7-1-2012

Law Library Annual Report 2011-2012

Georgia State University Law Library

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

Part of the Law Commons

Institutional Repository Citation
https://readingroom.law.gsu.edu/lib_reports/27

This Article is brought to you for free and open access by the Law Library at Reading Room. It has been accepted for inclusion in Law Library Annual Reports by an authorized administrator of Reading Room. For more information, please contact mbutler@gsu.edu.
GEORGIA STATE UNIVERSITY
COLLEGE OF LAW LIBRARY
ANNUAL REPORT
2011/2012

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

The library continues to offer superior service to students by offering additional opportunities for students to discuss legal research tools and strategies. New outreach efforts this year included the creation of a Marketing Committee that focuses on surveying students and conducting focus groups. The Student Services librarians also started the Law Library Student Council, a group of law librarians. The law library also reached out to a group of alumni and formed a Practitioners' Council, a group that will advise the research instructors about their current legal research techniques and practices.

For the second year, the librarians conducted a helpful user survey. The law library continued its presence on various social media, including Facebook, the Law Library Blog, and "The Blackstone Times," and legal research videos on YouTube.

The librarians and staff work closely with all departments in the College of Law. We rely heavily on the Law Information Technology team, directed by Terrance Marion, for support of technology services.

This year, the librarians donated three items to the PILA auction. This is an annual tradition.

The librarians took a group of students out to lunch at a local restaurant. The librarians and the Recreation Center made a joint donation—a new edition in the Recreation Center, a first donation, a new edition, was the use of a study room for students during the spring semester.
INTRODUCTION

During 2011/2012, there were several personnel changes. Pamela Willis, Library Associate II, retired in November 2011. Betty Wright assumed the Library Associate II position, but resigned in May 2012 to accept a librarian position. In May 2012, David Rutland joined the library as Library Associate I (ILL and Stacks Supervisor). Keith Hill, Circulation Supervisor, assumed responsibilities for Facilities for the library. Dee Walraven, Business Affairs Coordinator, retired in summer 2012. During the fiscal year, two librarians received promotions: Deborah Schander and Meg Butler.

The library continues to be a very popular place in the College of Law. The library traffic has increased by 28% from 2010/11, with 183,947 visitors. The volume of faculty requests increased by 74% from 783 requests to 1,366 during the year. The increase can be attributed to a much larger number of requests for documents. Since 39% of the requests were from, pre-tenured faculty, we expect that the number of requests will continue with the arrival of four new pre-tenured faculty members.

The librarians continue to offer superior service to students by offering additional opportunities for students to discuss legal research tools and strategies. New outreach efforts this year included the creation of a Marketing Committee that focuses on surveying students and conducting focus groups. The Student Services librarians also started the Law Library Student Council, a group of law library users. The law library also reached out to a group of alumni and formed a Practitioners’ Council, a group that will advise the research instructors about their current legal research techniques and practices.

For the second year, the librarians conducted a helpful user survey. The law library continued its presence on various social media, including Facebook, the Law Library Blog, titled “The Blackacre Times,” and legal research videos on YouTube.

The librarians and staff work closely with all departments in the College of Law. We rely heavily on the Law Information Technology team, directed by Terrance Manion, for a variety of technology services.

This year, the library and librarians donated three items to the PILA auction. This is an increase from the prior year. The librarians took a group of students out to lunch at a “nice restaurant.” The librarians and the Recreation Center made a joint donation—a gym bag from the Recreation Center and a Ping-Pong competition in the Recreation Center game room. The third donation, a library tradition, was the use of a study room for a group of students during the spring semester.
The librarians continue to improve access to our electronic and print materials. With more emphasis on electronic materials, the technical service department continues to organize and control electronic titles.

The 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. They have attended faculty job talks, faculty receptions, lectures, and morning coffees. There has been more interaction with the university librarians, both in meetings and socially. We visited the law librarians at the University of Georgia and then hosted a visit by their librarians. During AALL, Nancy Johnson received the AALL Gallagher Award and Meg Butler received the AALL Leadership Award. For the fourth time, the Law Library won an award in the AALL Day in the Life Photo contest, with Meg Butler spearheading the effort.

Please refer to the descriptive Annual Reports of the eight-library faculty members. Meg Butler, Associate Director for Public Services, Deborah Schander, Reference/Student Services Librarian, Austin Williams, Reference/Student Services, Pam Brannon, Faculty Services Librarian, Keith Hill, Facilities Coordinator, David Rutland, Library Associate I (Interlibrary Loan and Stacks Maintenance), 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 2012. The library staffing currently includes eight librarians (one functions as Director of Information Technology), eight staff members, and several student assistants. The attached 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 (.50 FTE)</td>
</tr>
<tr>
<td>Pam Brannon</td>
<td>Faculty Services Librarian</td>
</tr>
<tr>
<td>Meg Butler</td>
<td>Associate Director for Public Services</td>
</tr>
<tr>
<td>Qian Cui</td>
<td>Catalog Librarian</td>
</tr>
<tr>
<td>Trina Holloway</td>
<td>Acquisitions/Serials Librarian</td>
</tr>
<tr>
<td>Terrance Manion</td>
<td>Director of Information Technology/ Librarian</td>
</tr>
<tr>
<td>Deborah Schander</td>
<td>Reference/Student Services Librarian</td>
</tr>
<tr>
<td>Austin Williams</td>
<td>Reference/Student Services Librarian</td>
</tr>
</tbody>
</table>

2
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>Facilities Coordinator (Circulation)</td>
</tr>
<tr>
<td>Byll Irvin</td>
<td>Library Technical Assistant (Circulation) (.50 FTE)</td>
</tr>
<tr>
<td>Emily Williams</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Business Affairs Coordinator</td>
</tr>
<tr>
<td>Juanita Wheeler</td>
<td>Library Technical Assistant (Circulation)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Library Associate II (Cataloging)</td>
</tr>
<tr>
<td>David Rutland</td>
<td>Library Associate I (Stacks and ILL)</td>
</tr>
</tbody>
</table>

LIBRARY HOURS AND USERS

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 183,947 visits to the library and October was the busiest month with 20,693 visits. These statistics are 28% higher than last year’s statistics. The usage statistics continue to increase on a continuous annual basis.

SERVICES

The Librarians, Graduate Research Assistants, and the Reference Specialist provide a total of 70.5 hours of reference desk service each week. With the help of our GRAs, we provide reference assistance during weekends. The librarians answered 5,002 questions during the year. This number is a significant increase from the prior year, when the librarians answered 3,853 questions. The chat reference service accounted for 4.4% of the questions answered. Not surprisingly, law students ask the highest volume (38.6%) of reference questions at the reference desk.

The Reference/Student Services Librarians, Deborah Schander and Austin Williams, made significant accomplishments in providing more outreach services to the students. Through workshops, classroom instruction, blogs, and social media, the programs connect with students by providing information on legal research. The Reference/Student Services began new outreach efforts this year and continued as liaisons for clinics and student groups. Additionally, they continued to maintain the law library’s webpages and completed several projects for the Digital Archives.

The librarians surveyed the students regarding library usage. Of the respondents, 85.6% use the library to study between classes, 78.1% uses the study rooms, and
65.6% use print and electronic materials. Students continue to complain about the noise level in the library. We have addressed the noise issues by placing signs on the upper level indicating a quiet zone.

The Faculty Services Librarian offered two new services by collecting information on citations to works by the faculty and developed an email alerting service for "calls to papers." The Law Library's successful Lunch and Learn series continued during the spring semester with five sessions.

The librarians and staff continue to stress high quality customer service and we take advantage of advanced training opportunities. Within the library, we hold staff information meetings (known as PIE), weekly librarian meetings, weekly reference meetings, and webinars.

Nancy Johnson, Terrance Manion, Meg Butler, Pam Brannon, Austin Williams and Deborah Schander remained involved in teaching legal research to the first year law students and other classes. Nancy Johnson taught Advanced Legal Research during the fall and Meg Butler taught the course during the spring semesters. Deborah Schander designed the course, International Legal Research, and taught the class during spring semester.

David Rutland 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 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 Fee

The Law Library received funding for two out of the three proposals: 75% for the Online Legal Research Collection and 100% for the Law Library Paperless Scanning Initiative. The Law Library did not receive funding for the Law Library Inventory Integrity and Student Checkout System. Additionally, the Law Library had to subtract another 18% from the reward due to the Technology Fees budget deficit for fiscal year 2011-2012. Based on these constraints, the Law Library allocated the remaining resources for the purchase for the following items:

- The Making of Modern Law: Primary Sources II
- The Making of Modern Law: Foreign, Comparative, and International Law
- One-KIC Bookeye 4 Scanner
- One-ScanPro 2000 Microfilm Reader
LIBRARY COLLECTION

The library has a strong and thriving electronic collection. During the year, we added the following titles: American Indian Law Collection, Chronicle of Higher Education, History of Bankruptcy, History of International Law Library, International Journal of the Jurisprudence of the Family, LoisLaw, Making of Modern Law (various modules), Pentagon Papers, ProQuest (various modules) Scottish Legal history, Spinelli's Reference Shelf, and State Attorney General Reports.

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. The following are totals for 2011-2012:

<table>
<thead>
<tr>
<th>Description</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Titles Added</td>
<td>3,108</td>
</tr>
<tr>
<td>Paper Titles Withdrawn</td>
<td>286</td>
</tr>
<tr>
<td>Total Titles</td>
<td>65,023</td>
</tr>
<tr>
<td>Paper Volumes Added</td>
<td>3,969</td>
</tr>
<tr>
<td>Paper Volumes Withdrawn</td>
<td>1,643</td>
</tr>
<tr>
<td>Paper Volumes Total</td>
<td>150,533</td>
</tr>
<tr>
<td>Electronic Resources – added</td>
<td>12,915</td>
</tr>
<tr>
<td>Electronic Resources – total</td>
<td>74,682</td>
</tr>
</tbody>
</table>

TECHNICAL SERVICES and STACKS MAINTENANCE

The Cataloging unit, under Qian Cui and Pamela Willis, cataloged 5,527 items in formats of print, audio, video, and microform, including 3,108 new titles and 2,419 added volumes and copies. Technical services and stacks maintenance withdrew 1,643 outdated volumes. The department received 1,413 YBP/Prompt Cat pre-cataloged books and marc records. The Law Library has 74,682 electronic titles. We have a grand total of 229,340 items in all formats.

The Acquisitions/Serials unit, librarian Trina Holloway and staff member Sherri Grady oversee all operations of acquisitions and serials control. The library spent approximately $1,038,061 on new and continuing library materials in the last fiscal year. The department was successfully trained using PantherMart. They worked with the Law School's Finance Department and Disbursement to resolve issues with the system.

The Law Library selects 2.88% of the available United States government documents,
whereas, the University Library selects 0%.

Stacks Maintenance continues to file and shelve the documents. The staff and students completed several major projects, including weeding no longer updated loose-leaf services, donating government document microforms to another university, and recycling microfiche.

SPECIAL EVENTS

For the third year, the library hosted two successful book-signing events. In the fall, Anne Emanuel discussed her book, *Elbert Parr Tuttle: Chief Jurist of the Civil Rights Revolution* and in the spring Eric Segall discussed his book, *Supreme Myths*.

FACILITIES

The library has 42,776 linear feet of shelving capacity available for library materials. Of that total, 26,252 linear feet are full and 16,524 linear feet are empty. During the past year, there have been considerable resources expended on library flood-relief construction. Where the construction was completed, there is no longer any flooding; however, there remain small water intrusion problems due to water from the upper levels of either Urban Life or University Center.

The College of Law Building Committee continues to plan for the new College of Law Building. The architects are Stevens and Wilkinson and the Smith Group. The current location is on the corner of John Wesley Dobbs and Park Place.
Annual Reports

Public Services

Meg Butler
Associate Director for Public Services

Pam Brannon
Reference/Faculty Services Librarian

Deborah Schander
Reference/Student Services Librarian

Austin Williams
Reference/Student Services Librarian

Keith Hill
Facilities Coordinator

David Rutlard
Library Associate I

Technical Services

Trina Holloway
Acquisitions/Serials Librarian

Cataloging
Qian Cui
Catalog Librarian
PUBLIC SERVICES

2011-2012 Public Services Annual Report
Meg Butler, Associate Director for Public Services

Personnel

Meg Butler is the Associate Director for Public Services of the law library. For most of the fiscal year, the Public Services Department was comprised of the following units and staff members: Circulation (Patricia Rieke), Faculty Reference (Pam Bratton), Interlibrary Loan and Stack Maintenance (Betty Wright), and Student Services/Reference (Deborah Schander and Austin Williams). Reports for each individual unit are attached below.

Fiscal year 2011-2012 had several personnel changes.

Keith Hill: The University announced plans to phase out Keith's position, so Meg completed the review process to have his title changed to Facilities Coordinator.

Betty Wright: Betty left her position managing interlibrary loans and stack maintenance, so Meg completed the review process with Human Resources to have her position reclassified from Reference Assistant to Library Associate I.

Further student personnel changes are discussed in departmental reports.

During the Spring semester, the library hired one intern—law student Katie Gimmire. In addition to serving as a library graduate research assistant, Kaye assisted in projects in technical services.

The library had three graduate research assistants assigned for the 2011-2012 academic year. Austin Williams supervised those students, and they performed library projects and provided additional staffing for the reference desk. The students will be continuing in the 2012-2013 academic year, but whether the positions will be continuing later is unknown.

The library continued to take advantage of the Panther Work Program, with one student completing a scanning project for Deborah. He was then shifted to Keith's supervision/Keith will continue to supervise any future Panther Work student(s).

Service to the College of Law and the University

The public services librarians participated actively in the life of the College of Law. The librarians attended faculty job talks for candidates and responded to follow-up queries by the search committees. Also, the librarians attended events including the swearing in of recent graduates, the Miller Lecture, the PILA auction, the history lunch series. The librarians also volunteered to serve on faculty committees.

Deborah Schander served on a University Library Committee planning the University's second annual faculty author celebration event. The law librarians attended this event. Deborah also participated with the University Library as they evaluated the Chief reference service.

Meg Butler served on a Faculty Senate committee regarding the standardization of non-tenure-track promotion documentation across the university.

Events

Personnel
Meg Butler is the Associate Director for Public Services 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), Faculty Reference (Pam Brannon), Interlibrary Loan and Stack Maintenance (Betty Wright), and Student Services/Reference (Deborah Schander and Austin Williams). Reports for each individual unit are attached below.

Fiscal Year 2011-2012 had several personnel changes.
Keith Hill: The University announced plans to phase out Keith's job title, so Meg completed the review process to have his title changed to Facilities Coordinator.
Betty Wright: Betty left her position managing interlibrary loan and stacks maintenance, so Meg completed the review process with Human Resources to have her position reclassified from Reference Assistant to Library Associate I.

Further student personnel changes are discussed in departmental reports.

During the Spring semester, the library had one intern—law student Katie Ginnane. In addition to serving as a library graduate research assistant at the reference desk, Katie assisted in projects in technical services.

The library had three graduate research assistants assigned for the 2011-2012 academic year. Austin Williams supervised those students, and they performed library projects and provided additional staffing for the reference desk. The students will be continuing in the 2012-2013 academic year, but whether the positions will be continuing later is unknown.

The library continued to take advantage of the Panther Work Program, with one student completing a scanning project for Deborah. He was then shifted to Keith's supervision; Keith will continue to supervise any future Panther Work student(s).

Service to the College of Law and the University
The public services librarians participated actively in the life of the College of Law. The librarians attended faculty job talks for candidates and responded to follow-up queries by the search committees. Also, the librarians attended events including the swearing in of recent graduates, the Miller Lecture, the PILA auction, the faculty lunch series. The librarians also volunteered to serve on faculty committees.

Deborah Schander served on a University Library Committee planning the University's second annual faculty author celebration event; the law librarians attended this event. Deborah also participated with the University Library as they evaluated the chat reference service.

Meg Butler served on a Faculty Senate committee regarding the standardization of non-tenure-track promotion documentation across the university.

Events
During 2011-2012, the library hosted two booksigning events. In the fall, Anne Emanuel discussed her book about Elbert Parr Tuttle, and in the spring Eric Segall drew a standing room crowd for his book
about the Supreme Court. Additionally, the law library has provided space for several job fairs throughout the year.

The law library hosted the librarians from the University of Georgia Law Library for a library tour and meeting in the spring, reciprocating our tour and meeting in their library in the fall.

Policies
The library in 2011-2012 established a room reservation policy for the law library conference room. Additionally, the librarians identified the need to review and revise the policy related to the use of the computers in the alcove.

GSU College of Law Library Survey, Spring 2012
For the second year, the College of Law Library conducted a user survey. The Spring 2012 Law Library Survey consisted of 20 Questions that covered topics such as library resources, circulation, reference, interlibrary loan, the library website, and checkout items. Below are some of the significant findings:

- 161 student completed the survey, of which 95 were 1Ls and 85 were full time day students.
- Library Usage: 85.6% to study between classes, 78.1% to use the study rooms, and 65.6% to use print and electronic materials.
- Amount of Usage: 51.9% use every day of class, and 29.4% use several time a month.
- Time of Usage: Noon – 5 pm, Monday through Friday. Significant drop off on the weekends. Most usage on the weekends is Noon – 5 pm on Saturday and Sunday.
- Locating Materials: 45.6% use the catalog, 28.5% use the reference desk.
- Service at the Reference Desk and the Circulation Desk are ranked more important than reference hours and interlibrary loan.
  - 66.9% seek help 1 to 2 times a semester from Reference
  - 43.3% seek help 1 to 2 times a semester from Circulation
- The biggest problems students have with the library:
  - Noise
  - Lighting
  - Windows
  - Temperature
  - Wifi

The public services department has taken steps to respond, where possible, to the student concerns. Although we have no control over the lack of windows in the current library space, we have addressed noise issues. The top floor, or back of the library, is now explicitly a quiet zone. We have spaced signs at the base of the stairs, utilized digital signage to announce the quiet area to students, and we also made mobile “do not disturb” signs available for students to move around the quiet area. In the coming fiscal year, we will consider further changes to the tables available in the upper level of the library to make it less conducive to chit-chat by patrons.

Public Services Goals for 2011-2012
- Compile existing unit manuals into a Public Services Manual that reflects current policies and practices. Achieved. The units in public services each drafted or updated their policies and
Reference Services

The Reference Department currently provides reference assistance during the following hours, totaling 70.5 hours per week:

- Monday-Thursday: 8:30 am - 8:00 pm
- Friday: 8:30 am - 5:00 pm
- Saturday-Sunday: 10:00 am - 7:00 pm (with an hour break for lunch)

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 and exam periods. During the summer semester, reference desk hours are shortened, and the reference desk closes at 7:30 pm Monday – Thursday. The library continues to be open to the public from 8:30 to 5:00 PM Monday through Friday, exclusive of exam periods. The days we close to the public generally mirror those of the University Library, as well.

The reference desk is staffed by trained graduate research assistants, both library GRAs and reference GRAs, on the weekend, for a weekday from 11-8 (with an hour lunch break), and at the noon hour. There are additional times staffed by students, as well. The student staffing affords librarians the opportunity to participate in our weekly staff meeting and fulfill law school responsibilities such as attending faculty meeting or faculty job talks. In the 2011-2012 fiscal year, the hours for the reference GRAs were clarified at the outset of the hiring process, so they understood clearly their rights and responsibilities regarding breaks and meals.

- Review library signage for currentness as well as aesthetics, updating as needed. Achieved. Deborah Schander designed a template for library signs, ensuring that future signs are consistent and aesthetically pleasing. The librarians and key staff members were trained to use the templates.
- Continue investigating ways to count usage of online subscription databases. Ongoing.
- Implement a Personal Librarian program for the incoming 1L students. Achieved. The Personal Librarian program was implemented; this is discussed in greater detail in the student services report.
- Make law library information available to users in a variety of formats including LibGuides, videos, tutorials, podcasts, etc. Achieved. Law library information is now available for users through LibGuides and videos on youtube.com. We continue to use social media to provide information about the law library, including a Google calendar for library hours and Facebook.
- Reorganize and add content to be uploaded to the College of Law Digital Archive. Ongoing. Additional content was added to the archive, completing some collections. An information architecture exists for the digital archive, and in the coming year that architecture will be implemented.
- Continued expansion of the Law Library website content. Achieved. The website continues to have new additional content, including webforms for room reservation and interlibrary loan.
- Continued expansion of workshops and programs for students, faculty, law review, and clinics. Achieved. The Student Services/Reference librarians continue to perform excellent outreach to the law review and clinics, and the Faculty Services librarian continues to encourage faculty members to invite librarians to present information sessions in their courses.

Reference Services

The Reference Department currently provides reference assistance during the following hours, totaling 70.5 hours per week:

- Monday-Thursday: 8:30 am - 8:00 pm
- Friday: 8:30 am - 5:00 pm
- Saturday-Sunday: 10:00 am - 7:00 pm (with an hour break for lunch)


**Tours and Presentations**
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 continued the expanded series, hosting one session in the fall and the remaining sessions in the spring semester. Please see the Faculty Services section of this report for a full list of the sessions and presenters.

**Presentations**
Law librarians presented trainings for faculty, undergraduate, graduate, and law students, as well as librarians from University Library. The librarians visited or presented 46 information sessions in the 2011-2012 year. Of those sessions, eight were library sponsored programming (Library Abridged).

**Reference Statistics**
Reference librarians answered a total of 5002 questions at the reference desk from July 1, 2011 to June 30, 2012. This number is a significant increase from the prior year, when 3853 questions are recorded in Library Stats. The busiest months were August and September, with 705 and 638 questions respectively, though October was also quite busy with 614 questions. The high volume of reference questions in those months may be the result of the influx of new students and those requiring help completing assignments for the first year Legal Bibliography course.

Reference librarians continue to be busy responding to law student research needs. Law students seek reference help by dropping into librarian offices, emailing librarians, and setting up reference appointments. These interactions are not reflected in the reference desk statistics, but account for a significant portion of reference librarians' student interactions. Many of those interactions stem from the reference librarians' guest lectures in classes.

The reference desk statistics reflect additional information about the patrons served by the law library reference desk staff. In the last calendar year, the percentage of total questions coming from public patrons dropped from 33.7% to 27.6%. In a change, the highest volume of reference questions at the reference desk were asked by law students—38.6% of questions were from students. This is a reversal from the 2010-2011 reporting period.

The reference desk is the busiest Monday through Thursday, with 78.3% of reference questions being asked on those days (approximately 19-20% each day), and 16.7% of questions being asked on Fridays. Weekends have the lowest volume of questions, with 2.8% and 2.3% of the reference questions being asked those days. The busiest time of the day remains from 10:00 am to 5:00 pm, with those hours averaging between 9% to 13% of the days’ questions. The statistics indicate that the slowest time of day is the morning between 8:30 am and 9:00 am, with 2.6% of questions being recorded in that time.

Virtual chat reference service was added during fall semester. The chat reference service accounted for 4.4% of the questions answered. The volume of chat service has increased by 1% since the last year.

**Law Library Writers Group**
Beginning in Fall 2011, Meg Butler convened a writers group among the law librarians. The group participated in a series of webinars sponsored by the University Library about getting published. Additionally, the group met generally on for 15 minutes on a bi-weekly basis to review writing goals that members had set for themselves and to discuss their progress and projects. Members appreciated the opportunity to work on scholarship during their regular work hours.

During the year, the group members produced the following list of publications, with additional currently in progress.


FCIL NEWSLETTER, (Deborah Schander ed., 2011-).

Deborah Schander, Student Advisory Councils: Honing Your Outreach Efforts by Focusing on Your Audience, AALL SPECTRUM, June 2012, at 7.

Deborah Schander, Book Review, LEGAL INFO. ALERT, v. 30 no. 1, 2011, at 9 (reviewing PAUL GOLDSTEIN & BERNT HUGENHOLTZ, INTERNATIONAL COPYRIGHT: PRINCIPLES, LAW, AND PRACTICE (2d. ed. 2010)).

Austin Williams, My CONELL Experience for the Southeastern Law Librarian, SOUTHEASTERN L. LIBR., Fall 2011, at 31.

Upon evaluation at the end of the year, some members of the group elected to continue, while others indicated that they would attend when working on specific projects.

Legal Research Instruction
The librarians in the public services department, along with Nancy Johnson and Terrance Manion, taught Legal Bibliography in Fall 2011, with six sections of Legal Bibliography in total. The students expressed satisfaction with the teaching materials that the librarians updated and revised through the late spring and early summer of 2011.

The group of instructors met several times throughout the year to consider and evaluate their teaching methods and effectiveness, as well as to discuss questions regarding the inclusion of new online resources such as Bloomberg Law. The librarians have reviewed and revised the teaching materials again in the late spring and early summer of 2012, with Deborah Schander volunteering to assure a high degree of editorial consistency.

The law library also reached out to a group of alumni and formed a Practitioners' Council, a group which will meet twice annually and advise the Legal Bibliography instructors about their current legal research techniques and practices. The goal of the council is, in part, to provide first year students in Legal Bibliography practical experiences and stories from real life.

During the Spring 2012, Meg Butler taught Advanced Legal Research and Deborah Schander taught International Legal Research.

Reference Department Goals for 2011-2012:

- Participate in collection management decisions as the library prepares for the new building.
- Librarians should continue to engage in professional development regarding new products and services that will benefit the library and patrons.
- Revise the policy regarding public access at computers in library alcove to assure that access is in compliance with University Library practices and meets University Legal's approval.
- Facilitate education of law librarians and law faculty regarding fair use requirements following the recent copyright decision.
- Implement a marketing plan for the law library.
- Continue to identify ways in which the law library can capitalize on social media and digital technologies to raise its profile among students and faculty.

Reference Department Goals for 2012-2013:

- Continue the development of LibGuides, including the institution of a process for review and revision/updating. Achieved. There is now a calendar for review of updating guides created by librarians and graduate research assistants.
- Continue to provide ongoing supplemental training and support for reference librarians, including specialized training on new databases, enhancements to old databases, helpful websites, etc. Achieved. Librarians received training in a variety of products including Proquest Statistical Datasets, Bloomberg BNA, Lexis products, Westlaw products, and other services.
- Provide research tools, guidance, and support, in a variety of online formats including video. Achieved. LibGuides are available, as are screen capture videos demonstrating online legal research tools for users.
2011-2012 Faculty Services Report
Pam Brannon, Faculty Services Librarian

Personnel

Faculty services work was completed primarily by Pam Brannon with the assistance of three research GRAs each semester. The other public services librarians, Meg Butler, Deborah Schander, and Austin Williams, assisted in fulfilling faculty requests. The volume of faculty research work has grown dramatically, as shown in the statistics below, and will likely continue to increase with the addition of new junior faculty.

Faculty Services

New services

Two new services for faculty were implemented during 2011-2012. During 2010-2011, Pam Brannon began collecting information on citations to works by College of Law faculty. This information is gathered on a monthly basis using alerts in LexisNexis and Westlaw and is entered by a research GRA into a separate Excel file for each faculty member. The report of citations to faculty works during 2011 was delivered to each faculty member prior to the submission of FIMS reports in March 2012 so that faculty could use the data in their annual reports. Faculty members have complimented us on this service, which they find to be very helpful.

In response to a request from Wendy Hensel, the College of Law’s new Associate Dean for Research and Faculty Development, Pam worked with the College of Law’s IT staff to develop an email alerting service for calls for papers. Faculty can subscribe to receive a weekly email containing links to calls for papers for conferences, journals, and symposia posted to the Internet during the previous week. This information is also made available through the Law Library’s website. In 2012-2013, Pam will work with Dean Hensel to identify and promote library resources and services of use to faculty.

Faculty Interview Project

The faculty interview project begun in FY2010-2011 was completed in December 2011, and the information gathered from that project is being used to create a library profile for each faculty member. Each faculty library profile will contain information such as the faculty member’s research/document delivery preferences, office copies, and preferences for new book notifications. During the next fiscal year Pam will continue this work by completing the profiles and identifying and implementing a strategy for periodic updates to the profiles as needed. Following the interviews, Pam has also begun investigation into an automated system for notifying faculty of new library acquisitions.

Social Science Research Network

The Law Library also continues to be involved in the College of Law’s presence on SSRN. In FY2011-2012 the College of Law distributed 7 issues of the College’s Research Paper Series containing 33 papers written by College of Law faculty. Pam Brannon serves as one of the co-editors of the Research Paper Series, and is responsible for posting much of the content in the series and preparing each issue for distribution. Statistics regarding paper downloads are provided to the law school administration upon request.

Faculty Research Assistant Training

Pam has continued to hold mandatory training sessions for faculty research assistants at the beginning of every semester. To facilitate this, she has worked with the College of Law’s Human Resources Officer,
Anjelica Lymon, to obtain the names of the research assistants at the beginning of each semester and ensure that each assistant has received the required training.

Zotero
Zotero, a citation management tool, has been adopted by several College of Law faculty members. Pam worked with the Associate Dean for Research and Faculty Development to organize a training session on Zotero for faculty, with Jason Puckett from the University Library as the speaker. Pam and Jason have also provided assistance to faculty members who have questions about using Zotero.

Lunch and Learn Series
The Law Library’s Lunch and Learn series continued in FY 2011-2012 with five sessions. Due to the busy recruitment season in fall 2011 the bulk of the series was moved to spring 2012. Presentations were given by the law librarians and by representatives from vendors. The presentations were:

- August 23, 2011: Law Library Update (GSU Law Librarians)
- January 18, 2012: CALI: Lessons and Much More (Elmer Masters, CALI)
- January 24, 2012: Bloomberg BNA Publications (Ken Nunemaker, Bloomberg BNA)
- February 1, 2012: Westlaw Update (Sue Moore, Thomson Reuters)
- February 7, 2012: LexisNexis Update (Tracy Templeton, LexisNexis)

Research Services
During 2011-2012 we continued to use technology implemented during previous years, including using the online faculty request database to manage faculty research services, Clio to manage the work of research assistants, and faculty J drives and cloud storage services to deliver materials to faculty.

During this year, Pam worked to improve the management of the library’s research assistants. She began conducting exit interviews of her research assistants in order to improve the GRA experience. The information gathered from these interviews has been useful; for example, information gathered from interviews so far has helped identify improvements in the way work is assigned and space allocated to GRAs. Pam has also implemented an evaluation process for her GRAs, conducting an interim evaluation during the semester and a final evaluation at the end of each semester. These evaluations have been forwarded to the College of Law’s Human Resources office.

Statistics
In fiscal year 2011-2012, the library received 1366 faculty requests, up from 783 requests the previous year. This is a 74% increase from the previous year. The increase can be attributed to a much larger number of requests for documents, as requests for research fell slightly from the previous year, from 171 to 145 requests. 11% of the requests placed during fiscal year 2011-2012 were for research. Additionally, 39% of requests were for pre-tenure faculty, who constituted 18% of the faculty at the College of Law during FY 2011-2012. We expect, therefore, that the number of requests will continue to increase with the arrival of four new pre-tenure faculty in FY 2012-2013.

The following chart showing the statistics and the amount of change from FY 2010-2011 to FY 2011-2012 indicates a couple of interesting trends. There were large increases in July and November 2011 due to an unusually large number of document delivery requests from two faculty members. Apart from these anomalies, while the number of requests through the summer and fall of 2011 echoed the summer and fall of 2010, the number of requests increased in spring 2012 over spring 2011. There can be several explanations for this trend. First, fall 2010 and fall 2011 were heavy faculty recruitment
periods for the College, and some faculty may have postponed research in order to focus on recruitment. Second, some faculty may have been completing research projects in fall 2011 and embarking upon new research in spring 2012, leading to an increase in requests in spring.

<table>
<thead>
<tr>
<th>Month</th>
<th>2010-2011 Faculty Services Requests</th>
<th>2011-2012 Faculty Services Requests</th>
<th>Change from 2010-2011 to 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>112</td>
<td>394</td>
<td>282</td>
</tr>
<tr>
<td>August</td>
<td>87</td>
<td>85</td>
<td>-2</td>
</tr>
<tr>
<td>September</td>
<td>64</td>
<td>62</td>
<td>-2</td>
</tr>
<tr>
<td>October</td>
<td>61</td>
<td>68</td>
<td>7</td>
</tr>
<tr>
<td>November</td>
<td>102</td>
<td>243</td>
<td>141</td>
</tr>
<tr>
<td>December</td>
<td>19</td>
<td>30</td>
<td>11</td>
</tr>
<tr>
<td>January</td>
<td>59</td>
<td>81</td>
<td>22</td>
</tr>
<tr>
<td>February</td>
<td>63</td>
<td>65</td>
<td>2</td>
</tr>
<tr>
<td>March</td>
<td>49</td>
<td>58</td>
<td>9</td>
</tr>
<tr>
<td>April</td>
<td>36</td>
<td>130</td>
<td>94</td>
</tr>
<tr>
<td>May</td>
<td>40</td>
<td>80</td>
<td>40</td>
</tr>
<tr>
<td>June</td>
<td>90</td>
<td>70</td>
<td>-20</td>
</tr>
<tr>
<td>Total 11-12</td>
<td>783</td>
<td>1366</td>
<td>583</td>
</tr>
</tbody>
</table>

**Faculty Services Goals for 2011-2012**

- Continue to increase the volume of our faculty research services. **Completed.**
- Continue to market library services, particularly our instructional services to the faculty. A key aspect of achieving this goal will be completing the faculty interview project begun in FY 2010-2011. **Completed.** The faculty interview project was completed by the end of calendar year 2011.
- Give special attention to our new, pre-tenure faculty to make sure they get the library support they need and were promised. **Completed.** In the last FY we completed work for each pre-tenure faculty member. Pam also met with each new faculty member shortly after their arrival at Georgia State. This goal should be carried forward to the next FY in light of incoming pre-tenure faculty.
- Devise a really short evaluation form to hand out to students after providing instruction so that we can get immediate feedback. **In progress.** Austin Williams and Meg Butler have made progress in preliminary work toward this goal. We anticipate that this project will be completed prior to the beginning of fall semester 2012.
- More broadly distribute the faculty document delivery and research work, paying particular attention to increase Deborah Schander and Austin Williams' involvement in providing faculty research support. **In progress.** Deborah Schander, Austin Williams, and Meg Butler all completed research and document delivery requests for faculty in the prior year. This goal will be carried over to FY 2012-2013, particularly as we welcome a new faculty member specializing in international law.

**Faculty Services Goals for 2012-2013**

- Continue to increase/maintain the volume of our faculty research services.
- Give special attention to our new, pre-tenure faculty to make sure they get the library support they need and were promised.
Implement a new system for notifying faculty of new acquisitions.

Develop and implement a system for updating faculty profile information and identify ways the information gathered may be used by other library departments.

More broadly distribute the faculty document delivery and research work, paying particular attention to increase Deborah Schander and Austin Williams' involvement in providing faculty research support.

Maintain the digital services provided for faculty, including SSRN, the faculty bibliography, the call for papers service, and the faculty citations reports.

Explore collaborations with the University Library librarians and others to enhance faculty services for law faculty.
Deborah Schander and Austin Williams completed their first full year as Reference/Student Services Librarians in 2011-2012. In this capacity, Deborah and Austin continued to act as the primary library contacts for students here at the College of Law. Both worked the reference desk at least three shifts a week, which included one night shift each. Both also acted as liaisons for clinics and other student organizations at the College of Law; Deborah worked with Moot Court and the HeLP Clinic while Austin worked with Law Review and the Tax Clinic. Both also continued key responsibilities in the ongoing development and maintenance of the Law Library’s webpages. Deborah and Austin taught a section each of Legal Bibliography in the Fall of 2011. Deborah also created and taught a new course in the Spring of 2012: International and Foreign Legal Research. New outreach efforts this year included the creation of a Marketing Committee and a Law Library Student Advisory Council, which are aimed at collecting data directly from students and which can be used to enhance student services in the library.

**Accomplishments for 2011-2012**

**Outreach**

- **Library Programming:**
  - **Library Abridged:** Reference/Student Services Librarians Austin Williams and Deborah Schander continued their workshop series that they started in fiscal year 2010-2011, entitled “Library Abridged.” They held eight one-hour table events throughout the Spring 2012 semester in the Urban Life Building lobby and in the Law Library. During these events, they provided students with handouts and live demonstrations with Apple iPads on five different topics. Those topics were as follows: (1) Apps for lawyers & law students; (2) Dockets; (3) using the KIC Bookeye 4 Scanner; (4) Items for check-out at the Circulation Desk; and (5) Help with final papers & exams. In addition, the reference librarians provided coffee and cookies for participating students.

- **Law Library Week:** During the Fall of 2011, the reference librarians put on “Law Library Week,” with the idea of energizing students about the Law Library. As part of Law Library Week, the reference librarians posted bulletin boards, gave out candy at circulation and reference, provided coffee and cookies in the Law Library Conference Room, and conducted a week long trivia contest on Facebook. The trivia contest included questions about the library, librarians, and resources. Each day a question was posted on Facebook, with the first law student who came to the reference desk with the answer receiving a prize.

- **Study Breaks:** During fall and spring exams, reference librarians provided students with coffee and cookies in the Law Library Conference Room as part of their Exam Study Break programs. During the Fall 2011 exams, coffee and cookies were provided on three occasions. During the Spring 2012 exams, reference librarians teamed up with the SBA to provide coffee every day of exams and during two days of the exam period, SBA provided breakfast, lunch, and dinner for students. This initiative turned out to be hugely successful, as many students were grateful for the coffee during the exam period. In addition to the exam study breaks, the reference librarians opened up the Law Library Conference Room for students to view/listen to the following events: Supreme Court Health Care Oral Arguments, the NCAA Basketball Tournament, and the English Premier League. For each of these viewing events, coffee was provided for
students. The plan is to continue offering exam study breaks and increase the number and scope of viewing events throughout the year.

- **Co-sponsored Programs:** In addition to the “Library Abridged” series, Reference/Student Services Librarians Austin Williams and Deborah Schander also took part in three co-sponsored programs at the law school this year: (1) Facebook Foolery, (2) Research Needs for Solo/Small Firm Practice, and (3) SBA/Law Library Exam Study Breaks. Facebook Foolery was held in conjunction with the Associate Dean for Academic Affairs. The program was offered twice, a lunch session and an evening session. The Associate Dean was able to provide food (wraps) for both sessions. The program consisted of a panel of members from the local legal community discussing their use of Facebook and other social media in hiring, background investigations, client communication, etc. During each session, a reference/student services librarian also demonstrated for students how easy it was to find someone on Facebook and how to set up privacy settings. Research Needs for Solo/Small Firm Practice was held in conjunction with a College of Law student group, Be Your Own Boss. The program was held during lunch and pizza was provided by the library. Librarians Williams and Schander presented on dockets, Fastcase, and free legal resources. The SBA/Law Library Exam Study Breaks enabled the Law Library, through SBA funding, to provide free coffee for students every day of exams. Additionally, the SBA provided breakfast, lunch, and dinner in the Law Library Conference Room for two days during exams. All of the co-sponsored programs turned out to be quite successful and we look forward to doing more of this type in the coming fiscal year.

- **Classroom Instruction:** During fiscal year 2011-2012, reference librarians provided classroom instruction for several classes in and outside of the College of Law. Those classes included the following: Health Legislation, Corporate Governance, Juvenile Justice, Environmental Law, Sports Law, Advanced Legal Research, HeLPClinic, Bankruptcy, Social Work and the Law, and Law for Public and Nonprofit Managers. For each class, a reference librarian was assigned to provide a classroom research instruction session, create a research guide in LibGuides that corresponded with the class, and act as a point of contact for that class in the library. For classes outside of the College of Law, reference librarians also led students on a detailed tour of the library.

- **Clinical/Organization Liaison:** During fiscal year 2011-2012, reference/student services librarians acted as library liaisons for the following: (1) Law Review; (2) Tax Clinic; (3) HeLPClinic; (4) Moot Court. Reference librarians acted as the point of contact for the library with each of these organizations and assisted student participants with their research queries.

- **Paper Research Guides:** The reference librarians, with assistance from the library graduate research assistants, did a major overhaul of the Law Library’s paper research guides. Many of the guides were several pages long and had not been updated in at least six years. Furthermore, the guides covered very specific topics, such as tax or disability law, which seemed to be better suited for an electronic research guide. Through this project, the number of paper guides was scaled down to nine, each covering only a page, front and back. A single sheet of paper makes the resource much easier for patrons to use. Several of the guides now include flow charts, to help patrons without legal research experience understand the publication process. The nine guides are now displayed with the Law Library Map, a crossword puzzle, and a word search. The crossword puzzle and word search were created to provide a little relaxation for students and something for children of patrons to do. People that completed a puzzle or word search received a GSU Law Library koozie.

- **Advisory Council:** Deborah and Austin launched a Law Library Student Advisory Council in Spring 2012. This hand-selected group of 10 students (three 1Ls, three 2Ls, two 3Ls and two part-time program students) formally met twice during the semester to provide student feedback on library programs, facilities, the website and more. The Council also answered questions...
informally via email. Council members were eager to join this new endeavor, and offered much feedback, both positive and negative. Based on student feedback, the library began airing out study rooms each night, added an interactive calendar to the library’s homepage, and began looking into adding a coffee machine or hot water heater to the library. The Advisory Council will continue to meet 2-3 times per semester in 2012-2013, and new students will be asked to join to replace those who have graduated.

- Marketing Committee: The law library also formed a Marketing Committee in Fall 2011. This committee is tasked with researching and creating a series of marketing campaigns to reach law students, law faculty, members of the local bar and other library patrons. The Marketing Committee has completed many of the steps necessary to begin in-depth research with several target groups. It will conduct this research (via surveys, focus groups, etc.) throughout the 2012-2013 year. It will also use some already-gathered data to create initial advertisements aimed at increasing awareness of the library and its services (to launch in Fall 2012).

- Personal Librarian Program: The Personal Librarian Program began in Fall 2011. Each incoming 1L was assigned a particular “personal” librarian, who sends out monthly emails to “their” students, letting them know of upcoming library events and announcements. Students were specifically assigned to a librarian who was not his or her Legal Bibliography professor, so students would feel comfortable discussing any topic, including class. Feedback, though informal so far, has been positive. In 2012-2013, the incoming 1Ls will also be assigned a Personal Librarian, so by fiscal year 2013-2014, all law students will have been paired with a librarian.

Web Services

- Digital Archive: Several major steps were completed for the Digital Archive in fiscal year 2011-2012. Many historical College of Law documents were rescanned at 600 dpi, the suggested minimum standard for archive-quality documents. And all previously non-digitized Law Review articles and Peach Sheets were uploaded to the BePress platform (many had never been uploaded to the old DSpace site, and were therefore not available for transfer to BePress when that transition took place in fiscal year 2009-2010). Documents continue to be uploaded to the Georgia Business Court collection, and Professor Tucker has been trained in this process. Law Review editors are also now trained to upload each new issue of the Georgia State University Law Review as it is printed.

- Website: Deborah and Austin continued to maintain the law library’s webpages in 2011-2012. Notable new additions to the webpages included an interactive calendar on the upper half of the homepage (letting patrons easily see the library, reference, and public hours each day), timely graphical “stickers” announcing upcoming library events or highlighting resources, and new interlibrary loan forms. Late in the fiscal year, the law library also took over administration of LibraryH3lp, a chat reference program, from the University Library, which chose to move to another vendor.

Social Media

- Facebook: The Law Library continued its presence on Facebook during fiscal year 2011-2012. The number of “likes” for the Law Library’s Facebook page took a significant jump in the Fall of 2011, due in part to a trivia contest held on Facebook that coincided with “Law Library Week.” Because of the increased usage, the reference librarians began to more actively post to Facebook. The content, which was posted three to five times a week, included library announcements, program publicity, information on databases, and news related to law libraries and the legal community.
• **Twitter:** Due to the lack of popularity amongst students, reference librarians discussed deleting the Law Library Twitter account. However, because Twitter is still evolving, the reference librarians decided to keep the Twitter account, and continue to keep it linked with Facebook and the Blog. Although no original content was posted to Twitter only, the Law Library Twitter account still received content that was posted on Facebook and the Blog. By doing this, the Law Library maintained the Twitter account for future exploration and provided our users with another avenue for receiving updates from the Law Library.

• **Blog:** Reference librarians continued to post to the Law Library Blog, “The Blackacre Times,” during fiscal year 2011-2012. Blog posts were written twice a week, with topics ranging from current library notices, important legal news and developments, popular current events, research suggestions, and leisure/fun stories. Blog posts also continued to be cross-posted to the Law Library’s Facebook and Twitter pages. In addition to reference librarians writing posts, reference and library graduate research assistants took part in writing blog posts.

• **YouTube:** Beginning in the last quarter of fiscal year 2011-2012, videos began to get posted on the Law Library YouTube account. Uploading videos to YouTube will allow librarians to embed these videos easily into current systems used by the Law Library, such as Westlaw TWEN and LibGuides. The videos focused on sources (Westlaw, WestlawNext, Lexis, LexisAdvance, Bloomberg Law) and topics (cases, statutes, admin, etc.) primarily addressed in Legal Bibliography. The videos are currently set as public, but are not visible to users unless they are provided the URL for the video. Once all of the videos are created for Legal Bibliography, which is anticipated to happen within the first quarter of fiscal year 2012-2013, the videos will then be viewable by anyone on YouTube. A future goal is to create videos for other topics and sources, outside of the scope of Legal Bibliography.

**Library Automation**

• **Conference Room Reservation Request Form:** During fiscal year 2011-2012, the librarians approved a policy governing the use of the Law Library Conference Room, and the reference librarians were tasked with creating an online Law Library Conference Room Request form. Under the policy, the Law Library allows other departments and committees to use the conference room on a limited basis if it was not already booked for law library purposes, booking no more than two weeks in advance. Law library purposes include programs, meetings, webinars, and the like. The form, which was created using Google Documents and embedded into the Law Library website, allows faculty and staff to input their contact and event information. Once the form is submitted, an email notification is sent to the Facilities Coordinator and the Associate Director for Publix Services. Each of them can then log-in to Google Documents and access that submission in a spreadsheet titled “Law Library Conference Room Request Form.” The Library Room Booking System continues to be used to maintain records for conference room use.

• **Interlibrary Loan Request Form:** Prior to creating an Interlibrary Loan (ILL) Request Form, law students, faculty and staff would submit requests by phone or email, without a consistent format for the requests. Due to these inconsistencies, the Associate Director for Public Services tasked the reference librarians with creating an online ILL request form. The form, titled “ILL Request Form,” was created in Google Documents and embedded into the Law Library website. To ensure that the form was only used by the GSU Law Community, the College of Law IT staff placed the form behind a MyLaw ID & Password. The form is made up of two parts. First, a user will provide contact information and identify the type of resource they are requesting. Second, based on their resource selection, a user will be prompted to a source page of the form that asks for identifying information for that source, such as title, volume, date, etc. Once a user
clicks submit, an email notification is sent to the staff member in charge of managing ILL requests. That staff member can then access the ILL Request Form spreadsheet in Google Documents, which will contain the user’s submission. The staff member can then request the item through WorldCat, notify the patron with the item is in, and move the request to the archived spreadsheet in Google Documents. This system should encourage users to provide more information to the library staff member and make it easier for the staff member to track down the requested item.

**Online Suggestion Box:** Until this past fiscal year, Law Library patrons could only leave suggestions using a physical suggestion box located at the Law Library Public Alcove. To catch up with the trend of electronic submissions, the Associate Director for Public Services tasked the reference librarians with creating an online suggestion box. The form, which was created using Google Documents and embedded into the Law Library website, enabled a user to identify their patron type (law student, faculty, public patron, other, etc.), leave a comment or suggestion, and request contact on the matter. A user who requested to be contacted was required to submit their email address. Once a user submitted their comment/suggestion, an email notification was sent to the Facilities Coordinator. Historical suggestions are being maintained in the Google Documents account. The librarians hope that this system will encourage suggestions. While users can continue to use the physical suggestion box, the online version will allow users to provide more information than they could have on small pieces of paper and they have the chance to receive direct feedback on their issue. Electronic suggestion submission should also enable to library to respond to comments/suggestions in a timely manner.

**Calendar:** Due to some confusion with the Law Library Hours page, and the desire to include library events in the upper right corner of the Law Library homepage, the reference librarians created a Law Library Google Calendar and embedded into the Law Library homepage. The Hours page sometimes caused confusion because of its use of general hours and exceptions to those hours. On the other hand, the calendar provided a clear view of the library, reference, and public hours for each individual day. The hope is that by using the Google Calendar, we can better display the various library hours to our patrons and also include events in the calendar, such as book signings, programs, study breaks, etc.

**LibGuides:** The reference librarians continued the LibGuides practice set in place during fiscal year 2010-2011, and created a new research guide for each class they provided instruction for during fiscal year 2011-2012. The reference librarians also continued to update guides they had previously created prior to using them again. In addition to these guides, the reference librarians decided to build up the Law Library’s LibGuide offerings, and undertook a project to create guides for classes taught at the College of Law and ones that had a general application to law school, the legal profession, and legal research. Guides created include International Legal Research, Legislative History, Immigration, Secondary Sources, Land Use, Criminal Law & Procedure, and Law in Popular Culture. The long-term goal is to have a guide for each of our core writing and practice oriented classes here at the College of Law, with the hopes that it will encourage student use of library resources and personnel, and boost interest from law faculty for classroom visits.

**Electronic Resource Acquisitions**
During fiscal year 2011-2012, the Law Library cancelled two database subscriptions. Arbitration Law Online and CQ Supreme Court Collection were both canceled.

During fiscal year 2011-2012, the Law Library subscribed to the following new electronic databases:
• **American Indian Law Collection (HeinOnline):** This collection includes primary sources related to American Indians.

• **Chronicle of Higher Education:** Online access for the whole university.

• **History of Bankruptcy: Taxation & Economic Reform in America Part III (HeinOnline):** This title includes legislative histories, classic treaties and more related to bankruptcy law in the US.

• **History of International Law Library (HeinOnline):** This library includes primary and secondary sources of various international law topics, including Nuremberg, the law of the sea and others.

• **International Journal of the Jurisprudence of the Family Library (HeinOnline):** This collection provides full-text access to journals related to family law around the world.

• **LoisLaw Library:** This collection provides both primary and secondary sources, including many treatises.

• **Making of Modern Law: Foreign, Comparative, and International Law, c. 1600-1926:** This collection was purchased with Tech Fee funds from fiscal year 2011-2012.

• **Making of Modern Law: Primary Sources II, 1763-1970:** This collection was purchased with Tech Fee funds from fiscal year 2011-2012.

• **Pentagon Papers (HeinOnline):** This collection provides the complete Report of the Office of the Secretary of Defense Vietnam Task Force.

• **ProQuest Congressional Record Permanent Digital Collection, Part B 1998-2001:** This collection expands our *Congressional Record* digital holdings. The subscription began in fiscal year 2011-2012, though payments do not begin until fiscal year 2012-2013.

• **ProQuest Congressional House and Senate Unpublished Hearings Digital Archive, Part A: House 1973-1979:** This collection expands our House and Senate unpublished hearings holdings.

• **Scottish Legal History Library (HeinOnline):** This collection provides digital access to primary and secondary sources related to the history of Scottish law.

• **Spinelli’s Law Librarian’s Reference Shelf (HeinOnline):** This library contains journals, bibliographies and other publications created for and by law librarians.

• **State Attorney General Reports and Opinions (HeinOnline):** This collection offers full-text access to attorney general opinions from all fifty states as well as Puerto Rico and the Virgin Islands.

---

**Technology Fee**

During fiscal year 2011-2012 the Law Library presented three Technology Fee proposals. In order of the library's priority, the proposals were as follows:

- (1) Online Legal Research Collection: proposal included funds for six databases, which were (a) Making of Modern Law: Primary Sources II, (b) Making of Modern Law: Foreign, Comparative, and International Law, (c) ProQuest Statistical Insight Reference Edition, (d) AccessUN, and (e) JAMA & Archives Backfiles.

- (2) Law Library Paperless Scanning Initiative: proposal included funds for the purchase of a KIC Bookeye 4 Scanner and the ScanPro 2000 Microfilm Reader.

- (3) Law Library Inventory Integrity and Student Check-out System: proposal included funds for the purchase of RFID.

The Law Library received funding for two out of the three proposals: 75% for the Online Legal Research Collection and 100% for the Law Library Paperless Scanning Initiative. The Law Library did not receive funding for the Law Library Inventory Integrity and Student Check-out System. Additionally, the Law Library had to subtract another 18% from the reward due to the Technology Fees budget deficit for fiscal year 2011-2012. Based on these constraints, the Law Library allocated the remaining resources for the purchase for the following items:
Continued updating of the Law Library research guides. Achieved. Librarians continued to create and update LibGuides, and library GRAs also were tasked with creating new ones, to fill in our gaps in basic research content. 20 guides were either created or updated in 2011-2012.

Reorganization and additional content upload to College of Law Digital Archive. Achieved. The reorganization plan is complete and ready for implementation in fiscal year 2012-2013. All previously non-digitized Law Review content has been added to the site, giving users a complete run of Georgia State University Law Review online.

Continued expansion of Law Library website content. Achieved. New innovations include updated ILL forms, an online suggestion form, a calendar on the homepage and eye-catching "stickers" advertising library resources and announcements.

Continue the robust development of Law Library presence in social media. Achieved. The law library has continued to maintain its Twitter, Facebook and YouTube accounts, as well as the bi-weekly updates to the blog, The Blackacre Times.

Continued expansion of workshops and programs for students, faculty, law review and clinics. Achieved. The library has continued to maintain its liaison programs with the law review, moot court, and clinics, as well as offer several library-only or co-sponsored programs for faculty and students.

Goals for 2012-2013
- Analyze current usage of the law library website based on analytics and verbal feedback and make it more user-friendly for students.
- Continue to build the Law Library Student Advisory Council.
- Continue to increase the library's asynchronous instructional materials (e.g. LibGuides and videos).
- Implement the reorganization of the College of Law Digital Archive and create strategies for ongoing data collection.
- Co-sponsor student programming with other groups within the College of Law
- Import website content from Reddot content management system into the new system that the University is expected to implement Fall 2012
- Implement Marketing Committee plans for gathering data and promoting the library.
**Circulation Report, 2011-2012**  
**Keith Hill**  
**Facilities Coordinator**

**Staffing**

The following staffing changes occurred during 2011/2012:

- Oct 2011, Ben resigned
- Oct 2011, hired Angel Scott, Student Assistant
- Keith Hill's job title changed from Administrative Supervisor III to Facilities Coordinator

In Fall 2012, the library plans to hire a Panther Work student to perform duties related to maintaining the library facilities, including cleaning study carrels and dusting stacks.

During this year, Keith Hill was recognized by the University Staff Council in the Staff Spotlight. Emily Williams, a Library Technical Assistant working in the Circulation Department, received the Carolyn L. Robinson Library Award to support her as she pursues her advanced degree in librarianship.

**GIL Express**

The library filled 420 requests for borrowing by other University System of Georgia patrons in the 2011/2012 year.

**Library Usage**

The table below outlines the number of visitors to the library in fiscal year 2011/2012 in comparison with the prior fiscal year. Note that, due to mechanical problems with the gate counter, the 2011/2012 numbers reflect adjustments or corrections. For example, on the Sunday after Thanksgiving the counter indicated that 52,792 trips had been made through the gate; that number was reduced to 200, approximate the same number of trips through the gate as had happened the Sunday of Labor Day weekend (202 trips). The gate counter appeared to function more effectively after a service call and filter change.

<table>
<thead>
<tr>
<th></th>
<th>2011/2012 Round Trips</th>
<th>2010/2011 Round Trips</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>5,975</td>
<td>5,367</td>
<td>608</td>
</tr>
<tr>
<td>August</td>
<td>16,965</td>
<td>11,668</td>
<td>5,297</td>
</tr>
<tr>
<td>September</td>
<td>21,758</td>
<td>13,267</td>
<td>8,491</td>
</tr>
<tr>
<td>October</td>
<td>21,930</td>
<td>20,693</td>
<td>1,237</td>
</tr>
<tr>
<td>November</td>
<td>20,954</td>
<td>13,473</td>
<td>7,481</td>
</tr>
<tr>
<td>December</td>
<td>8,290</td>
<td>8,697</td>
<td>-407</td>
</tr>
<tr>
<td>January</td>
<td>15,034</td>
<td>7,857</td>
<td>7,177</td>
</tr>
<tr>
<td>February</td>
<td>16,532</td>
<td>15,334</td>
<td>1,198</td>
</tr>
<tr>
<td>March</td>
<td>21,863</td>
<td>12,836</td>
<td>9,027</td>
</tr>
<tr>
<td>April</td>
<td>22,086</td>
<td>17,333</td>
<td>4,753</td>
</tr>
<tr>
<td>May</td>
<td>6,436</td>
<td>11,660</td>
<td>-5,224</td>
</tr>
<tr>
<td>June</td>
<td>6,124</td>
<td>4,974</td>
<td>1,150</td>
</tr>
<tr>
<td>TOTAL</td>
<td>183,947</td>
<td>143,159</td>
<td>40,788</td>
</tr>
</tbody>
</table>
During the academic year, the librarians and library staff noted that the 2011/2012 incoming class of students were particularly heavy library users—they began meeting in and using the library at the beginning of the fall semester and continued to use the library heavily throughout the rest of the year. We speculated that the new Facebook group for incoming students, implemented with this class, helped to create a stronger sense of community among the students. The upper division students expressed regularly that the 1Ls talked a lot in the library.

Goals for 2011/2012
- Continue cross-training with other library departments to improve availability of desk attendants who may assist other departments with various projects. Achieved. David Rutland (Library Associate I) is working at circulation on Mondays. Circulation desk attendants were very helpful in fulfilling Stacks Maintenance tasks during the time when the Library Associate I position was vacant.
- Update the training manual for new employees. Achieved. Put together a training list for new employees, so they are aware and informed of Library daily operations.
- Attend Lyrasis conference to sharpen my skills and knowledge of Voyager. Achieved. Attended webinar in November 2011.

Accomplishments for 2011-12
- Created a circulation manual which was incorporated into Public Services manual.
- Volunteered for Henry Miller Lecture (Spring & Fall)
- Entertainment Chair for the Annual MLK Jr. Convocation(7th year)
- Received training in the ARCHIBUS maintenance request system to create and view library maintenance requests
- Completed class in basic Microsoft Outlook 2010
- Assisted with moving Faculty Library books to storage
- Assisted with physical inventory of the Law Library
- Participated in a committee to hire Library Associate I and Stacks Maintenance Student Assistant
- Attended Canon Business Solutions/Copier Services meet and greet
- Received training and now manage library conference room reservation requests made by faculty/staff through the web form in Google Docs
- Took new responsibility to serve as library liaison between facilities operations and Director of Administrative Services
- Gained expertise in adjustment of loan periods in Voyager due to training by Catalog Librarian
- Improved Microsoft Outlook skills by taking a class
- Became familiar with new facilities-related responsibilities

Goals for 2012-13
- Participate in additional training to improve skills using Microsoft Word and Excel
- 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
• Attend the Lyrasis conference to sharpen my skills and knowledge of Voyager, including learning to adjust loan rules when necessary
• Continue my training with new facilities-related responsibilities
• Attend Law Library Student Advisory Committee meeting

In the past year there were changes in staffing for interlibrary loan. Betty Wright took another job in February 2012, and her position was not filled until May. In the interim, Emily Williams stepped up and did an excellent job building the interlibrary loan demands of the college. In May 2012, David Hattman joined the library as Library Associate 1. Rachael Wheeler, Library Technical Assistant in the circulation area, assist David with preparation of interlibrary loan materials.

Overall Borrowing and Lending Statistics
From July 2011 through June 2012, the library borrowed 266 items (139 books, 127 photocopied) for GSU Law faculty, students, and staff through OCLC. The fill rate for items borrowed from other institutions via OCLC was 50%.

Out of 1309 requests we received, we loaned a total of 816 items (565 books, 251 copies) for a fill rate of 62% which is up 2% from last year.

We began using the Integrated fee management (IFM) feature of OCLC Worksite Resource Sharing in July 2011, which allows the interlibrary loan department to track its borrowing costs. We spent $361.50 to fulfill interlibrary loan requests this fiscal year.

Goals for 2012-2013
• Implement an electronic system for students to check on the status of ILL requests. Completed as modified. After further examination, this goal was modified so that an electronic interlibrary loan request form is now available for students and faculty on the library website. The form exists in Google Docs, and students are able to submit their requests electronically. When their requests are ordered, they receive an email updating them regarding the status of their requests.
• Implement IFM beginning July 1st and monitor activity. Completed. IFM is now in use, minimizing the processing costs associated with borrowing.
• Update ILL manual to reflect changes to ILL policies and procedures as necessary. Completed. Prior to her departure, Betty updated the manual to reflect current policies and procedures to facilitate the training of the new person.

Goals for 2013-2014
• Implement a record-keeping system to supplement the OCLC records.
• Keep an eye on the number of requests to borrow from GSU that 'age out' without a response.
• Review the fulfillment forms for the requests to borrow from GSU and identify any steps that can be taken to obviate the problem.
• Begin using adhesives recommended by OCLC for books stickers and permanent shipping labels available from OCLC. For items we borrow, we will continue to put a paper head strap on the item (and put the sticker on that) so that the item is easily identifiable on return.
Personnel
In the past year there was a change in staffing for interlibrary loan. Betty Wright took another job in February 2012, and her position was not filled until May. In the interim, Emily Williams stepped up and did an excellent job fulfilling the interlibrary loan demands of the college. In May 2012, David Rutland joined the library as Library Associate I. Juanita Wheeler, Library Technical Assistant in the circulation area, assist David with preparation of interlibrary loan materials.

Overall Borrowing and Lending Statistics
From July 2011 through June 2012, the library borrowed 266 items (139 books, 127 photocopies) for GSU Law faculty, students, and staff through OCLC. The fill rate for items borrowed from other institutions via OCLC was 80%.

Out of 1309 requests we received, we loaned a total of 810 items (565 books, 245 copies) for a fill rate of 62% which is up 2% from last year.

We began using the integrated fee management (IFM) feature of OCLC Worldcat Resource Sharing in July 2011, which allows the interlibrary loan department to track its borrowing costs. We spent $364.50 to fulfill interlibrary loan requests this fiscal year.

Goals for 2011-2012
• Implement an electronic system for students to check on the status of ILL requests. Completed as modified. After further examination, this goal was modified so that an electronic interlibrary loan request form is now available for students and faculty on the library website. The form exists in Google Docs, and students are able to submit their requests electronically. When their requests are entered, they receive an email updating them regarding the status of their requests.
• Implement IFM beginning July 1st and monitor activity. Completed. IFM is now in use, minimizing the processing costs associated with borrowing.
• Update ILL manual to reflect changes to ILL policies and procedures as necessary. Completed. Prior to her departure, Betty updated the manual to reflect current policies and procedures to facilitate the training of the new person.

Goals for 2012-2013
• Implement a record-keeping system to supplement the OCLC records.
• Keep at 2% or less the number of requests to borrow from GSU that 'age out' without a response
• Review the fulfillment times for the requests to borrow from GSU and identify any steps that can be taken to shorten the fulfillment times
• Begin using adhesive removable book stickers and permanent shipping labels available from OCLC. For items we borrow, we will continue to put a paper book strap on the item (and put the sticker on that) so that the item is easily identifiable on patron's shelf.
2011-2012 Stacks Maintenance
David Rutland, Library Associate I and
Meg Butler, Associate Director for Public Services

Staffing
The Stacks Maintenance department is currently supervised by Meg Butler, Associate Director for Public Services and David Rutland, Library Associate I. Student Assistants Austin Jones and Ontario Smith each work up to 20 hours per week maintaining the library collection by shelving, updating, filing, and shifting materials.

At the start of the fiscal year, Betty Wright (Reference Assistant) supervised the student workers employed in Stacks Maintenance. The student workers in Stacks Maintenance at the beginning of the year (Jason and Kelly) graduated and left the department in December 2011. Austin Jones began working in the library in January 2012, and Ontario Smith joined the department in April.

Goals for 2011-2012
• Continue recycling state codes and government documents. Ongoing. This project is ongoing and has been moved to the new Ongoing Projects section of this report.
• Continue weeding no longer updated looseleafs. Completed. Although the specific project last year has been completed, the library will continue to make weeding decisions regarding discontinued looseleaf services, so this project has been moved to the Ongoing Projects section of this report.
• Update the microform collection. Completed. The microform collection was weeded, shifted, and the drawers were re-labeled. Empty cabinets were removed.
• Create a stacks maintenance manual. Completed. The stacks maintenance manual was updated and completed. It was incorporated into the Public Services Manual.

Ongoing Projects
Projects include:
• Updating library maps
• Creating a stacks maintenance manual
• Monitor the faculty library
• Update microform collection and keep refiling of used microforms current
• Weed out looseleafs that are no longer updated
• Recycle discontinued or superceded state codes and government documents
• Update Stacks Maintenance manual

Goals for 2012-2013
• Work with Student Services/Reference Librarians to evaluate and possibly offer book repair services for law students prior to exams
• Identify damaged books in the collection for repairs using H-bands; enlist student workers
• Review the course reserve collection and return to stacks items that are no longer needed for courses taught in the last calendar year
• Implement new procedures for searching for and reporting lost/missing items
- Assist as needed with evaluation of the collection space requirements related to the new building planning process
- Reprint row markers for library

**Missing Item Searches and Statistics**
Following the missing item search process, 32 items were searched and 3 items were found in 2011-2012.
TECHNICAL SERVICES

We provide the public with our microfilm collection. Patrons may view these using the microforms reader/duplicator in the Microforms Room on the upper level. Microforms guides and indexes are available.

All processing of the Government Documents collection is done in the Technical Services Department by library staff. Visuals Maintenance does the filing and shelving.

Number of non-government, government, and received was 46 (received from Federal agencies, etc.)

The Law Library received 70 of the available United States government documents. The University Libraries received 250. We no longer received GPO microfiche. We received and processed approximately 12,000 documents.
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 $1,038,061 was spent on new and continuing library materials in fiscal year 2010/2011 (July 1, 2011 – June 30, 2012). The law library received additional end of the year funds.

Accomplishments

Sherri Grady and I successfully completed the training workshops for the Panthermart pilot program (GSU’s new online catalog and ordering e-procurement application). We worked with the Law school’s Finance Department and Disbursement to resolve issues with the system.

Additional changes were made to the receiving and processing workflow of monographs. The number of monographs received continues to increase. Technical Services streamlined the workflow process of the shelf-ready books received from Yankee and processing time was reduced to 3 days or less.

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 Sherri Grady and Stacks Maintenance does the filing and shelving.

Number of non government document fiche received was 488 (receive from Hein) and 4 films (Daily Report).

The Law Library selects 2.88% of the available United States government documents. The University Library selects 0%. We no longer received GPO microfiche. We received and processed 960 hardcopy document pieces.
2011/2012 Goals Reviewed

Update department manual – attending ALLA webinar “Documenting Your Success: Creating Employee Manuals.” – Ongoing project. Updated department manual will be done as libguides. Training is needed.

Research branding Heinonline page - http://home.heinonline.org/resources/branding/ - Completed with the input from the librarians

Discard Government Document fiches and selective print titles. Work with Stacks Maintenance and Cataloging to organize project. – Projected completed.

Actively update the new Electronic Resources Management System, Gold Rush. – Ongoing project. Electronic titles, license agreements, membership renewals, and passwords are being placed in the ERM system.

Utilize the training opportunities in the Learning Center -ExLibris by developing biweekly or monthly sessions to familiarize staff and librarians with the ILS system Voyager. – Ongoing, the subscription has been renewed and will be used to train new catalog staff and refresh current staff members.

2012/2013 Goals

Continue to update the new Electronic Resources Management System (ERMs). Current renewal information and new database license agreements along with contact will be added to system.

Work with Cataloging Librarian to cross train staff on Voyager 7.

Continue to take advantage of Pantherrnt training opportunities.

Update department manual using Libguides. Will coordinate schedules to receive training.
2011-2012 Cataloging Department Fiscal Year Report

Qian Cui
Catalog Librarian
July 17, 2012

Personnel

In fiscal year of 2011-2012, Cataloging Department underwent personnel changes. Pamela Willis, a Library Associate II, retired in the end of November, 2011. Betty Wright was hired on Feb. 15, 2012, took responsibilities for copy cataloging, processing library materials, withdrawing books, and SFX monthly updating until May 4, 2012 which was her last day with this library. Searching for the Library Associate II had been on-going and has not yet filled as the date of reporting. Qian Cui, Catalog Librarian, was supervising Pamela and then Betty as well as overseeing all cataloging activities and related operations including YBP/PromptCat records and vendor’s MARC records customization / batch loading.

Cataloging statistics

A. During 2011-2012, Cataloging Department cataloged 5,527 items in formats of print, audio, video, and microform, including 3,108 new titles (YBP shelf-ready titles 1,413) and 2,419 added volumes and copies. Total titles and volumes withdrawals were 1,643.

<table>
<thead>
<tr>
<th>Format</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>5,382</td>
</tr>
<tr>
<td>Audiovisual</td>
<td>126</td>
</tr>
<tr>
<td>Microform</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>5,527</td>
</tr>
</tbody>
</table>

B. In 2011/2012, total count for batch loaded vendors’ records was 12,915, including records for HeinOnline, Cassidy’s West Law and LexisNexis collections, BNA, CALI, CCH OmniTax, LOISLaw, Gale, Kluwer, and LLMC. Total title withdrawals were 367.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNA</td>
<td>26</td>
</tr>
<tr>
<td>CCH</td>
<td>13</td>
</tr>
<tr>
<td>HeinOnline</td>
<td>3,514</td>
</tr>
<tr>
<td>Cassidy’s</td>
<td>7,571</td>
</tr>
<tr>
<td>LLMC</td>
<td>1,197</td>
</tr>
<tr>
<td>E-Journals</td>
<td>279</td>
</tr>
<tr>
<td>LOISLAW</td>
<td>258</td>
</tr>
<tr>
<td>Databases</td>
<td>12</td>
</tr>
<tr>
<td>Free Website</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>12,915</td>
</tr>
</tbody>
</table>
Workshops and classes

Qian:
Documenting your success: creating employee manuals, Webinar, August 17, 2011
ALCTS: Cataloging law materials with RDA, Webinar, November 2, 2011
ALCTS: ISSN and You, Webinar, November 9, 2011
SEAALL, March 22-24, 2012
Ex Libris ELUNA Technical Seminar & conference, Salt Lake City, May 8-11, 2012
Self-paced training short classes on Voyager 7, Ex Libris Learning Center, 2011/2012

Betty:
In-house training on copy cataloging of monograph books, Feb. & March, 2012

2011/2012 Gold Review

1. Continue receiving training from Ex Libris on system administration, get familiar with user’s manual for each module, review and modify settings in SysAdmin to improve workflow and maximize productivity;
   Attended 2012 ELUNA Technical Seminar for Voyager system administration.
   Did not finish reading the Voyager’s user’s manual.
2. Take advantage of classes offered by Ex Libris Learning Center, working with Acquisition Librarian to cross train staff in Technical Services and Public Services on Voyager 7;
   Took all cataloging classes and a few Acquisition classes offered by Ex Libris Learning Center;
   Not done cross-training for staff.
3. Start planning and preparing for personnel change in Cataloging Department before Pam retires in the end of November of this year, including updating all manuals and procedures, developing a job description, consulting with HR to ensure a smooth transition;
   Done.
4. Train the new hired staff through in-house and outside classes in copy cataloging, processing, binding, etc.
   Done copy cataloging and processing.
5. Complete cataloging the gift books; eliminate the backlog of electronic resources cataloging.
   Done all gift books received before 2011.
   Reduced the size of the backlog for electronic resources but not eliminate.
6. Receive training class for RDA, start evaluating RDA Toolkit and possible its implementation in 2011/2012.
   Done.
2012/2013 goals

1. Continue receiving Voyager training on system management. Finish reading user’s manual for each module, collaborate with GIL committee to improve workflow and maximize productivity;

2. Develop a SFX v.4 local holdings updating and maintenance procedure. Start adding new titles to our local knowledge base to provide more access to library e-resources;

3. Work with Acquisition Librarian to cross train staff on Voyager 7 enhancements for Cataloging and Acquisition modules to improve work flow.

4. Finish cataloging all donated books. Continue cataloging electronic resources in-house if marc records are not available from vendors.

5. Provide systematic in-house training to new-hired Library Associate II in all duties required by the position in first six months.


7. Continue working on reclassification project.
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/Student Services Librarians, the Reference/ FACULTY Services Librarian, and two Administrative Coordinators and Library Associate I, managing circulation and stack services. 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, as well as monitoring the similar services provided to law school affiliated centers, clinics, and interdisciplinary centers by the Reference/Student Services Librarians.

The Associate Director for Public Services participates in the reference duty rotation approximately 8-12 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 public patrons.

The Associate Director for Public Services makes purchases for the library using a PCard and maintains related records.

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 successful leadership and coordination skills, and ability to work effectively with students, faculty, staff, and public.
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/Student Services Librarians, the Reference/Faculty Services Librarian, and two Administrative Supervisors (Facilities Coordinator and Library Associate I, managing circulation and stacks respectively). 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, as well as monitoring the similar services provided to law school affiliated centers, clinics, and interdisciplinary centers by the Reference/Student Services Librarians.

The Associate Director for Public Services participates in the reference duty rotation approximately 8-12 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 makes purchases for the library using a P’Card and maintains related records.

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: July 2012

TITLE: Faculty Services Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director for Public Services

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 30 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.

Shares responsibility for teaching the Legal Bibliography course.

Works with the faculty on uploading their scholarly content onto SSRN and serves as administrative editor for the College of Law's Research Paper Series on SSRN.

In consultation with faculty and the Associate Dean for Research and Faculty Development, develops and manages library services to support law faculty scholarship and teaching.

Provides occasional classroom instruction for GSU Law and undergraduate classes.

Participates in the library's web development and maintenance.

Coordinates the library's faculty teach & learn series.
POSITION DESCRIPTION

TITLE: Faculty Services Librarian

DEPARTMENT: Public Services

RESPONSIBLE TO: Associate Director for Public Services

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.
- Shares responsibility for teaching the Legal Bibliography course.
- Works with the faculty on uploading their scholarly content onto SSRN and serves as administrative editor for the College of Law’s Research Paper Series on SSRN.
- In consultation with faculty and the Associate Dean for Research and Faculty Development, develops and manages library services to support law faculty scholarship and teaching.
- Provides occasional classroom instruction for GSU law and undergraduate classes.
- Participates in the library’s web development and maintenance.
- Coordinates the library’s faculty lunch & learn series.
Participates in Law Library shelf reading projects.

Coordinates, with circulation staff, the management of the print reserves and manages the library’s exam archive.

Leads library tours and conducts library orientations.

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 12, 2012
POSITION DESCRIPTION

TITLE: Reference/Student Services Librarian (Austin)

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, and shares coordination of electronic services.

RESPONSIBLE TO: Associate Director for Public Services

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.

— teaches one section of a twelve week, one credit legal bibliography course in the Fall semester. In addition, the librarian may be called upon to give subject-specific lectures for various members of the law and university faculty.

— creates and executes outreach and training opportunities directed at law students.

— collaborates with the other librarians on library website issues, serving as one of the primary content editors for the law library website.

— coordinates the development of and produces library research guides using LibGuides.

— spearheads the law library’s technology fee submissions.

— serves as the library’s liaison to the law review and the tax clinic.

— creates digital content for the law library blog and other social media sites.

— serves as the principal contact for Westlaw, LexisNexis, CALI, and Bloomberg Law, and serves as a liaison between these vendors and the GSU students and faculty.
— organizes and conducts tours of the library along with the other librarians.

— enhances reference services by helping the associate director with finding, scheduling or providing refresher training for the librarians on new resources or resource enhancements.

— attends and actively participates in College of Law events and governance and serves as Faculty Advisor to law students.

— presents at and attends professional meetings, including participation at the local, regional and national levels, as well as volunteers to serve on committees for each organization.

— writes or edits short articles, CALI lessons and scholarly research on topics of interest.

— other duties as assigned.

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

Revised: 07/02/12 Williams
POSITION DESCRIPTION

TITLE: Reference/Student Services Librarian (Deborah)

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, and shares coordination of 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.

- teaches one section of a ten week, one credit legal bibliography course in the Fall semester. In addition, the librarian may be called upon to give subject-specific lectures for various members of the law and university faculty.

- creates and executes outreach and training opportunities directed at law students.

- manages and creates the law library's digital content, including the library blog and other social media sites, chat service, database list, digital signage, and the College of Law Digital Archive.

- hires, instructs, and directly supervises the library’s three reference Graduate Research Assistants (GRAs) who provide weekend and some evening reference services, and perform other duties as assigned, such as creating LibGuides.

- attends and actively participates in College of Law events and governance and serves as Faculty Advisor to law students.

- presents at and attends professional meetings, including participation at the local, regional and national levels, as well as volunteers to serve on committees for each organization.
collaborates with the other librarians on library website issues, serving as one of the primary content editors for the law library website.

serves as the library’s liaison to the HeLP clinic and moot court.

enhances reference services by helping the associate director with finding, scheduling or providing refresher training for the librarians on new resources or resource enhancements.

coordinates the development of and produces library research guides using LibGuides.

writes or edits short articles, CALI lessons and scholarly research on topics of interest as requested or inspired.

conducts tours of the library along with the other librarians.

other duties as assigned.

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

Revised: 02/28/12 Schander
POSITION DESCRIPTION (Keith Hill)

TITLE: Facilities Coordinator

DEPARTMENT: Circulation

GENERAL DESCRIPTION: Performs administrative work responsible for supporting a large Department, college, unit. Supervises the daily operations of the Circulation Department and assists the Associate Director for Public Services and Law Librarian in planning for the overall operation of the department. Exercises discretionary judgment and responsibility in directing the activities of the Department.

RESPONSIBLE TO: Associate Director for Public Services

SUPERVISES: Two full-time and 1 part-time library technical assistants, four student employees (working a combined 80.0 student hours per week).

DUTIES: Hires, trains, supervises, evaluates and terminates (if necessary) library technical assistant staff and regular and student assistants working in the Circulation Department, with input and guidance from Associate Director for 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.

Assists Associate Director for Public Services and Law Librarian in formulating and disseminating Circulation policies.

Inspects and monitors facility for safety hazards and implements solutions.

Serves as Law Library liaison for facilities operations and Director of Administrative Services.
Maintains GILEXPRESS, Gate and Patron statistics for Circulation and assists Associate Director for Public Services in creating statistical reports.

Oversees patron count and conference room reservations

Maintains and processes GILEXPRESS requests.

Maintains and updates Circulation manuals.

Liaisons with the main campus library regarding Circulation system problems, patron record concerns, and policy issues, including consultation with University Library Circulation Manager on various Voyager related issues.

Maintains patron database which consists of circulation calendar, patron load, and automated fines.

Ensures the regular comfort and cleanliness of the library for its users.

Develops and recommends policies and procedures relating to the Circulation Department.

Maintains order of reserve collection, including monitoring the equipment and other materials maintained by the Circulation Department.

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

Coordinates materials and resources required to host events, activities, and programs in the Law Library, including the reservation of rooms, monitoring electronic signage, planning for event set-up and take-down.

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

Maintains the faculty publications display.

Inspects and monitors progress of Law Library work orders and equipment.
Tracks, monitors, and inspects improvements and renovation projects for Law Library.

Post library hours, notify Police and Security as to change in Library hours.

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

TITLE: Library Technical Assistant, .5 (20 hours) (Willard (Byll) Irvin)

DEPARTMENT: Circulation, Public Services

PURPOSE AND SCOPE OF POSITION: Shift leader supervises student assistants in the circulation department. Responsible for providing service to library users at the Circulation Desk. Backup for packing, shipping of interlibrary loan items.

RESPONSIBLE TO: Facilities Coordinator

SUPERVISES: Student Assistants, upon absence of Facilities Coordinator.

DUTIES:
The Library Technical Assistant:

- Serves as shift leader, supervising student assistants in the circulation department.
- Assists with interlibrary loan and GIL Express packaging, shipping.
- Assists with organizing desk scheduling.
- Checks material in and out.
- Provides service for the Reserve Collection.
- Answers incoming calls; directs calls, or takes messages as needed.
- Provides location information to patrons and refers other questions to the Reference Librarians.
- Performs Circulation functions as required.
- Maintains reserve audio/video collection and equipment and assists patrons with their use.
- Assists in training Circulation student staff in use of Circulation system & policies.
- Assists in processing overdue notices.
- Opens/closes Law Library if assigned those hours.
- Performs 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.

7-31-2012
POSITION DESCRIPTION

TITLE: Library Technical Assistant (Emily Williams)

DEPARTMENT: Circulation, Public Services

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at the Circulation Desk. Responsible for formatting and distributing circulation copy of reserve booklist. Changes item location for items placed on reserve.

RESPONSIBLE TO: Facilities Coordinator

SUPERVISES: Student Assistants, upon absence of Facilities Coordinator

DUTIES:
The Library Technical Assistant:
— Checks material in and out.
— Processes GIL EXPRESS requests, including paging items, packaging, and shipping.
— Provides service for the Reserve Collection.
— Answers incoming calls; directs calls, or takes messages as needed.
— Provides location information to patrons and refers other questions to the Reference Librarians.
— Performs Circulation functions as required.
— Assists in training other Circulation staff in use of Circulation system & policies.
— Assists in processing overdue notices.
— Opens or closes Law Library if assigned those hours.
— Maintains, formats, and distributes circulation copy of reserve booklist.
— Maintains Reserve audio/video collection and equipment and assist patrons with their use
— Able to work morning/evening hours.
— Performs other Circulation tasks as assigned.
— Supervises & trains library assistants in absence of Circulation Supervisor.

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.

7-31-2012
POSITION DESCRIPTION

TITLE: Library Technical Assistant (Juanita Wheeler)

DEPARTMENT: Circulation, Public Services

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at the Circulation Desk. Assists with shipping and packaging of ILL.

RESPONSIBLE TO: Facilities Coordinator

SUPERVISES: Student Assistants, upon absence of Facilities Coordinator.

DUTIES:
- Checks materials in and out.
- Answers incoming calls; directs calls, or takes messages as needed.
- Provides location information to patrons and refers other questions to the Reference Librarians.
- Provides service for the Reserve Collection.
- Maintains Reserve audio/video collection and equipment and assist patrons with their use.
- Performs additional Circulation functions as required.
- Assists in training Circulation student workers in use of Circulation system & policies.
- Assists in processing overdue notices.
- Supervises & trains library assistants in absence of Circulation Supervisor.
- Assists with GIL Express and interlibrary loan packaging, shipping.
- Assists with copying and obtaining interlibrary loan requests.
- Opens/closes Law Library if assigned those hours.
- Performs 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.
TITLE
Stacks Maintenance Supervisor/Interlibrary Loan Coordinator (Library Associate I)

DEPARTMENT
Public Services

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

REPORTS TO
Associate Director for Public Services

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

DUTIES
- Planning, participating in, and overseeing projects related to the management of print library and microform collections, including shifting projects, shelf-reading projects, withdrawing books, etc.
- Ensures that all looseleaves and other continuously updated materials are updated promptly and accurately in the library, faculty offices, and the Faculty Library, including shelving books, filing looseleaf services and microform materials, etc.
- Serving as a specialist in library online systems including Voyager and WorldCat Resource Sharing and related applications for the fulfillment of interlibrary loan transactions
- Managing records related to interlibrary loan transactions, using both Voyager and WorldCat Resource Sharing; research patron appeals and other records for interlibrary loan
- Serve the public at most service points, including answering basic reference questions, making referrals, and providing basic policy and directional information
- Uses PantherMart system to make purchases for the law library and maintains records related to those purchases
- Plans, develops, and implements policies and procedures for stack maintenance functions
- Researching and writing reports using both Microsoft Office and Microsoft Excel; evaluating statistical information and making recommendations; maintaining department procedure manuals for interlibrary loan and stacks maintenance
- Maintain the interlibrary loan portion of the website, using the RedDot content management system
- Hires (with the approval of the Associate Director), supervises, evaluates, and terminates student assistants and work study employees
• Trains library employees on a variety of tasks, including shelving, filing, knowledge of the Library of Congress classification system, troubleshooting the compact shelving, shelf reading, etc., as appropriate and needed
• Problem solving for missing books and other issues, including performing book searches, reporting missing items, ordering missing looseleaf pages, etc.
• Serves as contact person for repair of broken compact shelving
• Other duties as assigned

QUALIFICATIONS
• Bachelor's degree and four years progressively responsible library experience, including two years in the assigned functional areas 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 and interlibrary loan procedures.
• Ability to track and calculate statistical information.
• Skill in staff supervision.
• Effective written and oral communication skills.

Revised on 02/27/2012
M. Butler
POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To oversee operations of the Technical Services Department, including acquisitions, serials control, government documents and bindery. Work with Catalog Librarian on coordinating cataloging projects and functions.

RESPONSIBLE TO: Law Librarian

SUPERVISES: 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, supervises, evaluates, disciplines and terminates staff. Monitors workflow and production. Handles other personnel matters.

Resolves 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 department, 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.)

Manages the Law Library’s electronic resource management (ERM) system.

Plans and design space and equipment requirements for Technical Services Department.

Manages the Federal Depository Library collection to ensure compliance with Federal Depository Library Program guidelines.

Works with University Legal on licensing new electronic subscriptions and databases.

Provides reference assistance to students, faculty and the general public.
Participates in Law Library shelf reading projects.

Performs other duties as assigned.

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

Revised 07/12
TITLE: Senior Administrative Coordinator

WAGE STATUS: Non-Exempt

DEPARTMENT: Technical Services


SUPERVISOR: Acquisitions/Serials Librarian

DUTIES: Order monographs online using the library automated system, Voyager and the web. Involves download full bibliographic records from OCLC and importing records in Voyager.

Update catalog records for titles received from Yankee’s PromptCat service and other vendors.

Enter invoice information for monographic and some serial titles using Voyager library automated system.

Prepare payment vouchers for all invoices in Panthmart and Spectrum, the university financial system. Sends paper invoices to Disbursements Department for payment.

Maintain files for ordered items and invoices.

Process materials for return to vendor when necessary.

Check in and claiming of serial titles, including journals and continuations, online using Voyager library automated system.

Resolve acquisitions claims for monographs and serials titles not received.

Perform all functions related to commercial library binding operation, including using library binding software ABLE to enter binding data for tracking shipments and statistics. Maintains and updates binding status for items sent to Bindery in Voyager.

Open and sort mail.

Semi-annual shelf reading.

Perform 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 7/2012
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 provide support for administrative portion of library automated system; 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 workflow 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, develop policies and practices to enhance the online catalog and to carry out other initiatives that provide access to library collection.

RESPONSIBLE TO: Law Librarian

DUTIES:

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

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;

Oversee course reserve collection, maintain and update course book list for each semester, make order request, and ensure all requested course materials are added to Reserve collection on time;
Manage the workflow related to updating and maintaining SFX by the Library Associate II; support and assist in integration and enhancement of SFX functionality in the law library;

Act as liaison with OCLC and other vendors as needed regarding products and services; and with University Library and other GSU departments as appropriate;

Coordinate with UGA GIL Support Services and University Library for all Voyager system-related matters including updates, OPAC evaluation, users meeting, etc.; serve as the System Administrator to set up, review or modify settings in SysAdmin to improve workflow, OPAC display, and productivity; maintain staff login accounts; provide reports for library administrative needs;

Coordinate with acquisition librarian for all departmental activities;

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

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 05/17/2012
POSITION DESCRIPTION

TITLE: Library Associate II
DEPARTMENT: Cataloging

RESPONSIBLE TO: Catalog Librarian

DUTIES AND RESPONSIBILITIES:

- Copy catalog new library materials including electronic resources
- Create and maintain holding and item records
- Process all materials to be added to the library’s collection
- Withdraw books and superseded volumes as well as participate in all cancelation projects
- Process all YBP/PromptCat books including handling problem items and items going to different locations
- Provide customer service at Circulation Desk 4 hours per week
- Assist in managing the library electronic journal collection by updating and maintaining the library holdings information on SFX based on the vendor’s weekly report
- Keep appropriate statistics for copy-cataloged items, added volumes, copies, and withdrawals
- Participate in semi-annual shelf-reading and assist in solving problems found from Shelf-reading project
- Perform other related duties as required

QUALIFICATIONS:

General:

- Excellent attention to detail and high degree of accuracy and efficiency
- Strong organizational skills, including ability to plan and prioritize multiple tasks to meet established deadlines
- Problem solving skills including ability to exercise independent judgment within areas of responsibilities
Good interpersonal verbal and written communication skills

**Required:**

Bachelors degree

Five years' experience in a library with evidence of progressive responsibility, including three years in the assigned functional area

Basic Knowledge of AACR2r, LC classification, and MARC format

Working knowledge of a bibliographic utility and library integrated system

**Preferred:**

Working knowledge of Voyager Cataloging module

Working knowledge of OCLC Connexion Client

Knowledge or experience with current information technology and office applications

Revised 07/18/2012
POSITION DESCRIPTION

TITLE: Business Affairs Coordinator (Vacant)

RESPONSIBLE TO: Associate Dean for Library & Information Services

SUPERVISES: Not applicable

PURPOSE AND SCOPE OF POSITION: To be determined

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

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 all 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.
Title: Director of Information Technology Librarian
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 Website Coordinator, Emily Diffenderfer College Instructional Technologist, Matt Towery College Technology 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.