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GEORGIA STATE UNIVERSITY
College of
Law Library

ANNUAL REPORT

1996/97

Nancy P. 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 1, 1997, three law librarians will be promoted to the next level. Guided by a carefully written Promotion Document, the promotion process went smoothly. The law librarians had another productive year. Nancy Johnson coauthored two books on legal research and updated her book on compiled legislative histories. During spring, Rhea Ballard-Thrower participated in the Johannes Kepler University Library in Linz, Austria. She is also involved with several writing projects. Nan Deel was busy as President of the Atlanta Law Libraries Association. During August and September, Edna Dixon participated in the University System of Georgia’s International Faculty Development Opportunities Program in South Africa. Ladd Brown remains active in the North American Serials Interest Group, along with other professional organizations and he has written several newsletter articles. Our newest librarian, Lisa Smith-Butler, wrote several articles for newsletters. Our Reference Specialist, Joe Morris, remains busy in the Atlanta Law Libraries Association.

Under Rhea’s supervision, we hosted students from Clark Atlanta University School of Library and Information Studies. The interns gain credit and receive training in every library department. We were fortunate to obtain Quality Improvement Funds to purchase computer equipment. The new equipment will allow us to present materials in the Law Library and “on the road.” We also made progress in increasing the permanent funding of the acquisitions budget. We hope that the University will approve and fund the expansion of the Law Library. Our space needs will become critical in 2000.

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. The Annual Performance Appraisals of the Law Librarians follow their Annual Reports.
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 III (7/97)</td>
</tr>
<tr>
<td>Ladd Brown</td>
<td>Acquisitions/Serials Librarian/Librarian III (7/97)</td>
</tr>
<tr>
<td>Nancy Deel</td>
<td>Electronic Services Librarian/Librarian II</td>
</tr>
<tr>
<td>Edna Dixon</td>
<td>Catalog Librarian/Librarian II (7/97)</td>
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<tr>
<td>Lisa Smith-Butler</td>
<td>Public Services Librarian/Librarian I</td>
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Staff Members

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<th>Position</th>
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<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>
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<tr>
<td>Daisy Smith</td>
<td>Administrative Supervisor II (Circulation)</td>
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<td>Matt Brooks</td>
<td>Library Assistant I (.5 FTE) (Circulation)</td>
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<td>Sonya Williams</td>
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<td>Juanita Wheeler</td>
<td>Stacks Supervisor</td>
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<td>Dionne Lyne</td>
<td>Library Assistant II (Circulation)</td>
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<td>Pamela Willis</td>
<td>Library Technical Assistant (Cataloger)</td>
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<tr>
<td>Sherri Grady</td>
<td>Library Technical Assistant (Accounting/Serials)</td>
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<tr>
<td>Dee Walraven</td>
<td>Administrative Assistant (.75 FTE)</td>
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<tr>
<td>Anne Graham</td>
<td>Library Assistant III (Micro/Lab)</td>
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<td>Eugene Jackson</td>
<td>Library Assistant I (.5 FTE) (Processing)</td>
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<tr>
<td>Joe Morris</td>
<td>Library Reference Specialist</td>
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LIBRARY HOURS AND USERS

The attendance record in our Library remained dropped since we were closed during the Olympics. For the preceding twelve months, 193,547 visits were recorded. This figure translates
into 16,128 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 7,404 occasions during the year. This statistic has remained constant. During Spring 1997, the Law Library again solicited donations from its users. We now have an informal group of "Friends of the Law Library."

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. The librarians answered a total of 9861 questions during the year.

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 and faculty members. The librarians and staff stress high quality customer service. Within the Law Library, we have an extensive Staff Development program with monthly meetings and special events.

COMPUTER SERVICES

Although most (89%) of our first year students own a computer, the computer lab remains a very busy place in the law school. With e-mail, word processing and Folio, our computers are in constant use. We upgraded the equipment in the training lab on the 6th floor with Pentium computers. We conducted the WESTLAW and LEXIS training in this room using the new computers. 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 15,825 hours, almost the exact number of hours used during last year. The usage of LEXIS is one-third that of WESTLAW. The librarians and staff use the wealth of information available on the Internet. This is the second year that exams are available electronically for our students.

We were fortunate to obtain funds through Quality Improvement to purchase equipment that will allow us to make presentations both in the Law Library and “on the road.”

To implement the “Statewide Library System” or Galileo 2 project, we are investigating several different automated systems. The funding for the new system will come from the Georgia Legislature as phase two of the Galileo project.
The following figures summarize the size of the collection as reported to the ABA in Fall, 1996:

**VOLUMES** ........................................ 135,199

**TITLES** ........................................... 45,011

**MICROFORM REELS** ............................ 5,570

**MICROFICHE** .................................... 554,472

**MICRO, VOL. EQUIVALENTS** ............... 120,262

**SERIAL SUBSCRIPTIONS** ..................... 3,548

**AUDIO/VIDEO** ................................. 909

**CD-ROM TITLES** ............................... 10

The library's hardcopy title count of 45,011 ranks GSU 18 out of 36 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 most years. Since 1990, our collection has grown at a constant pace. Our volume count of 135,199 ranks the GSU library at 30 out of 36 southeastern law libraries. Since the law school has existed for 14 years, this ranking is expected. This ranking has also remained constant for most years.

As a selective depository for Government Printing Office (GPO) documents, we currently receive 4.95% of the materials available from GPO. This percentage translates into 500 titles.

**PHYSICAL FACILITIES**

In the year 2000, the Law Library will be out of shelf space. I have proposed expanding the Law Library to Collins Street to gain 8,000 sq.ft. This renovation project needs prompt attention and funding. Our space needs are a concern of the American Bar Association, who will reevaluate the College of Law in 1999.

**BUDGET**

The university has made progress in the permanent funding of the law library's acquisitions budget. An additional $75 of permanent funding was added to the acquisitions budget for FY97
resulting in a total permanent funding of $581,000. 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.

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. **Done**

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

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

4. Update the Stacks Maintenance Manual. **In process.**

5. Update the Information Series Guides and add web sites. **In process.**

6. Obtain information on GETS and work on expanding the Reciprocal Borrowing program
with Emory, Mercer, and the University of Georgia. **G2 system will allow for Reciprocal Borrowing.**

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

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

9. To acquire additional shelving for the shelf list card catalog files. **Not needed, replaced by goal to no longer add to physical shelflist.**

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

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

12. Upgrade library staff equipment, increase the number of stations in the lab for student use
and upgrade the 6th floor computer training lab. **Done, but need to migrate lab and library machines to Windows 95 environment.**

13. Improve the Law Library home page on the WWW. **In progress.**
14. Conduct a feasibility study on networking our CD-ROM collection. **Cancel.**

15. Track library’s expenses related to computers and the network.

16. Complete testing of rebased version of PALS/Dynix. **Not needed, participate in the recommendation of a new statewide library system (Galileo 2 project).**

17. Implement improvements from rebased version of PALS. **Not needed, implement windows version of PALS when available.**

18. Move more publishers under control of one vendor. **Summer?**

19. Publish departmental manual - Tech. Services. **In progress.**

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

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

22. Weed the reference collection. **Done.**

23. Obtain foundation funding for a library project.

24. Continue solicitation of library users. **Continuing.**

25. Obtain remote storage space outside the back door of the library. **In progress.**

26. Work toward permanent, increased funding of the acquisitions budget. **New money was added to budget.**

27. Discover better ways to serve the faculty and students. **Ongoing.**
1997/98 GOALS FOR THE LAW LIBRARY:

1. Begin systematic transfer of journal titles from Faxon to Hein.

2. Initiate separate procedures for fiscal record-keeping.


4. Use the CATME Plus Microenhancer to save bibliographic records unto disk so that they can be uploaded into OLLI in a timelier fashion, thus ending our dependance on the paper shelf list.

5. Work with Computer Services to have Passport for Windows installed and functioning on the computers of those who use it most frequently.

6. Continue to update all manuals.

7. Implement One-Card to circulate books.

8. Reorganize Reserves.

9. Supervise three shelf reading projects

10. Weed the general collection of multiple copies of old textbooks.

11. Update Faculty Bibliography for 1997

12. Continue to develop and improve the web services of the Law Library

13. Coordinate distribution of e-mail accounts for law students and offer e-mail training during Orientation week and the Fall 1997 semester.


15. Allow alumni borrowing with OneCard.

16. Continue to plan for space expansion.
As Associate Librarian, I am responsible for reference department activities, outreach services and staff development. The following is an overview of what was accomplished during 1996-97.

**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**

**Reference Department**

**Desk Coverage**

This year, there were three Reference Department staff. First, in addition to the librarians, Reference Specialist, and weekend Graduate Research Assistants (GRA's), a staff member was available to answer questions during the day. Having a GRA during the day allowed the librarians and Reference Specialist to work their Saturday shift during the week without the Reference Department being unstaffed. Second, it was agreed that the librarians would work the Saturday shift during the week when the GRA's are not permitted to work (the week before and the week of exams). Lastly, reference started to answer questions submitted via the Internet. Since November, the library has received three reference questions either via e-mail or the library's Web site.

**Statistics**

Although the library was closed during the Olympics from July 19 - August 4, 1996, Reference still answered a total of 9561 questions for 1996. As our statistics have indicated in years past, October is the most popular month for questions with 1159. The busiest time slot was, once again, 1:00 p.m. - 3:00 p.m. with 2210 questions answered.

**Graduate Research Assistants**

Richelle Reed continued to be the Saturday GRA, working 10:00 a.m. - 6:00 p.m. In addition to Richelle, three new GRA's assisted the library in 1996. Darnell Crossland was assigned to the Sunday GRA shift, working 10:00 a.m. - 4:00 p.m. Linda Goldstein was the library's day-shift GRA for Fall Semester 1996. The
As Associate Librarian, I am responsible for coordinating reference department activities, outreach services and staff development. The following is an overview of what was accomplished during 1996.

REFERENCE DEPARTMENT

Desk Coverage
This year, there were three new developments in the Reference Department. First, in addition to the librarians, Reference Specialist, and weekend Graduate Research Assistants (GRAs), a third GRA was added to the staff to answer questions during the day. Having a GRA during the day allows the librarians and Reference Specialist to have meetings, while someone is still available to answer reference questions. Second, it was agreed that the librarians would work the Saturday shift during the two weeks in which the weekend GRAs are not permitted to work (the week before and the week of exams). Lastly, reference started to answer questions submitted via the Internet. Since November, the library has received three reference questions either via e-mail or the library’s Web site.

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day shift, however, is now covered by Catherine Keinert who works Tuesdays 2:30 p.m. - 5:30 p.m. and Fridays noon - 5:30 p.m. For 1996, the weekend GRAs answered a total of 885 questions.

Reference Projects
For 1996, the Reference Department agreed to accomplish the following projects: create a GRA Manual, weed the reference collection, and compile a ready reference Web index.

The GRA Manual was completed and was used to train Darnell Crossland and Linda Goldstein. The Manual will be updated, as needed.

Joe Morris, Lisa Smith-Butler, and I spent the year weeding the reference collection. The goal was to have only current materials in the Reference area. The project required that we locate every reference book on either Books in Print or OCLC to determine if the library had the latest edition. If not, a newer edition was purchased. Older editions or outdated reference books were either re-cataloged and sent to the general collection or withdrawn.

As more and more sources become available on the Internet, the librarians and Reference Specialist wrote important Web addresses in a special rolodex file. What began as a few favorite Web sites has evolved into 119 helpful Web addresses. The librarians and Reference Specialist will continue to add newer Web addresses that they find useful.

Interns
For 1996, the library hosted two students from Clark Atlanta University (CAU) School of Library and Information Studies. In 1995, the library hosted four interns and it was agreed that four was a bit too many for the library to properly train and supervise. Thus, the library will now only accepts two CAU interns. The two interns for 1996 were, Arlene Desselles and Linda Eckersen.

Outreach Services
In 1996, the faculty was encouraged to use Lexis and Westlaw for their research needs. As a result of that request two things happened. One, the number of photocopy requests were reduced. Two, it was decided that the full-time Outreach Services position should be changed to a part-time position, since there were fewer photocopy requests. Thus, Beth Bercaw was hired in May, 1996 as the library’s new part-time Library Assistant I for Outreach Services. From May - December 1996, Beth made 12,698 photocopies for the faculty.
STAFF DEVELOPMENT

For 1995-96, I coordinated the following staff activities:

HIV and AIDS in the Workplace was an excellent program that the staff attended in March. Six members of the GSU Counseling Center presented a two-hour program, which included a true/false questionnaire and watching scenes from the movie, Philadelphia.

In April, the staff learned how to Get Organized. After attending a program presented by CareerTrack, I held a session with the staff on organizing things and getting rid of clutter. The staff learned the three types of management (paper, time, and space), as well as the TRASH rule (Throw it away, Refer it to someone else, Act on it, Save it, or Halt it.

As a result of the Georgia Academic Law Libraries Directors’ Meeting, it was agreed that one staff member from each of the four Georgia academic law libraries would visit his or her counterpart in another law library. The purpose of the visit was to increase communication, facilitate the exchange of information, and develop a rapport among the staffs. On June 14, Pamela Willis (GSU, Cataloging Library Associate) went to the UGA; Will Haines (Emory, ILL Assistant) went to Mercer; Pat Hill (Mercer, Circulation Manager) went to GSU; and Heather Turnbull (UGA, Circulation Assistant) went to Emory.

In November, the law library staff toured the Georgia Archives. Located just a few blocks from the law library, the Archives contains a wealth of Georgia information. The staff learned that the Archives is a non-circulating library with documents dating from as far back as 1732 (when Georgia was not a state, but a committee.) The staff was amazed by the collection of materials housed just a few block from the law library.

As its final activity of the year, members of the law library visited Mercer Law Library in Macon. The day began with brief introductions in the Lawyers’ Reading Room where each person described what he or she did at their respective libraries. The group then broke up into two smaller groups for a library tour and one-on-one sessions with each person’s counterpart. The day ended with a delicious lunch provided by the Mercer Law Library.
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**

The acquisitions and serials modules have been performing as expected over the past year. The downtime and other traffic-related problems experienced in the department have usually been due to local environment problems with the College of Law’s network or server.

Shortly after AmeriTech took over the development of the MSUS PALS system, the serials and acquisitions modules became known as PALSTAC (PALS Technical Access Client). The first two or three PALSTAC versions were beta tests and changes were not consistent with an overall improvement of the system. The current version of PALSTAC is 9R1.D11. This version was installed in January 1997. There are noticeable improvements in the latest version, particularly in the editing capabilities.

Unscheduled and unannounced maintenance creates some difficulty, especially in the erasing of library default values and fund control and department settings. These problems were fixed after a month-long struggle with our PALS support unit and AmeriTech’s development team. Now the new version is somewhat stabilized.

There still remains some serious question as to why individual departmental machines had to run different versions (at one time three different computers were running three different versions). There was no adequate answer given from either the College of Law computer support or the computer center.

In a project known as “Galileo Two,” the state of Georgia is investigating the possibility of a new state-wide system to replace PALS. Committees have been formed to address the requirements for the various modules.

**Acquisitions:**

During 1996 and the first two months of 1997, there have been 2,040 acquisitions orders entered into the system.

The failure of the current system to furnish a viable Acquisitions Report forced the Law Library to use a commercial vendor (Ward’s) to provide this service.
Serials:
For this same time period, almost 550 new serial records have been loaded. Following our local PALS support unit’s advice, we are recycling inactive serial records to save space on the system’s mainframe.

Over 21,500 SIC (serial item checkin) commands have been registered. This is a new high.

The unusually high number of acquisitions records paid reflects the acquisitions-serials interface that actually creates an acquisitions record to be paid when a serial item is checked in. This process creates a history of payment within the serial record, although the free text area is severely limited.

The CSR (Change Serial Record) count is up: more edited serials records are coming into line with a standard format and consistency of information.

With the merger of several large publishing companies, our subscriptions and standing orders have suffered. Some canceled subscriptions are being activated, some active subscriptions are being dropped, and the number of duplicate shipments is up drastically. The billing processes have changed and the multi-item statement-type invoices now being issued by many vendors are very labor-intensive and an inefficient use of the department’s time when it comes to problem-solving.

The supervision of government documents was transferred to the Reference Assistant.

Personnel
Marilee Knox resigned effective March 14, 1997. Her position will be filled before the end of March.

Goal Review
1. Transfer as many titles to Hein for vendor treatment.

   Hein’s “first supplement” policy (where they supplied one supplement per year for a title) is being undermined by various publishers who have switched to a subscription, rather than supplemental, method of update. Although these subscription methods are essentially the same as the supplemental method, Hein can no longer promise this “first supplement” service.

   As a result, we may have to either use Hein for the subscription service or go direct from the publisher, thus saving Hein’s handling fee.
2. Complete comprehensive departmental manual.

As of this writing the manual is complete. The changes in department procedures resulting from the move to the current version of PALS are being incorporated.

The format of the manual is being changed from a hierarchal, indexed manual to a more duty-specific manual that can be easily updated. The index will no longer be a part of the manual; many appendices will also disappear.

3. Evaluate partnership with Faxon.

Faxon's customer service performance has improved over the past year. Although Faxon is our main journal and periodical provider, we have a few journals that go through Hein. Hein resolves claims much better and faster than Faxon.

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

The two remaining staff positions in the department are undergoing changes in the job descriptions in light of the present vacancy. Government documents may be moved back into the serials workflow.

The fiscal data will have to be kept stand-alone; the automation system nor Accounting Services will not provide us with the information and reports desired.

Recommendations

1. Use the university bookstore for purchases of reserve materials. This acquisition process is often the most time-sensitive area for the law library. Any dramatic shortages in supply funds as a result of this bookstore spending should be made up from acquisition funds.

2. Begin systematic transfer of journal titles from Faxon to Hein.

3. Initiate separate procedures (beginning with FY98) for fiscal record-keeping.
## 1996/97 ACQUISITIONS/SERIALS ANNUAL REPORT: STATS

### ACQUISITIONS

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### SERIALS

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As Electronic Services Librarian, I am responsible for computer applications in the law library, supervision of the Computer Lab and the Media Center, and communications with other GSU departments, both within and outside the College of Law. The following is an overview of events and accomplishments since my last annual report dated, February 16, 1996.

**COMPUTER APPLICATIONS**

*Training Equipment and Facilities*
I wrote a Quality Improvement Funds request for $7,694 to purchase a computer-projector system for the law library. The equipment requested included a Liquid Crystal Display (LCD) panel, an overhead projector, a laptop computer with CD-ROM drive, and a network card for the laptop. The proposal was approved and $7500 was awarded. The new equipment will be used for demonstrations of computer systems in the law library conference room and elsewhere in the College of Law.

The equipment in the training lab on the 6th floor was upgraded with Pentium computers running Windows 95 in December - January. The Westlaw and Lexis training for first-year law students was conducted in this room using the 10 networked computers. This was the first year we used the Windows version of Westlaw and Lexis software for IL training. The 6th floor training lab has been used for Westlaw training for the Tax Clinic and Westlaw refresher sessions. It will be used for Lexis refresher sessions this month. With the portable projection system and the upgraded training lab, I can conduct either class demonstration or hands-on training on computer systems.

*Computer lab equipment*
The computer lab currently has 11 Dell 486 machines that have been upgraded with overdrive processors and extra RAM. The networked laser printer is an HP LaserJet 5SI, which was installed last summer. The workstation for the lab consultant is a Dell 486 with overdrive processor and extra RAM running Windows 95.

*Current Index to Legal Periodicals and SmartCILP*
I set up a subscription to the electronic version of *Current Index to Legal Periodicals* (CILP) and to the SmartCILP e-mail-based service for the Index. The electronic transmission replaces the former hardcopy subscription of the Index, which is produced at the Gallagher Law Library of the University of Washington. Each faculty member can establish a personal SmartCILP "profile" to meet their information needs. SmartCILP is
then sent directly to the faculty members’ e-mail account. To distribute the CILP each week I transfer the electronic CILP via FTP, then I send the full Index to faculty members via GroupWise attachment. I maintain a distribution list in GroupWise for these faculty members. Currently 31 faculty members (plus Beth Bercaw) are receiving the CILP on a weekly basis. Ten professors have informed me that they have SmartCILP profiles established and have been removed from the CILP distribution list (Edmundson, Emanuel, Girth, Johnson, Kaminshine, Radford, Scott, Sobelson, Taylor and Wiseman). Nine professors chose the full CILP over SmartCILP (Bross, Chiovaro, Flatt, Hogue, Knowles, Marvin, Podgor, Segal, and Urbonya).

Acquisitions List/Book Docket
I established a subscription to an acquisitions list service from Ward & Associates this year. I worked with the GSU Computer Center and Ward & Associates to setup the service based on our OCLC cataloging records. We will receive a monthly list, “Recent Acquisitions,” from Ward, which will be photocopied by Outreach Services and distributed to the law faculty as the Book Docket. I am the point of contact for electronic transmission of the list, including the web-based system under development and the pending project to transfer our OCLC records via FTP.

Westlaw and Lexis developments

Software
This was a very busy year for Westlaw and Lexis support. Both services provided new software in the Fall: Westmate 6.0, a true windows-based version and Lexis 4.1, integrating Lexis-Nexis Research software with other applications. I coordinated the distribution of this software to students, both during the fall semester for 2Ls and 3Ls and during January to the 1Ls.

Equipment donation
I facilitated the donation from Lexis-Nexis which included eight dedicated Lexis stations with attached printers. The eight stations are located in the law library, the Law Review office, the Moot Court office, and the Career Services department. The laser printers in the computer lab and in the faculty library were not included in the donation agreement. Lexis will continue to service the laser printers and will pay for printer supplies through July 1998. The Lexis laser printer in the faculty library was installed last summer. All faculty Lexis passwords are routed to this dedicated laser printer.

Change in Personnel
I provided orientation to our school for the two new Lexis employees, Lisa Kaplan and Dirk Rountree. Lisa replaced Sue Reed and Dirk took over the Georgia law schools from Lori Lesser. Lisa and Dirk are based here in Atlanta and they are both very competent. I welcome these changes in our Lexis support.

Training for first-year students
I coordinated Westlaw and Lexis training for the first-year students, which was held during 3 ½ weeks in January. One hundred and eighty-three (183) students were trained on Lexis and 185 students received Westlaw training. There were major problems with the Internet connection in the training room, which affected the quality of the training sessions. The Internet problem was experienced throughout the University, especially during the second week of January. The situation did improve, but modems and phone lines were installed as a backup for online connection in the 6th floor training lab.

**COMPUTER LAB**

**E-Reserves**

We continue to enhance our electronic reserve service. There are 13 professors using the service for a total of 22 courses. The E-Reserve collection contains 60 computer files. Jason added a program group to the reference desk PC to assist librarians in helping the students. A new procedure was established that will improve the integrity of the collection: I return a print-out of each file to the professors to confirm the accuracy of the reserve submission. Below is a table that details the collection of electronic reserves.

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<tr>
<th>COURSE</th>
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<td>HOGUE</td>
<td>1</td>
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<td>BUDNITZ</td>
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Computer Survey
During Westlaw and Lexis training for first-year law students, I conducted a computer survey. The results of the survey are attached at the end of this report. I was pleased to learn that of 181 completed surveys, 161 students indicated they use a home computer and 163 students indicated they use e-mail accounts. I found it very interesting that 110 students use Microsoft Word, while only 85 use WordPerfect. Though these numbers are close, we should plan to add Word as a software option in the computer lab.

MEDIA CENTER
Anne Graham, LAIII, continues to staff the Media Center service desk during business hours. She also spends a lot of her time supporting the Computer Lab located beside the Media Center. An auction house donated a microform cabinet and a collection of legal periodicals on microfilm. It was placed at the end of the periodical cabinets, but has not been cataloged. We repaired and replaced broken cabinets and Anne did a major shifting project to accommodate government documents on microfiche.

Processing and Filing Statistics
The following are Media Center Statistics for the calendar year 1996:

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<th>GPO Fiche Pieces</th>
<th>GPO Fiche Titles</th>
<th>Fiche Pieces</th>
<th>Film Pieces</th>
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Video Collection Catalog
Anne finalized an impressive video collection catalog, which includes 69 broad subjects and 97 subsections. The “Media Center Video Collection” document was last updated on December 2, 1996. It provides the following information on each video:
Capital Copy

Another major development for the Media Center this year came about when Capital Copy took over the campus contract for photocopying in June. Printing from microform reader/printers was included in the contract. Capital Copy took over the maintenance of our newer Minolta reader/printer and supplied a replacement for our older Minolta. They installed copy card machines attached to the reader/printers. Under the new arrangement, we no longer count and deposit money from the retired coin boxes and we have very responsive customer support for the equipment. One problem has surfaced in regard to the new machine - we can no longer print from our “ultrafiche” collection. The ultrafiche requires a special lens that Capital Copy will not supply. At this point I do not know whether the law library or the College of Law will pay for the $500 lens.

Communications (or Liaison) Activities

New Committees/Groups

The Library Subcommittee of the larger “One-Card” Committee met several times to discuss the University’s new one-card system and it’s impact on the Pullen and Law libraries. We discussed the new mag-stripe readers that we will use to read the one-card at the Circulation desk. We discussed the use of SSNs and the PALS system.

To implement the “Statewide Library System,” or Galileo 2 project, librarians from all over Georgia are meeting to learn about six library system vendors. The vendors planning to bid on the state contract are: VTLS, Innovative Interfaces, Endeavor, Sirsi, DRA, and Ameritech’s Horizon. One of these systems will be chosen to become our new library system. The funding for the new system will come from the Georgia Legislature as phase two of the Galileo project. The law librarians are serving on subcommittees to review specific parts of the new systems. We have also attended demonstrations.

I attended meetings of a new law student group, Computers and the Law Society. I distributed information on computer services at the meetings. I also joined the listserv that was established for the members of the Society.
On-Going Committees

I continue to serve on the Teaching, Learning and Technology Roundtable, a University group which includes representatives from most colleges. The group conducts business via listserv discussion and holds bi-monthly meetings. It also sponsors several technology presentations each year.

Dean Griffith appointed me to the College of Law’s Computer Advisory Committee. The former group was reorganized this year and replaced the SLAP (Strategic Library Automation Planning) group. Other members of the Advisory Committee are: the Dean, Bob Shuford, Nancy Johnson, Tom Gromme, James Jones, and Ken Walsh. We are primarily working on upgrading computers to Windows 95. Unfortunately our PALS library system software will not run on Windows 95. We hope to get a Windows 95 version of the software this summer.

I continue to attend the monthly meetings of the Automation Committee of Pullen Library. This year we discussed the statewide library system, the one-card system in relation to the libraries, the continuing lack of PALS support from Ameritech, and other automation issues.

Other Meetings/Events

In October, I attended the first meeting of the Computer Services Librarians of Georgia law schools in Athens. Other librarians who attended were Carol Watson (UGA Law Library), Deborah Keene (Emory Law Library), Robert Linz, and Sherri Lewis (both of Mercer Law Library). Robert will host our next meeting at Mercer Law Library in April.
1997 GSU LAW LIBRARY COMPUTER SURVEY RESULTS

The Law Library conducted a computer survey of the first-year law students during Westlaw/Lexis training. The purpose of the survey was to collect essential data to plan improvements for the computer lab. One hundred eighty-one (181) law students completed the survey. The results show that most law students prefer to use Microsoft Word for word-processing over WordPerfect (Word: 110, WP: 85). One hundred sixty-three (163) students indicated they have an e-mail address and the GSU Panther system was the most widely-used e-mail service (153 students). Detailed results from the survey are indicated below.

How would you describe your experience using computers?
- Beginner: 33
- Average: 121
- Highly proficient: 37

Do you have a home computer (desktop)?
- Yes: 161
- No: 31

Do you have a laptop (portable, notebook) computer?
- Yes: 65
- No: 123

For either desktop or laptop - please check the type which most resembles your own:
- IBM-386: 8
- IBM-486: 52
- IBM-Pentium: 99
- Macintosh: 32
- Other: 5

Do you have a printer?
- Yes: 158
- No: 9

Do you have CD-ROM drive?
- Yes: 110
- No: 23

Do you have an e-mail address?
- Yes: 163
- No: 22

Please circle host or service you use for e-mail (circle all that apply):
- GSU Panther: 153
- Mindspring: 11
- AmericaOnline: 32
- Compuserve: 1
- Other: 32

What word processing program do you use?
- WordPerfect: 85
- MS-Word: 110
- Other: 26

Do you use the University's main computer lab in the Library South building?
- Yes: 28
- No: 158

Suggestions and comments on the Law Library's computer lab.

"Computers need to be maintained and repaired regularly. Computers are very slow and always in need of repair (i.e. floppy drive does not work)"
"I use the main computer when the law lab is not available and switch to WIN 95"
"I use the main computer for printing and please get Microsoft Word"
"I do not have E-Mail" - "Provide more Lexis, Westlaw, and E-mail terminals"
"The university should install a wireless Lan throughout the law school so that laptops can connect anywhere."
"Get some MAC's" - "Need more computers"
As Catalog Librarian, I am responsible for maintaining an accurate record of the library’s bibliographic holdings. The following is a summary of the department activities for 1996.

DEPARTMENTAL ACTIVITIES

Personnel
In recognition of her many years of job excellence, Pamela Willis was promoted from Library Technical Assistant to Library Associate.

Equipment & Software
Last year the department focussed on the following equipment goals: 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 shelf list card catalog. 4.) To install a barcode reader at the catalogers workstation.

- In keeping with the department’s goals for 1996-97 to improve its equipment, the department took advantage of an offer by SOLINET to upgrade the OCLC workstation. The OCLC M310 workstation was traded in for an OCLC 5133. The new machine operates Passport for Windows in a Windows 95 environment, allowing simultaneous access to both OCLC and OLLI and faster processing, thereby improving workflow.
- In spite of the goal of installing Passport for Windows on those machines which most frequently use it, the OCLC workstation is currently the only station running Passport for Windows, due to network/memory problems.
- The department reevaluated the goal of acquiring shelf list space. Acknowledging the trend to move away from paper shelflists, it looked at ways of reducing the need to maintain the shelf list in paper form. The current option is to use the CATME Plus Microenhancer to save bibliographic records on to disk and upload the records on a daily basis.
- A new barcode reader was installed at the OCLC workstation.

Cataloging Activity
The cataloging department’s productivity remained high in 1996, despite the interruptions
posed by Olympics and the Catalog Librarian’s participation in an overseas educational seminar. Catalog Maintainence was a particular focus as the department strived to make OLLI an accurate reflection of the library’s holdings.

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<td>October</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>246</td>
<td>November</td>
<td>18</td>
</tr>
<tr>
<td>December</td>
<td>339</td>
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<td>0</td>
</tr>
<tr>
<td>Annual Total</td>
<td>1550</td>
<td>Annual total</td>
<td>125</td>
</tr>
</tbody>
</table>
The joint project with the Media Center to identify and catalog the backlog in multimedia materials continued to be a focus of this department’s activity.

The Catalog Librarian and the Computer Services Librarian worked together to implement a new policy for the placement and circulation of books which contain computer disks. The decision was made to place these books in the general collection to allow better patron access, while the disks are placed on reserve to prevent loss. Notes are placed in both the book and the bibliographic record to advise patrons of the disks separate location.

The department also worked with the Reference department to withdraw those materials identified as outdated during their weeding project and with Public Services to withdraw those materials marked lost in OLLI and to remove the related bibliographic records from the public catalog.

**Departmental Goals for 1997**

- Receive training for CATME Plus.
- Use the CATME Plus Microenhancer to save bibliographic records unto disk so that they can be uploaded into OLLI in a timelier fashion, thus ending our dependence on the paper shelflist.
- Work with Computer Services to have Passport for Windows installed and functioning on the computers of those who use it most frequently.
This memorandum summarizes the general activities and services connected with government documents during 1996-1997.

**Depository Information**

We are a selective depository for Government Printing Office (GPO) documents and currently receive 4.95% of the materials available from GPO. This comprises about 500 titles.

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

- 1,996 paper pieces
- 9,060 microfiche pieces
- 7,450 fiche titles.

**Staffing**

Anne Graham serves as the Documents Assistant. As part of her duties, Anne checks in documents in the PALS system and shelves the documents, including the microfiche. Anne also insures that the collection is kept up to date by performing such tasks as reviewing GPO's *Administrative Notes Technical Supplement* for changes in status of the item numbers we select, removing superseded documents, and sending documents to the bindery.

**Activities**

In March of 1996 I attended a lunch tour of the 11th Circuit Court of Appeals Library.

In May, 1996, I made a presentation to the librarians at a Reference Instruction Section (RIS) on GPO Access. I prepared a handout for the RIS entitled “Revolution at the Reference Desk.” A condensed version of the handout was later published in the Summer 1996 issue of the Atlanta Law Libraries Association Newsletter.

I met with Government Document librarians from the Pullen and Atlanta-Fulton County Public Libraries at the Pullen Library in September of 1996. We were given a tour of the government documents at the Pullen Library. After the completion of the tour we met and
discussed a number of topics, including the problems suffered by the Documents Department at the Atlanta Fulton County Public Library as a result of lack of funding, and the frequency of use of GPO Access as a reference tool at each of the libraries.

Throughout the year I continued to monitor the progress of the transition to an electronic Federal Depository Library Program by reading GPO's Administrative Notes and messages that appeared on the GOVDOC-L listserv.

**Collection Development**

Nancy Deel, Electronic Services Librarian, and I reviewed several government document CD’s at the Pullen Library in September. Our purpose was to determine whether the law library should begin selecting CD’s from GPO in place of or in addition to several titles we now receive in paper, and whether we should select new titles that become available on CD. Nancy and I found the CD’s to be less than satisfactory. Many were prepared in DOS format, and were otherwise not user friendly. The decision was made not to select the CD version of any title unless that title was available only on CD and was essential to the collection.

Anne and I continue to monitor the Administrative Notes Technical Supplement for new titles that we believe would be beneficial to our collection. In addition, I review various GPO catalogs for new titles that may be appropriate for our collection.

**Goals**

To revise and update “Georgia Legal Documents: An Annotated Bibliography,” which is part of the State Documents Bibliography Series sponsored by the Government Documents Special Interest Section of the American Association of Law Libraries.

To become active in the Documents Interest Group of the Georgia Library Association, and to participate in activities of the Government Documents SIS of AALL.
**Introduction**

Both the Circulation and Stacks Maintenance departments fall under the umbrella of Public Services. Both departments provide highly visible services to the Library.

Circulation is responsible for opening and closing the Library and ensuring that the Library is kept open 105 hours per week. Circulation provides check-in and check-out privileges to patrons, handles inter-library loans for law students, answers incoming phone calls, provides directions, and maintains statistics for Circulation and ILL's.

Stacks Maintenance ensures that books are processed and ready for the Library and re-shelved in call number order on a daily basis. Stacks is also responsible for filing loose leaf volumes, removing print materials when microform materials arrive, updating codes, and shelf reading the Library.

**Circulation**

In 1996, 193,547 individuals visited the Library. Of this number, 7,404 were either attorneys or paralegals. 16,836 books were checked out while fines in the amount of $4,806.51 were collected. 1,075 overdue notices were processed. 245 items were added to the Reserve collection while 145 items were withdrawn.

In 1996, the Library requested 243 inter-library loans items via OCLC. 189 of these requests were filled. 137 of these items were photocopies from journals not held by the Library. Most items were borrowed from Georgia universities (115.) Florida placed second with 15 items while North Carolina was a close third with 14 items.

In 1996, the Library received a total of 811 inter-library loan requests via OCLC and local law firms. 545 of these requests came via OCLC. The Library was able to fill 224 of these requests. 128 of the requests came from Georgia universities. The Library received 266 inter-library loan requests for books from local law firm libraries and was able to fill all of these requests. Thus the Library filled a total of 490 ILL requests in 1996.
The Circulation department was re-organized in 1996. Daisy Smith was hired as the Administrative Supervisor II while Dionne Lyne was hired as the Library Assistant II. The Library Assistant II position was altered to emphasize Reserves. Matthew Brooks and Sonya Williams were both hired as part time Library Assistant I's. To implement the re-organization, job descriptions were changed and submitted to Human Resources for approval. Computers at the Circulation Desk, the Administrative Supervisor II's desk, and the Library Assistant II's desk were updated.

The Circulation Manual was completed. Both a Reserve and an ILL Manual are being compiled. Reserves are also being re-organized, and duplicate copies of all reserve items have been made.

Stacks Maintenance
The Library subscribes to the codes of fifty-one states as well as three versions of the United States Code. These codes as well as the accompanying legislative services require continuous updating, including the removal of outdated pocket parts or volumes. The Library subscribes to 980 loose leaf services. Stacks maintained these loose leafs in 1996 as well as loose leaf desk sets held by professors and Law Review. During 1996, Stacks files 25,396 loose leaf pages. Stacks also supervised the Library’s shelf reading in March, July and December.

During 1996, Stacks completed several special projects. These projects included moving items in the Rare Book Room, removing weeded items from the Reference collection, removing and replacing one copy of the Georgia Digest 2d, shifting several rows, removing items via the "Hein Project," and removing and replacing the Florida Digest.

Stacks also made 71 book search requests and located 50 books from this process.

Public Services
Public Services produces and distributes twenty-two Information Series Guides. In 1996, a new guide, Court Rules, was introduced to this Series. The Taxation, Digests, and Citation Guides were updated in 1996.

Librarians provided 8 tours in 1996. In addition to tours, librarians provided basic research instructions to the tours’ participants. A Fall 1996 Freshmen Orientation tour was led
Five inter-library borrowing cards were issued by the Law Library in 1996. Cards were issued for Emory University’s Law Library, the University of Georgia’s Law Library and Oglethorpe University’s library.

Exhibits for the Plessy Symposium, National Libraries Week, the new Dean, Meet the Librarians, Justice Kennedy, and Banned Books were done for 1996. The exhibits in the Faculty Exhibit were also kept up to date.

The Joint Borrowers Program among the four law schools was put on hold as GETS and “One Card” systems for state universities began to be implemented. The “One Card” system is to go into effect in February of 1997 and will eventually allow students at any Georgia state universities to check out books directly among the universities without resorting to either borrower’s cards or the inter-library loan process.

Goals for 1997

In 1997, Circulation intends to undertake and complete the following projects:

* continue updating the Circulation Manual and maintaining Circulation, ILL, and door count statistics;

* convert from a wand to swipe system to check out materials to patrons;

* complete Reserve and ILL Manuals;

* develop a training manual for circulation attendants; and

* re-organize Reserves.

In 1997, Stacks Maintenance intends to under the following projects:

* shifting shelves as needed to make room for new materials;

* arranging and supervising three shelf reading projects in the Library;

* ascertaining the number of desk sets held by the professors and Law Review; and

* completing the Stacks Maintenance Manual and improving statistics.
Performance Appraisals

Rhea Ballard-Thrower, Associate Librarian

Ladd Brown, Acquisitions/Serials

Nancy Deel, Electronic Services

Edna Dixon, Catalog Librarian

Nancy Johnson, Law Librarian

Lisa Smith-Butler, Public Services Librarian

REVIEW OF 1996 GOALS

Grants
The Reference Department received funding for the microfiche needed before we try to obtain funding for microfilm. It was determined that our right request funds in conflict with other fund requests.

Reflections
Grace Mills (University of California at Berkeley Law Library) and I have completed the proposal for our publication, Reflections on Law Librarianship: A Collection of Interviews with Minority Law Librarians. The proposal will be submitted to the AALL Publications Review Committee for consideration as an addition to the AALL Publication Series.

Weeding the Reference Collection
This project was completed in January, 1997. The project required that every reference book be checked on either Books in Print or OCLC to determine if the library had the latest edition. If not, a newer edition was purchased. Older editions or outdated reference books were either re-cataloged and sent to the general collection or withdrawn.

Training Secretarial Support
The Reference Department recognized that many times we were called upon to assist the faculty secretaries with faculty reference requests. It was decided that the best way to assist the secretaries would be to provide them with individualized attention. Thus, Aide Moreau and Jennifer Grindell were given one-on-one Lexis and Westlaw training.

PUBLICATIONS
The draft of Library School Internships: a How-to Guide has been completed and will be sent to the publishers this year.

An article about the Georgia Law School Library's Staff Exchange will be submitted to the Southeastern Librarian this year.
The following is a summary of my activities for 1996.

**REVIEW OF 1996 GOALS**

**Grants**
The Reference Department decided better coordination was needed before we try to obtain funding for a project. There was concern that we might request funds in conflict with other funding requests proposed by the library or the law school.

**Reflections**
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**PUBLICATIONS**
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An article about the *Georgia Law School Libraries Staff Exchange* will be submitted to the *Southeastern Librarian* this year.
PROJECTS
I am still an Articles Editor for *EJBlack*, a new electronic journal by and about Black librarians. However, the first issue to be released in 1996 was postponed until 1997, because a new electronic "home" had to be located for the journal.

PRESENTATIONS
Joe Morris (Reference Specialist), Edna Dixon (Catalog Librarian) and I "performed" the legal bibliography play, *Throw the Book at Them* at COMO (the Commission of Media Organizations) in Columbus, Georgia. The play (written by Joe Morris) used a murder mystery theme to explain legal materials and how to use them.

PROFESSIONAL COMMITTEE ACTIVITIES
I am a member of the AALL Scholarship Committee, 1996-98.

I am a member of the ALLA Scholarship Committee (1996) and the Social Conscience Committee (1996).

TEACHING ACTIVITIES
I taught Legal Bibliography, LS5030, Fall 1996.

I taught two undergraduate "Introduction to Legal Bibliography classes" -- Communications Law in September and Legal Studies (LGLS 300) in October.

SPECIAL LAW LIBRARY ACTIVITIES
From May 16 - June 10, I did research as a visiting librarian at the Johannes Kepler University Library in Linz, Austria.

I edited three issues of *Legal Pursuits*, the law library's newsletter.

GOALS
Present *Webbing the Law* program (with Edna Dixon, GSU Catalog Librarian) at the Third National Conference of African American Librarians in Winston-Salem, North Carolina. (At this time, the program proposal has been submitted to the Black Caucus of the American Library Association Program Committee.)

Weed the general collection of multiple copies of old textbooks.

Update the *Faculty Bibliography* for 1997.
To: Nancy Johnson  
Law Librarian  

From: Ladd Brown  
Acquisitions/Serials Lib'n  

Re: Annual Review  

Date: March 15, 1997  

Review of Goals and Job Performance  

Goal Review  
1. Continue publication output.  
   Since the last review, I have had seven publications. One was a request from the editor of Law Library Journal and two were requests from the editor of AALL Spectrum. The titles of the works are in the publications section.  

2. Effect new levels of departmental performance.  
   a. Analyze workflow & task assignments.  
      Two major changes in the workflow occurred in the past year. There was an emphasis on binding, and Marilee took over some of Sherri's checkin duties to free up more time for the project.  
      The online payment of serials delayed the overall processing of invoices, requiring overnight generation of the acquisitions-serials interface record. It also gave the serial record the capability to contain payment information in a more indexable field. The manipulation of this serial payment data has not been explored by the AmeriTech PALS development as yet.  
   b. Implement fiscal analysis: current, accurate reports.  
      Our reports are now kept by hand. While they are accurate and current, they are not an advancement over the methods used 8 years ago prior to automation.  
   c. Continue special projects: serial record quality control, conversion to vendor-controlled shop.  
      The serial record editing project continues and all the preliminary phases may be completed this year. The total number of records edited may exceed 6,500. The use of a primary vendor for treatise supplementation is running into some rough spots due to obstacles placed by publishers.  
   d. Publish comprehensive departmental manual.  
      The departmental manual is completed and is undergoing a change in
Annual Faculty Review

format to a more task-oriented format.

3. Increase participation in professional groups.

I have two officer positions, will coordinate a session at the regional annual conference, and have been asked to be on a panel at a national annual conference. The descriptions of these activities are listed in the works in progress and professional activities sections.

Job Performance

The largest contribution this year has been the binding project. With available funds, and competent handling, the binding needs can be fully addressed. Back issues that were unfulfilled claims and missing issues of popular titles continue to be a major drain on the funds and the main reason for incomplete binding of volumes. The cycle for significant binding action seems to be about every five years. This type of project need to be done about every two years and the funding and personnel should be in place to do it right. Even though many of our titles are available in other formats, the print version is still primary in the library and patrons expect it to be so.

The department's production seems to remain steady without any breakdown in the workflow.

Changes in the publishing field created several minor difficulties for serials in the checkin area and the invoice processing area. Given the shifting nature of the field, that will be the case for some time to come.

I was promoted to Librarian III.

Publications

Co-author, "Men at Work/Minds at Risk: The All-Male Reference Experiment"
AALL Spectrum, September 1996.
"Georgia Reports: The Official Story" Georgia Librarian, v.33:no.3-4.
"A Seasonal Carol" AALL Spectrum, December 1996.

Research and Creative Works in Progress or Completed

Annual Faculty Review

I am coordinating a session on regulating college athletics for the SEAALL annual meeting in April. I have been asked to be on a panel at a session on outsourcing serials at the NASIG annual meeting.

Professional Activities

ALLA Union List Committee
Archives Committee
Member at Large

SEALL Treasurer

AALL Tech Ser Standing Committee on Preservation

NASIG Nominations & Elections Committee

Teaching Activities

Continued involvement in Lexis and Westlaw training for ILs.

Goals

1. Continue committee involvement and maintain publication.
2. Department Improvements:
   a. Create separate fiscal record-keeping
   b. Create two-year binding cycle

Publication Project

I completed my publication project - the "Georgia" section of Choosing Legal Resources and Developing Legal Collections.

Atlanta Law Libraries Association

I continue to serve ALLA as President and Chair of the Technology Committee. The Technology Committee met to discuss plans to create a chapter web page. I also arranged
The following is a summary of my activities for 1996-1997.

**REVIEW OF 1996 GOALS**

*Web page development*

Our "new and improved" Law Library home page is under construction. I am working with Todd Vincent, who was hired by the Dean's office to work on the College of Law's web pages. The librarians met to view and evaluate web page features of other law libraries and to plan the content for our page. Todd met with us to discuss converting our WordPerfect documents to html format. Everyone has been assigned documents to revise so they can be added to our web page.

*Circulation/Reserve Activities*

This year I learned many of the circulation functions of PALS from Linda Lawrence, former Circulation Supervisor. Linda showed me how to load library hours (calendar), load semester schedules, and manage passwords for all modules. I have maintained the PALS passwords since Linda left. I standardized all circulation passwords for access to a set of PALS functions after consulting with Lisa. I met with Pam Cravey and her staff to learn how PALS is used in the Pullen circulation department. I also attended a PALS Users Group Meeting at Clayton State College in May.

I continue to add to the "Computer/Internet" collection on Reserve. It can be search with the course number (LCOMP), Deel, or keyword, such as Internet. There are 36 titles in LCOMP, 31 of those pertain to the Internet.

In collaboration with Lisa and Dionne, the E-exams are being added to PALS. The E-exams can be downloaded in the lab by students. The reference computer also has a program group for E-Reserves. We currently have 60 electronic exams on file for 22 courses for 13 different law professors. For further information, please see the table in my Annual Report.

**Publication Project**

I completed my publication project - the "Georgia" section of *Choosing Legal Resources and Developing Legal Collections.*

**Atlanta Law Libraries Association**

I continue to serve ALLA as President and Chair of the Technology Committee. The Technology Committee met to discuss plans to create a chapter web page. I also arranged...
I attended the SEAALL Annual Meeting in Austin, Texas in March. As Chair of the Placement Committee, I prepared the Placement notebook for conference participants and made it available in the exhibit hall.

**Continuing Education**
I attended several continuing education programs/classes throughout the year: Communications Styles (Feb. 96), Windows 95 (March 96), SEAALL Annual Meeting in Austin (March 96), Library Visiting Scholars Program in Athens, “Managing Cyberspace” (May 96), Teaching Research in Private Law Libraries sponsored by Lexis-Nexis (June 96), West’s Technology Showcase (Sept. 96), Solinet workshop on Java (Sept. 96), Legal Tech conference (Sept. 96), and Solinet workshop on Digital Imaging (Nov. 96).

**CD-ROM Networking**
I did not conduct a feasibility study on networking our CD-ROM collection. I did attend the SEAALL program on CD-ROM networking and talked with several computer librarians about CD networks. Given the limited number of CD-ROM titles in our collection, I decided networking them was not a high priority project.

**Publications**
I completed the “Georgia” section of Choosing Legal Resources and Developing Legal Collections and sent it to editors Meg Hayden and Janice B. Shotwell. The book is to be published by Neal-Schuman Publishers.

I wrote an article on the ALLA Internet program, which was published in the April 1996 issue of the AALL Newsletter, vol. 27, no. 7, page 311-312.

My publications in progress are: 1) an article comparing Georgia CD-ROM products and an updated bibliography of Georgia practice materials to be published by ICLE as part of the “Cost-Effective Legal Research” program and 2) a revision of “Researching Georgia Law” for the Georgia State University Law Review.

**Presentations - None.**

**Professional Activities**
I am the current President of the ALLA. As President, I serve on the ALLA Executive Board and the AALL Council of Chapter Presidents. I am also Chair of the ALLA Technology Committee.

I am a member of the Atlanta Lexis Advisory Council, the Georgia Libraries Association, SEAALL, AALL, AALL Computer Services SIS and Academic Law Libraries SIS.
TEACHING ACTIVITIES
I taught Westlaw and Lexis classes to first-year law students in January 1997. I conducted Internet training and Georgia CD-ROM demonstrations for the Advanced Legal Research class in March and October 1996.

SPECIAL LAW LIBRARY ACTIVITIES
I was Chair of the Committee on Promotions in the fall of 1996.
I set up the electronic distribution of Current Index to Legal Periodicals and SmartCILP for law faculty.
I established a subscription to Ward’s Acquisition List, which we will distribute to faculty as part of the Book Docket.

GOALS
Participate in the ICLE program, “Cost-Effective Legal Research” in April.
Travel to Austria with the Transnational Comparative Dispute Resolution Program. Tour the main and law libraries at the Johannes-Kepler University in Linz. Identify the options for access to Lexis and Westlaw at the host university.
Revise the “Researching Georgia Law” article with Nancy Johnson for the Georgia State University Law Review.
Continue to develop and improve the web services of the law library.
Coordinate distribution of e-mail accounts for law students and offer e-mail training during Orientation week and the Fall 1997 semester.

PUBLICATIONS IN PROGRESS
My article “Good Experience” was published in Atlanta Law Libraries Association Newsletter, Spring 1996, p.1.

The special issue on cataloging of Internet Reference Services Quarterly was cancelled. I plan to update and revise my article “It Works Both Ways: Cataloging and the Internet” for later submission.
I am working on an article about the human rights movement in South Africa following the end of Apartheid.
1996-97 Performance Appraisal

Edna S. Dixon
Catalog Librarian

Review of 1996 Goals

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.

   Ongoing. I have started a file of bibliographic records which illustrates the application of various AACR2 rules.

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

   I attended both the SEAALL and AALL annual meetings, and volunteered for the SEAALL Program Committee for which served as program coordinator for two programs at the 1997 SEAALL Annual Meeting in Tallahassee, Florida.

Publications

- I wrote the “Technical Services Talk” column in the Atlanta Law Libraries Association Newsletter.

- My article “Good Experience” was published in Atlanta Law Libraries Association Newsletter, Spring 1996, p.1.

Publications in Progress

- The special issue on cataloging of Internet Reference Services Quarterly was cancelled, I plan to update and revise my article “It Works Both Ways: Cataloging and the Internet” for later submission.

- I am working on an article about the human rights movement in South Africa following the end of Apartheid.
I participated in University System of Georgia’s International Faculty Development Opportunities Program in South Africa, August 23-September 7, 1996.

I began work on a project to strengthen the library’s collection in the areas of South African law and human rights.

**PROFESSIONAL COMMITTEE ACTIVITIES**

- **Regional**
  SEAALL Program Committee

- **Local**
  ALLA Newsletter Co-editor
  ALLA Clark Atlanta Liaison

**1997 GOALS**

1. To investigate the feasibility of indexing the ICLE Program Materials to aid in their being cataloged.

2. To write an article on international library exchange programs.

3. To research and get estimates from vendors for automated subject authority of the library’s catalog.
Nancy P. Johnson, Law Librarian, Professor

INSTRUCTION

A. Courses Taught:

Spring:
Advanced Legal Research Seminar (since 1988), 2 credit hours - 15 students

Fall:
Legal Bibliography (since 1983) - Evening section, 1 credit hour - 80 students.
Advanced Legal Research Seminar, 2 credit hours - 15 students.

E. Course and Program Development:

Prof. Johnson wrote an Instructional Improve Grant proposal to hire a Graduate Research Assistant to assist in authoring computer-based lessons for use in Advanced Legal Research. Prof. Johnson will write these lessons using the Center for Computer-Assisted Legal Instruction authoring system, which will be presented over the Web.

F. Additional Teaching Activities:

Adjunct Instructor, Clark/Atlanta University Graduate School of Library Science, "Law Librarianship" Fall semester, 3 credit hours, 20 students.

WESTLAW and LEXIS training for 1st year students.

LIBRARIANSHIP

Prof. Johnson is involved in the administration of every aspect of the library's operation, including personnel, technology, internal and external communications, fiscal administration, and space planning. She continues to select all materials for the Law Library.
SERVICE

A. College, University and University System Service:

College of Law Committees:

Academic Enrichment - chaired by Curcio
Educational & Informational Technology - chaired by Wiseman
Library Committee - chaired by Carey.
Faculty Advisor for Students.
Mock Interview Program - Career Services.
Fund Raising/Development activities -
  Library Users' Fund Raising Project
  Draper Donation.

University Committees:
SACS Library Committee - Chair of Subcommittee, 1996-97
Member, Provost's Ad Hoc Task Force to develop the Georgia State University American Disability Act Transition Plan 1996.
Member, Outstanding Faculty Achievement Award and the Exceptional Service Award, 1997.
Member, One Card Implementation Committee, 1996-97.
Member, Review of Automated Services Committee, Pullen Library 1996-.

B. Community: (Discipline-related Only)

Member, Search Committee Gwinnett County Law Librarian, 1996.

PROFESSIONAL DEVELOPMENT

A. Publications (print and non-print) and Other Printed Materials:

1. Books


5. **Creative Writings**


- poem

**B. Presentations at Professional Meetings:**


- Representative of AALL Executive Board.

- Representative of AALL Executive Board.


**C. Colloquia and Seminar Presentations:**

Instructor, Atlanta Law Libraries Association, Legal Research Course for Paralegals, March 3, 1997, GSU.

Instructor, Institute of Continuing Legal Education in Georgia, “Cost Effective Legal Research,” April 25, 1997, Swissotel, Atlanta.


**D. Submissions for Publication/Presentation (indicate if accepted):**

In progress, updated “Researching Georgia Law,” co-authored with Nancy Deel, to be published October 1997, Georgia State University Law Review.

**F. Grants and Contracts:**

Internal:

Co-Author of a successful Quality Improvement Fund grant for equipment ($8000)

Author of Instructional Grant Program proposal - ($1500) will be notified in late Spring.
H. Professional Service:

1. Current Offices and Committee Assignments in Professional Organizations:

Member, Executive Board, American Association of Law Libraries, 1996-98. This board meets three times per year and is the governing board of the AALL. Prof. Johnson serves on several task forces and committees. Additionally, she travels to several chapter meetings as a representative and speaker of AALL.

Chair, Grants Committee, Atlanta Law Library Association, 1996-97

Member, Nominating Committee, Southeastern Law Library Association, 1996-97

Member, Consortium of Directors of Georgia’s Law School Libraries.

Member, AALS, Section on Libraries.

Member, Aspen Publishing Company, Research Grant Committee, 1996-97.

2. Memberships and Editorial Boards:

Editorial Board Member, Legal Reference Services Quarterly, 1981- present.
Nancy Johnson
Lisa Smith-Butler
January 29, 1997

1996 Goals Reviewed

Teach freshmen legal research and develop lectures.

I taught Legal Bibliography 5030 this fall. I had approximately 78 students and I prepared lectures, exercises, and an exam. I graded assignments on a weekly basis.

Update and add to the Law Library Information Series Guides

I updated the following Information Series Guides in 1996:

- Locating Cases by Citation;
- Locating Cases by Subject;
- Locating Federal Taxation Materials; and
- Law Library Guide

With Jason Puckett’s help, I also updated the Library’s Map.

I completed a new Information Series Guide, Court Rules.

Re-structure and Re-organize Circulation

In March of 1996, the process of re-organizing the Circulation Department began. New job descriptions and F-1’s were submitted to Human Resources to make this re-organization possible. An Administrative Supervisor-II, Daisy Smith, now heads the Department. She schedules and provides coverage for the Circulation Desk, handles Circulation problems, maintains ILL statistics and supervises one Library Assistant II, three part time Library Assistant I’s, and student assistants. The job description for the Library Assistant II was altered to focus on Reserves. Dionne Lyne now occupies this position and has been expanding the Reserve Manual as well as organizing and arranging Reserves. An additional part time Library Assistant I position was added to the Department last March.
A Circulation Manual was compiled and is edited as appropriate. Daisy Smith is in the process of compiling an ILL Manual. A Reserves Manual is also being written.

**Stacks Maintenance**

Developing written Stacks Maintenance policies is an on-going process. When finalized, these policies will be incorporated into the Stacks Maintenance Manual. The Stacks Maintenance Supervisor, Juanita Wheeler, developed a format to maintain statistics for this department.

**Business Research & Jumpstart**

I am in the process of developing a class and an Information Guide for GSU’s summer clerks. A session will be offered to second and third year law clerks, employed in the legal area, this spring. The program will be developed in conjunction with Vicki Brown and is tentatively called “Jumpstart.” It will be a refresher course in legal research and will also introduce some business research skills. An RIS session for the law librarians on Business Research will be held this spring.

**Meetings**

I attended the 1996 AALL Annual Meeting in Indianapolis in July. I also attended a Web Workshop at Atlanta Fulton Public Library in April as well as a GOLD Workshop in Macon in September.

**Publications**

2. “Public Relations: A New Spin,” 22 *Southeastern Law Librarian* 3 (Fall 1996.)

I wrote the Tydbytes column for 1996, focusing on law related web sites for the
Atlanta Association Law Libraries Newsletter

Professional Committee Activities

Atlanta Law Libraries Association, Co-Chair, Newsletter Committee
Southeastern Association of American Law Libraries, Newsletter/Publicity Committee

Teaching Activities

Tours

- Provided tours to 2 undergraduate tax classes and lectured on researching tax materials in 1996;
- Provided tour to Special Media Library class in summer of 1996 and provided information on the library; and
- Assisted with the Fall 1996 freshmen tour.

Taught

- Legal Bibliography, Fall 1996
- Westlaw and Lexis Training, Winter 1997

Grants, Travel Scholarship

- I received a $400.00 scholarship from ALLA to attend the 1996 AALL Annual Meeting in Indianapolis.
- I received a $300.00 scholarship from SEAALL to attend the 1997 SEAALL Annual Meeting.

Special Activities in the Library

A. Exhibits

- I prepared an exhibit for National Libraries Week in April 1996 and sponsored a contest involving the students, faculty and staff. Students were asked to guess the number of volumes contained by the Library. The winner received a First Amendment t-shirt. Favorite books of faculty and staff were placed in the exhibit case.

An exhibit on Plessy v. Ferguson, a symposium sponsored by the Law School in
March 1996, was done. An exhibit on Mr. Justice Anthony Kennedy, a Miller Lecturer, was done in October 1996.

Exhibits on the new Dean, Janice Griffith, the librarians and banned books were also done in 1996.

B. Reference

I completed the Public Services portion of the Reference Manual in March 1996.

I assisted in the weeding project of the Library’s Reference collection in the fall of 1996.

C. Circulation

I updated and fleshed out the Circulation Manual. Daisy Smith and I also developed a process of obtaining monthly circulation, ILL, and door count statistics.

GOALS FOR 1997

1. Work on Jump Start, a program for summer law clerks.

2. Consolidate re-organization of the Circulation Department and assist with the re-organization of Reserves.

3. Work with Stacks Maintenance to develop written policies appropriate to the area;


6. Continue work on researching and publishing law related web site articles.

7. Conduct Business Research RIS.
POSITION DESCRIPTION

TITLE: Administrative Coordinator (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 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 file (FIC) 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.

1997
POSITION DESCRIPTION

TITLE: Administrative Coordinator (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 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

Maintains and updates database of names of library patrons for donations to Law Library Fund and fund raising campaigns. Coordinates mail-out projects and receipt of donations.

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.

1/29/97
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
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
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.

TITLE: 

DEPARTMENT: Technical Services

PURPOSE AND SCOPE: 
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.

1/24/89

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Associate (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 RELINST/OCLC, Brodart, and other vendors as needed regarding products and services, and with Pupil library and other LSU 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
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 Associate (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
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
POSITION DESCRIPTION

[REV JULY 1996]

TITLE: Library Technical Assistant
Serials: Acquisitions/Continuations

WAGE STATUS: Non-exempt

DEPARTMENT: Acquisitions/Serials

PURPOSE/SCOPE: To assist in the procurement of library materials by performing all phases of bibliographic acquisitions. Performs checkin and exercises some independent judgment in the execution of routine tasks. Positively contributes to productive workplace atmosphere and attitude.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES:

-- Receiving and organizing order requests; verification of bibliographic information and availability of library materials
-- Preorder searching (OCLC, OLLI, PALS) to avoid duplication and to insure standardization
-- Monographic checkin and online invoice payment
-- Continuations checkin and online invoice payment
-- Handling all acquisitions claims including resolution of acquisitions claims
-- Keeping relevant statistics and performing other duties as assigned
-- Sorting mail
-- Works on preliminary cancellation projects including stacks maintenance projects affecting cancellation of library materials
--Managing multicopy titles and their distribution; prioritizing checkin of critical areas and titles

--Appropriate and rapid resolution of serials problems and vendor communication as needed

--Preparing materials for return and keeping comprehensive returns records

--Handling all continuations cancellations including editing of online records, written notification to vendor, informing cataloging of cancels and extensive records of all transactions

QUALIFICATIONS: High school graduate or equivalent; strong organizational skills; accuracy and attention to detail critical; 35 WPM typing. Some college coursework, some library experience, interpretive and problemsolving skills preferred.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES:

--Loading, checkin, verification of journal data and invoice information

--Editing, administering, managing existing and new online serial records

--Appropriate and rapid resolution of journals problems and vendor communication as needed

--Managing multicopy titles and their distribution; prioritizing checkin of critical areas and titles

--Keeping relevant statistics and performing other duties as assigned

--Sorting mail

--Processing invoices for payment, maintaining internal accounting records and invoice files
TITLE: Library Technical Assistant
Serials: Journals /Accounting

WAGE STATUS: Non-exempt

DEPARTMENT: Acquisitions/Serials

PURPOSE/SCOPE: To accomplish the accounting functions related to library materials acquisition; assisting in the control and maintenance of online serials. Contacts vendors regarding credit matters; is principle liaison between GSU Accts Payable and Law Library. Exercises some independent judgment in the execution of routine tasks. Positively contributes to productive atmosphere and attitude.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES:
--Loading, checkin, verification of journal data and invoice information
--Editing, administering, managing existing and new online serial records
--Appropriate and rapid resolution of journals problems and vendor communication as needed
--Managing multicopy titles and their distribution; prioritizing checkin of critical areas and titles
--Keeping relevant statistics and performing other duties as assigned
--Sorting mail
--Processing invoices for payment, maintaining internal accounting records and invoice files
and relevant vendor correspondence
--Preparing materials for return and keeping comprehensive returns records
--Handling all journal cancellations including editing of online records, written notification to vendor, informing cataloging of cancels and keeping extensive records of all transactions
--Timely and efficient processing of claims list
--Prepares library materials for binding; keeps records of all binding activity; processes materials returned from the bindery; identifies gaps for potential purchase of replacement issues

QUALIFICATIONS:
High school graduate or equivalent; strong organizational skills; accuracy and attention to detail critical; 35 WPM typing. Some college coursework, some library experience, interpretative and problem-solving skills preferred. One year accounting/bookkeeping.
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
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: 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 (preferance given).

Revised 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
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
TITLE: Law Librarian

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

RESPONSIBLE TO: Dean, College of Law

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

DUTIES: Administering all Law Library operations

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

Teaching Legal Bibliography courses

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

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Library Associate
DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To catalog English-language library materials using OCLC records supplied by the Library of Congress and to maintain catalog, shelflist, and authority records. Exercises discretionary judgment and considerable responsibility in performance of duties; applies and interprets cataloging rules and conventions.

RESPONSIBLE TO: Cataloging Librarian
SUPERVISES: Not Applicable

DUTIES:
- Searching OCLC database for bibliographic records;
- Cataloging books, serials, microforms, and audiovisual material using OCLC records supplied by the Library of Congress;
- Editing and inputting cataloging records;
- Linking catalog records for new materials with item records in COLLI system; creating and maintaining shelflist and COLLI item records; withdrawing superseded volumes;
- Creating name and series authority records;
- Creating periodical call numbers;
- Verifying subject headings;
- Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department;
- Keeping appropriate statistics;
- 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
Title: Public Services Librarian

Responsible To: Law Librarian

Supervises: Administrative Supervisor III (Circulation) and the Stacks Supervisor (Collection Maintenance)

Purpose and Scope of Position: 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.
POSITION DESCRIPTION

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.
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: 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