INTRODUCTION

During Summer 2001, the Law Library had a full staff of librarians. Our newest librarian, Qian Cu joined us as our Catalog Librarian. Montes has worked as a Catalog Librarian at the Charleston County Public Library. During the year, we experienced the usual turnover of staff members.

The university received funds from the Board of Regents to renovate the University Center, including the 1st floor of the Law Library on College Street. This area will add approximately 6,000 gross sq. ft. The work on the new space and the renovation of the room in the Law Library took place during summer 2002.

The Annual Reports from the five library faculty members, Kristin Niedringhaus (Associate Librarian), Karen Douglas (Head Technical Services), Terrance Mableon (Electronic Services Librarian), Nan Adams (Senior Reference Librarian) and Beth Adelman (Reference Librarian) describe 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 seven librarians, eight full-time staff members, 3 F.T.E. part-time staff members, and approximately 4 FTE student assistants.

Nancy P. Johnson
Law Librarian
Professor of Law

Nancy Johnson
Law Librarian Professor of Law

Kristin Niedringhaus
Associate Librarian

Karen Douglas
Head of Technical Services

Terrance Mableon
Electronic Services Librarian

Qian Cu
Catalog Librarian

Nan Adams
Senior Reference Librarian

Beth Adelman
Reference Librarian
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**Staff Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelic Lyons</td>
<td>Librarian Assistant III Acq/Serials (.5 FTE)</td>
</tr>
<tr>
<td>Cecelia Womack</td>
<td>Library Technical Assistant</td>
</tr>
<tr>
<td>Dee Walraven</td>
<td>Administrative Specialist (.75 FTE)</td>
</tr>
<tr>
<td>George Mattingly</td>
<td>Library Technical Assistant (.5 FTE)</td>
</tr>
<tr>
<td>Juanita Wheeler</td>
<td>Library Associate I (Stacks)</td>
</tr>
<tr>
<td>Keith Hill</td>
<td>Administrative Supervisor II (Circulation)</td>
</tr>
<tr>
<td>Marvin Douglas</td>
<td>PC Systems Specialist Assistant (.5 FTE)</td>
</tr>
<tr>
<td>Nicole Thorpe</td>
<td>Library Technical Assistant II (.5 FTE)</td>
</tr>
<tr>
<td>Pamela Willis</td>
<td>Library Associate II (Cataloging)</td>
</tr>
<tr>
<td>Sherri Grady</td>
<td>Library Associate I (Accounting/Serials)</td>
</tr>
<tr>
<td>Stanley Oommen</td>
<td>Library Technical Assistant (.5 FTE)</td>
</tr>
<tr>
<td>Yolanda Travis</td>
<td>PC Systems Specialist Associate (Micro/Lab)</td>
</tr>
</tbody>
</table>

**LIBRARY HOURS AND USERS**

Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. The library is open 105 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks. During October 2001 Beth Adelman assumed responsibility for Interlibrary Loan Services. The Law Library is very active in filling interlibrary loan requests from both local law firm libraries and other institutions through OCLC.

**SERVICES**

The Reference Librarians provide a total of 74 hours of reference desk service each week. With the help of our GRA’s, we provide reference assistance during nights and weekends. The librarians answered a total of 5,762 questions during the year, with October being the busiest month with a total of 732 questions.

We assign each faculty member a library liaison. This librarian is in charge of their faculty’s research requests. This program has been very successful.

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 a retreat, monthly meetings, and special events. Kris is the Chair of the Staff Development Committee and her committee’s activities are discussed in her report.
Since Summer, 2002, the University Police Department expanded its coverage of the Law Library and monitors the library during the hours that the library is open.

TECHNOLOGY

Although most of our first year students own a computer, the computer lab remains a very busy place. With the use of student technology fees, we were able to renovate and expand the computer lab increasing the number of student workstations from twenty to thirty-six. We also continue to install networked study carrels in the Law Library. The study carrels provide networking access for students with laptop computers. Terrance Manion discusses the extensive work of the electronic services staff in his report.

LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 2002:

<table>
<thead>
<tr>
<th>Category</th>
<th>GSU Law Library</th>
<th>Rank</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book titles held</td>
<td>53,020</td>
<td>21/37</td>
<td>57,865</td>
</tr>
<tr>
<td>Serial subscriptions</td>
<td>$738,739</td>
<td>16/37</td>
<td>$702,942</td>
</tr>
<tr>
<td>Online databases</td>
<td>$59,744</td>
<td>24/37</td>
<td>$66,630</td>
</tr>
<tr>
<td>Total expenditures for lib.</td>
<td>$953,342</td>
<td>26/37</td>
<td>$1,051,990</td>
</tr>
<tr>
<td>operations other than salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total $ spent last FY per FTE JD student</td>
<td>$3,418</td>
<td>18/37</td>
<td>$3,407</td>
</tr>
</tbody>
</table>
As a selective depository for Government Printing Office (GPO) documents, we currently receive 5% of the materials available from GPO. Nan Adams is in charge of government documents and describes the services, personnel, and projects in her report.

BUDGET

Since FY 2000, the Law Library’s Acquisitions Budget has remained at $701,000, however, we have benefitted from one-time funding at the end of the fiscal years. However, it is difficult to budget for the one-time funding and the library’s budget cannot handle inflationary costs for book publishers. According to one study by Mark McCabe, an economist, law library materials rose 31% in cost over the last five years. In the same time period, West/Thompson materials rose 51%.

TECHNICAL SERVICES


GOALS

For 2002/2003 goals, refer to the individual librarians’ reports. The number one goal for the year is to complete the renovation of 6,000 sq. ft. on the first floor on Collins Street and reconfigure the collection to fit into the new space. The renovation should be completed during the fall and then we will work on rearranging the collection. We also want to retain our librarians and staff by making the environment a safe working and studying environment.
STAFF DEVELOPMENT
On October 3, 2001 the Staff Development Committee was formed consisting of
Kristina Niedringhaus (Chair), Karen Douglas, Sherri Grady, and Yolanda Travis.
Monthly staff meetings were instituted beginning in November 2001.
The end of November 2001 Administration of Management and Staff
Development Service (MPS) performed a Needs Assessment for the Law
Library to help determine library training based on
employees input.
In early February 2002 the committee was asked to guide the
development of a Staff Development Plan. At this meeting the committee
developed a Goal Statement based on the Needs
Assessment.

Annual Reports:
Kristina Niedringhaus, Associate Librarian
Karen Douglas, Head of Technical Services
Terrance Manion, Electronic Services Librarian
Nan Adams, Senior Reference Librarian

To provide the employees of the College of Law
Library opportunities for self-improvement
technology, communication, library structure and
internal processes that will contribute to
improvements in the work environment between
The College of Law Library Staff Development
Committee Goal Statement

Top Five Needs:
1. Sensitivity Training (including communication style
   preference).
2. Improved dissemination of information
3. More guidance of job expectations and behavioral
   expectations
4. Cross-training (general and specific)
5. Training on operational policies and procedures

At the February 2002 staff meeting the Goal Statement and Top Five Needs
were distributed to the staff. At the same meeting a baseline survey about those
needs was distributed so that progress throughout the year can be gauged by
repeat survey. At this time the practice of rotating responsibility for developing
and running the staff meetings was introduced and volunteers were accepted for
the upcoming meetings.

March 4, 2002 a Law Library Team Building Day was held at Indian Creek Lodge
with the assistance of John Kowalski from Recreation Services. Feedback from the
day was extremely positive.
To provide the employees of the College of Law Library specific skill enhancements in information technology, communication, library structure and internal processes that will contribute to improvements in the work environment between March 4, 2002 to March 4, 2003.

- College of Law Library Staff Development Committee Goal Statement

Top Five Needs:

1. Sensitivity Training (including communication style preference)
2. Improved dissemination of information
3. More guidance of job expectations and behavioral expectations
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In Spring 2002, Nancy Johnson and Kris Niedringhaus, along with Linda Bryant, began discussing the idea of expanding our evaluation process to give a more complete view—commonly referred to as a 360° evaluation. In May, the Management Development Questionnaire was distributed to supervisors (librarians, Keith, Pam, and Juanita). This questionnaire allows the manager to evaluate her/himself. Plans are being made to have supervisors evaluated by their supervisees.

**Goals for 2002/2003:**
- Achieve measurable results, using the initial survey as a baseline, toward meeting the top five staff development needs of the Law Library.
- Plan a Law Library Team Building/Staff Development Day to continue improvements in the Law Library work environment.
- Review the Goal and the Top Five Needs and revise as necessary.

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**Circulation**

(Compiled with the assistance of Keith Hill, Circulation Supervisor)

**Staffing:**
Fall 2001, Keith Hill began training for Universal Borrowing, (Universal Catalog of Georgia) that is currently in pre-production.

Andrew Peck left his position as LTA-ILL for Circulation in August 2001. Dermot Robinson was hired to replace him.

**Review of Goals for 2001/2002:**
- Continue to update the Circulation Manual for changes in policies, procedures, etc. (completed)
- Create a work space for assigned projects and special tasks. (completed)
- Prepare and train circulation and other library staff for anticipated changes to the circulation module and OPAC that will come in the Voyager system upgrade.
- Attend a Voyager conference to obtain the latest updates. (completed)
- Attend Banner Training—the University Oasis system will be replaced by Banner. (completed)

**Goals for 2002/2003**
- Review Reserve procedures, updating as necessary.
- Continue reorganizing the Circulation Department so that reserve records are accurate.
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with their projects.
- Continue to update Circulation Manual for changes in policies, procedures, etc.
- Train new Reserves staff.
Beginning in mid-September 2001 the Circulation desk began counting, on an hourly basis, the number of patrons in the library in the evenings and on the weekends. These statistics, along with the door count numbers, should be able to provide guidance on when patron usage is heaviest. These statistics are available at
http://law.gsu.edu/kniedringhaus/PatronCounts/PatronCountsIndex.htm and should be viewed using Internet Explorer.

The numbers from the door counter indicate how many entries and exits are made to the Law Library. For statistical purposes these are divided by two to more accurately reflect how many times people entered the Law Library on a given day. These numbers are displayed in Appendix A.

When classes are in session and during exams the Law Library is open 105 hours per week. Between semesters the Law Library is open 81 hours per week. Circulation staff or student assistants are present all hours the library is open.
ApPENDIX A

Law Library Entries 2001-2002

Jul 1-8 1874
Jul 9-15 2377
Jul 16-22 2107
Jul 23-29 2363
Jul 30-Aug 5 1289
Aug 6-12 1169
Aug 13-19 2668
Aug 20-26 7556
Aug 27-Sep 2 5389
Sep 3-9 994
Sep 10-16 4744
Sep 17-23 6144
Sep 24-30 3768
Oct 1-7 6041
Oct 8-14 5627
Oct 15-21 5840
Oct 22-28 5840
Oct 29-Nov 4 6242
Nov 5-11 5795
Nov 12-18 5692
Nov 19-25 3164
Nov 26-Dec 2 5123
Dec 3-9 4461
Dec 10-16 3893
Dec 17-23 1465
Dec 24-30 n/a
Dec 31-Jan 6 n/a
Jan 7-13 3016
Jan 14-20 4567
Jan 21-27 4541
Jan 28-Feb 3 5037
Feb 4-10 5192
Feb 11-17 5224
Feb 18-24 5799
Feb 25-Mar 3 4742
Mar 4-10 1896
Mar 11-17 n/a
Mar 18-24 4222
Mar 25-31 4339
Apr 1-7 4325
Apr 8-14 6350
Apr 15-21 n/a
Apr 22-28 n/a
Apr 29-May 5 n/a
May 6-12 n/a
May 13-19 1643
May 20-26 1546

Door Count Numbers 2001-2002

Week of Fiscal Year
July 1, 2001-May 26, 2002
Renovation and Reorganization of Technical Services

During 2001 I took over coordination of all Technical Services functions which now include Cataloging, Acquisitions, Serials Control, Bindery and Stacks Maintenance. I directly supervise all of these operations except Cataloging. I coordinate Cataloging activities and projects with the assistance of the Catalog Librarian. Monthly Tech Services staff meetings were instituted to ensure that communication was enhanced and work flowed smoothly.

In May of 2001, after much planning, the Tech Services Dept. was redesigned and renovated to make better use of the space. Workspaces were enlarged and situated to facilitate workflow through the department. The renovation included all new cubicles, desk chairs and carpet. The result was a much brighter and more functional work area.

Reorganization and Automation of Bindery Operations

In September, 2001 we began using Southeast Library Bindery to bind library materials. We have ceased keeping a file of paper bindery slips on hand. All information needing for binding is entered into the ABLE (Advanced Bindery Library Exchange) database. Binding slips are printed as needed. The database also maintains a binding history for each title. Bindery shipments will be picked up and delivered once a month.

Personnel

Cecelia Womack was hired in June, 2001 as a Library Technical Assistant for serials to replace Therisa Bailey who left in April, 2001. In October, 2001 a ½ time position formerly in reference was returned to Tech Services. The person in this position will be hired to perform duties related to the enlarged bindery operation. This position will be filled early in 2002.

Karen Douglas attended the following courses and workshops:

University Courses in:
- Time Management
- Sexual Harassment
- Cultural Sensitivity and Communication
- Handling Difficult Situations and Behaviors
- Effective Conflict Resolution

Endeavor Voyager Advanced Acquisitions training
Endeavor Universal Catalog and Authorities Training

OCLC Boot Camp (cataloging basics) – SOLINET
MARC Serial Holdings Format – SOLINET
Managing Technical Services workshop – AALL pre-conference. I was awarded a grant from AALL to attend this workshop.

New Perspectives on Law Library Acquisitions and Collection Development – AALL Professional Development workshop

Karen Douglas attended the following professional conferences:

- North Carolina Serials Conference, March, 2001 Chapel Hill, NC
- Endeavor Voyager User Group Meeting, April, 2001 Chicago, IL
- SOLINET Annual Meeting, May, 2001 Atlanta, GA
- AALL Annual Meeting, July, 2001 Minneapolis, MN

Sherri Grady attended Spectrum Financial system User group meetings and took a course on creating vouchers and purchase orders in Spectrum.

Pamela Willis attended “Fast Track Cataloging” in Atlanta in April, 2001.

She also attended Endeavor Voyager Universal Catalog and Authorities training.

Cecelia Womack attended the following University workshops:

- How to Handle Difficult People
- Sexual Harassment
- Time Management

All members of the Tech Services Dept. participated in a very well received cross-training program for members of other library departments.

Statistics

Approximately $439,664.55 was spent in 2001 on new and continuing library materials.

Titles cataloged in all formats were 10,314. Titles withdrawn were 361. These are actual titles listed in the catalog, not actual physical volumes. A title may contain more than 1 volume.

This department has been in transition during the past year. I hope to have more complete statistics in next year’s report.

Goals for 2002

Provide opportunities for staff to receive training to enhance their work proficiency.

Stacks Maintenance

Begin massive weeding and shifting project in conjunction with new library construction. Completion of written weeding, retention and binding policy.

Acquisitions/Serials

Implement electronic ordering and claiming on Voyager for selected vendors.
Upgrade skills on Spectrum Financial system and develop an extensive system for monitoring library expenditures.

**Cataloging**

Update and automate Cataloging procedures; explore options available through OCLC (SOLINET).

Implement Vgerspin spine label printing program.

Implement MacroExpress to make Voyager use easier.

Implement Cataloger's Desktop and Classification Web

Find a solution for the New Books list problem.

Improve access to microfiche and ICLE (Georgia Continuing Legal Education) collections.
The Electronic Services Staff and I are responsible for the development and support of computer technologies and electronic services employed in the Law Library including Student Computing, Web Services, Library Automation, and Research & Reference Technology. The following details events and accomplishments that occurred since last year's annual report.

1. **Student Computing**

   - Renovated and expanded the Law Library Student Computer Lab increasing the number of student workstations from twenty to thirty-six. Furniture was installed supporting recessed monitors; allowing students to interact with instructors, each other and learning materials. In addition, the lab offers an area that can be sectioned off for instruction. The instruction subdivision supports twenty-four student workstations, a ceiling mounted projector with drop-down projection screen, dry-erase boards and an instructor’s station. The lab also offers a laptop support desk where students can sign out Law Library laptops and receive assistance on their personal laptops from Electronic Services Staff. The project was completed in June of 2002; in the interim student computing was supported in the sixth floor instructional lab.

   ![Drawing of the law library student computer lab renovation & expansion, 2002](image)

   - Installed twenty-three networked study carrels in the Urban Life wing of the Law Library. The study carrels provide networking access and electricity for students with laptop computers. Twenty-nine additional carrels were installed in the University Center wing of the Law Library.
Until the Law Library expansion and renovation is completed University Center cannot provide adequate networking for the carrels. Presently, Electronic Services is awaiting sufficient networking infrastructure in University Center to complete the project. Additional funding was secured through the Student Technology Fee FY2002.

- Implemented laptop circulation. Electronic Services developed procedures, policies, and support for circulating new library media materials. In addition Electronic Services manage support and maintain circulating laptops. (see attachment 1)
- Implemented Student Laptop printing services. Electronic Services developed procedures, policies and support for printing services. The service allows student to print to College of Law printers from their personal laptops. (see attachment 2)
- Along with the efforts of College of Law Technology Services, developed and taught classes Laptop 101: Accessing Technology at the College of Law and Technology 101: Introduction to Technology at the College of Law. Both classes were taught at 1L orientation and repeated every month thereafter for the remainder of the academic year.

2. Web Services

- Developed and implemented a suite of online electronic service forms including: Shelf Check Request, Inter-Library Loan- Article Request Form, Inter-Library Loan- Book Request Form, Reserve Request Form, Fine Dispute Form, Purchase Request Form, Rush Cataloguing Request Form, Online Catalog Error Form, Suggestions and Comments Form, and Legal Web Resource Form. Patrons are notified when the pending status of their request changes. The forms can be found at: <http://law.gsu.edu/lawlibrary/forms/index.htm>
- Migrated Law Library content to new website, May 2001. The College of Law rolled out a new web presence. The Law Library website content was migrated to the new web presence. The Law Library website can be found at: <http://law.gsu.edu/lawlibrary/>
- Incorporated Public Computing Alcove into new Law Library website, October 2001. Electronic Services updated the Public Computing Alcove website that supports on-site patron research. The Public Computing Alcove website can be found at: <http://law.gsu.edu/lawlibrary/alcove>
- Developed new website jump page with quick link drop-down menus, November 2001. The new web-page allows visitors to link directly to valuable resources from the homepage without having to mine through multiple levels. The website can be found at: <http://law.gsu.edu/lawlibrary/>
- Developed Advanced Legal Research Bibliography template and archive, December 2001. The website hosts the online bibliographies created by students as part of their Advanced Legal Research requirements. The Archive can be found at: <http://law.gsu.edu/lawlibrary/alr/>
3. Library Automation

- Supported testing of GALILEO Universal Borrowing initiative. Universal Borrowing currently has been in soft implementation statewide. Complete implementation scheduled for Fall 2002.
- Supported testing of GALILEO Universal Catalog initiative. Universal Catalog currently has been in soft implementation statewide. Complete implementation scheduled for Fall 2002.
- Implemented ABLE Web Library, a bindery automation system to be used by Technical Services.
- Researched and tested the Media Scheduling module of Endeavor’s Voyager library automation system to support Laptop circulation program. Once Law Library has upgraded to Voyager 2001.1 in July, Media Scheduling will become system for managing, and supporting laptop circulation.

4. Research & Reference Technology

- Implemented microfiche/film scanner in Public Computing Alcove. The microfiche/film scanner experienced numerous printing and usability set-backs interacting with the PantherPrint system. Consequently the microfiche/film scanner was moved to the copy room and set for free printing. This arrangement will continue until the Law Library expansion and renovation is completed; at which time the microfiche/film scanner will be relocated to the microfiche/film room and set up with PantherPrint again.
- Implemented patron research support screens at reference and circulation desks. These flat panel monitors allow Reference Librarians to display their computer research when assisting patrons.
- Implemented Westlaw router. A Westlaw router was installed and managed by IS&T. This similar to the LexisNexis router that was installed last year.
- A proxy server was funded by the Student Technology Fee to support remote access to Law Library electronic research services that are presently limited to IP access. The proxy server has been installed, but is presently waiting configuring by the College of Law Network Administrator and Database Manager.
- The following research services and online databases have been added to the Law Libraries collection of electronic resources: Hein-on-Line.
- The following research services and online databases were cancelled: CCH Business & Finance Research Network and IndexMaster.

5. Electronic Services Staff

The Law Library Electronic Services Staff consists of:
- Yolanda Travis, PC System Specialist- Associate - weekdays
- Marvin Douglas, PC System Specialist- Assistant (.5 FTE) - evenings
- Student Computer Lab Graduate Research Assistant – weekends

Marvin Douglas was hired, replacing Hansi Gandhi, as the Law Library’s PC System Specialist- Assistant in January 2002.

The Student Computer Lab Graduate Research Assistant position, traditionally held by a one student until graduation, was updated to a revolving position. Essentially this was done to increase the number of students who have substantial knowledge of the Law Library Student Computer Lab processes and procedures as well as allow more students tuition remission opportunities.
Law Library Laptop Lending Service
Updated: Friday, November 15, 2001

Highlights

- Laptops can be used in the law library and college of law wherever there is an electrical outlet – on tables, in carrels, in study rooms.
- Laptops can be checked out by current college of law students, faculty, and staff, upon presenting a photo I.D. and signing a loan agreement.
- Laptops can be used in the Library for up to 4 hours.
- Laptops provide software for word-processing, spreadsheet, presentation, etc.
- Laptops provide printing available through the PantherPrint system. Requires PantherCard or guest card.
- Laptops require a diskette to save work.
- Laptops can only be used within the college of law.

The Law Library provides laptop computers for in-building use by currently enrolled students, faculty, and staff of the College of Law. This service offers a single laptop configuration: Dell machines running MS Windows 2000. Laptops are available for loan at the law library computer lab service desk. The laptops may be connected to the Internet, law library IP restricted information resources, and print stations at locations throughout the law library and college of law building. Instruction for laptop computing at the college of law is available at Laptop 101 sessions scheduled on the second Wednesday of each month. Visit the college of law technology services office website to view a schedule and location of training.

Library laptops are intended for university-related use, in accordance with all computing policies of the University including the Computer Ethics Policy.

Borrowing Procedures
Laptops may be borrowed from the law library computer lab service desk, room 112 Urban Life Building. Users must present a valid library borrower’s card. Laptops are loaned for a four-hour period, on a first-come, first-served basis. One two-hour renewal of the loan is available upon request, if other users are not waiting for a laptop. Borrowers will be asked to complete a loan agreement accepting responsibility for any loss or damage to the computer, and costs of repair or replacement attributable to a borrower will be charged to that borrower. An information sheet is included with each laptop, including basic operational tips, locations of network ports, and where to address other questions or get help.

All laptops are due back to the desk from which they were borrowed no later than two hours before the library closes, and they stop circulating three hours before closing.

Fines and Charges
Overdue laptops will accrue fines at the rate of 20 cents per minute. There is no grace period and no maximum fine. There is a replacement charge and processing fee for loss or damage to the laptop or its peripherals. These charges will be subject to the same collection procedures that are used for fines or fees for damaged or lost library materials.
Hardware and Software
Laptop hardware specifications and a detailed software list is maintained and updated on the law library website. Laptops support printing via the PantherPrint system. Software requests can be made to the computer lab attendant or through email.

Laptop Use
While laptop computers are made to withstand the rigors of portable use, they are delicate electronic equipment and require certain care to insure proper operation. The following guidelines are provided to help you get the most from your use of a laptop computer:

- the computer should be turned off and placed in its collapsed or folded position any time that it is to be moved. Always place the computer in its carrying case before transporting it;
- do not plug in or unplug an external device such as a mouse unless the computer and the external device are both turned off;
- since a laptop computer contains a magnetic hard disk, do not expose it to any magnetic fields that could damage the contents of the hard disk; and
- to ensure user privacy and for maintenance purposes, all user files will be removed from the laptops' hard disks after each use. The Library is not responsible for files remaining on the disk once a laptop is returned, or for any loss of or damage to a user's files during the loan period.

Networking
Users wishing to search the Web, law library catalog or databases, check e-mail, or print to the library's PantherPrint stations may connect the laptop to one of the network ports in the college of law identified in the information sheet accompanying the laptop. Other instructions on Computing in the college of law are provided in each laptop case, on the Web, and at the law library computer lab service desk.

Security
Do not, under any circumstances, leave laptop computers or any valuables unattended in the library. The law library is not responsible for lost or stolen laptops, personal computers, their components, or any other items related to the laptops.

Getting Help
Questions about the law library laptop lending service may be directed to the law library computer lab service desk at (404) 651-4215, or via e-mail to y1ravis@gsu.edu.
PantherPrint: Procedures & Policies
Updated Monday, November 26, 2001

PantherPrint is a university-wide printing system that replaced the homegrown PawPrint system in 2001. PantherPrint requires students to use their PantherID card to print. Visitors must pay a small fee to purchase a guest card.

Student PantherPrint Requirements:
- Students automatically receive 150 free black and white prints per semester. Print credits are cumulative but reset at the beginning of the following academic year.
- To pay for additional prints, a student’s Panther ID card must be activated as a debit card (PantherCash). To do so, students must visit the Auxiliary Services Panther Card Office in University Center Room 213 to activate their PantherCard.
- Prints are 5 cents per page.
- Students can use the VTS (value transfer station) machine in the room 112 of the Law Library to add value to the PantherCard.

Visitor PantherPrint Requirements:
- Law library visitors must purchase a guest card ($1.00) from the VTS (value transfer station) in room 112 of the Law Library in order to print in the alcove.
- Law library visitors must add value to the card beyond the $1.00 to purchase the guest card.
- Guest card can be used for printing in the public computing alcove or copying in the copy rooms.
- Guest cards do not expire; law library visitors can add value again and again.
- Prints are 5 cents per page.
- Copies are 8 cents per copy.

How do I print with a PantherCard or Guest Card?
- Choose print from the application. The computer will ask for a "job name" and a "job password".
- Go to one of the PantherPrint release station in the public computing alcove and swipe your PantherCard or Guest Card to activate the release station. All print jobs submitted to PantherPrint will display.
- Selects your print job and click the print button. You will be prompted for the job’s password. If you forgot it, the you must resubmit another print job.
- PantherCard funds are verified, then the student's print job is printed at the printer next to the release station.
- Print jobs are only held at the release station for an hour. After an hour the print job will be deleted.
As Senior Reference Librarian, I manage reference services, the United States government documents depository collection, and the microforms collection. The following is a overview of accomplishments and events from July 2001 to June 2002.

Reference Services:

The Reference Department provides reference assistance during the following hours, totally 74 hours per week:

- Monday - Thursday: 9:00 am - 9:30 pm
- Friday: 9:00 am - 5:00 pm
- Saturday - Sunday: 10:00 am - 6:00 pm

During semester breaks, the reference desk hours are Monday - Friday from 9:00 am to 5:00 pm for a total of 40 hours per week. (We do not provide weekend reference services during semester breaks.)

Faculty Liaison Program - All full-time faculty are assigned a reference librarian as a primary contact for all library requests. The RWA Instructors are served by the reference librarian on duty at the time of the request.

Orientation Tours for classes - The reference librarians conduct tours of the law library for GSU classes upon request of the professor. Usually these tours include an introduction to legal bibliography. This year we began to collect our outlines for these classes on the I: drive (I:\Departments\Ref\Class Tours). Some of the tours/lectures offered this year were Education Law, Sports Law, Business Law, and Hospitality Law.

Reference Personnel:

The reference desk is staffed primarily by three reference librarians (Nan, Beth, and Kris) with the help of three graduate research assistants who cover weekends and one night a week. Our GRAs this year were Nkenge Green, Lynn Norris, and Mark Lindsay. During the summer semester (2002), Lynn Norris and Mark Issa worked the weekend shifts.

Due to personnel shortages this year, the following temporary librarians worked at the reference desk: Delores McLemore, Edna Dixon, and Rachel Fisher. We also contracted with The Cadence Group who supplied a law librarian to work in April 2002.

During the summer of 2001 we eliminated the part-time Reference Specialist position by transferring the LTA (Reference) position to the technical services department, which created a new part-time bindery position. This is a permanent change in the library's organizational
structure. Hansi Gandi, who last held the part-time staff position in reference, moved to the Computer Lab department in August 2001. Since then, professional law librarians have provided reference service.

**Reference Statistics:**

Reference answered a total of 5,762 questions from July 2001 to June 2002. October was the busiest month with a total of 732 questions. Of the total number of questions answered, approximately 62% were for research assistance. The number of questions logged on the weekends were 828, of which 70% (582) were research requests.

**Reference Desk Activity**

*Monthly Statistics*

<table>
<thead>
<tr>
<th>Month</th>
<th>All Questions</th>
<th>Research Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>500</td>
<td>300</td>
</tr>
<tr>
<td>Aug</td>
<td>600</td>
<td>400</td>
</tr>
<tr>
<td>Sep</td>
<td>700</td>
<td>500</td>
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<tr>
<td>Oct</td>
<td>800</td>
<td>600</td>
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<tr>
<td>Nov</td>
<td>750</td>
<td>550</td>
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<tr>
<td>Dec</td>
<td>650</td>
<td>450</td>
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<tr>
<td>Jan</td>
<td>550</td>
<td>350</td>
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<tr>
<td>Feb</td>
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<tr>
<td>Mar</td>
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<td>300</td>
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<tr>
<td>Apr</td>
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<td>300</td>
</tr>
<tr>
<td>May</td>
<td>300</td>
<td>250</td>
</tr>
<tr>
<td>Jun</td>
<td>250</td>
<td>200</td>
</tr>
</tbody>
</table>

**Reference Projects:**

In the Fall semester, all of the reference librarians taught at least one class for all three sections of the Legal Bibliography classes. In January, all of the reference librarians taught Westlaw and Lexis classes for the ILs.

In November I attended a SOLINET workshop, “Managing Reference Resources.” I got a lot of great ideas for collection development for our reference collection.
In March, the Reference Department coordinated a program for law students who would be working in law firms over the summer. The program, called JumpStart, was unique this year in that we had five law firm librarians visit for the one hour program. Our guests were Louella Randall (of Rogers & Hardin), Kathy Crosslin (of Kilpatrick Stockton), Ruth Fuller (of Sutherland Asbill & Brennan), Belle Reynoso-Lawrence and Margarette Dye (both of Hunton & Williams). We compiled two handouts for the students: “Top 10 List of Research Strategies” and “In Their Own Words: What Atlanta-area Law Firm Librarians Wish Summer/New Associates Knew About Legal Research in Firms.” The program was a huge success!

During Spring 2002, the Reference Department compiled the 2000-2001 Faculty Bibliography, available on the I: drive of the network (I:\Departments\Ref\FacBib\2000-2001\Faculty Publications 2000-2001).

**Government Documents Services:**

Hardcopy government documents are checked-in using the Voyager serials system. Microfiche are not checked-in. Monographs are added to the collection at the discretion of the Library Director.

We provide free print-outs of our microforms collection. Patrons make their own copies using the microforms reader/scanner in the lower level Copy Room.

In order to stay current on issues and policies relating to government documents, I read the postings on GOVDOC-L and DOCSGA-L and I also attend meetings of depository libraries at national, state and local levels.

**Government Documents Personnel:**

Cecelia Womack, LTA (Serials), checks-in the government documents using Voyager serials module and also shelves the heavily-used documents (such as FR, CFR, and CR). Nicole Henderson, student assistant, works with documents particularly filing microfiche. I also work closely with Gayle Christian, government documents librarian at the Pullen Library.

**Government Documents Projects:**

During October and November, I moved all of the microform cabinets out of Room 113. This included moving all the government documents microfiche to the lower level of the library near the ramp. I arranged the entire microforms collection in a total of four areas in the library (including three areas on the upper level).

As part of this project I planned for growth space and combined the congressional hearings from Pullen Library with our collection of hearings. We are interfiling the Pullen and Law hearings on microfiche. During the process I discovered we have a huge amount of duplication. Gayle Christian and Susan Field (Regional Documents Librarian) are planning to meet in August to decide how we can dispose of the duplicate fiche. The congressional hearings are cataloged in GIL with the Superintendent of Documents (SuDoc) numbers.
This year the Georgia depository libraries revised and approved a new state plan. *Georgia State Plan for Federal Depository Libraries (2001)* includes the goals and objectives of the Federal Depository Library Program (FDLP) in the state of Georgia.

During the Annual Selection Update Cycle 2003, I will delete the print cataloging resources which we no longer need in hardcopy.

**Government Documents Statistics:**

The Law Library selects 5% of the available United States government documents. The Pullen Library selects 75%. We received and processed 1,276 hardcopy document pieces, 5,346 microfiche pieces (2,250 fiche titles), and ten CD-ROM documents during the year.

**Departmental GOALS for 2002-2003**

**Reference**

Update Faculty Publications List  
Update the InfoSeries library guides  
Train and evaluate GRAs  
Provide Orientation tours for non-law classes

**Government Documents**

Attend government document depository librarians meetings - both locally and elsewhere  
Integrate government documents from Pullen Library into our collection  
Continue shifting microforms collection where needed  
Continue developing finding guides for the collection  
Train public services staff to assist patrons in using the collection
## Reference Desk Activity - Monthly Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>All Questions</th>
<th>Research Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>366</td>
<td>228</td>
</tr>
<tr>
<td>August</td>
<td>467</td>
<td>323</td>
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<tr>
<td>September</td>
<td>659</td>
<td>369</td>
</tr>
<tr>
<td>October</td>
<td>732</td>
<td>444</td>
</tr>
<tr>
<td>November</td>
<td>582</td>
<td>347</td>
</tr>
<tr>
<td>December</td>
<td>200</td>
<td>133</td>
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<tr>
<td>January</td>
<td>473</td>
<td>265</td>
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<td>February</td>
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<td>March</td>
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<td>325</td>
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<tr>
<td>April</td>
<td>504</td>
<td>311</td>
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<tr>
<td>May</td>
<td>316</td>
<td>196</td>
</tr>
<tr>
<td>June</td>
<td>420</td>
<td>274</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5,762</strong></td>
<td><strong>3,564</strong></td>
</tr>
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</table>

## Government Documents Received

<table>
<thead>
<tr>
<th>MONTH</th>
<th>Hardcopy Pieces</th>
<th>Fiche Titles</th>
<th>Fiche Pieces</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>113</td>
<td>84</td>
<td>184</td>
<td>0</td>
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<tr>
<td>August</td>
<td>119</td>
<td>84</td>
<td>236</td>
<td>0</td>
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<tr>
<td>September</td>
<td>36</td>
<td>249</td>
<td>593</td>
<td>0</td>
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<tr>
<td>October</td>
<td>177</td>
<td>88</td>
<td>189</td>
<td>3 (CDs)</td>
</tr>
<tr>
<td>November</td>
<td>112</td>
<td>103</td>
<td>268</td>
<td>1 (CD)</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
<td>284</td>
<td>374</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>169</td>
<td>0</td>
<td>0</td>
<td>1 (CD)</td>
</tr>
<tr>
<td>February</td>
<td>107</td>
<td>489</td>
<td>1458</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>112</td>
<td>155</td>
<td>349</td>
<td>2 (CDs)</td>
</tr>
<tr>
<td>April</td>
<td>124</td>
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<tr>
<td>May</td>
<td>87</td>
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<tr>
<td>June</td>
<td>120</td>
<td>258</td>
<td>663</td>
<td>2 (CDs)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,276</strong></td>
<td><strong>2,250</strong></td>
<td><strong>5,346</strong></td>
<td><strong>10 (CDs)</strong></td>
</tr>
</tbody>
</table>
Personnel:
In October 2001 Beth Adelman took over Interlibrary Loan Services. Assisting her are circulation staff Stanley Oommen and Dermot Robinson.

Graduate Research Assistant (GRA) Hired:
A Graduate Research Assistant was hired to assist with ILL services. Agne Adinaite will fill this position during the Fall 2002 and Spring 2003 semesters.

Statistics:
Overall Borrowing and Lending Statistics: This year we borrowed 65 books for GSU faculty, students, and staff. In addition, we loaned 435 books to other institutions. The fill rate for all loans to other institutions was 46%. The fill rate for volumes borrowed from other institutions was 81%.

Borrowing and Lending through OCLC: In the months prior to October (July through October), there was an average fill rate of 7% for requests received from other institutions. In the months following October (November through May), there was an average fill rate of 55%.

Lending to Law Firms in Atlanta: Of the 435 books loaned to other institutions, 168 were lent to law firms in Atlanta. There was a 100% fill rate in this category.

Non-supplier Status: As a result of construction projects in the library, Interlibrary Loan services were suspended during the month of June 2002. Consequently, no statistics are available for this month.

ILL Continuing Education:
Beth Adelman attended an ILL Basics Workshop (part of the OCLC Boot Camp Program) on September 27th, 2001 at Solinet.

Goals for 2002/2003:
- Improve Interlibrary Loan fill rate
- Train GRA to provide timely, efficient ILL services
ORGANIZATION CHART

2002
POSITION DESCRIPTIONS

2002

TITLE: Law Librarian

DEPARTMENT: Law Library

PURPOSE AND SCOPE OF POSITION: The Law Librarian is responsible for the administration of the Law Library, including the development of policies and procedures for the growth and maintenance of the collection.

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of support staff of cataloging personnel, technical services, and law school students.

DUTIES:

1. Manage the collection and maintain the library's print and electronic resources. Develop and maintain the library's digital collection, including online databases, ejournals, and other electronic resources.

2. Maintain legal citations, codes, and advanced legal research.

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

QUALIFICATIONS:

1. J.D. or 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 06/30/00
POSITION DESCRIPTION

TITLE: Law Librarian

DEPARTMENT: Law Library

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 six professional librarians and one Administrative Specialist. Oversees support staff, and student assistants

DUTIES: Administers all Law Library operations

Plans 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

Teaches Legal Bibliography course and Advanced Legal Research

Works 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 05/30/00
POSITION DESCRIPTION

TITLE: Administrative Specialist - Administrative (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. Responsible for all Law Library Spectrum input and processes, departmental reports and initiating workflow approval. Also monitors departmental expenditures and use of departmental purchase card and maintains purchase log. Makes deposits for lost books and vendor refunds for both departmental and Acquisitions budget.

Coordinates all personnel actions, prepares all personnel forms, including faculty, staff and student assistant hiring and termination, 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 request vouchers for vendor invoices, obtains quotes and prepares orders with outside vendors.

Acts as project manager/liaison for special projects, including renovations, improvements and/or additions to Law Library physical space.
Orders and maintains all office supplies, handles petty cash requests and reimbursements, and prepares purchase requisitions for maintenance contracts, equipment purchases, and non-inventory items.

Prepares and submits (through Spectrum) all travel requests, expense statements, and registration forms for Law Library faculty and staff. Also submits consultant and expense forms associated with faculty recruitment.

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 budget statistics.

Maintains and updates database of names of library patrons for donations to Law Library Fund and fundraising 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.

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.

Performs other duties as assigned.

QUALIFICATIONS: Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff and all other University departments - administrative and academic. Two years college; budget experience preferred.
POSITION DESCRIPTION

TITLE: Senior Reference Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Coordinates reference service, provides reference assistance using print and online resources and maintains government documents collection.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Graduate Research Assistants and student assistant (government documents)

DUTIES: Coordinates all aspects of reference service and policy; hires, 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 and their research assistants.

Manages the government documents collection (the Law Library is a 5% selective depository library), including selecting materials, overseeing processing of materials and assisting in the use of materials.

Monitors government documents check-in and trains and assists the Library Technical Assistant assigned to this task.

Manages the microforms collection.

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

Writes instructional guides for use by law library patrons.
Provides Westlaw and Lexis training.

Leads library tours and conducts library orientation sessions.

Performs other duties as assigned.

QUALIFICATIONS:

- ALA-accredited M.L.S. degree.
- Minimum of three years law library experience.
- Supervisory experience preferred.
- Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

Revised: 8/14/02
POSITION DESCRIPTION

TITLE: Reference Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Law Librarian

DUTIES: Provides reference service to students, local attorneys and other library patrons during day and assigned evening hours.

Lectures on legal research to various classes and may share responsibility for teaching the Legal Bibliography course to first-year law students.

Develops programs for law faculty on electronic resources including, but not limited to, Westlaw, Lexis and the Internet.

Coordinates outreach services to Law Review, Moot Court, and other student organizations.

Leads subject-oriented research classes for other university and Atlanta-area students.

Provides research and liaison services for professors and provides training for faculty and their research assistants.

Writes instructional guides for use by law library patrons and develops outreach projects.

Provides Westlaw and Lexis training.

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

| 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 | Administrative Supervisor III (Circulation) and Circulation Department |
| 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. |
| | Hires, trains, supervises, evaluates and terminates (if necessary) the Administrative Supervisor III (and the regular and student circulation staff and work study employees, in the supervisor’s absence). |
| | Performs the duties of the Administrative Supervisor III (Circulation) during contingencies or emergencies. |
| | Develops and assists the Law Librarian with planning goals and objectives for the Public Services department. |
| | 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. |
| | Coordinates orientation for new librarians. |
| | Provides general reference service to law faculty, students, attorneys, and other
POSITION DESCRIPTION

TITLE: Associate Law Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor III (Circulation) and Circulation Department

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.

Hires, trains, supervises, evaluates and terminates (if necessary) the Administrative Supervisor III (and the regular and student circulation staff and work study employees, in the supervisor's absence).

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

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

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.

Coordinates orientation for new librarians.

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

Shares responsibility for teaching the Legal Bibliography course.

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:

ABA-accredited J.D. degree.
ALA-accredited M.L.S. degree.
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.

Revised: 2/22/01
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

DUTIES:

- Creating original cataloging records
- Performing difficult copy cataloging, including materials in microform or audio-visual formats
- Overseeing cataloging of library materials
- Monitoring quality of all catalog and holdings records in Voyager
- Performing catalog maintenance on the online catalog
- Acting as liaison with SOLINET/OCLC, 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 as needed
- 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 10/24/01
TITLE: Electronic Services Librarian / Non-Tenure Track Faculty

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for managing computer technologies employed in the Law Library.

RESPONSIBLE TO: Law Librarian

SUPERVISES: PC Systems Specialist – Associate, PC Systems Specialist - Assistant (.5 FTE) & Student Computer Lab Graduate Research Assistant.

DUTIES:
• Understands the practical application of creating, accessing, and managing information including databases, integrated library systems, client-server applications, hardware, software, networks, and electronic information resources.
• Evaluates the need for new and evolving technology in the law library and implements required changes.
• Assists and educates clients and colleagues in the use of law library information systems. Providing students faculty and librarians training on reference and research technologies.
• Resolves library hardware, software, local area network, website and Internet connectivity problems.
• Develops, creates, and maintains the law library web site.
• Administrates the library automation system.
• Manages computer lab operations, including establishing policies and procedures.
• Supervises Law Library Electronic Services staff, including hiring, scheduling, training, evaluating, and terminating personnel.
• Serves as principle contact for Westlaw and LexisNexis on behalf of the College of Law; coordinating Westlaw and LexisNexis training for law faculty and students.
• Coordinates law library electronic services with law school computing staff.
• Provides reference services to law students, faculty, attorneys, and other library patrons.
• Leads library tours and conducts library orientation sessions on library technologies.

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.

Last updated: Wednesday, October 17, 2001
TITLE: PC Systems Specialist - Associate

DEPARTMENT: Law Library Electronic Services

PURPOSE AND SCOPE OF POSITION: Responsible for supporting computer technologies employed in the Law Library including the support of the Law Library Student Computer Lab.

RESPONSIBLE TO: Electronic Services Librarian

DUTIES:
- Provides support services for students using the Law Library Student Computer Lab.
- Provides support services for students using the Law Library network access points (networked study-carrels, study-rooms, and Law Library conference room).
- Provides support services for librarians, and library staff.
- Provides support services for patrons using the Law Library Media Center and Public Computing Alcove.
- Monitors and maintains the equipment in the Law Library Student Computer Lab and Public Computing Alcove: installing equipment and software as required.
- Monitors and maintains connectivity of Law Library network access points.
- Provides instruction on activities such as scanning, online research, university computing and common applications.
- Monitors supply and equipment inventory.
- 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. Good computer and customer service skills are needed. May involve evening and weekend hours.

Last updated: Wednesday, October 22, 2001
TITLE: PC Systems Specialist - Assistant (.5 FTE)
DEPARTMENT: Law Library Electronic Services
PURPOSE AND SCOPE OF POSITION: Responsible for supporting computer technologies employed in the Law Library including the support of the Law Library Student Computer Lab.
RESPONSIBLE TO: Electronic Services Librarian
DUTIES:
- Provides support services for students using the Law Library Student Computer Lab.
- Provides support services for students using the Law Library network access points (networked study-carrels, study-rooms, and Law Library conference room).
- Provides support services for librarians, and library staff.
- Provides support services for patrons using the Law Library Media Center and Public Computing Alcove.
- Monitors and maintains the equipment in the Law Library Student Computer Lab and Public Computing Alcove: installing equipment and software as required by higher-level specialist.
- Monitors and maintains connectivity of Law Library network access points.
- Provides instructional materials: developing the Law Library Electronic Services web content and Law Library Student Computer Lab Info-Series documentation.
- Monitors supply and equipment inventory.
- Refers complex questions to higher-level specialist.
- 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. Good computer and customer service skills are needed. May involve evening and weekend hours.

Last updated: Wednesday, October 22, 2001
POSITION DESCRIPTION

TITLE: Head of Technical Services

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:
To oversee operations of the Technical Services Department, including, acquisitions, serials control, bindery and stacks maintenance functions. Coordinates cataloging projects and functions with the assistance of the Catalog Librarian.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Associate I (Acquisitions/Accounting); Librarian Associate I (Stacks Maintenance); Library Technical Assistant (Serials/Government Documents); Library Technical Assistant ½ time (Bindery); Library Assistant III ½ time (Serials)

DUTIES:
Oversees all acquisitions activities, including pre-order searching, vendor selection, order placement, invoice processing and fund accounting.

Oversees all serials control activities, including check-in, routing, claiming, binding and processing of depository government documents.

Oversees all stacks maintenance activities, including loose-leaf filing, shelving, shifting and shelf reading.

Maintains and ensures integrity of acquisitions module of the Endeavor Voyager online system.

Works with Catalog Librarian to select special cataloging projects and upgrade technology in the department.

Hires, trains, supervises, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.

Resolves problems concerning acquisitions, serials control and stacks maintenance. Acts as liaison with the University Accounts Payable dept., other library staff, and vendors concerning matters within the scope of the position.

Monitors library materials budget, prepares appropriate reports and keeps statistics.

Oversees receipt of gift materials.
Plans and designs space and equipment requirements for Technical Services Dept.

Staffs the reference desk as needed.

Performs 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 promotion. Law library experience or familiarity with legal materials preferred.

Rev. 8/02

DUTIES: Check in and receipt of journals, BNA Reporters and OCH Looseleaf pages using Endeavor Voyager library automated system. Edit check-in records as necessary to ensure correct number of issues and correct issue and date are reflected in public catalog and acquisitions/serials subsystem. Sort mail as needed. Other duties as assigned.

QUALIFICATIONS: High School graduate or equivalent, strong organizational skills, accuracy and attention to detail critical. Some college course work, some library experience, interpretive and problem solving skills preferred.
DEPARTMENT: Acquisitions/Serials

TITLE: Library Assistant

Serials Check-in (20 hours)

WAGE STATUS: Non-exempt

PURPOSE/SCOPE: Perform serials check-in functions using the Endeavor Voyager automated system, making sure that items are checked in correctly, and edit check-in records when necessary.

SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Check in and receipt of journals, BNA Reporters and CCH looseleaf pages using Endeavor Voyager library automated system. Edit check-in records as necessary to ensure correct number of issues and correct issue and date are reflected in public catalog and acquisitions/serials subsystem. Sort mail as needed. Other duties as assigned.

QUALIFICATIONS: High School graduate or equivalent; strong organizational skills; accuracy and attention to detail critical. Some college course work, some library experience, interpretive and problem solving skills preferred.
POSITION DESCRIPTION

TITLE: Library Associate I
Acquisitions and Accounting

WAGE STATUS: Exempt

DEPARTMENT: Acquisitions/Serials


SUPERVISOR: Head of Technical Services

DUTIES: Order and receive all library materials online using the library automated system, Voyager and the web. Download full bibliographic records from OCLC and import records to Voyager for these items when they are ordered. Maintain file of all ordered items. Pay all invoices online and process batches of invoices to submit to Accounts Payable for payment. Maintain internal accounting records and invoice files. Monitor automated University accounting system, Spectrum, to ensure proper payment of invoices, and to rectify payment problems. Resolve acquisitions claims for material not received. Process material for return to vendor when necessary. Open and sort mail. Proctor exams in the College of Law each semester. Other duties as assigned.

QUALIFICATIONS: Bachelor's degree and four years progressively responsible library experience, including two years in acquisitions, accounting and binding. One year accounting/bookkeeping experience. Interpretive and problem solving skills preferred. Accuracy and attention to detail vital.

Revised 2/02 - kd
POSITION DESCRIPTION

TITLE: Library Technical Assistant
Serials/ Government Documents

WAGE STATUS: Non-exempt

DEPARTMENT: Acquisitions/Serials


SUPERVISOR: Head of Technical Services

DUTIES: Check in, receipt and claiming of serial titles, including, microforms, continuations and standing orders online using Endeavor Voyager library automated system. Create, maintain and edit new and existing online serial records. Process claims list of missing serials items and resolve subscription problems with vendors as needed. Maintain and update routing list. Return serial items not needed by library to vendors. Check in depository microfiche and some paper government documents. Keep statistics for microfiche and depository government document collections. Report any problems or changes to Government Documents librarian. Sort mail. Proctor exams in the College of Law each semester. Other duties as assigned.

QUALIFICATIONS: High school graduate or equivalent; strong organizational skills; accuracy and attention to detail critical. Some college course work, some library experience, interpretive and problem solving skills preferred.

Revised 2/01 - kd
TITLE: Library Associate I (Stacks Maintenance Supervisor)
DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:
Supervises and trains workers responsible for shelving, looseleaf filing, and other collection maintenance tasks.

RESPONSIBLE TO: Head of Technical Services

SUPervises: Student assistants and work study employees (shelvers and looseleaf filers)

DUTIES:
-Plans, develops and implements policy and procedures for collection maintenance functions.
-Regularly updates procedure manuals and statistics to ensure that they are always current.
-Hires, supervises, evaluates and terminates student assistants and work study employees.
-Provides training in shelving, filing and Library of Congress classification system for stacks maintenance staff.
-Ensures that stacks maintenance staff shelf, file and update all library material promptly and accurately. This includes, but is not limited to, replacing outdated pocket parts, replacement volumes and looseleaf pages.
-Ensures the appropriate and timely handling of superseded materials in the library, faculty offices and the Faculty Library.
-Performs shelving, filing and updating as needed, especially in the absence of student assistants.
-Plans and monitors semi-annual shelf reading by entire library staff, making sure that all assigned areas are read and that all staff know the correct procedures for shelfreading.
-Quality control spot checking should be done in all assigned ranges.
-Manages and participates in other collection maintenance activities such as collection shifts, book repair, maintaining the new books shelves and Faculty Library.
-Performs book searches for missing materials.
-Serves as contact person for repair of broken compact and regular shelving.
-Orders missing looseleaf pages.
-Proctors final examinations for law faculty.
-Other duties as assigned.

QUALIFICATIONS: Bachelor's degree preferred. May substitute high school graduation and at least 2 years of progressively responsible library experience, which includes supervisory experience. Ability to
exercise considerable independent judgment in 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 in staff supervision. Effective written and oral communication skills.

**TITLE:**

**WAGE STATUS:**

**DEPARTMENT:** Technical Services - Acquisition Services

**PURPOSE/SCOPE:** Identify and prepare periodical and monograph items to be sent to the bindery, using the online bindery database.

**SUPERVISOR:** Head of Technical Services

**DUTIES:**
Identify items in need of binding. Pull these items from book stacks. Enter binding data in ABLE binding database. Update item status for items at the bindery in Voyager online system. Print out binding slips and report of items to be sent to bindery each month. Check report against items to be sent to bindery, attach binding slips to volumes, pack bindery boxes for shipment. Identify and obtain any missing issues needed for binding. Open and check shipments returned from the bindery. Give to Cataloging for final processing. May also perform serials check-in of journals as needed. Other duties as assigned.

**QUALIFICATIONS:** High School diploma or GED and 3 years of library, customer service or office experience and proficiency in either Microsoft Word or WordPerfect required. Library experience, knowledge of legal series, online automated library systems and binding operations preferred. Attention to detail is critical.
TITLE: Library Technical Assistant- Bindery (part-time, 20 hrs)

WAGE STATUS: Non-exempt

DEPARTMENT: Technical Services- Acquisitions/Serials

PURPOSE/SCOPE: Identify and prepare periodical and monograph items to be sent to the bindery, using the online bindery database.

SUPERVISOR: Head of Technical Services

DUTIES:
- Identify items in need of binding. Pull these items from book stacks. Enter binding data in ABLE binding database. Update item status for items at the bindery in Voyager online system. Print out binding slips and report of items to be sent to bindery each month. Check report against items to be sent to bindery, attach bindery slips to volumes, pack bindery boxes for shipment. Identify and obtain any missing issues needed for binding. Open and check shipments returned from the bindery. Give to Cataloging for final processing. May also perform serials check-in of journals as needed. Other duties as assigned.

QUALIFICATIONS: High School diploma or GED and 3 years of library, customer service or office experience and proficiency in either Microsoft Word or WordPerfect required. Library experience, knowledge of legal serials, online automated library systems and binding operations preferred. Attention to detail is critical.
POSITION DESCRIPTION

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 online Voyager system. Exercises discretionary judgment and considerable responsibility in performance of duties, applies and interprets cataloging rules and conventions.

RESPONSIBLE TO: Head of Technical Services

SUPERVISES: Student Assistant in processing

DUTIES:

Catalogs new library materials in paper and items accompanied by disks by searching, editing, and saving bibliographic records in the Voyager system according to the Anglo-American cataloging Rules; importing bibliographic records from OCLC into Voyager system when needed

Create periodical call numbers;

Verify subject headings;

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

Links bibliographic information for new materials with item records in Voyager system;

Creates and maintains item records;

Withdraws superseded volumes;

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

Keeps appropriate statistics;

Proctors Final Exams for Law Faculty;

Supervises Student Assistant in processing;
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; supervisory experience. 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. Knowledge of Voyager system helpful.

updated 2/02 kd
PURPOSE AND SCOPE OF POSITION:
Supervises the daily operation of the Circulation Department (including Reserves and Interlibrary Loan (ILL)) and assists the Public Services Librarian and Law Librarian in planning for the overall operation of the Department. Exercises discretionary judgment and responsibility in directing the activities of the Department.

RESPONSIBLE TO: Associate Librarian

SUPERVISES: One full-time and 3 half time library technical assistants, numerous regular and work study student employees (working a combined 80 student hours per week).

DUTIES: Hires, trains, supervises, evaluates and terminates (if necessary) library technical assistant staff and regular and work study student assistants working in the Circulation Department, with input and guidance from Public Services Librarian and Law Librarian.
Schedules desk coverage of the Circulation Desk for 105 hours weekly. Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.
Monitors overdue materials and sends out fine and fee notices as required. Maintains fine records and collects and deposits fines. Places holds and recalls for library materials as necessary.
Coordinates and presents Circulation cross-training sessions to other library department permanent and student staffs.
Attends library department supervisors’ meetings to coordinate with other department supervisors.
Assists Public Services Librarian and Law Librarian in formulating and disseminating Circulation policies.
Maintains Circulation, ILL, Reserves and attorney sign-in statistics and assists Public Services Librarian in creating statistical reports.
Oversees all Law Library ILL borrowing and lending and maintains required records.

Oversees the processing of electronic and print reserve materials and the organization of the reserves collections.

Maintains and updates Circulation, ILL and Reserves manuals.

Liaisons with the main campus library regarding Circulation system problems, patron record concerns and policy issues.

Communicates with Copy Center personnel regarding refund concerns, supplies and photocopier maintenance problems.

Co-supervises looseleaf filing projects for circulation staff with the Library Associate in charge of Stacks Maintenance.

Maintains Law Library staff petty cash account.

Maintains Law Library study rooms and serves as the arbiter of study room disputes.

Designs and orchestrates library exhibits and faculty publications display.

Maintains audio collection and equipment and assists patrons in their use.

Attends relevant conferences, seminars, workshops.

Proctors final examinations for Law Faculty.

Performs other duties as assigned.

QUALIFICATIONS:

Bachelor’s degree and one year supervisory experience, or a high school diploma or GED and five years administrative experience, including three years of supervisory experience, or combination of equivalent training and experience. Supervisory experience preferred but library experience demonstrating a pattern of progressive responsibility may substitute. Skill and ability to supervise staff are essential.

OCLC Interlibrary Loan experience preferred.

Strong computer skills are essential. Skill or ability to learn new computer applications associated with circulation procedures.
### POSITION DESCRIPTION

**Title:** Library Assistant<br><br>**Department:** Circulation

**Purpose and Scope of Position:** Responsible for managing Reserve and Electronic Reserve at the Circulation Desk.<br><br>**Ability to Track and Calculate Statistical Information:**

**Ability to Exercise Considerable Independent Judgment and Responsibility in the Performance of Duties:**

**Ability to Communicate Effectively Both Orally and in Writing:** Essential. Must have exceptional organizational skills as well.

**Responsibilities:**

- Must be able to work some early weekday mornings and some weekends as scheduling requires.

**Duties:**

- Oversee Reserve Collection<br>- Oversee and work with Public Services and Electronic Services Librarians on the E-Reserve system<br>- Communicate with Law Faculty concerning Reserve material<br>- Maintain Reserve audio/video collection and equipment and assist patrons with their use<br>- Check material in and out<br>- Provide service for the Reserve Collection<br>- Answer incoming calls; direct calls, or take messages as needed<br>- Provide location information to patrons and refer other questions to the Reference Librarians<br>- Perform Circulation functions as required<br>- Assist in training other Circulation staff in use of Circulation system & policies<br>- Assist in processing overdue notices<br>- Open/close Law Library if assigned those hours<br>- Proctor final examinations<br>- Perform other Circulation tasks as assigned

Rev. 10/25/00
POSITION DESCRIPTION

TITLE: Library Technical Assistant (1.0 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee Reserve Materials/place on Reserve.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES: 

Oversee Reserve Collection

Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system

Communicate with Law Faculty concerning Reserve material

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

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

Perform other Circulation tasks as assigned
Supervises & trains library assistants

Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

Revised 08/21/02
POSITION DESCRIPTION

TITLE: Library Technical Assistant (.75 FTE)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student workers in absence of Circulation Supervisor.

DUTIES:

Check material in and out

Provide service for the Reserve Collection

Answer incoming calls; direct calls, or take messages as needed

Provide location information to patrons and refer other questions to the Reference Librarians

Perform Circulation functions as required

Assist in training other Circulation staff in use of Circulation system & policies

Assist in processing overdue notices

Open/close Law Library if assigned those hours

Proctor final examinations

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 telephone. Some college course-work, computer experience preferred. Must be able to work without supervision.

Revised 08/19/02
POSITION DESCRIPTION

TITLE: Library Technical Assistant (.5 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk. Oversee the processing of Interlibrary Loans.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES:

- Oversee Reserve Collection
- Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system
- Communicate with Law Faculty concerning Reserve material
- Maintain Reserve audio/video collection and equipment and assist patrons with their use
- Check material in and out
- Provide service for the Reserve Collection
- Answer incoming calls; direct calls, or take messages as needed
- Provide location information to patrons and refer other questions to the Reference Librarians
- Perform Circulation functions as required
- Assist in training other Circulation staff in use of Circulation system & policies
- Assist in processing overdue notices
- Open/close Law Library if assigned those hours
- Proctor final examinations
- Perform other Circulation tasks as assigned
Supervises & trains library assistants

Process Interlibrary loans

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

Revised 08/21/02
POSITION DESCRIPTION

TITLE: Library Assistant II (.5 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for maintaining Reserve and Electronic Reserve collections. Responsible for providing service to library users at the Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES:

- Oversee Reserve Collection
- Oversee and work with the Public Services and Electronic Services Librarians on the E-Reserve system
- Communicate with Law Faculty concerning Reserve material
- Maintain Reserve audio/video collection and equipment and assist patrons with their use
- Check material in and out
- Provide service for the Reserve Collection
- Answer incoming calls; direct calls, or take messages as needed
- Provide location information to patrons and refer other questions to the Reference Librarians
- Perform Circulation functions as required
- Assist in training other Circulation staff in use of Circulation system & policies
- Assist in processing overdue notices
- Open/close Law Library if assigned those hours
- Proctor final examinations
- Perform other Circulation tasks as assigned
Supervises & trains library assistants

Copy/obtain materials for Faculty

QUALIFICATIONS: High school graduate, college preferred; computer experience required, knowledge of MS Access, MS Word/Word Perfect, ability to troubleshoot; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Must be able to work without supervision.

Revised 08/21/02