7-1-1999


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INTRODUCTION

During 1998/99 one law librarian left GLS to pursue other career opportunities. Joe Morris resigned to become a reference librarian at King and Spalding Law Firm. On a brighter note, we hired two new librarians, Suzanne McKibben as Electronic Services Librarian and Terrence Martin as Associate Electronic Services Librarian. This hiring greatly reassures the competency to the Law Library.

Again, we obtained Quality Improvement Grants to network the carrels and study rooms. The networking will allow the students to use the carrels from any computer. And, we were able to use the end of year money to upgrade our computer shelving.

During the year, I have served on the Facilities Committee in an attempt to secure the first floor of the University Center outside the main door of the library.  Finally, we obtained the Game Room and the Old Supply Room this summer. We will use the Game Room for remote storage and the Old Supply Room for equipment storage since space needs will become critical in 2000, therefore, it is crucial that we obtain the entire first floor. The renovation of the first floor remains the No. One Capital Request for the University for FY2000.

The Annual Reports from the four library faculty members, Rhone Ballard-Therewor (Associate Librarian), Etta Dixon (Catalog Librarian), Karen Douglas (Acquisitions/Serials Librarian), Terrence Martin (Electronic Services Librarian), Suzanne McKibben (Public Services Librarian) and from detail the work of their departments.

ADMINISTRATIVE AND PERSONNEL

The attachment organization chart reflects the administrative structure of the Law Library (see the appendix). The library staffing includes 6 librarians, 13 FTE staff members, and approximately 4 FTE student assistants. Several staff members received promotions reflecting the complexity of their work.

Nancy P. Johnson
Law Librarian
Professor of Law
INTRODUCTION

During 1998/99 one law librarian left GSU to pursue other career opportunities. Joe Morris resigned to become a reference librarian at King and Spaulding Law Firm. On a brighter note, we hired two new librarians, Suzanne Mucklow as our Public Services Librarian and Terrance Manion as our Electronic Services Librarian. Both librarians have brought an enormous amount of energy and competency to the Law Library.

Again, we obtained Quality Improvement Funds to network the carrels and study rooms. The networking will allow the students to use their laptops in the carrels. And, we were able to use end of year money to upgrade our compact shelving.

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. Finally, we obtained the Game Room and the Old Supply Room this summer. We will use the Game Room for remote storage and the Old Supply Room for equipment storage. Our space needs will become critical in 2000, therefore, it is crucial that we obtain the entire first floor. The renovation of the first floor remains the #1 Minor Capital Request for the University for FY2000.

The Annual Reports from the four library faculty members, Rhea Ballard-Thrower (Associate Librarian), Edna Dixon (Catalog Librarian), Karen Douglas (Acquisitions/Serials Librarian), Terrance Manion (Electronic Services Librarian), Suzanne Mucklow (Public Services Librarian) and from detail the work of their departments.

ADMINISTRATIVE 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. Several staff members received promotions reflecting the complexity of their work.

Librarians

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<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
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<td>Rhea Ballard-Thrower</td>
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<td>Karen Douglas</td>
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<td>Terrance Manion</td>
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Staff Members

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<td>Beth Bercaw</td>
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<td>David Horton</td>
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<td>Julie Colgan</td>
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<td>Andrew Peck</td>
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<td>Administrative Coordinator (.75 FTE)</td>
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<td>Yolanda Travis</td>
<td>Computer Services Spec. (Micro/Lab)</td>
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<td>Eugene Jackson</td>
<td>Library Assistant II (.5 FTE) (Processing)</td>
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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. The library is open 105 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks.

SERVICES

The Reference Librarians provide a total of 76 hours of reference desk 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 9517 questions during the year, which is almost 500 more questions than the previous 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 have 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.

TECHNOLOGY

Although most of our first year students own a computer, the computer lab remains a very busy place. 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 third year that exams are available electronically for our students, and Computer Support and Circulation are working on converting “file folder” reserves into an electronic format. In November, the library rolled out its new web presence <law.gsu.edu/library>. The web pages boast several web subscriptions.

On February 18 the Law Library, the Pullen Library, and the Instructional Technology Center successfully migrated from PALS to Endeavor’s Voyager system. The librarians and staff have been extremely busy converting data to the new system.

LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 1998:

VOLUMES ........................................ 142,116
TITLES ............................................ 48,896
MICROFORM REELS ............................. 5,628
MICROFICHE .................................... 593,905
MICRO, VOL. EQUIVALENTS ......... 127,124
SERIAL SUBSCRIPTIONS ..................... 3,548
AUDIO/VIDEO .................................. 1,027
CD-ROM TITLES ................................. 0

The library's hardcopy title count of 48,896 ranks GSU 18 out of 39 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 many years. Since 1990, our collection has grown at a constant pace. Our volume count of 142,116 ranks the GSU library at 32 out of 39 southeastern law libraries.

As a selective depository for Government Printing Office (GPO) documents, we currently receive 5.11% of the materials available from GPO. This percentage translates into 608 titles.

PHYSICAL FACILITIES

In the year 2000, the Law Library will be out of shelf space (86% capacity). We have proposed expanding the Law Library to Collins Street to gain additional square feet. The area will be 5,980 gross sq. ft. for open stack area and 1,300 seats. The Law Library has a separate document that addresses space needs. The University requested funds from the General Assembly for the Collins Street renovation, however, the University received only funds for ADA modifications in the Old University Center Building. The major element of the modifications will be a new elevator, which will impact library space. Therefore, the library expansion remains the University’s #1 Minor Capital Request for FY2000. Our space needs are a concern of the American Bar Association, who will reevaluate the College of Law in February 2000.

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 FY99 resulting in a total permanent funding of $680,000.

1998/99 GOALS

1. To move little-used books to Remote Storage (Game Room).
2. To obtain funding to renovate the first floor on Collins Street.
3. Throughout the Law Library, to continue to implement the Voyager library system.
4. To implement automated authority control of the catalog’s author, series, and subject files.
5. Implement an in-house electronic reserve system to replace the paper file reserve system currently in use.
6. Implement improvements in Interlibrary Loans.
7. The Reference Department will update the Faculty Bibliography, provide the contents for the reference section of the Law Library’s Intranet, update the Law Library Guide and the States’ Bibliography.

8. Reorganize technical services work flow for the new system.

9. Reorganize technical services space to make better use of work stations. Reorganize Microforms Room to accommodate office for Electronic Services Librarian.

10. Continue to purchase networked study carrels, upgrade workstations to Win 98, design a database to manage the attorney sign-in data, and design a Law Library Intranet.
Annual Reports:

Rhea Ballard-Thrower, Associate Librarian

Edna Dixon, Catalog Librarian

Karen Douglas, Acquisitions/Serials Librarian

Terrance Manion, Electronic Services Librarian

Suzanne Mucklow, Public Services Librarian

In November, the Reference Department agreed to update the reference statistics form so that we could determine the type of reference questions answered. The new form includes categories for phone vs. in-person assistance (where the person comes to the reference desk) and research vs. directional questions. For November and December, 81% of the questions were for research assistance. Providing in-person assistance accounted for 89% of all questions.

Graduate Research Assistants (GRAs)

Once again, the Law Library was assisted by four wonderful GRAs. Samira Jones and Beth Kellison worked Mondays and Thursdays, while David Isaac and Jason Speck worked Saturdays and Sundays. For 1998, the weekend GRAs answered a total of 1283 questions, which is 20 more questions than last year.

Reference Project

The Reference Department compiled the 1998 update to the GSU College of Law Faculty Bibliography. In addition, reference wrote and performed, Legal Reference Play: Can Be Murder, for the Georgia Council of Media Organizations 1998 Joint Conference.
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 1998.

**REFERENCE DEPARTMENT**

*Statistics*
Reference answered a total of 9517 questions for 1998, which was almost 500 more questions than were answered. September was the busiest month for questions with a total of 1226.

In November, the Reference Department agreed to update the reference statistics form so that we could determine the type of reference questions answered. The new form includes categories for phone vs. in-person assistance (where the patron comes to the reference desk) and research vs. directional questions. For November and December, 81% of the questions were for research assistance. Providing in-person assistance accounted for 89% of all questions.

**1998 Nov/Dec Statistics**

Graduate Research Assistants (GRAs)
Once again, the Law Library was assisted by four wonderful GRAs. Samira Jones and Beth Kelhoffer worked Mondays and Thursdays, while David Isaac and Jean Sperlinb worked Saturdays and Sundays. For 1998, the weekend GRAs answered a total of 1283 questions, which is 200 more questions than last year.

Reference Project
The Reference Department compiled the 1998 update to the GSU College of Law Faculty Bibliography. In addition, reference wrote and performed, *Legal Bibliography Presentations Can Be Murder*, for the Georgia Council of Media Organizations 1998 Joint Conference.
The library hosted and supervised Terri Townsend, a student from Clark Atlanta University School of Library and Information Studies.

OUTREACH SERVICES
Beth Bercaw continued to make photocopies of cases and articles for the law faculty. For 1998, Beth made 5535 photocopies.

STAFF DEVELOPMENT
For 1997-98, I coordinated the following activities:

Lexis and Westlaw demonstration for visiting Austrian students from Kepler University Law School in Linz, Austria.

Coordinated four staff meetings: Doing a Good Reference Check, Helping the Disabled, Memory and Concentration, and Emergency Preparedness.

Project Healthy Grandparents’ Adopt-a-Family Program. The staff selected a family and gave donated Christmas gifts.

1998-99 REFERENCE GOALS
The Reference Department will update the Faculty Bibliography, provide the contents for the reference section of the Law Library’s Intranet, update the Law Library Guide and the States’ Bibliography.
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 1998.

DEPARTMENTAL ACTIVITIES

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

Equipment & Software
As a part of the University System of Georgia’s interconnected libraries initiative, the College of Law Library began implementation of the Voyager library system during the Fall semester of 1998. The law library shares the new OPAC with both Pullen and ITC libraries in a combined database.

Cataloging Activity
The process of converting from PALS entailed changes in both departmental procedures and the way in which cataloging interacts with both the Acquisitions and Circulation departments. Bibliographic records are now exported from OCLC instead of being tape loaded, eliminating the two week lag between the time a record was cataloged and when it appeared in the OPAC that we had previously experienced. Under the new system, the Acquisitions department will export bibliographic records from OCLC during the pre-order process. The Circulation department will have access to editing holding and item records. The Voyager system means that the work done by library departments has a direct impact on everyone else. Catalog maintenance will continue to be a major focus, as the department strives to make the database an accurate reflection of the library’s holdings.

Projects
In preparation for implementing Voyager, the department reviewed the records in the PALS database and began an intensive clean up of the bibliographic and item records in that database. With assistance from the Circulation department, approximately 13,455 items which contained coding errors were either edited or deleted from the database along with their associated bibliographic records.
Departmental Goals for 1998

- Continue clean up bibliographic, holdings, and item records in the Voyager library system.
- Implement automated authority control of the catalog's author, series, and subject files. Under the Georgia Interconnected Libraries (GIL) initiative, the University System of Georgia will directly pay for the cost of authority control for GIL libraries.

**CATALOGING STATISTICS 1998**

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Acquisitions/Serials Projects

A great deal of time this year was spent evaluating and reorganizing the Acquisitions/Serials Dept. Upon my arrival here in April, 1998, there were no files of invoices paid, books that had been ordered, or vendor and account information. I ordered a file cabinet and set up invoice and order files which have proved invaluable for checking on payments and orders. I also set up a vendor file which provides information on the major vendors we deal with and information about standing orders and blanket plans. Since this information previously wasn’t available, all our major vendors were contacted to request printouts of our current accounts.

In addition, a lot of time was spent making our major accounts more manageable. The transfer of legal journal subscriptions from Faxon and Gaunt to Hein was completed, adding more than 200 additional titles to the Hein account. All of our mainstream periodical subscriptions were transferred to Faxon, who is better equipped to handle non-legal titles. I reinstated and brought up to date many subscriptions which had lapsed and/or “fell through the cracks” during the transfer.

Common expiration dates were also established for subscriptions from CCH, Matthew Bender, Shepards and BNA. This will make invoice payment easier and will ensure that all titles are renewed at the same time and no subscriptions will lapse.

A standing order was set up with Nolo Press to receive all new editions of selected national titles at a 20% discount. We have increased the speed of receipt of orders from our major monograph vendor, Yankee Book Peddler, by ordering items electronically on their GOBI system, rather than by sending purchase orders through the mail. Orders can be placed quickly and easily by entering an ISBN. The system also checks for duplicate orders, which was formerly a problem. We have decreased the problem of duplicate orders dramatically overall by more careful pre-order searching. Using GOBI also cuts down on postage costs.

The library went into production on the Endeavor Voyager automated system in February, 1999. Since none of the Acquisitions and Serials records migrated from Pals, we are faced with a monumental data entry project. The Acquisitions/Serials Dept. Staff has entered all of our major vendor records, and approximately 500 new continuation purchase orders and check-in records. This is an ongoing procedure that will take several months to complete, since only 2 people are creating check-in records. We have had some help creating purchase orders, from the staff member filling the new ½ time Acquisitions/Serials position. She is also being trained to perform serials check-in functions so that the serials assistant and I can concentrate on creating more check-in records.

While creating check-in records and purchase orders, we have discovered a number of lapsed subscriptions that had never been transferred to Hein and issues that need to be claimed. This process, although time consuming, is allowing us to uncover and solve problems which we might
not have found so readily. We are getting a chance to create accurate, current records, which is something we all welcome.

We are also placing firm orders for new material using the system. For the first time we are downloading full bibliographic records from OCLC and importing them into the Endeavor purchase orders as titles are ordered. This will cut down tremendously, the amount of work the Cataloging Dept. will have to do to process new items. The Acquisitions assistant is also creating invoices for items paid out of FY 98-99 funds which are in Endeavor, that were received before the system went up. We are creating retrospective invoices in order to have as accurate a picture of budget expenditures as possible. We plan to make use of the ledger in the Acquisitions module of Endeavor to keep track of encumbrances and expenditures.

Personnel

During the early part of 1998, Sherri Grady, Library Technical Assistant for Acquisitions was solely responsible for the day to day operations of the Acquisitions/Serials Dept. She did an admirable job of keeping things running in a very difficult situation. In March of 1998, Julie Colgan was hired as Library Technical Assistant for Serials. In April of 1998, Karen Douglas was hired as Acquisitions/Serials librarian, filling a vacancy that had existed since September, 1997.

Support staff duties were realigned. Julie is now responsible for all serials, standing order and depository government documents check-in and claiming. Sherri has responsibility for ordering and receiving of new materials and invoice processing. She also still prepares bindery shipments, but that duty will be turned over to Julie at a later date, since most of the binding is serial in nature. New job descriptions have been written to reflect these changes.

The implementation of a new library automated system and a new personnel and financial system for the university has prompted a need for extensive retraining. Staff members have taken the following courses to enhance their job skills:

**Sherri Grady**
- Microsoft Excel 97
- Microsoft Windows 95
- GroupWise 5
- "The Successful Searcher" OCLC searching course at SOLINET
- Spectrum System- Peoplesoft
- Functional Training for Endeavor Voyager system

**Julie Colgan**
- GroupWise 5
ACQUISITIONS/SERIALS ANNUAL REPORT - FY 1998-1999

Microsoft Access
Web Development GOLD course
"The Successful Searcher" OCLC searching course at SOLINET
Endeavor Voyager Functional Training

Karen Douglas

Corel WordPerfect 7
Microsoft Access
Legal Bibliography
Spectrum - Peoplesoft
Endeavor Voyager Functional Training

Karen Douglas attended the following professional conferences:

- American Library Association - June, 1998 Washington, DC
- American Association of Law Libraries - July, 1998 Anaheim, CA
- Georgia Council of Media Organizations (COMO) October, 1998 Macon, GA
- Voyager Users Group Meeting (VUGUM) April, 1999 Rosemont, IL

Statistics

During FY 97-98, we were able to expend our entire materials budget of $385,872.82. It was spent as follows:

- Continuations - $338,372.82
- Monographs - 40,000.00
- Bindery - 5000.00
- Audio-visual - 1000.00
- Microforms - 15,000.00

We received an additional $250,000.00 of year-end funds in July, 1998. This money was used to pay for materials through January 1999. The FY 99 budget was initialized in the Endeavor system in February, 1999. A full report of expenditures for FY 99 will be included in next year’s annual report.

It is anticipated that with the report writing capabilities of the new Endeavor Voyager system, we will be able to provide more detailed reports about items ordered and more in-depth budget reporting for next year.

Julie Colgan has kept detailed statistics on government documents and regular microfilm and
microfiche received from December, 1998 through April, 1999. A copy of her statistical report is attached.

Goals for FY 99/00

1. Complete data entry of purchase orders and check-in records for serials and acquisitions in the Endeavor Voyager system.

2. Reorganize work flow to include new ½ time position in Acquisitions/Serials and to reflect changes brought on by the new computer system.

3. Write procedure manual reflecting new work flow and job duties.

4. Revamp bindery operation and arrange for the transfer to library technical assistant for serials.

5. Work actively to replace missing serial issues and dispose of large collection of duplicate issues.

6. Resolve subscription problems discovered during creation of check-in records.

Karen B. Douglas

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Computer Lab Developments

New Computers
In April we purchased five new computers to replace five librarians’ stations belonging to Suzanne Mucklow, Rhea Ballard, Edna Dixon, Karen Douglas, and Terrance Manion. The five stations replaced were Dell 266 computers (Pentium II) with CD-ROM drives and 17-inch monitors and were chosen because they match the thirteen stations currently supported in the Law Library computer lab.

The stations were rebuilt and are running Windows 98. Centurion Guard also was installed on the rerouted stations and they are in the process of being added to the computer lab. Five additional Centurion Guard licensees also were purchased and are installed on five other computer lab terminals. This makes eleven of the eighteen stations available in the lab secured by the Centurion Guard software/hardware system.

With the addition of the Centurion Guard security measures we can responsibly make Microsoft Office available in the computer lab. Microsoft Office has been the vehicle of a series of computer viruses that have infected several campus labs at GSU as of late.

Computer Lab InfoSeries and FAQ Help Sheets
The Computer Lab InfoSeries that was created last year has been expanded to include many more topics. Also in addition to the InfoSeries, a FAQ series was added to the help sheet collection.

Recently a display case mounted on the wall in the computer lab was purchased to manage the InfoSeries and FAQ help sheets as well as make them more accessible and visible. The help sheets are also available on the computers in the lab, where students can download or email them to themselves. Currently there are seventeen help sheets. Each help sheet addresses multiple
topics on a single subject. They include:

**Computer Lab InfoSeries**
- Introduction to Law Library Computer Lab
- Network Login Procedures
- Introduction to E-mail using Pine
- Forward E-mail from Panther
- Remote Panther Access
- Transferring Files via FTP
- Subscribing to a Discussion List
- Discussion List Archives
- Registering with TEMPO-WEB
- Printing to Lexis-Nexis and Westlaw Dedicated Printers
- Using Special Paper in Lab Printer

**Computer Lab FAQ**
- File Security and Viruses
- Network Printer
- Panther E-mail
- Westlaw and Lexis
- Network Login
- WordPerfect

**Web Site Developments**

In November the library rolled out its new web presence, <law.gsu.edu/library>. The new law library web pages are organized under the following headings: general information, library catalog, web subscriptions, electronic resources, library services, legal research guides and library policies.

In addition to a cleaner look, the law library web pages boast several web subscriptions that were not previously available as well as several web products that are staples of legal research. These include: Lexis, Westlaw, CIS Congressional Universe, CCH Tax Research Network, CCH Business & Finance Research Network, Galileo, IndexMaster, Lexis Academic Universe, Carl Uncover, Healthcare Business News, Georgianet and SmartCILP. All of these products mark a recent shift to offer more virtual services in order to better support the needs of a large professional student population.

**Library Automation System Developments**

**GALILEO Interconnected Libraries (GIL)**

On February 18 the Law Library, the Richard Russell Pullen Library and the Instructional Technology Center successfully migrated from PALS, a system that supported Georgia State University Library activities for the last thirteen years, to Endeavor’s Voyager system. The new
system offers a familiar windows interface. The voyager client is now on all computers in the Law Library. Rod Bustos (Pullen) and I are the System Administrators for the new library automation system.

Several additional purchases have been necessary to support the new system. These purchases include a receipt printer, label printer, and new public computers (these computers are discussed in the Public Computing Alcove Developments).

Public Computing Alcove Developments

New Stations
As a result of the implementation of the new Library automation system and Y2K concerns, The Law Library public computing alcove is being upgraded. The three Zenith machines that were donated as part of the original GALILEO project, are being replaced by five 333MHZ Celeron computers with seventeen inch monitors.

Also the Westlaw and Lexis dedicated terminals are being removed from the alcove in favor of their web counterparts that will be accessible from all five of the new stations. The LegalTrac CD-ROM product will remain available from a single dedicated terminal in the alcove.

TechSaver security systems were consulted on options to physically secure the new terminals. A decision was made to use a traditional anchored cable system for each computer.

With the completion of this project the Law Library will have carried out its goal to migrate to a total Ethernet network.

Networked Study Carrels
The law Library set up six study carrels for network access in addition to the study rooms that are also networked. Students with laptop computers can now gain access to the College of Law network from these carrels and the study rooms. This was done in order to remedy the heavy traffic experienced in the computer lab.

Additional Projects

eReserves
Computing support is working with circulation to design a database to manage electronic reserves. The goal is to migrate all paper copy reserves to an electronic representation that would then be accessible from the computer lab. Matt Brooks, Terance Manion, Suzanne Mucklow and David Horton have been working together on the project. Matthew Brooks is designing a front end to search the database.

Upgrading workstations to Win98
Computing services are in the process of upgrading all the workstations in the Law Library to the
Windows 98 operating system. Currently nine stations running Windows 98.

**Attorney Sign-in Station**
Terrance Manion is designing a database to better manage the attorney sign-in data.

**Intranet**
Computing service is in the process of designing an Intranet. Initial departmental interviews have been conducted.

**Email Notices**
Computing support is working with circulation to allow notices to be sent via email rather than paper copy.

**Online Lexis and Westlaw Training Sign-up**
Computing support is designing a web product that would allow students to sign up for Lexis or Westlaw training over the web.

**Inter-library Loan**
Computing support is working with circulation to better automate the inter-library loan process.

**Personnel Changes**

**New Librarian**
Nancy Deel, Electronic Services Librarian, left the law Library to take a position elsewhere. Terrance Manion was hired in September as the new Electronic Services Librarian. Yolanda Daniels is now classified as Computer Services Specialist II while Matthew Brooks is classified as a Computer Services Assistant (.5 FTE). Two student assistants provide additional computer lab support and training.

**Communications (or Liaison) Activities**

**Committees**
I serve on the Georgia State University College of Law Technology Committee. We wrote a new strategic technology plan. It will be presented at a future faculty meeting for adoption.

I serve on the Library automation committee that concerned itself with the implementation of the new library automation system and the new migration to the next version of voyager, voyager 98.1.

**Law Student Survey Response**
During Westlaw and Lexis training, first year law students completed a survey addressing computing support and electronic services at Georgia State University College of Law. Results are based on 119 responses. The questions and results of the survey are as follows:
1. How often have you used the computer resources in the lab?
   - Everyday (24%)
   - Once a week (26%)
   - Once a month (30%)
   - Never (29%)

2. Is the computer lab facility adequate for supporting your legal and computing needs?
   - More than adequate (14%)
   - Adequate (61%)
   - Less than adequate (8%)
   - Not applicable (14%)

3. Are the computing support personnel helpful?
   - Yes (66%)
   - Sometimes (14%)
   - No (5%)
   - Not Applicable (15%)

4. Are the computing support personnel knowledgeable? Can they resolve problems that arise in a timely manner?
   - Yes (65%)
   - Sometimes (13%)
   - No (2%)
   - Not Applicable (19%)

5. How often do you visit the Law Library web pages?
   - Everyday (7%)
   - Once a week (30%)
   - Once a month (34%)
   - Never (27%)
   - Not Applicable (3%)

6. Do you find the content of the web pages valuable?
   - Yes (38%)
   - Sometimes (35%)
   - No (3%)
   - Not Applicable (24%)

7. How often do you use the web-based electronic resources accessible via the Law Library web pages?
   - Everyday (9%)
   - Once a week (25%)
   - Once a month (24%)
   - Never (32%)
   - Not Applicable (9%)
8. Are you satisfied with the web-based electronic resources available to the College of Law community?
   More than Satisfied (16%)
   Satisfied (64%)
   Less than Satisfied (3%)
   Not Applicable (17%)

9. Do you believe that the Law library's applications of technology adequately support your legal education?
   Yes (64%)
   Sometimes (24%)  
   No (2%)

10. Please feel free to further comment on any of these topic.

**Computer lab:**
1. Need access to MS Word
2. Please install MS Word
3. Law Library needs WORD!!!
4. You need MS Word in the computers!!
5. Need MS Word instead of or in addition to Corel
6. I am disappointed that the lab is not licenced to have MS Word
7. The computer lab does not have MS Word although a large percentage of the law students have Word @ home and on their laptops. Additionally, how can the rest of campus have word and the law school does not? This has caused problems for several of us. THIS IS AN ISSUE I WILL ADDRESS FURTHER
8. Microsoft Office Software
9. -Rearrange lab to allow more room, -Shelves to put your stuff (instead of the floor, under desks? over desks?), -Move printers out, -more computers
10. Need many more computers
11. As so much into storage is moving to zip and away from floppy disks, would be nice to have zip drives in the lab
12. Make sure CALI exercises are updated and available
13. #2 was less than adequate because the computers will not allow me to pull up documents from my A drive
14. The only problem I have experienced in the law library computer lab is with the printing capabilities. There needs to be more than one printer- if someone is printing a large #of pages (which happens frequently) there should be some place else to print.
15. The only reason I do not use the computer lab is because (it is) too crowded. People there are not very helpful- almost resentful for being bothered.

**Misc:**
1. Let us use Lexis and Westlaw in the first semester
2. First semester restrictions prevent intelligent answers above
3. Waiting for access to network in all classrooms and library carrels
4. The GSU web site should link to the GSU college of law site
5. I am not very computer literate and not sure how to use these services
6. I do not use the computer lab in the library because I have a computer at home
7. I use macintosh machines, so I rarely have reason to use the law library computer lab
8. Macintosh user- extremely limited access out of o site computers

**Personnel**

1. Joe is very helpful
2. Joe deserves a raise
3. Good presentation, Terrence very knowledgeable and instructive
Introduction:

The Public Services Department consists of the Circulation and Stacks Maintenance Departments 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 telephone calls, checks books out to patrons, discharges books, collects patron fines, handles both student and faculty requests for interlibrary loan materials and maintains circulation and interlibrary loan statistics. The department is staffed by three full-time employees, one .75 employee and three work study or regular student assistants.

The Stacks Maintenance Department processes new library materials, placing call number labels on the spines of books, re-shelves items and updates looseleaf materials. This department also updates codes and encyclopedias with pocket parts and paper supplements, removes print materials when microform and/or bound materials arrive and supervises semi-annual shelf reading projects. Additionally the Stacks staff handle book repair, disaster planning and filing of microform materials. The department is staffed by a full-time Library Associate, one .75 employee and several student assistants and work study students.

The Public Services Librarian is responsible for overseeing both the Circulation and Stacks Maintenance departments and for hiring, training supervising, evaluating and terminating (as needed) the employees of those departments. Additionally, the Public Services Librarian provides reference and research services to law faculty, students, attorneys and other library patrons during day and assigned evening hours. She is also charged with: teaching a Legal Bibliography course to incoming, first-year law students, providing instruction in the use of electronic resources and lecturing on legal research to various classes. The Public Services Librarian also develops research guides and projects.

Circulation:

Review of 1998 Goals:

During 1998, the Circulation Department completed the following special projects:

- continued to review and update the Circulation, Reserves and Interlibrary Loan policies and manuals;
- continued to maintain Circulation and Interlibrary Loan statistics;
• migrated the record keeping system for OCLC interlibrary loan to the new, more user-friendly ILL ME OCLC system software;

• reorganized the paper record keeping system for interlibrary loans by local, Atlanta-area law firms;

• began preparing the Circulation Department for the migration of all Law Library PALS records to the new Endeavor GIL system.

**Activities in 1998:**

In 1998, 188,745 individuals visited the College of Law Library. 14,132 items circulated. Of this number, 6,182 were standard circulating items, 2,955 were reserve items and 2,849 were study room keys. 10,495 patrons checked out materials from the Law Library and, of this total, 9,158 were law students while 676 were law faculty.

The Law Library handled 285 interlibrary loan requests from local, Atlanta-area law firm libraries. The Law Library also filled 312 interlibrary loan requests made by other institutions through the OCLC system. Of this number, 44 requests were for copies of journal articles and 268 were for book loans. Through OCLC, the Law Library lodged requests to borrow 90 items. 52 of these requests were filled by way of 11 copies from journals and 41 books loans.

**Staffing:**

Daisy Smith left her position in October 1998. David Horton was hired in December 1998 to replace her as the Administrative Supervisor for Circulation. Andrew Peck replaced Sonya Williams as a Library Assistant I in August 1998 and has recently been promoted to Library Assistant II. [There are other staffing changes to note that occurred just after the close of the 1998 reporting year: Monica Pitts, Library Assistant II, and Finiana Joseph, .75 time Library Assistant I, left their positions in January 1999 to pursue other interests. Avril Lawrence and Todd Cherkis, respectively, were hired to replace them.]

**Goals for 1999:**

• continue preparations and implement training for the migration from PALS to the new Endeavor, internet-based GIL library system;

• review circulation policies and procedures in light of anticipated migration to the new Endeavor, internet-based GIL library system;

• implement an in-house electronic reserve system to replace the paper file reserve system currently in use;

• review current job descriptions, revise and change as necessary in light of anticipated changes in the department;

• develop more effective methods of communication between the College of Law
faculty and the Circulation Department staff in order to have reserves functions operate more efficiently;

- develop more effective means of communication between local, Atlanta-area law firms and the department’s interlibrary loan staff;

- examine the possibility of becoming a fee-based, document delivery service to local law firms;

- implement a more efficient means of delivery for interlibrary loan copy requests;

- move all facets of the Circulation Department’s operations to automation wherever possible.

**Stacks Maintenance:**

**Review of 1998 Goals:**

- Juanita Wheeler, Stacks Supervisor, and the former Public Services Librarian, Lisa Smith-Butler attended a workshop about disaster preparedness;

- Juanita led two successful shelf-reading projects in the Law Library in March 1998 and September 1998;

- The Stacks Maintenance Department continued to update its manuals and procedures in addition to maintaining department statistics;

**Activities in 1998:**

The Law Library subscribes to many publications that require continuous updating by way of adding pocket parts, supplements or looseleaf filing. In addition to two national legal encyclopedias and the Georgia-specific Encyclopedia of Georgia Law, the Law Library receives the codes and available digests of fifty-one states (or territories) and three federal codes. All of these materials require annual updating by the Stacks Maintenance Department staff with new pocket parts or supplements.

The Law Library subscribes to 980 looseleaf services. In 1998, the Stacks Maintenance staff filed 3,010 looseleaf releases. Releases for the following categories were filed:

- CCH publications had 1,361 releases filed;
- BNA publications had 254 releases filed;
- Matthew Bender publications had 170 releases filed;
- RIA publications had 111 releases filed;
- Aspen publications had 12 releases filed;
- miscellaneous materials had 830 releases filed;
- international materials had 125 releases filed;
reference materials had 70 releases filed;
Georgia materials had 60 releases filed; and
state materials had 17 releases filed.

The Stacks Maintenance Department staff searched for 144 lost or missing books in 1998 and located 72 items.

Staffing:
Juanita Wheeler is the supervisor of the Stacks Maintenance section. During 1998, Juanita’s hard work was recognized with a promotion to Library Associate I. Eugene Jackson is the .75 Library Assistant II employee who handles book repair and processing. Additionally, the department utilizes both work study and regular student assistant staff.

Goals for 1999:
• continue to update manuals and maintain statistics for the department;
• supervise and organize two shelf-reading projects for the Law Library;
• continue participating in advanced training sessions;
• evaluate current scheduling procedures for student assistant staff;
• absorb responsibility for the filing of government document paper and microform items at the direction of the Government Documents/Reference Librarian;
• prepare the department for leadership by the Government Documents/Reference Librarian.

Public Services:

Review of 1998 Goals:
The Public Services Librarian position was vacant between May 1998 and September 1998. Since arriving at the College of Law Library, the new Public Services Librarian has spent most of her time orienting herself to the operations of the Circulation and Stacks Maintenance departments she supervises.

Activities in 1998:
Since September 1998, the Public Services Librarian has undertaken the following steps to familiarize herself with and organize the Circulation and Stacks Maintenance departments:

Circulation:
1. oversaw revisions to the library’s interlibrary loan procedures, including adopting more user-friendly ILL software (ILLME) to better track local firm overdues and OCLC requests;
2. reviewed reserve process to determine accuracy of materials on reserve both on shelves, in files and on electronic reserves;
3. re-evaluated current circulation policies as part of migration to Endeavor program;
4. created "shift board" so that circulation employees may interact with other library employees to arrange shift swaps and resolve scheduling issues on their own;
5. a Fall cleaning project was undertaken to clean and organize the circulation desk area, reserve files, the lost and found closet, and the Lexis/Westlaw storage areas;
6. a shelf-reading project of the reserves shelves was undertaken to weed out superseded materials and evaluate items for possible removal from reserves;
7. rewrote policy on study room usage in an attempt to circumvent sign-out problems between students;
8. rewrote Internet usage at public access Galileo stations in an effort to enforce time limits and proper usage;
9. rewrote Electronics in the Library policy to address problem of ringing cell phones in the library;
10. held staff appreciation pizza luncheon to get to know staff, introduce new Circulation Supervisor and to discuss scheduling problems.

Stacks Maintenance:
1. implemented "cross-training" arrangement for stacks employees interested in working some hours in circulation;
2. instituted monthly goals meeting with the stacks supervisor so that the Public Services Librarian is aware of the department's progress;
3. held staff appreciation pizza luncheon to get to know staff and to let them know about opportunity to participate in cross-training with Circulation Department.

In 1998, the new Public Services Librarian provided a tour and basic tax law research instruction to tour participants for Professor Greg Geisler's undergraduate tax law class.

Exhibits for the Fall Miller Lecture, Halloween and religious freedom were placed in the Law Library's exhibit case since September 1998.

Staffing:
Lisa Smith-Butler left the Public Services Librarian position in May 1998 to pursue other professional opportunities at Nova Southeastern in Florida. Suzanne Mucklow was hired to fill the position and began working at the College of Law Library in mid-September 1998.

Goals for 1999:
• Continue reorganizing the Circulation Department so that: reserve records are accurate; the possibility of charging fees for interlibrary loan/document delivery services can be assessed; and the department is in shape to handle the migration to the new Endeavor library system;
• Review Stacks Maintenance procedures, updating as necessary, to see how the new library system will affect work flow and so procedures will be absolutely
accurate when requested for posting to the Law Library’s intranet;

• Thoroughly review and post library policies (re: Internet access, electronics usage, food and drink, etc.) inside library and on the library’s web pages;

• Organize and plan sessions for the College of Law Library and other college staff on the basics of legal research;

• Web Legal Bibliography class;

• Build web-site and compile bibliography as part of the Transnational Comparative Dispute Resolution program in Linz, Austria;

• Hold “JUMP” sessions for graduating law students and students holding summer associate positions on the do’s and don’ts of legal research in a law firm;

• Oversee the development of an electronic reserves system and introduce law faculty to proposed changes to the reserves system;

• Complete journal article on constitutional issues of implementing internet-filtering software; and,

• Get involved in local and national law library associations.
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.

1/8/98
TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

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

RESPONSIBLE TO:
Public Services Librarian

SUPERVISES:
Library Assistant I (.5 FTE) in stacks maintenance (processing), student assistants and work study employees (shelvers and filers).

DUTIES:
Hires, supervises, evaluates and terminates Library Assistant I (.5 FTE) in stacks maintenance, student assistants and work study employees.

Participates in planning; procedure development and implementation; policy and decision-making processes; and maintaining departmental procedural manuals and statistics.

Designs and oversees completion of two yearly shelf-reading projects. The projects involve providing guidance and direction to student staff and professional staff assisting with the projects.

Provides training to stacks maintenance staff in shelving and filing library materials and provides instruction to new employees about library classification systems used in the library.

Ensures that the stacks maintenance staff promptly and accurately shelves and files all library materials including Faculty Library materials; government document publications and microform publications.

Ensures that the stacks maintenance staff promptly and accurately updates library materials including replacing outdated pocket parts, replacement volumes, looseleaf pages or other means of supplementation.

Ensures the appropriate handling of superseded materials in the library, faculty offices and Faculty Library.

Oversees all other collection maintenance activities including collection shifts, maintaining the new books area and Faculty Library.

Serves as a liaison with vendors and repair people in matters of missing...
materials and broken regular or compact shelving, respectively.

Serves the public by tracking missing materials.

Proctors final examinations for Law Faculty.

Performs other duties as assigned.

QUALIFICATIONS:
Bachelor's degree preferred or high school graduate with at least two years of progressively responsible library experience, including supervisory experience.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

Solid knowledge of Library of Congress and Superintendent of Documents classification systems.

Basic knowledge of cataloging rules.

Skill or ability to learn computer applications associated with collection maintenance procedures.

Ability to track and calculate statistical information.

Skill and ability to supervise staff.

Effective written and oral communication skills.

9/28/98
POSITION DESCRIPTION

TITLE: Library Associate I

DEPARTMENT: Collection Maintenance

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

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: Library Assistant I (.75 FTE) in stacks maintenance (processing), student assistants and work study employees (shelvers and filers).

DUTIES: Hires, supervises, evaluates and terminates Library Assistant I (.75 FTE) in stacks maintenance, student assistants and work study employees.

Participates in planning; procedure development and implementation; policy and decision-making processes; and maintaining departmental procedural manuals and statistics.

Designs and oversees completion of two yearly shelf-reading projects. The projects involve providing guidance and direction to student staff and professional staff assisting with the projects.

Provides training to stacks maintenance staff in shelving and filing library materials and provides instruction to new employees about library classification systems used in the library.

Ensures that the stacks maintenance staff promptly and accurately shelves and files all library materials including Faculty Library materials; government document publications and microform publications.

Ensures that the stacks maintenance staff promptly and accurately updates library materials including replacing outdated pocket parts, replacement volumes, looseleaf pages or other means of supplementation.

Ensures the appropriate handling of superseded materials in the library, faculty offices and Faculty Library.

Oversees all other collection maintenance activities including collection shifts, maintaining the new books area and Faculty Library.

Serves as a liaison with vendors and repair people in matters of missing
materials and broken regular or compact shelving, respectively.

Serves the public by tracking missing materials.

Proctors final examinations for Law Faculty.

Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's degree preferred or high school graduate with at least two years of progressively responsible library experience, including supervisory experience.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.

Solid knowledge of Library of Congress and Superintendent of Documents classification systems.

Basic knowledge of cataloging rules.

Skill or ability to learn computer applications associated with collection maintenance procedures.

Ability to track and calculate statistical information.

Skill and ability to supervise staff.

Effective written and oral communication skills.
TITLE: Library Associate II

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:
Catalogs new library materials in all formats by searching, editing, and inputting bibliographic records on OCLC according to the Anglo-American cataloging Rules; creating periodical call numbers and verifying subject headings;

Add holdings information for added volumes and copies for the existing titles in the library collection;

Links bibliographic records for new materials with item records in Voyager system; creating and maintaining item records; withdrawing superseded volumes;

Maintains name and series authority records;

Creates periodical call numbers;

Verifies subject headings;

Participates in discussions of procedures requiring the cooperation of two or more units within the Technical Services area;

Keeps appropriate statistics;

Proctors Final Exams for Law Faculty;

Supervises library interns in catalog department;

Performs other duties as assigned.
QUALIFICATIONS: Bachelors degree. Five years experience in a library with evidence of progressive responsibility. Superior attention to detail, interpretive and problem solving skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. Good oral and written communications skills. Significant cataloging experience, including knowledge of AACR2, LC classification and subject headings, and MARC format. Knowledge of OCLC commands and practice.

Revised 5/06/99
Law Library Organization Chart

March, 1999

Law Librarian
Nancy Johnson

Admin. Coord.
Des Walraven
.75 EFT

Electronic Serv. Lib.
Terrance Manton

Pub. Serv. Lib.
Suzanne Mucklow

Circulation
Admin. Sup. II
Davidi Horton

Catalog Lib.
Edna Dixon

Cataloguing
Library Assoc.
Pamela Willis

Assoc. Lib.
Rhea Ballant-Thrower

ReferenceDocs. Lib.

Reference
GRA

Sherri Grady

Julie Cigian

Acquisitions/SerialsLib. Asst. II
Beth Becaw .5 EFT

Acq./Serials Lib.
Karen Douglas

Comp. Services
Spec.
Yolanda Travis

Comp. Asst.
5 EFT
Mat Brooks

Circulation
Student Asst.

Lib. Asst. II
Avril Lawrence

Lib. Asst. I
Andrew Pack

Lib. Asst. I
Todd Cherry .75

Collection Maintenance
Library Associate I
Janet Wheeler

Lib. Asst. II
Processing .75 EFT
Eugene Jackson

Student Assistants
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, 13 FTEs, 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 1/21/83

1999 POSITION DESCRIPTIONS
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: 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, 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.

QUALIFICATIONS:

- Experience in a similar position
- Excellent organizational and communication skills
- Knowledge of library operations and personnel management
- Proficiency in Excel and other office software
- Ability to work independently and as part of a team
- Strong attention to detail
- Ability to handle confidential information

SALARY RANGE: To be determined

APPLICATION PROCESS:

Interested candidates should submit a resume and cover letter to [email address]

APPLICATION DEADLINE: Until filled

APPLICATION INSTRUCTIONS:

All applications should be submitted electronically to [email address].
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: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

RESPONSIBLE TO: Law Librarian

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

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
POSITION DESCRIPTION

TITLE: Associate Law Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

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

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

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

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

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

Creates and implements staff development programs.

Provides orientation for new librarians.

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

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

Provides Lexis and Westlaw training.

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

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

Performs other duties as assigned.

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

1/17/96

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 OCLC/COLLI
Acting as liaison with SOLINET/OCLC, Bredart, and other vendors as needed regarding products and services; and with Pullian Library and other CSU 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
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: Electronic Services Librarian/Non-Tenure Track Faculty

Responsible To: Law Librarian

Purpose and Scope of Position: Coordinates computing services and applications in the law library; manages Computer Lab; provides reference service, Law Library Web Master.

Supervises: Computer Services Specialist II 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 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. Webmaster for the Law Library.

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

Trains faculty and librarians on Internet research services.

Coordinates electronic services with law school computing staff.

Implements new library automation system, Endeavor.

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, Internet, and legal databases. 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: Public Services Librarian

RESPONSIBLE TO: Law Librarian

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

DUTIES: Hires, trains, supervises, evaluates and terminates (if necessary) the Administrative Supervisor II (Circulation), Stacks Supervisor and circulation student staff and work study employees.

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

Teaches the Legal Bibliography course to first-year law students and lectures on legal research to various classes.

Provides instruction in the use of electronic resources, including Westlaw and Lexis.

Develops research guides and projects.

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

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:

ALA-accredited M.L.S. degree.

ABA-accredited J.D. degree.

Supervisory experience required.

Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

9/30/98
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
POSITION DESCRIPTION

TITLE: Computer Services Specialist II

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.

9/1/98
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**

**[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 check-in 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 problem-solving skills preferred.
POSITION DESCRIPTION
[REV JUNE 1996]

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, interpretive and problemsolving skills preferred. One year accounting/bookkeeping.

Open and close library (if assigned those hours)
Perform other circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, policies, and terminology; ability to deal with library users in person and over the phone. Some college coursework preferred. Must be able to work without supervision and possess good judgement and computer graphic skills (preference given)

Revised 9/15/98
TITLE: Library Assistant I (.75 FTE)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor

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

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

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

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. Must be able to work without supervision and possess good judgement and computer graphics skills (preference given)

Revised 9/18/98
POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor II (Circulation)

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

DUTIES: Check materials in/out
Answer incoming calls and direct calls or take messages as needed
Provide locational information to patrons and refer other questions to Reference
Perform COLLI functions as required, including fine payments; system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
Process materials for the Reserve Collection and maintain that collection in good order; communicating with Law faculty concerning Reserve material
Maintain reserve audio/video collection and equipment and assist patrons with their use
Design and update Library Information Series Using MacIntosh, Aldus Freehand, and Word Perfect
Research data and assist in converting reserve materials to electronic text maintenance of such, once the project is realized
Update student assistant training materials as needed
Proctoring Final Exams for Law Faculty
Perform other tasks as assigned
QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone; six months library or office experience. Some college coursework preferred. Must be able to work without supervision and possess good judgement skills. Computer graphics skills (preference given).

Revised 5/29/96