7-1-1998


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INTRODUCTION

During 1997/98 three law librarians left GSU to pursue other career opportunities. Ladd Brown, Acquisitions/Serial Librarian, accepted a position at Arizona State, allowing him to live in the mountains. Nan Deel, Electronic Services Librarian, took a full-time position in a law firm, allowing her more time with her family. Lisa Smith-Butler, accepted a promotion as the Associate Director at Nova University in Florida. During the summer months, we will search for two new librarians. On a brighter note, Karen Comiskey began work as our Acquisitions/Serials Librarian on April 13, 1998. Karen comes to us from George Washington University Law Library with many years of experience.

We also made progress in increasing the importance of the acquisitions budget. We are able to expand our resource collection and avoid canceling subscriptions. In August 1997, the students obtained a broad new lab. We purchased new machines and upgraded the room. During the fall semester, we initiated the Paw Print system which has eliminated excessive printing. And we obtained Quality Improvement Funds to network the carrels. The networking will allow the students to use their laptops in the carrels.

During the year, I have served on the University Center Committee in an attempt to secure the first floor of the University Center outside the back door of the library. We will obtain the Game Room this semester. Our space needs will become critical in 2000, therefore it is crucial that we obtain the entire first floor.

The Annual Reports from the four library faculty members, Rhea Ballard-Thowers (Associate Librarian), Nancy Deel (Electronic Services Librarian), Edna Dixon (Catalog Librarian), and Smith-Butler (Public Services Librarian) and from Joe Morris (Reference Specialist) detail the work of their department.

Nancy P. Johnson
Law Librarian
Professor of Law
INTRODUCTION

During 1997/98 three law librarians left GSU to pursue other career opportunities. Ladd Brown, Acquisitions/Serial Librarian, accepted a position at Virginia Tech., allowing him to live in the mountains. Nan Deel, Electronic Services Librarian, accepted a half-time position in a law firm, allowing her more time with her family. Lisa Smith-Butler, accepted a promotion as the Associate Director at Nova University in Florida. During the summer months, we will search for two new librarians. On a brighter note, Karen Douglas, began work as our Acquisitions/Serials Librarian on April 13, 1998. Karen comes to us from George Washington University Law Library with many years of experience.

We also made progress in increasing the permanent funding of the acquisitions budget. We are able to expand our treatise collection and avoid canceling subscriptions. In August 1997, the students obtained a brand new lab. We purchased new machines and upgraded the room. During the fall semester, we initiated the Paw Print system, which has curtailed excessive printing. And we obtained Quality Improvement Funds to network the carrels. The networking will allow the students to use their labtops in the carrels.

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The attached organization chart reflects the administrative structure of the Law Library, and the library staffing includes 6 librarians, 12 FTE staff members, and approximately 7 FTE student assistants.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
</tr>
<tr>
<td>Rhea Ballard-Thrower</td>
<td>Associate Librarian/Librarian III</td>
</tr>
<tr>
<td>Karen Douglas</td>
<td>Acquisitions/Serials Librarian/Librarian II</td>
</tr>
<tr>
<td>Edna Dixon</td>
<td>Electronic Services Librarian/Librarian</td>
</tr>
<tr>
<td></td>
<td>Catalog Librarian/Librarian II</td>
</tr>
<tr>
<td></td>
<td>Public Services Librarian/Librarian</td>
</tr>
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</table>

Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Brooks</td>
<td>Computer Services Assistant (.5 FTE)</td>
</tr>
<tr>
<td>Beth Bercaw</td>
<td>Library Assistant I (Outreach/Photocopy) (.5 FTE)</td>
</tr>
<tr>
<td>Daisy Smith</td>
<td>Administrative Supervisor II (Circulation)</td>
</tr>
<tr>
<td>Julie Colgan</td>
<td>Library Technical Assistant (Acquisitions)</td>
</tr>
<tr>
<td>Sonya Williams</td>
<td>Library Assistant I (Circulation)</td>
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<tr>
<td>Juanita Wheeler</td>
<td>Stacks Supervisor</td>
</tr>
<tr>
<td>Monica Pitts</td>
<td>Library Assistant II (Circulation)</td>
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<tr>
<td>Pamela Willis</td>
<td>Library Technical Assistant (Cataloger)</td>
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<td>Sherri Grady</td>
<td>Library Technical Assistant (Accounting/Serials)</td>
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<td>Finiana Joseph</td>
<td>Library Assistant I (.5 FTE) (Circ.)</td>
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<tr>
<td>Dee Walraven</td>
<td>Administrative Coordinator (.75 FTE)</td>
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<td>Yolanda Daniels</td>
<td>Computer Services Spec. I (Micro/Lab)</td>
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<tr>
<td>Eugene Jackson</td>
<td>Library Assistant II (.5 FTE) (Processing)</td>
</tr>
<tr>
<td>Joe Morris</td>
<td>Library Reference Specialist</td>
</tr>
</tbody>
</table>

LIBRARY HOURS AND USERS

For the preceding twelve months, 203,045 visits were recorded. This figure translates into 16,920 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 6,982 occasions during the year. This statistic has remained constant. During Fall 1998, the Law Library again solicited donations from our past donors. 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 exploring curtailing library hours during the breaks since the entire university will be on semesters.

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 9076 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.

For the first time, graduates will be given the opportunity to borrow materials from the Law Library with a donation of $50/year. We had hoped that the graduates could use the Panther Card for check-out, however, it is not possible at this time.

COMPUTER SERVICES

Although most of our first year students own a computer (see survey results), 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. 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 11,817 hours. 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.

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.
LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 1997:

VOLUMES ........................................... 137,564
TITLES ........................................... 46,699
MICROFORM REELS ........................... 5,587
MICROFICHE .................................... 577,185
MICRO, VOL. EQUIVALENTS .... 124,133
SERIAL SUBSCRIPTIONS ............... 3,548
AUDIO/VIDEO .................................. 1,015
CD-ROM TITLES ......................... 10

The library's hardcopy title count of 46,699 ranks GSU 18 out of 38 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 137,564 ranks the GSU library at 32 out of 38 southeastern law libraries. Since the law school has existed for 16 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 5.02% 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 additional square feet. The law school has participated in a Master Space Plan. The Law Library has a separate document that addresses space needs. 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 $75,000 of permanent funding was added to the acquisitions budget for FY98 resulting in a total permanent funding of $656,000. For equipment funds, we continue to rely on the law school’s ability to obtain one-time funding.

1998/99 GOALS

1. To continue 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.


3. To obtain two rooms on Collins Street for remote storage for the library and eventually obtain the remaining space on Collins Street.

4. To upgrade all staff and OLLI terminals to Windows 95, along with updating the connections.

5. Clean up bibliographic records in preparation for new library system.

6. All departments will continue to update manuals.

7. Update the Faculty Bibliography and weed the Reserve Collection.

8. Work on a plan for a safe library environment.


10. Obtain and implement a new automated library system.
Annual Reports:

Rhea Ballard-Thrower, Associate Librarian

Nancy Deel, Electronic Services

Edna Dixon, Catalog Librarian

Joe Morris, Reference Specialist

Lisa Smith-Butler, Public Services Librarian

As Associate Librarian, I am responsible for overseeing reference department activities, outreach services and staff development. The following overview of what was accomplished during 1997.

REFERENCE DEPARTMENT Statistics
Reference answered a total of 2,015 questions for 1997. Sixty-six of those questions were answered on the Internet. May was the busiest month for questions with a total of 939.

Graduate Research Assistants
Darnell Crossland and Catherine Keinert continued as GRAs for 1997. In addition to Darnell and Catherine, two new GRAs worked at the Reference desk. Dosey Hepting worked during the week, while Catherine Rodrigue covered the desk on Saturdays. For 1997, the weekend GRAs answered a total of 1015 questions.

Reference Projects
For 1997, the Reference Department updated the reference manual and compiled an update to the Faculty Bibliography. For 1998, the Reference Department plans to weed the Reserve collection and do a 1998 update of the Faculty Bibliography.

Interns
For 1997, the library hosted two students from Clark Atlanta University School of Library and Information Studies. The two interns were Shari Irwin and Paula Silvers.

OUTREACH SERVICES
Beth Berenson continued to make photocopies of cases and articles for the law faculty. For 1997, Beth made 3,582 photocopies for the faculty.
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 1997.

REFERENCE DEPARTMENT

Statistics
Reference answered a total of 9076 questions for 1997. Sixty-six of those questions were answered via the Internet. May was the busiest month for questions with a total of 959.

Graduate Research Assistants
Darnell Crossland and Catherine Keinert continued as GRAs for 1997.
In addition to Darnell and Catherine, two new GRAs worked at the Reference desk. Dorsey Hopson worked during the week, while Catherine Rodrigue covered the desk on Saturdays. For 1997, the weekend GRAs answered a total of 1015 questions.

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OUTREACH SERVICES
Beth Bercaw continued to make photocopies of cases and articles for the law faculty. For 1997, Beth made 8582 photocopies for the faculty.
STAFF DEVELOPMENT
For 1996-97, I coordinated the following staff activities:
In February, Paula Falero-Johnson spoke with the staff about the GSU Ombudsperson Office.

In May, the staff attended a Human Resources Dept. workshop on Positive Work Ethics.

In September, Carolyn Benne of the Consortium on Negotiation and Conflict Resolution showed the staff ways to resolve conflicts.

Lastly, feeling the Christmas spirit, the staff agreed to participate in Project Healthy Grandparents’ Adopt-a-Family Program. The staff selected a family and gave them Christmas gifts.

1997-98 GOALS
For 1997-98, the Reference Department will update the Faculty Bibliography and weed the Reserve Collection.
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 March 1997.

COMPUTER LAB DEVELOPMENTS

A Brand New Lab for students
In August 1997, we upgraded the computer lab with Windows 95 machines. The lab has thirteen Dell 266 computers (Pentium II) with CD-ROM drives and 17-inch monitors. The lab consultant’s station was also upgraded. The laser printer is an HP Laserjet 5SI.

The applications found on the desktop are:
- Corel WordPerfect Suite 7
- WordPerfect, Presentations, and Quattro Pro
- Internet applications
  - Netscape, Internet Explorer, Panther, Tempo-Web, OLLI, FTP, and Acrobat Reader
- Law-specific applications
  - CALI, E-Reserves, Westlaw, Lexis, Georgia CD-ROM products, Metes & Bounds (Bross), and Estates & Future Interests (Wiseman)

In addition, we moved the Interactive Courtroom station to the computer lab. It is a stand-alone station for the multimedia program which uses CD-ROM discs and headphones.

Lab Security
Until October 1997, we used a screen saver password on the lab machines. Librarians and staff gave the password to any law student who asked for it. The lab’s security system was greatly enhanced when we instituted an individual login system in October. Each law student has a unique login id and password established by the computer center (IS&T). The login sequence first attaches to the main computer center to verify the login id. Only ids assigned to law students can login; others will be denied access at this point. Next the station logs into the network server here in the law library (Law1), which provides access to all applications. Using this system of dual-login, we are able to 1) limit access to law students, 2) participate in the Paw Print system, and 3) maintain control of the applications we provide. In addition to login security, we also installed security cables on each machine to ward off theft.
Paw Print: Print-cost recovery system

The Paw Print System was initiated by IS&T to solve the campus-wide problem of students' excessive printing in the computer labs. Working closely with IS&T's Mark Puckett and Jane Leonard, we instituted the system in our computer lab. The purpose of the system is to reduce wasteful printing in the labs. Students get a credit of 100 free prints on their Paw Print account each semester. The student's Paw Print account is tied to their individual network login id. If a student needs to print beyond the 100 prints, he or she pays five cents ($.05) per page in advance of printing. GRAs have a special login id that allows unlimited printing for faculty work. Student groups use accounts with 100 free prints, and over that they must add credits to the account with their own funds.

I use the Paw Print Administrative web site to create new accounts and retrieve reports on lab usage. Lab staff and public services staff can use the web site to credit student accounts when there are problems. A Paw Print report from March 3, 1998 is attached.

Computer Lab Guides and Electronic Reserves

Matt prepared a collection of handouts for using the applications in the lab. As an illustration of the range of support we offer to law students, below is a list of the handouts that are available:

- Computer Lab Login Procedure
- Introduction to Internet E-Mail Using Pine
- How to Forward E-Mail from Panther
- Subscribing to E-Mail Discussion Lists on GSULaw
- Using Tempo-Web
- Transferring Files via FTP
- Using Special Paper in the Lab Printer
- List of E-Reserve Exams

The “List of E-Reserve Exams” is attached to this report. Matt reorganized the collection this year and the new list includes each individual file from the professors. Students can retrieve, and copy, the exam files using the E-Reserves icon on the desktop.

Law Student Survey Responses

Annual 1L Computer Survey

Once again I required the first-year class to complete a computer survey as part of the Westlaw/Lexis training. 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: 102, WP: 86). One hundred forty-eight (148) 1Ls have a desktop computer and 76 have laptop computers. Of the 165 students who indicated they have an e-mail address, 97 students listed their GSU Panther addresses and 101 indicated they use another service (Mindspring, AmericaOnline, or other). Detailed results from the survey are attached to this report.
Survey results indicated that 140 students have access to the web from a home computer or a laptop, or 77% of the first-year class. This is a great signal that our student body is ready for web-based teaching within the College of Law.

According to the IL survey results for the past three years, it is clear we need to add Microsoft Word to the list of lab applications.

1998: 56% use Word, 47% use WordPerfect
1997: 61% use Word, 47% use WordPerfect
1996: 53% use Word, 58% use WordPerfect

Training Questionnaire
Linda Kittendorf (computer lab student assistant) prepared and distributed to student mailboxes a “Computer Training Questionnaire” to identify the computer training needs. Twenty-four surveys were completed. The majority of responses indicated an interest in 1) various Internet functions, including e-mail, discussion lists, and FTP, 2) word processing, and 3) CALI. After the results were compiled, Linda held three training classes on basic e-mail and Internet functions on various days and times. A total of four students attended the classes. Linda has also offered one-on-one training with students as requested. Starting with the March “Student Events Calendar,” we have indicated Linda’s Monday hours as Computer Training Sessions and these are advertised using the law students’ electronic distribution lists. We hope the students will take advantage of Linda’s expertise.

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 6.3, which incorporated KeyCite and Lexis 7.0, a new graphical interface for Lexis-Nexis research. I coordinated the distribution of this software to students, both during the fall semester for 2Ls and 3Ls and during January to the 1Ls.

Dedicated equipment replaced
The dedicated Westlaw and Lexis machines that were in the lab were replaced by the new Dell machines in August. Terminals in the Career Services department and in the law review office have also been replaced. We still use dedicated Westlaw and Lexis terminals in the OLLI alcove and in the Moot Court office. The dedicated terminals use modems and phone lines to access the services. All other access points are through the network using the Internet.

Westlaw and Lexis continue to own the laser printers and will pay for printer supplies through July 1998. The deskjet printers, formerly owned by West and Lexis, have been installed throughout the library to replace dot-matrix printers. Yolanda installed printers at work stations in the following locations: 1) Circulation, 2) Reference, 3) Daisy Smith, 4) Juanita Wheeler, 5) Sherry Grady, 6) OLLI station in alcove, 7) OCLC station in Tech Services, and 8) InfoTrac station in alcove. We have one deskjet in library storage.
Change in personnel
Nan Harley replaced Paul Markle as our Westlaw Academic Representative in September. Dirk Rountree and Lisa Kaplan continue to provide Lexis support.

Training for first-year students
I coordinated Westlaw and Lexis training for the first-year students, which was held during 3½ weeks in January. Out of a total of 186 registered first-year students, 183 were trained on Westlaw and 179 had Lexis training. We trained 1Ls on the newest software available: Lexis 7.0 and Westmate 6.3. There were no major problems with the training facilities on the 6th floor. Our Internet connections, for the most part, were very good. Instructors (Nan, Rhea, Joe, Nancy, Lisa, Edna, and the service representatives) enjoyed using the new projection equipment during the classes.

COMPUTER APPLICATIONS

Electronic Distribution Lists for law students
Three e-lists (1Ls, 2Ls, and 3Ls) were set up by Tricia and James using the students’ panther e-mail addresses. I use these lists regularly to distribute information to the students. I post messages on behalf of student groups, student leaders, librarians, and law faculty. The lists are closed and restricted, which means that list subscriptions are pre-set and only a few individuals (list-owners) can post messages. The distribution lists are very heavily used for communication with the students. Other than my postings, the lists carry messages from the Registrar’s office and from the Career Services office.

Training Equipment and Facilities
I purchased a computer-projector system for the law library. The equipment includes a computer projector and a laptop computer with CD-ROM drive. The new equipment has been used extensively for demonstrations of computer systems in the law library conference room and for training in the 6th floor training lab.

The 6th floor training lab was upgraded with ten Windows 95 computers in January 1998. The library’s computer projector was used in the training lab for all training classes (Westlaw, Lexis, WordPerfect, Internet, etc.).

Faculty Services
I demonstrated the Carl UnCover service to law faculty and provided information for using this new service. I also coordinated Westlaw and Lexis sessions on the new software for the faculty. I continue to distribute the Current Index to Legal Periodicals (CILP) to faculty on a weekly basis.

Orientation for Library Staff
In December, we held an orientation session for library staff in the computer lab. Yolanda, Matt, and I explained the Paw Print system, the new logon procedures, the new applications on the computers’ desktop, and the Interactive Courtroom station. We also discussed troubleshooting common lab problems.
New InfoTrac Computer
James and Yolanda worked hard to upgrade the InfoTrac station to a Windows 95 machine, which was pieced together using parts from broken computers. Now we can run the Windows 95 version of SearchBank for our LegalTrac index. Matt is currently adding our periodical holdings to the system.

Password on the Galileo stations
The Galileo stations were changed to “Password - Only” access in February 1998. Patrons can get the Galileo login id and password from the reference librarians. I am changing the password monthly at this point, but it can be changed more frequently if needed.

PERSONNEL CHANGES
Anne Graham, LAIII, left the department to take an LTA position in the library’s Acquisitions/Serials department. Jason Puckett, Computer Services Assistant transferred to the computer support group of the College of Law. I revised the full-time and the part-time position descriptions. Yolanda Daniels joined the staff as Computer Services Specialist (1.0 FTE) and Matthew Brooks became the Computer Services Assistant (.5 FTE). Matt began his new duties in July and Yolanda started in September.

I hired two students assistants (law students) to provide lab support and training. Nancee Thomlinson works 6 hours during the week and 7 hours on Saturday. Linda Kittendorf works 3.5 hours during the week and 8 hours on Sunday. Linda also conducts training for students.

COMMUNICATIONS (OR LIAISON) ACTIVITIES

New Committees/Groups
I served on the University Faculty Senate and various Senate committees: Library Advisory Committee, Planning and Development Committee, and Admissions and Standards Committee. Topics that were discussed in the committees include semester conversion, strategic planning, and SACS accreditation.

Dean Griffith appointed me to the Technology Providers Subcommittee of the Education and Technology Committee. The subcommittee is chaired by Patrick Wiseman. Other members are: Tom Gromme, James Jones, and Ken Walsh. We are primarily working on upgrading computers to Windows 95, enhancing our web site, and upgrading our network infrastructure with new servers and ethernet lines. At this point the majority of library machines are still on Windows 3.1. The current version of PALS library system software will run on Windows 95. We hope to get all library machines upgraded to Windows 95 by this summer.

On-Going Committees
I continue to attend the monthly meetings of the Automation Committee of Pullen Library. This year we discussed plans for a new statewide library system (called Copernicus), the one-
card system (Panther card), the new campus-wide Paw Print system (developed by IS&T), and other automation issues.

Planning for Copernicus (the statewide library system) continued this year. The original six vendors are expected to respond to the Request for Proposal (RFP) this Spring. The vendors are: VTLS, Innovative Interfaces, Endeavor, Sirsi, DRA, and Ameritech's Horizon. Recently the Georgia legislature approved $2 million for the first phase of the project. Georgia State University will be one of the first institutions to implement the new system in FY99.

_Other Meetings/Events_
In April, I attended the second meeting of the Computer Services Librarians of Georgia law schools in Macon. Robert Linz and Sherri Lewis of the Mercer Law Library were our hosts for this meeting. I plan to host the next meeting here at Georgia State this Spring.
Paw Print System
Georgia State University

College of Law Lab Statistics

Start Date: January 1 1998
End Date: March 4 1998

Total Prints Today: 8
Total Prints This Week: 798
Total Prints This Month: 412
Total Prints This Year: 16420

Graph For Year 1998

Graph For Year 1997

3/4/98 9:17 AM
# Total Print Itemization Usage Report

Start Date: January 1 1998  
End Date: March 4 1998

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[Query](http://uets.gsu.edu/ppsadm/lev2/cgi/report.cgi)
List of E-Reserve Exams

To download E-Reserve Exams, go to E-Reserve Exams on the Windows desktop in the Law Library Computer Lab.

### Account

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<th>File Name</th>
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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: 102, WP: 86). One hundred sixty-five (165) students indicated they have an e-mail address and the GSU Panther system was the most widely-used e-mail service (97 students). Detailed results from the survey are indicated below.

How would you describe your experience using computers?

- Beginner: 22
- Average: 121
- Highly proficient: 38

Do you have a home computer (desktop)?
- Yes: 148
- No: 28

Do you have a laptop (portable, notebook) computer?
- Yes: 76
- No: 104

For either desktop or laptop - please check the type which most resembles your own:
- IBM - 386: 10
- IBM - 486: 29
- IBM - Pentium: 124
- Macintosh: 4
- Other: 5

Do you have a printer?
- Yes: 145
- No: 11

Do you have CD-ROM drive?
- Yes: 135
- No: 21

Do you have an e-mail address?
- Yes: 177
- No: 4

Please circle host or service you use for e-mail (circle all that apply)
- GSU Panther: 97
- Mindspring: 26
- AmericaOnline: 42
- Compuserve: 0
- Other: 33

Do you have web access from your home computer or on your laptop?
- Yes: 140
- No: 36

What word processing program do you use?
- WordPerfect: 86
- MS-Word: 102
- Other: 18

Do you use the University's main computer lab in the Library South building?
- Yes: 39
- No: 139
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 1997.

DEPARTMENTAL ACTIVITIES

Personnel
The department is staffed by Edna Dixon, Librarian II, and Pamela Willis, Library Associate.

Equipment & Software
1997 pointed to anticipated improvements in cataloging. The Catalog Librarian worked closely with the G-2 Cataloging subcommittee to make recommendations for the new system-wide library automation system. Passport for Windows software was installed on the workstations of OCLC frequent users with Windows 95. New barcode readers were installed on the OCLC and Catalog Librarian’s workstations. Due to OCLC’s delay in releasing CATME for Windows the department has not implemented this software as hoped.

Cataloging Activity
The cataloging department’s productivity remained high in 1997, with 663 more volumes cataloged over 1996. Catalog Maintenance continued to be a focus as the department strove to make OLLI an accurate reflection of the library’s holdings.

Projects
A project was begun to identify those bibliographic records within the online catalog with no items attached, determine their status, and either withdraw bibliographic records for which library no longer has an item, or locate the item and link it to the proper catalog record. To date, the project has identified corrected more than 150 records. The project’s goal is to match all items within OLLI to their corresponding bibliographic record before the new system is put into operation.

Departmental Goals for 1998

• Clean up bibliographic records in preparation for new library system.
• Upon selection of the new library system, and reviewing its systems
requirements, have automated authority control performed on the catalog's subject file.

Cataloging Statistics 1997

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</tbody>
</table>

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Note: The table above summarizes the cataloging statistics for 1996-97, detailing the number of items cataloged in various formats by month and total annual. The statistics are divided into two sections: Material Cataloged by Title and Material Cataloged by Volume.
Catalog Maintenance

Volumes Added

<table>
<thead>
<tr>
<th></th>
<th>Paper</th>
<th>Microfiche</th>
<th>Microfilm</th>
<th>Audios</th>
<th>Videos</th>
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Titles Withdrawn:

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<th>August</th>
<th>September</th>
<th>October</th>
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<th>March</th>
<th>April</th>
<th>Annual Total</th>
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</thead>
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<td>All Formats</td>
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<td>48</td>
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Titles Recataloged (All Formats):

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<tr>
<th>Monographs</th>
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<tbody>
<tr>
<td>May</td>
<td>7</td>
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<tr>
<td>June</td>
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<tr>
<td>March</td>
<td></td>
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<tr>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Annual Total</td>
<td>92</td>
</tr>
</tbody>
</table>
This memorandum summarizes the general activities and services connected with government documents during 1997-1998.

**Depository Information**

We are a selective depository for Government Printing Office (GPO) documents and currently receive 5.02% of the materials available from GPO. Our documents collection is comprised of about 500 titles.

During 1997, we received the following number of documents from GPO:

- 2,580 paper pieces
- 7,826 microfiche pieces
- 5,389 microfiche titles.

**Staffing**

Anne Graham served as the Documents Assistant until January 2, 1998. Anne resigned in order to attend classes on a full time basis. A new Documents Assistant, Julie Colgan, has been hired, and began work on March 9, 1998. Although, Julie has not previously worked with government documents, she does have experience working with PALS and doing serials check-in, which will serve her well as a Documents Assistant.

The Documents Assistant checks in government documents in both paper and microfiche formats. She insures the collection is current and accurately shelved by reviewing *Administrative Notes Technical Supplement* for any changes regarding item numbers we select, removing superseded documents, and seeing to it that appropriate documents are sent to the bindery.

Anne used to shelve all government documents—both paper and fiche. In January it was decided that Stacks will shelve all paper documents and Senate and House bills, resolutions, and concurrent resolutions in fiche. The Documents Assistant will continue to be responsible for filing all other government document fiche.
Activities

On April 25, 1997, I did a presentation on Georgia legislative history for a continuing legal education seminar sponsored by ICLE. My presentation was in the form of a play, entitled "Legislative History Can Be Murder," which I wrote. During the course of a "murder mystery," the actors, which included Rhea, Edna, Lisa, and myself, described and discussed various state documents, law reviews, and other materials one would use to find legislative history in Georgia.

In early October of 1997 I attended the Georgia Council of Media Organizations (COMO) annual meeting at Jekyll Island, Georgia. In addition to attending several presentations on various topics, I attended the business meeting of the Government Documents Interest Section of the Georgia Library Association (GLA). This is the only scheduled meeting for the GLA Government Documents Interest Section held all year.

On October 29, 1997, I attended a day long workshop at SOLINET in Atlanta entitled "Accessing Government Documents Over the Internet." The workshop was presented by T. Harmon Straiton, Jr., Head of the Microforms and Documents Department at the Auburn University Libraries.

In November of 1997 I put up an exhibit on government documents in the library's display case.

I attended the GLA Leadership Conference held on December 12, 1997, at the Central Library of the Dekalb County Public Library System. I met with the GLA Governmental Relations Committee, of which I am a member, and also attended a meeting of those members of the Government Documents Interest Section who were present for the conference. Among other things, the Government Documents Interest Section members discussed the feasibility of creating a database of bibliographic records for U.S. government documents held by depository libraries in Georgia. This database would be made available through GALILEO. In February of 1998 I received and responded to a survey sent to the various depository libraries on this topic.

As Chair of the Governmental Relations Committee for the Atlanta Law Libraries Association (ALLA), I worked with Amy Flick, Government Documents Librarian at Emory Law Library, on the issue of a universal citation system in Georgia. We studied, and are continuing to study, the most recent developments in other states with respect to universal citation systems. In addition, I interviewed Scott Henwood, Reporter of Decisions for the Georgia Supreme Court and Court of Appeals regarding Georgia's current position on adopting a universal citation system (the state has so far declined to adopt such a system). Amy and I have also prepared a draft survey on universal citation which we plan to submit to the ALLA membership in the near future.

Collection Development

During 1997 the Reference Department completed a weeding project in the reference
collection. All government documents in the reference collection were given to me to review for currentness. Whenever it was determined that a particular government publication was out of date, I ordered a current version of the publication from the Superintendent of Documents.

In January of 1998 I observed that the library was receiving large numbers of various GAO Documents in microfiche. These GAO Documents appeared to have only a marginal relation to our collection. The decision was made to de-select the item number for these GAO documents, and to withdraw the fiche from the collection. As a result, several feet of valuable microfiche cabinet space have been reclaimed, and more space will be available for future arrivals of government document fiche.

**Goals**

To continue 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 update the *Federal Documents Procedure Manual*, including changing its name to the *Government Documents Manual*.

**Circulation**

**Review of 1997 Goals**

During 1997 the Circulation Department completed the following special projects:

* continued manual scope and periodical Reserves, and I.I. manuals in addition to maintaining circulation and I.I. statistics;

* implemented the University-wide Panther Card, converting from a manual to a swipe system when checking out library materials;

* developed a *Circulation Training Manual* for circulation personnel and completed a training session with it; and

* re-organized Reserves, including updating Reserve records to the computerized.
Introduction

Public Services consists of the Circulation Department, the Stacks Maintenance Department, and the Public Services Librarian.

The Circulation Department ensures that the Law Library is open 105 hours per week. This department opens and closes the Law Library, answers incoming phone calls, checks books out to patrons, discharges books, collects fines, handles inter-library loans for law students, and maintains circulation and inter-library loan statistics. It is staffed by three full time employees, one part time employee and student assistants.

Stacks Maintenance processes new library materials, placing call number labels on the spines of books, re-shelves items, and updates loose leafs. Stacks also updates codes and encyclopedias with pocket parts, removes print materials when microform and/or bound materials arrive, and supervises semi-annual shelf reading projects. Stacks recently became responsible for disaster planning and book repair. Stacks is staffed by a full time supervisor, a part time employee, several student assistants and work study students.

Public Services provides web ready Information Series Guides to the public, answers Reference questions, and conducts tours of the law library.

Circulation

Review of 1997 Goals

During 1997, the Circulation Department completed the following special projects:

* continued updating the Circulation, Reserves, and ILL manuals in addition to maintaining circulation and ILL statistics;
* implemented the university wide Panther Card, converting from a wand to a swipe system when checking out library materials;
* developed a Circulation Training Manual for circulation personnel and completed a training session with it; and
* re-organized Reserves, including updating Reserve records to list textbooks by...
professors' names, a new change made possible by PALS. Prior to this, textbooks were simply listed under staff. Textbooks and treaties were also updated. Records for Electronic Reserves were added.

Activities in 1997

In 1997, 203,045 individuals visited the Law Library. Of that number, 6,982 were either attorneys and/or paralegals who signed in at the sign in computer. 14,761 items circulated. Of this number, 6,464 were standard circulating items, 3,323 were reserve items, and 4,137 were study room keys. Either loose leafs or periodicals were the remaining circulating items. 12,002 patrons checked out materials from the law library. 10,331 of these individuals were law students while 1,100 were law faculty.

The Law Library handled 773 inter-library loan requests from local area law firm libraries and OCLC requestors. 291 of the inter-library loan requests came from local area law firm libraries. The Law Library filled 482 inter-library loan requests via OCLC. Through OCLC, the Law Library asked to borrow 147 items. 111 of these requests were filled. Of this number, 57 were copies from journals while 54 were books.

Staffing

In terms of staffing, Dionne Lyne left in June after obtaining a professional library job. Monica Pitts was hired to replace her. Matt Brooks, a Library Assistant I, was promoted to the Electronic Services Department, and Finiana Joseph was hired to replace him. Daisy Smith continues as Administrative Supervisor and Sonya Williams continues to work as a Library Assistant I.

Goals for 1998

* Continue updating manuals and maintaining statistics;

* View "Service with a Smile" video and conduct Circulation training session around this; and

* Update paper reserves for faculty as part of a Reference team project.

Stacks

Review of 1997 Goals

In 1997, Stacks completed the following special projects:
Activities in 1997

The Law Library subscribes to many publications that require continuous updating, either through the addition of pocket parts or loose leaf filing. Two national legal encyclopedias are included in the collection as well as an Encyclopedia of Georgia Law; these items require annual updating with pocket parts. The Law Library also receives the codes and digests of fifty-one states, and three federal codes; again, these materials require annual updating with pocket parts.

The Law Library subscribes to 980 loose leaf services. In 1997, Stacks filed 2,806 loose leaf releases. Releases for the following categories were filed:

- CCH publications had 1,211 releases filed;
- BNA publications had 234 releases filed;
- Matthew Bender publications had 162 releases filed;
- RIA publications had 111 releases filed;
- Aspen publications had 11 releases filed;
- miscellaneous materials had 816 releases filed;
- international materials had 125 releases filed;
- reference materials had 67 releases filed;
- Georgia materials had 52 releases filed; and
- state materials had 17 releases filed.

Stacks searched for 124 lost books in 1997, locating 44.

Stacks acquired additional responsibilities in 1997, including the filing of microfiche, microfilm, videotapes, and audio tapes. Stacks also became responsible for disaster planning and preparedness in the Library.

Stacks also began detailing the desks sets held by GSU law faculty. A list was prepared.
to make ordering and updating more efficient. More updating is necessary.

**Staffing**

Juanita Wheeler is the Stacks Supervisor. Eugene Jackson is the part time employee who works as a Library Assistant I. Paperwork was processed that will promote Eugene to a Library Assistant II position in July 1998. At that time, he will assume responsibility for book repair.

**Goals for 1998 include:**

* Continuing to update manuals and maintain statistics;

* Develop and present a Disaster Preparedness Workshop to staff;

* Supervise and organize two shelf reading projects for the library; and

* Incorporate and consolidate the additional responsibilities given to Stacks and develop written procedures for them.

**Public Services**

Public Services produces and distributes twenty-four Information Series guides. In 1997, two new guides, *Finding Legal Information on the Web* and *Locating Business Information* were added. The Public Services Librarian completed *Locating Business Information* while the Catalog Librarian compiled *Finding Legal Information on the Web*. These guides were exhibited at the national meeting of the American Association of Law Librarians in Baltimore in July of 1997. In addition, all librarians worked to put these guides on the Law Library’s web site. All guides were updated in 1997 and hyper-text links to appropriate web sites were added.

In 1997, librarians provided six tours and basic legal research instruction on these tours. Tours were given to:

* Professor Scott Murray’s Legal Studies class;
* Professor Allison Burdette’s Legal Studies class;
* Professor Rita Gregory’s Construction Law class;
* two classes of Professor Greg Gussler’s Tax Law class; and
* an Education Law class.

A Freshman Orientation tour was led by all librarians at the beginning of the academic year.

Three inter-library borrowing cards were issued by the Law Library in 1997. All cards
were issued for Emory’s law library.

Exhibits for Civil Rights, the Miller Lecturers, Law School Deans, The Ben F. Johnson Award, International Law, Government Documents, Banned Books, and Damaged Books were placed in the Law Library’s Exhibit Case in 1997.

**Goals for 1998**

* Develop an *Employment Law* Information Series guide.

* Assist Stacks and Circulation with their goals.
POSITION DESCRIPTION

TITLE: Law Librarian

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

RESPONSIBLE TO: Dean, College of Law

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

DUTIES:
- Administering all Law Library operations
- Planning and implementing growth and development of the library's collections and services, including collection development, personnel management, space planning, and new implementation of new technologies
- Teaching Legal Bibliography course
- 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 1/21/98
POSITION DESCRIPTION

TITLE: Law Librarian

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

RESPONSIBLE TO: Dean, College of Law

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

DUTIES: Administering all Law Library operations, planning for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies.

Teaching Legal Bibliography courses.

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

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

Revised 1/21/88
POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and serials control functions; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the unit

RESPONSIBLE TO: Law Librarian

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

DUTIES: Overseeing all acquisitions activities, including pre-order searching, selecting vendors, placing orders, processing invoices, and accounting

Overseeing all serials control activities, including check-in, routing, and binding

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

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

Monitoring workflow and production

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

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

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

Overseeing the receipt of gift materials

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

Staffing the Reference Desk one evening per week

Performing other duties as assigned
QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

1/24/89
RESPONSIBLE TO: Law Librarian

SUPERVISES: 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.
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.
POSITION DESCRIPTION

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

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.
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.
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

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 orientationm and flexibility.

1/17/96
POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

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

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

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

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

Provides Lexis and Westlaw training.

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

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

Leads Library tours and conducts Library orientation sessions.

Performs other duties as assigned.

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

1/17/96
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
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 staff 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, and prepares purchase requisitions for maintenance contracts, equipment purchases, non-inventory items and subscriptions and continuations.
- Prepares travel requests, expense statements, and registrations forms.
- 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.

2/11/98
POSITION DESCRIPTION

TITLE: Computer Services Specialist I

DEPARTMENT: Law Library Computer Lab and Media Center

PURPOSE AND SCOPE OF POSITION:
Responsible for providing service to library users in the Computer Lab and in the Media Center

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:
- Provides user support for student computer lab. Troubleshoots problems related to hardware and software use. Installs and upgrades equipment and software. Trains and advises law students in general system and equipment use.
- Coordinates scheduling and operation for the computer lab. Trains and supervises student employees assigned to the lab. Recommends policies and implements procedures for the lab. Writes and updates computer lab procedures manual.
- Upgrades and configures PALS (library computer system) stations.
- Maintains up-to-date software and hardware inventory. Monitors software to insure that only legal and authorized software is used in the lab.
- Assists in the installation and development of WWW applications for law students and library staff.
- Performs all administrative functions of the Media Center (which include maintaining supplies, equipment, statistics, records, and procedures manual).
- Performs other tasks/projects as assigned.
- Proctors exams in the College of Law each semester.

QUALIFICATIONS: Undergraduate degree in computer science, management information science, or related field; OR equivalent job training and/or experience. Demonstrated customer service orientation and computer support experience is required. Experience installing and upgrading computer hardware and software is required. Knowledge of UNIX, HTML, WordPerfect, FolioViews, Novell, Dos, Windows and local area networks is highly desirable.

REVISED 2/98
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, librarians, and library staff.
- Troubleshoots problems related to software and hardware use.
- Trains and advises library employees and law students in general system and equipment use.
- Assists with equipment inventory and supplies for equipment.
- Installs equipment and software.
- Develops and maintains Law Library web pages.
- Manages electronic reserve collection.
- Writes and updates computer lab help sheets.
- Maintains and upgrades CD-ROM stations in the library.
- Provides service for patrons in the Media Center.
- 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.
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 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 audio-visual material using OCLC records supplied by the Library of Congress

Editing and inputting cataloging records

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

Creating name and series authority records

Creating periodical call numbers

Verifying subject headings

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

Keeping appropriate statistics

Proctoring Final Exams for Law Faculty

Performing other duties as assigned

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

Revised 5/24/95
POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)

DEPARTMENT: Acquisitions/Processing

PURPOSE AND SCOPE OF POSITION: To assist in the acquisition of library materials by doing preorder searching, creating order records, maintaining order files, and receiving monographs; and to accomplish the processing of library materials. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:
- Verifying bibliographic information and availability of library materials
- Searching OCLC, catalog, and in-process file to avoid accidental duplication of orders
- Inputting, editing, and verifying data entered on LAQ system; mailing purchase orders; maintaining order files
- Checking in monographs
- Claiming and cancelling outstanding orders as needed
- Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.
- Keeping appropriate statistics
- Proctoring Final Exams for Law Faculty
- Performing other duties as assigned

QUALIFICATIONS:
- High school graduate; one year of library experience or six months library experience plus two years of college; ability to type 35 wpm.

Revised 5/24/95
POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)
DEPARTMENT: Acquisitions/Serials

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

RESPONSIBLE TO: Acquisitions/Serials Librarian
SUPERVISES: Not Applicable
DUTIES:
- Checking in serials
- Verifying and preparing invoices for payment
- Recording cost of each item for internal accounting records, and reconciling University accounting records with library records
- Posting payments in Kardex
- Maintaining serials encumbrance records in PC File
- Resolving order and accounting problems with vendors either by letter or by phone
- Returning monographs and serials to publishers as required
- Proctoring Final Exams for Law Faculty
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm and operate a 10-key calculator; ability to be accurate and pay close attention to detail. One year library experience, or six months library experience and two years of college. Accounting or bookkeeping background and interpretive and problem-solving skills preferred.

Revised 5/24/95
POSITION DESCRIPTION

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

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

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: Student Assistants (shelvers and filers); LAI (.5 FTE) in stacks maintenance (processing)

DUTIES: Ensuring the prompt and accurate shelving of all library materials, including Faculty Library materials

Ensuring the prompt and accurate updating of library materials by pocket parts, replacement volumes, looseleaf pages, or other means of supplementation; and the appropriate handling of superseded materials. Includes materials located in faculty offices and Faculty Library

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

Oversees all processing functions for new materials and materials already in collection, ensuring accuracy of typed call number labels.

Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers and LAI (.5 FTE) in stacks maintenance.

Proctoring Final Exams for Law Faculty

Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year library experience and one year supervisory experience, or two years library experience; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles; ability to type 35 wpm. College degree preferred.

5/29/96
Position Description

TITLE: 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
POSITON DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II (Circulation)

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

DUTIES:

Check materials in/out

Answer incoming calls and direct calls or take messages as needed

Provide locational information to patrons and refer other questions to Reference

Perform COLLI functions as required, including fine payments; system backup; assist in training other circulation staff in use of system; assist in resolving problems with system

Process materials for the Reserve Collection and maintain that collection in good order; communicating with Law faculty concerning Reserve material

Maintain reserve audio/video collection and equipment and assist patrons with their use

Design and update Library Information Series Using MacIntosh, Aldus Freehand, and Word Perfect

Research data and assist in converting reserve materials to electronic text maintenance of such, once the project is realized

Update student assistant training materials as needed

Proctoring Final Exams for Law Faculty

Perform other tasks as assigned
QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone; six months library or office experience. Some college coursework preferred. Must be able to work without supervision and possess good judgement skills. Computer graphics skills (preference given).

Revised 5/29/96
POSITION DESCRIPTION

TITLE: Library Assistant II (.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.
POSITION DESCRIPTION

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

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Not Applicable

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

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

Revised 5/29/96