
Georgia State University Law Library

Follow this and additional works at: https://readingroom.law.gsu.edu/lib_reports

Institutional Repository Citation
https://readingroom.law.gsu.edu/lib_reports/22

This Article is brought to you for free and open access by the Law Library at Reading Room. It has been accepted for inclusion in Law Library Annual Reports by an authorized administrator of Reading Room. For more information, please contact mbutler@gsu.edu.
GEORGIA STATE UNIVERSITY
COLLEGE OF LAW LIBRARY
ANNUAL REPORT
2006/07

Nancy P. Johnson
Law Librarian
Professor of Law
GEORGIA STATE UNIVERSITY
COLLEGE OF LAW LIBRARY
ANNUAL REPORT
2006/07

The strength of the collection continues to shift from print materials to electronic resources. Although we maintain a strong print collection and several other topical areas, we have shifted from print resources to electronic resources. We focus our attention on achieving maximum value for our resources.

Several services should be highlighted. The Law Library is a very popular place in the College of Law. The library traffic increased by 23% in visits to the library. Throughout the year, the gate statistics reached 155,864 inward visits to the library. GIL Express, a statewide borrowing and lending consortium, has been extremely active and we have reported very high numbers. During the year, we began using an online faculty request database. This database allows faculty to order materials via the Web on the library's web site. During the year, the librarians and researchers received 276 faculty research requests. During April, we completed 179 searches. Additionally, we identified and loaned a record number of items through interlibrary loan.

The Law Libraries continue to contribute in various professional settings. Throughout the year, the Law Libraries participated in various activities and have remained very active in local, regional, and national library conferences.

Nancy P. Johnson
Law Librarian
Professor of Law
INTRODUCTION

During February 2007, the ABA site evaluation team visited the College of Law. Professor Mary Persyn was the law librarian on the team. Throughout the visit, Prof. Persyn visited librarians, staff, faculty, and students and obtained a favorable impression of the law library's strong commitment to service.

During 2006/2007, we experienced several changes in library faculty. Effective March 2007, Terrance Manion was promoted to Director of Information Technology, Instructor of Law. As of August 1, 2006, Ron Wheeler joined us as the Associate Director for Public Services. Kreig Kitts joined us for a short time from August to June as a Reference Librarian, resigning in June. Colleen Williams, Reference Librarian, resigned at the end of December and joined the University of Arkansas at Fayetteville Law Library. Pam Brannon, a recent graduate of the University of Georgia Law School, joined the Law Library June 5 as the Reference/Electronic Services Librarian. Michael T. Davis, most recently employed as a law librarian at Wayne State, joined us on August 1 as a Reference Librarian. Effective August 2007, we are fully staffed.

The strength of the collection continues to shift from print materials to electronic resources. Although we maintain a strong Georgia collection and several other topical areas, we have shifted from print resources to electronic resources. We focus our attention on achieving maximum value for our resource dollar.

Several services should be highlighted. The Law Library is a very popular place in the College of Law. The library traffic increased by 23% in visits to the library. Throughout the year, the gate statistics recorded 126,864 round trip visits to the library. GIL Express, a statewide borrowing and lending consortium, has been extremely active and we have reported very high numbers. During the year, we began using an online faculty request database. This database allows faculty to enter requests via a link on the library’s web site. During the year, the librarians and research assistants completed 739 faculty research requests. During April, we completed 170 requests. Additionally, we borrowed and loaned a record number of items through interlibrary loan.

The Law Librarians continue to contribute in various professional settings. Throughout the year, librarians have written articles and have remained very active in local, 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. Ron Wheeler, Associate Director for Public Services, Keith Hill, Circulation Supervisor, Juanita Wheeler, Stack Maintenance Supervisor, and Betty Wright, Interlibrary Loan Coordinator, collaborated on the Public Services Report. Terrance Manion provided the Law Library Information Technology Report, Qian Cui, Catalog Librarian wrote the Cataloging Report and Trina Holloway, Acquisition/Serials Librarian, described 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 2007. The library staffing includes seven librarians, nine staff members, and several student assistants. The position descriptions outline the specific duties of librarians and staff.

Librarians

Name                      Position
Nancy Johnson             Law Librarian/Professor of Law
Pam Brannon               Reference/Electronic Services Librarian
Qian Cui                  Catalog Librarian
Trina Holloway            Acquisitions/Serials Librarian
Terrance Manion          Director of Information Technology
Michael T. Davis          Reference Librarian
Ron Wheeler               Associate Director for Public Services

Staff Members

Name                      Position
Sherri Grady              Administrative Coordinator, Sr. (Accounting/Serials)
Keith Hill                Administrative Supervisor III (Circulation)
Willard (Bill) Irvin      Library Assistant II (Circulation) .75 FTE
Dermot Robinson           Library Technical Assistant (Circulation)
Ivory Smith               Library Associate II (Tech Services)
Dee Walraven              Business Affairs Coordinator
Juanita Wheeler           Administrative Supervisor III (Stacks)
Pamela Willis             Library Associate II (Cataloging)
Betty Wright              Administrative Coordinator (Circulation)

LIBRARY HOURS AND USERS

Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. We continue to serve members of the public who are performing legal research. The library is open 103 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 126,864 visits to the Law Library and October was the busiest month with 14,888 visits. These statistics represent a 23% increase in visits to the library!
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 2,631 questions during the year, with October being the busiest month with 630 questions.

During the year, we dispensed with using a faculty liaison model to answer faculty research requests and began using an online faculty request database. Of course, faculty can call or email requests if they prefer. The librarians and research assistants completed 739 faculty research requests, with April being the busiest month with 170 requests.

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.

Nancy Johnson, Terrance Manion, and Ron Wheeler 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. Nancy Johnson teaches the Advanced Legal Research Seminar during the fall and spring semesters.

Betty Wright manages interlibrary loan and Keith Hill handles GIL Express requests. Both services are very valuable to our faculty and students.

The Public Services Annual Report covers the circulation department, interlibrary loan, reference department, and stack maintenance.

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 Information Technology Report. During the year, significant organizational changes have taken place. In March 2007, the Law Library Electronic Services group merged with the College of Law Technology Services group creating College of Law Information Technology.

LIBRARY COLLECTION

The library has a strong and thriving electronic collection. We collect electronic titles from BNA, Hein Journals, Hein Books, government documents, Making of Modern Law, CCH, UN Treaty, Lexis Congressional, and U.S. Supreme Court Records and Briefs.
The following figures summarize the size of the print collection as reported to the ABA in Fall, 2006:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Titles Added</strong></td>
<td>2,283</td>
</tr>
<tr>
<td><strong>Titles Withdrawn</strong></td>
<td>1,496</td>
</tr>
<tr>
<td><strong>Total Titles</strong></td>
<td>63,744</td>
</tr>
<tr>
<td><strong>Paper Volumes Added</strong></td>
<td>5,458</td>
</tr>
<tr>
<td><strong>Paper Volumes Withdrawn</strong></td>
<td>4,856</td>
</tr>
<tr>
<td><strong>Paper Volumes Total</strong></td>
<td>156,888</td>
</tr>
<tr>
<td><strong>Vol. Equiv. Added – Microforms</strong></td>
<td>1,596</td>
</tr>
<tr>
<td><strong>Vol. Equiv. Total – Microforms</strong></td>
<td>188,204</td>
</tr>
<tr>
<td><strong>Total Volumes and Volume Equivalents</strong></td>
<td>345,092</td>
</tr>
</tbody>
</table>

**TECHNICAL SERVICES**

The Cataloging unit, under Qian Cui and Pamela Willis, has been very busy both adding books to the collection and withdrawing materials. Additionally, Pamela is responsible for binding and processing. In January 2007, the library outsourced a small portion of monographic books through YBP/PromptCat. During the year, we continued to add new print and electronic volumes and titles. The Cataloging Department cataloged 6,889 print items. The major change was in cataloging electronic titles. The Department cataloged 26,056 electronic resources, including 1,259 Hein Books, 2,179 Cassidy records, and 22,000 Making of Modern Law records.

The Acquisitions/Serials unit, under Trina Holloway, and staff members Sherri Grady and Ivory Smith, accomplished several projects beyond ordering materials. Approximately $814,000 was spent on new and continuing library materials. Fortunately, our acquisitions budget has been increased to $925,500 next fiscal year.

Trina assumed the responsibility for managing government documents. All process is done in Technical Services Department and Stacks Maintenance does the filing and shelving.

**FACILITIES**

The Law Library has 37,989 feet of shelving capacity available for library materials. We have adequate room to grow and our shelving capacity is just over the median shelving capacity of 32,384 feet for southeastern law libraries. During the year, we shifted to more electronic services, which resulted in withdrawing additional hard-copy materials. The net square footage for library facilities is 44,678. The library obtained several wooden tables and chairs from the University Library. The University Library renovated their entire space and no longer needed some of their tables.
Annual Reports

Public Services
Ron Wheeler, Associate Director for Public Services

Information Technology
Terrance Manion, Director of Information Technology, Instructor of Law, Librarian

Acquisitions/Serials
Trina Holloway, Acquisitions/Serials Librarian

Cataloging
Qian Cui, Catalog Librarian
Public Services Goals for 2006-2007

- Hire a new Associate Director for Public Services. This goal was met in August 2006 with Ronald Wheeler.
- Hire a new reference librarian. This goal was met by hiring Keely Kob to staff the Reference Department.
- Add new public service librarians. Public service librarians have been hired in the International and Library Circulation areas to improve service and make faculty, student, and community services more effective.
- Upgrade the Public Services website. After several format changes, a more user-friendly and functional website has been created.
- Codify policies of the Public Services Department. This goal was met even before the fiscal year.

Public Services Goals for 2007-2008

- Obtain two new public service librarians. Two librarians and a reference assistant were added to the Public Services Department.
- Continue to promote and increase the volume of faculty services.
- Redesign the library website.
- Focus on the use of electronic services in the provision of public services by making available services that are high quality and user-friendly and that can be accessed by students.
- Develop a dynamic and integrated collection of electronic public service tools.
- Update policies of the Public Services Department.
Personnel

Ronald Wheeler is the Associate Director for Public Services, which is comprised of the following units and unit heads: Circulation (Keith Hill), Interlibrary Loan (Betty Wright), Reference and Faculty Services (Ronald Wheeler), and Stack Maintenance (Juanita Wheeler). Reports for each individual unit are attached below.

Fiscal 2006-2007 presented several personnel challenges for public services. Both Ronald Wheeler, Associate Director for Public Services, and Kreig Kitts, Reference Librarian, joined the library faculty in August 2006. Colleen Williams resigned at the end of December to take a position at the University of Arkansas-Fayetteville Law School. A search to fill her position yielded Pam Brannon, who joined the library faculty as a reference/electronic services librarian in June 2007. However, Kreig Kitts resigned in June of 2007. Thus, much of the year we operated public services with one vacant librarian position. Fortunately, Michael Tillman-Davis will join the library faculty on August 1, 2007, and we will be fully staffed once again. There are no staffing changes anticipated in the upcoming fiscal year.

Public Services Goals for 2006/2007

- Hire a new Associate Director for Public Services. This goal was met in August 2006 by hiring Ronald Wheeler.

- Hire a new reference librarian. This goal was met by hiring Kreig Kitts in August 2006.

- Restructure Public Services. Preliminary restructuring plans have been shared with the Law Librarian. This goal was met in several ways. Faculty services was restructured by dismantling the faculty liaison program and commencing use of an online faculty request database for the submission, tracking, and retrieval of faculty research requests. This system has worked remarkably well. ILL has been handed over to Betty Wright, an administrative coordinator, who is doing a wonderful job. Gov Docs have been handed over to technical services.

- Redesign the Public Services website. After several meetings, a preliminary outline of the proposed new website architecture has been generated. But plans were put on hold until the new electronic services librarian could be hired to participate in the process.

- Update policies of the Public Services Department. This goal was not even attempted this fiscal year.

Public Services Goals for 2007/2008

- Get our two new public services librarians, Pam Brannon and Michael Tillman-Davis, trained, oriented and empowered to achieve departmental and individual goals.

- Continue to sustain and increase our volume of faculty services

- Redesign the library website

- Focus on the role of electronic services in the provision of public services by making electronic services projects a high priority and brainstorming ways that technology can be used to improve services. Examples include website redesign, electronic tour signups, electronic reference stats, screen casts, etc.

- Build a dynamic and interpersonally cohesive public services team.

- Update policies of the Public Services Department
2006-2007 Circulation Annual Report
Keith Hill, Circulation Supervisor

Staffing:

Keith Hill is the Circulation Supervisor. He is responsible for scheduling, hiring, training, GIL Express, and overseeing the provision of all services to patrons at the Circulation Desk.

The following staffing changes occurred during 2006-2007:

- Spring 2006, hired Mesfin Yana, student assistant
- Fall 2006, Ivory Smith (Administrative Coordinator) transferred to Acquisitions
- Spring 2006, Betty Wright promoted to Administrative Coordinator. Betty has been with the library since 2001. In December 2006, Betty took over the management of interlibrary loans for the law library, and since that time she's done a remarkable job. Betty has been accepted to several library science graduate programs, and plans to attend library school in the fall while continuing to work for the GSU College of law library.
- Spring 2006, Byll promoted to Library Technical Assistant. Byll has been with the library since 2002. He is responsible for providing services to patrons at the Circulation Desk and copying and retrieving books for faculty.
- Fall 2006, Betty's hours increased from 30 to 40 hours (full time)
- Fall 2006, Byll's hours increased from 20 to 30 hours (.75)
- Fall 2006, terminated Khaliah Joshua, student assistant.
- Spring 2007, Juanita was added to the circ desk schedule. Prior to this, Juanita was only used to fill in holes in the schedule.

GIL EXPRESS

GIL Express, a statewide borrowing and lending consortium, has been growing by leaps and bounds. We have seen an increase in GIL Express requests every year since 2003. 2006 saw an 11% increase over 2005 in GIL Express requests filled by our library. The numbers as of June 2007 indicate that 2007 will see an even larger percentage increase over 2006.

GIL EXPRESS Stats: The numbers below represent any and all books handled by the law library for GIL Express. That includes requests for our books to be shipped, requests of us to get books from other libraries, and books returned to us that must be forwarded to other GIL Express libraries.
2003: 12 requests
2004: 84 requests
2005: 363 requests
2006: 403 requests
January 2007 – June 2007: 303 requests

Circulation Statistics
The table below outlines the number of visitors to the library in fiscal year 2006/07. The total number of visits of 126,864 represents a 23% increase in visits to the library from fiscal 2005/06. At a time when many law libraries are reporting sharp declines in patron traffic, our increase in library traffic speaks well for both the atmosphere and the services offered to our patrons. Clearly we’re doing something right, and this trend in patron traffic is a real success for our library.

<table>
<thead>
<tr>
<th>Gate Stats 2006/07</th>
<th>July 06</th>
<th>Aug 06</th>
<th>Sept 06</th>
<th>Oct 06</th>
<th>Nov 06</th>
<th>Dec 06</th>
<th>Jan 07</th>
<th>Feb 07</th>
<th>Mar 07</th>
<th>Apr 07</th>
<th>May 07</th>
<th>June 07</th>
<th>06/07 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of round trip entrances and exits</td>
<td>4702</td>
<td>6978</td>
<td>12702</td>
<td>14888</td>
<td>13899</td>
<td>10970</td>
<td>13381</td>
<td>13609</td>
<td>12194</td>
<td>13397</td>
<td>6855</td>
<td>3285</td>
<td>126864</td>
</tr>
</tbody>
</table>

Goals for 2005/2006

- Review Reserve procedures, updating as necessary.
- Continue reorganizing the Circulation Department so that: reserve records are accurate.
- Continue cross-training with other library departments so that desk attendants who are available may assist other departments with their projects.
- Continue to update Circulation Manual for changes in policies, procedures, etc.

Goals for 2006/2007

- 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.
- Continue reorganizing the Circulation Department so that; reserve records are accurate.
- Organize the faculty display case, keep current materials only, use display tents to highlight faculty name and publication.
- Attend the Endeavor conference to sharpen my skills and knowledge of Voyager.
- Continue my knowledge of Reserve and participate more in the process.
- Training for BANNER upgrade.

2006-2007 Stack Maintenance Annual Report
Juanita Wheeler, Stack Maintenance Supervisor
June 2007

Staffing
Currently the stacks maintenance department has two student assistants. They are Kesia Hollins and Ebony Dowdell. Kesia and Ebony each work 20 hrs/week. Both students were hired last fall 2006. Juanita Wheeler, the Stack Maintenance Supervisor, has been with the library since 1994.

The Day-to-Day tasks:
- Shelving all the library books and materials that were not re-shelved by the patrons. This includes going around to all of the public areas in the library such as the tables, carrels, copy rooms, law student lounge, public reading room, and reference counter.
- Re-shelving all returned books (books located on the book truck) at the circulation desk.
- Filing all legal materials that update or supplement the library books such as filing pocket parts and serials.
- Maintain the updating of legal reporters by shelving the advance sheets.
- Shelving new journal issues.
- Take the 4th floor mail
- Shelf read and straighten assigned zones to maintain a neat appearance (this task was just implemented)
- Check the 4th floor mail for returned items that go back to the main library.
- Filing all the microfiche and government documents.
- Stacks maintenance assists the circulation desk by doing at least two to three shifts a week on the desk.

Weekly tasks:
- Shelve newly processed books and reporters
- Pull any of the materials that these books and reporters would supersede
- Conduct book searches, search for n-o-s (not on shelf) materials
- Maintain faculty library by weeding newspapers, journals, and newsletters, re-shelving any books that have left on the counters or tables, file newly processed microfiche.

Major projects
- Completed shelf reading of entire library for ABA visit

Goals for 2007-08
- I would like to have a more organized and better looking microfiche room.

2006-2007 Reference & Faculty Services Annual Report
Ronald Wheeler, Associate Director for Public Services
June 30, 2007

Reference Services

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 am – 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>10:00 am – 6:00 pm</td>
</tr>
</tbody>
</table>
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. Partly due to the unforeseen resignation of reference librarian Kreig Kitts, reference desk hours were shortened during June 2007, and the reference desk closed at 7:30 pm on Monday – Friday.

Orientation Tours for classes – The reference librarians conduct tours of the law library for GSU classes upon the request of a professor. Usually, these tours include an introduction to legal bibliography. Additionally, tours are conducts for each incoming first year law student as a required part of their Legal Bibliography course.

Personnel

Two librarians resigned this fiscal year; one at the end of the fall semester, and another during the summer semester. Colleen Williams resigned in December to take a position at the University of Arkansas at Fayetteville Law School, and Kreig Kitts resigned in June. Thus staffing the reference desk presented some challenges. The reference desk was staffed primarily by Colleen Williams (Reference Librarian), Kreig Kitts (Reference Librarian), and Ron Wheeler (Associate Director for Public Services). Both Terrance Manion (Director of IT), and Trina Holloway (Acquisitions/Serials Librarian) worked one shift per week which was a great help. Graduate Research Assistants (GRAs) were used on weekends, and to cover one night per week. During the spring semester a GRA was also used on Fridays.

Statistics

Reference answered a total of 4702 questions from July 1, 2006 to June 30, 2007. This number represents an 11% decrease from fiscal 2005-06. October was the busiest month with 630 questions. While I can only guess at why October is the busiest month, it may be due to the fact that the 1L Legal Bibliography course is approximately at its midpoint, and those students tend to need additional reference help with completing their assignments.


<table>
<thead>
<tr>
<th>Month</th>
<th>All Questions</th>
<th>Research Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>274</td>
<td>159</td>
</tr>
<tr>
<td>August</td>
<td>581</td>
<td>315</td>
</tr>
<tr>
<td>September</td>
<td>597</td>
<td>448</td>
</tr>
<tr>
<td>October</td>
<td>630</td>
<td>393</td>
</tr>
<tr>
<td>November</td>
<td>455</td>
<td>254</td>
</tr>
<tr>
<td>December</td>
<td>183</td>
<td>113</td>
</tr>
<tr>
<td>January</td>
<td>319</td>
<td>203</td>
</tr>
<tr>
<td>February</td>
<td>418</td>
<td>157</td>
</tr>
<tr>
<td>March</td>
<td>347</td>
<td>148</td>
</tr>
<tr>
<td>April</td>
<td>377</td>
<td>187</td>
</tr>
<tr>
<td>May</td>
<td>256</td>
<td>119</td>
</tr>
<tr>
<td>June</td>
<td>265</td>
<td>135</td>
</tr>
<tr>
<td>Total</td>
<td>4702</td>
<td>2631</td>
</tr>
</tbody>
</table>
Reference Department Goals for 2007-2008:
- Develop a cohesive, collegial, and nurturing team atmosphere among the reference librarians
- Hire and train new GRAs
- Empower Pam Brannon to take the lead with hiring, training, and supervision of reference GRAs
- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc.

Reserves Collection

This year we continued using the campus-wide E-RES for reserves. 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 were handled by Kreig Kitts, Qian Cui, and Dermot Robinson. Each semester Kenee Stephens provides the course booklist. Then, Qian goes through the list and orders materials that we don't have. Kreig and Dermot made sure that we had all of the items on reserve and that they were linked to the correct courses. Dermot input the information provided by Kreig. Michael Tillman-Davis, who begins working on August, 1, 2007, will take over Kreig's role in reserves management.

Faculty Services

During 2006-2007 we dispensed with using a faculty liaison model to deal with faculty research services. Instead, we began using an online faculty request database. This database allows faculty to enter requests of all types (instruction, document delivery, research) via a link on the library's web site. From there, librarians can claim, document, and track all faculty services work. The database can be found at http://law.gsu.edu/library/research/menu.php and faculty must use their Mylaw ID and password to access the system.

Faculty services work was completed in large part by Kreig Kitts, who was aided by two research GRAs each semester. Ron Wheeler and Colleen Williams also helped to complete faculty research requests. In 2007-2008, we plan to more fully develop a team approach to faculty services, whereby Michael Tillman-Davis, Pam Brannon, Ron Wheeler, and the library research GRAs all contribute to achieving the goal of excellence in faculty research services.

Statistics

In fiscal 2006-2007, the library completed 739 faculty research requests. Of those 164 or 23% were research requests and 550 or 74% were document delivery requests. See the chart below for a monthly breakdown of total requests made by the faculty.

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Faculty Services Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>33</td>
</tr>
<tr>
<td>September</td>
<td>48</td>
</tr>
<tr>
<td>October</td>
<td>67</td>
</tr>
<tr>
<td>November</td>
<td>64</td>
</tr>
<tr>
<td>December</td>
<td>39</td>
</tr>
</tbody>
</table>
Faculty Services Goals for 2007-2008

- Continue to market our faculty services to the College of Law faculty
- Continue increasing the volume of faculty services requests completed
- Expand the instruction role by doing more instruction sessions for seminars or courses that require a research paper. This could involve marketing our instruction services to the faculty.
- Continue to do training for non-library GRAs each semester.
- Expand the library’s role in guiding the research done by non-library GRAs.
- Mentor Michael Tillman-Davis on running the faculty services function effectively.

2006-2007 Interlibrary Loan Annual Report
Betty Wright, Administrative Coordinator & Ronald Wheeler, Assoc. Director for Public Services
June 2007

Personnel
Colleen Williams oversaw interlibrary loan services until December 2006 when she resigned to take a position at another law library. Since her resignation, Betty Wright has taken over management of interlibrary loans with great success. She is assisted by Byll Irvin who helps with packaging outgoing materials, photocopying, and various circulation functions such as checking ILL books in and out as necessary. In 2007-2008, my hope is that Michael Tillman-Davis will function as the back-up for ILL. That means that when Betty encounters problems or has questions, he will be her go-to person.

Statistics
Overall Borrowing and Lending Statistics: This year (June 2006 through May 2007) we borrowed 241 items (127 books and 114 articles) for GSU faculty, students, and staff through OCLC. This number represents an 81% increase over last fiscal year. The fill rate for volumes borrowed from other institutions via OCLC was 83%.

In addition, we loaned 713 books to other institutions (June 2006 through May 2007): 552 through OCLC (286 books, 266 photocopies) with a fill rate of 60% and 161 books to law firms via walk-up service, hence there was a 66% total fill rate. Our overall number of books loaned (713) represents a 20% increase over last fiscal year.

Although the library has ILLiad available for students to use, it has never been well marketed and the students rarely use it. Instead students contact Betty Wright or Ron Wheeler directly with their ILL requests. Because the law review students hear about ILLiad during their law review orientation, they
occasionally use ILLiad for their requests. Betty reports that she may get 1 or 2 ILLiad requests per month, and that ILLiad really does not make her job any easier. We may try marketing ILLiad more aggressively in the coming fiscal year to see if we can encourage usage.
INFORMATION TECHNOLOGY

Prepared by: Terence Master, Director of Information Technology, College of Law, University of Georgia, Athens, Georgia, July 11, 2007

The College of Law Information Technology (IT) is responsible for the development and support of computer technologies employed throughout the College of Law including information technology, instruction design, instruction management, instructional technology, and network support.

Law Library Electronic Services has been responsible for the development and support of electronic technologies and instruction services employed in the Law Library. Including student computing, web services, library automation, and research, a reference technology, and instructional technology. Many resources, including 3000+ subscribed databases, Internet access, and a virtual reference service, have been supported in conjunction with the College of Law Technology services. In 2007, the Library Technology Group merged with the College of Law Technology Services to create the College of Law Information Technology. This new department is responsible for integrating all aspects of technology employed throughout the College.

The new department is made up of seven positions:

- Director of Information Technology
- Technology Manager
- Web Coordinator
- Instructional Services Specialist
- Three (3) PC Systems Analysts

In addition, six graduate technical assistants (GTA's) work in the student computing lab and assist the college's technology help desk during full and spring semesters. An organizational chart is available on request.

In February, a part-time PC Systems Specialist position was recently filled by a recent graduate of the Baskin Graduate School of Engineering. This new position is responsible for maintaining the college's computer systems and network infrastructure in support of the college's distance learning and other technology initiatives. The position is filled by a recent graduate of the College of Information Technology and will provide support for the college's distance learning and other technology initiatives. The position is filled by a recent graduate of the College of Information Technology and will provide support for the college's distance learning and other technology initiatives.
College of Law

Information Technology

Infrastructure & Networking - Internet Initiatives - Instructional Technology - Desktop Support

Annual Report :::: 2006-2007
Prepared by Terrance Manion, Director of Information Technology, Instructor of Law, Librarian
Wednesday, July 11, 2007

College of Law Information Technology (IT) is responsible for the development and support of computer technologies employed throughout the College of Law including infrastructure & networking, internet initiatives, instructional technology, and desktop support.

Law Library Electronic Services has been 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, have been 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 organizational changes, projects, and accomplishments in the law library that occurred since the 2005-2006 annual report.

Organizational Change

Significant organizational changes have taken place since the last annual report. In March 2007 the Law Library Electronic Services group merged with the College of Law Technology Services group creating College of Law Information Technology. This new department is responsible for supporting all aspects of technology employed throughout the College.

The new department is made up of seven positions:

- Director of Information Technology
- Technology Manager
- Website Coordinator
- Instructional Services Specialist
- Three (3) PC Systems Specialists

In addition, six graduate technical assistants (GTA) work in the student computer lab and answer the college’s technology help line during fall and spring semesters. An organization chart is available as appendix A.

In February a part-time PC System Specialist position was reclassified and made full-time in order to create the new Instructional Services Specialist position. This new position is responsible for assisting and training faculty in the use of presentation technologies, multimedia resources, course management software systems, and related instructional/educational technologies. In addition the position manages the college’s distance learning and video conferencing activities. The creation of this position is in direct response to the faculty and student demand for more training and development opportunities. A job description for the Instructional Systems Specialist is available as appendix B.
Some of the law library electronic services work, namely library automation and reference and research technologies, are now managed by the new Reference/Electronic Services Librarian. This position is part of Law Library Public Services and reports to the Associate Director for Public Services; however, the position does coordinate with IT for library related technology projects. Services such as student computing and web initiatives remain the responsibility of IT.

Two new offices were built on the sixth floor for Yolanda Travis, and the new Instructional System Specialist in order to be closer to the IT team. Now the entire IT department, save the director, is located on the 6th floor. In order to do so, the UL 603 instructional lab was halved.

The new department is led by Terrance Manion who holds the title Director of Information Technology in addition to his duties as librarian and legal bibliography instructor. Mr. Manion in his capacity of Director of IT reports to Bill Prigge, Assistant Dean for Administration and Finance, while in his capacity of Librarian and Instructor of Law reports to Nancy Johnson, Law Librarian.

Student Computing

1. Upgraded the Law Library Student Computer Lab. Installed 36 Dell Optiplex 745, Pentium D, 2.8 GHz workstations with semi-recessed monitors. All workstations are equipped with CDRW/DVD drives and USB connections.

2. Installed courtesy research support telephones in the Law Library Student Computer Lab. The courtesy telephones allow students to call 1) the College of Law and University technology help lines, 2) Westlaw research assistance, and 3) LexisNexis research assistance.

Web Services

1. Developed the Online Bibliographies website, http://law.gsu.edu/library/index/bibliographies. Content is searchable by keyword and can be viewed by practice, area, and year. The bibliographies were prepared by College of Law students as part of Prof. Nancy Johnson’s Advanced Legal Research class. In addition a new system was created for students to develop online bibliographies. System was launched for spring 2007 semester.

2. Overhauled the Law Library proxy server. The project resolved outstanding connectivity, security, and usability issues.

Library Automation

1. Imported electronic monographs (Westlaw and LexisNexis treatises, HeinOnline Legal Classics, and Making of Modern Law) cataloging records into the Voyager integrated library system. Projects involved loading over 26,000 records with customized holding, location, and ownership information into the Voyager system. Providing records to electronic monographs in the library catalog increases access and awareness of the resources.


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 provide IP-based authentication and can be accessed remotely by the College of Law community via the Law Library proxy server.
a. **Making of Modern Law: U.S. Supreme Court Records and Briefs 1832-1978** - The second installment of Making of Modern Law provides Appellant's Brief, Appellee's Brief, Appendix, Application for Review, Oral Transcript, Petition for Writ of Certiorari, and Trial Transcript, among many other sources covering approximately 150,000 Supreme Court cases.

b. **HeinOnline Foreign & International Law resources Database** - This module of the HeinOnline Library includes international yearbooks and serials, U.S. law digests, international tribunals and judicial decisions, as well as other major works related to foreign and international law. Full text available.

c. **Corporate Compliance Library (BNA)** - This two-part service helps you design, implement, and monitor an overall system of organizational compliance programs that qualify as effective under the U.S. Sentencing Guidelines for Organizational Defendant.

d. **Digital Discovery & e-Evidence (BNA)** - This is a new information service on the evidentiary value of electronic data in litigation, providing in-depth intelligence and insights from leading courtroom and computer forensics experts.

e. **Life Sciences Law & Industry Report (BNA)** - This broad-based notification service connects the dots among the many disciplines that make up the burgeoning life-sciences industry, with biweekly updates on current regulatory, legislative, and legal issues.

f. **Medical Devices Law & Industry Report (BNA)** - This database provides in-depth, interdisciplinary biweekly news coverage of all major developments in the rapidly changing medical devices industry.

g. **World Communications Regulation Report (BNA)** - This monthly report provides details of international regulation of communication technologies (land-line phone, mobile, handhelds, or desktop computer) giving insight into issues such as electronic signatures, data privacy, Internet governance, plus related legal issues such as antitrust and law enforcement measures (e.g., wiretapping).

2. Secured funding via the Student Technology Fee process to purchase the LexisNexis Congressional Hearings Digital Collection. Funds will be released fall 2007. The collection includes written and oral statements of witnesses, transcripts of the verbal question-and-answer session between the committee and witnesses, reports, exhibits, and other materials submitted for the record by witnesses, and correspondence and other materials submitted by interested parties.

3. The following databases and research services were evaluated but not purchased over the past year:
   a. CCH Health and Human Resources Network
   b. CCH Business and Finance Network

**Departmental Goals for 2006-2007 Revisited**

1. **Increase Law Library online content.** This includes web services -- similar to the faculty publications website and ALR online bibliographies -- as well as research support documentation similar to research guides and springboards.
   a. New ALR site and authoring system was launched in spring 2007
   b. Little progress was made on new research guide mash-up project.

2. **Increase access to online content.** Evaluate how students and patron are accessing electronic resources and tweak present system to better support student and patron use.
   a. Some progress was made on this project. Currently working with new Reference/Electronic Services Librarian and Website Coordinator on better defining output. In addition we are exploring the viability of complying with Project Counter (Counting Online Usage of Networked Electronic Resources) in the collection of
usage statistics for electronic continuations.

3. Inventory and evaluate services provided by the Electronic Services Department with eye to eliminating duplication (with College of Law Technology Services), freeing resources to develop and support new services, and expanding existing services.
   a. Inventory was completed and provided as the foundation for discussions that ultimately lead to the merger of the College's two technology units.

4. Reevaluate the responsibilities of the vacant PC System Specialist -Assistant position to better conform to the technology support needs of the Law Library and its patrons.
   a. This position along with additional funding provided by the Administration was used to create the full-time Instructional Services Specialist position.

Departmental Goals for 2007-2008

1. Increase Law Library original online content
   - practice area research springboard "mash-ups"
   - digital repository hosting faculty publications, College of Law historical documents and historical Georgia Codes (if successfully secured from State Law Library)
   - Dynamic services possibly including new book list service, news and events, social bookmaking, banner ads featuring library resources, and library service blog.

2. Work with Reference/Electronic Services Librarian and Website Coordinator to overhaul the Law Library website.

3. Explore an electronic resource management solution.

4. Overhaul the library public computing including installing new workstations, and an internet management and access solution that allows reference librarians to better manage the patron experience.
College of Law
Department of Information Technology
7/2/2007

Terrance Manion
Director

James Jones
Technology Manager

Samir Majmundar
PC Systems Specialist

Yolanda Travis
PC Systems Specialist

Bobby Sikri
PC Systems Specialist

Graduate Research Assistants

Technology Services

Earl Daniels
Website Coordinator

Vacant
Instructional Services Specialist

Information Services
The Instructional Services Specialist provides leadership and support in the integration of technology into teaching and learning at the College. The position reports to the Director of Information Technology.

Essential functions:

- Assist and train faculty in the use of presentation technologies, multimedia resources, course management software systems, and related instructional/educational technologies.
- Consult with faculty on the uses of technology in teaching that reflect established practices in instructional technology pedagogy.
- Prepare training materials for law students and conduct hands-on, one-on-one and group training sessions for faculty and staff.
- Manage distance learning and video conferencing activities.
- Develop strategies to promote and encourage the use of instructional technology including video conferencing, capture and podcasting.
- Coordinate with the College of Law’s Information Technology Department including the Technology Manager, Website Coordinator and PC System Specialists. Perform other related functions as assigned.

Required qualifications:

- A master’s degree (or pursuing a master’s degree) in a relevant field, such as educational technology or library/information science, from an accredited institution.
- Excellent interpersonal, verbal, and written skills, along with the ability to convey complex technical concepts to the inexperienced as well as experienced.
- Experience teaching both groups and individuals.

Preferred qualifications:

- Juris Doctorate or experience working within a law school or law firm environment.
- Demonstrated experience with a variety of multimedia applications, including those in digital video and graphic and web design; knowledge of HTML as well as a familiarity with Web technologies, including SQL, XML, and scripting languages such as PHP.
- In-depth understanding of technology concepts and educational applications of technology rooted in sound knowledge of pedagogy.
- Understanding of issues related to disability access and copyright law.
- Flexibility and willingness to work on a wide variety of projects within a collaborative environment.
2006-2007 Acquisitions/Serials Department Annual Report
Trina Holloway, Acquisitions/Serials Librarian
June 30, 2007

Personnel

Trina Holloway oversees the serials control section. She runs the Serials Control Department and oversees the Serials Coordinator, Darla Smith, Library Associate II, and general staff.

Statistics

Approximately $814,000.00 was spent on new and continuing library resources in 2006-2007 (July 1, 2006 - June 30, 2007).

Accomplishments

Implementation of PromptCal and Yankee's physical processing software

Changed library campers to send new documents twice a month instead of once a month.

Vacant positions in Technical Services were upgraded to Librarian Associate II and III.

Government Documents/Microforms Services

We provide free photocopies of our microform collection. We now offer fax and scan services using the microform reader/writer in the Microforms Room on the 3rd floor. Additional microforms and masters are available.

Trina assumed the responsibility of processing the government collection. She proposéed the idea that the Technical Services Department and the Government Document collection are done in the Technical Services Department and there is a coordinator. The position was approved, and she filled the position.

In October 2006, Trina attended the Federal Depository Library Program conference in Washington, D.C.

Statistics: June 1, 2006 - June 30, 2007

The Law Library selects 8% of the available United States government documents. The University Library selects 72%. We received and processed 3,816 book copy items and 6578 microform items (22.4% title titles).

Workshops and Training

Trina:

ABLE Training (Library system) - 9/26/06
NEW-OAG (Office of Civil Rights Office of Employment Services) - 11/16/06
ODJ Training - 6/21/07
2006-2007 Acquisitions/Serials Department Annual Report
Trina Holloway, Acquisitions/Serials Librarian
June 30, 2007

Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities, government documents and bindery. Assisting her are acquisitions/serials staff members Sherri Grady, Administrative Coordinator; Ivory Smith, Library Associate II (joined staff November 2006.)

Statistics

Approximately $814,000.00 was spent on new and continuing library materials in fiscal year 2006/2007 (July 1, 2006 – June 30, 2007).

Accomplishments

Implementation of PromptCat and Yankee’s physical processing service.

Changed bindery company to send out shipments twice a month instead of once a month.

Vacant position in Technical Service was upgraded to Librarian Associate II and filled.

Government Documents/Microforms Services

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. Microforms guides and indexes are available.

Trina assumed the responsible of managing the documents. All processing of the Government Documents collection are done in the Technical Services Department and Stacks Maintenance does the filing and shelving.

In October 2006, Trina attended the Federal Depository Library Program conference in Washington, DC.

Statistics: June 1, 2006 – June 30, 2007
The Law Library selects 4% of the available United States government documents. The University Library selects 75%. We received and processed 1201 hardcopy document pieces and 6578 microfiche pieces (2791 fiche titles).

Workshops and Training

Trina:
ABLE Training (bindery system): 09/26/06
Ins & Outs of Class/Comp & Employment Services – 11/16/06
GOBI Training – 02/22/07
Virtual Reference – ALLA Presentation – 03/13/07
Move Out of Your Own Way – 04/24/07
LexisNexis Academic Online Training – 04/25/07
The 7 Habits of Highly Effective People - 05/16/07
Yankee Electronic Status Reports Training – 05/23/07
GSU Panther Prowl Recruiting & Tracking System Training – 06/28/07

AALL Annual Conference – 07/15/07 – 07/19/07
SEAALL Annual Meeting: 04/11/07 – 04/14/07
SOLINET Annual Membership Meeting - 05/10/07
NASIG Conference – 05/31/07 – 06/3/07

Sherri:
ABLE Training (bindery system): 09/26/06
GOBI Training - 02/22/07
Move Out of Your Own Way – 04/24/07
The 7 Habits of Highly Effective People - 05/16/07

Ivory:
OCLC Connexion Client Searching Skills (Online) - 01/31/07
The 7 Habits of Highly Effective People - 05/16/07

2006/2007 Goals Reviewed

Review all procedures manual biannually. Manuals were revised to reflect changes in workflow. Currently working on manual for YBP PromptCat and physical processing.

Reevaluate vacant Library Associate I position. The Library Associate I position was upgraded to Library Associate II. Position filled November 2006.

Implements suggestions made by independent consultant to improve the workflow of Technical Services. Several of the suggestions were successfully implemented.

Continue binding back issues of journals and periodicals. The number of titles sent to the bindery was reduced. Pulling titles and unpacking of bindery shipment is done by Ivory Smith. Pam Willis, Catalog Assistant, is responsible for entering information in the ABLE system and processing in Voyager.

Goals for 2007/2008

Reevaluate YPB PromptCat and physical processing. Consider ways to improve the workflow.

Coordinate with Stack Maintenance to improve the loose-leaf filing workflow and to investigate missing titles.

Utilize training opportunities offered through Solinet and GSU.

Prepare department for Voyager upgrade – review new features and assess training needs.
Law Library Accomplishments – Please see full Annual Report for the Law Library 2005-2006 for a more detailed report

During fiscal year 2005/2006, the Law Library experienced high turnover in library faculty and in staff. Beth Adelman accepted a position as Head of Collection Management at SUNY-Buffalo to be close to family. Nan Adams accepted a position as Librarian at the 11th Circuit Court of Appeals Library. Staff members Cecelia Womack left for Alabama and Angelic Lyons left to work as a paralegal in a law firm.

Fortunately, as of August 1st, Ron Wheeler from the University of New Mexico joined us as the Associate Director of Public Services. Ron received a J.D. from University of Michigan and a M.L.I.S from Wayne State University. Ron, most recently, was the Assistant Director for Faculty, Research, & Instructional Services at the University of New Mexico School of Law Library. Ron has been very active in professional associations and was named Faculty Member of the Year for 2005.

The strength of the collection has shifted from print materials to electronic resources. Although we maintain a strong Georgia collection and several other topical areas, we have shifted to electronic resources. Such pressures have encouraged us to focus attention on achieving maximum value for our resource dollar. Faculty and students prefer online resources for many materials. In addition to Westlaw and LexisNexis, we also subscribe to a number of electronic services, including BNA “All” looseleaf services, LLMC-Digital, CCH Tax Research Network, Making of Modern Law, CIS Serial Set, and Hein Online. There is a host of quality databases available through GALILEO, for example, Lexis Academic Universe.

As reported to the Association of Southeastern Research Libraries (2004-2005), we purchase 1,071 electronic “full-text” journals. Additionally, we hold 22,227 electronic full-text books. The total volume count (including volume equivalents) is 342,894. According to the door count statistics, we had 102,956 visits to the Law Library and October 2005 was the busiest month with 10,132 visits.

The Library’s budget situation over the last several years can be effectively described as flat ($813,000). First and foremost, there has been no ability to keep up with a constant inflation factor. As a result, cancellation of materials has become an unpleasant fact for this library. Through very careful decision-making, including use of electronic resources, complete reduction of duplication, and rigid review of all continuation titles, we have barely been able to maintain a core collection of print materials.

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 1998 and 2004 the inflation rate in the law book industry increased by 28%. The key to the future is obviously renewed, steady budget growth with annual inflationary increases. Moving beyond the no-growth trend is an important element of the library’s future fiscal health. We have canceled all duplicate titles and now we are canceling print titles that have online counterparts. While the law school continues to develop centers and clinics, the law library cannot support new programs.

This year, the librarians and the technology staff developed a faculty publication website, which is very popular with the faculty. Additionally, Terrance Manion developed a database subscription website that allows researchers to easily access our electronic resources.
In fiscal year of 2006-2007, Technical Services Department was reorganized due to departure of two staff members, Angelic and Cecelia. Pamela Willis, a Library Associate II and the copy cataloger, was taking full responsibility for copy cataloging, binding, and processing. Qian Cui, Catalog Librarian, was supervising Pam and overseeing all cataloging activities and related operations including YBP/PromptCat records and vendor’s MARC records customization / batch loading.

Cataloging statistics

A. During 2006-2007, the Cataloging Department cataloged 6,865 items in formats of print, audio-video, and microform, including 2,112 new titles and 4,777 added volumes and copies. Total titles and volumes withdrawals were 1,798.

<table>
<thead>
<tr>
<th>Format</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>6,802</td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>30</td>
</tr>
<tr>
<td>Microforms</td>
<td>57</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,889</strong></td>
</tr>
</tbody>
</table>

B. Started from January of 2007, library outsourced a small portion of monographic books’ cataloging and processing through YBP/PromptCat. Total count of shelf ready titles was 483.

C. During 2006-2007, cataloging electronic resources was expanding to online government document titles and Hein electronic books (World Trials, Supreme Court, Session Law, Foreign & International Law Resources Database, Federal Register Library, etc.). The batch loaded MOML, Hein’s Legal Classics titles and Cassidy’s WLX records were included in this category:

<table>
<thead>
<tr>
<th>Source</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNA</td>
<td>9</td>
</tr>
<tr>
<td>HeinJournals</td>
<td>197</td>
</tr>
<tr>
<td>HeinBooks</td>
<td>1,259</td>
</tr>
<tr>
<td>Gov Doc</td>
<td>334</td>
</tr>
<tr>
<td>Cassidy's</td>
<td>2,179</td>
</tr>
<tr>
<td>MOML</td>
<td>22,000</td>
</tr>
<tr>
<td>Others</td>
<td>78</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26,056</strong></td>
</tr>
</tbody>
</table>
**Workshops and trainings**

Qian:

Changes ahead with AACR2, RDA, and FRBR, Solinet, July 28, 2006  
Training on binding software ABLE, September 26, 2006  
Trends in Technology, online, November 16, 2006  
Advanced Local Holdings Maintenance, Solinet, December 5, 2006  
Voyager Users Meeting, Chicago, April 17-20, 2007  
GIL Users Group Meeting, Fort Valley, May 17, 2007

Pam:

Training on binding software ABLE, September 26, 2006  
Staff training – The 7 Habits of Highly Effective People, May 16, 2007

**Summary for 2006/2007 accomplishments**

We have met our goals in the following aspects: 
Qian started cataloging government document titles either in print, microfiche or online;  
Qian added HeinOnline serials and book titles through batch load or cataloging;  
Qian updated and revised Pam’s job description;  
Pam was trained in-house to catalog HeinOnline journals collection;  
Pam started cataloging rare books;  
Qian and Pam completed projects of cleaning-up records in Reserve, temporary New Book location, and L-ACQ location.

**Goals for 2007/2008**

1. Qian will work with Pam to finish cataloging rare books;  
2. Pam will finish updating HeinOnline periodical holdings;  
3. Pam will start cataloging other HeinOnline collections after she gains some experience in cataloging HeinOnline journals;  
4. Qian continues online government document titles cataloging;  
5. Qian will work with Trina to streamline YBP/PromptCat workflow;  
6. Qian will need formal training in RDA (Resource Description and Access) and will give an informal presentation to Technical Services Department about current development on RDA and FRBR (Functional Requirements for Bibliographic Records).  
7. Qian will work with Pam B to explore federated search products such as WorldCat. Local.
POSITION DESCRIPTIONS

2007

TITLE: Law Librarian

DEPARTMENT: Law Library

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

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Supervises four professional librarians and four support staff. Indirectly supervises two professional librarians. Oversees support staff and student assistants.

DUTIES: Administration of Law Library operations

Plans for continued growth and development of the library's collection and services, including development, acquisition, management, space planning, and the implementation of new technologies.

Teaches Legal Bibliography, Master's and Advanced to Law Research.

Works with faculty, law school administrators, and attorneys practicing bar and University law students on matters of concern to the law schools.

QUALIFICATIONS: J.D. or M.L.S.; 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 08/28/03
POSITION DESCRIPTION

TITLE: Law Librarian

DEPARTMENT: Law Library

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

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: 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 Affairs Coordinator

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions for faculty, staff and student assistants, maintain all personnel files (faculty, staff and student assistants) and keep current Human Resources and University forms; monitor and order supplies, approve all purchase card purchases, submit expense vouchers, and all travel expense and travel authority documents, submit requisitions, maintenance contracts, coordinate maintenance and renovation of facilities, 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 advises on budget amendments. Responsible for all Law Library Spectrum input and processes, departmental reports and initiating workflow approval. Acts as first approver for all travel and expense vouchers. Also monitors departmental expenditures and use of departmental purchase card. Responsible for verification of all purchase card purchases, and maintenance of purchase card 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 preparation of student assistant time sheets and PeopleSoft online data entry for student assistant hours; responsible for submitting Report of Absence forms to Human Resources and maintaining copies of ROA forms in faculty and staff personnel files; responsible for submitting non-exempt staff time sheets and maintaining file copies. Maintains all hiring, termination, and updated personnel information; maintains current fiscal year hard-copy files on student assistant time sheets and time cards.
Requests repairs, maintenance and improvements from Physical Plant, Telecommunications, and other departments as necessary; responsible for scheduling removal of recycle books; prepares all Payment Request forms, Expense Vouchers for vendor invoices, and 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, Travel Authority Requests, 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 confidential faculty and staff personnel files.

Maintains library statistics spreadsheets for all departments, and student assistant payroll budget statistics.

Provides typing and clerical support for Law Librarian. Occasionally provides typing and clerical support for other librarians and 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: Bachelor's degree and two years administrative experience; or high school diploma or GED and six years administrative experience; or a combination of training and experience. Excellent organizational
and interpersonal skills; 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. Ability to exercise considerable independent judgment and responsibility in the performance of duties. Two years college; budget experience preferred.

08/01/07 (rev.)
POSITION DESCRIPTION

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;

Work closely with Library Services Support specialists to manage Marc record batch load process, including evaluating the content of the records, testing sample records from the vendor, making necessary modifications on the records using MarcEdit, reviewing results of data load, developing procedures related to quality assurance for batch loaded cataloging data, and keep statistics;

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 librarian for all departmental activities;

Coordinate with acquisition and public service librarians for library-wide projects;

Coordinate with electronic librarian for electronic resources management;
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 06/15/2007
POSITION DESCRIPTION

TITLE: Library Associate II

DEPARTMENT: Cataloging


RESPONSIBLE TO: Cataloging Librarian

SUPERVISES: Supervise one student assistant

DUTIES: Perform copy cataloging of new library materials including electronic resources and government documents 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;

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

Process all materials to be added to the library's collection, including typing and applying spine labels, stamping with date due and property stamps, targeting with magnetic strips to prevent theft, retypes due to errors or reclassification and typing title labels for Binders using Microsoft Word;

Maintain New Books Shelf by putting books on and taking them off the Shelf and in Voyager regularly.

Attend seminars, conferences and organization meetings or training programs related to library assignments;
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;

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 07/27/2006

Oversees all senior control activities, including work with vendors, claiming, binding and processing of government documents.

Manages and ensures timely intake of acquisitions modules of the Endeavor Voyager online system.

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

Manages, trains, supervises, monitors, discipline and evaluates staff. Monitors workflow and production. Handles other personnel matters.

Resolves problems concerning acquisitions and serials stains. Acts as liaison with the University Accounts Payable department, library staff, and vendors concerning matters within the scope of the position.

Monitors library materials budget, prepares appropriate reports and keeps accurate records.

Plans and designs space and equipment requirements for Technical Services Dept.
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, government documents and bindery. Work with Catalog Librarian on coordinating cataloging projects and functions.

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Coordinator (Administrative Acquisitions and Accounting) and Library Associate II (Serials/Government Documents/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.

Semi-annual shelf reading.
Manages the Federal Depository Library collection to ensure compliance with Federal Depository Library Program guidelines.

Provide reference assistance to students, faculty and the general public.

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. 05/07
TITLE: Library Associate II

WAGE STATUS: Exempt

DEPARTMENT: Acquisitions/Serials/Government Documents


SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Check in, receipt and claiming of all serial titles, including journals, newsletters, periodicals, newspapers, 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 and journals and resolve subscription problems with vendors as needed. Enter invoice information for serial titles using Voyager library automated system. Check in, and claim microfiche and paper government documents. Maintain and report statistics for microfiche and depository government document collections. Manages and weeding of government documents. Identify items in need of binding. Semi-annual shelf reading. Open and sort mail. Performs other duties as assigned.

QUALIFICATIONS: Some college course work, 3 years of library, customer service or office experience; strong organizational skills; accuracy and attention to detail critical; and proficiency in Microsoft Word.

Revised 09/06
TITLE: Administrative Coordinator

WAGE STATUS: Non-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. Enter invoice information for monographic and some serial titles using 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. 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.

Rev 5/07 th
JOB DESCRIPTION

ASSOCIATE DIRECTOR FOR PUBLIC SERVICES

Responsibilities:

The Associate Director for Public Services develops and assists the Law Librarian with planning goals, objectives, and policies for the Public Services Department and supervises the Reference/Electronic Services Librarian, the Reference Librarian, and two Administrative Supervisor IIs (Circulation Supervisor and Stack Maintenance Supervisor). Performs the duties of the above-mentioned employees during contingencies or emergencies.

Participates in hiring, evaluating, and providing feedback to all librarians, staff, students, and work-study employees in the Public Services department. Regulates workflow and workload in the Public Services Department; works with the Stack Maintenance Supervisor to plan large projects such as library shifts.

Supervises and participates in all faculty services programs by providing research, instructional, document delivery, and other services to professors and their research assistants. Monitors work flows in faculty services and provides similar services to law school affiliated Centers on the campus. Serves as the library liaison to the interdisciplinary Health Center.

Participates in the reference duty rotation approximately 12 hours per week during day and evening hours. Reference librarians at Georgia State University College of Law provide reference services to the entire Georgia State University Community, the local bench and bar, and pro se patrons. Also shares responsibility for teaching a one-credit Legal Bibliography course (fall semester only).

Required:

ALA-accredited M.L.S. and ABA-accredited J.D. Minimum 5 years academic law library experience with increasing responsibility. Demonstrated supervisory and leadership skills and experience. Effective communication skills. Legal research proficiency. Evidence of ability to meet standards of research, publication, and professional service that would lead to promotion as set forth by the College of Law Library Promotion Document dated January 2005.
POSITION DESCRIPTION

TITLE: Reference/Electronic Services Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: Coordinates electronic services and subscriptions, provides reference assistance using print and online resources, directly supervises the library’s reference GRAs, provides classroom instruction, and administers the library automation system.

RESPONSIBLE TO: Associate Director for Public Services

SUPERVISES: Graduate Research Assistants (reference)

DUTIES:

Participates in the reference duty rotation approximately 20 hours per week including evenings, but no weekends. Reference librarians at Georgia State University College of Law provide reference services to law students and faculty, the university community, the local bench and bar, and the general public.

Shares responsibility for teaching a one-credit Legal Bibliography course (fall semester only).

Conducts tours of the library.

Provides occasional classroom instruction for GSU law and undergraduate classes.

Serves as primary back up for the library’s interlibrary loan services.

Assists in providing faculty services by collaborating with the other reference librarians on faculty research and other faculty projects. Provides similar services to law school affiliated centers and clinics on the campus.

Hires, instructs, and directly supervises the library’s three reference Graduate Research Assistants.

Serves as the principle contact for Westlaw, LexisNexis, and all other electronic database subscriptions; and coordinates Westlaw and LexisNexis training for law faculty and students.
Administers the library automation system, serving as a point of contact with the Georgia State University Library with (whom a catalog is shared) and with Endeavor Information Systems.

Participates in the library’s web development and maintenance and helps to manage the library’s electronic resources.

Performs other duties as assigned.

QUALIFICATIONS: ALA-accredited M.L.S. degree and ABA-accredited J.D. degree. Effective communication skills. Legal research proficiency. Ability to meet standards of research, publication, and professional service that would lead to promotion as set forth by the College of Law Library Promotion Document dated January 2005.

Revised: 08/02/07 Wheeler

20 hours per week.

Supervises the Administrative Supervisor III (Staff Librarianship). Participates in hiring and evaluating all staff, student, and work study employees in the Special Collections Department.

Coordinates with circulation staff, the management of the print and electronic resources and e-archives systems.

Manages the non-government document microfiche collection.

Maintains Reference and Ready Reference Circulation.

Shares responsibility for teaching the Legal Bibliography course.

Participates in providing faculty research services and assists the library’s research GRAs.

Leads library tours and conducts library orientations.

Participates in Law Library shelf ordering projects.

Performs other duties as assigned.

QUALIFICATIONS: ABA-accredited J.D. and ALA-accredited M.L.S. degree required. Evidence of ability to meet standards of research, publication and professional service that would lead to promotion.

Revised: May 25, 2007 (NL: THIA, REM)
POSITION DESCRIPTION

TITLE: Reference Librarian
DEPARTMENT: Public Services
RESPONSIBLE TO: Associate Director for Public Services
SUPERVISES: Administrative Supervisor III (Stack Maintenance Supervisor) and Research Graduate Student Assistants

SCOPE OF POSITION: The Reference Librarian’s primary responsibility is to provide reference services during scheduled reference shifts.

Provides reference assistance to law students, faculty, attorneys and other library patrons 20 hours per week.

Supervises the Administrative Supervisor III (Stack Maintenance). Participates in hiring and evaluating all staff, student, and work study employees in the Stack Maintenance Department.

Coordinates, with circulation staff, the management of the print reserves, the e-reserves, and e-archives systems.

Manages the non-government documents microforms collection.

Maintains Reference and Ready Reference Collections.

Shares responsibility for teaching the Legal Bibliography course.

Participates in providing faculty research services and supervises the library’s research GRAs.

Leads library tours and conducts library orientations.

Participates in Law Library shelf reading projects.

Performs other duties as assigned.

QUALIFICATIONS: ABA-accredited J.D. and ALA-accredited M.L.S. degree required. Evidence of ability to meet standards of research, publication and professional services that would lead to promotion.

Revised: May 25, 2007 (NPJ, TKM, REW)
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Reference Librarian (Stacks/Reserves)

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

DUTIES:

Plans, develops, and implements policies and procedures for stack maintenance functions.

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.

Hires (with the approval of the Reference Librarian), supervises, evaluates, and terminates student assistants and work study employees.

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.

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

One full-time and 3 part-time library technical assistants work regular and work duty, totaling employee contributions combined 52.5 student hours per week.

DUTIES:
Schedules desk service at the Circulation Desk for the entire week.
Provides backup coverage for Circulation Desk when Circulation staff is unavailable.

Monitors inventory, materials, and records; inquires if needed, and takes priority as required. Maintains log records and collects and updates library

Places holds and recalls for library staff only as necessary.

Coordinates and presents Circulation orientation training sessions to other library department personnel and students.

Attends Library department supervisor's meetings to coordinate with other department supervisors.

Assists Head of Public Services and Law Library in formulating and disseminating Circulation policies.

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

Revised on 08/02/06
TITLE: Administrative Supervisor III

DEPARTMENT: Circulation

PURPOSE AND 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. Exercises discretionary judgment and responsibility in directing the activities 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 52.5 student hours per week).

DUTIES:
Hires, trains, supervises, evaluates and terminates (if necessary) library technical assistant staff and regular and work study student assistants working in the Circulation Department, with input and guidance from Head of Public Services and Law Librarian.

Schedules desk coverage of the Circulation Desk for 103 hours weekly. Provides back-up coverage for Circulation Desk when Circulation staff or students are unavailable.

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

Coordinates and presents Circulation cross-training sessions to other library department permanent and student staffs.

QUALIFICATIONS:
Attends library department supervisors' meetings to coordinate with other department supervisors.

Assists Head of Public Services and Law Librarian in formulating and disseminating Circulation policies.

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 conference rooms & Study Rooms for meetings, conferences, etc.

Proctors final examinations for Law Faculty.

Performs other duties as assigned.

**QUALIFICATIONS:**

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

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 and some weekends as scheduling requires.

Rev. 3/01/04
POSITION DESCRIPTION (Betty Wright)

TITLE: Administrative Coordinator (1.0 full time)

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:

QUALIFICATIONS: Bachelor's degree and one year administrative experience; or a high school diploma or GED and five years administrative experience; or a combination of 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: 3/16/06 Hill and Adelman
POSITION DESCRIPTION (Willard (Byll) Irvin)

TITLE: Library Technical Assistant (Interlibrary Loans) .75 (30 hours)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Shift Leader supervising student assistants in the circulation department. Responsible for providing service to library users at the Circulation Desk. Assist as a backup for Interlibrary Loans and Reserve.

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES:  
* Assist Reference Librarians with ILL request, packaging, mailing.  
* Assist with copying of ILL requests.  
* Check material in and out  
* Provide service for the Reserve Collection  
* Answer incoming calls; direct calls, or take messages as needed  
* Provide location information to patrons and refer other questions to the Reference Librarians  
* Perform Circulation functions as required  
* Assist in training other Circulation staff in use of Circulation system & policies  
* Assist in processing overdue notices  
* Open/close Law Library if assigned those hours  
* Proctor final examinations  
* Perform other Circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the telephone. Some college course-work, computer experience preferred. Must be able to work without supervision.

8-8-05 kmh
POSITION DESCRIPTION (Dermot Robinson)

TITLE: Library Technical Assistant (1.0 FTE)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

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

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

DEPARTMENT: Law Library Electronic Services

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

RESPONSIBLE TO: Law Librarian

SUPERVISES: PC Systems Specialist – Intermediate, PC Systems Specialist – Assistant & Student Computer Lab Graduate Research Assistants.

DUTIES:

- Teaches L5030 Legal Bibliography.
- 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..

QUALIFICATIONS: MLS. 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, July 28, 2009