During shelfreading, all staff and librarians are assigned certain shelves to "read." We make sure the books are in call number order, look for missing labels, damaged books, and other irregularities, perform minor shifting, and generally straighten materials. The result is a neater library.

Last fall, before shelfreading, Marilee and Jennie presented a program to remind the staff about the components of shelfreading. We devised a shelfreading "game," similar to a treasure hunt, to lighten the process.

Juanita has updated all the row markers. They are posted on the end of each row of shelving to indicate the range of call numbers shelved within.

Eugene has been working on the "white dot" project. Currently, we mark the duplicate regional reporters only with a white dot, shelving them in compact shelving referred to as the "Reading Room." Older materials are marked in a variety of ways. Eugene is systematically marking each Reading Room item with a white dot to assist proper reshelving. Eugene also worked on replacing brittle tape on reference books.

Eugene and Jennie surveyed all the shelves to determine which needed additional princeton files and wire supports. The princeton files have all been placed as needed about the library. The supports have been ordered.

Jennie worked with Nancy Deel on determining that all our Harrsion publications on Georgia law are current and complete. She also checked the accuracy of the Fulton County Code and Tax Management-Primary Sources (series 2, 3, &4). Additionally, Jennie weeded the state session laws in paper after checking the microfiche collection.

Shifting the Collection

Due to our space constraints, we almost always have a shift in the works in the Law Library. The following is a summary of the larger shifts completed over the past year.

We shifted the U.S. Statutes at Large volumes to accommodate second copies and shifted the New York Supplement. This entailed some mechanical tinkering with the new shelving. The Reading Room, which contains duplicate regional reporters, ALRs, Am Jur, and English Reports, was shifted forward to create more space. The state materials, beginning with Alabama, were shifted back for the same reason. This was a large shift, requiring detailed "grids" of beginning/ending call numbers to be charted in advance. Jennie coordinated this move. All shelves are now occupied.
Looseleafs and Shelving

There are currently four student assistants employed in Stacks Maintenance, for a total of approximately 68 hours. The students are now regularly assigned areas in the stacks to shelfread and straighten, resulting in a neater appearance for the library.

Juanita, assisted by Eugene, now does most of the filing instead of the students. This change has led to increased accuracy and timeliness for filing looseleaf releases.

Juanita continues to claim missing pages from publishers. One of the student assistants is working on an automated list of publishers to support this activity.

Binding

Binding was interrupted from April-May 1993, due to lack of funds, and from January-April 1994 when Jennie served as Acting Stacks Supervisor. Although it is difficult to get an accurate overview of binding because of such interruptions, the following statistics from 1993-94:

- 684 regular (first-time) binds
- 95 problem/rebind
- 275 replacement orders for missing issues

Book Repairs

Jennie performs some book repairs in-house. During the past year, she repaired 156 volumes.

Recycling

Jennie coordinated the library's recycling efforts with those of the university and state government. Cardboard boxes are broken down and carried daily to the loading dock. We have 6 bins for mixed paper that recycle weekly. An additional bin is for specialized paper (computer paper only) and it fills more slowly. Jennie took magazines not permanently retained by the library (such as Newsweek and Time) to Grady Hospital. We maintain a recycling bin for aluminum cans in the staff lounge that is emptied by a student group.

Goals

To update the student assistant training manual.

To devise a new method of keeping up with the various, uncataloged "extras" and news releases that accompany looseleaf releases. Eugene will work on this task.
III. Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take approximately 4% of the available materials. This comprises about 500 titles.

During 1993-1994, we received the following number of documents from the GPO:

- 3,192 paper titles
- 15,845 fiche pieces
- 7,539 fiche titles

Staffing

Julie Grubbs performed documents tasks until August 1993. In September, Jason Puckett assumed the position of Library Assistant in Microforms/Computer Lab. As part of his duties, Jason checks-in documents on the PALS system. Documents check-in is now almost completely automated. The remaining Kardex cards fill one small index card box. When these remaining titles are received, Jason transfers them into the PALS system. A student assistant works with Jason in filing congressional according to the Superintendent of Documents system.

Activities

I attended the North Georgia Documents Librarians meeting held at Clark-Atlanta in the fall. At this meeting I distributed the union list for holdings in major document sets in Atlanta area depositories. In the spring, both Jason and I attended the meeting held at Kennesaw College.

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 state and national Needs and Offers lists to complete and supplement our holdings.

Goals

To get all documents titles entered into PALS so that check-in is fully automated.
To investigate the development of a method for checking-in congressional fiche to the piece level in order to satisfy the GPO requirement.

To participate in the Georgia Library Association’s program on automated check-in of documents (with Ladd Brown).
## Reference Statistics from April 1993 - March 1994

### Annual Summary by Time of Day

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**MEMORANDUM**

Nancy Johnson, Low Librarian

From: Jackie Shiel, Cataloging Librarian

**Cataloging Department**

Reference Statistics from April 1993 - March 1994

Annual Summary by Time of Day

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This memo summarizes the activities of the Cataloging Department during the year of 1993-94.

The department continued the workflow procedure established in previous years. No major changes in cataloging procedures nor computing supports for cataloging activities.

Personnel

The department consists of Catalog Librarian, Jackie Shieh, and Library Technical Assistant, Pamela Willis. The basic responsibilities remained unchanged for the fiscal year of 1993-94. The department is responsible for cataloging all formats of materials collected, acquired by the Law Library.

Equipment

Currently, there are two PS/2 (upgraded in October 93, from Zenith 248’s) with one hard drive and one 3 1/2" floppy disk drive and color EGA monitors in the workstation for accessing library’s online catalog and electronic-mails. The Computer Supports Unit also upgraded the automenu to facilitate access ability. Two printers, Okidata Microline 192 and Epson FX 80, and two barcode readers are attached to individual computers.

Located in the same area is the WYSE computer (the OCLC M310 workstation) running PASSPORT software to access PRISM cataloging facility and inter library loan activities on OCLC. Two printers, Epson LQ 800, for label printing and Canon A-50, for bibliographic records and other printing purposes, and one barcode reader are attached to the WYSE computer.

An OCLC M300 workstation used by the Acquisition and other staff is located next to Sherri Jones’ work area.

Computer Activities

OLLILI:

The computer communication lines remained most of the time reliable this past year. The department’s daily activities continues to depend on the connectivity of MICOM lines.
Phil Williams from the Computer Center continues to urge the department to get out of the dependency on MICOM lines. The department has forwarded Phil's request to the SLAP Committee for priority consideration in the upcoming scheduling of network activities in the Law School.

The department's performance is heavily relying on the stability of the computer connectivity. If the lines are cut off, not a single library activity will function including Circulation. It is the utmost important that the Law School Administration recognize the urgency of this need. (The original schedule for library network in April/May to the Law School LAN had to be postponed due to the unforeseen delay of year-end funding.)

OCLC:

Last November, OCLC sent out notice of the phasing out their M300 (will be replaced by M486DXI). Currently, the department has two OCLC workstations (M300 & M310) sharing one dedicated line. According to the memo from OCLC, the M300 will not be supported when problem occurs. There is no telling how much longer our M300 will last. The department needs to be prepared for alternative when the machine dies on us. The PASSPORT software will also be upgraded.

The new PASSPORT version 2.1 from OCLC will be sent out in June to me. The charges for this software is $36.40 per copy. PASSPORT for MS WINDOWS will be ready in August. Cost information is currently unavailable. All terminals will need to be upgraded including those using dial-up access. The Computer Supports usually is in charge of the upgrade activity. When the library gets networked, PASSPORT will also need to be loaded to the network as well.

In replacing the OCLC M300 workstation, we have two options, provided the funding is available -- 1. direct purchase from OCLC - - 2. purchase one with same specification from an alternative source. According to my research, we do not need to buy the equipment directly from OCLC. A generic 486 with the PASSPORT/PRISM software from OCLC should be sufficient. The only thing about getting a generic computer is that OCLC will not support the trouble shooting for the hardware. The Computer Supports person will be our trouble shooting liaison.

OCLC announced that starting on April 17, 1994, 6:00 PM (EDT), OCLC online bibliographic database is accessible via Internet for 1-year-trial-out. To access OCLC via Internet (using non-OCLC telecommunication software, PASSPORT), the library will need the OCLC ASCII TERMINAL GUIDE TO THE PRISM SERVICE, an OCLC authorization number and password.

The cost of accessing OCLC via Internet is the basic charge per search plus $4.01 per hour connected time. At present the library has dedicated line with two terminals. The system access fee is $156.10 (per month/per machine), and network service fee
$111.50 (per month). One account for dial-up access. The charges for dial-up is $8.70 per hour. One main reason that accessing via Internet is attractive to us is saving.

After the library gets networked, we can install the PASSPORT LAN drivers to access OCLC via Internet in supporting the cataloging activities (plus ILL and reference searching) using all the function keys familiar to the staff including librarians. Without PASSPORT software on Internet, searchers need a different set of skills to use OCLC PRISM cataloging and ILL services.

OCLC is also committed in the development of and incorporating Z39.50 into PRISM services (Z39.50 is currently being used in FirstSearch and other online bibliographic utilities, but not PRISM.) The library needs to have the equipment ready when OCLC announces its implementation for Z39.50 in 1995.

Reference Tools and Equipment Updates

1. The reference tools for cataloging activities are constantly updated and reviewed. Library of Congress Subject Headings, Library of Congress Classification Schedules are on standing order. The updates are inserted as received. New titles are ordered as seen needed, when fund is available, i.e., Law of Asia and Eurasia, Africa, Pacific Area, and Antarctica, Revised Library of Congress Subject Headings: Cross-References from Former to Current Subject Headings, Free-Floating Subdivisions: An Alphabetical Index, Conversion Tables, and Anglo-American Cataloging Rules, 2nd ed. 1988 rev. Amendments 1993.

2. In October-November 1993, my office computer was upgraded to Dell 486, the department’s two computers upgraded to PS/2. The department has had equipment problems that we were incapable of either diagnosing or fixing -- the WAND barcode readers failed to function, keyboard stuck from responding, printer knob fell off, etc.

The communication lines to the Computer Supports has been difficult this past year. Many problems did not receive attention in a timely fashion. The quality of performance of this department is very much dependent of the functionability of its equipment. Basically, if the equipment fails to work, we can not do our job.

As the cataloging utilities receive upgrade from vendors and services providers, the library and library staff not only need to be aware of the new developments in equipment, but also keep in step with education and training ourselves. The high quality performance of the department rests on both our constant skill updates and the dependability of the Computer Supports personnel.

The department, like other departments in the Library, needs a strong support in computer technology. The time and energy spent to keep up with the technology and knowledge of equipment maintenance and trouble-shooting were tremendous because we lack
the needed computer expertise. There is still so much that we have not been able to manage nor understand, but we are constantly trying to learn.

Cataloging Activities

The Library collects all formats of materials, including books, serials, microforms, audio cassettes, videorecordings, computer diskettes, visual aids, and so on. This past year, the Library received several hundred volumes of books donated by the State Law Library. This addition of titles has indeed enhanced our collection strength.

On average, 123 titles, including monographs and serials per month were added to the library collection.

The quality control on OLLI had a major improvement this year. The activities remained as busy as the year before, 155 monographic and 136 serial titles were reviewed and updated. The department received 22 "Bib File Update" (comparing at 28 in 1992) and 15 "OLLI/OLLI Error" (91 in 1992) reports from the University Computer Center. The library's collection has no doubt been more truthfully represented on OLLI now than years before.

The maintenance of holdings information on COLLI also had been improved. At every shelf-reading project, the department was able to make use of this opportunity to identify holdings discrepancy and correct them. Holdings information for several major titles were updated. The Serials Control was also informed of the correction for the titles on continuation and approval plans.

New procedure for special formats was established. The titles with accompanied materials, such as computer diskettes, microfiche, etc. were to be housed in MICRO and labelled as MICRO BOOKS. Other materials, such as flash cards, CD-ROM were to be kept on RESERVE.

The RESERVE section of Circulation has been evaluating its collection. Weeding process and quality control procedure were implemented by the RESERVE section. The Cataloging department has been in co-operation with the RESERVE section to upkeep the quality of library's reserve collection.

As a result of the evaluation, several titles found of temporary, short-term nature, or local needs, such as exams, would not receive full-level of cataloging on OCLC. All items are searchable using the same searching procedure for reserve materials.

All cataloging activities, updating bibliographic records, deleting library holdings information, ... etc. have been processed via OCLC PRISM cataloging facility. The MARC Editor for OLLI received just last month is in the process of being installed. Once the installation is completed, the editing of bibliographic records on existing OLLI titles will no longer be processed via
Catalog Maintenance

I. Adding-to-Shelflist

The procedure implemented last year for adding-to-the-shelflist continued to run smoothly. The department has not received any complaints for this activity. All materials in dispute were quickly retrieved and dealt with. There was a concern of adding serial/periodical materials dependent on their currency. Materials on continuation and approval plans (the ones searchable via using STE on OLLI) are to receive highest priority.

II. Shelflist Card Catalog

It has been a concern that the shelflist card catalog was running out of space. The shifting of last year prompted the evaluation of, either possible addition of new card catalog, or converting shelflist online. The department is researching the alternatives for this concern.

Withdrawals

The department worked closely with the Collection Development’s weeding projects. The inventory list of all withdrawn titles continued to grow. An additional drawer was added to accommodate the growing number of weeded titles. This list has been heavily used by all departments in the library for consultation for various aspects.

Projects

1. Videos

The number of videos cataloged continued to be 3 titles per month. New titles will be cataloged as soon as bibliographic records are available. The list of newly added titles is posted on the library’s bulletin board monthly and appears in "Legal Pursuits" quarterly. 32 titles were added.

2. Microforms

The library microforms collection continues to grow. The number of fiches received from the depository program grew more steadily. 69 microforms title were added.

3. Other formats

Multimedia materials are becoming common. The department has developed new procedures to accommodate this type of library
materials. CD-ROMs and flash cards are to be kept on RESERVE and used only in the library.

4. Name authority

This project was completed. All names used in OLLI were reviewed and updated. The names are all established headings used by the Library of Congress and can be found in the Name Authority file on OCLC.

5. Reclassification

The retrospective classification of EEC/EU titles continued. Currently, 2/3 of the backlog has been reclassified. The goal is to complete the remaining titles in 1994/95.

6. Departmental manuals

The review and update for the manuals were not up-to-date. There has been continuing changes on the procedure because of the new equipments. All changes of procedure were recorded in long hands.

Internet

The application of Internet has grown tremendously in library communities this past year. The department explored the possibility of sharing cataloging experience with other libraries using the Internet.

Goals

* Update departmental manuals

* Continue reclassification on European Community titles

* Continue exploring potential databases in the Internet for faculty research

* Continue seeking the cooperation and coordination among units in the library

* Upgrade job skills as needed
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**: CD-ROM
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## WITHDRAWALS

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PROFESSIONAL ACTIVITIES:

Rhea A-L Ballard
Ladd Brown
Nancy Deel
Barbara James
Jackie Shieh

II. Publications

The article, "E-Mail Privacy" (written with Jackie Shieh) was published in 29 J.L. & Lib. Review 9 (1994).

The article, "Multi-cultural e: 2", will be published in the next issue of the AALL Reader Services Newsletter.

III. Research and Creative Projects

The "Survey of Minority Law Librarians," was submitted for the 1994 AALL "Call for Papers" competition.

IV. Papers and Presentations


V. Professional Committee Activities

N/A

I will complete my term as Chair of the AALL Grants...
To: Nancy

From: Rhea

Re: Annual Report

Date: 3 May 1994

This memo summarizes my activities for the year, 1993-94:

I. Review of 1993-94 Goals

- To complete and publish the "Survey of Minority Law Libraries -- submitted for competition
- Publish an article on multiculturalism -- submitted for publication

II. Publications


The article, *a. [Multi - I + cultural a. 2.]*, will be published in the next issue of the (AALL) *Reader Services Newsletter.*

III. Research and Creative Projects

The "Survey of Minority Law Librarians," was submitted for the 1994 AALL "Call for Papers" competition.

IV. Papers and Presentations


V. Professional Committee Activities

National

I will complete my term as Chair of the AALL Grants
Committee, 1993-94.
I chaired the By-laws Committee of the Reader Services SIS.

Regional
I am a member of the Education Committee of the Southeastern Chapter of AALL, 1993-94.

Local
I am a member of the Newsletter Committee of the Atlanta Law Libraries Association, 1993-94.

VI. Teaching Activities
I taught "Introduction to Legal Research" for HS 726, April 1993.
I taught Legal Bibliography, Fall 1993.
I taught "Introduction to Legal Research" for EDSS 821, October 1993.

VII. Special Law Library Activities
I organized the Law School's first Law Day program. Thirty-six high school students were invited to the Law School to get a personal introduction to the law.
I published three issues of "Legal Pursuits," the Library's newsletter.

VIII. Pullen Library Committee Activities
I was appointed to the Committee on Faculty Research, 1993-

IX. 1994-95 Goals
- To complete and publish an article on internships and law libraries.
- To coordinate an "Introduction to Legal Research" session for the Law School secretaries.
Review of Goals and Job Performance


My original project, a selective history of the Darby Printing Company with an emphasis of official printing, has "evolved" into an outline following the path of the official reports from court to library shelf. It was submitted for publication to The Georgia Librarian March 22, 1994.

Procedure Manuals -- The basic serials manual is in the final stages of completion. Other sections germane to department operations are being included in individual goals for next year.

Involvement in the PALS Law Library User Group -- Due to the changing management, ownership and overall environment of the online system, and, because the group was not large to begin with, the user group is dormant.

Involvement in regional/national committee structure -- On April 13, 1994, I accepted service on the American Association of Law Libraries' (AALL) Relations with Information Vendors Committee. I am a member of the Technical Services Special Interest Section's Standing Committee on Preservation. I will volunteer for a committee in the North American Serials Interest Group (NASIG) as soon as I receive the April newsletter.

Job Performance: Acquisitions operations have become patterned and the established routine serves well. Last year, routing, ordering and preorder procedures, receiving and distribution functioned well. There was stellar performance, excellent communication and considerable independence and problem solving exhibited from this area. The year may be considered a model year in this aspect. There should be as little fluctuation as possible in the personnel change-over. With the previous occupant of the position, much of the existing problems were solved with unusual initiative and permanent solutions; this groundwork should serve a solid basis for future proficiency in these tasks.
In 1993, serials reached another plateau with the elimination of the kardex files on October 1st. With three competent and veteran staff members working together for approximately 6 to 7 months several major serials concerns were addressed. The shuffling of checkin duties served as both a training/continuing education maneuver and a motivation toward more consistency in checkin. The backlog levels stabilized and the staff had more time to devote to special projects both immediate and long-range.

The conversion of all Warren Gorham Lamont and Little, Brown titles into Hein subscriptions happened in 1993. We will probably convert all Clark Boardman Callaghan titles to Hein in 1994. Also, the initial stages of invoice file revision, and the first phases of the massive serial record quality control began in the autumn of 1993; the Federal Work Study student is taking part in this task after completing a successful first quarter which doubled as his internship in serials work. The newspaper analysis was completed and several more measurement projects were planned and started.

A comprehensive departmental procedure manual went through the preliminary outline stages and is now being "fleshed-out" through constant editing, revision, and addition of new sections as they are completed. All staff members will contribute.

The final word on the unit is that 1993 set a very high standard in terms of the routine, day-to-day actions in both acquisitions and serials. Many key elements fell into place and the chronic setbacks heretofore experienced were either removed, prevented or did not occur. I expect continued achievement.

Publications
"Georgia Reports: The Official Story" submitted March 22, 1994 to The Georgia Librarian.

Research and Creative Works in Progress or Completed
"Humor v. Stress" [Revived old project of collecting material on humor as stress relief with a library, particularly law, tie-in.]

Currently researching flextime scheduling situations involving parenthood; can gather information on the academic environment and the private firm library.

ALLA Technical Services SIS Standing Committee on Preservation project of an educational exhibit (trying for 1994 annual meeting) concerning water damage. Seeking participation of flood-damaged libraries; possible from the midwest (Mississippi flooding in summer '93; and flooding in summer '94?).

Initial stages of collaboration with Pullen Library Acquisitions Librarian for possible automation paper concerning the shared serials system (Pullen has just begun
to use the serials module. Will try to present at 1995 NASIG conference.

Papers and Presentations
None.

Professional Activities (Local, Regional, National)
Local -- Bylaws Committee, Atlanta Law Libraries Association
Regional -- Convener for Technical Services Roundtable for Southeastern Chapter of AALL (SEAALL) 1994 annual meeting.
National -- Technical Services SIS Standing Committee on Preservation; Relations with Information Vendors Committee.

Teaching Activities
Westlaw and Lexis introductory classes for 1st year law students

Special Law Library Activities
None.

Pullen Library Committee Activities
Automation Committee
Appeals and Grievances Committee
[unsuccessful University Senate candidate]

University Service
None.

Grants, Travel Scholarships, Honors
None.

Goals for 1994
1. Submit two articles for publication.
2. Continue current levels of departmental performance:
   a. Complete training of new acquisitions member
   b. Finalize second edition of departmental manual(s); incorporate changes from fall 1994 rebase of serials system as quickly as adaptation & testing allow.
   c. Continue with special projects
      --serial record quality control
      --vendor record quality control
      --more sophisticated fiscal analysis/prediction
3. Increase participation in North American Serials Interest Group
4. Increase participation in American Association of Law Libraries through potential committee membership
TO: Nancy Johnson
FR: Nancy Deel
RE: Annual report on professional activities
DA: May 2, 1994

=================================================================

Publications

* Co-authored "An Annotated Bibliography of State Legal Research Guides" to be published in the upcoming issue of Legal Reference Services Quarterly.

Research and Creative Projects in progress or Completed

* Completed the annotated bibliography with Barbara James on state research guides
* Revised the information series guides: Form Books, Treaties, and Jury Instructions
* Revised the Georgia Practice Materials information series guide as new books and supplements are received

Papers and Presentations -

* Co-presented with Rhea Ballard and Jackie Shieh, program entitled: "E-mail is for You: Internet for Beginners" at the Annual Meeting of the Southeastern Chapter of AALL (March 1994).

Professional Committee Activities:

Local member, Atlanta Law Libraries Association Scholarship Committee, Atlanta Lexis Advisory Council

Regional member, Southeastern Chapter American Association of Law Libraries Articles and Bylaws Committee, Georgia Library Association

National member, American Association of Law Libraries, Special Interest Sections - Automation and Scientific Development SIS (Program Committee) and Legal Information Services to the Public SIS

Teaching Activities (Classroom, Tours, On-line)

* Lecture/Tour for Education Law class (April 1993)
Special Law Library Activities

* chair, Strategic Library Automation Planning (SLAP) group

Pullen Library Committee Activities

* Chair, Bylaws and Elections Committee
* member, Automation Committee

1994-95 Goals

JOB PERFORMANCE GOALS:

1. Offer the CD-ROM products in the Microforms Department, coordinate checkout of disks at Circulation. Develop guides for orientation to researching Georgia law on CD-ROM. Train staff and librarians to support this technology.

2. Collaborate with the computer services group to implement and develop the library workgroup on the law school network. Develop and conduct training programs for the network.

3. Attend appropriate continuing education programs throughout the year.

PROFESSIONAL ACTIVITIES GOALS:

1. Attend the AALL Annual Meeting in July including the meetings and programs of the ASD/SIS and the LISP/SIS. Co-sponsor and moderate the program "Administrative Decisions in an Electronic Environment" at the AALL Annual Meeting.

2. Contribute to the program plans of the Automation and Scientific Development Special Interest Section of AALL for the Pittsburgh meeting.

This memorandum summarizes my activities and the major projects I have undertaken in 1993-1994.

I. Publications

"Vietnamese Law in English: A Selected Annotated Bibliography." The AALL Foreign, Comparative and International SIS printed a revised edition of this 1992 publication for their program on Vietnamese law at the 1993 AALL Annual Meeting.

"Bibliography of Foreign Law Materials in the GSU Law School Library" was published in 12 (no. 3) ALLA Newsletter (1993).

II. Research and Creative Projects in Progress or Completed

"An Annotated Bibliography of State Legal Research Guides," co-authored with Nancy Deel, will be published in 14 (no. 1) Legal Reference Services Quarterly (Fall 1994).

I have submitted an article entitled "Public Printers and Printing in Georgia, 1762-1869" to the Georgia Journal of Southern Legal History.

III. Papers and Presentations


IV. Professional Committee Activities

A. Local

1. ALLA Newsletter Committee

2. North Georgia Documents Librarians' Group. We met at the GSU Law School and Library in March 1993 to discuss the GPO inspections in Georgia in 1992-93. In the Fall we met at the Atlanta University Center to discuss ongoing changes to the federal depository system. I distributed a union list of...
document holdings I had compiled for Atlanta area libraries and the University of Georgia library.

B. National

1. I served on the AALL Government Documents Special Interest Section's Program Committee for the 1994 Annual Meeting in Seattle. I assisted the Vice President/President Elect, Carol Moody, of Saint Louis University Law Library, in formulating program proposals.

I also assisted with a report put out by the Ad Hoc Committee on Depository Restructuring. This committee met during the AALL Annual Conference and drafted the report afterwards for the Government Documents Special Interest Section.

2. I began serving on the AALL Publications Policy Committee in July.

V. Teaching Activities

A. Classroom

I taught one section of Legal Bibliography during Fall 1993.

B. Online

I taught Lexis and Westlaw classes to first year law students in January 1994.

VI. Special Law Library Activities

I participated in "Jumpstart," a refresher course held in Spring 1993 and 1994 on aspects of legal research for law students who are preparing for summer clerkships. My topic was researching in topical looseleaf reporters.

I taught Legal Research in Communications Law to Dr. Lisby's Communications class.

I served on the College Work Study Student committee. This committee developed a manual to govern CWS students in the law library.

I revised several handouts in the library's Information Series, as part of a planned submission to the AALL Awards Committee: Locating Federal Tax Materials, Locating...
Americans with Disabilities Materials, Locating Federal Securities Materials, Locating Congressional Materials, Locating Foreign Law Materials, and Supreme Court Research. Additionally, I revised the States' Bibliography, which is a reference desk resource.

I attended a workshop put on by the Georgia Department of Education/Library Services on interlibrary loans. It was helpful training and enabled me to improve my ILL skills.

VII. Pullen Library Committee Activities

I continued to serve on the standing committee on Preservation.

I was elected to the Pullen Committee on Bylaws and Elections for a two-year term.

I am currently serving on the Search Committee for the Head of Information Services.

VIII. Grants, Travel Scholarships, Honors

I received the Lucille Elliott scholarship from the Southeastern Chapter of AALL. I used this scholarship to travel to the SEAALL Annual Meeting held in Charleston, West Virginia in April 1993.

IX. Goals for 1994-95

A. Job Performance

1. Teaching

Since the text I previously used for Legal Bibliography is becoming dated, I will need to select a new text and develop new class materials for the fall.

2. Supervision

I plan to work with the new Stacks Supervisor in continuing to improve quality control in student assistant work.

3. Reference

I will continue to work on revising the Information series so that it can be submitted to
the AALL Awards Committee.

B. Professional Activities

1. I will continue to work towards publication of "Public Printers and Printing in Georgia."

2. I will begin researching a new topic, the history of the State Law Library/Librarian in Georgia, with the idea of publishing an article in the Georgia Librarian.

3. I plan to volunteer for a Government Documents SIS committee assignment.
This memo summarizes my professional activities in 1993-94.

COMMITTEES

1. Law Library
   SLAP (Strategic Library Automation Planning)
   Policy Committee
   Evaluation Committee

2. University faculty
   Automation Committee (alternating with Ladd and Nan)
   Communication, & Personnel Relations Committee (ending this June)

   Elected to serve Bylaws Committee, 1994-96.

3. Atlanta Law Library Association (ALLA)
   Secretary for 1993/94

4. American Association of Law Libraries (AALL)
   Preservation Committee, 1993-95.
   Chair Preservation Committee, 1994-95.

CONFERENCES

   Attended the SEAALL annual meeting in Charleston, WV in April, 1993
   and AALL annual meeting in Boston, MA in July, 1993.

WORKSHOPS

1. US MARC Format Integration (SOLINET)
2. Advanced WESTLAW Seminar Series (WEST)
3. Federal Register: What It Is and How to Use It (Federal Register)
4. Introduction to LAN & WINDOWS 3.1 (UNISYS)
5. PC Troubleshooting (SOLINET)
6. Accessing Foreign Law (ALLA)

PUBLICATIONS

TRAVEL GRANT, SCHOLARSHIP & HONOR

I received the ALLA Scholarship for attending the SEAALL's 1993 Annual Meeting in Charleston, WV.

The promotion to the level of Assistant Profession was approved by the Board of Regents in April, 1994.

TEACHING ACTIVITIES

I went to Evandeoske Teoloski Fakultet, Osijek, Croatia, December 25, 1993-January 15, 1994 teaching the librarian and library staff cataloging skills.

GOALS FOR 1994-95

I. GOALS

1. Continue consolidating bibliographic records and cleaning up the holding information on COLLI.
2. Complete reclassifying the remaining titles of EEC materials.
3. Complete classifying the microform backlog.
4. Evaluate the collection on foreign titles and start the reclassifying process for selected area.
5. Evaluate the possibility of OCLC via LAN for the department and the library at large.
6. Seek active involvement in the Internet activities in all areas.
7. Train cataloging staff in the accessing Internet in the area of cooperative cataloging.
8. Maintain high level of inter-departmental and library services.
9. Be receptive to the technology advancement concerning cataloging activities.
10. Aggressively seek to have the library networked with the College. So that the research on MOSAIC (on INTERNET) can proceed.

II. PROJECTS

1. Complete the current research for the primary legal authoritative materials in permanent formats (AALL Preservation Committee).
2. Reclassifying collection of foreign titles.
3. Continue investigating and making recommendations concerning library activities via the Internet services.
4. Continue pursuing possibilities to help out libraries in need, such as the Evandoeske Teoloski Faukultet.
5. Participate in the project with Computer Center on MOSAIC (in March, after the library is networked).
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: Library Director

SUPERVISES: Library Technical Assistant (Serials), Accounting Assistant, and Serials Assistant III (Log./Binding)

DUTIES:

1. Overseeing all acquisitions activities, including pre-order searching, evaluating vendors, placing orders, processing invoices, and accounting

2. Overseeing all serials control activities, including checking-in, routing, and binding

3. Evaluating, planning for, and implementing an online acquisitions/serials control system

4. Hiring, training, supervising, evaluating, disciplining, and terminating staff and handling other personnel matters

5. Monitoring workflow and production

6. Resolving problems in the acquisition and accounting for library materials and in serials control and binding

7. Acting as liaison with the University's Business office, the GSE Computer Center, and publishers and vendors concerning matters within scope of position

8. Monitoring the library materials budget, preparing appropriate reports and keeping statistics

9. Overseeing the receipt of gift materials

10. Planning and designing space and equipment requirements for acquisitions/serials unit

11. Staffing the Reference Desk one evening per week

12. Performing other duties as assigned
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

RESPONSIBILITIES:

SERVES AS CIRCULATION SUPERVISOR AND FACULTY LIASION TO LAW SCHOOL

Performs the Circulation Supervisor's duties if (s)he is unavailable for an extended period of time.

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

Coordinates the Library's faculty liaison program.

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

Assists the 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.
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, if necessary, the Circulation Supervisor and Outreach Services Library Assistant.
- Performs the Circulation Supervisor's duties if (s)he is unavailable for an extended period of time.
- Shares responsibility for teaching the Legal Bibliography course in the Law School. Provides Lexis and Westlaw training.
- Coordinates the Library's faculty liaison program.
- Assists the 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.
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: 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: 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

TITLE: 

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.
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: Administrative Assistant (3/4 time)

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, maintain all personnel files (faculty, staff and student assistants) and keep current personnel and University forms, monitor supplies, provide clerical support to Librarians and Head Librarian and act as administrative 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, maintains current fiscal year budget files and prepares budget amendments

Coordinates all personnel actions, prepares personnel forms, and keeps informed of personnel and payroll policies and procedures; maintains and updates staff and librarian personnel files, prepares staff and student assistant timesheets, and maintains current fiscal year files on student assistant and staff timesheets

Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; prepares payment requests for vendor invoices, obtains quotes and prepares orders with outside vendors, including pickup, if necessary

Maintains supplies, handles petty cash requests and reimbursements, makes deposits for book fines and microfiche funds and prepares purchase requisitions for maintenance contracts, equipment purchases, non-inventory items and subscriptions and continuations

Prepares travel requests, expense statements, and registrations

Maintains updated Board of Regents files (FID) on Law Library faculty, prepares faculty recruitment and hiring forms, performs mainframe input for newly hired faculty and responsible for certain faculty and/or staff information that must remain confidential
Maintains library statistics spreadsheets for all departments, and student assistant payroll statistics.

Provides typing and clerical support for Head Librarian. Occasionally provides typing and clerical support for other librarians and library staff.

Responsible for recording, preparing, and distributing minutes of Library staff meetings and various ad hoc committees.

Provides, updates and/or obtains departmental signage, internal forms, and provides and updates shelf signage for library collection.

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 and all other University departments - administrative and academic. Two years college; budget experience preferred.

Issued 2/3/93
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 COLL 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
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); LAI (.5 FTE) in stacks maintenance (processing)
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.
Oversees all processing functions for new materials and materials already in collection, ensuring accuracy of typed call number labels.
Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers and LAI (.5 FTE) in stacks maintenance.
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.
2/8/94
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
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 audio-visual material using OCLC records supplied by the Library of Congress

- Editing and inputting cataloging records

- Linking catalog records for new materials with item records in COLLI system; creating and maintaining shelflist and COLLI item records;
withdrawing superseded volumes

- Creating name and series authority records

- Creating periodical call numbers

- Verifying subject headings

- Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department

- Keeping appropriate statistics

- Performing other duties as assigned

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

Revised 3/16/92
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: Student Assistant assigned to the Computer Lab

DUTIES:

- Provide service for microform and audio-visual collections and equipment
- Assist law students in using personal computer lab hardware and software
- Check-in, file, and shelve government documents and report problems or changes to Reference/Government Documents Librarian
- Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed
- Coordinate the repair and maintenance of equipment in the microform room
- Manage equipment supplies for microform room and computer lab
- File microfiche/microfilm
- Maintain statistics and records for the department
- Provide locational information (including OLLI searches) for patrons and refer other questions to Reference
- Perform other tasks/projects as assigned
- Supervises the student assistant assigned to the computer lab

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 1/94
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 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
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 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 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 Assistant II (.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.

12/14/93
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
TITLE: Library Assistant I (.5 FTE)
DEPARTMENT: Stacks Maintenance
PURPOSE AND SCOPE OF POSITION: Responsible for processing library materials; and stacks maintenance.
RESPONSIBLE TO: Stacks Supervisor
SUPERVISES: Not Applicable
DUTIES: Performs all processing functions; types call number labels for new books; prepares library materials for shelving through processing; coordinates repair of call number labels during shelfreading.
Works on various stacks maintenance tasks such as shifting materials, shelving, filing updates, and removing superseded materials.
Keeps appropriate statistics and performs other duties as assigned.
QUALIFICATIONS: High school graduate; strong organizational skills; ability to be accurate and pay close attention to detail. Some college coursework and library experience preferred.
GOAL 1: TO DEVELOP AND MAINTAIN A COLLECTION THAT PROVIDES THE RESOURCES TO SUPPORT THE LAW SCHOOL CURRICULUM, PROGRAMS, AND RESEARCH. (1994-98)

*To select and maintain a collection within our budget.

*To make judgements on some existing cancellation of materials to stay within our budget. (1995)

*To hold a collection that meets the new courses developed within the College.

*To encourage faculty purchase. The collection to meet faculty research interests.

LAW LIBRARY STRATEGIC PLANNING GOALS
1994-1998

GOAL 2: TOacha INCREASE OURLIBRARY TO SUPPORT THE COLLECTION, (1994-98)

*To increase the number of library staff by presenting budget information to the College or by raising private funds for stipends.

*To work with faculty to increase budget.

GOAL 3: TO IMPROVE REFERENCE AND RESEARCH ASSISTANCE TO THE PRACTICAL QUEST.

*To organize the reference program under which each faculty member is assigned a reference librarian. The designated librarian handles all library requests from assigned faculty: research, ILL requests, page setting, reserve items, routing of materials, other information requests.

*To assist faculty when the designated librarian is out.

*To train and assist faculty in using software products including online cataloging programs.
GOAL 1: TO DEVELOP AND MAINTAIN A COLLECTION THAT PROVIDES THE RESOURCES TO SUPPORT THE LAW SCHOOL CURRICULUM, PROGRAMS, AND RESEARCH. [1994-]

*To select and maintain materials within our budget.

*To make judicious decisions regarding cancellation of materials to stay within our budget. [1994]

*To hold a collection that supports the new courses developed within the College of Law.

*To encourage faculty to suggest materials for library purchase. The collection continues to build on faculty research interests.

GOAL 2: TO SEEK ENHANCED FUNDING TO SUPPORT THE COLLECTION. [1994-95]

*To increase the overall library funding by presenting budget information that will help enhance our budget allocation for acquisitions.

*To offer interlibrary loan for materials not available.

*To work with the Director of Development in raising private funds for the library.

*To work within all aspects of our budget.

GOAL 3: TO PROVIDE INDIVIDUAL REFERENCE AND RESEARCH ASSISTANCE TO THE FACULTY. [1994-]

*To continue the liaison program under which each faculty member is assigned a particular librarian. The designated librarian handles all library requests from assigned faculty: research, ILL requests, cite checking, reserve items, routing of materials, other informational requests.

*To assist faculty when the designated librarian is out.

*To train and assist faculty in using software products including cite-checking programs.
*To provide continuing education in the use of Westlaw and Lexis. Programs sponsored by the vendors will be conducted for faculty to inform them of new developments in search methods.

*To train faculty support personnel in the use of Westlaw and Lexis as needed.

GOAL 4: TO PROVIDE REFERENCE AND RESEARCH ASSISTANCE TO STUDENTS. [1994-]

*To continue to offer students reference service during day and evening hours.

*To address classes (when invited) on researching a particular subject area.

*To provide pathfinders for subject research. The Information Series is available to students who are researching an unfamiliar area of law. The reference librarians will continue to update guides and produce new guides as needed. Suggestions from students for new guides will be considered.

*To train the future attorneys in effective and cost-efficient research skills.

*To maintain and update as necessary other library guides (such as States Bibliography, Law Library Periodical List.)

*To offer interlibrary loan for materials not available.

*To implement new services that would be useful.

*To provide tours and basic legal research classes to non-law students.

GOAL 5: TO IMPROVE THE LIBRARY ENVIRONMENT AND AUXILIARY SERVICES TO THE STUDENTS. [1994]

*To provide a quiet library environment.

*To train the library staff and student assistants to control noise in the library.

*To work with Kinko's to improve the level of photocopy service to our users.
GOAL 6: TO TRAIN ALL STUDENTS IN BASIC TECHNIQUES OF LEGAL RESEARCH BY THE LAW LIBRARIANS. [1994-] 

*To continue to teach the fall semester legal bibliography course, including CALR during the spring semester.

GOAL 7: TO CONTINUE PROGRAMS IN ADVANCED LEGAL RESEARCH TRAINING. [1994-] 

*To continue to teach a 2-hour, graded course in Advanced Legal Research.

*To continue to offer legal research refresher course to students in preparation for summer clerkships. The program includes a librarian from a local law firm. It is offered during the Spring term and evaluations are solicited.

*To provide additional Westlaw and Lexis training. Students now receive basic training during their first-year. Refresher and advance training will be conducted for those interested in improving their online research skills. Advanced CALR programs will include advanced search techniques, subject-specific programs and cite-checking.

GOAL 8: TO PROVIDE COMPUTER SERVICES FOR LAW STUDENTS, PATRONS AND EMPLOYEES OF THE LAW LIBRARY. [1994-]

*To continue to upgrade the equipment and software offered in the student's Computer Lab. The IBM environment will upgraded with 486-based machines. [1994-95] 

*To prepare students for the computer environment they will encounter in practice. To expose students to CD-ROM products that are used in the profession and to electronic communication. We are loading CD-ROM products on the network and training law students in their use. Eventually, we will add communications on the network to provide access to e-mail and the Internet. [1994-95] 

*To maintain a permanent learning center for computer training. Training to be offered will include online research using Westlaw and Lexis, Computer-Assisted Legal Instruction exercises (when requested by a professor), WordPerfect, and introduction to computers. [1994-95] 

*To maintain the equipment used for public access to OLLI, the online library catalog. The networked PC will create a base for utilizing advanced communications technology.
*To provide an OLLI terminal that is accessible to disabled patrons. The Computer Lab also will be evaluated to determine functionality for disabled students. We are hopeful that funding will be granted to provide online services to visually impaired law students. [1994-95]

*To train librarians and staff on new systems as needed.

*To provide hardware and software support for library employees.

GOAL 9: TO NETWORK ALL COMPUTERS IN THE LAW LIBRARY. [1994]

*To network the computers used by library employees with the campus standard, Novell Netware. The project, part of the overall College of Law network plans, will include hardware and software installation, training the librarians and library staff, and trouble-shooting problems that arise. [1994]

*To upgrade and network the computers used for access to the campus mainframe computer. The mainframe is used for electronic communication, the online catalog, and the functions of circulation, acquisitions, and cataloging. [1994-95]

*To develop procedures for shared printing. [1994]

*To write documentation for using the network in the library. [1994]

GOAL 10: TO IMPROVE THE USEABILITY OF THE COLLECTION. [1994-]

*To make improvements so physically disabled patrons are better able to use the collection. [1994-95]

*To continue mandatory shelfreading by staff 3 times per year.

*To shift as needed.

*To improve claiming of missing looseleaf releases.

*To keep filing current within 4 weeks of receipt of materials. Signs will be posted if less current.

*To continue regular monitoring of high-use materials. Students will be assigned to straighten and reshelve the Georgia and federal materials and other materials that receive high use.

*To continue monitoring of the faculty library.
GOAL 11: TO DEVELOP AND MAINTAIN PROGRAMS TO PRESERVE THE LIBRARY COLLECTION. [1994-]

*To continue to preserve the collection according to our written preservation plan.

*To continue to bind and retain materials and repair damaged books.

*To establish a staff education program for the proper handling of materials.

*To develop a collection development and preservation plan for rare books. [1994-95]

GOAL 12: TO IMPROVE THE PERSONAL SAFETY OF LIBRARY USERS. [1994-]

*To continue the patrol of the law library by the University Police.

*To remind our users, through signs and other correspondence, that the library is a public place and the need for our users to watch their valuables.

*To train our staff on the effective ways of dealing with unauthorized users of the library.

GOAL 13: TO CONTINUE QUALITY CATALOGING. [1994-]

*To complete the reclassification of the remaining 1/3 EEC materials.

*To complete classifying the microforms backlog.

*To complete classifying the video backlog.

*To accelerate the cataloging of the audio collection at 20% per year rate.

*To improve the quality control of cataloging by working on the series authority file.

*To update and clean-up the holdings records.

*To facilitate bibliographic records updating process via the Marc Editor for OLLI.
*To initiate small scale reclassification on foreign titles.

GOAL 14: TO CONTINUE DEVELOPMENT OF ONLINE SERIALS SYSTEM. [1994-95]

*To implement quality control measures to insure accuracy and standardization in serial and acquisitions records. [1994-95]

*To implement electronic claiming, binding, and accounting modules in serials system. [1995-]

*To extend the serials and acquisitions systems into collection development instrument: statistics, reports, analysis on collection, and vendor performance study. [1994-]

*To continue to adapt workflow and operations to changes and improvements in online serials and acquisitions systems. [1994-95]

GOAL 15: TO ENCOURAGE THE LIBRARIANS TO EXCEL IN LOCAL, REGIONAL AND NATIONAL COMMITTEE WORK AND IN RESEARCH AND PUBLICATION. [1994-]

*To continue to support the librarians' travel plans to the national, regional and local conferences.

*To allocate sufficient time for research and publication activities.

GOAL 16: TO ENSURE DEVELOPMENT OF A COMPETENT AND QUALIFIED STAFF. [1994-]

*To update procedure manuals in each department.

*To continue to conduct annual performance evaluations, review accuracy of job descriptions, and provide feedback to employees.

*To explore additional means to encourage staff development.

*To continue bi-monthly staff meetings, monthly librarians' meetings, and bi-monthly reference meetings.

*To communicate with all staff through e-mail.
GOAL 17: TO PLAN FOR THE EXPANSION OF THE LIBRARY. [1994]

*To plan the expansion of the library to the most appropriate location as identified by the university. The expansion should house 80,000 volumes, 142 study stations, group study rooms, reading lounges, storage space, and a computer training room. This expansion should be completed by 2000.

GOAL 18: TO ENCOURAGE THE RECRUITMENT OF LAW LIBRARIANS AND TO CONTINUE TO DIRECT THE INTERN PROGRAM. [1994-]

*To encourage the recruitment of law librarians in the law school, at professional meetings, and through committee work.

*To direct the current intern program with Clark-Atlanta Library School and to possibly expand the program to include other library schools.