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UNM School of Law Library Annual Report 1985-1986

School of Law Library Directors, Heads, and Librarians

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The Report of the Law Library

July 1, 1985 - June 30, 1986

Myron Fink, Law Librarian

This Report consists of this introductory overview of the past year from my perspective as library director and the detailed reports that follow of the various units and departments in the law library.

In addition to my primary responsibilities for library administration and book selection/collection development, much of my time and energy in 1985-86 was focused on preparing for and participating in several important events in the law school. The first event was an on-site evaluation of the Law School and the Law Library by an American Bar Association/American Association of Law Schools Evaluation Committee. The second event was the selection of a new Law School Dean. Both events took place in the Spring Semester 1986.

In the Fall of 1985, a Law School Self-Evaluation Committee was active preparing a report prior to the on-site evaluation. I prepared the section of the Report that dealt with the Law Library, a copy of which is attached to this overview. At the same time, I was involved in preparing the "library development" plan, a requirement for the on-site Evaluation Committee. The "library development" plan, involved extensive consultation with members of the library faculty and staff and was substantially completed by the end of the Fall Semester 1985. Because of the bulk of this data, I have provided only a "Summary of Goals for Law Library for 1986-1990" (see pages 119-120 A of my attached "Library" report to the Law Faculty Self-Evaluation Committee.)

Also attached to this overview is a copy of the section on the "Law Library" in the report prepared by the ABA/AALS Evaluation team on June 20, 1986.

In the Spring Semester 1986, I was very busy preparing additional data about the Law Library. The purpose of preparing this data was so that the concerns and requirements of the Law Library would be documented and made known to prospective deanship candidates. Preparation of this data involved much consultation and assistance from our Law Library faculty and staff. As a result of this work, we prepared a document entitled "Additional Funding Needs for UNM Law Library". This detailed document was presented to the Law Faculty Library Committee and discussed in committee meetings in the Spring of 1986. Our hope was to generate law faculty support for the Law Library which would be translated later into the plans of the new Law School Dean. I saw this as an effort to get the university to address long-standing funding needs of the library. While additional funds were not forthcoming from these efforts, the effect of this educational process has, it is hoped, created a momentum and an impact on our law faculty and our new dean with respect to these long term needs of the library.

Circulation Department

Last year's "most significant event" in terms of impact on library services was the introduction at the Circulation Desk of the on-line computer ALIS II.

This year I am pleased to report that ALIS is performing smoothly and that implementation is maturing steadily under the capable direction of Ken Shoemaker, Circulation Head. Mr. Shoemaker's appointment as "ALIS Coordinator" for the Law Library has also been a happy one for all concerned. ALIS terminals were installed in other library departments, staff were trained and coordination with Zimmerman Library was maintained. Significant improvement in system performance is anticipated when the new CPU Computer at the Zimmerman Library is installed this Fall.

Over the past several years, several themes have been persistent and repeating in Circulation. One has been the increasing demands made on circulation services and on circulation facilities and materials. Another has been the slippage in the work experience of staff and student help at the Circulation Desk due to high turnovers. In 1985-86, we followed a policy of shifting more to reliance on non-work study student help to cut the drain on time needed for training and on the need to do better shelf maintenance. Unfortunately, these salutary policies have not only had to be discontinued because of fiscal problems but we have also had to reduce our student budget significantly this year. This, coupled with a necessary decision not to fill a vacant staff position at the desk this year has seriously limited the time that Mr. Shoemaker can spend on planning, development and coordination. Patrons at the desk can expect to be dealing more and more with inexperienced student help, an impression I am afraid that will not help the library's good image for

prompt and efficient service. It is a tribute to Mr. Shoemaker and his competent staff that they are managing so well. In particular, I want to commend Mr. David Epstein, a staff member in Circulation, for the noticeable improvement in the quality of shelf maintenance this past year.

Reference Department

1985-86 was a difficult year for the Reference Center yet it was not without its positive aspects. Efforts to reclassify Library Specialists in the Center were stymied because University Personnel was not ready to undertake this project. By year's end, two of the Centers most experienced people, Patricia Wagner and Richard McGoey, were gone; one by retirement, the other to accept a position elsewhere. In addition, the Head of the Reference Center, Richard Bowler, was denied tenure by the University and left his position in June.

On the positive side, the Law Library was successful in hiring an exceptionally able replacement to head the Reference Center, Daniel Dabney. Thaddeus Bejnar, Legal Research Librarian, successfully completed an M.L.S. Program and rejoined the Center. And despite turnover in personnel, very ambitious instructional programs were implemented in Legal Bibliography and Lexis/Westlaw in which all Reference Center staff participated.

Perhaps the brightest note in an otherwise difficult year was the outstanding contribution made by John Kastelic, a Library Technician in the Center, in microform management. Thanks to his energy and commitment, the library greatly enhanced its capacity for this service in the past year.

Technical Services Department

Like the Reference Center, 1985-86 was a year of frustration and opportunity in the Technical Services Department. Frustration because of resignations of key staff resulting in disruption in workflow and the creation of work backlogs. Opportunity because of the problems presented, the fresh thinking required and the addition of new leadership. It is remarkable how much was accomplished under these challenging circumstances and a tribute to the entire staff for work so well done.

We were particularly fortunate to attract a most able Serials Librarian, Elizabeth Scherer, to fill Jerry Phillips' position. Work in this unit under her direction has been a model for what can be accomplished where there is leadership and direction. In particular, I wish to mention here the energy and spirit with which she tackled a project to clean-up the library's basement storage. Also, in passing, I wish to acknowledge the special effort and achievement of Edward Coghlan, Special Collections Librarian, this past year.

There were a number of problems and activities in 1985-86 that merit particular attention here. I shall refer to them briefly in passing as part of this overview.

In the latter part of fiscal year 1985-86, the Law Library was advised that it was in violation of the Regents' policy that "... expenditures in excess of approved University budgets are unallowable by anyone". On May 8, 1986, the UNM Accounting Director "froze" all Law Library budgeted expenditures for Account numbers 012-020-0XX. At this time, the Law Library had overspent its budgets for Books and Serials, Supplies and Services, Equipment and Travel.

We were advised that the Accounting Director felt that remaining Library Bond money (\$89,000) could and should be used by us to wipe out these over-expenditures. I took the position that the Law Library could not afford to use Library Bond money in this way until we were able to purchase essential automation equipment in an amount then not known. As a result of this standoff, library accounts were "frozen" from May until July 1, 1986. During this period, the library accumulated unpaid bills for Books and Serials amounting to \$38,000 against our Book/Serial Budget for 1986-87. Our overall "print-out" library deficit for 1985-86 covering all accounts was about \$57,000. This deficit was picked up by the University.

During the summer of 1986, after consultation with the new Dean, Ted Parnall, the Law Library adopted austerity and other measures to avoid such fiscal problems in the future. Examples of such measures are a policy of not filling vacant library faculty/staff positions in 1986-87 unless essential to library operations and raising library fees for photocopying.

A second problem that surfaced and came to our attention in the last months of 1985-86 was statistical evidence indicating that the Law Library was in the bottom third of all American law school library expenditures for Books and Serials. While the Law Library is about 47th in the United States in terms of book/serial holdings, we are 130 out of 176 law schools in terms of dollars spent on these materials. We have in effect been lagging badly behind other American law schools in expenditures for books/serials. This is a serious problem which only increased funding can rectify.

Turning from these problems, I am happy to report that the Law Library was able to help the Jicarilla Apache Tribe last year set up a law library in Dulce, New Mexico. Working closely with Chief Judge Carey Vicenti, I arranged to donate substantial amounts of our library duplicate and surplus books and serials. In all, about 500 law books were donated. A "Disposition of Personal Property" memo was sent to the Regents in December 1985.

Another positive note this past year was the improved communication among supervisors and key staff persons in the Law Library. This was accomplished by means of monthly edited reports prepared by such persons which were reproduced and distributed widely in the library. A typical monthly report would have sections for "New Policies and Procedures", "Activities and Projects (new or completed)", "Staff Training, Workshops, Accomplishments", "Personnel Actions/Changes", and "Matters and Unresolved Problems ...". This written mechanism has been instrumental in creating an on-going dialogue among key staff personnel and provides information for everyone in the library about what is happening in all library units and departments. Each month I meet with the staff person responsible for such monthly edited report to review what they have written and to respond administratively. The foregoing procedure is in addition to library bi-monthly "Core Group" meetings where matters requiring discussion in a meeting are addressed formally.

Finally, my efforts to share and benefit from input from all law-trained members of the library faculty resulted this past year in the creation of a formal committee for Book Selection/Collection Development. The committee meets periodically to coordinate and review our work in this very important area.

This past year, I continued to serve as a member of the Supreme Court Advisory Committee on the NMSA (1978), taught first-year law students Legal Bibliography in several sections, taught a seminar in Law and Social Change, and participated in a miscellany of Law School functions connected with my position as Library Director.

Note: Law Library Statistics 1985/86 are appended to end of this Annual Report.

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From "In-House" Law School
Self-Evaluation Committee Study

VII. LIBRARY

The Law School Library is one of three autonomous libraries at the University of New Mexico. It functions as part of the Law School and its policies and practices are made with the express or implied consent of the Law School Dean and faculty. Its primary function is to serve the study, reference and the research needs of the Law School student body and faculty.

A. Facilities.

The library occupies a wing of the Law School building constructed in 1971 and enlarged in 1978. Its facilities are functional, attractive and comfortable. The public areas of the library occupy some 40,000 square feet and provide seating for 330, with 33,000 linear feet of shelving, about 60% of which is presently filled. The public parts of the library occupy two floors: an upper floor containing about 60,000 carefully selected books most needed for reference and research, all of which are restricted for use to the floor, and a lower floor of circulating books. The upper floor also contains the library's microform collection, facilities for typing and copying, a rare book room, and rooms for student/faculty use of Lexis and Westlaw. The upper floor also has separate rooms which provide student access to a half-dozen DEC Rainbow terminals and suite of offices housing the Reference Center. Books are grouped functionally on this floor, allowing many alcoves and carrels for personal study. A Restricted Subject Group on the upper floor provides ready access by subject to a selection of the major treatises, looseleaf services, etc., thus

servicing as a browsing and reference collection for the most frequently used books in the library. The lower floor contains the library's circulating collection and its special collections.

B. Collections

The present volume count of the library is about 260,000, which includes the equivalent of over 75,000 volumes in microform. These holdings are all cataloged in the Library of Congress classification system and reflect a well-selected, excellent basic library collection appropriate for the support of the present Juris Doctor program of the school as well as the research requirements of its faculty. The library also has a strong collection of practice oriented materials in keeping with the Law School objective of serving the bench and bar.

Library holdings include comprehensive collections of state and federal court reports, including special and annotated series, session laws, current federal statutes and current annotated statutes for all the states, a substantial collection of current treatises supplemented by over '85 looseleaf services, digests and citators for all the states and the federal courts, legal encyclopedias, the regulations and reports of federal agencies (the library is a Selective Depository Library), more than 1300 complete or partial sets of legal periodicals (the library subscribes to over 1200 legal periodical titles) and other classes of legal materials. Among its microform holdings are collections of congressional documents from 1970-, U.S. Supreme Court Appellate Briefs and Records from 1832- and the New York Times from 1953-.

Decisions relating to acquisition of new materials and the maintenance and development of collections are the responsibility of the head librarian, who consults with the law faculty and library faculty. To augment and maintain these collections in fiscal year 1984-85, the library added 7,000 new volumes and spent \$270,000 for new books, continuations, serials and related automated services. However, the Book/Serial budget for 1984-85 was \$219,000 so that the library was underbudgeted by over \$50,000. It is primarily through the income realized from the use of the library's six public photocopy machines that the deficit has been able to be met (1,370,000 photocopies were made in 1984-85). Additional support for Books/Serials was received from allocations to the library by the Law School Dean made from the Law School Alumni Fund (\$33,000 in 1982-83; \$2920 in 1983-84; \$10,000 in 1984-85). Over the last five years, the average budget increase for Books/Serials has been about 6.5% while it is estimated that inflation for these materials has increased 12-15% per year. Thus, the Law School Library requires a 20% increase in its Book/Serial budget each year to pursue an aggressive acquisitions development program.

C. Staff.

The regular library staff is just under 25 full-time equivalent members. This includes 5.5 professionals who are members of the library faculty, 15.5 library specialists and technicians and 3.5 clerks. Student assistance totaled over 25,000 hours this past year. Last year, about \$435,000 was spent for salaries and student work.

The Law Library has made much use of "on-the-job training" to create a support staff of highly competent paraprofessionals, in lieu of creating faculty positions. The Reference Center, while headed by a tenured faculty position, is effectively staffed with Library Information Specialists who share equally in the complexities of law reference service (with the exception of legal research), in the teaching of legal bibliography to first year law students, and in Westlaw and Lexis training. It has been possible to hire beginning reference staff at a lower technical level, and have them reclassified as a matter of course as they gain experience in the department -- usually over a two-year period. Other positions in the library, traditionally held by faculty at other libraries, are also held by paraprofessionals: currently these include the Head of Circulation, the Head of Bibliographic Control (Cataloging), and the Head of Acquisitions. In addition, original cataloging is performed by paraprofessionals who have received in-house training in both serials and monographic cataloging. There is a continual attempt to have these jobs recognized for the complexities they entail by the University personnel department. A reclassification of positions resulting in upward grades was done in 1984-85. The resulting levels still fall short of approximating even the lowest of professional salaries. The success of this kind of staff development depends on low turnover. To replace such people quickly and efficiently would require an increase of faculty positions in the library, in order to acquire previous experience and credentials without years of investment in training.

In the last year and a half, at least three key members of the library staff have left for jobs outside the university which offered higher salary and greater job satisfaction. The inadequate remuneration of university employees continues to be a chronic problem. There is serious dissatisfaction among the library faculty regarding salaries and other benefits, e.g., total salary increases have averaged 2% over the past three years.

D. Service.

The Law School Library's commitment to library service is reflected in the responsibilities it has assumed to provide service to the New Mexico Bar and to the citizens and government of New Mexico. As the only law school in the state, the library is a major resource for legal materials and for legal reference services. Except for the law library located in the Supreme Court chambers in Santa Fe, it is the only public law library in the state. Because there is no bar library in New Mexico, it also serves as the major source of materials and services for the State Bar.

Through its Reference Center, the Law Library provides reference and other services state-wide. For those attorneys who can get to the Law Library, it offers assistance in the use of the library's collections. For those attorneys who cannot get to the library, it provides aid over the phone, including look-up service, minor research and a large amount of photocopying from cases, statutes, periodicals and treatises. In addition, the lawyer-librarians in the Reference Center provide help with research strategies to members of the Bar. The Reference Center also serves the

general public by assisting lay people in the use of law books as well as doing look-up questions for them on the phone. Other services offered by the Reference Center to the New Mexico Bar and to the citizens of New Mexico include being a major provider of information on state and federal activity, such as supplying access to legislative history and executive documents, sponsoring a program that furnishes free photocopying services to inmates in New Mexico prisons and jails and assisting members of the bar in the use of the law school's Westlaw facility.

Additional services to the public by the Law Library include its open policy of lending books to New Mexico citizens and an active interlibrary loan program where the library lacks books that are requested. Further, in cooperation with the Albuquerque Bar Association, the library's Circulation Department offers general legal information to the public through a tape-playing service called TEL-LAW. Finally the Law School Library serves the reference and research needs of the Institute of Public Law, the American Indian Law Center, the Natural Resources Center, the Law School's Clinical Law Program, its Land Grant Project and its two law journal staffs.

E. Automation and New Technology.

The Law School Library is irreversibly committed to automation in both its public service and technical service operations. In 1984-1985, about \$29,000 was spent for on-line information retrieval services (about \$9,000 from the Law Library's

budget and \$20,000 from the general budget of the Law School). In addition, the Law Library paid close to \$19,000 for on-line bibliographic services.

Since 1976 the library has been using the OCLC national cataloging system for cataloging and now uses this system also for interlibrary loan, acquisitions and serials. Last year, the Law Library adopted an automated circulation/inventory system at its Circulation Desk. This opened up new possibilities for patron service, storage and information retrieval from all on-campus libraries and the library is moving toward a public on-line catalog which may be accessible by patrons both within the library and from other areas of the campus and state. In the interim, there are plans to provide law faculty with access to law library and university library holdings through DEC Rainbow terminals located in faculty offices. Both Lexis and Westlaw are located in the library for use by law faculty and students. The library staff offers training on this equipment throughout the year. A modified IBM Personal Computer (OCLC 300) permits the Reference Center access to all internal files and collections of the law and university libraries on campus as well as access to Lexis, Westlaw, Nexis, etc. in the Law Library.

A new budget line is about to be requested for "automation maintenance related expenses" in the amount of \$50,000. This amount will be needed to support the library's on-line bibliographic services, the library's share of information retrieval and its share of the university's circulation/inventory control system. In addition, critical equipment needs have been identified

for fiscal years 1986-87 and 1987-88 which will amount to \$75,000. These are necessary to provide for a new automated serials system, an automated acquisitions system, necessary upgrading of the automated circulation/inventory system and the automated on-line cataloging system.

F. Special Collections.

Over the past several years, the Law Library has been developing several special collections. It began collecting special material in American Indian Law in 1969. This collection now contains over 3,000 cataloged titles and is nationally recognized. In the 1970's, the library developed a special collection in Land Grant Law to support teaching and research in community land grants. More recently, the library has committed itself to the rapid development of a Mexican-Latin American Legal Collection in recognition of its geographical position, its multi-cultural state heritage and the university ties and commitments in Latin American studies.

G. Response to Recent Evaluation.

In 1980, Professor Julius Marke of New York University Law School served as a consultant to the Law Library and made recommendations relating to the present state of the library and to its future development and expansion. (Report dated December 8, 1980.) Regarding the first set of recommendations, he wrote (p. 3):

"Now that the Law Library has achieved the stature of a well-rounded, basic collection of Anglo-American materials . . . some effort should be made to enrich its scope and depth. Although well-selected and even containing significant interdisciplinary materials,

still it lacks the depths and comprehensiveness the Law School community should be able to rely on in scholarly research Future planning for Law Library development should reflect goals to raise the library collection to the status of a research, scholarly one in the context of primary Law School institutional and faculty interests"

Faculty interests were identified as ranging from traditional subject areas to "research interests in Administrative Law, Natural Resources, Welfare and legal services to the poor, Public Assistance, Immigration and Naturalization, Indian Law, Chicano and Latino, International legal transactions, Juveniles and the Law, Mental Disability, Health Law and related subjects." Institutional interests of the Law School were defined as American Indian, Land Grants, Natural Resources, Public Law (Legislative and Executive and State and Local Government Law) (p. 12-13),

Professor Marke made recommendations for collecting interdisciplinary materials, Foreign Comparative and International Law, Legislative History, State and Local Law, Multimedia as well as suggestions for book selection policy, library services and professional and support staffs (pages 4-11). Our response to these recommendations these past five years has been to more actively acquire materials in these areas in our book selection process, to expand the number of serial titles we selected as a Depository Library, to use recent bond issue funds to retrospectively acquire the U.S. Serial Set before 1959 and to consolidate responsibility for microform so that microform management "should be a focal point of future library development" (see Annual Report of Law Library, 1984-85, p. 4). In addition, the Law Librarian has worked more closely with law-trained members of the library staff in the book

selection process, especially in areas outside the traditional ones required for law school courses, e.g., government documents, books selected for American Indian Law, Land Grant Law and Mexican-Latin American Law special collections. As part of the upgrading of the book selection process, the library has prepared a Natural Resources Collection Development Policy in consultation with interested members of the law faculty. Although budget constraints have limited the amount of staff resources for special collection work, the library is very active in this area, especially in acquisitions work.

With regard to one of Professor Marke's specific recommendations for the future, i.e., to establish an Inter-American Institute for Legal Studies and Research at the UNM Law School with the law library "developed into a regional scholarly research library" (p. 12), the Law Librarian has been in touch with Professor Gilbert Merx, Director, Latin American Institute at UNM, to explore this possibility.

While continued infusions of state bond money* for scholarly, research materials would obviously make it more possible to attain some of these goals in the near future, this would also require an increase in the Law Library operating budget for books and serial

* In August 1985, \$150,000 from the University's share of \$5 million library bond monies was distributed to the Law School Library "for library acquisitions and library computer equipment and appropriate data bases" To date, the Law Library has spent about \$60,000 for retrospective microform collections of the U.S. Serial Set and for the Congressional Journals. The balance must be expended by April 1988.

titles to maintain the currency of these new materials. However, the immediate need is for equipment, particularly computer-related equipment, together with a continuing budget for the Law Library to pay its fair share of computer services support to the general library on campus.

Since Professor Marke wrote his report five years ago, it has become apparent that investment in automation generally, particularly in computer-related equipment, is the most pressing need not covered in the library's existing budget. It is expected that demand will also grow for computer-related data bases and services. It is becoming apparent that automation does not replace library staff or reduce staff expense. Rather it seems to displace some staff and create pressures for additional skills among staff. Thus, for the immediate future, choices must be made between more books on the one hand or automation equipment and maintenance on the other. Further on down the road, there will be choices to be made between more books or data bases and ongoing automation system expenses.

H. Summary of Goals for Law Library for 1986-1990

1. Collection Development

- a. Use of state bond issue money allocated to the Law Library in 1985 to develop scholarly and research-oriented collections.
- b. At least 20% increase per year in the budget for Books/ Serials.
- c. Substitution of microform for hard copy of selected materials.

- d. Greater reliance on automated legal retrieval systems and possible elimination from or storage of collections now in Law Library.
- e. More active acquisition of materials in interdisciplinary areas, Foreign, Comparative and International Law, Legislative History, State and Local Law and Multimedia.
- f. Expansion of the number of serial titles selected as a federal Selective Depository Library.
- g. Closer cooperation in book selection work between Law Librarian and law-trained members of the library staff.

2. Reference Center

- a. Addition to staff of a fourth Reference Assistant or a Professional Librarian/Information Specialist.
- b. Provision for upward reclassification of Reference Assistants beyond one-time graduation from LTA to Library Specialist status.
- c. Reorganization of upper floor collection to accommodate microform needs.
- d. Development of an automated public-access catalog.
- e. Planning for Reference Center's role in a fully-automated law library including added computers and terminals for the Reference Center.
- f. Enhanced Reader/Printer capability for microforms.

3. Administrative Unit

- a. Automated photocopy billing and accounting procedures.
- b. Upgrading Bookkeeping position to Accounting Technician.
- c. Implementing financial components of the new serials and acquisitions automated systems.

4. Technical Services

- a. Selection and implementation of a locally housed, automated serials control system.

- b. Selection and implementation of a locally housed, automated acquisitions system.
- c. Selection of (either in cooperation with university library or independently) an automated public access catalog to replace existing card catalog.
- d. Completion of the data base and item identification for the automated inventory control system.
- e. Attention to preservation projects for library materials.
- f. Expansion of Special Collections capabilities to include detailed access to these collections and the generation of extensive bibliographies.
- g. An increase in staff support to maintain the increasing functions within Technical Services.

5. Circulation Department

- a. Addition of eight ALIS terminals placed in various locations throughout library.
- b. Development of priorities and procedures for maintaining and processing the collections on library shelves.
- c. Reclassification of the three top positions in Circulation.
- d. Addition of an OCLC terminal in Circulation.
- e. Building or remodeling an office for Circulation Head.
- f. Building vestibule outside existing maintenance to contain noise.
- g. If cutbacks in work-study funding happen, addition of 4-5 full-time CS II or CS III staff for shelving, shelf-maintenance and desk coverage.

From Site-Evaluation Report dated
June 6, 1986 by ABA/AALS
Evaluation Team

VI. LAW LIBRARY

The Law Library at the University of New Mexico is funded and administered as a component of the School of Law. Though there is communication with the central library on matters of common interest, there is no external control. Even in areas where joint ventures are undertaken, all appropriate autonomy is retained by the Law Library. The thorny issues which can arise under alternative administrative structures in areas such as acquisitions, budget and personnel, do not present themselves.

The Law Library has been under the direction of Professor Myron Fink since 1958. Professor Fink is assisted by a staff which includes 4.5 professionals, 15.5 library specialists and technicians and 3.5 clerks. The efforts of this staff clearly serve to provide first rate library service, and neither the administration nor the staff itself pleads for major expansion. Though this staff is performing at high levels, there are serious problems.

The non-academic staff is not always appropriately classified and, therefore, compensated. Serious attempts to correct these difficulties are already underway. Academic staff also suffer a morale problem due to prevailing compensation levels. Data to show the magnitude of this problem is not available, but could easily be gathered by surveying New Mexico's comparator institutions. Given salary levels which only rise to \$29,550 for the most senior professional staff member, who possesses both the MLS and the J.D., it is virtually certain that the salary shortfall will be at least as great in percentage terms as is the already documented problem for the law faculty generally.

The last major factor affecting morale is potentially the most disturbing. Relations between the Director and the staff are clearly strained. The degree of disaffection varies from person to person, but nonetheless appears to represent a widespread problem. The site evaluators were not in a position to make any judgments as to the merits involved, but would suggest that the deleterious effects are such that the problem must be explored and addressed. In fairness to all, however, it must be carefully noted that none of the persons involved have allowed the problem to get in the way of the appropriate performance of duties. The price thus far paid has been exclusively in opportunity costs over the long-term and not near-term operating efficiency. It would also be unfair to leave the issue of morale without noting that the problems are compartmentalized. On a wide variety of fronts, both the administration and the staff of the Law Library exhibit great pride in their efforts and justifiably so.

The faculty and students of the University of New Mexico School of Law receive excellent service and in abundance. In addition, Professor Fink has long insisted upon an extremely wise policy of extending the resources of the Law Library to the entire state, whenever this could be done without impinging significantly upon primary obligations. As the School seeks to deal with the economic stringencies in the state, the Law Library's long practice of resource sharing could be a significant asset in both public and private arenas. To that end, it might be useful to consider some expansion of record keeping as to provide greater information about the quantum of such services already being provided.

Great pride can also be taken in the book collection, and how it is maintained and utilized. Holdings currently number over 260,000 and have long surpassed the minimum levels set out in the present standards and as the standards are proposed to be amended. The collection shows every sign of having been carefully selected and then subsequently cared for. The arrangement of the collection is functional and does not slavishly follow externally designed classification systems where it does not make sense to do so.

Finally, and most impressively, the Law Library maximizes the utility of the collection to users by putting a large percentage of its personnel resources into reference functions. It is this policy that permits the Law Library to simultaneously serve both local and off-site users.

The collection is housed in a wing of the law school comprised of pieces of the original 1971 building and the 1978 addition. The marriage of the two areas was well executed and virtually invisible to the casual observer. The result is a facility which provides forty thousand (40,000) square feet of public area. This is more than adequate for the thirty-three thousand (33,000) linear feet of shelving and the three hundred and thirty (330) student study carrels being provided. It also suffices to allow for the inclusion of areas set aside for microforms, typing and photocopying, automated data bases, rare books and student word processing equipment. These are augmented by large and comfortable areas for processing.

The Law Library has made great strides in its use of new technologies in recent years, and its highest short-term priority is to maintain the momentum already established and to begin expansion into new areas. Given the nature of the relative isolation of the Law Library from other such facilities, it becomes especially important that New Mexico utilize all means available to enhance its access to data. Automated data bases are of particular importance as a result. As might be expected, the major problem is funding. A minor portion of that problem may well be accounting systems already in place. Costs for automation are currently co-mingled with other categories of expenditures. The costs have now risen to a level where they might be better understood if consolidated. While it will clearly be difficult for the University of New Mexico to provide all the requested funds, it is equally clear that a failure to examine the proposals and to fund what is possible will represent false economics. Over the long term, much of the future of this Law Library will depend upon its capacity to access materials not available on site and to provide access to its own materials to users in remote locations.

Any attempt to summarize the Law Library must begin by restating that the facility is doing a good job of meeting the needs of those who come through the door. The systems are efficient and the people hard-working and enthusiastic. The levels of service currently prevailing are clearly commendable. To the extent that one would point out deficiencies, the vast bulk are more accurately cast as concerns about the state's ability to

financially support the program already built. If it cannot, the Law Library, like the school it supports, will be forced to turn to the private sector for support, and the planning for such contingencies must begin soon. On all other fronts, the School and Law Library combine jointly to hold the Law Library's destiny and there is no reason to believe that it will not be a bright one.

CIRCULATION DEPARTMENT ACTIVITIES 1985/86

Kenneth L. Shoemaker, Head, Circ.

Summary

This was a year of increasing demands on Circulation Department services and on library facilities and materials as well. We saw a 29% increase in daily book circulation over last year. Perhaps most dramatically, the Inter-library Loan section sustained a 139% increase in the number of requests made by our patrons, and a 4% increase in requests from other libraries over the same period. There continues to be a disturbingly high turnover in key staff positions which perpetually dilutes the core of staff expertise and, particularly this year, disrupts the continuity of service at the Desk. Progress was made, however, in achieving our primary goals: developing better shelf-reading procedures, coordinating and refining ALIS operations at the Desk, improving photocopier facilities and revenues, maintaining the physical facility, and providing 108 hours a week of courteous and efficient service to our patrons at the counter and on the telephone.

Activities and Projects1. ALIS Report

In October of 1985 Myron asked Ken to assume the role of "ALIS coordinator" for the Law Library. This occurred as a result of Victor Whitmore's resignation, and the decision not to replace him immediately. Ken's new duties include primary responsibility for all hardware installations, system security (password authorizations), statistics, training, system coordination with Zimmerman, and the Conversion Project. Also, Ken handles all hardware and software maintenance problems.

During the year we continued to experience increasing problems with slow terminal response time. After much dialogue with Steve Rollins at Zimmerman Library, changes were made in the system scheduling for custodial maintenance

functions, including batching, loading new tapes and programs, rebuilding dictionaries, as well as preventive and routine maintenance on the hardware. This has resulted in improved response time at other than peak periods, but the need for a new CPU at Zimmerman has become very clear. Toward that end, negotiations occurred in the Summer of 1986 and concluded with an agreement to purchase a new, more powerful CPU for installation in the Fall of 1986. We anticipate tremendous improvement in system performance across the full spectrum of functions. However, it should be noted that the system itself continues to operate at better than 99% efficiency with regard to system availability.

The process of adapting ALIS to the needs of the Law Library continued in 1985/86 with several significant developments. New procedures were established for such things as phone renewals, law student patron registration, the use of BLOCK messages to prevent patrons from charging books, inventorying faculty charges, billing for lost books, and so forth. In April, we undertook to resolve problems with the "on-line transfer" function wherein bibliographic records being loaded from OCLC into the ALIS database were getting partially garbled. In an attempt to alleviate the problem, Zimmerman agreed to upgrade the priority level of this function, hoping to prevent or at least minimize system interruption during the transfer process. It didn't completely solve the problem. Hopefully, the new CPU will make the whole matter moot, as all function priorities will be raised to the same level.

In January Ken prepared a proposal to fund a Law Library link with the CDCN (Campus Data Communications Network) to enable us to increase the baud rate potential of our ALIS terminals to 9600 (from 1200). Other potential benefits included enabling us to test the feasibility of allowing public access to the ALIS database through any compatible hardware (the link would permit unlimited dial-up of the database at 9600 baud, from anywhere in Bratton Hall). Due primarily to a lack of funds, it was decided not to.

proceed with the experiment.

Several hardware problems were addressed during the year. The terminal in Serials was finally repaired on December 3rd after having been inoperative for the previous seven months. The problem turned out to be a phone line problem, and the fault lied with the UCS group on campus. We were not happy about this, as we had had assurances on several occasions that the problem was not in the telephone lines. And in February, a new wand unit was installed at the Serials terminal, along with an extension cable enabling greater flexibility in locating the terminal in the Serials area. In November, the new terminal for Bindery was installed with a new wand modem.

We continue to have problems with wand reliability. During the past year, there were seven instances where wands had to be returned for service, a process which involves shipping the units to Kansas and usually takes six to eight weeks turn-around time. This from a total of six wand installations in the library. The "new units" seem to require service about twice a year, which is completely unacceptable. Ken is working with the vendor on resolving the problem.

The Conversion Project finally got underway in stages this past Spring. Ken began by converting about 100 serial sets himself, ironing out the bugs, and setting up procedures and guidelines. Then, in June, the project began in earnest, with several staff assigned to different responsibilities and the intention of developing a written, formal project statement for implementation in the Fall of 1986. The most significant aspect of the new project is the re-assignment of Linda Smith as "Conversion Project Coordinator" under Dana Dorman's supervision. The goal, of course, is to convert as quickly as possible as many volumes in the library's collection as possible into the ALIS database. As of June 30, 1986, an estimated

8,000 volumes had been converted as part of this project.

2. Reduction of student workforce budget for FY 86/87

In May, Myron asked Ken to prepare an analysis of the Circulation student workforce budget for FY 86/87 and to reduce the amount spent in FY 85/86 by 50%. On June 23rd, Ken responded with a proposal that would impose significant changes in the way Circulation employs and pays student workers. This is what was proposed:

- 1. Limit all students to 20 hours/week.
- 2. Require Work/Study eligibility for all student employees, effective Aug. 17th.
- 3. Eliminate two evening/weekend student positions.
- 4. Terminate all students (no matter how long they've worked with us) by August 17th if they've failed to become eligible for Work/Study.
- 5. Add one day shelver student position by July 1st (this was later rescinded).

The net result is a reduction of potential student salary expenditures of approximately 49% (from \$36,338.23 to \$18,638.10), a thinning of the evening/weekend work/study pool, and the loss of two students who were unable to qualify for Work/Study benefits. More significant, however, is the rather abrupt reversal of our recent philosophy of recruiting student employees from the general student population regardless of Work/Study eligibility. In the past, our ability to employ these students has yielded workers who are generally more motivated, mature, and reliable, and who stay in their jobs for years instead of months. There is no question that the library and the Circulation Dept. will suffer in the level of service and task performance provided by Work/Study eligible students. If only because of high turnover (Work/Study students must be terminated when they have earned the amount of their eligibility, and this occurs routinely in the middle of the school year) the overall level of experience and library knowledge will be diminished and patrons will be the ones to suffer.

3. Shelf-reading

New procedures and policies were developed over the Summer of 1985

to try to cope with the perpetual task of maintaining the library stacks and identifying maintenance problems and resolving them. Shelf-readers are now assigned specific areas in the library which become their own "personal" sections. Their work is regularly reviewed and failures are dealt with rather strictly. As of June 30th, plans were underway to re-write the policy to include Circulation staff members in the reading and reviewing, rather than just the shelf checker.

4. Interlibrary Loan Services

Ruth Henderson, the head of Interlibrary Loans, designed several new forms to be used with ILL transactions. One form accompanies the books we lend and provides the borrowing library with transaction information to ensure timely and accurate return. Another is attached to the covers of books we borrow for our patrons, identifying them as Interlibrary Loan material, explaining various ILL policies, and showing the due date and renewal information.

Please see the attached Interlibrary Loan report (Circ. appendix B).

5. Photocopiers

On June 19, 1986, a new IBM Model 30 copier was installed, replacing the old Model 10 copier. We realized an instantaneous minimum monthly savings of about \$50.00, not counting the additional potential revenue from high volume use of the machine which was obviated by the old model (high volume copies cost alot more on the Model 10). In light of the fact that copier revenues are so important, we decided to purchase another Model 30 copier. It was ordered in mid-June to replace one of the old Copier II's. It was due to be installed by mid-September.

Demand for auditrans/copiers has increased to the point where additional measures had to be considered to alleviate the situation. Also, price changes were discussed with an eye to increasing revenues wherever possible.

Among the changes that were implemented:

1. A fifth auditor was put into circulation at the Desk to increase availability. It was felt that a certain amount of the time that an auditor is checked out is spent "in transit", not actually being used in a copier.
2. Signs were put up around the library discouraging patrons from being "hog-a-trons" - the concern shared by most that many patrons are inconsiderate in their use of auditors and keep them for long periods of time, even when not actually making copies.
3. The cash price for photocopies was raised from 5¢ to 6¢. Based on random sampling of desk receipts, this should result in an increase of about \$7,500.00 in income per year.
4. To cut down on uncollectable bills generated by auditor usage, a new policy was put into effect requiring one of three conditions: (1) pay cash, (2) bill to law firm, or (3) present Law Library Borrower's card. In the third case, the clerk at the Desk writes down the PID # in the billing box, thereby ensuring that we know who the person is and where to get ahold of him/her.

6. New Safe for Circulation/Dollar Bill Changer/Theft problems

Problems persisted in money security/accountability and our ability to provide adequate change for patrons wishing to make copies. The dollar bill changer continued to fail and became virtually useless, whereupon it was retired in June of 1986. Ken did a survey of available replacement changers and, with the assistance of Steve Allison of the Vending Dept. on main campus, selected a model that would not only meet our needs, but would increase our capability to make change dramatically by also changing \$5.00 dollar bills and by quadrupling the storage capacity of coins. The matter of purchasing a new changer was brought before Dean Farnall in early July 1986. The decision was made not to purchase a new changer this FY. The dean asked us to devise an interim system for providing change at the Desk and to spend the money for the changer on more critically needed items.

With this in mind, it became even more apparent that Circulation needed a secure way of locking up large amounts of money. For example, in November 1985 approximately \$200.00 was reported missing from Circulation Desk receipts. Then, on April 21, 1986, the department secretary reported \$127.00 missing from the dollar bill changer. On May 15, 1986 a heavy steel safe was installed at the Circulation Desk. At that time, Ken requested

that the permanent petty cash fund at the Desk be increased to \$500.00, in order to maintain adequate amounts of change in lieu of the dollar bill changer. The safe provides for high security of all cash receipts and change reserves and enables Circulation to make unlimited change for patrons during all hours of operation. Only three people in Circulation know the combination to the safe. David is responsible for maintaining and accounting for the contents.

As an adjunct to our continuing concern about security in the library in general, we took several other steps this year. Ken negotiated with the campus police to get seven-day security aide coverage in the library. It was approved in early May and should be an ongoing service from now on. Signs were placed around the library warning patrons not to leave their personal belongings unattended, as there were numerous incidents of purses and wallets being stolen from carrels and tables throughout the year. In May, Ken drafted a proposal to Ted Parnall outlining new procedures for issuing building keys to law students. The problem had been that law students had been issued keys fairly liberally but that no mechanism existed for ensuring that keys were turned in after the period of their appropriate use. Dean Parnall approved the new procedure whereby law students must come to Ken for key authorization forms which require their signature acknowledging their agreement to return the key(s) at a mutually acceptable date. The stated sanction is the withholding of grades/transcripts. This way, Ken can interview the students and make rational determination as to the legitimacy of their needs for various keys to this building.

7. Other Activities

On the morning of April 28, 1986, we discovered that two of our public access electric typewriters had been seriously vandalized. Because of the nature of the damage, and because of our perception that the great majority of the use of these machines had been by "street people" frequently using the library, we decided to remove these machines from patron use.

At this stage, we have had very little demand for replacing these machines. Perhaps the single greatest reason is the installation on October 7th of six DEC rainbow PC's for the exclusive use of law students in the library. The cage room was designated as a secure and remote enough site for these computers. "OfficeWriter" software packages (six) are on permanent Reserve at the Desk and can be checked out only by law students or library staff. There is a sign-up sheet posted next to the door to the room for students who wish to reserve a PC in advance. So far, there has been very heavy use of these machines by students, to the point where an additional number of units have been ordered. No location has been decided upon for the new units.

The humidifier for the rarebook room and the cage room began leaking in late January 1986. It was determined to be beyond repair, and was removed from the ceiling over a nine day period in late January. As of June 30th no replacement unit had been approved or installed.

More detailed data is being kept on book searches. We will report complete search statistics as a part of our regular annual Circulation statistics (see Appendix A). The search clerk is keeping a chart, indicating, among other things, the chronological order of searches initiated, where books are ultimately found, how soon after the search is started, and the time frames for follow-up searches, patron notification, declaring missing, etc.

The Law Library terminated its relationship with Western Union for monthly leasing of a TWX machine on June 30, 1986, effective August 1, 1986. This is expected to save about \$160.00/month.

The "Microform Duplicating" room was moved from Rm. 3322 to 3321, formerly used as "smoker's typing room," but in actuality it was our only typing room of any kind. Now Rm. 3322 has been designated as photocopier supply room. This is where we will begin to stockpile copier supplies against

the probability that we will be cut-off again from buying supplies next Spring.

Dana Dorman revised a number of Reserves procedures. She created a "Reserve Log-In" book for all Class Reserve material, to give us instant access to the master file for inquiries about (1) are there any books on Reserve for...?, (2) who is teaching what sections of...?, (3) is this book on reserve for...?, (4) has professor ... turned in a request for class reserve material yet? etc. Dana also began keeping a ledger record of patron book bills to enable us to keep written records of a patron's book fine history.

David Epstein and his assistants Rich Stott and Steve Chavez completed a major stack shift during the Summer of 1986 on the Lower Floor. Ken and John Kastelic worked on the new floorplan for the Upper Floor microform area to accomodate the new Lektriever microfiche storage unit. David and his assistants worked with John to execute the new floorplan. Some large tables were moved and stacks rearranged during this two day process.

Personnel

David attended a management training workshop for three days on September 4, 5, & 6 at the Personnel Dept. on main campus. The seminar was entitled "Management Development and Training."

Ruth Henderson attended two workshops intended to improve her knowledge of the Interlibrary Loan Subsystem of OCLC. On Sept. 25 & 26th, she attended a workshop in Dallas entitled "ILL Basic;" On October 9th she attended a workshop in Santa Fe called "Search Effectiveness Workshop."

Ruth and Ursula attended the in-house legal bib. class during Fall 1985.

Terminations/New Hiring

1. Mary McIntyre resigned effective July 27, 1985 to get married and was replaced by Dana Dorman effective September 3, 1985. Dana comes to us from Zimmerman Library, where she was head of the Reserve section.
2. Six new student employees were hired at the Desk in September, to replace students who terminated after Summer.

3. Three new student employees were hired in January. One new daytime shelving assistant was hired.
4. Barbara Allred, student assistant to Ursula Garcia, resigned effective May 6th, 1986. Linda Bundy was hired to fill the vacancy, but she was terminated in late June because she was not Work/Study qualified. Ms. Bundy was a library science major.
5. Two new student employees were hired for the Desk in April, to replace two vacancies resulting from resignations or terminations.
6. Dana's student assistant, Sharon Justus-Bodo, resigned at the end of May. She was replaced by Shannon Gilbert, who had been working evenings. Sharon was an excellent worker and is greatly missed. Shannon, however, has done an excellent job filling her shoes. We are quite lucky to have had both of them.
7. David hired a new daytime shelving assistant on May 12th, Robert Stripp. Mr. Stripp transferred to Processing Dept. in June. His vacancy was not filled, to save money.
8. Lynne Mandeville, the Interlibrary Loan Assistant, resigned in December. She was replaced by Bill Jacoby in January 1986. Both Lynne and Bill are very capable workers and it was a smooth transition.

Conclusion

I would like to thank the entire Circulation Team for another year of hard work and support. I am most indebted to David Epstein for his ongoing reliability and durability during some very awkward and trying situations (only he knows what I mean!); to Dana Dorman for her splendid effort in managing an ever increasing workload and the good cheer and support she gives us all; to Ursula for her patient and dedicated efforts to conquer the "shelf-reading juggernaut"; to Oscar, Linda, and the rest of the employees in Circulation for their support and flexibility during this year.

I would particularly like to remember Mary McIntyre, Lynne Mandeville, and Sharon Justus-Bodo, three young women whose brief tenures with us have made this a better library in which to work and study.



THE UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO 87131

CIRCULATION STATISTICS 1985/86
(total charges)

<u>1985</u>	<u>1986</u>
July 1050	Jan. 1553
Aug. 1047	Feb. 2687
Sept. 1501	March 2945
Oct. 1676	April 3691*
Nov. 2027	May 2016
Dec. 1251	June 1773

Peak month: April (* all time record)
Low month: Aug., July

Rank order: April
March
February
November
May
June
October
January
September
December
July
August

Total: 23,217*

* includes Reserve categories indicated

RESERVES

Class Reserve (semester)

Books: 1997*
Photocopies: 1107

Desk Reserve (permanent)

Books: 1903*
OfficeWriters: 2122*

Audio/Video

Bar Review tapes,
Desk Reserve Video,
Class Reserve Audio/Video : 2860
Audio cassette recorders: 1554

TOTAL RESERVE CHARGES: 11,543

TOTAL CIRCULATION FOR THE PERIOD

July 1985 thru June 1986: 28,738

BOOKS PER DAY: 64.5 (360 days OPEN) (23,217/360) (84/85: 46)

CHARGES PER DAY: 79.8 (Books + non-asterisked Reserves) (28,738/360)
(84/85: 74)

* * * * *

Book Searches

Total searched: 607 % Found: 77%

Completed: 360

Found: 278

In Process: 247


 THE UNIVERSITY OF NEW MEXICO
 ALBUQUERQUE, NEW MEXICO 87131
Interlibrary Loans

STATISTICS FOR FY 1985/86

<u>Our Requests</u>	<u>FY 1983/84</u>	<u>FY 1984/85</u>	<u>FY 1985/86</u>
Requested by us but not filled	27	57	131
Borrowed and returned	65	85	204
Photocopy orders completed for us	35	85	192
Pending	11	8	35
Total	138	235	<u>562</u>
<u>Requests from Other Libraries</u>			
Requested but not supplied	262	214	268
Loaned to other libraries and returned	191	221	188
Photocopy orders completed by us for other libraries	144	163	168
Total	597	598	<u>624</u>
Total Requests Serviced:	735	833	<u>1186</u>
	*	*	*

Comments

1. The overall volume of requests has increased, with the most significant occurring in our requests to other libraries. The number of items borrowed (431) now exceeds the number of items supplied (356) for the first time. Since virtually all of our requests are initiated on OCLC, this has had a significant impact on ILL costs. Discussions began this year to consider initiating a service charge for requests made by our patrons (non-Law school).
2. An unusually high increase in requests from our patrons occurred during Dec.-Jan. and it is difficult to interpret the significance (if any) for the future.
3. Problems arose this year with one Law Professor (and an attorney working with this professor) consistently failing to return borrowed books on time. Several libraries communicated with us about their concern, and a few even threatened to terminate ILL relations. Myron sent a memo to the professor asking for future compliance with due dates and renewal policies of lending libraries.

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Annual Report
Reference Center

1985 - 1986

The areas of personnel and microforms so overshadowed other areas of work by the Reference Department that they will be a major part of this report.

Personnel

Richard L. Bowler left June 30, 1986 as Associate Librarian/Reference Services to set up his own consultation service. He was replaced by Daniel Dabney in the newly created position of Reference Librarian. This new position will have duties and authority essentially the same as that held by Mr. Bowler.

Patricia Wagner announced her retirement effective August 1, 1986. Her many years of effective, intelligent and highly motivated service will be sorely missed and difficult to replace. Ruth Henderson formerly of the Circulation department, assumed the position on August 1, 1986.

Richard McGoey left quite suddenly at the end of May to take the position of Law Librarian for the firm of Sutin, Thayer and Browne. Again his many years of high quality service will be sorely missed. John Kastelic has been promoted to this position.

The project by Personnel to re-examine the grading of all Library Specialists remained up in the air.

Thaddeus Bejnar took an unpaid leave of absence from January through May to complete his library masters degree at the University of Texas at Austin. To replace him we hired Patrick Fry, a local attorney, on a temporary basis to work from December 4, 1985 through the end of May, 1986. His knowledge of

legal bibliography and willingness to serve were much appreciated. Bonuses were his computer skills and the work he did on our pro-se divorce form problem (more on these later in the report).

John Kastelic's development in his work has been superb. He took the first year legal bibliography course, was trained on Lexis, Westlaw, ALIS and OCLC and was ready to take regular desk duty by the first of November 1985. All this he did while making all the arrangements for the new microform storage cabinet, doing most of the work filing and making periodic trips to Santa Fe for bills and other legislative materials needed by the library (more on this later).

Angela Sorrels, a first year law student, replaced Kelly Knight as Prison Project workstudy in February. Her work to date has been excellent.

Microform

I completed the first comprehensive microform policy for the law library on its history. I had great help from the advise of the Core Group and the work John Kastelic put into it. It covers all aspects of library policy towards microform ranging from storage to processing, and including cataloging and serials in detail. For the first time the library will have a highly detailed source to refer to when microform disputes arise.

Approval of the policy statement cleared the way for a decision to acquire a very large mechanical, electronically controlled cabinet (the Lektriever) to accommodate the library's entire supply of microfiche with space left over for expansion. In addition, as the transfer of fiche to the Lektriever took place all the fiche would be jacketed (put in envelopes) for preservation purposes.

As soon as the Lektriever was received this transfer project began and provided space all spring semester, with John Kastelic doing most of the work personally. What has become clear is that the existing fiche collection will over-flow the Lektriever. Fortunately, most of our old fiche cabinets have been saved, providing overflow storage. This will split the collection, however and a discussion about a second Lektriever must be held. The argument against the second Lektriever is cost, a generalized shortage of funds, the availability of the other cabinets and that new forms of technology (optical disks) will replace microforms so soon that the new machine would never be adequately utilized.

Complicating questions about the growth of the fiche collection is the collection development decision to acquire a very large collection consisting of the Congressional Serial Set from 1889-1925. This was done with state bond money. Further retrospective collection decision like this will only exacerbate the storage problem.

Other Activities

We will now present highlights of other major Reference Center activities.

Computers

In March 1986 our M300 computer was replaced by a Zenith computer. The M300 was sent to Technical Services. With its harddisk, dual disk drive, enhanced memory, color capacity and other features the Zenith computer offered us the potential of much increased capabilities. Arrangements had been made by Thaddeus before he left for a person from the Computation Center to get

the new computer "started-up". However, this process proved to be very time consuming and he soon became "too expensive" for us. At this juncture it became clear that Pat Fry was both interested in and capable of carrying on the project. He spent a significant part of the rest of his time with us working on the system and achieved excellent results. He achieved automatic dial up for our major communication systems (OCLC, Alis, Lexis, Westlaw), created an easy to use directory, got the color display to operate well, got all of our major programs on the hard disk, created new programs (such as the program for indexing New Mexico District Court Opinions) and generally made the system of superior operability. One final very useful thing he did was to develop communication with the system at the State Library and use this connection to download their legislative database, including, most importantly their subject bill index and its updates.

Santa Fe Trips

In the past years we had depended on the Institute of Public Law to get the materials we needed during the legislative session. This arrangement seemed to break down during the 1985 session, so we decided to do it on our own during the 1986 session. This involved weekly trips to Santa Fe during the session and as many additional trips as necessary. John Kastelic did this work and did an admirable job at it, not only picking up our materials, but making many valuable contacts with state agencies. There were many gaps in the bills this year that only his persistence filled in. In addition it was his contact with the State Library that led to our computer contact with them. With John's collection of materials at the Santa Fe end and Pat Wagner's organizing them at this end we had an altogether satisfying session this year.

Legal Bibliography

Legal Bibliography was again taught on a "required for entrance into Clinical" basis and because of better record keeping worked much better this time. This year the course was taught for thirteen weeks, still not enough time with two weeks of computer training thrown in. Westlaw was taught on a lecture demonstration basis, with full training offered through our regular classes. Lexis was taught through ten terminals lent us by Mead. The use of these terminals still provided only a basic introduction, and again we depended on our regular classes. Thaddeus offered his advanced classes in both systems during the fall semester. Preliminary plans were made for West to supply added terminals for next fall's course. Mead is exploring creating, if we permit, a permanent set of multiple terminals which we could use and they would use for their own training sessions when need. Dick, Thaddeus, Richard, Pat and Susan all took part in the Legal Bibliography training.

Pro Se Divorce

For as long as the library has operated members of the public have come in on a daily basis asking for help in preparing their own divorce. All we could do without practicing law was to give them one of the divorce manuals that had forms. We could in no way help them fill them out. As a start in alleviating this situation several of us (see Professional Activities below) went to a seminar on Pro Se Divorce. Those who attended came back with a set of unofficial forms for a simple divorce and an awareness that the Family Court judge was sympathetic to the problem. In the Spring, Pat Fry met with the Family Court

judge and showed a version of the forms we had modified. With the understanding that these forms are still unofficial and that we still may not help patrons, the judges approved our showing them to patrons. We think the forms are easier to use, but, of course when child custody and/or financial or jurisdictional disputes are involved our only real sound advice is to get a lawyer. It is a small improvement in an intractable situation.

Exhibits

It was an unusual year for exhibits. The Dean told us at the beginning of the year that he wanted a whole year of exhibits highlighting the Law Faculty and their publications. For consistency he wanted one person to do it and he chose Pat Wagner. He did so because he was so impressed by her exhibit on our most senior faculty members. Pat did a superb job on this unexpected and burdensome assignment and the whole thing was a success. A side note - a problem Pat consistently had was getting portraits of the faculty, so the Dean ordered a complete set of professional portraits made of the Law Faculty.

Professional Activities

Dick Bowler and Pat Fry attended an all day Workshop on the latest developments in ALIS in January 1986. Richard McGoey received an all day training session in the use of Wilsonline in January 1986. Thaddeus Bejnar, Richard McGoey and Susan Magee attended a Bar sponsored all day Seminar on Pro Se Divorce in November 1985. Dick Bowler was chosen to join the Executive Board of the New Mexico Library Association in the capacity of Vice Chair of the Documents Roundtable. Dick Bowler was chosen again as Consultation Officer for the Rio Grande Chapter of the Special Libraries Association.

1985/86 Report of the Technical Services Department
UNM Law School Library

Lorraine Lester, Technical Services Librarian

Ongoing staff vacancies, the search for and hiring of a Serials Librarian, along with external and immediate pressures imposed by announced major changes in the national bibliographic utility, OCLC, characterized the work in the Technical Services Department this past year.

Since 1976, the UNM Law Library has been a part of the national bibliographic network, OCLC. This bibliographic utility has made automated library cataloging accessible to its member libraries through the concept of shared cataloging, the provision of hardware with which to access the immense national database of stored catalog records, and the design of software which enables a library to edit and acquire catalog records of its own collection on magnetic tape and/or catalog cards. In addition to offering automated cataloging, during the past five years, OCLC has designed and made available subsystems useful for other library operations: notably a serials control subsystem; an acquisitions subsystem, and an interlibrary loan system. The use of OCLC's interlibrary loan services was readily adopted by the UNM Law Library as soon as it was possible to do so. In 1982/83 an investigation of the OCLC Serials Subsystem was conducted, and subsequently the decision to implement the system in the UNM Law Library was made. (see Annual Reports - Technical Services - 1982/83 and 1983/84.) Among the perceived benefits of the system was more efficient retrieval of serials information; a timely handle on claiming unreceived serials issues; and the "cleanup" and re-design of serials records for more precise serials control. While any automated

serials system would offer these benefits, adopting the OCLC serials system meant little or no capital outlay, having what appeared to be unlimited time in converting serial records onto the system so the serials staff could work at its own pace, and realizing increased costs in slow increments on a per/record and per/check-in rate. Over 4,000 serial records would have to be transferred from a visible file (card) record onto the serials system database. This was being done over the past two years so that now, an estimated 40% to 45% of the Law Library's serial records are now on the on-line database and the paper records have been destroyed. When OCLC announced its plans in 1984/85 to discontinue support of its serials system with a projected date of summer of 1987 for final close-down, it was obvious that a successor system would have to be found.

In 1984/85, before any announcement of major redesign of OCLC was made, the Law Library implemented the Acquisitions subsystem which allows for all orders for library materials to be directly transmitted via OCLC terminal to either a central processing unit at OCLC headquarters from which orders would be mailed out, or directly to certain vendors who have electronic links to the system. Again, capital outlay was minimal, the direct connection between searching the OCLC database and activating an order promised quicker dispatch of orders as well as administrative fund accounting which would provide more sophisticated analysis of collection development expenditures.

At the beginning of 1985 OCLC revealed its plans for major redesign and development of its systems and corporate direction. These will entail massive changes in the catalog system and database searching as well

as result in discontinuance of both the OCLC serials and acquisitions subsystems. The need to not lose the already created 40% or so of database records for serials necessitated serious efforts to find an affordable serials system into which these records would transfer. While the database in the OCLC acquisitions system is not so permanent a loss, being the collection of orders, receipts, and encumbrances in a given fiscal year or longer, reverting back to a manual acquisitions system at this time is not desirable.

For entirely different reasons, the UNM General Library has been committed to finding a satisfactory automated serials control and acquisitions system in this same time frame. The Law Library's experiences with the General Library in a cooperative automation arrangement (the Data-Phase Circulation/Inventory Control System) have been extremely positive. Thus, it has been feasible to work with the staff of the UNM General Library in obtaining a serials control and acquisitions system which could be shared by both libraries. Enhanced resource sharing as well as minimizing overhead costs would be an expected benefit.

Requirements for either and both systems were discussed in a series of meetings with appropriate personnel from both libraries and were written into Requests for Proposals. As of July 1, 1986, the RFP's for both the serials and acquisitions systems had been sent to possible vendors and responses were expected by August 1, 1986.

Earlier this year, the UNM General Library had designed a Request for Proposal for an on-line public access catalog (OPAC). The creation of

such a catalog to replace the card catalogs of both the General and Law Libraries is seriously considered in the future plans of these libraries. Responses to the RFP resulted in five major vendors presenting demonstrations from January 30 through Feb. 20, 1986 (BLIS, VTLS, GEAC, NOTIS, and CLSI). Members of the Law Library Technical Services, Circulation, and Reference staffs attended these demonstrations along with personnel from the General Library. No further action was taken at this time to acquire an automated catalog product, but reactions from all who attended the demonstrations were carefully collected and recorded. At that time, none of the products were without drawback.

Technical Services Staff

The resignation of the Serials Librarian, Jerry Phillips, and Serials Assistant, Vicki Jaramillo, with virtually no notice in May, 1985 left the Serials Department without permanent staff for a number of months. During this time the Technical Services Librarian and the Bibliographic Control Head, along with members of the Cataloging Dept. attempted to keep serials receipts and payments current. Advertising for the Serials Librarian position began in June of 1985, interviews were conducted in August and September, and Elizabeth Scherer accepted the position in October, 1985. Her recent experience with the OCLC network, NELINET, in Boston, suggested she would contribute to the library staff the perspective of working for a large bibliographic utility, as well as training library staff to use automated library systems. Ms. Scherer joined the UNM Law Library staff on December 1, 1985 (see attached Serials Dept. Report). Because the Serials Assistant position (Library Information Spec. II) was considered such a key position in the operation of the Serials

Department, the Technical Services Librarian felt it was important to postpone filling the position so that the new Serials Librarian could select that assistant. Thus, only the check-in/ claim/payment functions of serials operations were staffed with an LTA II and a temporary LTA I. Even this situation met with turnover in the fall semester placing the added strain of training and supervision on the Technical Services Librarian and other members of the Technical Services Dept.

Effective Sept. 30, 1985, Victor Whitmore resigned his position as Head of Bibliographic Control to pursue a career in real estate. This position was one of the key positions in Technical Services with the highest para-professional classification of the Law Library staff. It was planned to attempt to fill this position with a professional librarian and take steps to have the position reassigned as faculty. In light of the fact that the Serials Librarian position was being filled and the Serials Dept. was subsequently completing its staffing, the filling of the Bibliographic Control position was postponed. A bleak budget outlook for the remainder of the year made it necessary to keep the position vacant for the rest of the year if the bare cataloging operations could be continued.

The use of temporary staffing in Technical Services was done for the first time in 1985/86. A temporary LTA I position was added to the Serials Dept. to relieve the staffing shortage in the fall semester. A Special Collections cataloger, Carolyn Huesemann, was hired in November 1985 to help relieve the cataloging burden for special collections materials and the effects of the vacant Bibliographic Control position. A temporary

Acquisitions Assistant, David Anstine, was hired in November, 1985 to assist the chronically understaffed one-man Acquisitions Dept. headed by Tom Huesemann.

Future plans for Technical Services include the implementation of a chosen automated serials/acquisitions system as quickly as possible. Further coordination of library wide automation planning should be developed over the year with increased public service access to technical services bibliographic files as a goal. The groundwork for planning for the eventual dissolution of the card catalog in favor of the creation of an on-line public access catalog should be developed. When OCLC makes available its new design of the bibliographic services we will continue to use for cataloging, interlibrary loan, and bibliographic searching, training of all library staff members on the new system, with special focus on technical services staff, will be a top priority. Finally, the adequate and stable staffing of the Technical Services area will be an important goal for 1986/87.

Personnel Changes

8-23-85	Kathryn Kowalczyk (LTA II) resigned
9-16-85	Patrick Armijo replaces Kowalczyk LTA II - Serials
9-30-85	Victor Whitmore resigns - Head of Bib. Control
10-7-85	Catherine Baudoin hired as Temporary LTA I - Serials
11-4-85	Carolyn Huesemann hired - Temporary Lib. Info. Spec. I Special Collections Cataloger
11-20-85	David Anstine hired - Temporary LTA I - Acquisitions
12-1-85	Elizabeth Scherer, Serials Librarian
1-1-86	Beth Malone-Perkins reclassified as Acting Head of Cataloging -- Lib. Info. Spec. II
3-24-86	Patrick Armijo promoted to Serials Dept. Asst. Lib. Info. Spec. II
4-3-86	Catherine Baudoin hired as LTA II - Serials Dept.

Personal

Lorraine Lester served on the University Faculty Senate Long-Range Planning

Committee - 1985/86; Attended the AMIGOS Fall Membership meeting, Dallas, November 11, 12, 1985; American Library Association Mid-Winter Meeting, Chicago, Jan. 17-21; Special Libraries Association Membership Meeting and Workshop 2-28-86; New Mexico Library Association On-Line Roundtable, April 21-22, 1986; AMIGOS Spring Membership meeting - Dallas, May 5-7, 1986.

ANNUAL REPORT OF THE CATALOGING DEPARTMENT

Fiscal year 1985-86

Elizabeth Malone-Perkins,
Acting Head of CatalogingSUMMARY AND STATISTICS

The event having the greatest impact on the Cataloging Department during FY 1986-86 was the resignation of Victor Whitmore, Bibliographic Control Librarian. His abrupt departure, as well as leaving us leaderless, also left 42 linear feet of unexplained material. Over the next few months, Elizabeth (Beth) Malone-Perkins 1) sorted through the material (which turned out to consist mainly of unfinished projects and unresolved problems), 2) determined the appropriate disposition of the material with the help of various people (most especially the Head of Reference), and 3) disposed of it as indicated. Not surprisingly, much of the material ended up on the Cataloging Department's backlog shelves. All that remains of unsorted material is housed in a 1' x 1' metal file.

The position vacated by Victor Whitmore remained unfilled for the rest of the fiscal year, creating a source of strain within the department. Beth assumed the role of Acting Head of Cataloging and continued to do as much cataloging as was possible in the time left after fulfilling other responsibilities. Because of persistent understaffing, the cataloging backlog has increased in regular increments and threatens to become overwhelming. The cataloging backlog includes items that are as much as 18 months old* and consists of microforms, audio tapes, books, and multi-media collections (e.g. combination of written text and audio tape). It includes both original cataloging and copy cataloging.

Another factor in increasing the Cataloging Department's backlog is the time taken from actual cataloging to train new employees. Beth spent a substantial portion of her time in FY 1985-86 training employees, both in the Cataloging Department and in other departments. When the Catalog Typist position was eliminated on July 1, 1985 and a new full-time cataloging posi-

*The oldest items in the backlog have been there for 18 months but most recently received titles have been cataloged.

tion was created, Denise Luna moved from the former into the latter and needed to be trained in additional cataloging responsibilities. In November 1985, a Special Collections cataloger was hired. She had earlier cataloging experience but needed orientation, training in Law Library cataloging policies and procedures, and updating on cataloging rules established since she had last done cataloging. In December 1985, a new Serials Librarian was hired who had no prior cataloging experience. Training and orienting the Serials Librarian required a significant expenditure of time. In January 1986, a new Serials cataloger was hired and Beth assisted and backed up the Serials Librarian in training the serials cataloger. In addition, the turnover of work-study/student employees in the department has necessitated repeated training, taking even more time away actual cataloging.

Considering the increased demands placed on it, it is not surprising that the Cataloging Department's output of new titles cataloged has shown a 4% decrease from FY 1984-85 to FY 1985-86. Since the staff of the department has shrunk from 3.75 FTE to 2 FTE (plus 2 work-study/student employees), the small size of the decrease is laudable. In spite of the handicaps under which it is working, the department is functioning remarkably well. Much credit for helping keep the department afloat is due to the high productivity of Denise Luna and student employee Cathy Daly.

The total number of new titles cataloged by catalogers in all departments has shown a steady increase since July 1985 through June 1986. While much of this increase in productivity was created by the hiring and training of catalogers in other departments, the Cataloging Department's Denise Luna is by far the most productive cataloger and the number of original records input into OCLC by the Cataloging Department has increased significantly since Beth took over this responsibility.

The steady increase in cataloging has placed a correspondingly greater burden on the Cataloging Department since we handle (receive, process, correct, and file) all cards produced as well as maintain cards and card files. Requests for card changes and their associated ALIS changes have also increased steadily with the hiring and training of new personnel in the Special Collections and Serials Departments.

No major procedural or policy changes have been implemented in the Cataloging Department in FY 1985-86.

PROJECTS

Great strides have been made in organizing and making readily available all cataloging tools. As a part of the sorting project described earlier, many separate cataloging tools (e.g. Cataloging Service Bulletin) were filled in, organized, and filed in a manner that makes information access and retrieval efficient. Preparation of a cataloging procedure manual is an on-going project. Progress has been made in the compilation of material to go into the manual. The actual writing of the manual is a future goal.

Retrospective conversion is progressing slowly (estimated average of 30 items per month) but with less-than-full staffing it is not realistic to try to increase the number of titles handled. This is something that needs to be addressed in the near future because fully automating the library will not be possible until every volume is converted. One possibility that should be considered is contracting the work out.

Another project the Cataloging Department needs to undertake when it is adequately staffed is that of moving all works currently in LM into their proper K classification number. This locally-designed classification scheme was devised before most of the K schedules were available. Now, however, many of the K schedules are available and the full complement should be available within three years.

SPACE

The space occupied by the Cataloging Department has shrunk considerably over the last 12 months to accommodate the needs of the Serials and Acquisitions Departments. With current staff, workload, and equipment, the space we now occupy is adequate. But if our equipment needs or our staff increase, our working space will become very cramped. Given the greater Technical Services work space requirements of an automated library, future expansion of Technical Services should be considered.

EQUIPMENT

The equipment in the Cataloging Department is adequate at the present time but our OCLC 105 terminal is one of the two most outdated in the library and the Scope Data printer attached to it is no longer repairable. When a problem occurred recently, we learned that no one in the country works on this brand of printer anymore. We were faced with replacing the printer or being greatly inconvenienced by having to function without a printer on the

department's only OCLC terminal. Fortunately David Anstine (Acquisitions Department) came to our rescue and with his efforts and the suggestions of Cecilia Briley at Zimmerman, we were able to return the printer to health. Whether the next malfunction can be repaired remains to be seen. Zimmerman has replaced all of their Scope Data printers because of the frequency of malfunction and difficulty of repair.

Both the OCLC 105 terminal and the Scope Data printer in Cataloging need to be replaced in the fairly near future--probably next fiscal year--and this should be considered in future budgetary planning.

PERSONNEL

Victor Whitmore resigned effective September 30, 1985. Effective January 1, 1986, Elizabeth Malone-Perkins was promoted from Library Specialist I to Library Specialist II, in recognition of her new duties as Acting Head of Cataloging. Three work-study/student employees have left and been replaced in FY 1985-86.

SERIALS DEPARTMENT ANNUAL REPORT

2080

July 1, 1985 - June 30, 1986

In the first six months of the 85/86 year the serials department was extremely short staffed. The Serials Librarian's position was left vacant after the resignation of Jerry Phillips in May of 1985. Interviews were held in the fall semester, resulting in the hiring of Elizabeth Scherer who began work on December 1, 1985. During the interim with no Serials Librarian, work in the department was handled by the Bibliographic Control Specialist, the Technical Services Librarian, and temporary assistants. The processing of government documents, serials cataloging and claiming were particularly backlogged during this period.

OCLC confirmed the discontinuance of the automated serials system for summer, 1987, creating a critical situation of choosing a substitute system to implement within the next year. Efforts to choose such a system as well as a replacement for the acquisitions system which is also scheduled for discontinuance coincided with UNM General Library's efforts to purchase serials and acquisitions systems. The Law Library and General Library have coordinated their search efforts in the hope of finding a system meeting both libraries' requirements. The Serials Librarian joined the Technical Services Librarian in numerous meetings with General Library staff to write and submit a Request for Proposals for an automated serials/acquisitions system. The RFP was sent to vendors in May, 1986, with responses due in August.

The transfer from the OCLC serials system to the new system will require re-keying over 1700 records. To ensure sufficient time for this project without creating another situation like the problems of the summer of 1985, the Serials Department is making every effort to reduce all current backlogs and to study ways of transferring information accurately in a minimum amount of time. Whatever system is chosen should be capable of handling all ordinary functions of a serials department (claiming, ordering, renewals) and be able to produce a variety of management reports to increase accuracy and awareness of data.

The highest priority of the new serials librarian was to hire staff for the department's two permanent full-time positions. The Serials staff then drafted a procedure manual to aid in its own training and that of the student workers. This process also allowed the department to reconsider its practices and policies, revising a few, as well as educating the staff about long-standing library policies.

With the advice of the Head of Reference, priorities were determined for attacking the various backlogs of work. Two projects were completed, the cataloging of session laws and attorney general opinions and updating the status of titles in the Index to Legal Periodicals. Work on several other projects progressed rapidly. Currency in check-in of periodicals remains a top priority for the department.

PROFESSIONAL ACTIVITIES

Elizabeth Scherer attended the midwinter meeting of the American Library Association in January, 1986; and the AMIGOS Annual Meeting in May, 1986.

Fiscal year 1985-86 was the second year of operation for the OCLC Acquisitions Subsystem. We began the year with the recognition that the system was performing satisfactorily in some respects, but the deficiencies were glaring and needed to be remedied. The main targets for improvement were fiscal control, including budgeting, bookkeeping, and auditing functions, claiming procedure, addition of vendor files, design of order forms, management reports capability, and integration with the Serials Department's automated system. OCLC, Inc. recognized that its Acquisitions module needed improvement and announced that it would no longer support the original version after the Summer of 1988. OCLC was in the process of developing its Acquisitions 350 system (essentially an enhanced version of the system currently in use in the Acquisitions Department) during fiscal year 1985-86, and provided us with some information regarding the proposed features of the new system.

A decision was made by the Head of Technical Services and the heads of the Serials and Acquisitions Departments that other automated systems should be investigated, even though changing over to the new OCLC offering would be the easiest and, perhaps, the least expensive alternative. This decision was based on the general principle that we should make an informed choice, backed up by knowledge of a wide range of available products, but was also precipitated by two other related developments. The first was that the Serials Department was informed that their OCLC automated system was also scheduled to be replaced by a newer version, and the second was that management personnel at the General Library decided that they were in the market for automated serials and acquisitions systems.

One of the long-term goals for the Law Library is to install computerized databases that are integrated both within the Law Library and between the Law Li-

brary and the General Library. With the Serials and Acquisitions Departments at both libraries all looking for new computer systems, the time seemed right for attempting some integration among these departments. In addition, it was an opportunity for the Law Library to acquire a product that we might otherwise not be able to afford, through cost-sharing with the General Library.

An ad hoc committee was formed with members from both libraries to draft a Request for Proposal to be sent to prospective vendors. The Head of Acquisitions participated in several of the committee meetings and was asked to submit proposed criteria for a Name-Address Directory component. Responses to the RFP were received in June and July, and selection of a new system will be made sometime during fiscal year 1986-87.

A temporary Library Technical Assistant position was allotted to the Acquisitions Department in September of 1985, and was filled in November. The position was extended for another year in July of 1986. At the close of fiscal year 1986-87, the library may have to decide whether or not to make the position permanent, because of University restrictions on the length of time a position may be classified as temporary. During fiscal year 1985-86, it became even more evident that a second full-time position in Acquisitions is necessary, because the head of the department is spending more time on administrative and other non-clerical duties. Consequently, the majority of the order-placement and receiving activities in the department are handled by the Acquisitions Assistant. It is hoped that the position of Acquisitions Assistant can be made permanent for fiscal year 1987-88.

Coordination of procedures and workflow between the Acquisitions Department and the Serials Department improved during fiscal year 1985-86. This resulted in fewer ordered items bypassing the Acquisitions Department and hence, more accurate Acquisitions records and less time wasted searching, and in some cases, claiming items already received. The heads of these two departments are striving for an even closer working relationship among the members of the departments since their work overlaps in many ways.

The Acquisitions Department expanded its use of book vendors in the past fiscal year. New subscriptions are being placed through the Ebsco agency, as a result of this vendor having been chosen by the Head of Technical Services and the Head of Serials to be the primary jobber for our serials account. Additionally, representatives from John Menzies Library Services and International Library Service (both English book vendors supplying primarily Commonwealth and European materials) were interviewed in the Library and it was decided to try using International Library Service for our English and European titles, both monographs and serials, for a period of one to two years. If they do not perform satisfactorily, we will try Menzies. For Latin American titles not published by one of the major Mexican publishing houses, which are easy to work with and from whom we receive good service, the decision was made to send the majority of our orders to Jacqueline Rice. Ms. Rice recently went into business for herself after leaving her position with Howard Karno Books, Inc., a vendor we had occasionally used for Latin titles. Since Ms. Rice has a very small operation, it remains to be seen whether she can handle our orders in a timely and efficient manner. However, the need for a competent vendor of Latin American materials is real, and if Ms. Rice does not work out, we will have to find someone else.

The Head of Acquisitions learned to use the OfficeWriter word processing software and began to think of ways to use it in the department. Also, suggestions were made in discussions with the Legal Reference Librarian that we begin to investigate other software that may be useful to both the Acquisitions Department and the Reference Department, primarily database management software. Further discussions and examination of products will take place in fiscal year 1986-87.

1985-86 Annual Report,

UNM Law Library, Processing & Bindery Depts.

The Processing & Bindery departments managed to maintain the high standards of work previously established as necessary for our main objectives: to provide patron and staff accessibility and usability to library materials; in spite of personnel shortages, marked student-employee turn-over rates, increased problems with the New Mexico Book Bindery, a consistently heavy work load, and continued policy and technical changes. Productivity, sanity, and order were sustained largely through the efforts of Laura Luna and several exceptional student employees.

PERSONNEL: Laura Luna was promoted to Group III status as of 8/19/85. Laura's duties now include not only those duties previously associated with this department, but also those of Student Supervisor (in Processing and Bindery), Project Coordinator, Bindery Assistant, Training Supervisor, and fill-in (in my absence) as head of Processing/Bindery. She has proven herself to be an excellent choice for this position, and a definite asset to the department (and the library as a whole). While managing to continue the high quality and quantity of work in Processing, she has supervised the training and work-schedules of 6 students (only 2 of whom are working at this date), and has greatly assisted me in Bindery and with several large projects (some of which are still on-going). (See PROJECTS).

Of the 5 students who terminated during FY 1985-86 (see Chart), 3 left for higher paying jobs, 1 graduated, and 1 was terminated during the Probationary Period (with "cause"). With the exception of the last mentioned student, all employees in this department demonstrated the intelligence, skills, and persistence necessary to provide us with the quality and quantity of work needed to uphold the smooth operation of Processing/Bindery.

While all of my students eventually received at least minimal ALIS I training, only those who displayed ability and desire were further trained to assist me with Conversion projects, and Bindery check-in-and-out.

One Group II slot continued to remain empty this year, due to the "Student-Part-Time" status of one student. The quality of this student's work, and the additional time that would have been needed to train 2 students to replace her, made this an expedient decision. Another of the Group II slots was temporarily filled by a student on "Special Status" (working 20 hours/week at Zimmerman, and 10 hours/week for us). The high quality of this student's work (and extremely minimal training time), as well as ^{the} considerable time ^{which had} already passed in the semester, made this an easy choice to make also. In addition, we temporarily received some assistance from a Special Employee (who worked mainly with Serials, Reference, and Processing), during Spring 1986.

An APS Personnel Reference - for previous W/S student Francis Benavidez (9/82-1/83) - was completed in April, 1986.

We are continuing to work on reducing the back-log and turn-around-time in Processing, and have been largely successful, especially considering that the work-speed generally slows during training periods (of which we have had many this past year). We are also still working on maximizing coverage and information assistance during peak work hours.

PROJECTS: Many projects were started/completed/worked on during FY 1985-86; some are mentioned here. The Lower Floor State Code project was finally completed in June 1986. A major spine label project (co-ordinated between Circulation & Processing) was also "completed" this past year, but is actually still on-going for the Upper Floor (and the Lower Floor, as necessary). The books in this project were brought to us by the truck-full (by Circulation), and all processing was updated (in addition to spine labels). The items needing major (& minor) repairs or replacing/rebinding were pulled and given the appropriate attention. Circulation was then notified that the trucks of now shelf-worthy books were ready for reshelving. The amount of time spent on these 2 projects is reflected in the Processing totals (attached)--especially those totals for "reprocessed," "repairs," and "spine labels".

As I mentioned above, a spine label project is still continuing, but not on such a massive scale. Other projects still on-going include

"Upper Floor tape" (by the truck-in processing- or on the floor) and set Conversion with Serial Maintenance. Some sets are identified by me during bindery procedures, others are checked and done according to computer-read-out sheets (w/attached OCR labels) - a project inherited from a past Head of Serials. To date 2 read-outs have been completed. In either case, all items also have their processing updated while in our area.

"Gift replacements" are a continuing project, as are "Duplicates" and "Fill-ins". My students helped to reorganize/alphabetize the duplicates being made available for Exchange, in the basement area, and continue to do so on a smaller scale, as necessary. I have not been able to spend as much time as I would like this past year with the Exchange-List requests, but have been trying to expedite Claim requests (and thus receipts) as quickly as possible, and Direct Orders have been increased in order to fill-in as many incompletes as possible. We are still trying to reorganize, revise, and revamp policies with regard to fill-ins (in conjunction with Acquisitions and Serials).

Since we have, as yet, not received all the requested supplies, and since we have been so short-staffed, the reorganization of processing/bindery is still a continuing process.

BINDERY: Bindery procedures have basically remained the same (while becoming technically more involved and thorough) since last fiscal year, but the addition of the ALIS II terminal (w/light wand) to my area in November, 1985, has greatly enhanced the Conversion and Serial Maintenance capabilities of this department, especially since I have taken on many operations previously performed by the former Head of Serials (with regard to conversion of out-going bindery/serial items and set Conversion with Serial Maintenance). Deletion and re-conversion of monographic items being bound/rebound has also been enhanced, as has the ability to more quickly locate items in "fill-in", "pulled for bindery", and the "bindery" itself.

Binding and Rebinding projects were on the increase this year, especially in conjunction with the acquisition of many loose/photocopied pages/items for the LATIN and INDIAN collections by Ed Coghlin.

With the increase in number and complexity of bindery steps (ALIS

Conversion, Serial Maintenance, Bib. checking-with notification to Serials of the need for Bib. Maintenance &/or creation, Bindery check-in and out, as well as processing & binding instructions, and the retention -and attachment to an item record- of OCR labels), the need for a permanent Staff Assistant in the Bindery area is even more painfully apparent. The Group III Work-Study position is of much help, but must necessarily spend most of the time with Processing. Hopefully this situation can be addressed within the next fiscal year.

We have experienced some problems in the Bindery area this past year, largely due to the increasingly slow turn-around time from the New Mexico Book Bindery. Items returned to the Bindery for "No Charge" correction have been growing in number, mainly due to problems with their machinery which result in split end-papers. An attempt to decrease the turn-around time by sending smaller shipments, more frequently, ended with the temporary "loss" of one shipment (it was "mis-placed" and "forgotten" in a storeroom). We have been experiencing a growing need for binding, but a decreased capability to handle that binding - a situation which is becoming increasingly unacceptable. While aware that the Bindery is still trying to stabilize under its new management, these are major problems which will have to be dealt with and improved within the next fiscal year.

CHANGES: With the resignation of Victor Whitmore (in Fall 1985) as Bib. Control Person, the direct supervision of my position has moved to the Head of Technical Services. In actuality, this has meant that our department has become slightly more independent of/yet dependent on other departments within the library. We miss Victor's support, intelligent guidance, and confidence in our skills and abilities; but see this as an opportunity to prove our department's ability to function as an autonomous and independent, yet interdependent, unit.

The hiring of Elizabeth Scherer as Head of Serials in Winter 1985 has initiated more interdepartmental cooperation between Serials and Processing/Bindery, has caused the revision of some procedures, and has provided me with another source for technical advice/information.

The interviews and meetings surrounding the hiring of the new Dean and the new Head of Reference, and the meetings with the AALS recertifi-

cation team provided opportunities to express and/or receive new ideas for improvements and changes possible or necessary in this and other library departments.

This position as Head of Processing/Bindery was upgraded at the beginning of Fiscal Year 1985-86 to Library Technical Assistant III, due to increase in responsibilities and duties.

STATISTICS: Our productivity has again increased in most areas this year (except for Bindery), despite personnel problems and increased work flow in some areas. The Processing statistics (compiled by Laura Luna) are attached, and include most bindery counts as separate processing statistics. These counts do not include those new serial items which are tattle-taped and Upper floor taped only (on a priority basis).

In closing, I must thank my exceptional staff, especially Laura Luna, for their dedication, skill, intelligence, patience, and (usually) good sense of humor. Although some of these students were only with me for a short time, it is due to all of them that the overall integrity and high quality and quantity of work of this department has continued and increased this past year.

Constancia J. Simpson
Head of Processing & Bindery,
UNM Law Library

PROCESSING STATISTICS

<u>Classification Groups</u>	<u>Fiscal Year 1985-86</u>	<u>Change % from FY 1984-85</u>
<u>New Acquisitions</u> (includes microforms, newly acquired or catalogued--does not include newly bound or rebound items)	4,791	-1.6%
<u>Replaced, Reprocessed, Revised, Reclassed</u> (includes call # changes and some "supersede to lower floor")	7,255	+136%
<u>Gaylords & Binders</u> ⊕ (includes construction & processing)	269⊕	+20.6%
<u>Mending</u> ⊕ (repairs done in-library)	974⊕	+204.4%
<u>Magfiles</u>	74	-8.6%
<u>Rush/Process Immediately</u> ⊕	491⊕	+37.9%
<u>Processed FROM Bindery-- Repairs, Rebinds</u>	264	-17.8%
<u>Processed FROM Bindery-- New, Serials, Law Reviews, Journals, newly acc.pamphlets</u>	560	-52.5%
<u>Supersede/Discard</u>	785	-14.8%
<u>Spine Labels</u> ⊕	4,715⊕	+156.7%

Aids for reading above statistics:

Symbol + : Indicates that the figure is actually higher--this # shows only those items with actual written instructions or counts. Especially with spine labels & mending--at least 50-75% do NOT have written instructions.

New Acquisitions: An item which has been newly accessioned (although we may have had it awhile), and not coming from Bindery.

Replaced, Reprocessed, etc. : An item which was previously accessioned--needing full or partial processing with or without changes.

Special Collections: Annual Report 7/85 - 9/86

The Special Collections Department consisted of the Special Collections Librarian, (Edward Coghlan) and assistant (Henry Wood) from 7/85 to 10/85, and the Special Collections Librarian and Cataloguer from 11/85 to 9/86. The departments job is to develop the library's Special Collections of Indian Law, Latin American Law, and Spanish and Mexican Land Grant Law. The department was previously responsible for developing the Natural Resources Law Collection, but that was assigned to Thaddeus Bejnar in 4/86. It was also proposed that Thaddeus Bejnar would handle book orders and reference questions pertaining to the Indian Law Collection, as well as follow up on the acquisition of materials from the Aamodt.

Right now, the Special Collections Department consists of Carolyn Huesemann, who came on as Special Collections Cataloguer in November 1985. She works part time and will be sorely needed for the foreseeable future to catalogue the sizable backlogs in all the collections (including the addition of Indian subject headings) and to convert about half the Latin Collection from an LM system to the new K schedule.

Edward Coghlan resigned as Special Collections Librarian in September, 1986. His resignation letter explains his reasons, and since they raise several policy issues about the Special Collections Department, is attached. Henry Wood resigned effective 10/1/85.

Since each of the special collections has so many unique features, the work on them is best described separately. There is also a separate section on Special Collections Cataloguing.

The Latin Collection

The Special Collections Librarian began FY 86 in Mexico, attending the summer law program at the Universidad Autonoma de Guadalajara and meeting with Mexican legal publishers in Guadalajara, Mexico City, and Puebla. This trip was detailed in the last annual report. The requisitions followup to the research done on this trip has been mixed. In many cases, publishers never responded to our repeated inquiries about several works. This was particularly disappointing with the Mexican State Codes, which are published by Cujica. It might work best to get faculty to purchase these for us in Mexico, or to find a good legal bookstore in Juarez or Chihuahua. Other sets that should be purchased are the following legal digests: Jurisprudencia Mexicana (Editorial Cardenas), Jurisprudencia Mayo, and the Encyclopedia Omeba (published in Argentina - very strong on comparative Latin American law).

Edward Coghlan met many times with Professor's DuMars and Utton regarding UNML involvement in the U.A.G. summer program, particularly after the allegations about the UAG's extreme right wing connections. He also helped with the revamping of the Mexican Business Law Course and handled various faculty and patron reference and research requests.

Special Collections added several hundred books to the Latin Collection. This includes a large backlog of books from the Porrua and UNAM standing orders, which were not being catalogued, and items such as sets of Nicaraguan laws and Peruvian Business laws. Carolyn Hueseman has catalogued a tremendous number of Latin material; much of which is original cataloguing. In the long run, she will have to

convert over half the Latin Collection from its present LMM system to the LC K schedule that was finally issued in 1985. So far the main conversion priority is Mexican Statutory material.

Edward Coghlan kept in steady contact with campus groups such as the Latin American Institute and the Faculty Committee for Human Rights in Latin America, and attended many seminars and presentations. The collection was publicized through this and circulation of various reports, flyers, and the copies of catalogue cards of new items being added to the collection.

Edward Coghlan also spent a lot of time collecting material on Latin American Indians and the conflict between the Mosquito Indians and Nicaraguan government. This work fell technically within the Indian Law Collection.

The Indian Law Collection

The Indian Law Collection receives the most use of the three Special Collections, requires the most staff time, and generates the most reference requests. It also required the most cataloguing time, since items in it receive both LC and our own Indian subject heading cataloguing. Before he left, Henry Wood assigned tentative I.S.H.'s to several hundred books. These were reviewed by Edward Coghlan before final assignment. Edward Coghlan, Carolyn Huesemann, and Technical Services staff, particularly Lorraine Lester, Beth Malone-Perkins and Elizabeth Scherer, met many times to work out problems with the ISH system. As a result, several hundred books were catalogued and many of the bugs in the ISH system worked out.

Edward Coghlan continued to order a large number of books for the Indian Collection. He very nearly completed a Policy Statement for the collection that accurately reflects the diverse range of materials necessary for a collection of Indian Law. The final touches on that statement should be completed by the new Special Collections Librarian.

Edward Coghlan kept in close touch with the American Indian Law Center throughout the year and help them complete the Tribal Childrens Code Project. He attended many meetings on Indian Law matters and made several presentations about the collection, including ones at the Indian Water Law Course in 8/86 at the Law School and at a Tribal Advocates Training course in Ganado in 11/85.

Edward Coghlan also attended the IX Interamerican Indian Conference in Santa Fe in 11/85 as part of an arrangement with the Interamerican Indian Institute to build a collection in Latin American Indian Law. This sustained effort paid off with the acquisition of unique Indian Law related material from Mexico, Argentina, Columbia, Panama, Paraguay, Brazil, El Salvador and Nicaragua. One particularly noteworthy addition was the acquisition of a manuscript legal study of the human rights situation of Latin American Indians from Dr. Rodolfo Stavenhagen in Mexico.

One of the major tasks left unfinished was the comprehensive acquisition of Tribal Codes. At present, the collection has codes for about fifty of the four hundred or so federally recognized tribes and Alaskan Native Villages. This collection effort will be a massive task that will need additional staff and quite likely some sort of sponsorship by the American Indian Law Center.

Two other innovations this year were the circulation of card catalogue cards to inform people of new items being added to the collection and the first Indian Law display in the display case downstairs.

The Land Collection

The Land Collection grew at a modest rate this past year. A variety of pertinent materials dealing with southwestern history were ordered, as well as a score or so of Congressional reports on land grants that were available as items severed from the Congressional Serial set. Behind the acquisition of these materials was a lot of bibliographic research, liaison work, investigation of material and the State Records and Archives Bureau and the Coronado Room at Zimmerman Library.

A decision was made to obtain circulating second copies of all books in the Land Collection that do not meet Rare Book Room criteria. It was determined that there are about fifty of these and many second copies have been ordered. To date, no one has worked out the problems of cataloguing these materials separately or scattering them in the general collection.

Other Collections

As already mentioned, the Natural Resources Collection was switched to Thaddeus Bejnar. There were various discussions about expanding the Rare Book Room into the Cage and weeding out the Cage and Archive Collections but these appear to have a lesser priority for now.

Unresolved Matters, Problems, and Opportunities

1. The placement of the Zimmerman Papers. These have been indexed but are currently locked in the basement storage area.
2. Building the collection of Tribal Codes.
3. Working out the problem of how to best catalogue material selected from larger sets for placement in Special Collections. An example would be special issues of serials, when we want to emphasize the availability of certain issues in the collection and do not want the entire set. According to our cataloguers, this is not possible on OCLC.
4. Computerizing the Indian Subject Headings into a retrievable data bank, possibly for periodic publication. This would be a valuable research tool nationwide.
5. The acquisition of the Cujica set of Mexican State Codes and of various Mexican and Latin American legal digests.
6. How to/if to separately catalogue second copies on non-rare Land Collection material.
7. Completing the acquisition of material related to Aamodt v. State of New Mexico, especially the memorandum by the expert witnesses.

ANNUAL REPORT ADMINISTRATIVE SERVICES
1985/86

Lorraine Lester, Administrative Services Librarian

A record number of invoices were processed in 1985/86, some left from the previous year due to the prolonged absence of the Accounting Technician, Susan Thompson, for a medical emergency. The year resulted in an overall deficit of 52,000. Budget and spending pattern analysis will be the primary focus for 1986/87 so that tighter control will be possible for all library spending.

The Law Library Secretary (Staff Assistant), Sharon Montgomery, left her position on July 8, 1985 to accept another job on campus. Ms. Montgomery had served as secretary for 3½ years. She was briefly replaced by Suzanne Di Palma who took the position on August 8, but left on November 2 to take a higher paying position off-campus. On November 18, 1985 Kristi Medina was hired and remains with us currently.

Lotus 1,2,3 software was acquired for the DEC rainbow terminal with plans to have Ms. Medina incorporate her photocopy/reference/WESTLAW billing procedures into an on-line system to replace the manual system now in place.

In 1985/86 1,454,000 copies were processed through the photocopy facilities of the Law Library. Total expenses for all of the photocopy machines (maintenance, usage, purchase, paper, and toner) were \$47,100. Gross intake approximated \$92,500. The combined billing operations for photocopies, reference requests and WESTLAW attorney charges is comprised of well over 300 separate accounts.

Number of cataloged volumes on June 30, 1985	181,141
Number of volumes added (net) in 1985/86	2,368
Number of cataloged volumes on June 30, 1986	183,509
Number of equivalents of microform added in 1985/86	21,818
Volume equivalents of microforms held June 30, 1986	114,684
Total volumes held, including microform, June 30, 1986	298,193
Number of serial subscriptions as of June 30, 1986	4,300
Number of current serials titles as of June 30, 1986	3,500
Volumes added (gross)	5,405
By purchase	4,120
Free	400
Through binding of periodicals	885
Number of new titles cataloged	1,811
Number of microfiche pieces added	106,990
Volume equivalent 17,832 title equiv. est. 8,869	
Microfilm reels	84
Binding	
Books	80
Periodicals	885
Other (rebinds)	157
Photographic Services (Photocopy prints)	1,453,978
Circulation	
Number of regular loans (includes reserve books/office writers)	23,217
Desk Reserve (books, recorders, officeWriters)	5,579
Class Reserve (includes books, photocopies,)	3,104
Audio/Video (includes Bar Review Tapes, Desk Res. Video, Class Reserve Augio/Video, Audio Cassette recorders)	4,414
Number of Interlibrary loans	
Loaned	188
Requested but not Loaned	268
Photocopied by Law Library	168
Borrowed by Law Library	204
Requested by us, but not filled	131
Photocopied for Law Library	192
Total Requests by Law Library (including not filled)	562
Total Requests from other libraries	624
Hours of student assistance	24,625.4
On Library Budget	8,972.9
On Work-Study	15,652.5
Number of regular staff members (FTE)	
Professional (Faculty)	5.5
Technical	9.0
Clerical	1.0
Professional (Other)	8.0

LAW LIBRARY STATISTICS 1985/86 cont. -2-

Books/Serials/Microform expenditures:	283,200.00	
In addition Library Bond Money		
was used to purchase US Serials Set	59,800.00	
(microfiche) and US Congressional Journals		
Cost of on-line information retrieval services	21,400.00	**
Cost of on-line bibliographic services	18,600.00	
Supplies and Services		
Equipment	94,300.00	
Binding	7,300.00	
Salaries	7,800.00	
Student Assistants	430,700.00	
Other	59,800.00	
Gross Income generated by photocopying and	4,900.00	
Reference Services		
	92,150.00	

** Includes LEXIS charges at 1102/month which are paid by the Law School.