7-1-2008


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The staff of the Law Library continues to shift from print materials to electronic resources. Although we have seen 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 usage for our resource dollar. During the year, we added fourteen new subscription-based databases.

Several services should be highlighted. The Law Library is a very popular place in the College of Law. The library traffic has remained constant from last year, with 125,789 visitors. GIL Express, a statewide borrowing and lending consortium, has been extremely active and we have reported very high numbers. During the year, the faculty used an online faculty request database that allows faculty to enter requests via a link on the library’s web site. During the year, the librarians and research assistants completed 607 faculty research 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 university, local, regional, and national library association activities.

Please refer to the Annual Reports of the five library faculty members. Besides their departmental reports, they included departmental goals for the year. Ken Wheeler, Assistant Director for Public Services, Pam Brannon, Reference/Electronic Services Librarian, Michael Tillman-Davis, Reference/Faculty Services Librarian, Keith Hill, Circulation Supervisor, Joseph Wheeler, Stack Maintenance Supervisor, and Betty Wright, Interlibrary Loan Coordinator, collaborated on the Public Services Report. Qian Cui, Catalog Librarian wrote the Cataloging Report and Tina Holloway, Acquisition/Serials Librarian, described the work of her department.

Nancy P. Johnson
Law Librarian
Professor of Law
INTRODUCTION

During 2007/2008, we were a fully staffed library faculty. Effective March 2007, Terrance Manion was promoted to Director of Information Technology, Instructor of Law. 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 Tillman-Davis, most recently employed as a law librarian at Wayne State, joined us on August 1 as a Reference/Faculty Services Librarian. Since August 2007, we are able to work as a productive team of library faculty.

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. During the year, we added fourteen new subscription-based databases.

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ADMINISTRATIVE AND PERSONNEL

The attached organization chart (see Organization Chart) reflects the administrative structure of the Law Library as of summer 2008. The library staffing includes seven librarians, nine staff members, and several student assistants. The position descriptions outline the specific duties of the librarians and staff.
Librarians

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Johnson</td>
<td>Law Librarian/Professor of Law</td>
</tr>
<tr>
<td>Pam Brannon</td>
<td>Reference/Electronic Services Librarian</td>
</tr>
<tr>
<td>Qian Cui</td>
<td>Catalog Librarian</td>
</tr>
<tr>
<td>Trina Holloway</td>
<td>Acquisitions/Serials Librarian</td>
</tr>
<tr>
<td>Terrance Manion</td>
<td>Director of Information Technology</td>
</tr>
<tr>
<td>Michael T. Davis</td>
<td>Reference/Faculty Services Librarian</td>
</tr>
<tr>
<td>Ron Wheeler</td>
<td>Associate Director for Public Services</td>
</tr>
</tbody>
</table>

Staff Members

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

LIBRARY HOURS AND USERS

Beyond serving the students and faculty, the Library is open to attorneys and members of the legal community. 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 125,789 visits to the Law Library and September was the busiest month with 16,986 visits. These statistics remain the same as last fiscal year.

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 3,188 questions during the year, with October being the busiest month with 489 questions. The recording of reference statistics was shifted from a paper system to an electronic system, LibStats.
During the year, we continued using our online faculty request database to manage faculty research services. Michael Tillman-Davis managed and completed most of the requests, assisted by Ron Wheeler and Pam Brannon. Michael also supervised the research GRA's and kept the research students very busy. The total number of faculty services request during the year was 607.

The library hosted a successful Faculty Lunch and Learn series in the Fall 2007 Semester. The series consisted of presentations by librarians and vendor representatives on products and services of use to faculty.

The presentations were:

- September 4, 2007: LexisNexis Serial Set and Congressional Hearings
- September 12, 2007: LexisNexis
- September 18, 2007: Westlaw
- September 26, 2007: BNA
- October 2, 2007: Gale's The Making of Modern Law, Supreme Court Records and Briefs, and LegalTrac.
- October 10, 2007: Law Library Services: New Databases, Institutional Repository, Reserves, Research

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 staff Information exchange meetings (known as PIE) and the librarians and staff 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. During fall 2008, Michael, Ron, Pam, and Terrance will teach the day and evening 1L research class. Additionally, the librarians offer tours and instruction to undergraduate, graduate, and law classes. Nancy Johnson taught the Advanced Legal Research Seminar during the fall and spring semesters, however, Ron Wheeler will teach the class in the fall.

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 services, faculty services, and stacks maintenance.

**TECHNOLOGY**

During the year, significant organizational changes took place in the COL IT department. In March 2007, the Law Library Electronic Services group merged with the College of Law Technology Services group creating College of Law Information Technology. Terrance Manion was promoted to the Director of Information Technology in the COL.
LIBRARY COLLECTION

The library has a strong and thriving electronic collection. During the year, we added both national and international subscription-based databases. Some of the titles included InterAm, Eco Americas, several CCH titles, several Hein Online titles, and the Index to Foreign Legal Periodicals.

The following figures summarize the size of the print collection as reported to the ABA in Fall, 2007:

| Titles Added  | 2,101 |
| Titles Withdrawn | 237 |
| Total Titles | 65,608 |
| Paper Volumes Added | 4,727 |
| Paper Volumes Withdrawn | 1,561 |
| Paper Volumes Total | 160,054 |
| Vol. Equiv. Added - Microforms | 1,456 |
| Vol. Equiv. Total - Microforms | 189,800 |
| Total Volumes and Volume Equivalents | 349,854 |

TECHNICAL SERVICES

The American Bar Association is changing its annual questionnaire this fall. There will be a greater emphasis on the number of electronic titles and library services. The questionnaire will eliminate volume and title count. The law library is developing spreadsheets to accommodate these new questions.

The Cataloging unit, under Qian Cui and Pamela Willis, has been very busy both adding print and electronic titles to the collection. We finished our major cancellation project a few years ago, so the withdrawals have almost ceased. Additionally, Pamela is responsible for binding and processing. The library continues to outsource 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 7,433 print items. The Department continues to catalog electronic resources, including 1,476 LLMC and 650 HeinOnline titles.

The Acquisitions/Serials unit, under Trina Holloway, and staff members Sherri Grady and Ivory Smith, accomplished several projects beyond ordering materials. Approximately $916,519 was spent on new and continuing library materials, which was a healthy increase from last year.
For the last few years, the Technical Services Department processed the Government Documents collection. Stacks Maintenance continues to file and shelve the documents. The department continues to improve workflow and prepare for new upgrades in their systems.

**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 44,510. We have 354 chairs available for library users. During the year, we added cushions to the wooden chairs, for which the students were grateful. The Beautification Committee also added several bright, large pieces of artwork to the library.

During summer 2008, we are in the process of adding four new, large study rooms to the upper level. The demand for study rooms has increased dramatically during the year. We also upgraded the existing study rooms with new white boards. To enhance the students' study experience, we have added a new Study Aids section of the library. We shelved all nutshells and study aids together in low stacks on the first floor.
Annual Reports

Public Services

Ron Wheeler
Associate Director for Public Services

Michael Tillman-Davis
Reference/Faculty Services

Pam Brannon
Reference/Electronic Services

Technical Services

Trina Holloway
Acquisitions/Serials Librarian

Cataloging
Qian Cui
Catalog Librarian
2007-2008 Public Services Annual Report: 
Ronald Wheeler, Associate Director for Public Services 
June 30, 2008

Personnel
Ronald Wheeler is the Associate Director for Public Services. The Public Services Department is comprised of the following units and unit heads: Circulation (Keith Hill), Interlibrary Loan (Betty Wright), Reference and Faculty Services (Michael Tillman-Davis), Electronic Services (Pam Brannon), and Stack Maintenance (Juanita Wheeler). Reports for each individual unit are attached below.

Fiscal 2007-2008 proved to be a stable year in terms of personnel. Pam Brannon joined the library faculty as a reference/electronic services librarian on August 1, 2007. Michael Tillman-Davis joined the library faculty on August 1, 2007 as a reference/faculty services librarian. The remaining staff has remained fully staffed throughout the fiscal year, and there are no staffing changes anticipated in the upcoming 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. This goal was achieved at both librarians are trained, empowered, and working out fabulously.
• Continue to sustain and increase our volume of faculty services. This goal has been achieved. A full discussion of faculty services can be found later in this report.
• Redesign the library website. Work is being done toward completion of this goal in conjunction with Pam Brannon the Reference/Electronic Services Librarian, and Terrence Martin the Director of IT.
• 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 texts, screen casts, etc. A strong focus on electronic services was achieved this year. We began work on the website redesign, implemented electronic reference texts, and got software and training on creating screen casts. We also added a host of new electronic resources to our collection.
• Build a dynamic and interpersonally cohesive public services team. Done. This goal has been achieved.
• Update policies of the Public Services Department. Work toward this goal continues to be ongoing.

Public Services Goals for 2008/2009
• Overhaul Law Library subject guides.
• Overhaul the Law Library website.
• Redesign the Law Library's access to its electronic resources using SFX, the database list, etc.
• Continue to expand faculty services, especially in-class instruction in seminar courses.
• Devise and implement a system for tracking usage of online subscription databases.
2007-2008 Public Services Annual Report
Ronald Wheeler, Associate Director for Public Services
June 30, 2008

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2007-2008 Circulation
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 2007-2008:
- August 2007, Ashley Dennis resigned from Student Assistant position.
- September 2007, hired L'Zandra Jones, Circulation Student Assistant.
- May 2007, Juanita added to the circ desk 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. 2007 saw a 34% increase over 2006 in GIL Express requests filled by our library. The numbers as of June 2008 indicate that 2008 will see an even larger percentage increase over 2007.

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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>12</td>
</tr>
<tr>
<td>2004</td>
<td>84</td>
</tr>
<tr>
<td>2005</td>
<td>363</td>
</tr>
<tr>
<td>2006</td>
<td>403</td>
</tr>
<tr>
<td>2007</td>
<td>543</td>
</tr>
</tbody>
</table>

January 2008 – June 2008: 408 requests

Circulation Statistics

The table below outlines the number of visitors to the library in fiscal year 2007/08. The total number of visits of 125,789 represents a less than 0.1% change from fiscal 2006/07. Thus, the number of visitors to our library has remained virtually the same for the last two fiscal years. Note that these numbers are up almost 23% from fiscal 2005/06. At a time when many law libraries are reporting sharp declines in patron traffic, our steady and continuous volume of library traffic speaks well for both the atmosphere and the services offered to our patrons.

<table>
<thead>
<tr>
<th>Gate Stats 2007/08</th>
<th>July 07</th>
<th>Aug 07</th>
<th>Sept 07</th>
<th>Oct 07</th>
<th>Nov 07</th>
<th>Dec 07</th>
<th>Jan 08</th>
<th>Feb 08</th>
<th>Mar 08</th>
<th>Apr 08</th>
<th>May 08</th>
<th>June 08</th>
<th>07/08 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of round trip entrances and exits</td>
<td>3777</td>
<td>12047</td>
<td>16986</td>
<td>16474</td>
<td>8937</td>
<td>7167</td>
<td>12728</td>
<td>13745</td>
<td>11835</td>
<td>13740</td>
<td>5115</td>
<td>3238</td>
<td>125789</td>
</tr>
</tbody>
</table>
Goals for 2006/2007

• 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.

Accomplishments for 2007

• Attended GIL USER’s conference to learn more about Voyager/Summer 2007 @ Fort Valley State University
• Completed training with United Way Leadership Program, Fall 2007

Goals for 2007/2008

• 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.

2007-2008 Stack Maintenance
Michael Tillman-Davis, Reference/Faculty Services Librarian and Juanita Wheeler, Stack Maintenance Supervisor
June 2008

Staffing
The Stacks Maintenance department is currently supervised by Michael Tillman-Davis, Reference /Faculty Services Librarian. This departmental change was administered in August 2007. Currently the stacks maintenance department has two student assistants. They are Jason Farris and Takarie Belcher. Jason and Takarie each work 20 hrs/week. Both students were hired in May 2008. 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 index table, reference desk area, reference area, and study aids area.
• 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.
• Filing all the microfiche and government documents.
• Filing all the major legal loose leaves.
• Maintain the updating of legal reporters by shelving the advance sheets.
• Shelving new journal issues.
• Taking the 4th floor mail, picking up the returns mail, and checking the book truck in the Faculty Commons for returned items that have been routed to Professors.
• Shelf read and straightens assigned zones to maintain a neat appearance. Also this helps to keep an eye out for miss-shelved books.
• Check the 4th floor mail for returned items that go back to the main library.
• Shelf reading and maintaining high priority areas: Georgia section, Index table, Reference Desk area, reference area, and the newly created study aids area.
• Stacks maintenance assists the circulation desk by doing one scheduled shift every Wednesday from 5-11 pm. This shift is done by the Stacks Maintenance Supervisor.

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 year end.
• We are shifting major areas on the upper level to fill in empty shelving and allow for a more organized and balanced shelving. This shifting will also allow for growth space for new sets and cut down on operating performance problems with the compact shelving.
• Student study aids collection was formed to house the study aids, nutshells and hornbooks. The reference collection was weeded, and this study aids collection was placed on the low shelves in the reference area.

Goals for 2008-09
• Juanita wants to take more basic computer classes.
• We are working with Chris Heaton of the IT department to come up with a row marker database.
• Ordered a new battery pack for compact shelving.
• Update row markers for the entire library.
• Deploy shelf lister and figure out how to implement it in our library.

Book searches statistics
• Book Searches: 25
• Number of books located: 20
• Number of books that had to be replaced: 5

2006-2007 Reference & Faculty Services
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:

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

During semester breaks, the reference desk hours are Monday – Friday from 9:00 am to 5:00 pm for a total of 40 hours per week. There is no weekend reference service during semester breaks. During the summer semester, reference desk hours were shortened, and the reference desk closed at 7:30 pm Monday – Thursday.

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 conducted for each incoming first year law student as a required part of their Legal Bibliography course.

Lunch and Learn Series - The library hosted a successful Faculty Lunch and Learn series in the Fall 2007 Semester. The series consisted of presentations by librarians and vendor representatives on products and services of use to faculty.

The presentations were:

- September 4, 2007: LexisNexis Serial Set and Congressional Hearings
- September 12, 2007: LexisNexis
- September 18, 2007: Westlaw
- September 26, 2007: BNA
- October 2, 2007: Gale’s The Making of Modern Law, Supreme Court Records and Briefs, and LegalTrac.
- October 9, 2007: Law Library Services: New Databases, Institutional Repository, Reserves, Research

Personnel

With the addition of two new reference librarians, Michael Tillman-Davis and Pam Brannon, the reference department was fully staffed for the entirety of this fiscal year. The reference desk was staffed primarily by Pam Brannon (Reference/Electronic Services Librarian), Michael Tillman-Davis (Reference/Faculty Services Librarian), and Ron Wheeler (Associate Director for Public Services). Trina Holloway (Acquisitions/Serials Librarian) worked one shift per week which was a great help, and Terrance Manion (Librarian and Director of IT) took fill in shifts as needed. Graduate Research Assistants (GRAs) were used on weekends, and to cover one night per week.

Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>458</td>
</tr>
<tr>
<td>October</td>
<td>489</td>
</tr>
<tr>
<td>November</td>
<td>3128</td>
</tr>
</tbody>
</table>

This statistic may indicate that reference services may be in need of staffing during peak times.
Reference librarians answered a total of 3183 questions at the reference desk from July 1, 2007 to June 30, 2008. This number represents a 32% decrease from fiscal 2006-07. October was the busiest month with 489 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 mid-point, and those students tend to need additional reference help with completing their assignments.

It is worth noting that the law library replaced its manual system of count reference transactions in October 2007 with an online system for recording reference statistics. This online system allows reference librarians to record reference desk interactions, by time of day, patron type, etc, and have them tallied instantly.

In spite of this decrease in reference desk activity, the reference librarians remain busy responding to law student research needs. Law students continually seek reference help by dropping into librarian offices, by emailing librarians, and by setting up reference appointment. These interactions are not reflected in the reference desk statistics.

However, there are other interesting trends to be gleaned from the reference desk statistics. First, 47% of the total questions referred to above came from public patrons as opposed to lawyers, librarians, or GSU students, faculty, or staff. Of course, COL faculty and students primarily contact librarians in ways other than walking up to the reference desk. The Law Library continues to serve a high volume of students and faculty via email, by appointment, via walk-in’s, and via the faculty request database. Second, the bulk of our reference questions come during weekdays with Tuesday being the busiest. 21% of all questions come on Tuesdays. Weekends are slow with Saturday and Sunday receiving 4% and 5.9% of the total questions respectively. Finally, the busiest times of day for the reference desk are between 10 am and 5 pm with each hour between those times averaging between 9.5% and 12% of the day’s questions. The slowest time of day is the hour between 8 pm and 9 pm during which only 3.1% of the day’s questions are received. This last statistic may indicate that reference services may not be necessary between 8 pm and 9 pm in the future.


<table>
<thead>
<tr>
<th>Month</th>
<th>All Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>238</td>
</tr>
<tr>
<td>August</td>
<td>438</td>
</tr>
<tr>
<td>September</td>
<td>452</td>
</tr>
<tr>
<td>October</td>
<td>489</td>
</tr>
<tr>
<td>November</td>
<td>319</td>
</tr>
<tr>
<td>December</td>
<td>108</td>
</tr>
<tr>
<td>January</td>
<td>219</td>
</tr>
<tr>
<td>February</td>
<td>227</td>
</tr>
<tr>
<td>March</td>
<td>200</td>
</tr>
<tr>
<td>April</td>
<td>192</td>
</tr>
<tr>
<td>May</td>
<td>140</td>
</tr>
<tr>
<td>June</td>
<td>166</td>
</tr>
<tr>
<td>Total</td>
<td>3188</td>
</tr>
</tbody>
</table>
Reference Department Goals for 2007-2008:

- Develop a cohesive, collegial, and nurturing team atmosphere among the reference librarians — Done.
- Hire and train new GRAs — Done.
- Empower Pam Brannon to take the lead with hiring, training, and supervision of reference GRAs — Done.
- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc. — not yet undertaken.

Reference Department Goals for 2008-2009:

- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc.
- Continue to develop the collegial, cohesive, and nurturing team atmosphere among the reference librarians.
- Encourage Pam Brannon to continue to take the lead on hiring, training, and supervision of reference GRAs.
- Encourage Pam Brannon to develop written training material or guidelines for reference GRAs.

Reserves Collection

This year we continued using the campus-wide E-RES system for reserves. The University Library set up the E-RES system which students access through GIL. All of our physical reserve materials are reflected in this system as well as any electronic reserve documents. Electronic reserves documents are handled by Michael Tillman-Davis, Qian Cui, and Dermot Robinson. Each semester Kenee Stephens provides the semester’s course booklist. Then, Qian goes through the list and orders materials that we don’t own. Michael and Dermot make sure that we have all of the items on reserve and that they were linked to the correct courses. Dermot inputs the information provided by Michael into the E-RES system. Ron Wheeler and Michael Tillman-Davis drafted and implemented new policies governing reserves to insure copyright compliance.

Faculty Services

During 2007-2008 we continued using our online faculty request database to manage faculty research services. 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/requests/menu.php and faculty must use their Mylaw ID and password to access the system.

Faculty services work was completed in large part by Michael Tillman-Davis, who was aided by two research GRAs each semester. Ron Wheeler and Pam Brannon also helped to complete faculty research requests. In the summer semester, three research GRAs were used, and we had no problem keeping them all busy. We may need to employ three research GRAs each semester if the volume of work continues to grow.
Statistics
In fiscal 2007-2008, the library completed 607 faculty research requests down from 739 completed in the previous fiscal year. Of those 607 requests, 20% were research requests requiring significant time and energy. Some examples of the types of research projects completed include: research on the travaux préparatoire or legislative history of treaties on human trafficking; research on newer cases or state legislation on local governments and tax allocation districts; research on the concepts of trust, fairness, vengefulness, and forgiveness as they relate to ADR; researching studies that measure poverty and its effects on health; research on how states define "special needs" child for purposes of the Federal Adoption Assistance Program; and research on the structure and content of local nonprofits' articles of incorporation and bylaws. Twenty of the 607 requests were in-class instruction performed by librarians. Some examples of the types of instructional sessions given include: Indian law research, government contracts research for Contracts II, health law research for the HeLP Clinic, tax law research, local government research, education law research, and sexual orientation law research. 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>
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<tr>
<td>July</td>
<td>50</td>
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<td>August</td>
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<td>May</td>
<td>39</td>
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<tr>
<td>June</td>
<td>40</td>
</tr>
<tr>
<td>Total 06-07</td>
<td>607</td>
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Faculty Services Goals for 2007-2008
- Continue to market our faculty services to the College of Law faculty – Done by Michael’s occasional emails to faculty soliciting work.
- Continue increasing the volume of faculty services requests completed – Attempted.
- 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. – Done.
- Continue to do training for non-library GRAs each semester - Done
- Expand the library’s role in guiding the research done by non-library GRAs – attempted.
- Mentor Michael Tillman-Davis on running the faculty services function effectively – Done.

Faculty Services Goals for 2008-2009
- Continue increasing the volume of our faculty research services.
- Continue marketing efforts for faculty services
Delegate all in-class instruction sessions to Pam Brannon and Michael Tillman-Davis.

Monitor faculty research volume and delegate more to Pam Brannon if needed.

2007-2008 Interlibrary Loan

Betty Wright, Administrative Coordinator & Ronald Wheeler, Assoc. Director for Public Services
June 2008

Personnel
Betty Wright continues to manage 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.

Statistics
Overall Borrowing and Lending Statistics: This year (June 2007 through May 2008) we borrowed 183 items (121 books and 62 photocopies) for GSU faculty, students, and staff through OCLC. The fill rate for items borrowed from other institutions via OCLC was 88%.

In addition, we loaned 731 books to other institutions (June 2007 through May 2008): 624 through OCLC (371 books, 253 photocopies) with a fill rate of 64% and 107 books to law firms via walk-up service, hence there was a 75% total fill rate. Our overall number of books loaned (731) represents a 2.5% 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 makes her job any easier.

2007-2008 Electronic Services

Pam Brannon, Reference/Electronic Services Librarian
June 2008

Web Services

In coordination with GALILEO, the Law Library has obtained an instance of SFX, an OpenURL link resolver from Ex Libris, the manufacturer of the Voyager integrated library system currently used at the Law Library. SFX will provide an A-Z list of electronic journals to replace the A-Z list previously purchased from Serials Solutions, links to full-text from abstracting and indexing databases, and a citation linking application to be deployed on the library website. Because of the acquisition of SFX, the Law Library did not renew a contract with Serials Solutions for the A-Z list.
• The Law Library has developed a presence in the online social bookmarking system del.icio.us. This has allowed the Law Library to develop a collection of links to free legal resources on the Internet and will facilitate the development of dynamic subject guides in the future.

Library Automation

• The Law Library has upgraded the Voyager integrated library system software. The current version is 6.5.3.
• Recording of reference statistics was shifted from a paper system to an electronic system. The library is currently using LibStats, a free open source program developed at the University of Wisconsin. This system not only streamlines the process of compiling and analyzing statistics, but also allows the public services department to create an easily searchable knowledgebase.
• To increase responsiveness and flexibility, the Reference/Electronic Resources Librarian's computer was configured to allow the creation of customized reports using Voyager tables. Customized reports were previously created by staff at the Library Services Support.
• In coordination with College of Law Information Technology, the Law Library has installed and customized Pearl Echo, a filtering solution restricting use of the Law Library public access computers to legal research resources.

Electronic Resource Acquisition

No databases were cancelled during FY2008. Concrete steps were taken to expand the Law Library's electronic resource collections, particularly in the area of international law. Accordingly, the following electronic resources were added to the collections:

• LexisNexis Congressional Hearings Digital Collection Retrospective B: 1980-2003: This collection provides access to PDF images of congressional hearing transcripts as a part of the LexisNexis Congressional platform, which the Law Library has already purchased.
• WorldTradeLaw.net: WorldTradeLaw.net contains a wide collection of primary source materials relating to international trade law, including WTO and GATT decisions.
• CCH Business & Finance Library: The CCH Business & Finance Library provides access to a wide variety of primary and secondary materials on corporate law, securities, trade regulation, mergers and acquisitions, and intellectual property law.
• CCH Health & Human Resources Library: The Health & Human Resources Library contains primary and secondary material on healthcare compliance, employee benefits, health law, and labor and employment law.
• Foreign Law Guide: The online version of Reynolds & Flores’ Foreign Law Guide provides essential information on locating resources on the laws of various countries, including information on translations into English.
• Index to Foreign Legal Periodicals: This abstracting and indexing service contains citations to articles published anywhere in the world, including in the United States, on international and foreign law topics.
• Hein Online American Law Institute Library: The American Law Institute Library includes the full-text of all American Law Institute publications, such as the Restatements of the Law, the Model Penal Code, and ALI-ABA publications.
• **Hein Online U.S. Congressional Documents Collection:** The Congressional Documents collection provides full-text access to the Congressional Record and its precursor publications, the Statutes at Large, the American State Papers, and other similar documents.

• **Hein Online Foreign Relations of the United States Library:** This collection contains the full text of the *Foreign Relations of the United States*, a series published from 1861 to 1975 containing important documentary material relating to U.S. foreign policy and diplomatic relations.

• **Hein Online U.S. Federal Agency Library:** The Federal Agency Library provides access to the full text of decisions from U.S. agencies such as the Federal Trade Commission, Securities and Exchange Commission, and the National Labor Relations Board.

• **InterAm:** InterAm provides primary source material on the laws of the Americas, including translations into English for many laws.

• **EcoAmericas:** EcoAmericas is a monthly publication covering the environment and development in Latin American countries. Online access to this publication includes all current and back issues.

• **Making of Modern Law: Trials, 1600-1926:** The Making of Modern Law: Trials provides digital access to primary and secondary source materials relating to important world trials, including the trials of Oscar Wilde and Leo Frank.

• **Lexis Congressional Record Permanent Digital Collection:** This collection expands the access available on the LexisNexis Congressional platform by providing digital access to the full-text of the Congressional Record.

The Law Library also negotiated and secured access to GeorgiaTrack, a Georgia legislative monitoring service, for the members of the Law Review, and LexBase for faculty researching issues in international environmental law.

The following resources were evaluated but not added:

- Justis English Reports
- CQ Supreme Court Collection
- CQ Congress Collection
- Westlaw CiteAdvisor
- Westlaw Medical Litigator

In addition, the Law Library has secured funding through the Student Tech Fee awards to purchase two additional collections in the next fiscal year. These collections are:

• **LexisNexis Congressional Hearings Digital Collection Retrospective A: 1824-1979:** This collection complements the recently purchased Congressional Hearings Digital Collection Retrospective B by providing the full text of congressional hearings up to 1979.

• **LexisNexis Congressional Research Digital Collection:** This collection expands the resources available on the LexisNexis Congressional platform by providing access to the full text of Congressional Research Service reports and Committee Prints.

**Departmental Goals for 2007-2008 Revisited**

- Increase Law Library original online content.
o The Law Library has become an active user of the University’s institutional repository. Materials relating to the history of the College of Law have been made available online, and plans are in place to expand this content with materials supporting faculty research and the Law Review.

o Little progress has been made on the practice area “mash-ups.” Implementation of del.icio.us is one step in this area that has been accomplished. The project has been set aside for the time being, however, due to the University’s transition to RedDot and its impact upon the future of the Law Library’s website.

o Similarly, little progress has been made on incorporating dynamic services in the Law Library website. Although options for incorporating a blog and RSS feeds for new books into the Law Library website were explored, such projects have been put on hold pending the redevelopment of the Law Library website using RedDot.

- Explore an electronic resource management solution (ERMS).
  o The acquisition of the Ex Libris ERMS, Verde, as a part of a pilot program with GALILEO was considered and rejected. Issues precluding the acquisition were cost and the Law Library’s lack of SFX and Metalib instances, important precursor programs.
  o Exploration of alternative ERMSs will continue in FY2008-2009

- Overhaul library public computing
  o The Law Library has successfully installed and customized PearlEcho, a filtering solution, in order to limit the use of the public computer stations to legal research.

- Overhaul the Law Library website
  o This project is still in progress, but has been delayed due to the University’s transition to the RedDot content management system and the resulting changes to web development throughout the University.
2007-2008 Acquisitions/Serials Department Annual Report
Trina Holloway, Acquisitions/Serials Librarian
June 30, 2008

Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities, government documents and bindery. Assting her are acquisitions/serials staff members Shean Grady, Administrative Coordinator and Ivory Smith, Library Associate II.

Statistics

Approximately $916,519 was spent on new and continuing library materials in fiscal year 2007/2008 (July 1, 2007 – June 30, 2008).

Accomplishments

Technical Services has “gone green.” Slips are no longer used as an indication a book has been processed. Slips are only used for books that have special instructions, e.g. PULL titles. Received items receive a check mark on the title page.

The Reference collection was weeded. Titles were either discarded or placed in the stacks. Acquisitions received training and assisted with updating catalog records.

Acquisitions assisted with the pulling and updating the record of several study aid titles for the Library’s new section – Study AIDS. Additional copies were ordered for several titles.

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.

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


The Law Library selects 4% of the available United States government documents. The University Library selects 75%. We received and processed 1493 hardcopy Government pieces and 2590 microfiche pieces (1419 title titles)*.

*THE GPO was in the process of selecting a new company to process the microfiche. No microfiche were received March 10th – June 30th. A new company was selected and the shipment of microfiche will resume this fall.
2007-2008 Acquisitions/Serials Department Annual Report
Trina Holloway, Acquisitions/Serials Librarian
June 30, 2008

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 and Ivory Smith, Library Associate II.

Statistics
Approximately $916,519 was spent on new and continuing library materials in fiscal year 2007/2008 (July 1, 2007 – June 30, 2008).

Accomplishments
Technical Services has “gone green”. Slips are no longer used as an indication a book has been processed. Slips are only used for books that have special instructions, eg: RUSH titles. Received items receive a check mark on the title page.
The Reference collection was weeded. Titles were either discarded or placed in the stacks. Acquisitions received training and assisted with updating catalog records.

Acquisitions assisted with the pulling and updating the record of several study aid titles for the Library’s new section – Study Aids. Additional copies were orders for several titles.

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.

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

The Law Library selects 4% of the available United States government documents. The University Library selects 75%. We received and processed 1093 hardcopy document pieces and 2860 microfiche pieces (1348 fiche titles)*

*THE GPO was in the process of selecting a new company to process the microfiche. No microfiche were received March ’08 – June ’08. A new company was selected and the shipment of microfiche will resume late June.
Workshops and Training

Trina:
SFX Training – 08/2007
Lunch-n-Learn Series – 09/2007
GOBI Training – 02/2008
LexisNexis Academic Training - 04/2008
Solinet Workshop – Local Holdings Maintenance – 04/2008
Stuck in Traffic Workshop – 04/2008

SFX Training – 08/2007
LexisNexis Academic Training - 04/2008
Solinet Workshop – Local Holdings Maintenance – 04/2008
Stuck in Traffic Workshop – 04/2008

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SFX Training - 08/2007
Lunch-n-Learn Series - 09/2007
GOBI Training - 02/2008
LexisNexis Academic Training - 04/2008
Solinet Workshop - Local Holdings Maintenance - 04/2008
Stuck in Traffic Workshop - 04/2008

GOBI Training - 01/2008 & 02/2008
Excel Workshop - 04/2008
Stuck in Traffic Workshop - 04/2008

Sherri:
GOBI Training - 01/2008 & 02/2008
Excel Workshop - 04/2008
Stuck in Traffic Workshop - 04/2008

Ivory:
Additional OCLC Training - 01/2008

2007/2008 Goals Reviewed

Reevaluate YPB PromptCat and physical processing. Consider ways to improve the workflow. Sherri and Pam Willis, Catalog Assistant, work closely together processing YPB PromptCat books. Qian trained Sherri to update catalog records.

Coordinate with Stack Maintenance to improve the loose-leaf filing workflow and to investigate missing titles. Communicated has improved. Juanita notifies Ivory via email or mail of any missing releases.

Utilize training opportunities offer through Solinet and GSU. Ongoing.

Prepare department for Voyager upgrade – review new features and assess training needs. The upgrade for Voyager did not take place this fiscal cycle. Projected date of upgrade is December 2008.

2008/2009 Goals

Research the possibility of becoming a Virtual Depository Library.

Prepare department for Voyager upgrade – review new features and assess training needs.

Work with Catalog Department to update microfiche collection. Weed and update catalog records.
2007-2008 Cataloging Department Fiscal Year Report

Qian Cui
Catalog Librarian
July 1, 2008

Personnel

In fiscal year of 2007-2008, Cataloging Department remained same in personnel, Pamela Willis, a Library Associate II, was responsible for copy cataloging, binding, and processing. Qian Cui, Catalog Librarian, was supervising Pamela and overseeing all cataloging activities and related operations including YBP/PromptCat records and vendor’s MARC records customization / batch loading.

Cataloging statistics

A. During 2007-2008, Cataloging Department cataloged 7,550 items in formats of print, audio, video, and microform, including 2,540 new titles and 4,893 added volumes and copies. Total titles and volumes withdrawals were 1,974.

Print 7,433
Audiovisual 57
Microform 60

Total 7,550

Note: Total count for YBP/PromptCat shelf-ready titles was 769, which was included in 7,433 total count for print.

B. During 2007-2008, electronic resources cataloged in house included online government document titles, most of HeinOnline titles, BNA, CCH, and individual databases. The batch loaded records from Hein’s Legal Classics, Cassidy’s WLX, LLMC, CALI, and OBS were included in this category:

<table>
<thead>
<tr>
<th>Database</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCH</td>
<td>87</td>
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<tr>
<td>HeinOnline</td>
<td>650</td>
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<tr>
<td>Gov Doc</td>
<td>157</td>
</tr>
<tr>
<td>Cassidy’s</td>
<td>390</td>
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<tr>
<td>CALI</td>
<td>718</td>
</tr>
<tr>
<td>LLCM</td>
<td>1,476</td>
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<tr>
<td>OBS</td>
<td>96</td>
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<tr>
<td>Others</td>
<td>12</td>
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<tr>
<td>Total</td>
<td>3,586</td>
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</table>

Goals met:

1. Verified CCH holdings updating project.
2. Completed online government document titles cataloging and shelf-ready Rare Books collection.
3. Completed in-house cataloging and shelf-ready titles for HeinOnline.
5. Continued online government document titles cataloging and GPO bib records
6. Batch loaded 1,476 titles from Hein’s Legal Classics.
7. Batch loaded Cassidy’s WLX.
8. Batch loaded LLMC.
9. Batch loaded CALI.
10. Batch loaded OBS.
11. Batch loaded Others.

Goals not met:

1. CCH not finished.
2. HeinOnline periodical holdings updating project.
3. Defective GPO online only service.
4. Voyager 6.5+ and prepare for version 7.
5. Defective Maricase GPO online only service.
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Workshops and trainings
Qian:
The New Age of Discovery, Solinet, July 19, 2007
Open Source: Free as in Free (Online), Solinet, February 27, 2008
Electronic Resources & Libraries Conference, Georgia Tech, March 18-21, 2008
Are You Stuck in Traffic? GSU Student Center, April 22, 2008
GIL Users Group Meeting, Fort Valley, May 17, 2008
Xtreme Web Searching (Online), Solinet, June 10-11, 2008
Hidden Treasures: Rare Books in Your Library? (Online), Solinet, June 12-13, 2008

Pam:

Are You Stuck in Traffic? GSU Student Center, April 22, 2008

2007/2008 goals review

We have met the following goals:

1. Qian completed a project of cataloging and shelf-reading Rare Books collection;
2. Pam received in-house training on E-books cataloging and cataloged HeinOnline World Trials 146 titles;
3. Qian continued online government document titles cataloging and GPO bib records updating and cleaning-up;
4. Qian worked with Trina to improve YBP/PromptCat workflow in some aspects;
5. Qian gave an informal presentation to Technical Services Department about latest development on RDA and FRBR.

Additional accomplishment:
6. Qian trained Pam to use Voyager Pick & Scan for New Books Shelf maintenance and for other books shifting and cancellation projects.

Goals not met:
1. Pam has not finished HeinOnline periodical holdings updating project.
2. Qian has not yet looked at the Marcive GPO online only service.

Goals for 2008/2009

1. Continue receiving training on Voyager 6.5+ and prepare for version 7 installation.
2. Work with Acquisition Librarian to explore Marcive GPO online titles only service.
3. Work with Acquisition Librarian to update microfiche and microfilm collection.
4. Work with Electronic Resources Librarian and Acquisition Librarian to assure a smooth installation and operation of SFX.
5. Work with Acquisition Librarian to cross train staff on Voyager 7 enhancements for Cataloging and Acquisition modules.
6. Pam finishes HeinOnline periodical holdings update project.
7. Use Shelflister for catalog update and maintenance. Assist Public Services Librarians to use Shelflister for stack maintenance projects.
POSITION DESCRIPTION

TITLE: Law Librarian

DEPARTMENT: Law Library

PURPOSE AND SCOPE OF POSITION:
Overall responsibility for administrative support to Law Library and planning, design, and continued general operation of all systems.

RESPONSIBLE TO: Dean, College of Law

SUPERVISES:
Supervise four professional librarians and one assistant librarian. Coordinate with the Academic Affairs Office of the Law Library and the professional library administration, including support staff, and student assistants.

DUTIES:
- Administer all Law Library operations
- Plan for the continuous growth and development of the library's collection and services, including collection development, personnel management, space planning, and the implementation of new technologies
- Teach legal bibliography courses and Advanced Legal Research
- Work with faculty, law school administration, students, the practicing bar, and University Libraries 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 07/08/03
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 Affairs Coordinator. 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 07/08/08
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 coordinating H.R.'s new on-line departmental recruitment and hiring process. Responsible as Originator for new EPAF on-line hiring form. 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 exempt staff personnel files; responsible for submitting new non-exempt on-line staff time sheet hours and maintaining file copies for each budget year. Maintains all hiring,
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, equipment, furnishings 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.

07/08/08
TITLE: Catalog Librarian

DEPARTMENT: Technical Services

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

RESPONSIBLE TO: Law Librarian

DUTIES:
Perform original cataloging and complex copy cataloging of library materials in all formats;

Supervise the copy cataloger; conduct performance evaluation and provide regular feedback;

Oversee cataloging activities and monitor quality of all bibliographical and holdings records in Voyager; perform catalog maintenance;

Work closely with Library Services Support specialists to oversee Marc record batch load process, including evaluating the content of the records, testing sample records from the vendors, 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 06/30/2008
POSITION DESCRIPTION

TITLE: Library Associate II
DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To copy catalog English-language library materials using OCLC records supplied by the Library of Congress according to the Anglo-American cataloging Rules and help maintain library’s catalog database; to prepare periodical and monograph items sent to the bindery using online bindery database; to process all materials to be added to the library’s collection.

RESPONSIBLE TO: Catalog Librarian

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;
Prepare periodical and monograph items sent to the bindery, including using library binding software ABLE to enter binding data for tracking shipments and statistics, printing out binding slips and report of items sent to bindery each month, checking report against items to be sent to bindery and attaching bindery slips to volumes, checking the accuracy of the bindery’s work on materials returned from the bindery;
Process YBP/PromptCat books, including searching in Voyager for PromptCat records, creating holdings and item records if needed, identifying any mismatches and no matches according to PromptCat report, editing and correcting PromptCat records if necessary, applying date received stamp;
Process all materials to be added to the library’s collection, including using labeling program and label printer, applying spine labels, date and property stamps, targeting with magnetic strips to prevent theft, typing title labels for Binders using Microsoft Word;
Withdraw books and superseded volumes from Voyager by deleting holdings information from OCLC and Voyager. Place the
withdrawn items in recycle bins;

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

Use Voyager Pick & Scan to maintain and update New Books Shelf regularly based on reference librarian’s selection.

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 06/30/2008
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)

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.

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.

Participates in Law Library semi-annual shelf reading projects.

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

PURPOSE/SCOPE:

To accomplish functions related to the maintenance and control of the serials collection, including subscriptions and standing orders. Identify titles to be sent to the bindery. Maintain library routing list. Process and claim depository government documents. Contact vendors concerning non-receipt or other problems with serials. Maintains statistics for microfiche and depository government documents. Exercises some independent judgment in the performance of routine tasks.

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 serial update information in Voyager check-in records. Enter invoice information for serial titles using Voyager library automated system. Check-in and chain microfiche and paper government documents. Maintain and report statistics for microfiche and depository government document collections. Identify items in need of binding. Open and check shipments returned from the bindery. Perform semi-annual shelf reading. Open and sort mail. Performs other duties as assigned.

QUALIFICATIONS:

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

Revised 02/08
POSITION DESCRIPTION

TITLE: Library Associate II
WAGE STATUS: Exempt
DEPARTMENT: Technical Services
PURPOSE/SCOPE: To accomplish functions related to the maintenance and control of the serials collection, including subscriptions and standing orders. Identify titles to be sent to the bindery. Maintain library routing list. Process and claim depository government documents. Contact vendors concerning non-receipt or other problems with serials. Maintains statistics for microfiche and depository government documents. Exercises some independent judgment in the performance of routine tasks.

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 serial update information in Voyager check-in records. 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. Identify items in need of binding. Open and check shipments returned from the bindery. 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 02/08
POSITION DESCRIPTION

TITLE: Senior Administrative Coordinator

WAGE STATUS: Non-Exempt

DEPARTMENT: Technical Services


SUPERVISOR: Acquisitions/Sericals Librarian

DUTIES: Order and receive monographs online using the library automated system, Voyager and the web. Prepare rush orders. Download full bibliographic records from OCLC and import records to Voyager for items ordered. Update catalog records for titles received from Yankee’s PromptCat service. Maintain file of all ordered items. Enter invoice information for monographic and some serial titles using Voyager library automated system. Prepare payment vouchers for all invoices in Spectrum, the university financial system. Send paper invoices to Disbursements Department for payment. Maintain invoice files. Monitor and create reports from Spectrum to ensure proper payment of invoices, and to rectify payment problems. Prepare monthly reconciliation reports for p-card purchases. Resolve acquisitions claims for material not received. Process materials for return to vendor when necessary. Prepare the bindery for faculty publications and theses of German exchange students. Open and sort mail. Semianual 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 02/08
Title: Director of Information Technology
Librarian & Instructor of Law

Department: Information Technology
Law Library

Purpose & Scope of Position: Manage technology employed throughout the college. Oversee law library technology projects and systems.

Responsible to: Assistant Dean for Administration & Finance
Law Librarian

Supervises: College Technology Manager - James Jones
Web Coordinator - Earl Daniels
Instructional Services Specialist - Christine Heaton
PC Systems Specialist Lead - Samir Majmundar
PC Systems Specialist Intermediate- Yolanda Travis
PC Systems Specialist Associate - Bobby Sikri

Responsibilities:

Manage college of law technology specialists in their efforts to service the information and instructional technology needs of faculty, staff, students, and the library.

Ensure technology services offer the best possible support for the college community to meet the goals set out in college's strategic plan.

Develop and manage departmental budget including seeking alternative funding sources.

Manage and administer the long-range planning process for IT.

Represent IT and Law Library on Law School, University Library, and campus-wide committees as well as at other professional organizations.

Teach legal research classes

Evaluate and recommend new and emerging technology in the law library and implement required changes.

Manage Library systems

Engage in production of legal scholarship, which may be in the realm of law library or information services matters.
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 IIIs (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.

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-archive 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 service that would lead to promotion.

Revised: 08/02/07 Wheeler
POSITION DESCRIPTION

TITLE: Reference/Faculty Services Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director for Public Services

SUPERVISES: Administrative Supervisor III (Stack Maintenance Supervisor) and research Graduate Research 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-archive 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 service that would lead to promotion.

Revised: July 8, 2008 (RW)
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/Faculty Services 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.
QUALIFICATIONS: Bachelor’s degree preferred. May substitute high school graduation and at least 2 years of progressively responsible library experience, which includes supervisory experience. Ability to exercise considerable independent judgment in performance of duties. Solid knowledge of Library of Congress and Superintendent of Documents classification systems. Basic knowledge of cataloging rules. Skill, or ability to learn, computer applications associated with collection maintenance procedures. Ability to track and calculate statistical information. Skill in staff supervision. Effective written and oral communication skills.

Revised on 08/08/08
POSITION DESCRIPTION

TITLE: Administrative Supervisor III

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Head of Public Services

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

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

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

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

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

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

Maintains and processes GIL EXPRESS requests.

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

Maintains and updates Circulation and Reserves manuals.

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

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

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

Designs and orchestrates library exhibits and faculty publications display.

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

Attends relevant conferences, seminars, workshops.

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

Proctors final examinations for Law Faculty.

Participates in Law Library shelf reading projects.

Performs other duties as assigned.

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

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

Ability to track and calculate statistical information.

Ability to exercise considerable independent judgment and responsibility in the performance of duties.
Ability to communicate effectively both orally and in writing is essential. Must have exceptional organizational skills as well.

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

Revised: 6/27/05 Adelman
TITLE: Administrative Coordinator (1.0 fulltime)

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.