7-1-2009


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The Law Library has seven law librarians; five librarians hold JD/MLIS degrees, while two hold MLS degrees. For a total of six, the two MLS librarians handle the technical work of the library, such as cataloging books, overseeing paying invoices, ordering books, supervising staff, and working with the University Library on library matters.

Comparing our library to other Georgia Law Libraries, Emory has nine librarians, University of Georgia has eight librarians, and Mercer has six librarians. During this past year, we discussed adding an additional librarian to work with faculty research requests, but due to budget difficulties, we were not able to add a librarian at this time.

During summer and fall semesters, I was on leave and Ron Wheeler assumed my administrative and collection development duties. The dean and faculty applauded his fine work. Ron's title was changed from Associate Director for Public Services to Associate Director. My position title was changed to Associate Dean for Library and Information Services.

The Law Library made several large additions to its electronic resources collection, particularly by purchasing permanent access to several collections. We added eighteen major online resources.

Several services should be highlighted. The Law Library continues to be a very popular place in the College of Law. The library traffic has remained constant from last year with 128,365 visits. "Call Express," a statewide borrowing and lending consortium, has been extremely active and we can expect the requests to remain at a steady level. During the year, faculty used an online faculty request database that allows faculty to enter requests on a form on the library's website. During the year, the library completed 535 faculty research requests, representing an increase of 4.2% from the previous year. Additionally, we borrowed and licenced a record number of items.

Nancy P. Johnson
Associate Dean for Library and Information Services
Professor of Law
INTRODUCTION

The Law Library has seven law librarians; five librarians hold JD/MLS degrees. One librarian Terrance Manion is Director of IT and in this position, Terrance manages all aspects of IT operations. His role in the law library is oversight of technologies and electronic services employed in the Law Library. He also teaches one section of the first year legal research class.

Therefore, the library has four librarians that hold JD/MLS degrees and two librarians that hold MLS degrees for a total of six. The two MLS librarians handle the technical work of the library, such as cataloging books, overseeing paying invoices, ordering books, supervising staff, and working with the University Library on library matters.

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Several services should be highlighted. The Law Library continues to be a very popular place in the College of Law. The library traffic has remained constant from last year, with 123,385 visitors. GIL Express, a statewide borrowing and lending consortium, has been extremely active and we can expect the requests to remain at a steady level. 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 635 faculty research requests, representing an increase of 4.6% from last year. Additionally, we borrowed and loaned a record number of items through interlibrary loan.

During the year, we rearranged two staff members’ duties in public services. The transition has gone very smoothly. Technical services lost one staff member and, due to the budget crisis, we are unable to hire a replacement. Therefore, the tasks have...
been reorganized by existing librarians and staff. Technical services hosted two interns during the year and it was a very worthwhile training and mentoring project.

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. Ron Wheeler, Associate Director (title change), Pam Brannon, Reference/Electronic Services Librarian, Michael Tillman-Davis, Reference/Faculty Services Librarian, Keith Hill, Circulation Supervisor, Betty Wright, Stack Maintenance Supervisor, and Interlibrary Loan Coordinator, collaborated on the Public Services 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 reflects the administrative structure of the Law Library as of summer 2009. The library staffing includes seven librarians (one functions as Director of Information Technology), eight 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>Associate Dean for Library and Information Services/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/Librarian</td>
</tr>
<tr>
<td>Michael T. Davis</td>
<td>Reference/Faculty Services Librarian</td>
</tr>
<tr>
<td>Ron Wheeler</td>
<td>Associate Director</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>
</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 123,385 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 2,226 questions during the year, with September being the busiest month with 303 questions.

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 636, representing a 4.6% increase from last year.

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 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, Michael Tillman-Davis, and Ron Wheeler remain involved in teaching legal research to the first year law students and other classes. Ron
taught Advanced Legal Research during the fall semester and I taught it during the spring semester. Ron Wheeler will teach a substantive course during spring semester.

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. The Technical Services Annual Report covers budget, government documents/microform services, cataloging, and acquisitions.

TECHNOLOGY

The Electronic Services Librarian details progress in web services, library automation, and electronic resource acquisitions in her report.

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 Justis, several Oxford online products, West Dockets, and nine new Hein Online databases.

The following figures summarize the size of the print collection as reported to the ABA in fall, 2008:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles Added</td>
<td>2,540</td>
</tr>
<tr>
<td>Titles Withdrawn</td>
<td>349</td>
</tr>
<tr>
<td>Total Titles</td>
<td>67,799</td>
</tr>
<tr>
<td>Paper Volumes Added</td>
<td>4,975</td>
</tr>
<tr>
<td>Paper Volumes Withdrawn</td>
<td>1,625</td>
</tr>
<tr>
<td>Paper Volumes Total</td>
<td>163,404</td>
</tr>
<tr>
<td>Vol. Equiv. Added – Microforms</td>
<td>1,456</td>
</tr>
<tr>
<td>Vol. Equiv. Total – Microforms</td>
<td>191,256</td>
</tr>
<tr>
<td>Total Volumes and Volume Equivalents</td>
<td>354,660</td>
</tr>
</tbody>
</table>
TECHNICAL SERVICES

The Cataloging unit, under Qian Cui and Pamela Willis, cataloged 6,995 items in formats of print, audio, video, and microform, including 2,090 new titles and 4,903 added volumes and copies. Total title and volume withdrawals were 3,966. The department received 1,260 YBP/Prompt Cat cataloged books and marc records. The total count for cataloged electronic resources is 5,220.

The Acquisitions/Serials unit, under Trina Holloway, and staff member Sherri Grady reorganized duties with the termination of Ivory Smith. Approximately, $939,000 was spent on new and continuing library materials in the last fiscal year. Members of technical services assisted in updating records in SFX.

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 coordinated with Stacks Maintenance to improve the workflow of withdrawn books.

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 continues to enhance the look of the library. The Circulation Manager works with the faculty publication display case.

We added four new, large study rooms to the upper level. The demand for study rooms has increased dramatically during the past few years. 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.

Several librarians worked with the architects on conceptualizing a new library in the new COL building. There have been several day-long meetings to plan for the new space.
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Annual Reports

Public Services

Ron Wheeler
Associate Director

Michael Tillman-Davis
Reference/Faculty Services

Pam Brannon
Reference/Electronic Services

Technical Services

Trina Holloway
Acquisitions/Serials Librarian

Cataloging
Qian Cui
Catalog Librarian
2008-2009 Public Services Annual Report
Ronald Wheeler, Associate Director
June 30, 2009

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

Fiscal 2008-2009 proved to be a stable year in terms of personnel. We remained fully staffed with librarians throughout the fiscal year, and there are no staffing changes anticipated in the upcoming fiscal year.

Public Services Goals for 2008/2009
• Overhaul Law Library subject guides. Although this goal has not yet been completed, we have made plans to take on the law school intern, Susannah Lipscomb, during the fall 2009 semester. Susannah is a GSUCOL grad who is more than qualified to add to or update our research guides. Additionally, we are investigating the LibGuides software used by many law libraries to publish research guides on the web complete with live links to useful resources.
• Overhaul the Law Library website. IT hired Joseph Hobbs to do the Red Dot migration. Overall redesign is in progress. See Electronic Services portion of this report for details.
• Redesign the Law Library’s access to its electronic resources using SFX, the database list, etc. Progress on SFX implementation is slow but ongoing. See the electronic services portion of this report for details.
• Continue to expand faculty services, especially in-class instruction to seminar courses. The volume of faculty services has continued to increase, but instruction has not. Mainly research and document delivery requests are being filled. The continuing increase in the volume of requests has stretched us to maximum capacity.
• Develop and implement a system for counting usage of online subscription databases. This goal has not yet been achieved.

Public Services Goals for 2009-2010
• Use LibGuides software and our intern Susannah Lipscomb to create and implement interactive web research guides during the fall semester.
• Continue the work on the Law Library website redesign.
• Continue investigating ways to count usage of online subscription databases.
• Continue to expand faculty services, especially in-class instruction to seminar courses. Perhaps work on getting an additional librarian to help implement this goal.
• Continue to nurture and foster a casual yet professional and collegial working atmosphere in public services. (This includes librarians, staff, and students.)
• Implement an online system for study room reservations.
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• Implement an online system for study room reservations.
2008-2009 Circulation
Keith Hill, Circulation Supervisor

Staffing:
The following staffing changes occurred during 2008/2009
- Feb 2009, Mesfin Yana resigned from Student Assistant Position
- May 2009, Juanita Wheeler became Staff with Circulation
- May 2008, Matthew Williams resigned from Student Assistant position.
- May 2008, Betty Wright assumed the position as Stacks Maintenance Manager (works 1 day at Circulation)

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 for 2008 and the first half of 2009 indicate that perhaps GIL Express has piqued, and that we can expect the annual GIL Express requests to remain between 500 and 550. See the stats below.

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
2007: 543 requests
2008: 503 requests
Jan 2009 - June 30, 09: 275

Circulation Statistics
The table below outlines the number of visitors to the library in fiscal year 2008/09. The total number of visits of 123,385 represents a less than 0.2% change from fiscal 2007/08. The change from fiscal 2006/07 to fiscal 2007/08 was less than 0.1%. Thus, the number of visitors to our library has remained virtually the same for the last three 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 2006/07</th>
<th>July 08</th>
<th>Aug 08</th>
<th>Sept 08</th>
<th>Oct 08</th>
<th>Nov 08</th>
<th>Dec 08</th>
<th>Jan 09</th>
<th>Feb 09</th>
<th>Mar 09</th>
<th>Apr 09</th>
<th>May 09</th>
<th>June 09</th>
<th>07/08 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of round trip entrances and exits</td>
<td>3903</td>
<td>11243</td>
<td>16112</td>
<td>14890</td>
<td>9319</td>
<td>8422</td>
<td>12672</td>
<td>13974</td>
<td>11665</td>
<td>11240</td>
<td>5280</td>
<td>4665</td>
<td>123385</td>
</tr>
</tbody>
</table>
Goals for 2007/2008

- 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 2007/08

- Copyright Workshop
- Lyrasis conference @ Ga. Teach
- Volunteered for Henry Miller Lecture
- Entertainment Chair for the Annual MLK Jr. Convocation
- Sparks Awards Nominee (nominated by Tonya Cook, Intercultural Relations)

Goals for 2008/2009

- 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.
- Hire a student assistant in the Fall.

2008-2009 Stack Maintenance
Michael Tillman-Davis, Reference/Faculty Services Librarian and Betty Wright, Stack Maintenance Supervisor
June 2009

Staffing
The Stacks Maintenance department is currently supervised by Michael Tillman-Davis, Reference /Faculty Services Librarian and Betty Wright, Stacks Maintenance Supervisor, who replaced Juanita Wheeler in this capacity in May 2009. Student Assistants, Jason Farris and Miranda McMillan continue to work at least 20 hrs per week maintaining the library collection by shelving, updating, filing, and shifting materials.
Projects
Major projects for this fiscal year included:
- Weeding no longer updated periodicals, microforms, and books from library collection.
- Recycling and relocating over 10,000 duplicate reporters from upper level.
- Shifting lower level reporters to allow growth for new volumes.
- Updating row markers for lower level reporters and journals.
- Deployment of Shelflister for extensive collection management project.
- Shelf reading entire library as part of year end procedure.

Goals
For the 2008-09 fiscal year, the Stacks Maintenance department listed the following goals to be completed. The department is delighted to have completed 3 out of 4 goals:
- Working with Chris Heaton of the IT department to create a row marker database (Completed).
- Order new battery pack for compact shelving (In progress).
- Update row markers for entire library (Completed).
- Deploy Shelflister and devise a plan for implementation in our library (Completed).

For the 2009-2010 fiscal year the Stacks Maintenance department plans to complete the following tasks:
- Complete Shelflister project, share results with necessary departments, and devise a plan for updating collection to reflect our findings.
- Train other library personnel on Shelflister application.
- Continue shifting major areas on the upper level to fill in empty shelving and allow for more organized and balanced shelving.

Book searches statistics
- Book Searches: 42
- Number of books located: 36
- Number of books that had to be replaced: 6

2008-2009 Reference & Faculty Services
Ronald Wheeler, Associate Director
June 30, 2009

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. 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 2009 Semester, and had two additional sessions during the spring. The series consisted of presentations by librarians and vendor representatives on products and services of use to faculty.

The presentations were:
- September 3 - Lexis Congressional Digital Hearings, Congressional Record Permanent Collection, and Congressional Research Digital Collection
- September 9 - Westlaw Update
- September 17 - LexisNexis Update
- October 1 - Library Update
- March 11 – Faculty Services Lunch
- March 17 – Faculty Coffee and roll out of Westdockets

Personnel

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

Reference librarians answered a total of 2226 questions at the reference desk from July 1, 2008 to June 30, 2009. This number represents a 30% decrease from fiscal 2007-08. September was the busiest month with 303 questions. While I can only guess at why September is the busiest month, it may be due to the fact that the 1L Legal Bibliography course causes students to need additional reference help with completing their assignments during the fall semester.

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 appointments. These interactions are not reflected in the reference desk statistics, but account for a significant amount of reference librarians’ student interactions.

There are other interesting trends to be gleaned from the reference desk statistics. First, 43% of the total questions referred to above came from public patrons as opposed to lawyers, librarians, or GSU students, faculty, or staff. This number can be partly explained by the fact that 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 Wednesday being the busiest. 22% of all questions come on Wednesdays. Weekends are slow with Saturday and Sunday receiving 4.5% and 2.5% 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 10% and 14% of the day's questions. The slowest time of day is the hour between 8 pm and 9 pm during which only 4% 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>196</td>
</tr>
<tr>
<td>August</td>
<td>253</td>
</tr>
<tr>
<td>September</td>
<td>303</td>
</tr>
<tr>
<td>October</td>
<td>270</td>
</tr>
<tr>
<td>November</td>
<td>180</td>
</tr>
<tr>
<td>December</td>
<td>145</td>
</tr>
<tr>
<td>January</td>
<td>172</td>
</tr>
<tr>
<td>February</td>
<td>142</td>
</tr>
<tr>
<td>March</td>
<td>143</td>
</tr>
<tr>
<td>April</td>
<td>117</td>
</tr>
<tr>
<td>May</td>
<td>157</td>
</tr>
<tr>
<td>June</td>
<td>148</td>
</tr>
<tr>
<td>Total</td>
<td>2226</td>
</tr>
</tbody>
</table>

Reference Department Goals for 2008-2009:
- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc. *Other than the lunch and learn series, no additional training was provided for the reference librarians this fiscal year.*
- Continue to develop the collegial, cohesive, and nurturing team atmosphere among the reference librarians. *Done.*
- Encourage Pam Brannon to continue to take the lead on hiring, training, and supervision of reference GRAs. *Done.*
- Encourage Pam Brannon to develop written training/orientation material or guidelines for reference GRAs. *The encouragement was done.*

Reference Department Goals for 2009-2010:
- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc.
- Encourage better and more complete reporting of reference transaction statistics.
- Encourage both Pam Brannon and Michael Tillman-Davis to develop written training/orientation materials for their 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. The COL's assigned texts' information is gathered by Dean Sobelson's office and sent down to us to put on reserve. Ron Wheeler and Michael Tillman-Davis drafted and implemented new policies governing reserves to insure copyright compliance.

We are embarking on a project to remove any permanent reserve materials (anything not on reserve for a specific course) and return it to the general collection.

Faculty Services

During 2008-2009 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 three research GRAs each semester. Ron Wheeler and Pam Brannon also helped to complete faculty research requests. The volume of work keeps growing, and an additional librarian would be a great help in keeping up with the work and/or expanding the volume of services.

Statistics

In fiscal 2008-2009, the library completed 635 faculty research requests up from 607 completed in the previous fiscal year. That is an increase of 4.6%. Of those 635 requests, 20% were research requests requiring significant time and energy. Some examples of the types of research projects completed include: research on the legislative history of a Chicago city ordinance, researching articles exploring the connection between police departments' institutional choices regarding drug enforcement and racial disparity in arrests, researching an assortment of taxation issues, research on teaching negotiation as a course in law schools, multi-state legislative history research on school voucher programs for disabled students, and much more. Only three of the 635 requests were in-class instruction performed by librarians, and this is down from twenty in the previous fiscal year. So, we will need to market our instructional services to the faculty more heavily in the coming fiscal year. 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>July</td>
<td>41</td>
</tr>
<tr>
<td>August</td>
<td>40</td>
</tr>
<tr>
<td>September</td>
<td>47</td>
</tr>
<tr>
<td>October</td>
<td>53</td>
</tr>
<tr>
<td>November</td>
<td>68</td>
</tr>
<tr>
<td>December</td>
<td>44</td>
</tr>
<tr>
<td>January</td>
<td>48</td>
</tr>
</tbody>
</table>
February 26
March 32
April 40
May 26
June 170
Total 06-07 636

Faculty Services Goals for 2008-2009
- Continue increasing the volume of our faculty research services. Done.
- Continue marketing efforts for faculty services. Done.
- Delegate all in-class instruction sessions to Pam Brannon and Michael Tillman-Davis. Done.
- Monitor faculty research volume and delegate more to Pam Brannon if needed. This was not done so very successfully. I still want to have Pam Brannon become more involved in faculty research.

Faculty Services Goals for 2009-2010
- Continue to increase the volume of our faculty research services.
- Get approval to hire an additional librarian to aid us in providing reference and faculty research services.
- Market our instructional services to the faculty and get them to use these services more.
- Give special attention to our new, pre-tenure faculty to make sure they get the library support that they need and were promised.
- Devise a really short evaluation form to hand out to students after providing instruction so that we can get immediate feedback and possibly learn about ways we can improve our instruction.

2008-2009 Interlibrary Loans
Betty Wright, Administrative Coordinator & Ronald Wheeler, Associate Director
June 2009

Personnel
Betty Wright continues to manage interlibrary loans. 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.

Overall Borrowing and Lending Statistics:
This year (June 2008 through May 2009) the library borrowed 127 items (75 books and 52 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 744 items to other institutions (June 2008 through May 2009): 627 through OCLC (381 books, 246 photocopies) with a fill rate of 63% and 117 books to law firms via walk-up service, hence there was a 67% total fill rate.
These statistics indicate that our extensive collection adequately fills many of the needs of our patrons (low borrowing requests) while satisfying the needs of institutions around the world (high lending requests).

Goals for 2009-2010

- Train Byll and other interested library staff on ILL functions.
- Update ILL manual to reflect new changes in software, policies, and procedures.
- Investigate and implement green initiatives appropriate to ILL such as:
  - Implementing an electronic document delivery service.
  - Devising a web form that will allow student requests to be submitted electronically.

2008-2009 Electronic Services

Pam Brannon, Reference/Electronic Services Librarian
June 2009

Web Services

- Work on the overhaul of the Law Library website continues. Website redevelopment was postponed by the University’s adoption of the RedDot content management system, when the decision was made to tie any changes with the migration to the new system. In FY2008 College of Law IT hired a RedDot migration specialist, Joseph Hobbs, and the Law Library has been working with the Mr. Hobbs to implement the new design of the Law Library website in RedDot. In conjunction with the redevelopment of the Law Library website, the Law Library has also worked with College of Law IT and the University Library to develop the Law Library presence in PAWS, the new campus portal.
- Initial configuration of the Law Library’s instance of SFX has been completed. GALILEO staff are currently working to migrate the configuration of the test instance to the production instance with the goal of making SFX fully functional by the beginning of the Fall 2009 semester.
- The Law Library has continued to be an active user of the University’s institutional repository, currently housed in an installation of DSpace. The Law Library worked with members of the Georgia State University Law Review to upload the entire back run of the Law Review to the institutional repository. Primary source material used by Professor Paul Lombardo for his latest book was also added to the institutional repository. The institutional repository is currently moving from the DSpace installation to a system hosted by BePress; the Law Library is working with the University Library to ensure continued access to the Law Library’s online collections.

Library Automation

- The Law Library has, in coordination with GIL Support Services, upgraded the Voyager integrated library system software to the current version, version 7.0.2.
- The Law Library has been involved in statewide discussion and testing of a new online catalog using VuFind. Pam Brannon is a member of the GIL OPAC Committee charged with testing and evaluating the new service.
- Work is currently underway to transition the study room reservations from the current paper-based system to an online system which would allow students to make their own study room
reservations. A software solution has been identified and Pam is currently working with GIL staff to implement this solution by the beginning of Fall semester 2009.

- College of Law IT and the Law Library have worked to improve the performance of the Law Library proxy server, making it more user-friendly for both library staff and patrons.

Electronic Resource Acquisition

No databases were cancelled during FY2009. During FY2009 the Law Library made several large additions to its electronic resources collection, particularly by purchasing permanent access to several collections. The following electronic resources were added to the collections:

- **Justis Historical UK Package**: This collection provides permanent PDF access to English statutes and cases from 1220 to present.
- **LexisNexis Congressional Hearings Digital Collection Prospective**: This purchase provides the Law Library with annual updates to the Hearings collections.
- **Max Planck Encyclopedia of Public International Law**: The MPEPIL is the continually updated online version of the Encyclopedia of Public International Law providing in-depth coverage of central topics in international law.
- **Oxford Reports on International Law**: The ORIL database contains decisions of courts from around the world organized into five modules covering international human rights, international investment claims, international criminal law, decisions of domestic courts applying international law, and decisions by international courts of general jurisdiction.
- **Constitutions of the Countries of the World**: This collection provides English-language searchable access to constitutions of 188 countries with accompanying legal analysis.
- **Constitutions of Dependencies and Territories**: The CDT collection provides English translations of the constitutions of 40 countries and 140 dependencies and territories as well as relevant legal analysis.
- **Constitutions of the United States**: The Constitutions of the United States collection contains the constitutions of all 50 states and 15 territories.
- **West Dockets**: West Dockets provides College of Law faculty with tracking services for state and federal cases, including access to pleadings and court documents.
- **Hein Harvard Research in International Law Library**: This library provides online access to the Harvard Research in International Law and Contemporary Analysis and Appraisal.
- **Hein Kluwer Law International Journal Library**: This library provides online access to twelve journals on international law published by Kluwer.
- **Hein National Conference of Commissioners on Uniform State Laws Library**: This collection provides access to documents relating to the workings of the NCCUSL, including transcripts of proceedings and drafts of uniform and model laws.
- **Hein National Moot Court Competition Library**: This library contains the winning briefs and other materials from the National Moot Court Competition.
- **Hein Philip C. Jessup Library**: This library provides access to publications of the International Law Students Association and materials from moot court competitions since 1960.
• **Hein Israel Law Reports:** This library provides online access to English translations of the decisions of Israeli courts and the *Israel Law Review*.

• **Hein Subject Compilations of State Laws Library:** This library provides online access to the annual *Subject Compilations of State Laws* series.

• **Hein United Nations Law Collection:** The UN Law Collection contains PDF versions of the United Nations Treaty Series, the United Nations Legislative Series, and other UN materials.

• **Hein United States Code Library:** This collection adds online access to the current and historical versions of the United States Code to the collections available from Hein Online.

**Goals for 2008-2009 Revisited**

• Overhaul Law Library subject guides: *Work has not been completed on this goal. The Law Library is currently considering a hosted solution for the subject guides, and is planning to overhaul the subject guides in fall 2009.*

• Overhaul the Law Library website: *As explained above, work continues on this goal and should be completed within the next fiscal year.*

• Redesign the Law Library’s access to its electronic resources using SFX, the database list, etc.: *This goal has been addressed with the work on SFX and the proxy server detailed above.*

• Devise and implement a system for counting usage of online subscription databases: *Database usage statistics are currently being gathered from those vendors that supply such statistics. Revisions to the proxy server and installation of SFX will allow the library to capture usage statistics for those databases whose vendors do not provide statistics.*

**Goals for 2009-2010**

• Implement an online study room reservation system
• Overhaul Law Library subject guides
• Overhaul the Law Library website
• Complete SFX installation
• Design and implement a new books notification system
2008-2009 Acquisitions/Serials Department Annual Report
Trina Holloway, Acquisitions/Serials Librarian
June 30, 2009

Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities, government documents and bindery. Assisting her are Sherry Grady, Administrative Coordinator and Ivory Smith, Library Associate II. March 2009; Ivory Smith was terminated. Due to budget restraints, the Library Associate II position was eliminated.

Statistics

Approximately $904,000 was spent on new and continuing library materials in fiscal year 2008/2009 (July 1, 2008 – June 30, 2009).

Accomplishments

Technical Services hosted two interns, Betty Wright, student at Valdosta State University and current Law Library employee and Yen Zou, current graduate of a MLS program. They received training in the acquisitions module of Voyager and an overview of government documents, MARC, and bindery. Both assisted with several projects receiving serials and monographs, ordering monograph issues, entering invoices, and updating MARC and bindery records.

Assisted the Electronic Services LIBRARIAN with updating procedures in EPN.

Added Cataloging with updating dates for reports. Tag-sewing records were created for print and electronic texts.

Effectively reorganized the desser and stack locations of Technical Services and reassembled due to reorganization project.

Coordinated with Stack Management in order to achieve a clean and organized project.

Streamlined the Book Order Request process.

Government Documents/Microform Services

We provide free post-free of use microform stations. Periodicals have been expanded using the microforms reader/printers in the Microform Room. Some microforms are now available. Microforms guides and indexes are available.

All processing of the Government Documents collection is done in the Technical Services Department by Trina Holloway and Sherry Grady, Administrative Coordinator through re-ordering and shelving.
Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities, government documents and bindery. Assisting her are Sherri Grady, Administrative Coordinator and Ivory Smith, Library Associate II. March 2009, Ivory Smith was terminated. Due to budget restraints, the Library Associate II position was eliminated.

Statistics

Approximately $939,000 was spent on new and continuing library materials in fiscal year 2008/2009 (July 1, 2008 – June 30, 2009).

Accomplishments

Technical Services hosted two interns; Betty Wright, student at Valdosta State University and current Law Library employee, and Yun Zen, current graduate of a MLS program. They received training on the Acquisitions module of Voyager and an overview of government documents, SFX, and bindery. Both assisted with several projects: receiving serials and monographs, ordering monographic titles, entering invoices, and updating SFX records.

Assisted the Electronic Services Librarian with updating records in SFX.

Aided Cataloging with updating electronic records. Separate records were created for print and electronic titles.

Effectively reorganized the duties and responsibilities of Technical Services staff members due to eliminated position.

Coordinated with Stacks Maintenance to improve the workflow of withdrawal projects.

Streamline the Rush Order Request procedures.

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 by Pamela Willis and Stacks Maintenance does the filing and shelving.
Number of non-government document fiche received was 1692 (receive from Hein) and 26 films (Daily Report).

The Law Library selects 3% of the available United States government documents. The amount of selected documents was reduced by one percent. The University Library selects 76%. We received and processed 1112 hardcopy document pieces and 3907 microfiche pieces (1718 fiche titles).

**Workshops and Training**

*Trina:*
- Lunch-n-Learn Series
- SFX Training – 04/14/09
- Spectrum Workshop - 06/17/09
- WestLaw Training - 08/13/09

*Sherri:*
- SFX Training – 04/14/09
- Lyrasis (Solinet) Annual Meeting – 05/14/09 – 05/15/09
- Spectrum Workshops – 2009 (ongoing, new system)

**2008/2009 Goals Reviewed**

Research the possibility of becoming a Virtual Depository Library.

The amount of Government Documents received was reduced significantly. Several databases were purchased that contained materials received on microfiche. Working to reduce or eliminate the government documents fiche collection.

Prepare department for Voyager upgrade – review new features and assess training needs. Staff members were trained. There are a few features we have yet to implement – reviewing to determine if feasible.

Work with Catalog Department to update microfiche collection. Weed and update catalog records. Completed - majority of this project done by interns.

**2009/2010 Goals**

Incorporate SFX update procedures in workflow - will work closely with Electronic Services Librarian to review procedures.
Continue to review government documents selections – reducing the amount of microfiche received.

Develop a cross-training program within Technical Services.

Utilize training opportunities offered through Lyrasis and GSU.

In fiscal year of 2008-2009, Cataloging Department remained same in personnel. Pamela Willis, a Library Associate II, was responsible for copy cataloging, binding, and processing library materials. Quan Cui, Catalog Librarian, was supervising Pamela and overseeing all cataloging activities and related operations including YBP/Public Catalog records and vendor’s MARC records customization & batch loading.

Cataloging statistics

A. During 2008-2009, Cataloging Department cataloged 4,995 items in formats of print, audio, video, and microform, including 2,099 new titles and 2,903 added volumes and copies. Total titles and volumes withdrawn were 3,396.

<table>
<thead>
<tr>
<th>Format</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>6,053</td>
</tr>
<tr>
<td>Audio/video</td>
<td>32</td>
</tr>
<tr>
<td>Microform</td>
<td>110</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,195</strong></td>
</tr>
</tbody>
</table>

B. During 2008-2009, Cataloging Department received 1,269 full-text and MARC records.

C. During 2008-2009, total count for cataloged electronic resources is 3,283. Electronic resources cataloged in house included most of HeinOnline titles and individual databases.

<table>
<thead>
<tr>
<th>Database</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNA</td>
<td>722</td>
</tr>
<tr>
<td>HeinOnline</td>
<td>1,032</td>
</tr>
<tr>
<td>Cassidy’s</td>
<td>3,065</td>
</tr>
<tr>
<td>LLMC</td>
<td>272</td>
</tr>
<tr>
<td>Others</td>
<td>131</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,283</strong></td>
</tr>
</tbody>
</table>

Workshops and trainings
2008-2009 Cataloging Department Fiscal Year Report

Qian Cui
Catalog Librarian
June 26, 2009

Personnel

In fiscal year of 2008-2009, Cataloging Department remained same in personnel, Pamela Willis, a Library Associate II, was responsible for copy cataloging, binding, and processing library materials. 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 2008-2009, Cataloging Department cataloged 6,995 items in formats of print, audio, video, and microform, including 2,090 new titles and 4,903 added volumes and copies. Total titles and volumes withdrawals were 3,966.

B. During 2008-2009, Cataloging Department received YBP/PromptCat cataloged books and marc records total in 1,260.

C. During 2008-2009, total count for cataloged electronic resources is 5,220. Electronic resources cataloged in house included most of HeinOnline titles and individual databases. The batch loaded records from Hein’s Legal Classics, Cassidy’s WLX, Hein’s World Trials and UN Law, BNA, and LLMC were also included in this category.

Workshops and trainings
Qian:

Redesign Technical Services from AALL, August 14, 2008
FRBR: What is it and why does it matter to me and my users?, Solinet, February 24, 2009
Using WorldCat on the Web: WorldCat.org, Solinet, March 4, 2009
The 44th Henry J. Miller Distinguished Lecture Series, March 26, 2009
SFX demo & workflow, April 14, 2009
Smile Millionaire, April 23, 2009

Pam:

Acting on Stress, April 7, 2009
SFX demo & workflow, April 14, 2009
Smile Millionaire, April 23, 2009

2008/2009 goals and accomplishments review

We have the following accomplishments:

1. Pam finished HeinOnline periodical holdings updating project.
2. Pam continued cataloging HeinOnline e-book titles.
3. Qian and Pam attended SFX training and finished first SFX assignment.
4. Qian prepared, planned, and trained two interns in cataloging and LC classification, including teaching copy and original cataloging procedures on different formats, US MARC tagging, MARC Format for Holdings Data (MFHD) creation and maintenance, and batch load Marc records procedure. Based on the training, the interns successfully completed Updating Law periodical microfiche holdings records (150 titles) project and Separating HeinOnline Law Journal titles (1,624) from print records project.
5. Working with Stack Maintenance, Qian and Pam accomplished duplicate reporters withdrew, swapping out, and relocation project.
6. Working with Stack Maintenance, Qian and Pam started working on No Longer Updated titles withdraw project.
7. Qian started working with VuFind committee to test GSU pilot site.

Goals for 2009/2010

1. Continue working with VuFind committee to improve GIL OPAC.
2. Continue working with Electronic Resources Librarian and Acquisition Librarian to assure a smooth installation and operation of SFX.
3. Continue working on No Longer Updated titles withdraw project.
4. Work with Acquisition Librarian to cross train staff on Voyager 7 enhancements for Cataloging and Acquisition modules to improve work flow.
5. Work with Stack Maintenance to use Shelflister for catalog update / maintenance and weeding / withdraw projects.
POSITION DESCRIPTIONS

2009

2009

TITLE: Associate Dean for Library and Information Services

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 09/15/09
TITLE: Associate Dean for Library and Information Services

DEPARTMENT: Law Library

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RESPONSIBLE TO: Dean, College of Law

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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 06/15/09
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; submit exempt Report of Absence forms, and enter non-exempt, and student assistant time sheet hours online; monitor and order office supplies, furniture and approve all purchase card purchases and maintain and submit purchase card log; submit payment requests, Foundation disbursement requests, expense vouchers, and all travel authority documents, travel vouchers, and travel expense statements; submit requisitions, maintenance contracts, and coordinate maintenance and renovation of facilities; provide clerical support to Librarians and Associate Dean for Library & Information Services, and act as administrative liaison with University departments and outside vendors.

RESPONSIBLE TO: Associate Dean for Library & Information Services

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, maintains current fiscal year budget files and expenses 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 maintains and submits 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 and software; maintains and updates confidential faculty, staff and student assistant hard-copy and online 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; will be responsible for coordination of new ADP payroll system time reporting for staff and student assistants, effective August 8th, 2009. Will maintain copies of Report of Absence forms in faculty and exempt staff personnel files; responsible for new online data entry for non-exempt staff time sheet hours and maintaining file copies for each budget year. Maintains all hiring, termination, and updated personnel information; maintains current and each fiscal year hard-copy files on student assistant time sheets and time cards.

Requests repairs, maintenance, improvements and facilities modifications 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. Will be responsible for learning new online system for entering and approving requisition forms.

Prepares and submits all Travel Authority Request forms to Dean; submits all online travel vouchers, and registration forms for Law Library faculty and staff, and prepares and submits expense statements. Also submits consultant and travel expense forms associated with faculty recruitment.

Prepares faculty advertisement, recruitment, and hiring forms; obtains lodging reservations and submits reimbursement requests for faculty candidates’ and/or consultant expenses. Responsible for confidential faculty and staff personnel files.

Maintains library statistics spreadsheets for Cataloging department and student assistant hours and payroll budget statistics.

Provides typing and clerical support for Associate Dean for Library & Information Services. Occasionally provides typing and clerical support for other librarians and staff.

Provides, updates and/or obtains departmental signage, and internal
forms for faculty and staff.

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

Does photocopying, faxing, 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.

07/15/09
Responsibilities:

The Associate Director develops and assists the Law Library Director with planning goals, objectives, and policies for the entire library. He or she supervises the Reference/Electronic Services Librarian, the Reference/Faculty Services Librarian, and oversees the two Administrative Supervisors (Circulation Supervisor and Stack Maintenance Supervisor). This includes hiring, evaluating, and providing feedback to all librarians, staff, students, and work-study employees in the Public Services department. It also includes participating in decision-making, helping to regulate work flows, helping to coordinate and oversee departmental projects and initiatives, and helping to resolve personnel issues for the entire library. The Associate Director performs the duties of the above-mentioned employees during contingencies or emergencies, and assists the Director with collection development.

The Associate Director has significant teaching responsibilities. He or she teaches the first year Legal Bibliography course annually, teaches the upper level Advanced Legal Research Course as needed, and teaches another substantive law course annually. The Associate Director also oversees all in-class instruction by invitation of the faculty.

The Associate Director supervises and participates in all faculty services programs by overseeing and providing research, instructional, document delivery, and other services to professors and their research assistants. He or she monitors work flows in faculty services, provides similar services to law school affiliated centers and clinics on the campus, and serves as the library liaison to the interdisciplinary Health Law Center.

The Associate Director participates in the reference duty rotation approximately 12 hours per week during day and evening hours and supervises all reference librarians. 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.

The Associate Director assumes the duties of the Law Library director in her absence.

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.

Revised: July 15, 2009
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

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.

Coordinates the library’s faculty lunch & learn series.

Provides occasional classroom instruction for GSU law and undergraduate classes.

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 principal contact for Westlaw, LexisNexis, and all other electronic database subscriptions; works with University Legal on licensing new electronic subscriptions and databases; 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.

Works with the faculty on uploading their scholarly content onto SSRN.

Is primarily responsible for the law library’s institutional repository and its content.

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: 07/15/09 Wheeler
POSITION DESCRIPTION

TITLE: Reference/Faculty Services Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director

SUPERVISES: Stack Maintenance Supervisor and research Graduate Research Assistants

PURPOSE AND SCOPE OF POSITION: Coordinates the library’s faculty services, provides reference assistance using print and online resources, directly supervises the library’s research GRAs, provides classroom instruction

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.

- Manages the library’s faculty research services, participates in providing faculty research services and supervises the library’s research GRAs.

- Supervises the Stack Maintenance Supervisor. 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.

- Shares responsibility for teaching the Legal Bibliography course.

- Provides occasional classroom instruction for GSU law and undergraduate classes.

- 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 professional service that would lead to promotion.
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 20, 2009 (RW)
TITLE: Administrative Coordinator

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Reference/Faculty Services Librarian

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

DUTIES:
Manages the library’s interlibrary loan services which includes serving as the main point person for interlibrary loans and compiling necessary interlibrary loan statistics.

- 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/Faculty Services 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.
POSITION DESCRIPTION (Keith Hill)

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: Associate Director of Public Services

SUPERVISES: Two full-time and 1 part-time library technical assistants, numerous regular and work study student employees (working a combined 60.0 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.

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.

**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.
POSITION DESCRIPTION

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.

6/16/09 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/cloze 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.

3-4-09
POSITION DESCRIPTION (Juanita Wheeler)

TITLE: Administrative Supervisor

DEPARTMENT: Circulation

SCOPE OF POSITION: Responsible for providing customer service to patrons, maintaining supplies, and checking out materials to users. Provide directional assistance to library patrons and assist with special projects as needed.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

DUTIES:

Provides customer services to patrons checking out materials, and directional assistance.

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

Train staff on Circulation Policies, procedures, etc.

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: 6/16/09 kmh
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: Senior Administrative Coordinator

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. Involves processing claims list of missing items and contacting vendors as needed.

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 (statistics for microfiche and depository government document collections.)

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.

Revised 06/09
POSITION DESCRIPTION

TITLE: Senior Administrative Coordinator

WAGE STATUS: Non-Exempt

DEPARTMENT: Technical Services


SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Order and receive monographs online using the library automated system, Voyager and the web. 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. Check in, receipt and claiming of serial titles, including journals and continuations online using Voyager library automated system. 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.

Revised 06/09
POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Cataloging Department

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 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.

Responsibilities:

1. 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.

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

3. Prepare periodical and monograph items sent to the bindery including identifying items in need of binding; 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.

4. Handle YBP/PromptCat problem items including items of mismatch, no match, call number difference, etc. Perform copy cataloging of these items following same procedure for new books.

5. 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.

6. Withdraw books and superseded volumes from Voyager by deleting holdings information from OCLC and Voyager. Place the withdrawn items in recycle bins.

Revised 06/26/2009
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, identifying items in need of binding; 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;

Handle YBP/PromptCat problem items including items of mismatch, no match, call number difference, etc. Perform copy cataloging of these items following same procedure for new books;

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;
Check in, and claim microfiche and paper government documents. Maintain and report statistics for depository government document collections.

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 06/26/2009