
Georgia State University Law Library
GEORGIA STATE UNIVERSITY

College of
Law Library

ANNUAL REPORT

1995/96

Since we are currently fully staffed with professionals, we have been very productive. Although our professional staff has remained stable, we have experienced some minor turnover in support staff.

Effective July 1995, Rhea Ballard-Thrower became the Associate Law Librarian. Rhea is very effective in developing our staff. Through staff development programs, both internal and external, she has fostered our efforts in building higher quality service. Rhea's article, "Minority Law Librarians" (written with three other law librarians) was published in the Law Library Journal 247 (1995). She is completing her term as ASIL Secretary. Nancy Deel is serving as Vice-President/President Elect of the UBA, Law Librarians Association. She served as moderator and coordinator of AALL's popular program, "Byzantine Reference Services" in July 1995. Ladd Brown remains Director of the North American Serials Interest Group, AALL, and ACLA and he has written several new articles for the various associations. Edna Dixon's chapter, "To Be Young, Gifted, and Black" was published in "Our Own Voices: The Changing Face of Law Librarianship" by Snowcrack in 1995.

During this past year, we added two valuable members to our professional staff. During August of 1995 we hired Lisa Smith-Butler as our Public Services Librarian. Also, during the summer of 1996, we hired Joe Morris as our Reference Specialist. Joe had previously worked as a temporary employee.

The Annual Reports from the five library faculty members: Rhea Ballard-Thrower (Academic Librarian), Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Electronic Services Librarian), Edna Dixon (Catalog Librarian), Lisa Smith-Butler (Public Services Librarian) and from Joe Morris (Reference Specialist) detail the work of their departments.

Nancy Johnson
Law Librarian
Professor of Law
INTRODUCTION

Since we are currently fully staffed with professionals, we have been very productive. Although our professional staff has remained stable, we have experienced our usual turnover in support staff.

Effective July 1995, Rhea Ballard-Thrower became the Associate Law Librarian. Rhea has been very effective in developing our staff. Through staff development programs, both in-house and on campus, she has fostered our staff in providing higher quality service. Rhea’s major survey of minority law librarians, “Profiling Minority Law Librarians” (written with three other law librarians) was published in 87 Law Library Journal 247 (1995). She is completing her term as SEAALL Secretary. Nancy Deel is serving as Vice-President/President Elect of the Atlanta Law Libraries Association. She served as moderator and coordinator of AALL’s popular program “Expanding Reference Services Using the Internet” in July 1995. Ladd Brown remains active in the North American Serials Interest Group, AALL, and ALLA and he has written several newsletter articles for the various associations. Edna Dixon’s chapter, “To Be Young, Maybe Gifted, and Truly Black” was published - In Our Own Voices: The Changing Face of Librarianship by Scarecrow in 1996.

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ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see the appendix). The library staffing includes 6 librarians, 12 FTE staff members, and approximately 4 FTE student assistants.

Librarians

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
</tr>
<tr>
<td>Rhea Ballard-Thrower</td>
<td>Associate 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>Lisa Smith-Butler</td>
<td>Public Services Librarian/Librarian I</td>
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Staff Members

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Jason Puckett</td>
<td>Computer Services Assistant (.5 FTE)</td>
</tr>
<tr>
<td>Beth Bercaw</td>
<td>Library Assistant I (Outreach/Photocopy) (.5 FTE)</td>
</tr>
<tr>
<td>Daisy Smith</td>
<td>Administrative Supervisor II (Circulation)</td>
</tr>
<tr>
<td>Marilee Knox</td>
<td>Library Technical Assistant (Acquisitions)</td>
</tr>
<tr>
<td>Matt Brooks</td>
<td>Library Assistant I (.5 FTE) (Circulation)</td>
</tr>
<tr>
<td>Dionne Lyne</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>
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</table>
The attendance record in our Library remained constant. For the preceding twelve months, 226,579 visits were recorded. This figure translates into 19,714 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 database, attorneys used the Library on more than 7,417 occasions during the year. During Spring 1996, the Law Library solicited donations from its users. We now have an informal group of "Friends of the Law Library."

Effective January 1995, due to a request by the law students, the library expanded hours 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 76 hours of reference service each week. With the help of our GRA’s and Reference Librarians, we provide reference assistance during every weekend.

We assign each faculty member a library liaison. This librarian is in charge of all research requests, including interlibrary loans, 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. Throughout the year, the library staff displayed various exhibits highlighting the works of guest speakers, special law school events, or celebrities' birthdays. The librarians and staff stress high quality customer service.
COMPUTER SERVICES

We integrated Galileo equipment and policies into Public Services, changed the computer lab to a Windows environment, and protected hardware with security cables. Our students continue to access WESTLAW and LEXIS both at home and in our computer lab. Their usage of the computer assisted legal research totaled 15,202 hours or an increase of 17% over 12,476 hours during the previous year. The librarians and staff use the wealth of information available on the Internet. This is the first year that exams are available electronically for our students. We installed the 6th floor training lab in time for WESTLAW and LEXIS training for first-year students.

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, 1995:

VOLUMES .................................. 133,791
TITLES.................................... 44,799
MICROFORM REELS ...................... 5,542
MICROFICHE ................................ 526,313
MICRO, VOL. EQUIVALENTS ......... 115,429
SERIAL SUBSCRIPTIONS.............. 3,548
AUDIO/VIDEO ............................. 883
CD-ROM TITLES .......................... 28

The library's hardcopy title count of 44,799 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. This ranking has remained the same for a number of years. Since 1990, our collection has grown at a constant pace. Our volume count of 133,791 ranks the GSU library at 31 out of 37 southeastern law libraries. Since the law school has existed for 13 years, this ranking is expected. This ranking has also remained constant for a number of years.
PHYSICAL FACILITIES

It is imperative that we begin to plan for the expansion of the library. Currently, the library's hard copy collection includes 133,791 volumes. In 1999 the collection will be 149,000 volumes or 86% capacity. To exceed 85% capacity is to be out of compliance with professional library standards. Besides stack space, the library requires additional study space, specialized training labs, and storage. The College of Law requested vacated space outside the back door of the library to be used for remote storage. The request is pending approval.

BUDGET

The acquisitions budget continues to be a concern. While the total budget for each year is more substantial, it is extremely difficult to plan acquisitions wisely when such a significant proportion of each year's library acquisitions budget is subject to contingency or year-end allocation.

<table>
<thead>
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<th>Fiscal Year</th>
<th>Base Budget</th>
<th>Year-End</th>
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<td>FY '95</td>
<td>$440,000</td>
<td>$200,000</td>
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<td>FY '96</td>
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For equipment funds, we continue to rely on the law school’s ability to obtain one-time funding. Neither the library nor the law school has a permanent line for equipment funds.

PROGRESS ON GOALS FROM PREVIOUS YEARS:

1. Update all department procedure manuals. [Continuing]
2. Create a file of difficult reference questions complete with answers or the process for locating the needed information. [Changed to a file of legal web addresses that can be used to answer reference questions]
3. Investigate the development of a method for checking in congressional fiche. [Still a need]
4. Develop "lost and paid" procedures to be used when a patron loses a book and pays the charges. [Completed, except for reimbursement procedures]
5. Provide a "How to Do Legal Research" session for law faculty support staff. [Postponed until late 1996]

6. Provide the staff with opportunities to learn more about themselves and how their work affects the delivery of quality customer service. [Attended programs on Myers-Briggs Personality Test, Enneagram Personality Test, Cumulative Trauma Disorders, and AIDS in the workplace.]

7. With the assistance of the Law School's Computer Support Services, the Book Docket/Acquisitions List will be produced in-house. [Not done]

8. Develop a "Friends of the Law Library" Group. [A Friends group should be coordinated with the Development Office; we met with Richard White, Emory's Library's Development Officer. A solicitation of our users was done.]

9. Evaluate weekend reference hours. [The reference librarians will work selected hours not covered by the GRA's. We hope to increase the number of GRA's in July 1996]

10. Provide computer work station for Outreach support staff person. [Done]

11. To install Windows version of PASSPORT. [Completed]

12. To operate the Marc Editor. [Completed]

13. Upgrade equipment (computers and printers) in the Lab and in library departments. [Completed and ongoing]

14. Establish a Law Library home page on the World Wide Web for access to OLLI, other reference databases and other law library web sites. [Completed and ongoing]

15. Install new public access terminals in the OLLI alcove and at reference desk as part of the GALILEO project. [Three terminals were installed in the OLLI alcove]

16. Offer Internet training for law students. [Ongoing]

17. Continue services of previous years regarding training, updating the manuals, and supporting CALI, WESTLAW and LEXIS. [Completed and ongoing]

18. Continue to support administrative service in planning and installing a computer training room on the 6th floor. [Installed - working on equipment upgrades]

19. Maintain a current pace of serial record quality control and the conversion of eligible serial records with CSP command. [Ongoing]
20. Complete comprehensive technical services departmental manual following library's schedule. [Ongoing]

21. Extract report-writing potential to generate in-house data. [Not ready for use]

22. Revamp claim procedures and initial weekly status reports. [Ongoing]

23. Compile listing of Faculty Publications [Completed]

1996/97 GOALS FOR THE LAW LIBRARY:

1. Develop a system for maintaining ILL and Circulation statistics and ensure that this information is in the Circulation Manual.

2. Policies and procedures should be contained in the Circulation Manual.

3. ILL Policies and procedures should be in the ILL Manual.


5. Update the Information Series Guides.

6. Obtain information on GETS and work on expanding the Reciprocal Borrowing program with Emory, Mercer, and the University of Georgia.

7. To upgrade the OCLC workstation so it can support a Windows operating system.

8. To install Passport for Windows on the computers of its most frequent users.

9. To acquire additional shelving for the shelf list card catalog files.

10. To install a barcode reader at the cataloger's workstation.

11. To continue to update departmental manuals to reflect the changes in technology and procedure.

12. Upgrade library staff equipment, increase the number of stations in the lab for student use and upgrade the 6th floor computer training lab.

13. Improve the Law Library home page on the WWW.


15. Continue to update and compile information in the department manuals.
16. Track library’s expenses related to computers and the network.

17. Complete testing of rebased version of PALS/Dynix.

18. Implement improvements from rebased version of PALS.

19. Move more publishers under control of one vendor.


21. Increase the awareness and use of GPO Access as a reference source for our patrons.

22. Collaboration between documents and cataloging to ensure the cataloging of government documents.

23. Weed the reference collection.

24. Obtain foundation funding for a library project.

25. Continue solicitation of library users.

26. Obtain remote storage space outside the back door of the library.

27. Work toward permanent, increased funding of the acquisitions budget.

28. Discover better ways to serve the faculty and students.
Annual Reports:

Rhea Ballard-Thrower, Associate Librarian

Ladd Brown, Acquisitions/Serials

Nancy Deel, Electronic Services

Edna Dixon, Catalog Librarian

Joe Morris, Reference Specialist

Lisa Smith-Butler, Public Services Librarian
As Associate Librarian, I am responsible for coordinating Reference Department Activities and staff development. The following is an overview of what was accomplished this past year.

REFERENCE DEPARTMENT

In August, the Reference Department was reorganized to include the Associate Librarian, Public Services Librarian, and the Reference Specialist. Daily reference desk hours are covered by those three. Evening reference hours are still covered by all the librarians and the Reference Specialist.

Desk Coverage

Reference desk coverage is divided into four 2-hour shifts: 9:00 am - 11:00 am, 11:00 am - 1:00 pm, 1:00 pm - 3:00 pm, 3:00 pm - 5:00 pm, and 5:00 pm - 9:30 pm (evening coverage). On Saturdays and Sundays, a Graduate Research Assistant (GRA) answers reference questions from 10:00 am - 6:00 pm. In addition to the librarians and the Reference Specialist providing reference assistance, for the first time, the Library Assistant II for Circulation was trained to answer reference questions. Berecia Stevens, LAII, assists at the reference desk when the librarians and Reference Specialist are unavailable (at meetings, conferences, etc.).

From August to December, 1995, the librarians and the Reference Specialist answered a total of 7933 questions. During the same time last year, 6722 questions were answered. The most popular month for questions was October with 1217 answered. June followed with 1175 questions. The afternoon is the busiest time for reference. From 1:00 pm - 3:00 pm there was 1834 questions. From 3:00 pm - 5:00 pm, there were 1757 questions.

Reference Questions for 1995
Graduate Research Assistants (GRAs)
As they have proved in the past, the Library's GRA provide an invaluable assistance. Two GRAs work for the Library. Richelle Reed works Saturdays 10:00 am-6:00 pm, while Rudjard Hayes works Sundays 10:00 am-6:00 pm. From April 1994 to December 1995, the GRAs answered 1021 reference questions.

Reference Projects
As is done every year, the Reference Department agreed to accomplish a project which required the participation of all. For 1995, the Department agreed to compile a bibliography of Faculty publications. The 57 page Faculty Publications was completed in October and will be updated in the future.

Not-in Time
To promote research and publication, "not-in" time was re-instituted. Each member of the Reference Department is given a 4-hour block of time each week, in order to do research and writing.

Interns
For 1995, the Library was pleased to host four interns: three Clark Atlanta University (CAU) School of Library and Information Studies students and one Africare intern. Marcie Jones interned with the Library during Spring semester. Marcie, who had worked in academic libraries for over six years, chose library science as a career because the library is a place where she can learn about other people's cultures. Currently, Marcie is employed by the Woodruff Library at CAU.

B. Neli Tshabalala was one of two international interns who worked at the Library. Neli, who is from Ladysmith, South Africa, was the Library's Africare intern. Africare (the South African Career Development Internship Program) provides a limited number of black South African students completing degrees at U.S. universities and colleges with practical work experience relevant to their career objectives. After spending six months at the Library, Neli returned to South Africa. Today, Neli is the Deputy Law Librarian at the University of Witwatersrand School of Law (Johannesburg, South Africa).

Karen Vernell was the Library's first Fall semester intern. Usually, the Library only hosts interns Spring semester. Karen felt that the internship helped her understand all aspects of how a library works. After graduating from CAU in December, Karen accepted a librarian's position at a public library in Texas.
Sylvia George-Williams was the Library’s other international intern having lived on three different continents (Africa, North America, and Europe). Another CAU student, Sylvia had previously worked as a Trainee Librarian at the Fourah Bay College Library at the University of Sierra Leone. Sylvia felt the internship gave her the opportunity to apply theories to a practical work environment. Sylvia is now a librarian at DeKalb College.

**STAFF DEVELOPMENT**

For 1994-95, the staff attended four programs sponsored by either the GSU Human Resources Department or the Counseling Center. The programs were *Quality Service, Continuous Quality Improvement, Myers-Briggs, and Office Ergonomics*.

In February, the staff learned their Myers-Briggs (M-B) personality types by taking the Myers-Briggs Type Indicator Test. Counselors from the Counseling Center administered the M-B Test, which measures four areas: Energizing (how and where one gets energy), Attending (what one pays attention to when gathering information), Deciding (what system one uses when making decisions), and Living (what type of life one adopts).

What do you think when you hear the words, *Continuous Quality Improvement*? That is the question, Gerald Sherman (GSU Human Resources Counselor), posed to the staff at the beginning of the Continuous Quality Improvement (CQI) workshop held in May. The purpose of CQI is three-fold: to better meet (or exceed) customer expectations, to improve processes and procedures, and to improve employee and unit productivity.

In October, a few members of the Library staff attended a workshop on *Office Ergonomics*. Ergonomics (taken from Greek meaning *the laws of work*) is the science of fitting the job to the worker. The workshop was presented by Josephine Shahid of the Occupational Safety and Risk Management Office. Ms. Shahid explained how correct office ergonomics can be used to prevent Cumulative Trauma Disorders like carpal tunnel syndrome, back sprain, tendinitis, and hand-arm vibration syndrome.

In addition to the GSU programs, the staff also toured the Auburn Avenue Library in September. The Auburn Avenue Library which opened in 1994 is only the second free-standing library dedicated to African American history and culture (the Schomburg Library in New York is the first.) The Auburn Avenue Library is unique to the Fulton County Public Library system in that it is a research library that is open to the public.

**OUTREACH SERVICES**

On January 25, 1995, Don Densmore resigned his position as Library Assistant II for Outreach Services. Don had been employed by the Library for five years and was a dedicated employee. He will be missed by his co-workers. Because Don left before the Annual Report was due, Linda Lawrence, the Circulation Supervisor (and photocopy back-up) compiled the photocopy statistics.
For 1994, Don made a total of 42,753 photocopies. The largest number of photocopies were made for the Faculty at 14,421. For Inter-Library Loan 1722 photocopies were made, while 8610 photocopies were made of the Law Library Guide and other internal (Library administration) documents.

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

**Automation**

After the December 1994 release, the PALS/Dynix automated library system continued to present problems for the department workflow. Subsequent versions of software installed during the summer and late fall have eliminated some of the obstacles and the system is functioning with more stability. The latest software version (1495) was installed on Law Library workstations in February 1995. Ironically, many of the standard shortcuts and time-saving features present 12 to 18 months ago and then removed in previous software versions were re-installed in this latest version. The problem requests generated by end-users are not always prioritized by system developers.

Local network glitches—problems are directly related to the College of Law's network environment—are mainly due to server speed and capacity. Rebooting and then logging back on will often clear the lines and restore normal memory and the ability to call up work forms. The mainframe has suffered hardware failure and periodic crashes, and both the main library and the Law Library suffer from this malady. These system freezes are still prevalent especially when other modules are receiving maintenance or in the midst of re-indexing. Usually "search-only" operations are exclusively allowed during these times.

The overall speed and reliability has improved and the system is now less keystroke-heavy. Editing capabilities are still limited and cumbersome in this module. There is no full-record editing available for serials and acquisitions as yet.

**Acquisitions:** During 1995 and the year-to-date there have been almost 2000 acquisitions orders entered. This represents almost a 25% increase over 1994-95. Many acquisitions orders input in early 1995 were rendered ineffective of being either received or paid due to errors in the re-based version. When the titles were checked in and the invoices processed, all relevant receiving and invoice information was entered in a viewable series field. This condition is what
1995-1996 ACQUISITIONS/SERIALS REPORT
FEBRUARY 1996

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

After the December 1994 rebase, the PALS/Dynix automated library system continued to present problems for the department workflow. Subsequent versions of software installed during the summer and late fall have eliminated some of the obstacles and the system is functioning with more stability. The latest software version (11/95) was installed on Law Library workstations in February 1996. Ironically, many of the standard short-cuts and time-saving features present 12-to-18 months ago and then removed in previous software versions were re-instated in this latest version. The problem requests generated by end users are not always similarly prioritized by system developers.

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accounted for the unusually high number of change acquisition record commands recorded by the system for 1995 and 1996 year-to-date.

The future of the Acquisitions Report remains a mystery as shrouded and as dark as the depths of a tomb in Egypt's famed Valley of the Kings. Many options have been entertained and explored but none seem to delight all involved. The first avenue, the mainframe, cannot or will not give the Law Library a suitable product. Our network, at one time highly touted as The Answer, has not filled the gap in the line. Ironically, some other academic institution with a presumably less sophisticated and certainly more utile online system will invariably mail us their simple but effective acquisitions list, giving re-birth to the question: Why not us?

**Serials:** For this period, over 700 serial records have been loaded. This number is down about 21% from the last report and indicates the tapering-off of retrospective conversion and the completion of loading the government documents. It is also an indicator of budgetary concerns.

Almost 16,500 "serial item checkin" (SIC) commands indicate a normal drop-off from the previous two reports [1993 = 19,114 SIC, 1994 = 18,861]. This is a reflection of heavy canceling during the last eighteen months.

Nearly 13,000 "change serial" (CSR) commands have been recorded. This reflects the achievement of the quality-control and editing processes.

The "change serial purchasing" (CSP) command is functioning in all but a handful of serials records. 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 main library reports limited success in this venture.

**Personnel**

The only personnel note of change is the transference of Government Document administrative duties from the Acquisitions/Serials Librarian to the Reference Specialist. The shift was accomplished without fanfare or ceremony and the overall institutional effect was invisible.

**Goal Review**

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

The Law Library's serials database is quickly (relatively speaking) becoming standardized. The pace of the editing and "clean-up" is in line with last year's goal and this item will soon disappear from the list of major projects within the department. The CSP command essentially eliminates the need for free-text when inputting invoice information into the serial record. It also organizes the information and serves as a check against invoice mismanagement, overpayment, and fiscal error. This payment information is also potentially indexable and may appear in a future report.

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

The rebase gave the department an opportunity to incorporate the vast number of system changes and "improvements" into the comprehensive manual.

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

The department has not received any encouragement on this topic from either the system or the local network. This goal, sorely needed, will not be repeated.

New Goals

1. Transfer as many titles as possible to Hein for vendor treatment.

2. Evaluate the partnership with Faxon.

3. Initiate workflow studies; examine possible inclusion of other duties; request manual statistics and other record-keeping procedures.
### ACQUISITIONS

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<td>LOAD ACQ</td>
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<td>1538</td>
<td>1886</td>
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<tr>
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<td>1165</td>
<td>1194</td>
<td>173</td>
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<td>PAY ACQ</td>
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<td>1140</td>
<td>1533</td>
<td>234</td>
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<tr>
<td>SEARCH ACQ</td>
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### SERIALS

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<td>632</td>
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<tr>
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### EDIT

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This memorandum summarizes the activities and goals of the Media Center's Computer Services Department. The year has been very busy for computer services. We integrated Galileo equipment and software into the computer services environment to add precision to our hardware and security cables. The library now has a presence on the World Wide Web and has made significant improvements in its services. Beginning in August, the new Reference Assistant and the new Reference Librarian have been added to the staff. At that same time, I moved into a full-time position and have found this new role to be very challenging.

Anne Graham, LAII, continues to staff the Media Center Lab service desk Monday through Friday. Anne is responsible for media staff support and for checking in government documents using the computer. Rachael Day, Library Technician, continues to serve as the Media Center's Reference Assistant, a part-time position. The library has benefited by having Jane available to answer computer-related questions from staff and students. We have added a new position in the library, which was added to all full-time staff positions in the library.
This memorandum summarizes the activities and goals of the Media Center/Computer Services Department.

**MEDIA CENTER/COMPUTER SERVICES DEPARTMENT**

**Highlights of the year**

Major improvements in library equipment, network support, and implementation of Internet functions highlight a very busy year for computer services. We integrated Galileo equipment and policies into Public Services, changed the computer lab to a Windows environment, and protected hardware with security cables. The library has a presence on the World Wide Web and has made law exams available to students on disk. Beginning in August, the new Reference Specialist and the new Public Services Librarian replaced me at the Reference Desk. At that time, I moved into computer services full-time and I have found this new role to be very challenging.

**Staffing**

Anne Graham, LAIII, continues to staff the Media Center/Lab service desk Monday through Friday. Anne is responsible for media/lab support and for checking-in government documents using the PALS serial subsystem. Jason Puckett continues to serve as Computer Services Assistant, a part-time position. The library has benefited by having Jason available to answer computer questions/problems from students and staff. The position descriptions, as amended, are attached. The only change to the descriptions this year was the addition of proctoring exams as a job responsibility, which was added to all full-time staff positions in the library.
Media Center Events of 1995-96:

Joe Morris joined the government documents team this year. Anne is training Joe to handle document shipments when she is not here. The government documents collection has outgrown the microfiche cabinet space, so we have requested a new cabinet. One microfiche cabinet was damaged in an accident and must also be replaced. A new microfilm cabinet (along with a collection of law periodicals on microfilm) was added to the periodicals section of the collection as a result of a donation. The video collection continues to be cataloged and rearranged in call number order in the Media Center closet. The department is finally rid of the old Minolta machine, which had been taking up a study carrel.

COMPUTER SERVICES - ACTIVITIES of the YEAR

GALILEO equipment. This year we improved equipment in the OLLI alcove with the new GALILEO machines. GALILEO stands for “Georgia Library Learning Online,” the Chancellor’s statewide library initiative. We received 3 Zenith Pentiums and one printer through this program (the printer has not been installed). The equipment has to be accessible by the public. The machines are used to access OLLI, GALILEO databases, and the World Wide Web. The IBM PS2s which were replaced in the alcove will be installed in the stacks: one on the lower level near the periodicals and the second on the upper level near the restrooms. The OLLI alcove now has:

- 3 Zenith Pentiums (GALILEO equipment)
- 1 IBM PS2, used for OLLI access
- 1 CD-ROM station, used for Georgia CD-ROM products and the Shepard’s tutorial
- 1 Westlaw station with an attached printer
- 1 Lexis station with an attached printer
- 1 dedicated PC for using the InfoTrac CD-ROM, LegalTrac, a DOS-based periodical index

CD-ROM station. The CD-ROM station used for Georgia research was moved to the alcove from the Media Center. We have continued our subscriptions (quarterly compac discs) to West’s Georgia Law, the CaseBase Georgia CD-ROM, and the Michie Georgia Law on Disc. In November, we were trained on the Michie product. I wrote instructions for the Legal Bibliography students to use the West product. The wait lines were long during their CD-ROM assignment, so we will have to do it differently next fall.

World Wide Web site. This year we established the law library’s "home page" on the World Wide Web. The home page provides access to OLLI, other law library catalogs (Emory Law, University of Georgia Law, and Mercer Law), and our library policies (taken from the Library Guide). The address for the site is: http://www.gsu.edu/~lawadmin/lawlibrary.

Electronic Reserves. In October I asked the faculty to supply us with disk copies of law school exams. Five professors responded by sending exams for eleven courses on disks. We created
"zip" files for each course and loaded the exams on the network. Using an instruction sheet, the reference librarian downloads the files to the student’s disk. We plan to make this a self-service system in the computer lab. The E-Reserve project will continue into next year. We plan to scan documents that we do not have on disk. We started with the exams because they are not copyrighted and are heavily used by the students. We initially planned to link to exams from our home page on the Web, which is still a possibility.

**SLAP activities.** The SLAP (Strategic Library Automation Planning) group was busy this year with projects such as 1) improving communication with library staff, 2) troubleshooting network and other computer problems, 3) installing new versions of the PALS software and CALI exercises, 4) installing hardware, and 5) instituting a new hardware security system. This year we cabled down all of the computer stations in public areas to prevent theft. I continue to attend the Pullen Library Automation Committee meetings and work with Phil Williams on PALS problems that arise. Recently, I have met with Linda Lawrence, Circulation Supervisor, and Estella Richardson, of the Pullen Circulation Department, to better understand the PALS circulation module. I have worked closely with James, our Network Administrator, to learn network supervisor functions.

**New training lab.** The 6th floor training lab was installed in time for Westlaw and Lexis training for the first-year students. The new training lab contains the PS2s, which were previously in the library computer lab. The PS2 monitors and keyboards did not improve by sitting in Room 326 most of the year. We found that several of the monitors and keyboards could not be used at all. Out of nine stations installed, we used seven for training. Sign-up was limited to eight students per session. Attendance records for the training indicate 180 students had Lexis and 171 students had Westlaw over the course of 3-1/2 weeks.

**Computer survey.** For the first time, we collected information on the law students’ computer experience as part of Westlaw and Lexis training classes. Each student was asked to fill out a short survey (see attached). We collected 169 completed surveys. Information from the survey will be reported in a separate memo as soon as we have compiled the data.

**Changes in Computer Lab and Library Equipment**

The Lab currently contains seven upgraded Dell 425 machines. They were upgraded with an overdrive processor and extra memory (RAM), which makes them “Pentium-level” machines. Our plans are to expand the number of lab stations to 10 by spring break. We have network connections for 12 lab stations; we just need the equipment!

In August we instituted a Windows environment in the lab for the first time. The new menu has been very popular with the law students. We added many applications this year, including:

- Tempo - used by students to access their grades and registration records
- Internet via Panther - used by students who have Panther Unix accounts
Assistant. A new laser printer was installed in the lab and the older printer was dedicated for library staff use. Recently the lab PCS were upgraded with overdrive processors and extra RAM memory, which brings them to the level of a Pentium 33mhz. The librarians’ machines, including the one at the Reference Desk, were upgraded to Dell 466/8MB RAM machines.

2) 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).

COMPETED and ongoing! The law library home page, built on the main campus server, provides access to OLLI and other law libraries. It also includes written policies and procedures from the Law Library Guide. Two out of three of the GALILEO machines have been installed in the OLLI alcove. The GALILEO printer has not been installed; we decided to wait for campus-wide printing policies before installing. We learned that we would not be allowed to use a GALILEO station at the Reference Desk, as it is considered a staff station rather than a public accessible station. The Reference station was instead upgraded with a Dell 466 machine.

3) Offer Internet training for law students.

ONGOING! Training was provided for Advanced Legal Research students. Jason offers one-on-one Internet assistance in the Lab. Now that the lab stations have Panther and SGI2 access, staff answers more questions about E-mail and Internet functions. When we get Netscape loaded in the Lab, there will be questions about using that Web browser. We still need to offer scheduled classes for legal research using the Internet.

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

COMPETED and ongoing! WordPerfect and general PC training was provided this year by Ken Walsh, software specialist with the College of Law. Jason worked on a new Manual this year for Computer Support. The Computer Lab Manual for students needs to be updated. CALI, Westlaw, and Lexis were supported as in the past.

5) Continue to support administrative services in planning and installing a computer training room on the 6th floor (to replace training room 326).

COMPETED! The 6th floor computer training room was established in January, in time for Westlaw and Lexis training for first-year students. Currently the training lab uses the old PS2 machines which had been in the computer lab before the upgrade last summer. Plans to install better equipment will make the lab suitable for Windows-based training.
1996-97 GOALS of the MEDIA CENTER/COMPUTER SERVICES

- INSTALL NEW EQUIPMENT - Upgrade library staff equipment, increase the number of stations in the lab for student use, and upgrade the 6th floor computer training room.

- DEVELOP WEB PAGE - Improve the Law Library home page on the World Wide Web by migrating to the College of Law web server and adding more library information: a reference mailbox link, information about librarians, and other legal research web sites.

- CD-ROM NETWORK - Conduct a feasibility study on networking our CD-ROM collection.

- E-RESERVES - Improve electronic distribution of law exams and expand the project to other Reserve materials.

- DOCUMENT POLICIES and PROCEDURES - Continue to update and compile information in the department manuals.

- TRACK LIBRARY’S EXPENSES RELATED to COMPUTERS and the NETWORK - Monitor spending on such things as barcode readers, network connections, CD-ROM drives, cables, etc. and provide budget estimates for the next fiscal year.
GSU LAW LIBRARY COMPUTER SURVEY

The GSU Law Library has a computer lab that is available for law student use. By taking the time to fill out this questionnaire, you will be providing the Library with the data required to help plan improvements for the lab. Please complete the questionnaire and return it to your training instructor.

Name: ____________________________

How would you describe your experience using computers?
Beginner ___ Average ___ Highly proficient ___

Which type of computer are you most familiar with?
IBM & compatible ___ Macintosh ___ Other (name) _____________

Do you have a home computer? Yes ___ No ___

If so, check the equipment which most resembles your own:
IBM - 286 ___ IBM - 386 ___ IBM - 486 ___ Windows? Yes ___ No ___
Macintosh ___ Printer? Yes ___ No ___

Do you have an e-mail address? Yes ___ No ___

If yes, please provide your e-address ____________________________

What word processing program do you use?
WordPerfect ___ MS-Word ___ Other (name) _____________

Do you use the University's main computer lab in the Library South building? Yes ___ No ___

Please use the space below to make suggestions and/or comments on the Law Library's computer lab.
POSITION DESCRIPTION

TITLE: Library Assistant III

DEPARTMENT: Media Center/Computer Services

PURPOSE AND SCOPE OF POSITION:
Responsible for providing service to library users at the Media Center service desk and in the Computer Lab; processes all government documents shipments from the GPO

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 Reference Specialist/Government Documents.

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 Media Center.

Manage equipment supplies for Media Center 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.

Proctors exams in the College of Law each semester.

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 2/96
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.

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.

Revised 2/96
This memo summarizes the activities of the Cataloging Department for the reporting year 1995-96.

**Departmental Activities**

**Personnel**

The department continues to consist of Catalog Librarian, Edna Dixon, and Library Technical Assistant, Pamela Willis. The department is responsible for maintaining the bibliographic control of the library's collection.

**Equipment and Software**

The department's equipment remains basically unchanged, although steps are currently underway to upgrade the departments equipment and software. The department has made significant changes in software. The department is happy to report that its goal to get the MARC Editor software up and running has been met. Thus, enabling bibliographic records contained in the online catalog to be amended, as needed, without the need to go into OCLC. This has cut the time it takes for corrections to appear in OLLI, from two weeks for tape loading to minutes, the actual time it takes to make changes in the database. The department has also been successful in gaining access to PRISM service through the internet over the LAN.

**Projects**

A special effort has been undertaken to catalog those materials which have been a part of the collection but were not previously cataloged, especially microforms, audios, and videos.

**Cataloging Activity**

The statistics for 1995-96 cover the period from May 1995 through January 1996. The department's productivity is up, in comparision to last year for the same months being reported.
All formats, especially formats other than paper show a marked increase. The collection continues to be composed primarily of materials in paper format, (comprising approximately 77% of the volumes cataloged and almost 86 % of the volumes added) although multimedia materials and materials in other formats continue to play an increasing role in the collection’s composition. Shelflist space has become an ever increasing concern. Due to the current need to load OLLI records by tape load, switch to an online shelflist is not a feasible option at the present time.

**DEPARTMENTAL GOALS FOR 1996-1997:**
1. To upgrade the OCLC workstation to be able to support a Windows operating system.
2. To install Passport for Windows on the computers of its most frequent users.
3. To acquire additional shelving for the shelflist card catalog files.
4. To install a barcode reader at the cataloger’s workstation.
5. To continue to update departmental manuals to reflect the changes in technology and procedure.

**Professional Activities**

**Publications**


**Publications in Progress**

My proposal for an, as yet, untitled article on cataloging resources available through the Internet was recently accepted by Internet Reference Services Quarterly.

**Research and Creative Projects in Progress or Completed**

I am collecting examples of proper usage of the MARC format as it relates to Anglo-American Cataloging Rules.

**Papers and Presentations**

The editors of In Our Own Voices are planning to present the authors in a panel discussion on ethnic diversity in the library profession at the 1996 American Library Association Annual Conference. Pending final arrangements, I have been invited to participate.

I am helping to organize and plan to participate in a discussion relating the experiences of librarians to be held at Clark Atlanta University School of Library and Information Services in the Spring of 1996.
Professional Committee Activities

Local


Teaching Activities

I helped conduct the First Year Student Tour in the Fall of 1995. I also conducted tours for an undergraduate education law class and a graduate business class this past fall.

Special Law Library Activities

In August, I hosted the catalog librarians from Emory, Mercer, and the University of Georgia law libraries, at a meeting which discussed cataloging issues which effect the law school libraries in Georgia.

I am working with Lisa Smith-Butler and Juanita Wheeler to catalog and organize the Rare Book room that houses the law library’s collection of rare book materials and faculty publications.

I attended The Getting More Bang Out of Your OCLC Buck Workshop at SOLINET, which was designed to clarify the products and services available from OCLC and their pricing structures in order to obtain the most economical use of the service.

Grants, Travel Scholarships, Honors

I received a registration grant from ALLA to attend the 1995 AALL Annual Conference.

Professional Goals for 1996-97:

1. I plan to begin research on the USMARC bibliographic format and its application to AACR2 after Format Integration, in preparation for a publication of a text which would explain how Anglo-American Cataloging Rules are applied to MARC bibliographic form and give illustrations.

2. I plan to attend the annual SEALL and AALL meetings in 1996 and hope to volunteer for some committee assignments.
## Cataloging Statistics 1995-96

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TO: Nancy Johnson
FR: Joe Morris
DA: February 8, 1996

This memorandum summarizes the general activities and services connected with government documents during 1995-1996.

**Depository Information**

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

During 1995-1996, we received the following number of documents from GPO:

- **2,320 paper titles**
- **11,630 fiche pieces**
- **10,471 fiche titles**

**Staffing**

Anne Graham has served as Documents Assistant since before January of 1995. As part of her duties, Anne checks in documents in the PALS system. Anne also insures the collection is kept up to date by performing such tasks as removing superseded documents and sending appropriate documents to the bindery. She recently completed the lengthy project of shifting our documents fiche and putting them in SuDoc number order. During Anne’s tenure the Kardex cards have been eliminated completely.

Ladd Brown was in charge of government documents from the beginning of 1995 until July of the same year when I took over as head of documents.

**Activities**

Anne Graham and I attended an informal training session taught by Dan Veach at the Atlanta University Center’s Woodruff Library. Dan Veach is the Government Documents Librarian at AUC. Several weeks later Dan visited our library and gave a presentation on government documents to our staff. The presentation was well attended, and was the subject of favorable comments from several members of the staff.
In view of GPO’s plan to provide nearly all information to depository libraries in an electronic format by the end of fiscal year 1998, I have spent a considerable amount of time acquainting myself with GPO Access, GPO’s on-line service. In addition, I have monitored GOVDOC-L, the government documents listserv, and GPO’s Administrative Notes for continuing developments in the move toward an all electronic format for depository library materials.

**Collection Development**

Anne and I monitor the Needs and Offers lists to complete and supplement our holdings. We now select all items listed under GPO’s recommended depository collection for law libraries.

**Goals**

To increase the awareness and use of GPO Access as a reference source for our librarians and patrons.

To work with the Catalog Librarian to insure that as many government documents as possible are entered into the catalog.
INTRODUCTION

Public Services is one of the most visible aspects of the Law Library. It ensures that the Library is open 105 hours a week, provides Information Series guides to patrons, arranges inter-library loans for students and faculty, provides check out privileges, and sees that loose leaf materials and codes are continuously updated. Public Services is the umbrella for the Public Services Librarian, Circulation Department, and Stacks Maintenance Department. Four full time individuals are employed in these departments, and there are three part time employees. Several student assistants are also involved.

From January through July 1995, Rhea Ballard-Thrower served as the Public Services Librarian. In July, Rhea was promoted to Associate Director of the Law Library. I joined the staff in August 1995.

CIRCULATION AND INTER-LIBRARY LOAN

During 1995, 236,579 individuals visited the Library. Of this number, 7,416 were attorneys and/or paralegals who signed the “Attorney/Paralegal Sign-In” list. Patrons borrowed 18,463 items from the Law Library.

Inter-library loan statistics kept by the Circulation Supervisor indicated that the Law Library borrowed 285 items from other libraries. The Law Library loaned 818 items to other libraries. Again, there was difficulty obtaining accurate inter-library loan statistics, and it will be a priority of the Circulation Department to develop a plan to maintain accurate statistics.

A Reciprocal Borrower’s Agreement with Emory University’s Law Library continued. Four GSU students used this service during 1995. In December 1995, librarians and staff from Emory, Georgia State University, Mercer, and the University of Georgia law libraries met at Emory’s new law library to discuss developing a reciprocal borrower’s agreement among the four law libraries. Plans to arrange this are underway.

The optical scanner at the Circulation Desk ceased to work and was replaced in December with a new scanner that is faster and more efficient. The computer at the Circulation Desk still needs to be updated.
The Circulation Manual contains the basics. It continues to need fleshing out with particular attention being paid to policies and procedures. The ILL manual is not complete and continues to need information regarding borrowing, lending and other policies.

In July 1995, an electronic “Attorney/Paralegal Sign-In” station was installed in the lobby of the Library, replacing the manual sign in book.

STACKS MAINTENANCE

The Law Library subscribes to the Codes of all fifty-one states as well as three versions of the United States Code. These codes require continuous updating, including the removal of out of date pocket parts and the insertion of new ones. The library also subscribes to eighty-two loose leaf services that must be continuously updated. In addition, the Law Library subscribes to numerous periodicals and newspapers which require frequent display changes and continuous weeding.

In 1995, patrons who were unable to locate books filed 78 book search requests with the Stacks Supervisor. Of that number, 24 were located and 54 were categorized as “missing.”

PUBLIC SERVICES

Public Services produces and distributes twenty-one Information Series Guides, ranging from information on the Law Library to how to research U.S. and international treaties. In 1996, the Public Services Librarian and the Reference Specialist will be updating these guides. New guides on jury instructions and court rules will also be introduced this year.

Approximately nine library tours were led by Librarians in 1995. These tours included a massive tour introducing freshmen law students to the law library in the fall of 1995 as well as tours by university graduate and undergraduate classes.

Public Services is also responsible for providing exhibits for the Law Library. Since August 1995, four exhibits were put up with the help of the Reference Assistant. The Faculty Exhibit Case is also continuously updated.

1996 GOALS

* Develop a system for maintaining ILL and Circulation statistics and ensure that this information is located in the Circulation Manual.
* See that policies and procedures of the Circulation Desk are contained in the Circulation Manual.

* See that the ILL Manual contains policies and procedures regarding borrowing and lending.

* Re-structure the Circulation department.

* Continue to update the Stacks Maintenance Manual.

* Update the Information Series Guides.

* Obtain more information about GETS and work on expanding the Reciprocal Borrowing program with Emory, Mercer, and the University of Georgia.
1994-95 Performance Appraisal
Rhea Ballard-Thrower, Associate Librarian

The following is a summary of my activities for 1995.

PROFESSIONAL ACTIVITIES:

Rhea Ballard-Thrower
Ladd Brown
Nancy Deel
Edna Dixon
Joe Morris

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Rhea Ballard-Thrower
Ladd Brown
Nancy Deel
Edna Dixon
Joe Morris

REVIEW OF 1995 GOALS

Faculty Publications
The Faculty Publications (a bibliography of Law School Faculty publications) was completed in October.

Internship Article
The article on law librarianship in a guide. It will be submitted to the publisher.

Introduction to Legal Research Session
The Public Services Librarian was invited to teach a seminar in August. Therefore, it was decided that the session should be held during spring semester, 1996.

Open House
Nancy and I had a meeting with faculty while to discuss developing a Friends of the Law Library Group. (The Open House would be for the Friends.) Richard pressed that the Law Library should do a program of this magnitude on our own, that we needed the assistance of the Law School's Development office.

Staff Retreat
The staff retreat was held on June 9, 1995.

PUBLICATIONS

Book Review of Federal Legislative History: an Annotated Bibliography and Index to Officially Published Sources, LEGAL INFO. ALERT. Jan. 1995, at 17.

If Your Job is Pain in the... was published in the ATLANTA L. LIBR. ASSN. NEWSL., Winter 1995, at 5.

The following is a summary of my activities for 1995.

**REVIEW OF 1995 GOALS**

*Faculty Publications*

The Faculty Publications (a bibliography of Law School Faculty publications) was completed in October.

*Internships Article*

The article on law library internships has now evolved into a guide. It will be submitted to the publisher this year.

*Introduction to Legal Research Session*

The Public Services Librarian was not hired until August. Therefore, it was decided that the session should be held in late Spring Semester, 1996.

*Open House*

Nancy and I had a meeting with Richard White to discuss developing a Friends of the Law Library Group. (The Open House would be for the Friends.) Richard stressed that the Law Library could not do a program of this magnitude on our own, that we needed the assistance of the Law School's Development office.

*Staff Retreat*

The staff retreat was held on June 9, 1995.

**PUBLICATIONS**


Is Your Job a Pain in the...? was published in the ATLANTA L. LIBR. ASS'N NEWSL., Winter 1995, at 5.

**SPECIAL LAW LIBRARY ACTIVITIES**

RESEARCH AND CREATIVE PROJECTS
I have been selected as an articles editor for *EJBLACK*, a new electronic journal by and about Black librarians. The first issue should be online sometime in 1996.

PRESENTATIONS
I was a program speaker for the SEAALL (Southeastern Chapter of the American Association of Law Libraries) Program, *Connections for Survival: Firm, Academic and Public Law Librarians*, April 7, 1995.

PROFESSIONAL COMMITTEE ACTIVITIES
Regional
I will complete my term as SEAALL Secretary, 1996.

Local
I am Co-Chair (with Kathy Croslin and Ruth Fuller) of the ALLA (Atlanta Law Libraries Association) Institute, 1996.

TEACHING ACTIVITIES
I taught an introduction to legal bibliography class for EDS 821 -- Education Law on June 27, 1995

Once again, I taught Legal Bibliography LS 5030, Fall 1995.

On September 20, 1995, I taught an introduction to legal bibliography class for -- Police Misconduct.

I taught the case reporting and updating portion of the ALLA Paralegal Institute on October 2, 1995.

SPECIAL LAW LIBRARY ACTIVITIES
Once again, I edited three issues of *Legal Pursuits*, the Library’s newsletter.
GOALS FOR 1996

Grants
The Reference Department will review the Big Book of Library Grants and determine if there is a project for which the Library can obtain funding.

Reflections on Law Librarianship
Grace Mills (University of California at Berkeley Law Library) and I will investigate the possibility of obtaining an AALL Research Grant to compile another edition of Reflections on Law Librarianship -- AALL Publication Series. Our edition will be a collection of interviews with minority law librarians.

Weed the Reference Collection
This project was completed a few years ago, but needs to be done again. The Reference Department will go through the reference collection and determine if our collection is current, as well as remove any volumes that are labeled no longer updated.

Review of Goals and Job Performance

Goals:
1. Continue publication output.
   In my role of reporter for two national newsletters, I reported on three conference programs. These reports are listed in the publications section.

2. Effect new levels of departmental performance:
   a. Complete testing of rebased version
      The rebased version of the PALS/Dynix online system does not dramatically affect the day-to-day operations of the unit.
   b. Implement improvements from rebased version
      The change serial purchasing (CSP) feature generator...
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2. Effect new levels of departmental performance:
   a. Complete testing of rebased version
      The rebased version of the PALS/Dynix online system does not dramatically affect the day-to-day operations of the unit.
   b. Implement improvements from rebased version
      The change serial purchasing (CSP) feature goes
a long, long way in improving the organization, retrieval, presentation, and verification of invoice data. Other re-designed elements of the rebase are either irrelevant to the acquisitions and serials module or invisible as far as the normal workflow is concerned.

c. Continue with special projects

Because of the success of the Hein transfers, the unit is planning to place more publishers under vendor control.

--serial record quality control

This is an ongoing process.

--vendor record quality control

This task is completed.

--more sophisticated fiscal analysis/prediction

Dependence on the system or the local network has not produced the type of information most useful for budget planning and analysis. The lack of timely and accurate reports from Accounts Payable has all but eliminated our link to their information concerning our requisitions established for acquisitions spending.

d. Publish comprehensive departmental manual

The lack of documentation for the rebased version is giving the departmental manual added weight. It will be, in essence, not only the description of the department’s duties but also the system’s guide to the acquisitions and serials modules.

I have one year remaining on my commitment to the Evaluation & Assessment Committee. I have submitted a team (with Pullen librarians) application for the position of proceedings editor for the 1996 meeting. My name was also turned over to the Nominations & Elections Committee for inclusion in the pool of candidates for Member at Large.


The Committee on Relations with Information Vendors (CRIV) currently lists me both as a member of the committee and as being on the CRIV Editorial Board and as a key member of the New Product Award subcommittee. [Participation in ALLA is not listed as a goal; involvement seems to follow GSU librarians...]

By the way, we're still hammering away at the Union List!

Job Performance:

Despite the loss of one staff member, the basic production of the department remained steady. The online system and the network still accounted for too many delays and downtime but the material continued to make its way through the workflow in a timely manner. The Hein Project (with Little, Brown and Warren, Gorham, Lamont in the fold) seems to be working relatively smoothly. The next major law
publishers for conversion are Michie, Clark Boardman Callaghan, and Lawyers Cooperative.

Work on the comprehensive departmental procedure manual has taken on added emphasis and an overall shift in the scope.

The intern experience has been very positive this year. Their commitment to Technical Services was evident and their contributions and presence were very welcome.

Overall, there has been a settling effect on the unit this past year. With less distraction from the work at hand, I expect to see solid performance this coming year.

Publications


Research and Creative Works in Progress or Completed

An article exploring the alleged arbitrary pricing structure of some Warren, Gorham, Lamont serials will appear in a future CRIV Sheet.

A full-length article, "Georgia Reports: The Official Story," was submitted to the SEAALL Newsletter. If they do not see the genius of it, then it will be re-named with a scandalous but not-too-catchy title
and offered to the ALLA Newsletter as a five-part expose of how our tax dollars are squandered on primary legal sources.

Papers and Presentations
None.

Professional Activities
Local (ALLA) -- Union List Committee (Chair)
Regional (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) -- Evaluations & Assessment Committee

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

Special Law Library Activities
Eye-catching “Braves in the World Series” display.
University Libraries Committee Service
Automation Committee

University Service
Instrumental in the University Fund drive.

Grants, Travel Scholarships, Honors
None.

Goals for 1996

1. Continue publication output.

2. Effect new levels of departmental performance:
   a. Analyze workflow & task assignments
   b. Implement fiscal analysis: current, accurate reports
   c. Continue with special projects
      -- serial record quality control
      -- conversion to vendor-controlled shop
   d. Publish comprehensive departmental manual

3. Increase participation in professional groups
I have no changes on my Position Description, dated 10/10/94.

**Review of 1994 Goals and Job Performance**

1. *Develop guides for researching Georgia law on CD-ROM. Train staff and librarians to support this technology.*

   Ongoing. We have three CD-ROM products containing Georgia legal material: West, Michie, and CaseBase. Currently, patrons use the documentation provided with the products, with are kept on Reserve. I wrote instructions for the West product in October. We had training conducted by the Michie Representative in November. In-house guides and training is still needed, especially for the CaseBase product. The CD-ROM station has been moved to the OLLI Alcove, closer to the reference desk.

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.*

   Ongoing. I worked with James on network management issues this year. He oriented me on the various supervisor functions of print que management, server monitoring, and troubleshooting. We installed the staff printer on Ladd’s machine and recently relocated it to the copy room. The SLAP group continues to monitor status of network requests.

3. *Attend the AALL Annual Meeting in July including the meetings and programs of the ASD/SIS. Coordinate and Moderate the program “Expanding Reference Services Using the Internet.”*

   Completed. The program was a huge success, drawing close to 800 attendees, the largest program at the AALL meeting.
4. Coordinate and institute the GPO Access program for the law library.

Ongoing. The GPO Access program changed this year. It is available through the Web and no longer requires registration. Joe and Anne are now using GPO Access for their jobs. We still need to establish policies for patrons, along with other issues relating to using Web material for public service.

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.

These publication ideas are still viable, but were not realized this year.


I have continued as chair of the Technology Committee and served as Vice-President/President-Elect of ALLA. I am also serving as Chair of the SEAALL Placement Committee.

7. Attend appropriate continuing education programs throughout the year.

This year I attended two professional conferences: the CALI Conference in June and the AALL Annual Meeting in July. In April, I attended the University Center’s Library Scholars Program on “Virtual Reality.” In September, I attended “Advanced FirstSearch” training here at GSU. I attended the Solinet Workshop on “Troubleshooting PCS” in October.

Statement of Professional Activities

Publications in Progress:

* “Georgia” section of Choosing Legal Resources and Developing Legal Collections, edited by Meg Hayden and Janice B. Shotwell, to be published by Neal-Schuman Publishers in 1996.

Research and Creative Projects in progress or Completed

Papers and Presentations:


* Speaker and Coordinator of ALLA Technology Committee meeting “Getting Started on the Internet: Internet Providers and E-mail as a Professional Tool,” November, 1995.

Professional Committee Activities:

Local Vice-President/President-Elect, Atlanta Law Libraries Association; Chair, ALLA Technology Committee; member, Atlanta Lexis Advisory Council

Regional Chair, Placement Committee, Southeastern Chapter American Association of Law Libraries

National member, American Association of Law Libraries, Special Interest Section - Automation and Scientific Development SIS (Program Committee) and Academic Law Libraries SIS

Teaching Activities (Classroom, Tours, On-line)

* Internet for Advanced Legal Research (March 1995)
* Cite-Checking for Advanced Legal Research (April 1995)
* Lecture/Tour for Social Work & the Law class (June 1995)
* Reference meeting on Internet (September 1995)
* Panther and Netscape for Advanced Legal Research (September 1995)
* Lecture/Tour for Communications Law (January 1996)
* Lexis and Westlaw (January 1996)

Special Law Library Activities

* chair, Strategic Library Automation Planning (SLAP) group
* served on Search Committees for Public Services Librarian and Catalog Librarian

University Service

* Instructional Advisory Committee (formerly the Teaching, Learning, and Technology Roundtable of the Center for Teaching and Learning) - University
* Educational Technology Advisory Committee - College of Law
* Automation Committee - Pullen Library

Grants, Travel Scholarships, Honors - none
1996-1997 GOALS

1. Conduct a feasibility study on networking our CD-ROM collection. Attend the SEAALL program on CD-ROM networking.

2. Expand the Law Library home page on the College of Law web server.

3. Learn the Circulation functions of PALS. Expand the "Computer/Internet" collection on Reserve. Establish a better system for electronic access to exams on Reserve.

4. Work on a project for publication: the "Georgia" section of Choosing Legal Resources and Developing Legal Collections.

5. Serve as President of Atlanta Law Libraries Association. Create a Web page and establish an Internet Buddy System for ALLA.

6. Attend the SEAALL Annual Meeting in March and conduct Placement Committee activities.

7. Attend appropriate continuing education programs throughout the year.
From: Nancy P. Johnson
To: Edna S. Dixon
Date: February 1, 1996
Subject: Annual Review 1995-96

I. Publications


II. Publications in Progress

My proposal for an, as yet, untitled article on cataloging resources available through the Internet was recently accepted by *Internet Reference Services Quarterly*.

III. Research and Creative Projects in Progress or Completed

I am collecting examples of proper usage of the MARC format as it relates to Anglo-American Cataloging Rules.

IV. Papers and Presentations

The editors of *In Our Own Voices* are planning to present the authors in a panel discussion on ethnic diversity in the library profession at the 1996 American Library Association Annual Conference. Pending final arrangements, I have been invited to participate.

I am helping to organize and plan to participate in a discussion relating the experiences of librarians to be held at Clark Atlanta University School of Library and Information Services in the Spring of 1996.
V. Professional Committee Activities

Local


VI. Teaching Activities

I helped conduct the First Year Student Tour in the Fall of 1995.
I also conducted tours for an undergraduate education law class and a graduate business class this past fall.

VII. Special Law Library Activities

In August, I hosted the catalog librarians from Emory, Mercer, and the University of Georgia law libraries, at a meeting which discussed cataloging issues which effect the law school libraries in Georgia.

I am working with Lisa Smith-Butler and Juanita Wheeler to catalog and organize the Rare Book room that houses the law library’s collection of rare book materials and faculty publications.

I attended The Getting More Bang Out of Your OCLC Buck Workshop at SOLINET which was designed to clarify to the products and services available from OCLC and their pricing structures in order to obtain the most economical use of the service.

VIII. Grants, Travel Scholarships, Honors

I received a registration grant from ALLA to attend the 1995 AALL Annual Conference.

GOALS FOR 1996-1997

PROFESSIONAL GROWTH

1. I plan to begin research on the USMARC bibliographic format and its application to AACR2 after Format Integration, in preparation for a publication of a text which would explain how Anglo-American Cataloging Rules are applied to MARC bibliographic form and give illustrations.

2. I plan to attend the annual SEALL and AALL meetings in 1996 and hope to volunteer for some committee assignments.
JOB PERFORMANCE

1. To upgrade the OCLC workstation to be able to support a Windows operating system.
2. To install Passport for Windows on the computers of its most frequent users.
3. To acquire additional shelving for the shelflist card catalog files.
4. To install a barcode reader at the cataloger’s workstation.

Cataloging Statistics 1995-96

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The statistics for 1995-96 cover the period from May 1995 through January 1996. The collection continues to be composed primarily of materials in paper format, (comprising approximately 77% of the volumes cataloged and almost 86% of the volumes added) although multimedia materials and materials in other formats continue to play an increasing role in the collection’s composition. A special effort has been undertaken to catalog those media materials which have been a part of the collection but were not cataloged before.
TO: Nancy Johnson
FR: Joe Morris
RE: Annual Report of Professional Activities
DA: February 2, 1996

This memorandum summarizes my professional activities for 1995-1996.

I. Research and Creative Projects in Progress or Completed

My article entitled "GPO Access" is to be published in the March 1996 ALLA Newsletter.

I am currently doing research for an article comparing the legal Bulletin Board Services for the Air Force, Army, and Navy (FLITE, LAAWS, and JAG-NET, respectfully). The article is intended to compare and contrast the BBS's, and to inquire whether the BBS is the best vehicle for the delivery of information in the judge advocate community.

I participated with Rhea Ballard-Thrower and Lisa Smith-Butler in the preparation of "Faculty Publications," our faculty bibliography.

II. Training

I attended the following training courses sponsored by Solinet:

- Galileo FirstSearch
- Galileo Netscape
- Windows: Beyond the Basics
- ILL for New and Selective Users.

I also attended an informal training session on government documents with Dan Veach, Government Documents Librarian for the Atlanta University Center.

III. Committees

I am the Chairperson of the Water Bottle Committee. This Committee prepared a new Food and Drink Policy for the library. A memorandum announcing the new policy was placed in student mailboxes, along with a copy of the policy itself. In addition, the Committee put together an exhibit about the new policy.

I am also a member of the Evaluations Committee.
IV. Professional Memberships

I am a member of the Atlanta Law Libraries Association.

I have applied for membership in the Georgia Libraries Association. In my application I requested that I be enrolled in the Government Documents Section.

I continue to maintain my status as an active member of the State Bar of Georgia.

V. Special Law Library Activities

I have assisted in the preparation of all of the exhibits for the library for 1995 and 1996.

VI. Teaching

I taught classes on Westlaw and Lexis/Nexis to first year students in January of 1996.

VII. Goals

I plan to enroll in the Clark Atlanta School of Library and Information Science as a part-time student beginning with the School's summer session.

I will join the American Association of Law Libraries prior to the Fall of 1996.

I plan to write a chapter on access to Federal Depository materials for the disabled for inclusion in both the Reference and Government Documents Manuals.

I plan to do a presentation for the librarians on GPO Access.

It is my goal to have published or submitted for publication my article on legal BBS's in the military.
ORGANIZATION CHART

1996
POSITION DESCRIPTIONS

1996

TITIE: 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, Assistant III (Acq./Pay)

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
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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, establishes operating fiscal year budget files and prepares budget amendments.

Coordinates all personnel actions, pension, 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 time sheets, and maintains current fiscal year files on student assistant and staff time sheets.

Requests repairs, maintenance and supplies from Physical Plant, Telecommunications, and other departments as necessary, prepares payment requests for vendor invoices, assists purchase orders, 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 (FRM) on Law Library faculty, prepares faculty recruitment and hiring forms, performs maintenance input for newly hired faculty and responsible for faculty and/or staff information that must remain confidential.
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.

2/16/95
POSITION DESCRIPTION

TITLE: Associate Law Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Supervises the Library when the Law Librarian is unavailable.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Reference/Government Documents Librarian, Outreach Services (Library Assistant II), and Graduate Research Assistants.

DUTIES: Supervises the Library when the Law Librarian is unavailable.

Assists the Law Librarian with planning for the continued growth and development of the Library's collections and services; including collection development, personnel management, and long-range planning.

Coordinates all aspects of reference service and policy; instructs and supervises the Graduate Research Assistants; schedules reference desk coverage; and maintains reference desk area and materials.

Coordinates the Library's faculty liaison program. Provides specialized online searching and other advanced reference services for law faculty.

Creates and implements staff development programs.

Provides orientation for new librarians.

Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Shares responsibility for teaching the Legal Bibliography course in the Law School.

Provides Lexis and Westlaw training.

Serves as the Library's liaison and supervisor for Library School interns.

Writes instructional guides for use by Law Library patrons and produces the Law Library's Newsletter.
Leads Library tours and conducts Library orientation sessions.

Performs other duties as assigned.

QUALIFICATIONS: JD; MLS; minimum of three years law library experience; effective communication and management skills; supervisory experience; manual and automated legal research proficiency; evidence of ability to meet standards of research, publication, and professional service that would lead to promotion.

1/17/96

SUPERVISION: 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 CQLI system; creating and maintaining shelveslist and CQLI 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 interpretative 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 5/24/99
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: Administrative Supervisor II, Circulation

DEPARTMENT: Circulation/ILL

PURPOSE & SCOPE OF POSITION:
Supervise the daily operation of the Circulation Department and assist the Public Services and Law Librarian in planning for the overall operation of the Circulation Department. Manage ILL's. Exercise discretionary judgment and responsibility in directing the activities of the Circulation/ILL Departments.

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: Library Assistant II, 3 half-time Library Assistant I's and Student Assistants

DUTIES: Schedules desk coverage of the Circulation Desk for 105 hours per week. Provides coverage of Circulation Desk on alternate evenings and weekends and also when Circulation Assistants are not available.

Hires, trains, supervises, evaluates and terminates Library Assistants and Student Assistants, working in Circulation, with input of Public Services Librarian and Law Librarian. Handles vacation requests, sick leave, and time sheets for the Circulation Department.

Assists Public Services Librarian and Law Librarian in formulating and disseminating Circulation policies.

Handles all non law faculty ILL borrowing and lending.

Maintains required records. Also maintains ILL statistics and provides Public Services Librarian with copy.


Monitors overdue materials and sends out fines as required. Maintain records for fines. Collect and deposit fines. Place holds and recalls as needed.
Overseeing the COLLI automated circulation system and training Library & Student Assistants in its use. Also act as liaison with the Computer Center and the Pullen Library when problems with the system occur.

Supervise the processing or Reserve materials. See that the collection is kept in good order. Also supervise the Lost & Found shelves.

Supervise the maintenance of study room sign-in sheets & patron sign-in sheets and statistics. Provide Administrative Assistant with electronic information of Attorney Sign-In Register on a weekly basis.

Supervise the compilation of detailed library usage statistics and distributing them on a monthly basis to the Public Services Librarian.

Maintaining audio collection and equipment and assisting patrons with their use.

Performs other duties as assigned.

QUALIFICATIONS:
High School diploma required but college graduate preferred.
2 years of Library experience
2 years of supervisory experience
Computer experience
Written and verbal communication skills.
Organized

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.
POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (3 positions)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

DUTIES:
- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- 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 5/29/96
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

SUPERVISOR: Stacks Supervisor

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 shelving.

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.

12/16/93
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
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 II (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 (preference given).

Revised 5/29/96
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
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 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 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
- Proctoring Final Exams for Law Faculty
- Perform other tasks/projects as assigned
- Supervises half-time 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 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.
TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of five professional librarians, 12 FTE support staff, and student assistants

DUTIES: Administering all Law Library operations

Planning for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies

Teaching Legal Bibliography courses

Working with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 1/21/88
Title: Reference Specialist
Department: Public Services

Purpose and Scope
of Position: Provides reference service, maintains the Library's government documents collection, and supervises Media Center services.

Responsible To: Associate Law Librarian

Supervises:

Duties: Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Provides specialized online searching and other advanced reference services for law faculty through the liaison program.

Provides Lexis and Westlaw training.

Maintains government documents (federal and international); including selecting materials, overseeing processing of materials, supervising check-in, and assisting in the use of materials.

Uses GOVDOC-L and other sources to keep librarians informed of U.S. Depository policies and procedures.

Assists the Law Librarian with planning goals and objectives for the government documents.

Writes instructional guides for use by Law Library patrons. Performs other duties as assigned.

Assists the Public Services Librarian with displaying exhibits in the Library's exhibit case.

Qualifications: BA; minimum of two years library or research experience or an equivalent combination of training and experience; familiarity with manual and automated legal research; effective communications skills, strong service orientation and flexibility.

1/17/96
POSITION DESCRIPTION

Title: Electronic Services Librarian

Responsible To: Law Librarian

Purpose and Scope of Position: Coordinates computing services and applications in the law library; supervises Media Center and Computer Lab; provides reference service.

Supervises: Library Assistant III/Media Center and Computer Services Assistant (.5 FTE)

Duties:

- Coordinates all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training.
- Supervises staff and student assistants assigned to computer lab/media center, including hiring, scheduling, training, evaluating, and terminating personnel.
- Coordinates Westlaw and Lexis training for law faculty and students. Serves as principle contact for Westlaw and Lexis on behalf of the College of Law. Teaches individual and group sessions on Westlaw, Lexis, and other computerized legal research systems.
- Coordinates the implementation of new technologies and electronic services in the law library.
- Provides general reference service to law students, faculty, attorneys, and other library patrons.
- Assists the Law Librarian with planning goals and objectives for implementation of new technologies in the law library.
- Leads library tours and conducts library orientation sessions.
- Writes instructional guides for use by library patrons.
- Performs other duties as assigned.

Qualifications: MLS; two years law library experience or JD. Experienced with personal computers. Excellent interpersonal and communication skills. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion. Supervisory experience preferred.

10/10/94
POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor II (Circulation) and the Stacks Supervisor (Collection Maintenance)

DUTIES: Provides general reference service to law faculty, students, attorneys, and other library patrons during day and evening.

Hires, trains, supervises, evaluates and terminates, (if necessary), the Administrative Supervisor III (Circulation), Stacks Supervisor and Library Assistant (Binding/Collection Maintenance).

Performs the duties of the Administrative Supervisor III (Circulation) and Stacks Supervisor during contingencies or emergencies.

Provides Lexis and Westlaw training.

May share responsibility for teaching the Legal Bibliography course in the Law School.

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: MLS; two years of law library experience preferred; effective communications skills and flexibility; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to promotion.

1/17/96
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: Public Services 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.

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.

5/29/96
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: Associate 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 5/29/96
INTRODUCTION

Since we are currently fully staffed with professionals, we have been very productive. Although our professional staff has remained stable, we have experienced our usual turnover in support staff.

Effective July 1995, Rhea Ballard-Thrower became the Associate Law Librarian. Rhea has been very effective in developing our staff. Through staff development programs, both in-house and on campus, she has fostered our staff in providing higher quality service. Rhea’s major survey of minority law librarians, “Profiling Minority Law Librarians” (written with three other law librarians) was published in 87 Law Library Journal 247 (1995). She is completing her term as SEAALL Secretary. Nancy Deel is serving as Vice-President/President Elect of the Atlanta Law Libraries Association. She served as moderator and coordinator of AALL’s popular program “Expanding Reference Services Using the Internet” in July 1995. Ladd Brown remains active in the North American Serials Interest Group, AALL, and ALLA and he has written several newsletter articles for the various associations. Edna Dixon’s chapter, “To Be Young, Maybe Gifted, and Truly Black” was published - *In Our Own Voices: The Changing Face of Librarianship* by Scarecrow in 1996.

During this past year, we added two valuable members to our professional staff. During August 1996 we hired Lisa Smith-Butler as our Public Services Librarian. Also, during the summer, in July 1996, we hired Joe Morris as our Reference Specialist. Joe had previously worked as a temporary employee.

The Annual Reports from the five library faculty members, Rhea Ballard-Thrower (Associate Librarian), Ladd Brown (Acquisitions/Serials Librarian), Nancy Deel (Electronic Services Librarian), Edna Dixon (Catalog Librarian), Lisa Smith Butler (Public Services Librarian) and from Joe Morris (Reference Specialist) detail the work of their departments.
ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see the appendix). The library staffing includes 6 librarians, 12 FTE staff members, and approximately 4 FTE student assistants.

Librarians

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
</tr>
<tr>
<td>Rhea Ballard-Thrower</td>
<td>Associate 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>Lisa Smith-Butler</td>
<td>Public Services Librarian/Librarian I</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>Beth Bercaw</td>
<td>Library Assistant I (Outreach/Photocopy) (.5 FTE)</td>
</tr>
<tr>
<td>Daisy Smith</td>
<td>Administrative Supervisor II (Circulation)</td>
</tr>
<tr>
<td>Marilee Knox</td>
<td>Library Technical Assistant (Acquisitions)</td>
</tr>
<tr>
<td>Matt Brooks</td>
<td>Library Assistant I (.5 FTE) (Circulation)</td>
</tr>
<tr>
<td>Dionne Lyne</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>
</tbody>
</table>
The attendance record in our Library remained constant. For the preceding twelve months, 226,579 visits were recorded. This figure translates into 19,714 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 database, attorneys used the Library on more than 7,417 occasions during the year. During Spring 1996, the Law Library solicited donations from its users. We now have an informal group of "Friends of the Law Library."

Effective January 1995, due to a request by the law students, the library expanded hours 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 76 hours of reference service each week. With the help of our GRA's and Reference Librarians, we provide reference assistance during every weekend.

We assign each faculty member a library liaison. This librarian is in charge of all research requests, including interlibrary loans, 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. Throughout the year, the library staff displayed various exhibits highlighting the works of guest speakers, special law school events, or celebrities' birthdays. The librarians and staff stress high quality customer service.
COMPUTER SERVICES

We integrated Galileo equipment and policies into Public Services, changed the computer lab to a Windows environment, and protected hardware with security cables. Our students continue to access WESTLAW and LEXIS both at home and in our computer lab. Their usage of the computer assisted legal research totaled 15,202 hours or an increase of 17% over 12,476 hours during the previous year. The librarians and staff use the wealth of information available on the Internet. This is the first year that exams are available electronically for our students. We installed the 6th floor training lab in time for WESTLAW and LEXIS training for first-year students.

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, 1995:

VOLUMES . . . 133,791
TITLES . . . 44,799
MICROFORM REELS . . . 5,542
MICROFICHE . . . 526,313
MICROFORM VOLUME EQUIVALENTS . . 115,429
SERIAL SUBSCRIPTIONS . . 3,548
AUDIO/VIDEO . . . 883
CD-ROM TITLES . . . 28

The library's hardcopy title count of 44,799 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. This ranking has remained the same for a number of years. Since 1990, our collection has grown at a constant pace. Our volume count of 133,791 ranks the GSU library at 31 out of 37 southeastern law libraries. Since the law school has existed for 13 years, this ranking is expected. This ranking has also remained constant for a number of years.
PHYSICAL FACILITIES

It is imperative that we begin to plan for the expansion of the library. Currently, the library's hard copy collection includes 133,791 volumes. In 1999 the collection will be 149,000 volumes or 86% capacity. To exceed 85% capacity is to be out of compliance with professional library standards. Besides stack space, the library requires additional study space, specialized training labs, and storage. The College of Law requested vacated space outside the back door of the library to be used for remote storage. The request is pending approval.

BUDGET

The acquisitions budget continues to be a concern. While the total budget for each year is more substantial, it is extremely difficult to plan acquisitions wisely when such a significant proportion of each year's library acquisitions budget is subject to contingency or year-end allocation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Base Budget</th>
<th>Year-End</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY '95</td>
<td>$440,000</td>
<td>$200,000</td>
<td>$640,000</td>
</tr>
<tr>
<td>FY '96</td>
<td>$505,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For equipment funds, we continue to rely on the law school's ability to obtain one-time funding. Neither the library nor the law school has a permanent line for equipment funds.

PROGRESS ON GOALS FROM PREVIOUS YEARS:

1. Update all department procedure manuals. [Continuing]
2. Create a file of difficult reference questions complete with answers or the process for locating the needed information. [Changed to a file of legal web addresses that can be used to answer reference questions]
3. Investigate the development of a method for checking in congressional fiche. [Still a need]
4. Develop "lost and paid" procedures to be used when a patron loses a book and pays the charges. [Completed, except for reimbursement procedures]
5. Provide a "How to Do Legal Research" session for law faculty support staff. [Postponed]
6. Provide the staff with opportunities to learn more about themselves and how their work affects the delivery of quality customer service. [Attended programs on Myers-Briggs Personality Test, Enneagram Personality Test, Cumulative Trauma Disorders, and AIDS in the workplace.]

7. With the assistance of the Law School's Computer Support Services, the Book Docket/Acquisitions List will be produced in-house. [Not done]

8. Develop a "Friends of the Law Library" Group. [A Friends group should be coordinated with the Development Office; we met with Richard White, Emory’s Library’s Development Officer. A solicitation of our users was done.]

9. Evaluate weekend reference hours. [The reference librarians will work selected hours not covered by the GRA’s. We hope to increase the number of GRA’s in July 1996]

10. Provide computer work station for Outreach support staff person. [Done]

11. To install Windows version of PASSPORT. [Completed]

12. To operate the Marc Editor. [Completed]

13. Upgrade equipment (computers and printers) in the Lab and in library departments. [Completed and ongoing]

14. Establish a Law Library home page on the World Wide Web for access to OLLI, other reference databases and other law library web sites. [Completed and Ongoing]

15. Install new public access terminals in the OLLI alcove and at reference desk as part of the GALILEO project. [Three terminals were installed in the OLLI alcove]

16. Offer Internet training for law students. [Ongoing]

17. Continue services of previous years regarding training, updating the manuals, and supporting CALI, WESTLAW and LEXIS. [Completed and ongoing]

18. Continue to support administrative service in planning and installing a computer training room on the 6th floor. [Installed - working on equipment upgrades]

19. Maintain a current pace of serial record quality control and the conversion of eligible serial records with CSP command. [Ongoing]

20. Complete comprehensive technical services departmental manual following library's
1996/97 GOALS FOR THE LAW LIBRARY:

1. Develop a system for maintaining ILL and Circulation statistics and ensure that this information is in the Circulation Manual.

2. Policies and procedures should be contained in the Circulation Manual.

3. ILL Policies and procedures should be in the ILL Manual.


5. Update the Information Series Guides.

6. Obtain information on GETS and work on expanding the Reciprocal Borrowing program with Emory, Mercer, and the University of Georgia.

7. To upgrade the OCLC workstation so it can support a Windows operating system.

8. To install Passport for Windows on the computers of its most frequent users.

9. To acquire additional shelving for the shelf list card catalog files.

10. To install a barcode reader at the cataloger’s workstation.

11. To continue to update departmental manuals to reflect the changes in technology and procedure.

12. Upgrade library staff equipment, increase the number of stations in the lab for student use and upgrade the 6th floor computer training lab.

13. Improve the Law Library home page on the WWW.


15. Continue to update and compile information in the department manuals.
16. Track library’s expenses related to computers and the network.
17. Complete testing of rebased version of PALS/Dynix.
18. Implement improvements from rebased version of PALS.
19. Move more publishers under control of one vendor.
21. Increase the awareness and use of GPO Access as a reference source for our patrons.
22. Collaboration between documents and cataloging to ensure the cataloging of government documents.
23. Weed the reference collection.
24. Obtain foundation funding for a library project.
25. Continue solicitation of library users.
26. Obtain remote storage space outside the back door of the library.
27. Work toward permanent, increased funding of the acquisitions budget.
28. Discover better ways to serve the faculty and students.
GEORGIA STATE UNIVERSITY

College of Law

Library ANNUAL REPORT

1995/96

Nancy Johnson
Law Librarian
Professor of Law
Annual Reports:

Rhea Ballard-Thrower, Associate Librarian

Ladd Brown, Acquisitions/Serials

Nancy Deel, Electronic Services

Edna Dixon, Catalog Librarian

Joe Morris, Reference Specialist

Lisa Smith-Butler, Public Services Librarian
POSITION DESCRIPTIONS

1996
PROFESSIONAL ACTIVITIES:

Rhea Ballard-Thrower
Ladd Brown
Nancy Deel
Edna Dixon
Joe Morris
Lisa Smith-Butler