7-1-2010

Law Library Annual Report 2009-2010

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GEORGIA STATE UNIVERSITY
COLLEGE OF LAW LIBRARY
ANNUAL REPORT
2009/2010

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

There were several key personnel changes during the year. Ron Wheeler accepted the law library directorship at the University of San Francisco School of Law Library. His last day was June 11, 2010. Michael Tillman-Davis took a librarian position at the U.S. Courts - Eleventh Circuit Library and his last day was April 30, 2010. Pam Brannon assumed Michael's title and duties as faculty services librarian. We are in the process of hiring a new Associate Director for Public Services and two new Reference/Student Services Librarians. The search committees, one headed by Terrance Manion and the other headed by Pam Brannon, have been extremely productive with their searches. The library is very fortunate to increase the number of librarians from seven to eight, including the law library director and the director of information technology.

The Law Library continues to collect new electronic databases, along with print materials. We constantly monitor the prices of the pocket parts and supplementation since the prices continue to escalate. We monitor every invoice and question if the title is a necessary addition to our collection. The library has zero duplication and we continue to cancel unused materials.

Several services should be highlighted. The Law Library continues to be a very popular place in the College of Law. The library traffic has grown from last year, with 126,047 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 our 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 555 faculty research requests. Additionally, we borrowed and loaned a record number of items through interlibrary loan.

Beginning this year, Pam Willis, Qian Cui and Sherri Grady participated in staffing the circulation desk. Additionally, Betty Wright, who has completed her MLS degree, took shifts at the reference desk. Therefore, all librarians and staff work at some time in the public services area of the library. The library 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, Pam Brannon, Reference/Electronic Services Librarian, Michael
Tillman-Davis, Reference/Faculty Services Librarian, Keith Hill, Circulation Supervisor, Betty Wright, Reference Specialist 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 2010. The library staffing currently includes eight 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>Faculty Services Librarian (formerly Ref/Electronic Services)</td>
</tr>
<tr>
<td>Qian Cui</td>
<td>Catalog Librarian</td>
</tr>
<tr>
<td>Trina Holloway</td>
<td>Acquisitions/Serials Librarian</td>
</tr>
<tr>
<td>Terrance Manion</td>
<td>Director of Information Technology/Librarian</td>
</tr>
<tr>
<td>Vacant</td>
<td>Reference/Student Services Librarian</td>
</tr>
<tr>
<td>Vacant</td>
<td>Associate Director for Public Services</td>
</tr>
<tr>
<td>Vacant</td>
<td>Reference/Student Services Librarian</td>
</tr>
</tbody>
</table>

Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherri Grady</td>
<td>Administrative Coordinator, Sr. (Accounting/Serials)</td>
</tr>
<tr>
<td>Keith Hill</td>
<td>Administrative Supervisor III (Circulation)</td>
</tr>
<tr>
<td>Byll Irvin</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Dee Walraven</td>
<td>Business Affairs Coordinator</td>
</tr>
<tr>
<td>Juanita Wheeler</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Pamela Willis</td>
<td>Library Associate II (Cataloging)</td>
</tr>
<tr>
<td>Betty Wright</td>
<td>Library Reference Specialist</td>
</tr>
</tbody>
</table>
LIBRARY HOURS AND USERS

During the past year, the Law Library and the University Library instituted a more restrictive access policy. The primary function of the Georgia State University Law Library is to serve the teaching, research, and scholarly activities of faculty, students, and staff. To fulfill this mission, access controls and restrictions are in effect.

The Georgia State University Law Library is open to non-attorneys and non-GSU community members during regular business hours, 8:30 a.m.-5:00 p.m. Monday - Friday. Public patrons are required to exit the library at the close of regular business hours. Public patrons are not allowed in the library during the weekends.

Additionally, the Law Library and the University Library instituted a more restricted access policy during the law school final exam periods. Public patrons are not allowed to use the library during fall, spring, and summer exam periods.

The law students are very pleased with the change in our access policy. They feel like the library better serves their needs.

The library is open 103 hours per week or 5,355 hours per year, with some variation in the schedule for university breaks. According to the door count statistics, we had 126,047 visits to the Law Library and September was the busiest month with 16,806 visits. These statistics are higher than last year’s statistics of 123,385.

SERVICES

The Librarians, GRAs, and Reference Specialist 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 1,859 questions during the year, with August being the busiest month with 274 questions. Since the number of questions is down by 17% from the previous year, we will examine additional ways to reach our students.

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 library hosted three Faculty Lunch and Learn series in the fall 2009 semester. The series consisted of presentations by the COL IT Department 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 meetings (known as PIE) and the librarians and staff attend COL events and meetings.

Nancy Johnson, Terrance Manion, Michael Tillman-Davis, Pam Brannon, and Ron Wheeler remained involved in teaching legal research to the first year law students and other classes. Nancy taught Advanced Legal Research during the fall and spring semesters. Ron Wheeler also taught a substantive course during spring semester.

Betty Wright manages interlibrary loan and Keith Hill handles GIL Express (statewide borrowing and lending consortium) requests. Both services are very valuable to our faculty and students. The total of requests for GIL Express was up by 55%.

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 include LexisNexis Congressional Serial Set Maps, World Constitutions Illustrated, and Selden Society Publications and History of Early English Law.

As of fall 2009, the ABA no longer requests title and volume count. However, we still keep track of title and volume count for internal purposes.

<table>
<thead>
<tr>
<th>Paper Titles Added</th>
<th>1,868</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Titles Withdrawn</td>
<td>509</td>
</tr>
<tr>
<td>Total Titles</td>
<td>63,390</td>
</tr>
<tr>
<td>Paper Volumes Added</td>
<td>1,498</td>
</tr>
<tr>
<td>Paper Volumes Withdrawn</td>
<td>11,704</td>
</tr>
<tr>
<td>Paper Volumes Total</td>
<td>143,933</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Vol. Equiv. Microforms Added</td>
<td>237</td>
</tr>
<tr>
<td>Vol. Equiv. - Microforms Total</td>
<td>228,116</td>
</tr>
<tr>
<td>Total Volumes and Volume Equivalents</td>
<td>372,049</td>
</tr>
<tr>
<td>Electronic Resources - added</td>
<td>15,620</td>
</tr>
<tr>
<td>Electronic Resources - total</td>
<td>50,420</td>
</tr>
</tbody>
</table>

**TECHNICAL SERVICES and STACKS MAINTENANCE**

The Cataloging unit, under Qian Cui and Pamela Willis, cataloged 3,366 items in formats of print, audio, video, and microform, including 1,868 new titles and 1,498 added volumes and copies. Technical services and stacks maintenance withdrew thousands of duplicative or outdated volumes, bringing the total to 11,704. The department received 994 YBP/Prompt Cat cataloged books and marc records. The added count for cataloged electronic resources is 15,620, which is three times the number for the previous year. The Law Library has 50,420 electronic titles.

The Acquisitions/Serials unit, librarian Trina Holloway and staff member Sherri Grady oversee all operations of acquisitions and serials control. The library spent approximately $1,176,320 on new and continuing library materials in the last fiscal year. Several titles were cancelled or placed on block due to rising cost to maintain. Considerable time is put into withdrawing and monitoring the annual costs of pocket parts and annual supplements. However, we did add several new electronic databases.

Stacks Maintenance continues to file and shelve the documents. The department coordinated with Stacks Maintenance to improve the workflow of withdrawn books. During the year, the department used the Library Stacks Management System shelf-reading project. For the first time in the history of the COL Library, we did a complete shelf-reading project. The project allowed us to electronically count, locate, and organize every book in the law library’s collection.

**SPECIAL EVENTS**

The Law Library hosted its first book-signing event for Paul Lombardo’s Book, *Three Generations, No Imbeciles: Eugenics, the Supreme Court and Buck v. Bell* published by Johns Hopkins University Press. The event was well attended and we hope to host additional book-signing events.

**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 library week, READ posters of the deans were displayed in the Public Alcove. The Circulation Manager works with the faculty publication display case.

To enhance the students' study experience, we have added a new Leisure Reading section of the library. We shelved all legal fiction, videos, and popular reading in the area outside the study rooms.

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

Public Services

Ron Wheeler
Associate Director

Michael Tillman-Davis
Reference/Faculty Services

Pam Brannon
Reference/Electronic Services

Keith Hill
Circulation

Betty Wright
Stacks Maintenance/Reference Specialist

Technical Services

Trina Holloway
Acquisitions/Serials Librarian

Cataloging
Qian Cui
Catalog Librarian
2009-2010 Public Services Annual Report
Ronald Wheeler, Associate Director
June 11, 2009

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

Fiscal 2008-2009 ended with a couple of key personnel changes. Michael Tillman-Davis took a position with the Eleventh Circuit Library, and his last day with the GSU College of Law Library was April 30, 2009. Ron Wheeler accepted the law library directorship at the University of San Francisco School of Law Library, and his last day with the College of Law was June 11, 2009. So, the final weeks of this fiscal year were packed with associate director candidate interviews, and during the first few weeks of the 2010-2011 fiscal year, interviews for an entry level librarian will be conducted.

In light of the staffing changes, some job duties have been shifted. Pam Brannon has taken over the title and duties of faculty services librarian. Michael’s replacement will be hired as a student services librarian. Also, the library has been given the okay to hire an additional librarian, bringing the total number of librarians (including the law library director) to eight. This new position will be a reference librarian that will share some web and other electronic services duties.

Public Services Goals for 2009-2010
• Use LibGuides software to create and implement interactive web research guides. During the fall semester we took on a library school intern, Suzanne Tipecock, to help with this project. Suzanne was a GSU COL grad who was more than qualified to add to or update our research guides. In the spring semester we took on a different library school intern, Kai Williams-Simpson to carry on the work that Suzanne had begun. Both students worked with the LibGuides software used by many law libraries to publish research guides on the web complete with live links to useful resources, and were supervised by Pam Brannon. To date we have one new LibGuide. This goal needs constant attention in the upcoming fiscal year.
• Continue the work on the Law Library website redesign. Meeting with the electronic services librarian, Pam Brannon, and others including the Director, Terrance Marion were held. Some planning work was completed. See the Electronic Services portion of this report for details.
• Continue investigating ways to count usage of online subscription databases. This goal has not yet been achieved.
• Continue to expand faculty services, especially in-class instruction as research services. The volume of faculty services has remained steady. Plans to expand instruction in the fall were never achieved. Mainly research and document delivery were expanded.
• The continuing increase in the volume of requests over the last two years...
Personnel
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- Continue the work on the Law Library website redesign. Meetings between the electronic services librarian, Pam Brannon, and others including the IT Director Terrance Manion were held. Some planning work was completed. See Electronic Services portion of this report for details.
- Continue investigating ways to count usage of online subscription databases. This goal has not yet been achieved.
- Continue to expand faculty services, especially in-class instruction to seminar courses. The volume of faculty services has remained steady. Plans to expand in-class instruction were never achieved. Mainly research and document delivery requests are being filled. The continuing increase in the volume of requests over the last few years, and the hiring
of numerous new faculty are what has prompted the administration to agree to the hiring of an additional librarian.

- Perhaps work on getting an additional librarian to help implement this goal. This goal was achieved, and an additional librarian will be hired to begin in the fall.
- Continue to nurture and foster a casual yet professional and collegial working atmosphere in public services. (This includes librarians, staff, and students.) Ongoing work is continually being done to achieve this goal. A collegial and comfortable atmosphere exists in the law library.
- Implement an online system for study room reservations. Pam Brannon took the lead on finding and implementing a system for study room reservations through Voyager. However this system proved to be unwieldy and ineffective. Nevertheless, this attempt was a good try, and we will continue to investigate other alternatives.

Public Services Goals for 2010-2011

- Use LibGuides software to create and implement interactive web research guides.
- 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.
- 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.
- Implement chat reference for the College of Law community.

Circulation Report, 2009-2010
Keith Hill, Circulation Supervisor

Staffing:

The following staffing changes occurred during 2009/2010

- Feb 2009, Mesfin Yana resigned from Student Assistant Position
- May 2009, Juanita Wheeler became Staff with Circulation
- May 2009, Matthew Williams resigned from Student Assistant position.
- May 2009, Betty Wright promoted to new position as Stacks Maintenance Manager(worked 1 day at Circulation)
- Aug, 2009, Hired Christopher Evans, Student Assistant
- Oct, 2009, Juanita Wheeler reclassification(Administrative Supervisor to Library Technical Asst.)
- Nov 2009, Dermot Robinson resigned from Library Technical Assistant Position
- Jan 2010, Hired Jeffrey Filipovits temporary employee(6 mos)
- Jan 2010, Byll Irvin, reduced hours from 30 hrs to 20 hr.
- Jan 2010 Pam Willis working at Circulation Mondays
- Jan 2010, Hired Courtney Carter, Student Assistant, Jan 2010
- May, 2010, Sherri Grady working at Circulation, Tues, Wed
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. The calendar year 2009 total of requests was 55% higher than the calendar year 2008. 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 indicated that perhaps GIL Express has piqued, and we had expected the annual GIL Express requests to remain between 500 and 550. However the 2009 and 2010 numbers demonstrate that this service will continue to see increased usage.

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>
<tr>
<td>2008</td>
<td>503</td>
</tr>
<tr>
<td>2009</td>
<td>781</td>
</tr>
</tbody>
</table>

Jan 2010-May 2010: 488

Circulation Statistics
The table below outlines the number of visitors to the library in fiscal year 2009/10. The total number of visits of 122,047 represents a less than 0.9% change from fiscal 2008/09. The change from fiscal 2007/08 to fiscal 2008/09 was less than 0.2%. 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</th>
<th>July 09</th>
<th>Aug 09</th>
<th>Sept 09</th>
<th>Oct 09</th>
<th>Nov 09</th>
<th>Dec 09</th>
<th>Jan 10</th>
<th>Feb 10</th>
<th>Mar 10</th>
<th>Apr 10</th>
<th>May 10</th>
<th>June 10</th>
<th>Total 07/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stats</td>
<td>7515</td>
<td>12004</td>
<td>16806</td>
<td>16007</td>
<td>10429</td>
<td>3493</td>
<td>9805</td>
<td>13713</td>
<td>10727</td>
<td>15050</td>
<td>6498</td>
<td>4,000</td>
<td>126,047</td>
</tr>
</tbody>
</table>
Goals for 2008/2009

- 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 2009-10

- Copyright Workshop
- Lyrisas conference @ Ga. Teach
- Volunteered for Henry Miller Lecture
- Entertainment Chair for the Annual MLK Jr. Convocation (5th year)
- Sparks Awards Nominee (nominated by Tonya Cook, Intercultural Relations)
- New Booking Online Study Room System
- New Study Room Procedures
- GIL EXPRESS new shipping and ordering process
- Lyrisas Webinar on Planning for Service Disruption
- Workshop: Bullying and Mobbing in the Workplace
- ADP timecard approval online
- Received Thank you/Gift card from Law Students for excellent customer service
- New Courier Service for GIL EXPRESS, STATS
- MS Office 2007 training
- 10 year Milestone
- Created a daily assignment task list for circulation
- Created a student assistant work schedule form
- GUGM training @ University Library: “Current Trends in Circulation”

Goals for 2009/2010

- 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.
- Research booking online for study rooms
Staffing
The Stacks Maintenance department is currently supervised by Michael Tillman-Davis, Reference/Faculty Services Librarian, and Betty Wright, Administrative Coordinator III. Student Assistants, Jason Farris and Kelli Thomas continue to work at least 20 hours per week maintaining the library collection by shelving, updating, filing and shifting materials.

Projects
Major projects for this fiscal year included:
- Library Stacks Management System (LSMS) shelf reading project, which employed customized computer software to electronically count, locate, and organize each and every book in the law library’s collection.
- Shifting upper level materials to allow for growth of collection.
- Updating row markers to reflect changes after shift.
- Weeded cancelled materials throughout the library.
- Aided in establishment of Leisure Collection in the law library.

Goals
For the 2009-2010 fiscal year, the Stacks Maintenance department listed the following goals to be completed. The department is delighted is happy to have completed all its goals.
- Complete the Shelflister project. (Completed). We did not use Shelflister, we used LSMS because it was compatible with our Voyager system. Using LSMS allowed to achieve our goal of taking a more thorough inventory of law library materials.
- Train other law library personnel on Shelflister application. (Completed—Using LSMS).
- Continue shifting major areas on the upper level to fill in empty shelving and allow for more organized and balanced shelving (Completed).

For the 2010-2011 fiscal year, the Stacks Maintenance department plans to complete the following tasks:
- Renumber library rows to create a consistent flow between lower and upper levels.
- Update library maps.
- Update microform collection.
- Create a stacks maintenance manual.

Book Search Statistics
Book Searches: 21
Number of books located: 7
Number of books that had to be replaced: 3
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 during the Fall 2009 semester. The series consisted of presentations by librarians and vendor representatives on products and services of use to faculty.

The presentations were:
- September 23 - College of Law IT Department presentation
- September 29 - LexisNexis Update
- October 7 - Westlaw Update

Personnel

The reference department was fully staffed until April 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. Additionally, Betty Wright, who has completed her MLS degree, took one to two shifts per week, especially after Michael Tillman-Davis departed in April, and her help was invaluable. Graduate Research Assistants (GRAs) were used on weekends, and to cover one night per week. As discussed earlier, this fiscal year ends with both Ron Wheeler and Michael Tillman-Davis departing for other opportunities, which leaves the reference staffing quite thin. But we anticipate the addition of replacements for both Ron and Michael, as well as an additional new reference librarian position.
make reference desk duties much more manageable for the librarians and free up more time to work on teaching, faculty research, and other essential projects.

Reference Statistics

Reference librarians answered a total of 1859 questions at the reference desk from July 1, 2009 to June 10, 2010. This number represents a 17% decrease from fiscal 2008-09. (The number for fiscal 2008-09 was 30% lower than the year before that.) August was the busiest month with 274 questions, and October was next with 273. While I can only guess at why these were the busiest months, 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, 40.5% 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 Thursday being the busiest. 25% of all questions come on Thursdays. Weekends are slow with Saturday and Sunday receiving 11.7% and 6.7% 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 15% of the day’s questions. The slowest time of day is the hour between 8 pm and 9 pm during which only 2.5% 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>167</td>
</tr>
<tr>
<td>August</td>
<td>274</td>
</tr>
<tr>
<td>September</td>
<td>269</td>
</tr>
<tr>
<td>October</td>
<td>273</td>
</tr>
<tr>
<td>November</td>
<td>189</td>
</tr>
<tr>
<td>December</td>
<td>59</td>
</tr>
<tr>
<td>January</td>
<td>123</td>
</tr>
<tr>
<td>February</td>
<td>183</td>
</tr>
<tr>
<td>March</td>
<td>112</td>
</tr>
<tr>
<td>Month</td>
<td>Meetings</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>April</td>
<td>100</td>
</tr>
<tr>
<td>May</td>
<td>47</td>
</tr>
<tr>
<td>June</td>
<td>59</td>
</tr>
<tr>
<td>Total</td>
<td>1859</td>
</tr>
</tbody>
</table>

**Reference Department Goals for 2009-2010:**

- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, helpful websites, etc. *This goal was not accomplished although we did have several vendor trainings including LexisNexis, Westlaw, and CCH.*
- Encourage better and more complete reporting of reference transaction statistics. *Under Pam Brannon’s supervision the reference GRAs are documenting more of their difficult reference transactions via our LibStats database.*
- Encourage both Pam Brannon and Michael Tillman-Davis to develop written training/orientation materials for their GRAs. *This goal will need to be carried forward to the next fiscal year.*

**Reference Department Goals for 2010-2011:**

- Implement chat reference for GSU patrons.
- Provide ongoing supplemental training and support for reference librarians including specialized training on new databases, enhancements to old databases, helpful websites, etc.
- Develop written training/orientation materials for 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 were handled by Michael Tillman-Davis, Qian Cui, and Dermot Robinson. However, both Michael and Dermot are no longer employed by the COL, so Qian is handling course book reserves, and she is doing a fine job. As the faculty services librarian, Pam Brannon will handle supplemental course materials that COL professors want to put on E-RES. The COL’s assigned texts’ information is gathered by Dean Sobelson’s office and sent down to Qian to put on reserve. Ron Wheeler and Michael Tillman-Davis drafted and implemented new policies governing reserves to insure copyright compliance. Qian completed a project to remove any permanent reserve materials (anything not on reserve for a specific course) and return it to the general collection, so our reserve collection is much leaner. Additionally, Pam Brannon did and continues to do a weeding of videos from our video reserves.

**Faculty Services**

During 2009-2010 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 2009-2010, the library completed 555 faculty research requests down from 635 completed in the previous fiscal year. That is a slight decrease of about 12%. This decrease may be partly attributable to a couple of heavy users choosing to hire their own GRAs instead of relying on the law library for their research needs. Of those 555 requests, 20% were research requests requiring significant time and energy.

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Faculty Services Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>53</td>
</tr>
<tr>
<td>August</td>
<td>91</td>
</tr>
<tr>
<td>September</td>
<td>58</td>
</tr>
<tr>
<td>October</td>
<td>62</td>
</tr>
<tr>
<td>November</td>
<td>60</td>
</tr>
<tr>
<td>December</td>
<td>25</td>
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<tr>
<td>January</td>
<td>34</td>
</tr>
<tr>
<td>February</td>
<td>34</td>
</tr>
<tr>
<td>March</td>
<td>41</td>
</tr>
<tr>
<td>April</td>
<td>28</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
</tr>
<tr>
<td>June</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total 09-10</strong></td>
<td><strong>555</strong></td>
</tr>
</tbody>
</table>

Faculty Services Goals for 2009-2010
- Continue to increase the volume of our faculty research services. *This goal was not achieved.*
- Get approval to hire an additional librarian to aid us in providing reference and faculty research services. *This goal was completed successfully.*
- Market our instructional services to the faculty and get them to use these services more. *This goal needs attention in the coming fiscal year.*
- Give special attention to our new, pre-tenure faculty to make sure the get the library support that they need and were promised. *We did successfully solicit and complete projects for all of the new faculty.*
- 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. *Not completed.*

Faculty Services Goals for 2010-2011
• Continue to increase the volume of our 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.

2009-2010 Interlibrary Loans
Betty Wright, Reference Specialist & Ronald Wheeler, Associate Director
June 2010

Personnel
Betty Wright continues to manage interlibrary loans. She is assisted by Juanita Wheeler, Library Technical Assistant, 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 2009 through May 2010) the library borrowed 126 items (73 books and 53 photocopies) for GSU faculty, students, and staff through OCLC. The fill rate for items borrowed from other institutions via OCLC was 85%.

In addition, we loaned 742 items to other institutions (June 2009 through May 2010): 596 through OCLC (416 books, 180 photocopies) with a fill rate of 58% and 146 books to law firms via walk-up service, hence there was a 57% total fill rate.

These statistics continue to 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). They are almost identical to our ILL statistics from last fiscal year.

Goals for 2009-2010 revisited
• Train other interested library staff on ILL functions. [In Process]
• Update ILL manual to reflect new changes in software, policies, and procedures. [Completed]
• 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.
  ▪ Use of book stickers to replace paper book bands and forms. [Completed]

Goals for 2010-2011
• Update policies directory on OCLC website.
• Train Juanita as backup ILL Coordinator.
• Switch to a one record system for all items borrowed. Currently, each institution has a separate borrowing record.

Overall Changes to Electronic Services
- The decision was made in fiscal year 2009-2010 to eliminate the Reference/Tronics Services Librarian title and electronic services duties among the librarians at the Law Library, rather than concentrating all electronic services duties in one position. Pam Brennan, the former Reference/Electronic Services Librarian, took over faculty services and the title of Faculty Services Librarian. As Faculty Services Librarian, Pam will continue to be responsible for aspects of electronic services that touch on faculty services, including the Law Library’s involvement in SSRN and the Faculty Lunch and Learn series. Responsibility for the College of Law’s implementation of SFX and the Voyager catalog system has been transferred to Opia Cui, the Catalog Librarian. Responsibility for the acquisition and maintenance of the Law Library’s electronic databases has been transferred to Trina Holloway, the Acquisition Serials Librarian. Westlaw, Lexis, and CALI representative duties will be transferred to a new Reference/Student Services Librarian. Management of the website and the Digital Archive will be shared between the Faculty Services Librarian and the Reference/Student Services Librarians.

Web Services
- Digital Archive: The transition of the College of Law’s content in Georgia State University’s institutional repository, the Digital Archive, from the DSpace platform to BePress has been completed. Space has been created in the Digital Archive for two new collections, the publications of the Center for Metropolitan Growth and the Consortium for Negotiation and Conflict Resolution. The decision was also made to move the website of the Georgia State University Law Review to BePress, and Pam Brennan is working with BePress to set up the website.
- Website: Migration to the new Red Dot system continued in fiscal year 2009-2010. Although the website is not yet completed, transition to Red Dot and the redesign of the Law Library website should be completed early in fiscal year 2010-2011.
- SFX: SFX implementation was completed early in fiscal year 2009-2010, and the system has been in use for the remainder of the year. As mentioned previously in this report, management of SFX has been transferred to Opia Cui.

Library Automation
- Study Room Reservations: The Law Library implemented a new study room reservation system in fiscal year 2009-2010 using a component of the Voyager ILS. Although the system accomplished some of the goals sought by the Law Library, technical problems and the inflexibility of the system led to its being shut down. Another potential system has been identified and preliminary steps have been taken to test.
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implementation. Further testing and potential implementation is being held until the arrival of the new Reference/Student Services Librarians.

- **Electronic Resources Management:** During fiscal year 2009-2010 the Law Library began exploring using a newly developed product, ERMes, to house and manage information about its electronic databases, including contact information, license information, cost, and statistics. There is a project currently underway to transfer the Law Library's electronic resource information to the new database.

- **LibGuides:** The Law Library has purchased access to a new platform for its research guides, a system called LibGuides. LibGuides is already in use by a number of libraries around the country, including the University Library, and allows the Law Library to create visually interesting, useful guides on a variety of subjects. Work on moving the Law Library's current subject guides to LibGuides has begun, and will continue under the supervision of the new Reference/Student Services Librarians. LibGuides has also been used with great success as the platform for the bibliographies created for Nancy Johnson's Advanced Legal Research class. A project to transition the most frequently used bibliographies from prior semesters to the new LibGuides platform is currently nearing completion.

- **Research Project Management Software:** In May 2010, Pam Brannon began using Clio, an online law practice management tool, to manage faculty research projects among the several research GRAs. Use of the software was negotiated by Christine Heaton, the College of Law's instructional technologist, who had experience with the software from a the Law Practice Management course. Use of the software allows for easier task assignment and sharing of documents between the GRAs and Pam. The pilot project with the summer semester GRAs was successful and use of Clio will continue into the Fall semester.

**Electronic Resource Acquisitions**

During fiscal year 2009-2010, the Law Library canceled four database subscriptions. Subscriptions to Constitutions of the Countries of the World/Constitutions of Dependencies and Territories/Constitutions of the United States, West Dockets, CCH Business & Finance Library, and LexisNexis Congressional Hearings Prospective were all canceled. In addition, the Law Library canceled but resubscribed to CCH's Omnitax and Health and Human Resources libraries.

During fiscal year 2009-2010 the Law Library subscribed to the following new electronic databases:

- **AudioCaseFiles:** This database contains MP3 recordings of cases found in most standard casebooks. The MP3 files can be downloaded by students and used as a study aid. In addition, the Law Library subscribed to the Video Training Library, which provides students and faculty with video from actual trials to assist with learning litigation techniques such as cross-examination and summation.

- **New York Legal Research Library:** This database contains primary and secondary source materials about New York law, including New York tax cases, legal classics about New York law, and New York trials.
• **Selden Society Publications and History of Early English Law:** This new collection from Hein Online contains the electronic full-text of the Selden Society Annual and Supplementary Series, as well as over 100 works on the history of English law.

• **Scottish Legal History: Featuring Publications of the Stair Society:** This collection contains the Stair Society Main and Annual Series and books about the history of Scots law.

• **Taxation and Economic Reform in America: 1781-2009:** This collection brings together over 1.2 million pages of legislative history and other documents relating to the history of taxation and economic policy during the great American economic crises.

• **LexisNexis Congressional Serial Set Maps:** This addition to the LexisNexis Congressional database adds full-color, high-resolution maps from the Serial Set.

• **World Constitutions Illustrated:** This collection from Hein Online includes the current constitution of every country in the world, both in its original language and in an English translation. The collection also includes related materials about the legal system in various countries, including periodicals and the World Fact Book.

**Technology Fee**

• During fiscal year 2009-2010 the Law Library successfully presented two Technology Fee proposals. The proposals to purchase the Hague Academy Collected Courses Online and the remaining portions of the Oxford Scholarship Online law collection were funded at 100% for the fiscal year 2010-2011.

**Goals for 2009-2010 Revisited:**

• **Implement an online study room reservation system:** Although this was done, the particular system used was not workable. This project will be continued for the next fiscal year.

• **Overhaul the Law Library subject guides:** Some work on this project has been completed with the purchase and use of LibGuides. Work must continue, however, and will be continued by the new Reference/Student Services Librarians.

• **Overhaul the Law Library website:** Work on this project has continued and will be completed early in fiscal year 2010-2011.

• **Complete SFX installation:** This goal was accomplished.

• **Design and implement a new books notification system:** A workable new books notification system was identified and implementation was discussed with librarians at the University Library. The system is currently being tested by the University Library and, if successful, can be implemented at the Law Library with only a few necessary modifications.

**Goals for 2010-2011:**

Note: Because of the reorganization of duties, there will be no electronic services report in the next Annual Report. Each of these goals will be included in the appropriate department's report for fiscal year 2010-2011.
• Successful implementation of the electronic resources management system. Progress on this goal will be reported in the Acquisitions report for fiscal year 2010-2011.

• Redesign of the Law Library subject guides. Progress on this goal will be reported in the Public Services report for fiscal year 2010-2011.

• Successful implementation of an online study room reservation system. Progress on this goal will be reported in the Public Services report for fiscal year 2010-2011.

• Successful proposal of new Technology Fee projects. Progress on this goal will be reported in the Acquisitions report for fiscal year 2010-2011.

• Completion of the Law Library website redesign. Progress on this goal will be reported in the Public Services report for fiscal year 2010-2011.
TECHNICAL SERVICES
2009-2010 Cataloging Department Fiscal Year Report

Qian Cui
Catalog Librarian
July 2, 2010

Personnel

In fiscal year of 2009-2010, Cataloging Department remained same in personnel, Pamela Willis, a Library Associate II, was responsible for copy cataloging, processing library materials, and withdrawing books and superseded volumes. 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 2009-2010, Cataloging Department cataloged 3,366 items in formats of print, audio, video, and microform, including 1,868 new titles (YBP shelf-ready titles 994) and 1,498 added volumes and copies. Total titles withdrawals were 509 and total volume withdrawals were 11,704.

<table>
<thead>
<tr>
<th>Format</th>
<th>Titles Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>2,184</td>
</tr>
<tr>
<td>Audiovisual</td>
<td>156</td>
</tr>
<tr>
<td>Microform</td>
<td>32</td>
</tr>
<tr>
<td>YBP</td>
<td>994</td>
</tr>
<tr>
<td>Total</td>
<td>3,366</td>
</tr>
</tbody>
</table>

B. During 2009-2010, total count for cataloged electronic resources is 15,620. The total includes batch loaded records from MOML, Hein's Legal Classics, Cassidy's WLX, Hein's World Trials and UN Law, BNA, CALI, CCH OmniTax, and LLMC. Electronic resources cataloged in house were HeinOnline titles and individual databases. Total title withdrawals were 109.

<table>
<thead>
<tr>
<th>Source</th>
<th>Titles Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNA</td>
<td>24</td>
</tr>
<tr>
<td>HeinOnline</td>
<td>11,241</td>
</tr>
<tr>
<td>Cassidy's</td>
<td>3,850</td>
</tr>
<tr>
<td>LLMC</td>
<td>304</td>
</tr>
<tr>
<td>OmniTax</td>
<td>77</td>
</tr>
<tr>
<td>CALI</td>
<td>115</td>
</tr>
<tr>
<td>Databases</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>15,620</td>
</tr>
</tbody>
</table>
Workshops and trainings

Qian:

Cataloging Desktop: what is new? Web seminar from LC, October 27, 2009
Online Cataloging Resources and Tools, Lyrasis, Online, March 11, 2010
Library Thing, Lyrasis, Online, March 18, 2010
In-house training in Circulation, April 8, 2010
OCLC Connexion Client: Automating Repetitive Tasks, Lyrasis, Online, April 13, 2010
SEAALL, Virginia, April 22-24, 2010
Technical Services Efficiency: beyond one-by-one OCLC cataloging, Lyrasis, Online, May 6, 2010
GIL Users Meeting (GUGM), online, May 20, 2010

Pam:

In-house training in Circulation, January, 2010

2008/2009 goals review and accomplishments

1. Continue working with VuFind committee to improve GIL OPAC. (GIL-Find is up running in beta version)
2. Continue working with Electronic Resources Librarian and Acquisition Librarian to assure a smooth installation and operation of SFX. (SFX is working. Pam W. is going to start updating the journal list in July)
3. Continue working on No Longer Updated titles withdraw project. (Accomplished)
4. Work with Acquisition Librarian to cross train staff on Voyager 7 enhancements for Cataloging and Acquisition modules to improve work flow. (Not done yet)
5. Completed shelf reading not-found and problem items cataloging and updating project (1135 items).
6. Completed Lost Book withdraw project.
7. Completed Leisure Book relocation project.
8. Started cataloging donated books project (ongoing).

Goals for 2010/2011

1. Receive Voyager training on system management.
2. Coordinate with Acquisition Librarian to develop a SFX updating and maintenance procedure.
3. Work with Acquisition Librarian to cross train staff on Voyager 7 enhancements for Cataloging and Acquisition modules to improve work flow.
4. Complete adding donated books to collection project.
5. Copy catalog electronic titles for all HeinOnline libraries to reduce and gradually eliminate backlog.

Trina Holloway, Acquisitions/Serials Librarian
June 30, 2010

Personnel

Trina Holloway oversees operations of all acquisitions and serials support activities, government documents and bindery. Assisting her is Shonda Gandy, Acquisition Coordinator.

Statistics

Approximately $1,176,128 was spent on new and continuing library materials in fiscal year 2009/2010 (July 1, 2009 – June 30, 2010). Original budget was $901,590. Law library was given additional end of the year funds.

Accomplishments

The 2009-2010 fiscal year was a season of major cancellation due to reduced budget and increases cost of pocket parts, updates, supplements, etc. Several titles were cancelled or placed on hold due to rising cost to maintain. Because of extra end of the year monies, we were able to purchase several new databases and replace quite a few cancelled titles. The department was able to maintain a steady workflow and successfully coordinated a major cancellation project with Cataloging and Stacks Maintenance.

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 microfiche received was 879 (879 from Nara) and 2 films (Daily Report).


The Law Library selects 3% of the available United States government documents. The University Library selects 25%. The goal for 2009-2010 fiscal year was 3% additional microfiche received from GPO. Since the GPO is behind processing titles, this segment will take awhile. We received and processed 1,145 hardcopy document pages and 722 microfiches pages (556 fiche titles).
Personnel

Trina Holloway oversees operations of all acquisitions and serials control activities, government documents and bindery. Assisting her is Sherri Grady, Administrative Coordinator.

Statistics

Approximately $1,176,320 was spent on new and continuing library materials in fiscal year 2009/2010 (July 1, 2009 – June 30, 2010). Original budget was $901,500 – law library was given additional end of the year funds.

Accomplishments

The 2009-2010 fiscal year was a season of major cancellation due to reduce budget and increases cost of pocket parts, updates, supplements, etc. Several titles was cancelled or placed on block due to rising cost to maintain. Because of extra end of the year monies, we were able to purchase several new databases and reinstate quite a few cancelled titles. The department was able to maintain a steady workflow and successfully coordinated a major cancellation project with Cataloging and Stacks Maintenance.

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Number of non government document fiche received was 879 (receive from Hein) and 2 films (Daily Report).

The Law Library selects 3% of the available United States government documents. The University Library selects 2%. The goal for 2009-2010 fiscal year was to eliminate microfiche received from GPO. Since the GPO is behind processing fiche, this request will take awhile. We received and processed 1148 hardcopy document pieces and 222 microfiche pieces (556 fiche titles).
Workshops and Training

Trina:
Lunch-n-Learn Series
Spectrum Workshops

SEAALL Annual Meeting – 04/22/10 – 04/24/10

Sherri:
Spectrum Workshops

2009/2010 Goals Reviewed

Incorporate SFX update procedures in workflow - will work closely with Electronic Services Librarian to review procedures.
Training sessions began. Pamela Willis will be responsible for updating SFX records. Technical Services involved in training as back-up.

Continue to review government documents selections – reducing the amount of microfiche received.
All eligible fiche titles were cancelled. Since GPO is behind in processing, we are still receiving fiche. We should stop receiving fiche from GPO by November 2010.

Develop a cross-training program within Technical Services.
Currently developing. Will have the opportunity to present this cross-training program to new librarians August 2010.

Utilize training opportunities offer through Lyrasis and GSU.
Ongoing.

2009/2010 Goals

Remove or reorder orders cancelled by vendor due to age of request. Major cleanup project of Acquisitions module.

Work closely with Collection Development to reinstate titles that were placed on hold or cancelled.

Actively update the new Electronic Resources Management System (ERMes). Current and new database license agreements along with contact will be added to system.

Continue to streamline government documents. Currently working with University of Georgia’s main library to reduce government documents fiche.
POSITION DESCRIPTION

TITLE: Associate Dean for Library and Information Services/Prof of Law

DEPARTMENT: Law Library

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

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Supervises three professional librarians and one Business Affairs Coordinator. Indirectly supervises five professional librarians and co-supervises library operations of the Director of IT. 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, budget, space planning, and the implementation of new technologies.

Teaches Legal Bibliography course and Advanced Legal Research.

Meets regularly with the administrative team of the COL.

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 07/15/09
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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, budget, space planning, and the implementation of new technologies.

Teaches Legal Bibliography course and Advanced Legal Research.

Meets regularly with the administrative team of the COL.

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 07/15/09
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 access current Human Resources and University forms; distribute new ADP payroll system information for new online time reporting for faculty, staff and students; monitor and order office supplies, furniture and approve all purchase card purchases and maintain and submit purchase card log; stay current with the latest Spectrum software in order to submit payment requests, Law Library Foundation disbursement requests, expense vouchers, and all travel authority documents, travel vouchers, and travel expense statements and registration payment requests; submit requisitions, maintenance contracts; request 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 new ADP 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 that will go into effect March 2010. Responsible as Originator for new EPAF on-line hiring form. Responsible for information dissemination for new ADP payroll system time reporting for faculty, staff and student assistants, that was effective August 8th, 2009. Responsible for maintaining student assistant and temporary employees’ spreadsheet documenting hours worked and total expenditures for each budget year. Prepares spreadsheet for Inventory Control office, ABA Questionnaire, and other applications. Maintains all hiring, termination, and updated personnel information; maintains current and each fiscal year hard-copy files on student assistant and temporary 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. Responsible for learning new online system for entering and approving requisition forms.

Stays current on all new rules and regulations for approval of travel. Prepares and submits Travel Authority Request forms to Dean; submits all online travel vouchers, travel purchase orders 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 Volume Count 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.

02/24/10
ASSOCIATE DIRECTOR FOR PUBLIC SERVICES
GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY
Atlanta, Georgia

The Georgia State University College of Law Library is seeking and experienced librarian to lead the Public Services Department. Located in the heart of downtown Atlanta, the College of Law is less than 30 years old and is a top 100 ranking law school. The Atlanta metro area boasts a diverse population of 4 million people. It offers much in the way of culture and interesting neighborhoods.

Responsibilities:

The Associate Director for Public Services develops and assists the Law Library Director with planning goals, objectives, and policies for the public services department of the law library. He or she supervises the Reference/Electronic Services Librarian, the Reference/Faculty Services Librarian, and two Administrative Supervisors (Circulation Supervisor and Stack Maintenance Supervisor). This includes hiring, evaluating, and providing direct feedback to all librarians and administrative staff, and indirect feedback to other staff, students, and work-study employees in the Public Services department. The Associate Director for Public Services helps to perform the duties of the above-mentioned employees during contingencies or emergencies, and assists the Director with collection development.

The Associate Director for Public Services has significant teaching responsibilities. He or she teaches the required first year Legal Bibliography course annually and may teach the upper level Advanced Legal Research Course as needed. The Associate Director for Public Services also oversees all in-class instruction by invitation of the faculty.

The Associate Director for Public Services supervises and participates in all faculty services programs by overseeing and providing research, instruction, 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 law school’s interdisciplinary centers.

The Associate Director for Public Services 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 for Public Services 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: March 3, 2010

RESPONSIBLE TO: Associate Director

SUPERVISES: Graduate Research Assistants (Research)

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 legal 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.

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

- Shares responsibility for teaching the Legal Bibliography course.

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

- Coordinates the library’s faculty lunch & learn series.

- 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.
POSITION DESCRIPTION

TITLE: Faculty Services Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director

SUPERVISES: Graduate Research Assistants (Research)

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.

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.

Coordinates the library's faculty lunch & learn series.

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.
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 6, 2010 (PCB)
POSITION DESCRIPTION

TITLE: Reference/Student Services Librarian

DEPARTMENT: Public Services

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

RESPONSIBLE TO: Associate Director for Public Services

SUPERVISES: Graduate Research Assistants (reference)

DUTIES:

The Reference/Student Services Librarian participates in the reference desk 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.

The reference/student services librarian hires, instructs, and directly supervises the library’s three reference Graduate Research Assistants (GRAs) who provide weekend and some evening reference services.

The reference/student services librarian coordinates reference services by helping the associate director with scheduling and taking the lead on finding, scheduling or providing refresher training for the librarians on new resources or resource enhancements.

The reference/student services librarian serves as the library’s liaison to the law review and the clinics.

During the fall semester the reference/student services librarian teaches a ten week, one credit, legal bibliography course. The librarian provides classroom instruction to one section of the first year law student class. In addition, the librarian may be called upon to give subject specific lectures for various members of the law faculty.

The reference/student services librarian serves as the principal contact for Westlaw and LexisNexis, and serves as a liaison between these vendors and the GSU students and faculty.

The reference/student services librarian 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.
The reference/student services librarian spearheads outreach efforts for targeted classroom research instructional sessions in law school writing courses, and provides some instruction by invitation of the law school faculty.

Conducts tours of the library along with the other librarians.

The reference/student services librarian collaborates with the other librarians on library website issues.

The reference/student services librarian coordinates the development of library research guides using LibGuides.

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.

DUTIES
- Provides reference assistance to library patrons in person and over the telephone.
- Plans, develops, and implements policies and procedures for stack maintenance functions.
- Hires (with the approval of the Associate Director), supervises, evaluates, and terminates student assistants and work study employees.
- Provides assistance with and instruction for library systems such as OCLC and Lexis Academic.
- Manages the library’s interlibrary loan services which includes serving as the point person for interlibrary loan and compiling necessary interlibrary loan statistics.
- Performs timely shelving, filing, and updating of materials in the library, faculty offices, and the Faculty Library.
- Ensures that stack maintenance staff shelves, file, and update all library material promptly and accurately.
- Manages and participates in other collection maintenance activities such as collection shifts and book repair.
- Trains stack maintenance staff to shelve, file, and become familiar with the Library of Congress classification system.
- Trains library employees to troubleshoot the compact shelving.
- Serves as contact person for repair of broken shelving.
- Trains library employees how to shelf reads.
- Plans and monitors semi-annual shelf reading project.
- Performs quality control checks on all assigned rows.
- Performs book searches for missing materials.
POSITION DESCRIPTION (Betty Wright)

TITLE Library Reference Specialist

DEPARTMENT Public Services

PURPOSE AND SCOPE OF POSITION
- Provides reference services to library users at the Reference Desk.
- Supervises and trains employees responsible for shelving, looseleaf filing and other collection maintenance tasks.
- Coordinates interlibrary loans.

REPORTS TO
Associate Director

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

DUTIES
- Provides reference assistance to library patrons in person and over the telephone.
- Plans, develops, and implements policies and procedures for stack maintenance functions.
- Hires (with the approval of the Associate Director), supervises, evaluates, and terminates student assistants and work study employees.
- Provides assistance with and instruction for library systems such as GIL and Lexis Academic.
- Manages the library’s interlibrary loan services which includes serving as the point person for interlibrary loans and compiling necessary interlibrary loan statistics.
- Performs timely shelving, filing, and updating of materials in the library, faculty offices, and the Faculty Library.
- Ensures that stack maintenance staff shelve, file, and update all library material promptly and accurately.
- Manages and participates in other collection maintenance activities such as collection shifts and book repair.
- Trains stack maintenance staff to shelve, file, and become familiar with the Library of Congress classification system.
- Trains library employees to troubleshoot the compact shelving.
- Serves as contact person for repair of broken shelving.
- Trains library employees how to shelf read.
- Plans and monitors semi-annual shelf reading project.
- Performs quality control checks on all assigned rows.
- Performs book searches for missing materials.
• Provides the Law Librarian information about missing books.
• Maintains current procedure manuals and statistics.
• Orders missing looseleaf pages.
• Other duties as assigned.

QUALIFICATIONS
• Master's degree in Library Science from an accredited ALA accredited institution; or a combination of education and 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 03/02/10
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 discretion 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.
POSITION DESCRIPTION

Juanita Wheeler

Title: Library Technical Assistant 1.0 (40 hours)

Department: Circulation

Purpose and Scope of Position: Responsible for providing service to library users at the Circulation Desk. Assist as a backup for Interlibrary Loans.

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
- 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.
POSITION DESCRIPTION (Willard (Byll) Irvin)

TITLE: Library Technical Assistant (Interlibrary Loans) .50 (20 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.

03/16/10 dmw
POSITION DESCRIPTION

TITLE: Library Technical Assistant (1.0 FTE)

DEPARTMENT: Circulation

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

RESPONSIBLE TO: Administrative Supervisor III (Circulation).

SUPERVISES: Student Assistants, upon absence of Circulation Supervisor.

DUTIES:

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

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

3-4-09
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.

TITLE: 

WAGE STATUS: Exempt

DEPARTMENT: Technical Services

PURPOSE/SCOPE: Perform ordering, reserving, claiming and accounting functions related to library materials acquisition. Contact vendors to resolve payment and delivery problems. Act as principal liaison between OSU Accounting, Payable Dept., Budget & Planning, Purchasing, Law School Administrative Officer and Law Library. Track spending in Acquisitions budgets. To accomplish functions related to the maintenance and control of the serials collection, maintain library routing list.

SUPERVISOR: Acquisitions/Serious 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 PromptCar service. Maintain file of all ordered items. Enter invoices, information for monographs 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. Electronically create reports from Spectrum to ensure proper payment of invoices, and to rectify payment problems. Prepare monthly reconciliation reports for p-card purchases. Receive 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 subscriptions online using Voyager library automated system. Open and sort mail. Send 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 vitals.

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 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;

Hire, train, 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;

Maintain and update local holdings on OCLC Union List using Connexion Brower;

Maintain and update course book list for each semester, make order request, and ensure all requested course materials are added to ERes;

Act as liaison with OCLC and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate;
Act as a contact person in coordination with GIL Support Services for all Voyager system-related matters including updates, OPAC evaluation, users meeting, etc.;

Coordinate with acquisition librarian for all departmental activities;

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

Coordinate with acquisition librarian for electronic resources management including e-journal titles in SFX;

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 06/30/2010
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 process all materials to be added to the library’s collection; to withdraw books and superseded volumes from Voyager.

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. Edit, update, and correct holdings information for new titles, added volumes, and copies in Voyager;

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;

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

Withdraw books and superseded volumes from Voyager by deleting holdings information from OCLC and Voyager. Place the withdrawn items in recycle bins. Play a major role in all projects related to withdraw and cancelation;

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

Handle YBP/PromptCat special-treated and problem items, including items of mismatch, no match, call number difference, multiple copies, and items sent to Reference locations. Perform copy cataloging of these items following same procedure for new books;
Provide customer service to patrons at Circulation Desk, including maintaining supplies, checking out materials, giving directional assistance, and assisting with special projects as needed;

Maintain and update electronic journals list using SFX;

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

Keep appropriate statistics for copy-cataloged items, added volumes, copies, and withdrawals;

Participate in semi-annual shelf-reading; assist in solving problems found from Shelf-reading project. Correct errors, update records, and copy catalog the problem items if necessary.

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 06/30/2010
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: Database Administrator – Earl Daniels  
College Web Coordinator – Emily Diffenderfer  
Educational Technology Specialist Intermediate- 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.