7-1-1995


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INTRODUCTION

GEORGIA STATE UNIVERSITY

For the first time in several years, the Law Library were not involved in a self-study or an inspection site visit. With achieving AALS membership, we were able to focus on other projects.

After much deliberation, the law librarians decided to request a change in status from tenure track in the Pollen Library to non-tenure track in the College of Law. This change became effective January 1, 1995. Rather than professional status, the librarian held rank of Librarian I-IV. The law librarians are directed by a currently unlisted act of "Guidelines for Librarian Rank and Promotion in the College of Law Library." This document, although not yet been tested, has become a model for the promotion process in other libraries.

During Fall, 1994, two librarians assigned to move to other locations. Jackie Smith resigned to accept the position of Reference Librarian for Electronic Resources at the University of Virginia. Barbara James is expected to move with her family to Tennessee.

In April 1995, we hired Edna Dionne as the Cataloging Librarian. Edna is a 1981 graduate of the Clark Atlanta University, School of Library and Information Studies and held a previous librarian position at Alcorn State University. Edna's chapter, TO BE YOUNG, MAYBE GIFTED, AND TRULY BLACK - NOTES FROM A NEW COLLABORATION will appear in In Our Voices - The Changing Face of Librarianship (1995). Our search for Barbara James' replacement was unsuccessful and the position is unfilled.

We were fortunate that Nan Doef declined our offer from the Georgetown Law Library. As the Electronic Services Librarian, Nan hopes to concentrate on developing additional support and training for our electronic services. Nan's co-authored article, AN ANNOTATED BIBLIOGRAPHY OF STATE LEGAL RESEARCH GUIDES appeared in 14 Legal Reference Services Quarterly 23 (1995).

Effective July 1995, Rhea Ballard-Thrower will be the Associate Law Librarian. Rhea's co-authored article THE SURVEY OF MINORITY LAW LIBRARIANS will appear in 37 Law Library Journal in the Spring 1995 issue. Rhea has set her primary goal for 1995-96 to provide the staff with opportunities to determine themselves and how their work impacts the delivery of quality services. The librarian and staff have attended seminars and will continue to attend seminars to maintain their quality customer service.

Our Acquisitions/Serials Librarian, Ladd Brown, published four articles during the year in the AALL Newsletter. Rhea and Nancy Johnson continue to teach Legal Bibliography to first year students and Nancy also teaches an Advanced Legal Research Seminar. The revised fourth edition of Nancy Johnson's Legal Research Skills will be published this summer by West Publishing Co.
INTRODUCTION

For the first time in several years, the staff members of the Law Library were not involved in a self-study or an inspection site visit. With achieving AALS membership, we were able to focus on other projects.

After much deliberation, the law librarians decided to request a change in status from tenure track in the Pullen Library to non-tenure track in the College of Law. This change became effective January 1, 1995. Rather than professorial titles, the librarians hold rank of Librarian I-IV. The law librarians are directed by a carefully drafted set of "Guidelines for Librarian Rank and Promotion in the College of Law Library." This document, although it has not yet been tested, has become a model for the promotion process in other libraries.

During Fall, 1994, two librarians resigned to move to other locations. Jackie Shieh resigned to accept the position of Original Cataloger for Electronic Resources at the University of Virginia. Barbara James resigned in November to move with her family to Tennessee.

In April 1995, we hired Edna Dixon as our Catalog Librarian. Edna is a 1993 graduate of the Clark Atlanta University School of Library and Information Studies and held a previous librarian position at Alabama State University. Edna's chapter, TO BE YOUNG, MAYBE GIFTED, AND TRULY BLACK - NOTES FROM A NEW LIBRARIAN will appear in In Our Voices - The Changing Face of Librarianship (1995). Our search for Barbara James' replacement was unsuccessful and the position is unfilled.

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Our Acquisitions/Serials Librarian, Ladd Brown, published four articles during the year in the AALL Newsletter. Rhea and Nancy Johnson continue to teach Legal Bibliography to first year students and Nancy also teaches an Advanced Legal Research Seminar. The revised fourth edition of Nancy Johnson's Legal Research Skills will be published this summer by West Publishing Co.
As reported to the ABA in Fall, 1994, the Library recorded a net gain of 1,358 hardcopy titles (added 1,581 titles and withdrew 223 titles), 27 microform titles, and 44 audio/visual titles. These figures are almost identical to the totals from the previous year. The total volume count (including volume equivalents) is 241,365 volumes of which 130,494 volumes are hard copies, 27,590 volumes are microfilm and 83,281 volumes are microfiche.

In spite of another year 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. However, increased cost of legal materials has caused great concern and made it mandatory for us to cancel titles to stay within our budget. During this past year, we cancelled over 300 titles.

For FY'95, the Dean and the Law Librarian requested a budget of $607,753 for acquisitions. The university set the FY'95 acquisitions budget at $440,000. Additionally we received $100,000 in contingency funds plus $80,000 end of year funds for a total acquisitions budget of $620,000. We anticipate the budget for FY'96 to be $505,000. In comparison to several of our peer schools in the southeast, we have a very low acquisitions budget.

The Annual Reports from the four library faculty members, Rhea Ballard-Thrower (Public Services Librarian), Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Electronic Services Librarian), and Edna Dixon (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. Two librarians, Jackie Shieh and Barbara James resigned and we hired Edna Dixon. Three support staff, Jimmy Lanham, Danny Woodard, and Brett Bell, resigned. Jason Puckett moved from binding to computer assistant. We hired Anne Graham, Heather Macalister, and Bea Stevens. Since we decreased the number of serial titles, we transferred Jimmy Lanham's position in serials to reference. The job descriptions 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/Professor of Law</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Rhea Ballard-Thrower</td>
<td>Public Services Librarian/Librarian II</td>
</tr>
<tr>
<td>Ladd Brown</td>
<td>Acquisitions/Serials Librarian/Librarian II</td>
</tr>
<tr>
<td>Nancy Deel</td>
<td>Electronic Services Librarian/Librarian II</td>
</tr>
<tr>
<td>Edna Dixon</td>
<td>Catalog Librarian/Librarian I</td>
</tr>
<tr>
<td>vacant</td>
<td>Librarian</td>
</tr>
</tbody>
</table>

**Staff Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Puckett</td>
<td>Computer Services Assistant (.5 FTE)</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>
</tr>
<tr>
<td>Kevin Cain</td>
<td>Library Assistant I (.5 FTE) (Circulation)</td>
</tr>
<tr>
<td>Juanita Wheeler</td>
<td>Stacks Supervisor</td>
</tr>
<tr>
<td>Berecia Stevens</td>
<td>Library Assistant II (Circulation)</td>
</tr>
<tr>
<td>Pamela Willis</td>
<td>Library Technical Assistant (Cataloger)</td>
</tr>
<tr>
<td>Sherri Grady</td>
<td>Library Technical Assistant (Accounting/Serials)</td>
</tr>
<tr>
<td>Heather Macalister</td>
<td>Library Assistant I (.5 FTE) (Circ.)</td>
</tr>
<tr>
<td>Dee Walraven</td>
<td>Administrative Assistant (.75 FTE)</td>
</tr>
<tr>
<td>Anne Graham</td>
<td>Library Assistant III (Micro/Lab)</td>
</tr>
<tr>
<td>Eugene Jackson</td>
<td>Library Assistant I (.5 FTE) (Processing)</td>
</tr>
<tr>
<td>vacant</td>
<td>Library Reference Specialist (previous LTA in Tech. Services)</td>
</tr>
</tbody>
</table>
LIBRARY HOURS AND USERS

The attendance record in our Library has increased slightly during the year. For the preceding twelve months, 254,456 visits were recorded. This figure translates into 21,204 visits per month. Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. According to our attorney sign-in sheets, attorneys used the Library on more than 9,217 occasions during the year. During November 1994, for the second time, the Law Library solicited donations from its users. We now have a small group of "Friends of the Law Library." During this next year, we hope to formalize our Friends' group.

Effective January 1995, due to a request by the law students, the library expanded hours on Sunday morning, thus the library is open 105 hours per week or 5,355 hours per year. 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.

SERVICES

The Reference Librarians provide a total of 72 hours of reference service each week. Each faculty member is assigned a library liaison. This librarian is in charge of the research requests for the faculty member.

Interlibrary loans, both borrowing and lending, continue to be a valuable service for our faculty, students and the entire library community. This year the staff member in Outreach Services copied nearly half of what was copied last year. This statistic may be due to the use of WESTLAW and LEXIS for printouts.

On March 21, 1995, the Faculty Library Committee held a "Library Services Forum" to address student concerns about the library. The major concern of law students is the lack of security in the library. The students also complained about the service provided by Kinko's Copy Service. The staff and libraries were acknowledged for their excellent service.

Staff members produced new maps and color-coded stacks locators to aid our users in locating materials. During the year, the librarians revised our "Information Series" and the staff designed the masthead. In April, we submitted the "Information Series" and the multicolor map to the American Association of Law Libraries' Public Relations Award Committee. The Committee presents awards to the "best" library's internal publications.

Throughout the year, the library staff displayed various exhibits highlighting the works of guest speakers, special law school events, or celebrities' birthdays.
LIBRARY AUTOMATION

The College of Law Library became fully automated when the government documents were put online in early 1995. PALS/DYNIX rebased their online system in December 1994, thus creating 75 days of downtime or instability. Fortunately, the library is free of the substantial backlog created by the rebase. We are anxious to realize the improvements that were promised with the rebased software.

COMPUTER SERVICES

The library staff and law students benefit from new computer support in the College of Law and increased staffing the library computer lab. The network project in the library became a reality during this past year. Our students can access WESTLAW and LEXIS both at home and in our computer lab. Their usage of computer assisted legal research totaled 12,476 hours or an increase of 13% over 11,067 hours in 1993-94. The librarians and staff use the wealth of information available on the Internet.

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.

LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 1994:

VOLUMES .................................................. 130,494
TITLES .................................................... 43,840
MICROFORM REELS ................................ 5,518
MICROFICHE ............................................. 499,684
MICROFORM VOLUME EQUIVALENTS .............. 110,871
SERIAL SUBSCRIPTIONS .............................. 3,548
AUDIO/VIDEO .......................................... 855

The library's hardcopy title count of 43,840 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 130,494 ranks the GSU library at 31 out of 37 southeastern law libraries. Since the law school has existed for 12 years, this ranking is not unexpected.

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. Despite the absence of a Catalog Librarian for several months, on average, approximately 104 titles were cataloged each month.

PHYSICAL FACILITIES

It is imperative that we begin to plan for the expansion of the library. Currently, the library's hard copy collection includes 130,494 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 permanent computer training lab will be built on the 6th floor of the law school, along with the computer staff offices and other administrative and teaching offices.

BUDGET

MATERIALS:

<table>
<thead>
<tr>
<th>Item</th>
<th>1993-94 $spent</th>
<th>1994-95 $budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Non-serial microforms, &amp; A/V</td>
<td>63,760</td>
<td>35,000</td>
</tr>
<tr>
<td>Serials, Micro, Pers, &amp; CD-ROMS</td>
<td>432,432</td>
<td>400,000</td>
</tr>
<tr>
<td>Binding</td>
<td>10,000</td>
<td>5,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>506,192</td>
<td>440,000*</td>
</tr>
</tbody>
</table>

*Near the end of the fiscal year, we received additional funds: $100,000 + $80,000 (contingency funds) + $1,000 (Dean's Fund).
PERSONAL SERVICES
Salaries $432,266 $483,435

OPERATING EXPENSES AND EQUIPMENT
Computer services
Equipment, supplies, $117,067 $108,856
Travel

ACQUISITIONS BUDGET
For FY'95, the Dean and the Law Librarian requested $607,753 for acquisitions. The university has set the FY'95 acquisitions budget at $440,000. With the last month, we received one-time funds of $100,000 plus $80,000. The total of $620,000 ranks us very low in comparison with peer schools in the southeast:

BUDGET (1993-94)
Emory $737,659
Florida $832,741
Florida State $705,399
George Mason $707,342
U. of Georgia $585,252

Georgia State (94-95) $440,000 + $180,000 Contingency
Georgia State (95-96) $505,000 Anticipated

We have cancelled duplicate subscriptions, expensive journals, state Shepard's, and microfiche research collections. We are down to a core collection of materials which can no longer be cut.

COMMENTS ON GOALS FOR 1992/95:

1. Update all department procedure manuals. [Ongoing, including the creation of an ILL Manual, a GRA Manual, and a Computer Services Manual]

2. Continue staff development programs, including cross-training, attending programs, and visits to other libraries. [Ongoing, more emphasis in 1995-96]
3. Promote the video and audio collections by cataloging the collections. [Ongoing]

4. Foster relationships with Clark-Atlanta Library School by continuing to teach in their program and host additional interns. [Class enrollment for 1994 was 19 and Rhea supervised 3 interns]

5. Continue to catalog and classify microform collection. [Ongoing]

6. Monitor the cost of every serial and cancel titles to stay within our budget. [Will continue into 1995-96]

7. Continue to communicate with the students concerning their needs. [A Library Forum was held in April, 1995 - should be held every semester]

8. Expose students to Georgia legal products on CD-ROM. [Two sections of Legal Bib. were required to use it and one section was encouraged]

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

10. Continue to support administrative services in planning a permanent computer training room. [Planning for room on the 6th floor of the law school]

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

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

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

14. Enter all document titles into PALS. [Completed, 1995]

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


17. Continue name authority file verification. [Completed]

18. Continue reclassification of European Community titles. [Ongoing]

19. Continue exploring potential databases in the Internet for faculty research. [Ongoing]

21. Work towards accreditation of AALS. [Obtained membership in AALS, 1995]

22. Maintain the current pace of the quality-control project of editing and standardizing the serial records. [Enhanced by CSP capabilities, 1995]

23. Initiate quality-control of the College of Law Library entries in the shared vendor file. [Ongoing]

24. Arrange for the Minolta microform machine to be surplused. [Not yet]

25. Continue to revise the locators in the Microform area. [Ongoing]

26. Write a job description for the student assistant in the computer lab. [Student position was converted to part-time staff position - position description completed]

27. Train computer staff person to support library functions. [Jason and Anne currently provide support]

28. Upgrade software in the lab to WordPerfect 6.0. [Installed]

29. Provide staff and librarian training and user assistance for the CD-ROM station. [Still needed]

30. Continue to offer computer training classes in the lab and in the permanent training room. [Ongoing]

31. Develop a better system for compiling circulation and ILL statistics. [Goal for 1995-96]

32. Update the Outreach Services Manual to include the library's new ADA photocopy procedures [Completed].

33. Develop "lost and paid" procedures to be used when a patron loses a book and pays the charges. [Completed, except for reimbursement procedures]

34. Improve the signage and row markers in the library. [Completed]

35. Plan a budget for a paraprofessional reference staff member. [Budget in place for a Library Reference Specialist]

36. Improve the reference coverage on the weekends by adding an additional GRA. [Two GRA's cover Saturday and Sunday]
37. Improve customer service to our users at the information desks. [Attending programs on quality customer service]

38. Provide a "How to Do Legal Research" session for law faculty support staff. [Postponed until the librarian vacancy is filled]

39. Revise, as necessary, the Information Series handouts, ultimately submitting them to AALL's internal publication competition. [Submitted to AALL Awards Committee, 1995]

40. Shift volumes in the Faculty Library. [Completed]

41. Lower employee noise level in the library. [Ongoing]

42. Develop a software program for attorney check-in. [Program completed, hardware setup still needed]

NEW GOALS FOR 1995-96

1. Provide the staff with opportunities to learn more about themselves and how their work impacts the delivery of quality customer service.

2. With the assistance of the Law School's Computer Support Services, the Book Docket/Acquisitions List will be produced in-house.

3. Develop a "Friends of the Law Library" Group.

4. Evaluate weekend reference hours.

5. Provide computer work station for Outreach support staff person.

6. To install LAN version of PASSPORT.

7. To operate the Marc Editor.

8. Upgrade equipment (computers and printers) in the Lab and in library departments.


10. Install new public access terminals in the OLLI alcove and at reference desk as part of the GALILEO project.
11. Offer Internet training for law students.

12. Continue services of previous years in regard to training, updating the manuals, and supporting CALI, WESTLAW and LEXIS.

13. Continue to support administrative service in planning and installing a computer training room on the 6th floor.

14. Maintain current pace of serial record quality control and the conversion of eligible serial records with CSP command.

15. Complete comprehensive technical services departmental manual following library's schedule.

16. Extract report-writing potential to generate in-house data.

17. Revamp claim procedures and initial weekly status reports.
Annual Reports:
Rhea Ballard-Thrower, Public Services
Ladd Brown, Acquisitions/Serials
Nancy Deel, Electronic Services
Edna Dixon, Catalog Librarian
Public Services Annual Report, 1994-95
Rhea Ballard-Thrower, Public Services Librarian

Be a little careful about your library... You will come here and get books that will open your eyes, and your ears, and your curiosity, and turn you inside out or outside in. (Ralph Waldo Emerson)

Although Emerson stated it more eloquently, the goal of the Public Services Department is to provide our patrons with the information they need to solve problems, teach others, represent clients, etc. To facilitate that goal, the Public Services Department performed many activities during the year.

CIRCULATION
(Please refer to the attached report from Linda Lawrence.)

EXHIBITS
The Library produced four exhibits (Faculty Publications, Law Day, Meet the Librarians and the Miller Lecture). Exhibits continue to be an excellent way to highlight the many activities of the Law School community.

INTERNS
The Library had two interns from Clark Atlanta University School of Library and Information Studies and another sponsored by Africare (a South African program). In addition to GSU, the interns worked at the Fulton County Law Library, 11th Circuit Court of Appeals Law Library, and the Powell, Goldstein, Frazer & Murphy law library.

LEGAL PURSUITs
Three issues of the Library's newsletter were published. As agreed by COSELL (the Consortium of Southeastern Law Libraries) members, the distribution of the newsletter was expanded to include every COSELL library.

MANUALS
Each staff member was required to write a procedure manual for his/her department. Manuals help facilitate consistency and document institutional memory although employees change.

OUTREACH SERVICES
(Please refer to the attached report from Don Densmore.)

REFERENCE
The Librarians continued to provide reference services, despite that two of the librarians moved to other states. To compensate for the fewer number of librarians, Joe Morris, who joined the Reference staff last year, continues to provide additional reference coverage.
Reference also continued to have law student GRAs (Graduate Research Assistants) provide services on the weekends, while classes are in session. While classes were in session, Steve West worked Saturdays afternoons and Lorraine Sanchez worked Sundays mornings.

TOURS
In order to appreciate the availability of different sources at and surrounding the GSU campus, the staff toured the Fulton County Law Library and the new Auburn Avenue Library of African-American Culture and History.

REVIEW OF GOALS SET IN 1993-94

BOOK DOCKET (ongoing)
The Book Docket/Acquisitions List was re-designed. Unfortunately, the technological system of production that the Library used proved so inadequate that only a few issues were produced for the year. Thus, the Library has decided to produce the Acquisitions List in-house.

CIRCULATION STATS (ongoing)
The Law School's Computer Support Department is in the process of developing a software program which will enable attorneys to document time their spent in the library.

CD-ROM PRODUCTS (ongoing)
This year, Barbara James and Rhea Ballard-Thrower required that their two sections of legal bibliography perform searches and answer questions using Georgia Law on Disc.

HOW TO DO LEGAL RESEARCH SESSION (ongoing)
This goal was postponed due to Barbara James' moving. However, when another reference librarian is hired, the Library will coordinate a legal research session for the law school support staff.

INFORMATION SERIES (completed)
The Information Series handouts were revised and submitted to AALL's (American Association of Law Libraries) publication competition.

MANUALS (ongoing)
The staff will revise their procedures manuals. In addition, an ILL Manual and a GRA Manual will be created.
GOALS FOR 1994-95

STAFF ENRICHMENT

The primary goal for 1994-95 will be to provide the staff with opportunities to learn more about themselves and how their work impacts the delivery of quality customer service. This goal will be accomplished through a number of ways:

- Have a staff retreat; attend seminars produced by the Human Resources Department, as well as other programs that will help the staff deliver quality customer service;
- updating procedure manuals; offering memberships the Georgia Libraries Association’s paraprofessional group for interested staff.

BOOK DOCKET

With the assistance of the Law Schools Computer Support Services, the Book Docket/Acquisitions List will be produced in-house.

FRIENDS OF THE LAW LIBRARY GROUP

The Library will work closely with Derek Coelho to develop a Friends of the Law Library Group.

GRADUATE RESEARCH ASSISTANTS

Since it has been determined that the mornings hours are the busiest weekend reference hours, one GRA will work on Saturday mornings and the other will work on Sunday mornings.

HOW TO DO LEGAL RESEARCH

Once a new Public Services Librarian is hired, reference will coordinate a legal research session for law faculty support staff.

REFERENCE ASSISTANT

The Law Library has requested the creation of a new position - reference assistant- who will help the librarians.
1. Create and ILL manual which will be used to train librarians and circulation staff on how to use the ILL system.

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

3. Develop "lost & paid" procedures to be used when a patron loses a book and pays for replacement.

**STATUS**

1. The ILL Manual was close to completion when OCLC became available via the internet. This means of access has greatly reduced the cost to the library of ILL searches and services. The ILL manual will now incorporate both traditional OCLC access and Internet access. We anticipate the manual being completed along with all the other unit manuals that are being revised this year.

2. Statistics still remain a problem due to staff turnover. It is hoped that the Circulation/ILL department will be able to work with the Library Computer Support staff member during the next year and come up with a workable solution. Statistics are a very tedious process, but a process that should be able to be handled in a less time consuming process via computers.

3. "Lost & paid" procedures are in place, through a very simple measure of reporting to the financial office that a replacement cost has been made. This is reported on a separate form from the fines that are reported. We are very fortunate that very few of our books are lost as result of patrons. We have found it easier to work with the patron until he/she finds the misplaced book, rather than exacting payment immediately. This prevents the need of reimbursing a patron after they have gone through the "lost and paid" process. However, reimbursement does need to be addressed and this will be a goal in the coming year.

**STAFF REPORT**

The staff of the Circulation desk has undergone some major changes during the past year. We lost a well respected and very knowledgeable employ in December. Danny Woodard left GSU for a higher paying job with Labat-Anderson. As Danny is working at a lower capacity for Labat-Anderson, his salary is considerably more than he received at GSU. It is a shame to lose such a reliable and valuable employee because of budgetary reasons. Berecia Stevens was hired to replace Danny, and she is a very dependable and knowledgeable employee, and will be an asset to the Circulation Desk and College of Law Library.

In September, one of the departments part-time employees failed to open the library as assigned on the weekend and as a result,
tendered his resignation, which was accepted. He was replaced with a very reliable, dependable employee, Heather Macalister. Heather has held many public service positions and seems to be appreciated by the patrons, as well as fitting into the Circulation desk very well. Linda Lawrence has attended several workshops this year that were administered by the Human Resource department and others administered by SOLINET and GOLD.

STATISTICS

As in past years, the library was open a total 103 hours until the first week-end in January, when the library added two hours per week, opening at 10am on Sunday instead of 12noon. The extra hours created 105 hours that the library is open during the week. The gate counted 254,456 patrons who visited the library this past year. A total of 9217 signatures were listed on the attorney sign-in sheets. Library patrons charged a total of 21,958 library items during the past year. Statistics for ILL are included on a separate sheet.

Submitted by Linda Lawrence, Administrative Supervisor, Circulation and Interlibrary Loans. May 19, 1995
## INTERLIBRARY LOAN STATISTICS

### Lending Requests Filled

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<th></th>
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PHOTOCOPY SERVICE STATUS

1. This year statistics for photocopying was nearly half of what it was last year. But the number of requests seemed to be about the same. Many of the copies were retrieved from other libraries, giving me more time to familiarize myself with OCLC. There were large amounts of printouts from Westlaw, and even though Lexis was not used for many printouts it was helpful in finding law reviews that weren’t on the shelves.

2. The copy machine has been running better this year than last. There were only half the repair calls, and most of the repairs were minor.

3. The job of book searching was passed on to Juanita and her student assistants, since they spend more time with shelving and shelf reading.

4. The need for a working computer in my work area is very obvious. Searching OLLI, OCLC, printing cases and law reviews from Westlaw, and checking e-mail is nearly impossible when you’re at someone else’s station, or if the computer lab is full. The addition of a computer would cut time spent waiting, or looking for a free station in half.

Don Densmore, Library Assistant II, Outreach Services
TO: NANCY JOHNSON, LAW LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
DATE: 22 MAY 1995

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

Automation
The College of Law Library became truly fully automated when the sole remaining government documents kardex cabinet was removed in early 1995. As of October 1993, the serial checkin kardex cabinets were removed from technical services.
PALS/Dynix rebased their online system in December of 1994. The estimated downtime was exceeded. Many new features were introduced but some of the better existing ones were removed. New versions of this rebased software continue to be installed this spring.

Shortly after the rebase, the College of Law Library had a new network file server installed. For the acquisitions and serials department the rebase downtime and the instability of the network environment lasted approximately 75 calendar days. The backlog of serial and monographic items and unpaid invoices was critical.

Acquisitions: During 1994 and year-to-date there have been almost 2200 acquisitions orders entered. This is nearly identical to last year's loading statistics.
The rebased version of the online system, installed December 1994, did not allow acquisition items to be checked in at first. (The received items from this two-month period are distinguished by notes in the series field; the invoice information is also added there, also.)
Reports and re-indexing are more consistent and there is new, though not greatly-improved, documentation.

Serials: Since the last report, over 870 serial records have been loaded. This number indicates new serials as well as retrospective conversion, especially government documents.
Over 25,000 "change serial" (CSR) commands have been recorded. This reflects the achievement of the quality-control/editing project. There have also been over 24,000 serial items checked in.

The greatest improvement offered by the rebase is the possibility of creating serials accounting information online. The "change serial purchasing" (CSP) command enables the serial record to create an acquisitions record every time an item is checked in. This process stores easily-retrievable serials accounting information and eliminates the procedure where a note field was used to record invoice information. Many serial
records had nearly four years worth of payment information in which all possible forms of serial notes were used.

CSP works easily with continuations and periodicals that have a "one item/one invoice" status. The checking in of an item creates an purchase order to be paid. Subscriptions and other serials with extended payment periods will be converted in the secondary phase of changing serial purchasing.

The only drawback is that overnight processing must take place before the invoice information can be recorded via the "pay purchase order" command. By virtue of using acquisitions records, the true measurement of acquisitions activity will be distorted until a method is found to separate serials acquisitions records from monographic acquisitions records.

**Government Documents:**

Documents, temporarily under the control of serials, continue to be checked in through PALS by the LAllI in microforms. Online lists are currently in use as a collection development tool and information source. In lieu of a permanent document administrator, the day-to-day operations are not micromanaged. However, all the major issues, including the annual depository survey, are under control.

**PALS/Dynix:**

Along with the rebase and its successive versions, there is also a recently founded user's group. PALS Across Georgia Group (PAGG) may be a valuable resource for generating solutions to system problems as well as for advice helpful to local environments.

The next big technological advancement [due in summer?] will be the report writing features of the system. According to demonstrations, statistical reports may be generated at the workstation using system information for areas like collection development, recent acquisitions, and internal measurements.

**Personnel**

Personnel changes for 1994/1995 were:


[The LTA line in serials was moved to public services to accommodate the creation of a Reference Assistant position.]

Sherri Grady assumed Lanham's checkin duties April 14, 1995.

Marilee Knox resumed binding activities March 1, 1995.


**Goal Review**

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

The general editing project has been dramatically enhanced by the appearance of CSP capabilities.
CSP will be another extremely valuable dimension of standardization.

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).

   The sale and re-sale of law publishing houses has prompted rapid response to this goal. The gradual shift to a central vendor [Hein] had also rendered some vendor records inactive.

3. Completion of the comprehensive departmental manual once the post-rebase adjustment period is over.

   The delay in the rebasing has coincided with the staff-wide assignment of developing a comprehensive procedures manual. The department will proceed according to the library's schedule.

New Goals

1. Maintain current pace of serial record quality control and the conversion of eligible serial records with CSP command.

2. Complete comprehensive departmental manual following library's schedule.

3. Extract report-writing potential to generate in-house data.

Highlights

Publications

"The Price is Mutually Agreeable:" The Legal Research Game Show (AALL Newsletter September 1994 issue)
Where to Get Government Information -- GPO is Not the Only Game in Town (AALL Newsletter November 1994 issue)
The Internet in Technical Services: The Impact for Acquiring Resources and Providing Bibliographic Access on Technical Services (AALL Newsletter November 1994 issue)

Research and Creative Works in Progress or Completed

An article chronicling the furor over the recent Little, Brown price increase will appear in a future CRIV Sheet.
A full-length article, "Georgia Reports: The Official Story," was rejected by two journals and will be resubmitted to the SEAALL Newsletter, then to the ALLA Newsletter.
The report submitted to the Task Force on Conference Evaluation will be printed in a future NASIG newsletter.
Professional Activities

Local (ALLA) -- Union List Committee (Chair)
-- Nominating Committee

Regional (SEAALL) -- Named convener, Technical Services Roundtable, SEAALL annual meeting
-- SEAALL Publicity Committee

National (AALL) -- Technical Services SIS Standing Committee on Preservation.
-- Committee on Relations with Information Vendors (CRIV)
-- CRIV Editorial Board
-- New Product Award (CRIV subcommittee)

National (NASIG) -- Task Force on Conference Evaluations

Teaching Activities

Westlaw and Lexis introductory classes for 1st year law students

Special Law Library Activities

Enormously popular "Elvis' 60th" display.

University Libraries Committee Service

Automation Committee
**ACQUISITIONS & SERIALS 1994-1995 ANNUAL REPORT STATISTICS**

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This memorandum summarizes the activities and goals of the Media Center (formerly Microforms Department)/Computer Services Department.

MEDIA CENTER/COMPUTER SERVICES DEPARTMENT

Highlights of the year

With new computer support in the College of Law and increased staffing in library computer services, we have accomplished a great deal this year. Reorganizations shifted staff support into computer services to increase our service for students and library staff. The network project in the library has at last been realized; librarians and staff are now using the network for mainframe access and Groupwise e-mail. Progress of outstanding network requests and equipment needs are monitored through SLAP (Strategic Library Automation Planning group).

Staffing

The Media Center/Lab service desk is staffed Monday through Friday by Anne Graham, who joined the staff of the library on July 6, 1994. Anne is also responsible for lab support and for checking-in government documents using the PALS serial subsystem. The government documents kardex has been completely loaded into PALS. Jason Puckett, the previous LAIII/Microforms took a part-time position (LA11/Binding). In September 1994, during a library reorganization, the binding position was eliminated and the part-time Computer Services Assistant position was created. Jason assumed the computer position on September 16, 1994. The position descriptions, as amended, are attached. The library has benefited by having Jason available to answer computer questions/problems from students and staff. As "Lab Consultant" Jason works at a station established and labeled for this purpose in the lab, next to the laser printer.
Media Center Goals Achieved in 1994-95:

The department addressed the following 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 revise the locators regularly. We have not yet arranged for the old Minolta machine to be surplused.

COMPUTER SERVICES - ACTIVITIES of the YEAR

This year we identified the need for a law library "home page" on the World Wide Web. With new equipment expected this summer, we can move from a gopher interface on the OLLI public terminals to a Web interface. The Web site and new equipment are being coordinated with the Pullen Library through the Automation Committee. This year we continued to use the micom lines in the OLLI alcove as a back-up to network access to the campus mainframe. We cannot rely on these lines in the future. When the network is down, the online catalog is down. Patrons must use the microfiche catalog when OLLI cannot be accessed online.

The SLAP group was busy this year establishing the network in the library, responding to viruses and other network crisis situations, and monitoring the PALS Rebasing project, which began in December. The current members of SLAP are: Ladd Brown, Tom Gromme, James Jones, Jason Puckett, Ken Walsh, and myself. Jason has worked closely with James (Network Administrator) on network support for the library. Ken has written a WordPerfect macro to handle the attorney sign-in records and Tom is planning a stand-alone station for this purpose in front of the reference desk. Jason began work on our library home page on the WWW. I continue to attend the Pullen Library Automation Committee meetings and work with Phil Williams on OLLI problems that arise.

We added West's Georgia Law to the Media Center stand-alone CD-ROM research station. The CaseBase Georgia CD-ROM and the Michie Georgia Law on Disc are used on this machine as well. All three CD-ROM products and searching instructions are checked out to patrons from the reserve desk. Legal Bibliography students used the CD-ROM station to view the Shepard's tutorial program last fall.

New CALI exercises were loaded on the lab's file server in the fall. The Computer Lab Manual was revised in August 1994 to reflect the changes in lab procedures and equipment. We offered the classes: "Introduction to the Computer Lab" and "Introduction to WordPerfect" for new and returning law students in August and September.

The computer training room 326 was used for Westlaw, Lexis, WestCheck, and Internet training classes for students. The quality of equipment in the training room was a problem this year. Luckily, an upgrade is planned this summer. The 10 Epson machines will be replaced with 10 IBM PS2s.
Changes in Computer Lab and Library Equipment

The Lab currently contains IBM PS2s with high-density 3.5 inch drives and color monitors. The lab will be upgraded this summer with the Dell 486/25 machines currently used by librarians and College of Law staff. A new HP laserjet printer is anticipated to replace the current HP series IV printer. The older printer will be used for library staff printing only. It will be moved to the copy room in Technical Services for secured access.

The librarians' and staff computers were networked this year. The network programs used most often are: PALS, WordPerfect 6.0/DOS, WordPerfect 6.1/Windows, Groupwise, Host Presenter (for network access to UNIX accounts), and Westlaw (through the Internet). The InfoTrac (LegalTrac) station was upgraded this year to a 286 machine. The LegalTrac CD-ROM index is on a stand-alone station (not networked).

Westlaw and Lexis Equipment

Other changes in Lab equipment include new Westlaw and Lexis stations. There are now 4 workstations for each service in the lab, in addition to the stations in the OLLI alcove. Both companies have upgraded their machines and continue to offer technical support. Additional Westlaw and Lexis equipment is available throughout the College of Law for student and faculty use (SBA and Moot Court offices, law review, tax clinic, faculty library, etc.). Westlaw and Lexis have continued to employ student representatives (2 for each service) to handle supplies and other user support.

1994-95 GOALS of Computer Services Completed:

1) Write a job description for the student assistant in the computer lab.

The student assistant position was made into a part-time staff position, Computer Services Assistant, during a library reorganization. Position description is attached.

2) Train computer staff person to support library functions.

The Computer Services Assistant, Jason, had previously worked in the LAIII/Microforms position, so training was not necessary. Anne was trained as a new employee last summer.

3) Upgrade software in the Lab to WordPerfect 6.0 for DOS.

The WordPerfect 6.0/DOS software was installed on the network in December. Several bugs had to be worked out, including file compatibility (with WP 5.2) and memory problems.
4) **Provide staff training and user assistance for CD-ROM station.**

A training program was conducted by a West representative on the West product, but training on the other programs is still needed.

5) **Continue to offer computer training classes in the lab and in the permanent training room (Rm 326).**

Computer classes conducted this year include: WordPerfect, Introduction to the Computer Lab, Westlaw and Lexis initial and advanced classes, WestCheck, and "Internet" for Advanced Legal Research. Faculty training on Lexis Counsel Connect and Westlaw's voice-activated searching were offered.

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**1995-96 GOALS of the MEDIA CENTER/COMPUTER SERVICES**

* Upgrade equipment (computers and printers) in the Lab and in library departments.

* Establish a Law Library home page on the World Wide Web for access to OLLI, other reference databases, and other law library web sites. Install new public access terminals in the OLLI alcove and at reference desk as part of the GALILEO project (Chancellor's initiative for libraries in Georgia).

* Offer Internet training for law students.

* Continue services of previous years, in regard to training, updating the manuals, and supporting CALI, Westlaw, and Lexis.

* Continue to support administrative services in planning and installing a computer training room on the 6th floor (to replace training room 326).
TO:       Nancy Johnson, Law Librarian
FROM:    Edna Dixon, Catalog Librarian
DATE:    May 19, 1995
RE:       Cataloging Department Annual Report

The following is a summary of the activities of the Cataloging Department during the fiscal year 1994-95.

Personnel

The Cataloging Department experienced the following changes in personnel: Jackie Shieh, Catalog Librarian resigned in October 1994; Edna Dixon was hired in this position in April 1995. During the interim period, Pam Willis, Library Technical Assistant maintained the department's activities.

Equipment

One of the IBM PS/2 computers at the cataloging workstation was sent for repairs. The other PS/2 is attached to a barcode reader and an Epson LQ 800 printer.

Primary OCLC access is obtained through a Wyse OCLC 310 workstation running PASSPORT software to access PRISM cataloging and inter-library loan activities. An Epson LQ 800, for creating labels, a Canon A-50, for printing bibliographic records, and a barcode reader are attached to the Wyse computer.

The department continues to experience equipment problems. The printers have problems ranging from a broken alignment hinge to a missing knob. One of the wedges for the barcode readers is not working. Temporary measures have been taken to alleviate problems but cannot be considered permanent solutions.

Computer Activities

The department is working to make use of the technology available for cataloging automation. The computer communication lines were down quite a bit from December to February because of rebasing and changing the connectivity from MICOM lines to terminal server lines, which were transferred from Acquisitions. These changes allow the department the ability to access new applications.

Following the installation of Marc Editor, the department is still unable to make online changes to the catalog at this time. The department is consulting with Pullen to make Marc Editor operational. Once operational, Marc Editor will mean that records in OLLI can be edited immediately instead of waiting for OCLC records to be tape loaded. The department is also working with Computer Support to have PASSPORT LAN drivers installed to provide access to OCLC.
Cataloging Activities

Despite the absence of a Catalog Librarian for a great deal of the year, on average, approximately 104 titles were cataloged each month. The cataloging procedures are undergoing evaluation and updates.

Catalog Maintenance

Despite past shifting, the shelflist is roughly 3/4 filled to capacity. A final decision regarding either the addition of an additional catalog or a switch to online shelflisting will need to be made within the next twelve to eighteen months. The current procedures are being evaluated and updated.

Projects

1. Videos
   To counteract the small number of videos cataloged each year, Nelli Shabalala, one of this year's interns was assigned to assessing those videos which appropriate copy cataloging could easily be found on OCLC, and thus quickly handled.

2. Other Projects
   Other projects begun prior to the reporting period continue to be implemented and are being assessed.

Goals For 1995-96

1. To evaluate departmental procedures and update manuals.
2. To install LAN version of PASSPORT.
3. To operate Marc Editor.
4. To upgrade job skill as needed.
5. To submit research for publication.
### CATALOGING STATISTICS

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* Flash cards
CATALOG MAINTENANCE:
VOLUMES ADDED

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### CATALOG MAINTENANCE:
**VOLUMES WITHDRAWN**

May 1994 - April 1995

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PROFESSIONAL ACTIVITIES
OF THE LAW LIBRARIANS
Public Services Annual Report, 1994-95
Rhea Ballard-Thrower, Public Services Librarian

REVIEW OF 1994-95 GOALS

- Publish an article on internships and law libraries (ongoing).

Attend the Second National Conference of African-American Librarians (completed).

Coordinate an Introduction to Legal Research session for law school support staff (postponed until new Public Services Librarian is hired.)

PUBLICATIONS
The article, The Survey of Minority Law Librarians (co-written with three other law librarians) will be published in 87 L. Libr. J. (Spring 1995).

RESEARCH AND CREATIVE PROJECTS
Grace Mills (Univ. of California, Berkeley) and I are planning to compile another edition of Reflections on Law Librarianship -- AALL Publication Series. Our edition will be a collection of essays by minority law librarians who have been actively involved in AALL and can present AALL’s history from the minority librarian’s perspective.

PRESENTATIONS
I was a speaker (with two other GSU law librarians) for the SEAALL Program, E-Mail is For U. Presented at the SEAALL (Southeastern Chapter of the American Association of Law Libraries) Annual Meeting, Asheville, NC, March 1994.

PROFESSIONAL COMMITTEE ACTIVITIES

NATIONAL
I was appointed Chair of the Mentoring and Retention Committee for 1994-95.
I agreed to Chair the ALL-SIS Roundtable Coordinating Committee for another year, 1993-95.

REGIONAL
I was elected Secretary of SEAALL, 1994-96

LOCAL
I was appointed Co-Chair of the ALLA (Atlanta Law Libraries Association) Recruitment Committee, 1994-95

TEACHING
I taught Legal Bibliography, Fall 1994
SPECIAL LAW LIBRARY ACTIVITIES
I published three issues of *Legal Pursuits*, the Library’s newsletter.

I helped coordinate the Law School’s Law Day program -- a legal film festival.

I was a speaker (with three other ALLA members) at Clark Atlanta University School of Information and Library Studies. Our topic was *Law Librarianship from the academic, court, county and law firm perspectives*.

PULLEN LIBRARY ACTIVITIES
I am still a member of the Committee on Faculty Research, 1993-96. This year, the Committee sponsored three brown bag sessions: research project ideas, where to publish, and what gets published (from the editor’s perspective).

AWARDS
I was awarded an ALLA Scholarship to attend the *Second National Conference of African-American Librarians*.

GOALS FOR 1995-96

To compile and distribute *Faculty Publications*. *Faculty Publications* will be a collection of the articles and books that the Law School Faculty have published.

To complete the Internships in Law Libraries article.
TO: Nancy Johnson
FROM: Nancy Deel
RE: Annual report on professional activities
DATE: May 23, 1995

Publications


Research and Creative Projects in progress or Completed

* completed revisions of several information series guides, including Locating Form Books, Locating Jury Instructions, Locating Court Rules, and Locating Georgia Practice Material.

Papers and Presentations:


Professional Committee Activities:

Local  chair, Atlanta Law Libraries Association Technology Committee and co-chair, ALLA Recruitment Committee; Atlanta Lexis Advisory Council

Regional  member, Southeastern Chapter American Association of Law Libraries Placement Committee; Georgia Library Association

National  member, American Association of Law Libraries, Special Interest Section - Automation and Scientific Development SIS (Program Committee)
Teaching Activities (Classroom, Tours, On-line)

* Reference meeting on Treaties (May 1994)
* WestCheck for Advanced Legal Research (Nov. 1994 and April 1995)
* Lexis and Westlaw (Jan. 1995)
* Internet for Advanced Legal Research (March 1995)

Special Law Library Activities

* chair, Strategic Library Automation Planning (SLAP) group
* compiler, "Guidelines for Librarian Rank and Promotion in the College of Law Library"

University Service

* Educational Technology Advisory Committee - College of Law
* Automation Committee - Pullen Library

Grants, Travel Scholarships, Honors - none

1995-1996 GOALS

1. Develop guides for 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 the AALL Annual Meeting in July including the meetings and programs of the ASD/SIS. Moderate the program "Expanding Reference Services Using the Internet."

4. Coordinate and institute the GPO Access program for the law library.

5. Work on a project for publication: a comparison of Georgia legal CD-ROM products for the State Bar journal OR an article for the Georgia Librarian on legal material for non-law libraries in Georgia.

6. Serve as Vice-President/President-Elect of Atlanta Law Libraries Association and chair the Program Committee.
Edna S. Dixon

Professional Activities

Member:
American Library Association (ALA)
American Association of Law Libraries (AALL)
Southeastern Chapter of the American Association of Law Libraries (SEAALL)
Atlanta Law Libraries Association (ALLA)

Publication:
My essay, "To Be Young, Maybe Gifted, and Truly Black -- Notes from a New Librarian," a chapter in In Our Own Voices -- The Changing Face of Minority Librarianship, will be published by Scarecrow Press in 1996.

Awards:
I was awarded a scholarship to attend the 1995 American Association of Law Libraries Annual Meeting by the Atlanta Law Libraries Association.
Nancy P. Johnson, Law Librarian/Professor of Law

Publications:


Editorial Board Member of Legal Reference Services Quarterly.

Adjunct Professor:

Clark/Atlanta School of Library Science, Fall, 1994.

Professional Activities:

Member, WESTLAW Academic Advisory Board (end of term)
Chair, Atlanta Law Libraries Association Legal Research Instruction Committee.

College of Law Committees:

Ad Hoc Educational Technology Advisory Library Committee
Ad Hoc Committee on Space Planning
Ad Hoc Outstanding Teacher Award Committee
Ad Hoc Dean's Evaluation Committee
Curriculum Committee
RWA Ad Hoc Committee
Ad Hoc Committee on Strategic Planning and Capital Needs
ORGANIZATION CHART

1995
POSITION DESCRIPTIONS

1995
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

Proctors Final Exams for Law Faculty

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.
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Outreach Services

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

RESPONSIBLE TO: Reference/Documents Librarian

SUPERVISES: Not Applicable

DUTIES: Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources

Printing documents from Lexis or Westlaw as needed, including daily and weekly awareness services

Setting up accounts, preparing invoices, and collecting and depositing fees for services rendered; keeping accounting records as required by University procedures

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

Keeping detailed statistics of services and charges

Making copies for ILL transactions as needed

Sorting first class mail

Proctoring Final Exams for Law Faculty

Making daily run to Pullen Library

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

Revised 5/24/95
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

Proctoring Final Exams for Law Faculty

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 5/24/95
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

Proctoring Final Exams for Law Faculty

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 5/24/95
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation/ILL

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

RESPONSIBLE TO: Public Services Librarian

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

DUTIES:

- Scheduling coverage of the Circulation desk during all hours the library is open and being available to cover the desk when necessary.
- Hiring, training, supervising, evaluating, and terminating Library Assistants and student assistants working in Circulation.
- Overseeing the COLLI 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

Proctoring Final Exams for Law Faculty

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 5/24/95
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Provides courteous service to library patrons at the Circulation Desk. Assist Circulation Department in providing services to library patrons in a timely manner.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: Not Applicable (Student Assistants, upon absence of Circulation Supervisor).

DUTIES:

- Check materials in/out
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Perform COLLI functions as required, including fine payments; system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
- Process materials for the Reserve Collection and maintain that collection in good order; communicating with Law faculty concerning Reserve material
- Maintain reserve audio/video collection and equipment and assist patrons with their use
- Design and update Library Information Series Using MacIntosh, Aldus Freehand, and Word Perfect
- Research data and assist in converting reserve materials to electronic text maintenance of such, once the project is realized
- Update student assistant training materials as needed
- Proctoring Final Exams for Law Faculty
- 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. Must be able to work without supervision and possess good judgement skills. Computer graphics skills (preferance given).

Revised 5/24/95
POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)

DEPARTMENT: Acquisitions/Serials

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

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES: Checking in serials
Verifying and preparing invoices for payment
Recording cost of each item for internal accounting records, and reconciling University accounting records with library records
Posting payments in Kardex
Maintaining serials encumbrance records in PC File
Resolving order and accounting problems with vendors either by letter or by phone
Returning monographs and serials to publishers as required
Proctoring Final Exams for Law Faculty
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 5/24/95
POSITION DESCRIPTION

TITLE: Library Assistant III

DEPARTMENT: Media Center/Computer Lab

PURPOSE AND SCOPE OF POSITION:

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

RESPONSIBLE TO: Electronic Services Librarian

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 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

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 7/94
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

Proctoring Final Exams for Law Faculty

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 5/24/95
POSITION DESCRIPTION

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

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

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Student Assistants (shelvers and filers); LAI (.5 FTE) in stacksmaintenance (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.

Proctoring Final Exams for Law Faculty

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.

5/24/95
POSITION DESCRIPTION

TITLE: Computer Services Assistant (.5 FTE)

DEPARTMENT: Law Library Computer Lab and Media Center

PURPOSE AND SCOPE OF POSITION:

Responsible for technical and administrative work providing a variety of services to assist with effective use of computer hardware and software in the law library.

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:

Provides user support for student computer lab.

Troubleshoots problems related to program and equipment use.

Trains and advises library employees and law students in general system and equipment use.

Maintains equipment inventory, including supplies for equipment.

Compiles and reports all library statistics.

Assists with installation of equipment and software.

Prepares telecommunication work orders.

Provides service for patrons in the Media Center when the Library Assistant III/Media Center is not available.

May perform general office responsibilities.

Performs related work as required.

QUALIFICATIONS: High school graduate; knowledge of principles, uses, and products of microcomputer systems, including application packages, operating systems, communication network capabilities, and equipment. Ability to establish and maintain effective working relationships with others.

2/95
POSITION DESCRIPTION

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

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor III

SUPERVISES: Not Applicable

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

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

Revised 3/27/91
POSITION DESCRIPTION

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.

12/15/93