Law Library Annual Report 2004-2005

Georgia State University Law Library

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INTRODUCTION

Sustainably, during fiscal year 2004/2005, we experienced no turnover in library faculty and very little turnover in staff.

Service to students continued at a high level. The Law Library facility improved with the installation of the new carpet on the main floor, the re-randomization of the stacks, and the opening of the service area on the first floor. We are especially grateful for the 7,500 sq. ft. of new library space created during the year. Acquisitions and cataloging staff and upgraded lighting can now be found in a popular study area for students. Students are connected either using the wireless connectivity or the wired carrels. Students have a choice of a total of 150 wired study carrels and seven wired study rooms. The staff can now book the study rooms online. As in past years, the law librarians are involved in teaching. Nancy Johnson teaches Advanced Legal Research.

Although we continue to cancel print subscriptions to stay within our budget, we added a respectable number of electronic resources. These resources meet many faculty and student research needs.

Law librarians continue to make contributions in various professional settings. Four librarians wrote a CALI lesson on Georgia Primary Research Materials and three librarians collaborated on a law review article on Researching Georgia Law. Several librarians are active in regional and national library association activities.

Please refer to the Annual Reports of the six library faculty members. Besides their departmental reports, they included departmental goals for the year. Elizabeth Adelman (Head of Public Services), Nan Adams (Senior Reference Librarian), and Cullen Williams (Reference Librarian) collaborated on the Public Services Report. Terrance Marion (Electronic Services Librarian) wrote the Law Library Electronic Services Report, Qian Cui (Catalog Librarian) wrote the Cataloging Report and Trina Holloway (Acquisitions/Serials Librarian) describes the work of her department.

ADMINISTRATIVE AND PERSONNEL

The attached organization chart (see Organization Chart) reflects the administrative structure of the Law Library as of July 2005. The library staffing includes seven librarians, twelve staff members, and approximately four F.T. student assistants. The position descriptions outline the specific duties of librarians and staff.

Nancy P. Johnson
Law Librarian
Professor of Law
INTRODUCTION

Fortunately, during fiscal year 2004/2005, we experienced no turnover in library faculty and very little turnover in staff.

Service to students continued at a high level. The Law Library facility improved with the installation of the new carpet on the lower level. The students remain grateful for the 7,500 sq. ft of new library space obtained during 2003/2004. With wired carrels and upgraded lighting, the new space is a popular study area for students. Students are connected either using the wireless connectivity or the wired carrels. Students have a choice of a total of 130 wired study carrels and seven wired study rooms. The circulation staff can now book the study rooms online. As in past years, the law librarians are involved in teaching 1L legal research and Nancy Johnson teaches Advanced Legal Research.

Although we continue to cancel print subscriptions to stay within our budget, we added a respectable number of electronic resources. These resources meet many faculty and student research needs.

Law Librarians continue to make contributions in various professional settings. Four librarians wrote a CALI lesson on Georgia Primary Research Materials and three librarians collaborated on a law review article on Researching Georgia Law. Several librarians are active in regional and national library association activities.

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### Librarians

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
</tr>
<tr>
<td>Nan Adams</td>
<td>Senior Reference Librarian</td>
</tr>
<tr>
<td>Beth Adelman</td>
<td>Head of Public Services</td>
</tr>
<tr>
<td>Qian Cui</td>
<td>Catalog Librarian</td>
</tr>
<tr>
<td>Trina Holloway</td>
<td>Acquisitions/Serials Librarian</td>
</tr>
<tr>
<td>Terrance Manion</td>
<td>Electronic Services Librarian</td>
</tr>
<tr>
<td>Colleen Williams</td>
<td>Reference Librarian</td>
</tr>
</tbody>
</table>

### Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherri Grady</td>
<td>Administrative Specialist (Accounting/Serials)</td>
</tr>
<tr>
<td>Keith Hill</td>
<td>Administrative Supervisor III (Circulation)</td>
</tr>
<tr>
<td>Willard (Bill) Irvin</td>
<td>Library Assistant II (Circulation) .5 FTE</td>
</tr>
<tr>
<td>Angelic Lyons</td>
<td>Library Technical Assistant (Acq/Serials)</td>
</tr>
<tr>
<td>Stanley Oommen</td>
<td>Administrative Coordinator (Circulation)</td>
</tr>
<tr>
<td>Dermot Robinson</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Yolanda Travis</td>
<td>PC Systems Specialist Associate (Lab)</td>
</tr>
<tr>
<td>Dee Walraven</td>
<td>Business Manager (.75 FTE)</td>
</tr>
<tr>
<td>Juanita Wheeler</td>
<td>Administrative Supervisor III (Stacks)</td>
</tr>
<tr>
<td>Pamela Willis</td>
<td>Library Associate II (Cataloging)</td>
</tr>
<tr>
<td>Cecelia Womack</td>
<td>Library Associate I (Acq/Serials)</td>
</tr>
<tr>
<td>Betty Wright</td>
<td>Library Technical Assistant (Circulation) .75</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. With the closing of the Georgia State Law Library to the public, we are anticipating fielding phone questions from the citizens of Georgia and the members of the legislature and state agencies.

The library is open 105 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks. According to the door count statistics, we had 125,185 visits to the Law Library and October 2004 was the busiest month with 24,493 visits.

### SERVICES

The Reference Librarians provide a total of seventy-two hours of reference desk service each week. With the help of our GRA’s, we provide reference assistance during weekends. The librarians answered a total of 5,984 questions during the year, up from 5,516 questions, with
September being the busiest month with a total of 795 questions.

We assign each faculty member a library liaison and the library liaisons are in charge of their faculty's research requests. The library liaison works with our research GRAs to locate and collate information for faculty research. This program continues to be very successful.

The librarians and staff continue to stress high quality customer service and we take advantage of advanced training opportunities. Within the Law Library, we hold monthly Information Exchange meetings and the librarians and staff also attend COL events and meetings.

The librarians remain involved in teaching legal research to the first year law students and other classes. Additionally, the librarians offer tours and instruction to undergraduate and graduate classes.

Colleen Williams oversees Interlibrary Loan Services and her report details the statistics and goals. Beginning in summer 2005, the Law Library has participated in the University System of Georgia libraries' resource-sharing system, GIL Express. Students and faculty can check out books from other libraries using their library cards and the books are delivered to a location specified by the patron.

The Public Services Annual Report covers the circulation department, government documents unit, interlibrary loan, reference department, and stack maintenance. Beth Adelman manages the Public Services' Department.

TECHNOLOGY

Under Terrance Manion's supervision, technology services remain an integral part of the Law Library. Terrance discusses the extensive work of student computing, web services, library automation, and research technology in his Electronic Services Report. As examples of the technology services' work, the library added new electronic resources during the year, i.e., Index to Legal Periodicals and Books - Retrospective and The Making of Modern Law. Additionally, technology services implemented a web-based E-Journal Locator and integrated the proxy server with the Law Library website.
LIBRARY COLLECTION

The following figures summarize the size of the collection as reported to the ABA in Fall, 2004:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles Added</td>
<td>1,733</td>
</tr>
<tr>
<td>Titles Withdrawn</td>
<td>661</td>
</tr>
<tr>
<td>Total Titles</td>
<td>61,668</td>
</tr>
<tr>
<td>Paper Volumes Added</td>
<td>5,981</td>
</tr>
<tr>
<td>Paper Volumes Withdrawn</td>
<td>9,301</td>
</tr>
<tr>
<td>Paper Volumes Total</td>
<td>144,675</td>
</tr>
<tr>
<td>Vol. Equiv. Added</td>
<td>2,065</td>
</tr>
<tr>
<td>Vol. Equiv. Total</td>
<td>184,797</td>
</tr>
<tr>
<td>Total Volumes and Volume Equivalents</td>
<td>329,472</td>
</tr>
</tbody>
</table>

ABA Law Library Statistics
Southeastern Academic Law Libraries
2004 Comparative Statistics of Law Libraries
AL, FL, GA, KY, LA, MS, NC, SC, TN, VA WV

<table>
<thead>
<tr>
<th>Description</th>
<th>GSU Law Library</th>
<th>Rank</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book titles held</td>
<td>61,668</td>
<td>19/37</td>
<td>61,643</td>
</tr>
<tr>
<td>Serial subscriptions</td>
<td>$618,101</td>
<td>27/39</td>
<td>$675,074</td>
</tr>
<tr>
<td>Online databases</td>
<td>$64,603</td>
<td>31/37</td>
<td>$88,969</td>
</tr>
<tr>
<td>Other library information resources</td>
<td>$132,000</td>
<td>11/38</td>
<td>$87,598</td>
</tr>
<tr>
<td>Total expenditures for lib. operations other than salaries</td>
<td>$896,175</td>
<td>28/37</td>
<td>$1,095,985</td>
</tr>
<tr>
<td>Total $ spent last FY per FTE JD student</td>
<td>$3,003</td>
<td>22/38</td>
<td>$3,344</td>
</tr>
</tbody>
</table>

As a selective depository for Government Printing Office (GPO) documents, we currently receive 5% of the materials available from GPO. With this percentage of materials selected, we
received 4,389 microfiche pieces and 1,129 hardcopy documents. Nan Adams is in charge of government documents and describes the services, personnel, and projects in her report.

BUDGET

During FY 2005-2005, we spent $719,000 on new and continuing library materials in both print and electronic format. With a static acquisition’s budget and a very high inflation rate, we had to cancel many titles. Previously, we cancelled “duplicate” subscriptions, however, during this past year, we were forced to cancel our only subscriptions bringing the total to 1,369 cancelled titles. Steep price increases have continued unabated during this fiscal year. To illustrate the point, the most recent American Association of Law Libraries’ Price Index for Legal Publications 2d, which tracks inflation of legal publications, documents that between 2001 and 2003 the inflation rate in the law book industry increased by 28%. This chart illustrates some increases:

<table>
<thead>
<tr>
<th></th>
<th>Price ('03)</th>
<th>Percentage Change ('01-'03)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporters</td>
<td>$1,802/yr.</td>
<td>+11%</td>
</tr>
<tr>
<td>Codes</td>
<td>$967/yr</td>
<td>+16%</td>
</tr>
<tr>
<td>Looseleaf Services</td>
<td>$1,366/yr.</td>
<td>+7%</td>
</tr>
<tr>
<td>Supplemented Treatises</td>
<td>$660/yr.</td>
<td>+5.84%</td>
</tr>
</tbody>
</table>

TECHNICAL SERVICES

The Cataloging unit, under Qian Cui, has been very busy both adding books to the collection and withdrawing materials. During the year, we continued to add new print and electronic volumes and titles. The Cataloging Department cataloged 7,064 items, including 527 electronic journals. Qian also added a note in the cataloging record designating faculty authors. The Acquisitions/Serials unit, under Trina Holloway, accomplished several projects beyond ordering materials and binding journals. The Acquisitions/Serials unit implemented systematic claiming of periodicals and updated and carried out other policies.

SPACE and RENOVATION

The Law Library now has 37,989 feet of shelving capacity available for library materials. We have adequate room to grow and our shelving capacity is just under the median shelving capacity of 38,039 feet for southeastern law libraries. During the next year, we are shifting to more electronic services, which will result in withdrawing additional hard-copy materials. This shift will give us additional shelf space.

The net square footage for library facilities is 44,678. Fortunately, during December, carpet was installed on the first floor of the Law Library. We are enjoying fresh carpet on both levels. The carpet project was very time-consuming, but well worth the effort.
Annual Reports

Public Services
Beth Adelman, Head of Public Services
Keith Hill, Circulation Supervisor
Nancy Adams, Senior Reference Librarian
Colleen Williams, Reference Librarian
Juanita Wheeler, Stack Maintenance Supervisor

Electronic Services
Terrance Manion, Electronic Services Librarian

Cataloging
Qian Cui, Catalog Librarian

Acquisitions/Serials
Trina Holloway, Acquisitions/Serials Librarian

Public Services Goals for 2004
- Strive to make Public Services function as a cohesive whole.
- Continue to review the policies of each unit, update and/or create policies as necessary.
- Reorganize the Public Services documents on the 1 drive.
- Continue to organize and maintain education presentations for the reference and public services staff as necessary.
Personnel
Beth Adelman is Head of Public Services, which is comprised of the following units and unit heads: Circulation (Keith Hill), Government Documents (Nancy Adams), Interlibrary Loan (Colleen Williams), Reference (Nancy Adams), and Stack Maintenance (Juanita Wheeler). Reports for each individual unit are below.

In an effort to unify the Public Services Department a Universal Calendar of public services projects was created so that each unit is aware of the rhythm of each unit.

The Public Services Department is moving toward a supervisor-on-duty model. There have been changes made to the staffing patterns of Public Services so that there is an evening and weekend supervisory presence in the library at all times. Stanley Oommen, a four-year veteran of the Circulation unit, has been promoted to Weekend Circulation Supervisor. Stanley will be taking on full time hours this fall and will become the Weekend and Evening Circulation Supervisor. In addition, Juanita Wheeler, a 10 year veteran of the law library, has been promoted to Administrative Supervisor III. In addition to her role as Stack Maintenance Supervisor, Juanita will be the Administrative Supervisor on duty two evenings per week.

Another step toward the supervisor-on-duty model is the implementation of staff/student scheduling. This means there will always be a staff person working alongside a student.

Public Services Goals for 2004/2005
- Reorganize the circulation area to accommodate both the circulation and stack maintenance departments. This goal was met.
- Review the policies of each unit; update and/or create policies as necessary. This is a work in progress.
- Continue to organize continuing education presentations for the reference and public services staff as necessary. This goal was met and the presentations will continue.
- Strive to make Public Services function as a cohesive whole. We have come a long way but this is still a work in progress.

Public Services Goals for 2005/2006
- Strive to make Public Services function as a cohesive whole.
- Continue to review the policies of each unit; update and/or create policies as necessary; reorganize the Public Services documents on the I drive
- Continue to organize continuing education presentations for the reference and public services staff as necessary.
- Plan and implement a new public services website
2004-2005 Circulation Annual Report
Keith Hill, Circulation Supervisor
June 16, 2005

Staffing:
Keith Hill is the Circulation Supervisor. He is responsible for scheduling, hiring, GIL Express, providing services to patrons at the Circulation Desk, and many other tasks.

Since 2001, Dermot Robinson, a Library Technical Assistant, is responsible for maintaining the Reserve/Electronic Reserve collections and providing services to library users at the Circulation Desk. Dermot also assists the Interlibrary Loan Department.

Stanley Oommen was recently promoted to Administrative Coordinator. Currently he serves at the weekend circulation supervisor. Stanley provides services to library users at the Circulation Desk and assists with Interlibrary loans, GIL EXPRESS, copying, and supervising staff on the weekends.

Betty Wright, a Library Technical Assistant, has been with the library since 2001. Betty has been a student assistant since 2001 and was recently promoted to a staff member. Betty assists with copying, retrieving books for Faculty, and providing services to library users at the Circulation Desk. Betty also assists with the Interlibrary Loan Department, a position formerly held by Kirubel Teklemedhin, whose employment ended in 2005.

Willard (Byll) Irvin, a Library Assistant II, has been with the library since 2002. He's responsible for providing services to patrons at the Circulation Desk, copying, and retrieving books for Faculty.

Euclides Peralta, a Circulation Student Assistant, has been with the library since 2003. Euclides provides services to patrons at the Circulation Desk and provides photocopy services for Faculty.

Jeffrey Enujioke, a Circulation Student Assistant, has been with the library since 2004. Jeffrey provides services to patrons at the Circulation Desk and provides photocopy services for Faculty.

GIL Express
GIL Express, a statewide borrowing and lending consortium, has finally become functional. Keith Hill handles GIL Express requests and Stanley Oommen has been trained as a backup. We have seen an increase in GIL Express requests since 2003. The number of requests received by calendar year: 2003: 12 requests 2004: 84 requests 2005 (January -May): 180 requests

Statistics
The table below outlines the number of visitors to the library in Fiscal Year 2004/05. Also attached as a separate document are circulation statistics.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of round trip entrances and exits</td>
<td>6,947</td>
<td>4,243</td>
<td>4,394</td>
<td>24,493</td>
<td>16,051</td>
<td>12,696</td>
<td>11,423</td>
<td>18,682</td>
<td>13,875</td>
<td>3,545</td>
<td>7,479</td>
<td>1,357</td>
<td>125,185</td>
</tr>
</tbody>
</table>

Circulation Department Goals for 2004/2005

- Review Reserve procedures and update as necessary.
- Continue to make reserve records 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.

Circulation Department Goals for 2005/2006

- Continue to update Circulation Manual for changes in policies, procedures, etc.
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with various projects.
- Update the training manual for new employees.
- Review Reserve procedures and update as necessary.
- Organize the faculty display case, keep current materials only, use display tents to highlight faculty name and publication.
- Train new student assistant.
- Become proficient in using the study room booking online system.

Nancy Adams, Senior Reference Librarian
June 23, 2005

Personnel:
Nancy Adams is the Government Documents Librarian. In this capacity she manages the United States government documents depository collection and the microforms collection. Cecelia Womack, LTA (Serials), checks-in the government documents using Voyager serials module and also shelves hard copy documents (such as FR, CFR, and CR). Cecelia also checks in the House and Senate reports, documents, and prints on microfiche, which creates piece-level records of what we receive from GPO. Nicole Henderson, student assistant, works with documents particularly filing microfiche. Nancy Adams also works closely with Gayle Christian, government documents librarian at the University Library.
Government Documents/Microforms Services:
Government documents are checked-in using the Voyager serials system with the exception of the microfiche congressional hearings (SuDoc Y 4) which are reflected in GIL. 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/printer in the Microforms Room on the upper level.

Our CD-ROM and DVD documents are sent to Pullen under an agreement with Gayle Christian to house the documents outside of the Law Library.

This year the microforms guides and indexes were relocated from the Reference area to the Microforms Room. They are placed on the top of the cabinet which holds the corresponding micro set.

Statistics:
The Law Library selects 5% of the available United States government documents. The University Library selects 75%. We received and processed 1129 hardcopy document pieces, 4,389 microfiche pieces (2,068 fiche titles) and one CD-ROM document during the year. Hardcopy and microfiche statistics have stayed about the same as last year. Electronic documents have decreased from last year (6 CDs and 1 DVD received last year). Please see the Government Documents Received chart below for monthly totals.

Government Documents Received June 2004 - May 2005

<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>June</td>
<td>58</td>
<td>326</td>
<td>785</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>106</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>93</td>
<td>549</td>
<td>1224</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>91</td>
<td>0</td>
<td>0</td>
<td>1 (CD)</td>
</tr>
<tr>
<td>October</td>
<td>108</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>94</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>January</td>
<td>141</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>119</td>
<td>981</td>
<td>2118</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>118</td>
<td>462</td>
<td>834</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>109</td>
<td>76</td>
<td>213</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>111</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1129</td>
<td>2068</td>
<td>4389</td>
<td>1 CD</td>
</tr>
</tbody>
</table>
Government Documents/Microforms Department Goals for 2004-2005:
Attend government document depository librarians meetings - both locally and elsewhere

Attend government documents sessions at AALL and SEAALL.
Integrate government documents from Pullen Library into our collection
Sent duplicate fiche back to the depository at the University Library. We are through the B's on this project (U.S. congressional hearings arranged alphabetically by committee name). This has not been a priority since we have plenty of space for our fiche collection.
Continue shifting microforms collection where needed
Done – we are in good shape for growth space.
Continue developing finding guides for the collection
Done – Terrance assisted in making a guide to the microforms room. It is a large poster in the room. We also have an 8-1/2 by 11 copy at the reference desk in the flip file.
Train public services staff to assist patrons in using the collection
Worked with several library workers (one-on-one) to demonstrate the various tricks for getting a good copy on the reader/printer. Microforms are covered in the orientation for new reference GRAs.

Government Documents/Microforms Department Goals for 2005-2006:
Attend government document depository librarians meetings - both locally and elsewhere
Set up procedures for reviewing the documents collection each summer
Write a Self Study of our depository operations
Write a plan for the staff hours needed to maintain the collection

2004-2005 Interlibrary Loan Annual Report
Colleen Williams, Reference Librarian
June 22, 2005

Personnel:
Colleen Williams oversees Interlibrary Loan Services. A Graduate Research Assistant, Lisa Dowling, assisted Colleen with the day-to-day lending and borrowing demands from summer 2004 through spring semester 2005. Her successor, Elinor Hale, started on May 17, 2005. Also assisting Colleen are circulation staff Stanley Oommen and Betty Wright, whose support services include packaging outgoing materials, photocopying, and various circulation functions such as checking ILL books in and out as necessary. Circulation staff member Kirubel Teklemedhin also assisted with ILL tasks until his employment ended in April 2005.

Statistics:
Overall Borrowing and Lending Statistics: This year (June 2004 through May 2005) we borrowed 329 items (130 books and 199 articles) for GSU faculty, students, and staff through OCLC. The fill rate for volumes borrowed from other institutions via OCLC was 82%.
In addition, we loaned 737 books to other institutions (June 2004 through May 2005): 588 through OCLC (336 books, 252 photocopies) with a fill rate of 60% and 149 books to law firms via walk-up service, for a 65% total fill rate. Differences from last year: The number of items borrowed for COL patrons borrowed increased from 190 (73.16%), and the fill rate from other institutions increased by four percentage points. As for lending, the number of items lent increased from 615 (19.84%) and our total fill rate was 10 percentage points higher than the previous year.

**ILL Continuing Education:**
Although Colleen Williams did not attend any formal ILL training sessions during the past fiscal year, she did learn more about ILL by doing the following:

- Fall 2004 ARCHE meeting, Nov. 12, Kennesaw State University
- Observation of Sheryl Williams, head of ILL at GSU University Library, Nov. 16
- Spring 2005 ARCHE meeting, March 11, GSU COL
- GIL Users Group Meeting, May 19, Macon State College. Programs attended:
  - ILL Sharing Session: Brave New World and Some TLC
  - GIL Express / ILL Related Issues: Sharing & Troubleshooting
- Joined three ILL-related listservs:
  - Georgia libraries listserv
  - University System of Georgia libraries listserv
  - Nation-wide ILLiad listserv

**Resource Sharing Systems**

**ILLiad:** In fiscal year 2003-04, the Law Library began the process of switching from a web-based interlibrary loan system to a software-based system called ILLiad. The Law Library is getting this system for free as a satellite of the GSU University Library. Under ILLiad, patrons can input interlibrary loan requests themselves, instead of sending requests to ILL staff. Patrons can track the progression of their requests and can cancel requests at any step of the process. For ILL staff, ILLiad has a label-printing feature that makes tracking books much more efficient.

**OCLC FirstSearch:** Beginning on May 1, 2005, the Law Library converted to OCLC subscription pricing for cataloging and ILL. By converting before the required date of July 1, the Library got a discounted rate. In addition, the OCLC resource-sharing website converted from ILLweb to FirstSearch. The new website combines the ILL management functions of ILLweb with the search functions of Worldcat.

**GIL Express:** Beginning in late summer 2005, the Law Library has participated in the University System of Georgia libraries’ resource-sharing system, GIL Express. With GIL Express, USG students and employees can check out books from other USG libraries using their library cards, and the books are delivered to a location specified by the patron. This service is not available for obtaining articles. While GIL Express is an alternative to ILL, it will probably not eliminate ILL book requests between USG libraries, as USG librarians recognize that in some cases ILL may be the better option. GIL Express will probably not significantly affect ILL request volume in the future, either for borrowing (as the Law Library requests a large number of
ILL Goals for 2004/2005:
- Improve Interlibrary Loan fill rate (goal met)
- Train GRA to provide timely, efficient ILL services (goal met)
- Implement ILLiad (borrowing and lending) **(goal not met; borrowing will be implemented prior to fall semester)**
- Market ILLiad (goal not met but will be met concurrently with borrowing rollout)

ILL Goals for 2005/2006:
- Keep interlibrary loan fill rate 50-70%
- Help GRA provide timely, efficient ILL services
- Implement ILLiad (borrowing and lending)
  - Create ILL system that combines ILLiad and FirstSearch
  - Create ILL web pages from content currently in Word
  - If COL personnel unable to post the web pages before the beginning of Fall, send Law Library ILLiad logon link to heavy ILL users (e.g., law review, certain faculty)
- Market ILLiad
  - Present faculty brown-bag session on ILLiad and GIL Express
  - Train incoming law review students on ILL and GIL Express
- Present new ILL system to reference group (and available circulation staff who assist with ILL)

2004-2005 Reference Department Annual Report
Nancy Adams, Senior Reference Librarian
June 23, 2005

Personnel:
Nancy Adams is the Senior Reference Librarian. In that capacity she manages reference services, the Georgia collection, and the course reserves. The reference desk is staffed primarily by reference librarians Nancy Adams, Colleen Williams, Beth Adelman, and Terrance Manion. Trina Holloway, Acquisitions/Serials Librarian works one shift per week. Graduate research assistants cover weekends and one weekday night per week.

The GRAs during Fall 2004 were Karen Hamilton, Tonya Piper, Craig Wilson and Clint Heyworth. Spring 2004 GRAs were Susan Blum, Burton Hathaway, Clint and Karen. During the summer semester (2005) Jennifer Goodwin and Michael Cullinan work the weekend shifts, Nicole Hair works Tuesdays from 1:00-9:00 and Susan Goodman will work in July during the AALL annual meeting.

During the 2004-2005 academic year we hired GRAs to work on librarian and faculty research projects. Faculty members send requests to their liaison (Nan, Colleen, Beth and Terrance) who then assign projects to the GRAs. The liaisons coordinate and review the research done by
GRAs. The GRAs also do research and other projects for the librarians. The research GRAs this year were:

Fall: Margaret Louttit, and Millie Baumbusch, Steve Hopkins  
Spring: Craig Wilson, Kennita Haley, Steve Hopkins  
Summer: Kennita Haley, Erin Fortney, Matthew Kent, and Kris Klein

Reference Services:
The Reference Department provides reference assistance during the following hours, totaling 72 hours per week:

- **Monday - Thursday**: 9:00 am - 9:00 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. There is no weekend reference service during semester breaks.

Faculty Liaison Program: All full-time and adjunct faculty are assigned a reference librarian as a primary contact for all library requests. Adjunct faculty were added to this list in May 2005. The RWA Instructors are served by the reference librarian on duty at the time of the request. The 2005 list of library liaisons and their faculty members are listed below.

**Beth Adelman**  
Bross, Jim  
Gregory, Bill  
Hartfield, Bernadette  
Kaminshine, Steve  
Knowles, Marjorie  
Lanier, Ray  
Mattingly, Basil  
Podgor, Ellen  
Scott, Charity  
Sobelson, Roy  
Timmons, Kelly  
Wiseman, Patrick  
Gene Mathews  
Sylvia Caley  
Roberta Berry  
Christopher Hagenbush  
Ellwood (Ebb) Oakley  
Renata Turner
**Nan Adams**
Blasi, Ron
Crawford, Colin
Budnitz, Mark
Cunningham, Clark
Emanuel, Anne
Girth, Marjorie
Griffith, Janice
Hogue, Lynn
Marvin, Chuck
Radford, Mary
Saito, Natsu
Taylor, Ellen
Williams, Jack
Tim Floyd
William Dixon
James Jenkins
Jane Morrison
William Poole

**Colleen Williams**
Carey, George
Curcio, Andi
Edmundson, Bill
Hensel, Wendy
Juergensmeyer, Julian
Kadish, Mark
Kinkopf, Neil
Milich, Paul
Segall, Eric
Stephens, Cornell
Washington, Tanya
Yarn, Doug
Bliss, Lisa
Chiovaro, Jennifer
Slovensky, Heather
RWA Open Position
RWA Open Position
Greg Jones
Patricia Killingsworth
**Myron Kramer**
**Jim McGinnis**
**Palmer Singleton**

**Terrance Manion**
**Michael Landau**

**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. We collect our outlines for these classes on the I: drive in the folder: I:\Departments\PubSvcs\Ref\Class Tours. Some of the tours/lectures offered this year were Special Libraries (Library Media Technology 8350), Preservation Law (History 8610), Legislation Clinic, International Human Rights Law, Social Work and the Law (GSU), and Social Work & the Law (Clark Atlanta University).

**Statistics:**
Reference answered a total of **5984 questions** from June 1, 2004 to May 31, 2005. September was the busiest month with a total of 795 questions. See the Reference Desk Activity - Monthly Statistics chart below.

We use an MS Access database for compiling the reference statistics. The MS Access report for 2004-2005 is attached. Our “In Person” requests equal 86% and “research” requests account for 60% of total reference desk activity. The report also shows that 34 % (14.29 + 19.95) of questions are fielded during the 9:00am-1:00pm shift and 46 % (23.78 + 22.34) of questions occur during the 1:00-5:00pm shift. The evening shift (5:00-9:00pm) gets 20% percent of questions.

**Reference Desk Activity - Monthly Statistics**

<table>
<thead>
<tr>
<th>Month</th>
<th>All Questions</th>
<th>Research Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>571</td>
<td>385</td>
</tr>
<tr>
<td>July</td>
<td>295</td>
<td>201</td>
</tr>
<tr>
<td>August</td>
<td>496</td>
<td>257</td>
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<tr>
<td>September</td>
<td>795</td>
<td>491</td>
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<tr>
<td>October</td>
<td>588</td>
<td>342</td>
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<tr>
<td>November</td>
<td>536</td>
<td>301</td>
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<td>December</td>
<td>234</td>
<td>131</td>
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<tr>
<td>January</td>
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<td>277</td>
</tr>
<tr>
<td>February</td>
<td>471</td>
<td>247</td>
</tr>
<tr>
<td>March</td>
<td>582</td>
<td>351</td>
</tr>
<tr>
<td>April</td>
<td>577</td>
<td>331</td>
</tr>
</tbody>
</table>
Reserves Collection:
This year we began using a new system for reserves. In the past we used the Voyager module to link materials to courses. The University Library set up the E-RES system which students access through GIL. All of our reserve materials are reflected in this system as well as electronic reserve documents, which are handled by Terrance Manion. Each semester the course booklist is provided by Kenee Stephens. Materials that we don’t have are ordered. Nancy Adams makes sure that we have all the items on reserve and that they are linked to the courses. Dermot Robinson and Stanley Oommen use E-RES to input the information which provided by Nancy Adams. In addition, e-mail notes are sent to all faculty informing them of what is on reserve for their courses. Often the faculty will add to the list at that point. Though the process is time-consuming, the faculty have a much better picture of our reserve services now.

Reference Department Goals for 2004-2005:
Update Faculty Publications List
Liaisons got e-mails from Beth about new publications. A full list has not been compiled.

Update the InfoSeries library guides
Updated the Georgia Practice Materials guide in August. Responsibility for the guides shifted to Colleen in the Spring.

Train GRAs
Nine GRAs were trained this year for work at the reference desk. Another 9 law students were trained to be research GRAs.

Provide Orientation tours for non-law classes
The non-law classes offered this year were: Special Libraries (Library Media Technology 8350), Preservation Law (History 8610), Social Work and the Law (GSU), and Social Work & the Law (Clark Atlanta University). We collect our outlines for these classes on the I: drive in the folder: I:\Departments\PubSvcs\Ref\Class Tours.

Reference Department Goals for 2005-2006:
Hire and train GRAs
Write a training manual for GRAs and new reference librarians
Provide Orientation tours for non-law classes

2004-2005 Stack Maintenance Annual Report
Juanita Wheeler, Stack Maintenance Supervisor
June 20, 2005

The Stack Maintenance Department consists of Juanita Wheeler, Stack Maintenance Supervisor, and three student assistants, Nicole Henderson, Serena Jones, and Nishit Jain, who was hired in
May 2005 to replace Matthew Hansen. This year Juanita Wheeler was promoted to Administrative Supervisor III. In addition to her duties as the Stack Maintenance unit head, she will take on increased supervisory responsibilities during the evenings.

The biggest change for Stack Maintenance this year was the shift from being part of Technical Services to Public Services. This department has found a new home in what was formerly known as the Circulation area. Stack Maintenance’s transition to sharing space with Circulation was eased by the physical reorganization of the space. In addition, it is an influential factor in the progress made toward better cooperation among the various units that comprise Public Services.

**Shelf Check Requests for July 1, 2004 – June 23, 2005:** 79 requests; 45 were located

In addition to the day-to-day duties of the Stack Maintenance Department many major projects were completed this year. Below is a selected list of major projects completed:

a. Weeded and shifted Faculty Library

b. Faculty Author Project

c. Nutshells Project

d. Shelf read-upper level

e. JX to KZ projects

f. Weeding/retention of journals

g. Withdrawal projects (e.g., CCH Looseleafs)

h. Congressional Record and Federal Register maintenance

**Stack Maintenance Goals for 2005-2006:**
Implement a Library Zone plan to improve the quality of stack maintenance (plan implemented and results are very positive)
Shift P-Z section and States Section (shift complete)
Weed European Community Section (weeding complete)

**Stack Maintenance Goals for 2005-2006:**
Shift the Periodicals Section to make room for the reporters
Update student assistant manual
Update the stack maintenance procedure manual
Law Library Electronic Services

Annual Report ::: 2004-2005
Prepared by Terrance Manion, Electronic Services Librarian
Monday, June 27, 2005

Law Library Electronic Services is 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. Many services, namely those dependant upon internal networking, are supported in conjunction with the College of Law Technology Services staff and University Information Systems and Technology Services (IS&T) department. The following annual report details events, projects and accomplishments that occurred since the 2003-2004 annual report.

Electronic Services Staff

The Law Library Electronic Services Staff consists of:

1. Terrance Manion, Electronic Services Librarian
2. Yolanda Travis, PC System Specialist- Intermediate
3. Three (3) Student Computer Lab Graduate Research Assistants (GRA’s)

Electronic Services experienced significant staffing/organizational changes over the past year. Marcus Payne, PC System Specialist- Assistant (.5 FTE), resigned in January 2005. Electronic Services then shifted the vacant PC Systems Specialist position to Public Services in order to create an evening circulation supervisor position that would report to the Head of Public Services. Funding for two additional Student Computer Lab GRA’s per semester was secured. The two new GRA’s support the computer lab during evening hours previously covered by the PC System Specialist- Assistant position. There is no evening lab coverage when school is not in session.

Student Computing

1. Student PantherPrint printer and release station were installed in the Law Library copy and printing room to support student laptop usage, August 2004.

2. Wireless connectivity has been added throughout the ULC wing of the Law Library, August 2004.

3. USB extensions were installed in the Law Library Student Computer Labs to support student use of jump drive storage devices, September 2004.

4. The Law Library Student Computer Lab (ULC 113A and B) equipment was completely disassembled, placed in storage and reassembled in order to allow new carpeting to be installed, December 2004 to January 2005.
5. Installed and networked wired study tables in seven group study rooms (LL 120, 121, 130A, 130B, 130C, 130F, 130H). Each new study table provides networking access and electricity for students with laptop computers, February 2005.

Web Services

1. Migrated Law Library E-Reserves materials to the University-wide ERES system, http://reserves.gsu.edu/eres/. Trained circulation staff on how to manage Law Library E-Reserves with the new system. The new E-Reserve system provides an exhaustive list of course reserve items regardless of format—electronic or hardcopy. August 2004.

2. Created the E(xam)-Archive system to host past exams. This system was developed from the former E-Reserves system. This system was created to host past exams for an indefinite period of time and is necessary because the new E-Reserve system only makes documents available for a semester, August 2004.

3. Migrated Law Library web content to new website; launched new Law Library website in conjunction with the College of Law Technology Services staff, October 15, 2004.


5. Developed new “Technology in the Law Library” web pages. These pages detail policies and procedures for technology resources and services available in the Law Library including laptop computing (wired study rooms and study carrels, wireless access, printing to Law Library student, and support), student computer labs, and public workstations. April 2005.

6. Developed new public computing web pages including new instructions on how to search for articles, books, and cases, May 2005.

7. Maintain BNA and Current Index to Legal Periodicals (CILP) current awareness services. Presently fifty-five BNA email alerts are sent to twenty-two different faculty members. These numbers do not include BNA’s US Law Week email alert; it is delivered to all faculty save a few (three) who still wish to only receive the print publication. The complete CILP publication is delivered to two faculty members weekly while twenty-four faculty members receive a customized SmartCILP publication they manage themselves.

Library Automation

1. Migrated to OCLC Connexion 1.10 web service from OCLC Passport client previously being used in Law Library Technical Services, September 2004.

2. Upgraded OCLC Connexion 1.10 to 1.20, November 2004.


5. Migrated Law Library Librarian and staff workstation to Windows XP operating system, April 2005.


Research & Reference Technology

1. No online research services or databases were cancelled over the past year. The following online research services and databases have been added to the Law Library's collection of electronic resources. All new subscriptions, save two, provide IP-based authentication and can be accessed remotely by the College of Law community via the Law Library proxy server. The two research products that do not provide IP-based access are noted below.
   a. Arbitration Law Online, Juris Publishing (password access with no limit of concurrent users)
   b. E&E Daily, E&E Publishing
   c. GreenWire, E&E Publishing
   d. Health and Human Resources Network, CCH
   e. Index to Legal Periodicals and Books, Wilson
   f. Index to Legal Periodicals and Books - Retrospective, Wilson
   g. Land Letter, E&E Publishing
   h. LexisNexis Serial Set Digital Collection, LexisNexis
   i. Making of Modern Law, Gale-Thomson
   j. Pratt's Payments Systems Library, Sheshunoff (faculty password access limited to two concurrent users)

2. The following databases and research services were evaluated but not purchased over the past year:
   a. Business and Finance Network, CCH
   b. Index to Foreign Legal Periodicals, Wilson
   c. CQ Electronic Library, Congressional Quarterly

3. The Law Library Hein Online license has been extended to include the entire GSU community. Patrons from anywhere on campus can now access Hein Online.

4. The Law Library joined the New England Law Library consortium as an affiliate member. The membership provides the library with preferred pricing on electronic subscriptions and opportunities to evaluate more resources.

Departmental Goals for 2004-2005 Revisited

1. Implement a web-based E-Journal Locator to provide access and coverage information for the growing collection of online databases and electronic subscriptions in the Law Library collection.
   - Completed. Implemented Serials Solutions' Access and Management Suite E-Journal Portal. The service has run since implementation with out problem.

2. Integrate the Law Library proxy server's remote access services with Law Library website resources including the E-Journal Locator, Database List, Law Library Catalog, and email alerts and current awareness services.
   - Development completed, implementation pending. Electronic Services created a database that manages all online research products to which the library subscribes. This database presently supports the proxy server remote access service and will eventually support the library website and database list. College of Law Technology Services is presently developing web pages that will pull from the database. The database contains the most up-to-date information concerning our electronic subscription.

3. Install and networked additional wired study tables in group study rooms providing networking access and electricity for students with laptop computers or other computing devices.
• Completed. Seven study rooms have been outfitted with wired study tables offering network access and electricity. These rooms support eight to twelve student laptop or other computing devices depending on the room size. Nine of the eleven study rooms in the Law Library are now wired for student laptop use. The Law Library is trying to secure funding to outfit the remaining two. Efforts to secure funding in 2004-2005 were unsuccessful.

4. Migrate the Law Library electronic reserve collection to the University supported ERES system.
• Completed. The College of Law has relied on the new E-Reserve system for the fall 2004, spring 2005, and summer 2005 semester experiencing only minor growing pains.

5. Create a database and website to better manage College of Law students’ online bibliographies created for Prof. Johnson’s Advanced Legal Research class.
• Development completed, implementation pending. A database was designed and created to host metadata and bibliography content in XML. A template and procedures have been created to migrate the existing bibliographies (presently in HTML) to the new format. A web template was created to display the bibliographies using PHP scripts. Presently Graduate Research Assistants are migrating past bibliographies.

Departmental Goals for 2005-2006

1. Implement Law Library new database list and ALR bibliographies pages pulling content from databases already created. Integrate the two along with CALI content to create a series of Law Library “research spring boards“ (working title).

2. Explore options on how to better track patron use of electronic resources and gather data for strategic planning.

3. Work with Technology Service to develop comprehensive electronic resource policies and procedures.

4. Develop new web content and services including ILL (Illiad), and Public Services pages.

5. Resurrect law student computer lab information and FAQ series publications.

6. Secure funding to replace the 38 computers in the Lab with new computers in fall 2006.
2004-2005 Cataloging Department Annual Report

Qian Cui
Catalog Librarian
July, 2005

Personnel

In fiscal year of 2004-2005, the Cataloging Department remains the same personnel as 2003-2004: Qian Cui, Catalog Librarian, is in charge of cataloging activities and related projects. Assisting her is Pamela Willis, Library Associate II.

Cataloging statistics

During 2004-2005, the Cataloging Department has cataloged 7,064 items, including 1,939 new titles and 5,125 added volumes. Total titles and volumes withdrawals are 9,406.

- Print 6,511
- Audiovisuals 23
- Microforms 3
- Electronic journals 527

Total 7,064

Completed projects

1. Completed large cancellation project with 1,369 withdrawn titles and 8,037 withdrawn items.

2. Added proxy server link and holdings information to about 900 HeinOnline bibliographic records.

3. Added faculty authors note to 47 records.

4. Re-classified 98 periodical titles.

5. Cleaned up catalog database, including re-cataloging / re-classification, deletion of brief records and some suppressed records, fixing MFHD problems, monographs to serials conversion, and union listing updates.

Workshops and trainings

Qian:
AALL Annual meeting and Conference, Boston, July 9-14, 2004
Adobe Acrobat 6.0 Training, July 20, 2004
Introduction to metadata standards, Solinet, Nov. 10, 2004
Micros in the Connection Client (web-based training), Nov. 12, 2004
Voyager with Unicode-Cataloger Session, Jan. 28, 2005
GroupWise appointment and calendar training, Feb. 28, 2005
OCLC updates meeting at Macon, Mar. 9, 2005
Successful searcher with OCLC Connexion Client, Mar. 30, 2005
Link Resolver at Solinet, April 18, 2005
Voyager Users Group Annual Conference, Chicago, April 27-29, 2005

Pam:

Diversity Awareness Training Workshop, Mar. 9, 2005
Member on Library Staff Development Committee, 2004

**Summary for 2004/2005 accomplishments**

We have met our goals in microfiche holdings updating (collected data from microform room); participated in selecting SerialSolution for electronic resources management; revised a half of cataloging manual; started conversion of JX to KZ or JZ; and completed brief records clean-up.

**Goals for 2005/2006**

Finish microfiche holdings updating project (adding holdings information to each periodical microfiche titles).

Finish updating Cataloging Manual, including electronic resources cataloging manual.

Finish conversion of JX to JZ (International Relations) and KZ (International Law).

Continue catalog database clean-up with focus on suppressed records.

Train Pam on electronic resources copy-cataloging.
Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities and bindery. Assisting her are acquisitions/serials staff members Sherri Grady, Administrative Specialist; Angelic Lyons, Library Technical Assistant; Cecelia Womack, Library Associate I.

Statistics

Approximately $719,000.00 was spent on new and continuing library materials in fiscal year 2004/2005 (July 1, 2004 – June 30, 2005).

Accomplishments

Systematic claiming of periodicals using Voyager was implemented.

Reviewed and updated procedure manuals for Library Technical Assistant and Library Associate.

Updated and implemented the Weeding and Retention Policy.

Workshops and Training

Trina:
Adobe Acrobat 6.0 Training: 07/20/04
Legal Bibliography Class – Fall Semester: 8/04-10/04
Spectrum Training: 09/13/04 – 09/16/04
Meeting Robbers: 10/13/04
Emotional Intelligence: 10/19/04
The Successful Front-Line Supervisor: 11/9/04 – 11/11/04
Connection with Success: 04/27/05

Charleston Conference: 11/03/04 - 11/06/04
Solinet Annual Membership Meeting: 05/05/05
NASIG Conference: 05/19/05 – 05/22/05

Angelic:
Empowered Leadership: Six one hour sessions (November ‘04 – December ‘04)
Diversity Awareness Training Workshop: 03/09/05
OCLC Connexion Client: 06/13/05 – 06/15/05
Chair of Information Exchange Committee: 05/05 - Present
Cecelia:
Back to School Spectacular: 08/26/04
Symposium Training: 08/27/05
Empowered Leadership: Six one hour sessions (November '04 – December '04)
Diversity Awareness Training Workshop: 03/09/05
Connecting with Success: 04/27/05

Sherri:
Gobi Instructional Class: 11/18/04
Diversity Awareness Training Workshop: 03/09/05
Beautification Committee: 2004 - Present

Goals for 2005/2006

Review and update Administrative Specialist's procedure manual.

Bind back issues of journals and periodicals.

Implement print feature for labels in Voyager for journals and periodicals.

Investigate label printer for journal and periodicals.

Continue cancellation and retention project.
POSITION DESCRIPTIONS

2005
Administration

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

Supervision:
Supervises four professional librarians and one Business Manager. Indirectly supervises one professional librarian, four 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 closely with law school Administration, students in the professional law and University Librarians on matters of concern to the Law Library.

Qualifications:
Jur. D. with 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 06/28/05
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

SUPERVISIONS:
Supervises four professional librarians and one Business Manager. Indirectly supervises six professional librarians. 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 Librarian 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 06/28/05
POSITION DESCRIPTION

TITLE: Business Manager (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 Human Resources 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 other departmental reimbursements.

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 confidential faculty, staff and student assistant hard-copy personnel files; responsible for new PeopleSoft online data entry for student assistant and staff time sheets; also, online hiring, termination, and updating personnel information using new PeopleSoft program; maintains current fiscal year hard-copy files on student assistant and staff time sheets.

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 and equipment purchases.

Prepares and submits (through Spectrum) all Travel Authorization requests, Expense Statements, and Registration forms for Law Library faculty and staff. Also submits consultant and expense forms associated with faculty recruitment.

Prepares faculty advertisement, recruitment and hiring forms, and submits reimbursement requests for faculty and/or consultant expenses. 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.

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 key/card access for faculty and staff.

Makes arrangements for Law Library meetings and functions, and arranges parking for visitors/guests.

Does photocopying and binding as needed.

Participates in Law Library shelf reading projects.

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.

06/28/05
POSITION DESCRIPTION

TITLE: Head of Public Services
DEPARTMENT: Public Services

SCOPE OF POSITION: Coordinates the daily activities of the Public Services Department.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Senior Reference Librarian (Reference and Government Documents unit head), the Reference Librarian (Interlibrary Loan unit head), and two Acquisitions/Supervise III (Circulation Supervisor and Stack Maintenance Supervisor).

DUTIES:
- Develops and assists the Law Librarian with planning, goals, objectives, and policies for the Public Services Department.
- Performs the duties of the above-mentioned unit heads during sick leave, vacation, leave of absence, and emergencies (i.e., serves as back-up when the unit head is not available).
- Participates in hiring and evaluating all librarians, staff, interns, and work study employees in the Public Services Department.
- Participates in Reference duty rotation during day and evening hours.
- Participates in faculty liaison program by providing research and other services to professors and their research assistants.
- Shares responsibility for teaching the Legal Bibliography course.
- Provides Loan and Westlaw training.
- Writes instructional guides and web guides for use by Law Library patrons.
- Leads Library tours and conducts Library orientation sessions.
- Participates in Law Library shelf weeding projects.
- Performs other duties as assigned.

QUALIFICATIONS:
- ABA-accredited J.D. 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 services that would lead to promotion.

Revised: 06/27/03 Adelman
POSITION DESCRIPTION

TITLE: Head of Public Services

DEPARTMENT: Public Services

SCOPE OF POSITION:
Coordinates the daily activities of the Public Services Department

RESPONSIBLE TO: Law Librarian

SUPERVISES: Senior Reference Librarian (Reference and Government Documents unit head), the Reference Librarian (Interlibrary Loan unit head), and two Administrative Supervisor IIIIs (Circulation Supervisor and Stack Maintenance Supervisor)

DUTIES:
- Develops and assists the Law Librarian with planning goals, objectives, and policies for the Public Services Department
- Performs the duties of the above-mentioned unit heads during contingencies or emergencies (i.e., serves as back-up when the unit head is not available)
- Participates in hiring and evaluating all librarians, staff, student, and work study employees in the Public Services department
- Participates in Reference duty rotation during day and evening hours
- Participates in faculty liaison program by providing research and other services to professors and their research assistants
- Shares responsibility for teaching the Legal Bibliography course
- Provides Lexis and Westlaw training
- Writes instructional guides and web guides for use by Law Library patrons
- Leads Library tours and conducts Library orientation sessions
- Participates in Law Library shelf reading projects
- 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: 06/27/05 Adelman
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 the government documents, microforms, Georgia, and Reserves collections.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: Graduate Research Assistants (reference) and Student Assistant (government documents)

DUTIES: Coordinates all aspects of reference service

Schedules reference desk coverage and maintains reference desk area and materials, including the Ready Reference collection.

Assists the Head of Public Services with the development of reference department policies.

Coordinates, with circulation staff, the management of the print reserves collection.

Hires, instructs, and supervises the reference Graduate Research Assistants.

Coordinates the Library's faculty liaison program.

Provides specialized online searching and other advanced reference services for law faculty and their research assistants. Provides reference assistance to law students, faculty, attorneys and other library patrons.

Manages the government documents collection, 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 Westlaw and Lexis training.

Leads library tours and conducts library orientation sessions.

Participates in Law Library shelf reading projects.

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: 06/27/05 Adelman
TITLE: Reference Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Head of Public Services

SCOPE OF POSITION: The Reference Librarian’s primary responsibility is to provide reference services during scheduled reference shifts. In addition, the Reference Librarian is responsible for the daily activities of the Interlibrary Loan Department.

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

Coordinates Interlibrary Loan services for the College of Law. Supervises the Interlibrary Loan GRA.

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

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

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

Provides research and liaison services for faculty and their research assistants.

Creates and maintains 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.

Participates in Law Library shelf reading projects.

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.

Revised: 06/27/05 Adelman

SCOPE OF POSITION: Supervises the daily operation of the Circulation Department and assists the Head of Public Services and Law Librarian in planning for the overall operation of the Department.

RESPONSIBLE TO: Head of Public Services

SUPERVISORS: One full-time and 3 part-time library technical assistants, numerous regular and week study student employees (working a combined 70 student hours per week).

DUTIES: Hires, trains, supervises, evaluates, and terminates (if necessary) library technical assistant staff and student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian. Assists the Head of Public Services and Law Librarian in formulating and disseminating Circulation policies. Exercises discretionary judgment and responsibility in directing the daily activities of the Department.

Schedules desk coverage of the Circulation Desk for 101 hours weekly. Serves as the primary back-up coverage for the Circulation Desk when Circulation staff or students are unavailable for their shift and during staffing crises.

Monitors overdue materials and sends out fines and the notices as required. Maintains fine records and collects and deposits fines. Places holds and recalls for library materials as necessary.

Maintains statistics for Circulation and Reserve and assists Head of Public Services in creating statistical reports.

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

Maintains and processes OPAC, EXPRESS requests.

Oversees the processing of and maintains paperwork for
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation

SCOPE OF POSITION:
Supervises the daily operation of the Circulation Department and assists the Head of Public Services and Law Librarian in planning for the overall operation of the Department.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: One full-time and 3 part-time library technical assistants, numerous regular and work study student employees (working a combined 70 student hours per week).

DUTIES:
Hires, trains, supervises, evaluates, and terminates (if necessary) library technical assistant staff and student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian. Assists the Head of Public Services and Law Librarian in formulating and disseminating Circulation policies. Exercises discretionary judgment and responsibility in directing the daily activities of the Department.

Schedules desk coverage of the Circulation Desk for 103 hours weekly. Serves as the primary back-up coverage for the Circulation Desk when Circulation staff or students are unavailable for their shift and during staffing crises.

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.

Maintains statistics for Circulation and Reserves and assists Head of Public Services in creating statistical reports.

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

Maintains and processes GIL EXPRESS requests.

Oversees the processing of and maintains paperwork for
ILL requests for Atlanta area law firms.

Maintains and updates Circulation 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.

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.

Reserves the Law Library conference room and study rooms for meetings, conferences, and classes.

Proctors final examinations for Law Faculty.

Participates in Law Library shelf reading projects.

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.

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

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 is essential. Must have exceptional organizational skills as well.

Must be able to work some early weekday mornings, evenings, and some weekends as scheduling requires. In a staffing crisis, must be able to cover the circulation desk at any time when the Law Library is open.

Revised: 6/27/05 Adelman
POSITION DESCRIPTION

TITLE: Administrative Coordinator

DEPARTMENT: Circulation

SCOPE OF POSITION: Supervises the weekend and evening portion of the Law Library's Circulation Department. Supervises LTA's, LA's, and student Assistants. Exercises discretionary judgment and responsibility in directing the administrative activities of the Circulation Department.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: One full-time and 3 part-time library technical assistants, Three regular and work study student employees (working a combined 52.5 student hours per week).

DUTIES: Supervises the weekend operation of the Law Library's Circulation Desk. Supervises LTAs, LAs, Student Assistants, and GRAs from all law library units. In this capacity he is responsible for the supervision of all LTAs, LAs, Student Assistants, and GRAs from all law library units in the absence of their supervisor.

Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.

Train staff on Circulation Policies, procedures, etc

Maintain Reserve and Interlibrary Loan records.

Coordinates weekend desk coverage (absences, etc.)

Assist with processing GIL EXPRESS requests.

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

Reserves the conference rooms and study rooms for meetings, conferences, etc.

Participates in law library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS: High school graduate and 3 years of administrative experience or combination of equivalent training and experience. Knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work and knowledge of computer applications such as MS WORD preferred. Must be able to work both independently and as part of a team. Skill and ability to supervise staff are essential.

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

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

Ability to communicate effectively both orally and in writing is essential.

Must be able to work evenings and weekends as scheduling requires. In a staffing crisis, must be able to cover the circulation desk during evenings and weekends as needed.

Revised: 6/27/05 Hill and Adelman
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
* Participates in Law Library shelf reading projects
* 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 6-5-00kmh
POSITION DESCRIPTION

TITLE: Library Technical Assistant (.75 FTE)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for providing patron services 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
* Participates in Law Library shelf reading projects
* Perform other Circulation tasks as assigned
* Assist the Interlibrary Loan Coordinator with the Interlibrary Loan workflow

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 coursework and knowledge of computer applications such as MS WORD preferred. Must be able to work both independently and as part of a team.

Revised 4/14/05 BGA
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
- Participates in Law Library shelf reading projects
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.
POSITION DESCRIPTION

TITLE: Administrative Supervisor III (Stack Maintenance Supervisor)

DEPARTMENT: Public Services

SCOPE OF POSITION: Serves as evening Administrative Supervisor. Supervises and trains employees responsible for shelving, looseleaf filing, and other collection maintenance tasks.

RESPONSIBLE TO: Head of Public Services

SUPERVISES: Student assistants and work study employees that perform shelving, looseleaf filing, and other stack maintenance duties.

DUTIES:

- Supervises the daily operation of the Circulation Department and assists the Head of Public Services and Law Librarian in planning for the overall operation of the Department. Exercises discretionary judgment and responsibility in directing the daily activities of the Department.

- Serves as Administrative Supervisor during assigned evening shifts. In this capacity she is responsible for the supervision of all LTAs, LAs, Student Assistants, and GRAs from all law library units in the absence of their supervisor.

- Hires, trains, supervises, evaluates, and terminates (if necessary) staff and regular and work study student assistants working in the Stack Maintenance Department, with input and guidance from Head of Public Services and Law Librarian.

- Performs timely shelving, filing, and updating of materials in the library, faculty offices, and the Faculty Library. Ensures that stack maintenance staff shelve, file, and update all library material promptly and accurately.

- Manages and participates in other collection maintenance activities such as collection shifts and book repair.

- Trains stack maintenance staff to shelve, file, and become familiar with the Library of Congress classification system.
Trains library employees to troubleshoot the compact shelving. Serves as contact person for repair of broken shelving.

Trains library employees how to shelf read. Plans and monitors semi-annual shelf reading project. Performs quality control checks on all assigned rows.

Performs book searches for missing materials. Provides the Law Librarian information about missing books.

Maintains current procedure manuals and statistics.

Orders missing looseleaf pages.

Proctors final examinations for law faculty.

Participates in Law Library shelf reading projects.

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.

Revised on: 06/27/05 Adelman
Electronic Services

TITLE: Electronic Services Librarian - Law/Medical/Health 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 Technician - Law Library, Graduate Research Assistant

OUTLINE:

- Actively manage the practical application of creating, allocating, and managing information including databases, integrated library systems, client-server applications, hardware, software, networks, and other IT information resources.
- Establish and maintain required technologies in the law library and implement required software updates.
- Serve as a liaison between clients and colleagues in the use of law library information systems.
- Provide students, faculty, and instructors training on reference and research technologies.
- Respond to hardware, software, local area network, website, and Internet connectivity problems.
- Create, update, and maintain the law library website.
- Manage student assistant positions.
- Manage regular operations, including establishing policies and procedures.
- Supervise Law Library Electronic Services staff, including hiring, scheduling, training, evaluating, and terminating personnel.
- Serve as principle contact for Westlaw and LexisNexis on behalf of the College of Law, coordinating Westlaw and LexisNexis training for Law Faculty and students.
- Coordinate the library's electronic services with law school technology staff.
- Provide reference services to law students, faculty, attorneys, and other library patrons.
- Participate in Law Library staff training programs.
- Lead library tours and conduct library orientation sessions on library technologies.

QUALIFICATIONS:

- Two years law library experience preferred. Supervised with previous computer, Internet, and/or web development. Excellent skills in databases and programming.
- Experience in internet, email, and Web development.
- Bachelor's degree in Information Sciences, Library Science, or related field.

Last updated: [Date]
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


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.
- Administers 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.
- Participates in Law Library shelf reading projects.
- 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: Tuesday, June 28, 2005
TITLE: PC Systems Specialist – Intermediate

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.
- Participates in Law Library shelf reading projects.
- 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: Tuesday, June 28, 2005
Technical Services

POSITION DESCRIPTION

TITLE:  

DEPARTMENT: Technical Services

PURPOSE AND RESPONSIBILITIES:

- Ensure efficient and effective operation of Technical Services
- Manage a team of technical staff
- Oversee the maintenance and repair of equipment
- Coordinate with other departments as necessary

SUPERVISOR:

DUTIES:

- Supervise and manage a team of technical staff
- Manage a budget and allocate resources accordingly
- Maintain and update equipment and facilities
- Oversee the training and development of technical staff
- Coordinate with other departments as necessary
- Monitor and report on the performance of technical services

Additional duties may include:

- Participates in Library staff meeting projects
- Performs other duties as assigned
POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:

To oversee operations of the Technical Services Department, including acquisitions, serials control, and bindery. Work with Catalog Librarian on coordinating cataloging projects and functions.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Specialist (Administrative Acquisitions and Accounting), Library Associate I (Serials/Government Documents); Library Technical Assistant (Periodicals/Bindery)

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.

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, supervise, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.

Resolve problems concerning acquisitions and serials control. 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.

Plans and designs space and equipment requirements for Technical Services Dept.

Participates in Law Library shelf reading projects.

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. 06/27/05
POSITION DESCRIPTION

TITLE: Administrative Specialist - Administrative Acquisitions and Accounting

WAGE STATUS: Exempt

DEPARTMENT: Technical Services


SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Order and receive all library materials online using the library automated system, Voyager and the web. Prepare rush orders for faculty. 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 in Voyager library automated system. Prepare payment vouchers in university Spectrum financial system and send to Disbursements dept. for payment. Maintain internal accounting records on spreadsheets, and invoice files. Monitor and create reports from automated University accounting system, Spectrum, to ensure proper payment of invoices, and to rectify payment problems. Prepare financial reconciliation reports for auditors. Resolve acquisitions claims for material not received. Process material for return to vendor when necessary. Arrange for binding of faculty publications and theses of German exchange students. Open and sort mail. Semi-annual shelf reading. Performs 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 06/05
POSITION DESCRIPTION

TITLE: Library Associate I

WAGE STATUS: Exempt

DEPARTMENT: Acquisitions/Serials/Government Documents


SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Check in, receipt and claiming of all serial titles, including journals, microforms, continuations and standing orders online using 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. Enter invoice information for serial titles using Voyager library automated system. Check in, file, claim and shelve 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. Semi-annual shelf reading. Open and sort mail. Performs other duties as assigned.

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

Revised 06/05
POSITION DESCRIPTION

TITLE: Library Technical Assistant- Bindery/Serials Control

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. Identify and order missing issues for binding. Check-in and claim all items that are bound.

SUPERVISOR: Acquisitions/Serials Librarian

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, and pack bindery boxes for shipment. Identify and obtain any missing issues needed for binding. Open and check shipments returned from the bindery. Delete item records for individual issues from Voyager database. Create item records for bound volumes. Give bound volumes to Cataloging for final processing. Perform serials check-in of journals and other items that are bound. Claim missing issues. Enter serial update information from Hein in Voyager check-in records. Semi-annual shelf reading. Performs 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.

Revised 06/05
POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION:

To create original catalog records for all formats and to maintain the integrity of the online catalog database; to monitor emerging national and international standards and practices; to establish and document cataloging policies and procedures; to serve as a resource person for staff concerning cataloging, database maintenance and work flow issues; to oversee routine projects such as withdrawals and transfers; and to evaluate the effectiveness and efficiency of the workflow of the cataloging unit; to work with reference librarians and electronic librarian, develop policies and practices to enhance the online catalog and to carry out other initiatives that provide access to library collection.

RESPONSIBLE TO: Law Librarian

DUTIES:

- Perform original cataloging and complex copy cataloging of library materials in all formats;
- Supervise the copy cataloger; conduct performance evaluation and provide regular feedback;
- Oversee cataloging activities and monitor quality of all bibliographical and holdings records in Voyager; perform catalog maintenance;
- Act as liaison with SOLINET/OCLC, and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate;
- Coordinate with acquisition and public service librarians for library-wide projects;
- Coordinate with electronic librarian for electronic resources management;
- Staff reference desk as needed
- Participates in Law Library shelf reading project.
- Perform other duties as assigned.

QUALIFICATIONS: Master's degree from an ALA-credited library school; 1-3 years of experience in cataloging; experience using a bibliographic utility (preferably OCLC) and an integrated library system (preferably Voyager);
knowledge of current and emerging cataloging rules and standards; strong analytical, interpersonal, and communication skills; 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 06/27/2005
POSITION DESCRIPTION

TITLE: Library Associate II

DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION:


RESPONSIBLE TO: Cataloging Librarian

SUPERVISES: Supervise one student assistant

DUTIES:

Perform copy cataloging of new library materials by searching, exporting, verifying, and editing bibliographic records using OCLC and Voyager;

Create and maintain item records in Voyager. Identify, update and correct holdings information for added volumes and copies in Voyager;

Assign and create periodical call numbers;

Withdraw books and superseded volumes from Voyager and box them up. Play a major role in library cancellation projects and other major projects when they come up;

Assist in the maintenance of the database by resolving and correcting problems related to obsolete, conflicting, or incorrect older cataloging;

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

Keep appropriate statistics;

Proctor Final Exams for Law Faculty
Train and supervise student assistant in processing of materials and fill in when student is absent;

Participate in semi-annual shelf-reading;

Perform other duties as requested.

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 AACR2r, LC classification and subject headings, USMARC format, and working knowledge of OCLC and library integrated system.

Revised 06/27/2005