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# UNM School of Law Library Annual Report 1974-1975

School of Law Library Directors, Heads, and Librarians

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## THE UNIVERSITY OF NEW MEXICO

DATE: June 17, 1975

TO: Dean Fred Hart

FROM: Myron Fink *MF*

SUBJECT: Annual Report of Law Librarian for 1974-75

My report of activities for fiscal year 1974-75 in the School of Law Library will begin with the opinion that we are at long last where we want to be in our library administration. Specifically, I should point to the fact that our library is now organized completely in two departments, Public Services and Technical Services, with department heads in place and functioning. Sandra Coleman, our Technical Services Librarian and, from January-July 1974, our Acting Law Librarian, has been head of the Public Services Department since October 1, 1974. On that date, Lorraine Huppert became our Technical Services Librarian. Ms. Huppert has been learning her new job and has already introduced significant new procedures in Technical Services. Ms. Coleman now has the time to give her full attention to the Circulation Desk and the results are very gratifying. We are looking forward to an expansion of reference and circulation services under Ms. Coleman's able leadership.

It has taken five years to achieve the present administrative structure. Before 1970, the main desk in the Law Library was not serviced by a full-time person. When we moved to our present quarters in December 1970, it was a big step forward to have a full-time clerk and students at our new Circulation Desk. Today, the circulation desk has separate full-time staffs for circulation and for reference. Ms. Coleman is providing general reference services at the desk as well as supervising Public Services in the Law Library and we are hoping to have a full-time professional Legal Reference Librarian in the Public Services Department next year.

There was a time when summer recess was a period when most regular library business ceased and the staff caught up on projects that had to be done. Today, projects must be planned for the year round since business at the Circulation Desk continues through the summer. Moreover, the tempo of business has picked up appreciably in recent years requiring that two and three persons be present at all times to perform circulation and reference services. There appears to be an interaction between demand for more service and the offering of such service in response. The more demand, the more response, which in turn encourages new demands.

In the immediate years ahead, Public Services will try to provide high quality reference service most evenings and weekends as well as during the regular weekday working period. We will also try to bring more of the resources of Zimmerman Library to our faculty to support individuals in their teaching and research. The location of the new State Bar Center in the vicinity of the Law School Library promises to develop into a fruitful relationship which will eventually mean new library services for members of the New Mexico State Bar. All this suggests the need for continuing and increased involvement of the Law Library staff in the affairs of the UNM School of Law and related lawyer activities.

The new administrative structure significantly changes the way the Law Library will be administered internally in the future. Ms. Coleman and Huppert each have full responsibility for their respective departments including staffing, policies and procedures, budgeting and planning. As Law Librarian, I will have responsibility for book selection, collections development and overall administration. This means that Ms.

Coleman and Huppert make decisions for their departments as needed. They consult with me if they feel this is necessary or desirable. To keep me informed and to provide each of them with input from me and from each other, we have organized ourselves into an administrative committee that will meet weekly to review and initiate library policy and procedure. Thus, the Law Library will hereafter be administered jointly by committee. Ultimate responsibility will continue to remain with the Law Librarian but, increasingly, the day-to-day decision making will be shared among the department heads and the Law Librarian.

For the past five years, it has been apparent that something had to be done to give our professional staff the same privileges accorded professional librarians in Zimmerman Library. Prior to this past year, Ms. Coleman and I met frequently to discuss the problem. Through our interchange of ideas, the policies and criteria that would have to be proposed to our Law Faculty became increasingly clear to us.

This past year, Ms. Coleman and I met with other full-time professionals on our staff to work out the details of a plan for faculty status and titles for professionals in the Law Library. The final product represented a concensus and had the support of our staff. After review by a committee on the Law Faculty and full discussion at several regular meetings of the entire Law School Faculty, new policies (see attachment) for the Law School Library were approved. These were adopted by the University Administration and will become effective July 1, 1975.

In brief, a Law Library Division will be established in the Law School and faculty status and titles provided for all professional

librarians. Detailed policies for appointment, promotion and tenure will be followed. The result will be that professionals in the Law Library will receive more equal treatment and will have the same opportunities for professional career development as other librarians on campus. I am confident that the policies adopted will prove workable and will satisfy most of the legitimate aspirations of our professional staff.

Planning began during this past year for an addition to the Law Library which will more than double our existing facilities. I view this expansion as the last major one needed with our present technology and method of library operation. I am hopeful that new technology and methods will make it possible for our library to provide the library services needed for many years without further enlargement. As population and school enrollment become stabilized, it should be possible to provide library services without indefinite expansion of physical plant. I am looking to greater uses of microform, more efficient book storage and to information retrieval systems to solve the major problems in this area.

Perhaps the most pressing problem facing the Law Library is the continuing decline in our regular book budget relative to rising costs. The problem I am referring to is supported in the "Summary of Activity" of Technical Services (beginning last line, Page 8). We reached a time this past year when our entire regular book budget had to be spent for purchasing serials and periodicals. Fortunately, we had bond issue money to fall back on since monographs (but not subscriptions) can be charged

to this fund. We can live like this for at most three more years since the bond issue expires in June, 1978. Even this assumes that our regular book budget will increase each year to cover increased costs of serials and periodicals, an assumption which so far has not been true.

I see two necessary steps that must be taken if we are not to be in a crisis in 1978. The first step which I intend to take this fall is to review all serials and periodical subscriptions in the Law Library with a view to separating out the essential subscriptions from the others. Since a budget must be lived with and planned for, my first job will be to see to it that our projected regular book budgets can cover all of our serials and periodical subscriptions for the remaining bond issue years. Secondly, I must decide what subscriptions can be cut when the bond issue period ends in 1978 without impairing our teaching, reference and research services. Both of these jobs will be done over the next several years.

The second step is bringing the book budget problem to the attention of the University Administration. If book budgets continue to be reduced relative to inflationary costs, serial and periodical subscriptions will have to be cut over the next three years and a major problem will face us when the bond issue expires in June 1978. As already pointed out, all of our regular book budget is now required to cover our expenses for serials and periodicals. By 1978, it will be a great hardship to do even this and can only be done by cuts over the next three years. Unless there is a large increase in the regular book budget in 1978-79, serials and periodicals will have to be drastically cut at that time well below the minimum necessary to support present teaching and research requirements.

Although our concept of restricting the most useful books to the upper floor so they will be available at all times for study and research has proved popular and workable, there is some over-proliferation of functional groupings on this floor and a need in our upper floor "Treatise" classification for an expanded subject arrangement. This summer we are combining our upper-floor subject looseleaves and side books, our Restatements and Uniform Laws and our treatises in one functional group to be called the "Restricted Subject Collection". This group will be classified by Library of Congress numbers covering the most important subject headings for law. The main advantages will be that there will be a place on the upper floor in this collection for any subject work that is important enough to be selected for restricted use and that all subject books on the upper floor can now be arranged in one classification. Thus, books on legal education, clinical law, etc., can be included in this collection whereas before, because of the limited number of subjects, they could not be. This will make it possible to restrict a wider variety of books, will permit us to bring together all restricted subject books which are now scattered in different locations and will reduce the work of classification in our library. Although the books in the new "Restricted Subject Collection" will show only Library of Congress classification numbers on their spines, the shelves will be marked clearly to indicate the subjects located thereon. It should, therefore, be unnecessary to use the card catalog to find these books on the upper floor.

This summer I will be selecting subject books from the upper floor for the new "Restricted Subject Collection". Later this year, I will be adding books to this collection from the lower floor and from other areas.

In an effort to get first-hand information about our library staff and their work, I arranged to meet individually this past year with all Staff members involved directly in cataloging, classification and serials work. This kind of administrative review was very rewarding for me and for the staff members involved. I was able to learn from them, to see them at work, to examine their records, to ask questions, to make suggestions, to answer questions, etc. This coming year, I plan to continue this type of review with other staff members. It has helped me to better understand the reasons behind our procedures and has made me more aware of the efforts of individual staff members. As the Law Library grows larger, this appears to me to be one necessary way for an administrator to keep abreast of changes in the library which are now best known to department heads.

I am looking forward to giving more of my time in the library to collection building and to thinking about new directions we can take in the future. I hope to get more involved in curriculum development in the Law School and in the actual teaching and research that goes on by our faculty since this will give me greater understanding of the needs of the Law School. Similarly, I hope to get more involved in what lawyers need from this Law Library and how we can best keep up with the times.

In closing, I should like to thank the Dean and the Law Faculty for the excellent support we received this past year. I will resist the temptation to say that we have arrived and that we are now where we want to be. I will say that this has been a very satisfying year and express the hope for more of the same.



University of New Mexico  
School of Law Library Faculty

Guidelines

Accepted as amended  
April 7, 1975

The UNM School of Law Faculty approves the following policies for the School of Law Library:

I. General.

The primary function of the School of Law Library is to serve the study, reference and research needs of the law school faculty and student body. All policies and powers made and exercised by the chief librarian or by members of the library staff are to be made with the express or implied approval of the law school faculty.

II. Law Library Division.

There shall be established in the UNM School of Law a Law Library Division. All employees and staff in the law library shall be considered part of the Law Library Division.

III. Governance of the Law Library Division.

The Law Library Division shall be administered by a chief librarian appointed by the law school faculty and responsible to the Dean of the School of Law. The chief librarian shall have the authority to make final decisions with respect to all matters involving the operation of the Division and shall serve as the chairperson of the Division.

IV. Faculty Status and Faculty Titles.

All professional librarians employed in the School of Law Library shall have faculty status within the University and shall be governed by the Faculty Handbook of the University subject to special rules adopted in this statement of policy.

A. Full-time professional librarians in the School of Law Library shall have teaching faculty status within the University. Such persons shall be given one of the following titles upon appointment in addition to other titles they may be given:

Instructor, Law Librarianship;  
Assistant Professor, Law Librarianship;  
Associate Professor, Law Librarianship;  
Professor, Law Librarianship.

B. Permanent part-time, visiting or temporary professional librarians in the School of Law Library shall have non-teaching faculty status within the University. Such persons shall be given the title "Associate in Law Librarianship" Ordinarily permanent part-time professionals will be given one year renewable contracts. Although tenure rights and sabbaticals will not be available to persons receiving this title, permanent part-time professionals will be expected to meet the job performance criteria as defined for permanent full-time professionals in the section of criteria for tenure. *lecturer*

C. Recommendations for appointment, promotion and tenure will be made in accordance with the procedures of the Law Library Division by the chief librarian to the Dean of the School of Law.

#### V. Appointment to the Law Library Faculty.

##### A. Definition of ranks.

Instructor: M.L.S. or J.D. with no experience.

Assistant Professor: M.L.S. or J.D. with three years professional library experience.

Associate Professor: M.L.S., additional subject masters degree or J.D., and seven years professional library experience.

Professor: Satisfaction of degree requirements for Associate Professor, ten years professional library experience, five of which must be law library experience, and significant demonstrated knowledge of the content of the law. Ordinarily such knowledge will be established by receipt of the J.D. degree; however successful completion of a significant course of legal study or experience may also constitute sufficient evidence of knowledge.

Demonstrated superior professional ability is an indispensable qualification for appointment to the ranks of Associate Professor or Professor.

#### VI. Promotion.

Each librarian is eligible for merit increases and promotion through the ranks from instructor to professor if professional growth and ability is demonstrated. Change in position need not be involved.

Criteria for promotion in order of importance:

- A. Fulfill appointment requirements of the next higher rank.
- B. Professional competence and quality of service within the Library and to the School of Law as measured by annual written evaluations by the chief librarian, professional peers and the library staff.

- C. Activity outside the library in professional organizations; particularly in American Association of Law Libraries, Special Libraries Association and other organizations supporting the development of law librarianship.
- D. Evidence of creative scholarship contributing to law librarianship including relevant additional educational achievement, involvement in programs of advanced study or courses taken toward improvement of subject knowledge, attendance at related workshops, seminars, etc.
- E. Personal characteristics as defined by the University of New Mexico Faculty Handbook.

## VII. Tenure.

All library faculty are retained and promoted in light of their continuing professional growth and value to the School of Law, the Library, and the University. It is recognized that tenure is a long-range commitment of university resources and deserves the most careful scrutiny.

Criteria to consider:

- A. Job performance.
- B. Professional growth.
- C. Service.
- D. Personal characteristics.

Not all faculty members excel in each of these areas, but demonstrated excellence or promise in either of the first two will constitute the chief basis for tenure.

Criteria for job performance:

1. Measured by annual written evaluations by the chief librarian, professional peers, and the library staff.
2. Measured also by law faculty evaluations (where appropriate) at the time of tenure decision.

Criteria for professional growth:

1. Highly motivated toward fulfilling job responsibilities and developing the profession of librarianship.
2. Contributions to profession of librarianship including participation in professional library organizations.
3. Academic work in law-related areas of study.
4. Evidence of personal commitment to the development of the School of Law Library.
5. Potential for continual growth in law librarianship.
6. Evidence of creative scholarship contributing to law librarianship.

Service and personal characteristics are defined in the University of New Mexico Faculty Handbook.

VIII. Appointment to the School of Law Faculty.

The chief librarian will be a member of the School of Law Faculty, and will have a law degree and be a professional librarian. He or she will have one of the titles normally used by the School of Law in appointing faculty members. The Dean and Faculty of the School of Law will consult with the law library faculty on matters of appointment and tenure for the chief librarian.

Other professionals in the library will not be members of the School of Law Faculty unless specifically given such status by action of the law faculty and appropriate university officials.

## SUMMARY OF ACTIVITIES 1974/75

PUBLIC SERVICES

Sandra S. Coleman, Public Services Librarian

This year was marked by another significant increase in library usage, increased demands for reference services, reorganization of Public Services functions and personnel, continuing education activities for the library staff, re-alignment of administrative responsibilities of the Public Services Librarian, attainment of faculty status for the professional librarians and initial planning for a much needed library addition.

CONTINUING ACTIVITIES AND PROJECTS

Though hampered by lack of space for collections and for themselves, the Circulation/Reference staff continued to give good library service during 1974/75, satisfying a wide variety of patron needs. Reference/information services were emphasized and several subject collections reviewed. Major new purchases in microforms and equipment promoted expansion of service in this area. Increasing utilization of video tape as an instructional tool within the Law School encouraged the Library to provide service to its users in this new area.

Administrative responsibility for Technical Services was turned over to Lorraine E. Huppert, the new Technical Services Librarian, October 1, 1974. Though still involved in training the new technical services professionals, Public Services Librarian Sandra Coleman was then able to devote more time to studying and evaluating Public Services functions and personnel.

Circulation and Reference were restructured in April 1975 into separate functions with specific responsibilities assigned to each staff member. This greater specialization should allow us to make better use of each person's expertise in specific areas. The staff work area was also reorganized to reflect this change and to try to make better use of the work space available.

Faculty status was finally attained for the professional librarians when, after many months of work and discussion, the School of Law Dean and Faculty accepted a plan establishing a Law Library Division and specifying requirements for appointment, promotion and tenure for the librarians which emphasized job performance and professional development. All librarians in the Law School Library will be part of this system effective July 1, 1975.

Plans were begun for a much needed addition to the Law Library in November in preparation for an effort to receive special funding from the 1975 New Mexico Legislature. Though this attempt was not successful, the Library addition has become a University priority item. Responsibility for much of the planning has been assigned to the Public Services Librarian as she is responsible for the areas most needing expanded space: collections, seating and reference.

Other projects in progress include a complete capital equipment inventory, re-evaluation of the library's circulation system, supervision of a British court reports cataloging and classification project (supervised by the Public Services Librarian,

the project is being used as a reference training tool), continued development of our New Mexico documents collection and evaluation of additional materials which must be moved to storage within the next few months.

Evaluation has begun of the library's legal reference/legal research services and staff. This is the area changing most dramatically, for as services have expanded, users' expectations have also increased significantly. Professional responsibility in this area now shared by part-time Legal Research Librarian Helen Carter, temporary part-time Reference Librarian Shirley Meridith, and the Public Services Librarian must be restructured in 1975/76.

#### PERSONNEL

Few staff changes occurred this past year in Public Services, yet by the end of the year almost all personnel had new responsibilities and changed assignments as a result of a reorganization of Public Services functions. Library Technical Assistant John Rickert resigned in September 1974 to move to Washington, D.C. Carolyn Davis was hired to replace him beginning September 23, 1974.

Though demand for reference assistance continued to increase, a permanent reference librarian's position was again not budgeted in 1974/75. However, Reference Librarian Shirley Meridith was able to work in a temporary part-time position from January through June 1975 to supplement our legal reference staff.

Public Services Librarian Sandra Coleman was gradually able to relinquish some of her previous responsibilities when permanent technical services librarians were hired (Jerry Clyde Phillips

began as Cataloger July 15, 1974 and Lorraine E. Huppert as Technical Services Librarian October 1, 1974) and when Law Librarian Myron Fink returned from sabbatical in August.

In May 1975 new assignments were accepted by all staff as Circulation and Reference were divided into separate functions. Responsibilities were assumed by Circulation Clerk Oscar Baynes (CS IV) for the library's circulation operation and records and by Circulation Clerk Daniel Lewis (CS IV) for inter-library loan, searching and the microform and audio-video collections and equipment. Patricia Wagner (LTA III) continued in her supervisory capacity as head of Circulation. Susan Ferguson and Judith Schrandt were promoted to Library Technical Assistants I and together with Carolyn Davis (LTA I) they assumed responsibilities as Reference Assistants. A new circulation clerk's position (CS III) was budgeted for 1975/76 to help answer the increased demands for service; Ms. Helen Peterson joined the staff June 16, 1975 in that position.

Completion of the University's Technical, Administrative and Professional pay plan was eagerly awaited this year. With its implementation June 23, 1975, Library Technical Assistants' positions are new grades 6, 8 and 10. Beginning salaries are \$6802, \$7488 and \$8258, respectively. We believe adoption of this grade and step system was an important step in developing a career plan for library technical assistants.

The Department Secretary's position continued to turn over in 1974/75. Wendy Bowman held that position full time from July 23 to November 12, 1974 and Jo Ann Martinez (30 hours/week) from



December 2 to January 24, 1975. Joan MacCornack transferred from the Biology Department to become Departmental Secretary (30 hours/week) March 3, 1975. This position is now being evaluated with respect to its responsibilities and its relationship to other library positions.

IN SERVICE TRAINING AND CONTINUING EDUCATION

Staff training and continuing education received increased emphasis in 1974/75. Special activities included training sessions, workshops and tours.

A legal reference course was taught by Sandra Coleman in fall 1974 for library staff members. Judith Schrandt and Carolyn Davis completed their introductory course and Oscar Baynes and Daniel Lewis successfully completed their review course.

Circulation/Reference staff members were trained to use the new TWX machine for interlibrary loan upon its installation in the library in February 1975.

Weekly reference sessions were initiated and taught by Sandra Coleman to Reference Assistants Susan Ferguson, Carolyn Davis and Judith Schrandt beginning in April 1975.

Patricia Wagner, Judith Schrandt and Sandra Coleman participated in a Regional Federal Documents Workshop in Boulder, Colorado, April 4-5, 1975. They took the opportunity at that time to visit the University of Colorado Law Library.

All Circulation/Reference staff members attended an orientation and tour of the new Albuquerque Public Library in May 1975.

Patricia Wagner and Judith Schrandt completed library science courses at UNM this year in cataloging and government documents.

Sandra Coleman has been accepted to the American Association of Law Libraries (AALL) Institute on Law Library Administration at the University of California Los Angeles, June 15-20, 1975. This will complete the four year AALL rotating institute training program for Ms. Coleman.

These examples are part of a continuing effort by the Public Services Librarian to develop a varied, yet somewhat structured in-service training/continuing education program for all public services personnel. We believe highly skilled staff members are vital to a service oriented special library,

#### PROFESSIONAL ACTIVITIES

Public Services Librarian Sandra Coleman taught "Introduction to Government Documents", a three hour Educational Foundations 447: Topics course at UNM fall semester 1974. She also taught an eight week legal research course for the professional library staff at the University of Albuquerque spring semester 1975.

In October 1974 Sandra Coleman attended a three day workshop on computerized legal research jointly sponsored by the American Association of Law Libraries and the American Society of Information Science in Atlanta, Georgia.

As President of the Rio Grande Chapter Special Libraries Association in 1974/75, Sandra Coleman represented the Chapter at the Special Libraries Association winter meeting in St. Petersburg, Fla., January 16-18, 1975 and the Annual Conference in Chicago, June 8-12, 1975.

Sandra Coleman served as the special libraries representative on the New Mexico Advisory Council on Libraries during 1974/75.

Shirley Meridith and Sandra Coleman attended a program session on "On-Line Information Retrieval as a Reference Tool" at the New Mexico Library Association Annual Meeting in March 1975.

Shirley Meridith attended the annual Women and the Law Conference at Stanford University March 20-23, 1975, with the delegation from the UNM School of Law.

Named a HEA Title II-B Fellow as one of five representatives from New Mexico, Sandra Coleman was selected to participate in Southwestern Library Association two week training institute on "Program Planning for Continuing Education for Library Staffs in the Southwest" at Louisiana State University Graduate Library School, Baton Rouge, March 16-28, 1975.

Shirley Meridith and Sandra Coleman attended the American Association of Law Libraries Annual Meeting in Los Angeles, June 21-25, 1975. They also were accepted to a three day seminar on "On-Line Information Systems in Law and Political Science" June 26-28, 1975 at Stanford University.

#### AREAS OF FUTURE CONCERN

SPACE: Next year's priorities must include continued planning for a major addition to the Law Library. Stack space is critically short; an additional temporary storage area is needed now and will have to be found quickly to avoid curtailing services to our users. Even this past year we were forced to borrow material from another law library because our copy was in dead storage in Santa Fe.

Library seating and study space is heavily used during peak periods of the year; law students are already being given preference over other users simply because there is not space to accommodate all patrons.

STAFF: Staff training programs must continue to be developed with increased emphasis on the interrelationship of technical services and public services. A personnel evaluation system should be implemented for all staff levels as a tool to help develop the staff resources we now have. Communication and coordination between the legal research office and the desk reference activities can be improved; however, the legal reference staff needs must be met if service is going to continue to improve and expand.

SERVICES: Additional subject areas of the collection should be evaluated with respect to current program and curriculum requirements and with respect to needs of the practising bar. More input should be sought from practising attorneys to help anticipate new demands of the expanding Continuing Legal Education of New Mexico programs. A high priority should be assigned to completing cataloging and classification of the library's periodicals and thus consideration of the creation of a serials print-out of our holdings. We also should begin to explore in detail the possibilities offered by an on-line legal information system for our library.

May 20, 1975

## 1974/75 ANNUAL REPORT OF RESEARCH LIBRARIAN

Listed again this year is a subject breakdown of the types of jobs handled through my office. My records show a statistical breakdown of my time spent in percentages for the categories as follows:

Assistance to Law Professors--36.0%  
 Assistance to Law Students--9.4%  
 Assistance to other students, undergraduates, graduates and High School students--2.6%  
 Assistance to Attorneys and Judges--12.9%  
 Assistance to other UNM professors, officials and administrative personnel--6.3%  
 Professional reading and attendance at Seminars, Workshops and Institutes--1.9%  
 Assistance to patrons who phone or come to the Law Library with questions--19.3%  
 Answering letters, including requests for assistance from penitentiary inmates--6.7%  
 Administrative work--4.8%

Most of the jobs included in the subject categories listed above are of a daily, or weekly, continuing and recurring type. While the questions and the research itself varies, the general basis is the same. Included are all kinds of research for Law Professors, other UNM professors and administrators, answering letters from penitentiary inmates, finding and Xeroxing articles to be sent to attorneys, both in and out of Albuquerque, and assistance to law students and general library patrons.

Some of my other activities this past year were assisting the Legal Research class Tutors during the Fall semester; co-ordination of all Legal Research Assistants, including the 12 students working directly under my supervision, and those working as Faculty Researchers and on Working Scholarships; answering by WATS-line all legal-type reference questions presented to the New Mexico State Library in Santa Fe; working on research assistance to Peter Rask, UNM House Counsel; serving as the Law Library representative on the UNM Libraries Lecture Series Committee; assisting the Office of Senator Joseph Montoya in answering research questions; and giving research assistance to the Albuquerque City Council on certain selected questions.

I prepared bibliographies on Forensic Law, on Government Owned Corporations, and on Statutory Interpretation.

I gave tours of the Law Library to the students of the American Indian Law Scholarship Program, to entering UNM Law School students, to librarians from the University of Albuquerque, to the legal secretaries class from TVI, to Professor G. May's engineering students, and to Professor Larry Hill's class in Police Misconduct Litigation, and to Professor William Weismantel's Architecture class.

I attended a one day State Library Seminar, and the Continuing Legal Education Mid-Year Institute, a three day program.

Mrs. Helen S. Carter

## SUMMARY OF ACTIVITIES 1974/75

TECHNICAL SERVICES

Lorraine E. Huppert, Technical Services Librarian

The year in Technical Services was affected by the appointments of two new professional librarians; the rising costs of serials and books; some major Bond purchases; changes in non-professional staff; some revisions of procedures and functions of personnel; and the initiation of a number of special projects.

The introduction of two new professional librarians to the Technical Services area of the Law School Library has led to the undertaking of several projects in both cataloging and serials; some revision of procedures which promotes, we believe, added efficiency of work flow; plus a measurable increase of output in both cataloging and processing.

Jerry Clyde Phillips, Head of the Cataloging Dept., replaced Karen Morgan effective July 15, 1974. Mr. Phillips comes to us with five years of cataloging experience at Plymouth State College (Plymouth, New Hampshire) and has ably taken over the supervision of the Catalog Department. This involves planning and controlling the cataloging of new law acquisitions; supervising the catalog typing and card catalog maintenance functions of the department; reducing a sizeable backlog of older books and serials to be cataloged; and manning a number of special cataloging projects. He supervises four permanent staff members and a number of student assistants.

Lorraine Huppert, former Serials Librarian from the University of Idaho, took over the administration of the Technical Services area on October 1, 1974 allowing Sandra Coleman to assume her position of Public Services Librarian. Ms. Huppert serves as administrator over the Gifts and Exchange Librarian, the Head of the Cataloging Department, as well as the sections of Acquisitions, Serials, and Processing.

CATALOGING

Mr. Phillips brings to the Cataloging Department the benefit of his five years of professional cataloging experience. In this past year the amount of original cataloging accomplished (the major part of which was done by Mr. Phillips) was increased by more than four times the amount done last year, effectively reducing a several year backlog of hard-to-catalog items and speeding up the processing of current, unique acquisitions in this library. The total output of the Cataloging Department increased over last year's by more than 75% bringing the total number of items processed by this department to approximately 3700 as compared to 2,000 a year ago. Mr. Phillips initiated the purchase from Bond money of the complete backfile of the National Union Catalog on microfiche (the collection of cataloging done by the Library of Congress and other supporting libraries) which has assisted the cataloging process immensely.

With the cooperation of the Law Librarian, a priority procedure was established to insure that cataloging preference is given to those works which are of major importance and demand to this library collection and to the Law School.

By upgrading the functions of the two Library Technical Assistants,

Victor Whitmore and Ruth Heilman, Mr. Phillips has delegated much of the routine cataloging and reclassification, thus freeing himself to do more of the difficult original cataloging (that cataloging for which no printed evidence is found of its having been done by any other institution).

The revision of the work of the Processing Section has been removed from Mr. Phillip's responsibilities, concurrent with the hiring of a new Head of Processing. This has provided the Cataloging Dept. additional professional time for cataloging.

We experienced improvement in our receipt of printed catalog cards when we changed printers last summer, from an establishment in Dallas that took nearly four months to return an order of cards, to a firm in Los Angeles (LRS-Library Reproduction Service) that delivers printed cards to us in three weeks. This allows us to keep the card catalog current with actual cataloging.

Current projects which were undertaken this past year in cataloging include the cataloging and processing of the British documents which have been shelved in the basement of the library. With the part-time help of Ms. Sandra Meyers, a cataloger from the University of Albuquerque, and with the establishment of the Library of Congress KD schedule which enables libraries to classify British law material in the Library of Congress classification scheme, the collection is getting the attention it has long needed.

The content of the Treatise Collection on the second floor of the library is being reviewed and revised by the Law Librarian. In conjunction with this, the Cataloging Department is reclassifying those volumes which will be retained on the second floor, into the Library of Congress



classification system. This will allow for shelving in classification (call number) order, as are the looseleaf services already classed in this scheme on the second floor. The Treatise Collection has been renamed "Restricted Subject Collection" and will be taped light green and shelve in the same location as did the Treatises.

Various staff members are responsible for individual cataloging projects. Dorothy Warden, Gifts and Exchange Librarian, continues to catalog items for the special collection of "Indian". Mr. Phillips has been working on State Session Laws as a separate cataloging project, and the very complex collection of the Practising Law Institute Condyne tape cassettes is receiving the benefit of his previous experience with cataloging audio-visual materials at Plymouth. With the intention of dissolving the "legal miscellaneous" (LM) section of the lower floor one day as Library of Congress classification becomes available, Mr. Whitmore is reviewing and reclassing LM items into the Library of Congress scheme whenever possible. Ms. Huppert completed cataloging of the 35 additional State Digests which were purchased with the first year of Bond money, and they are now fully processed in the upper floor collection. Ms. Huppert is also systematically cataloging the law periodicals.

Future cataloging projects include cataloging and integrating the cassette tapes into the main book collection of the library. We plan to develop and implement a system for cataloging and processing all microforms in the collection. It is also hoped that by next year the "Water" collection will be integrated into the main collection, thus dissolving it as a special collection.

TECHNICAL SERVICES LIBRARIAN

Ms. Huppert began her training as new Technical Services Librarian by filling in staff vacancies in Technical Services as they occurred. By spending a month in the Acquisitions Section and then training the new Acquisitions Assistant, the new Bookkeeper, and the Head of the Processing Section, she familiarized herself with the current situation in each of these sections and initiated some changes in procedures and organization as well as a special "serials card project". In addition, during the latter part of spring semester, Ms. Huppert spent several mornings a week at the Public Services Desk "interning" in legal reference. It is our strong belief that familiarity with the demands on public services will enhance the job technical services can do for the library. This training also served as a beginning in accomplishing the goal of "dual coverage" by both the Public Services and Technical Services Librarians. We plan to continue this training indefinitely.

GIFTS AND EXCHANGE

The functions of the Gifts and Exchange Librarian have been expanded to include the handling and preliminary processing of all unsolicited materials in the Law Library. This is expected to relieve the clerical staff of the Acquisitions and Serials Sections of having to establish cataloging entries and having to make professional level decisions. There were sixteen reported gifts of books and periodicals made to the Library in 1974-75. These were nearly all large gifts -- one of which resulted in the accumulation of many duplicates. Ms. Warden prepared and distributed a list in early June to 167 law school libraries

-6-

offering these for exchange. The Law School Library again participated in the American Association of Law Libraries' exchange of periodicals program by which we disposed of 1/3 of our volume of excess periodical issues and received approximately 1/3 of our requests. At the Technical Services Librarian's suggestion, Ms. Warden explored the possibility of the library's becoming a member of the U.S. Book Exchange. It was decided to try a trial membership for one year during which time Ms. Warden will keep pertinent statistics. This organization gives us another access for replacement issues of periodicals as well as serves as a source for hard to get documents and text books. A work-study student has been formally added to the Gifts and Exchange Section to assist Ms. Warden. A project planned for this coming year is the reorganization and validification of the list of foreign law materials now in storage in Mesa Vista Hall. A review of the rare book cage and reevaluation of the contents is also planned.

#### PROCESSING

Ms. Kathy Liden replaced Ms. Travis Hardee as Head of the Processing Section in January, 1975. At this time it was decided to make the Processing Section autonomous on a trial basis, answering directly to the Technical Services Librarian rather than to the Head of the Cataloging Department as before. The revision of the work of the section was delegated to Ms. Liden and the staff was increased to five work-study students. It is thought that Ms. Liden can better supervise the students if she personally revised their work, and that her revision would free professional time for more effective use. The Processing Section in conjunction with

the Cataloging Department more than tripled its activity in reclassifying items already in the library to the Library of Congress classification system. During Ms. Liden's training period, the manual of the Processing Section was reviewed and many parts were rewritten. The upkeep of this manual has become part of the current responsibility of the section.

#### SERIALS

Ms. Lucy Draper, Serials Assistant in charge of the Serials Section since 1972 submitted her resignation to coincide with her husband's graduation from the Law School (John Draper). She is replaced by Ms. Patricia Evilsizer who previously worked as the Serials Clerk under Ms. Draper's supervision. Ms. Evilsizer left the position of Serials Clerk vacant as of May 12, 1975 and this was filled on June 6 by Ms. Stephani Dailey.

Drawing on her experience as a former Serials Librarian, the Technical Services Librarian felt there was a lack of consistent and complete information in the visible serials file, and so designed a "master serials card" which will provide for each title in the serial file a standard location of such information as the history of the library's receipt of the title; notes about publishing behavior (title changes, suspensions of publication, suspensions of our subscriptions and why) plus location and routing notes and an indication of its status in the Index to Legal Periodicals. Green cards will note currently received items; pink cards represent titles we no longer receive; and blue cards provide cross references and other directional information for using the file. It is the goal of this section to have the "master serial cards" completed during this coming year.

To alleviate some of the traffic congestion in the mail receiving area of the library, the opening of book boxes was shifted to the Acquisitions Section. This also insures that ordered material will be recognized and appropriate records will be cleared.

There were several joint meetings of Acquisitions and Serials staff during the year to delineate and clarify the functions and responsibilities of each section and their interrelationships. The completion of the Technical Services Manual next year should further clarify these.

#### ACQUISITIONS

The second year of Bond money again insured a high volume of ordering and bookkeeping activities. Ms. Lynne Crowden began her appointment in November as Head of the Acquisitions Section replacing Ms. Joyce Phillips. The Technical Services Librarian initiated purchases of current acquisitions tools (Publisher's Trade List Annual, American Book Trade Directory, Books in Print, e.g.) to assist the ordering operation; and after functioning for a month as the Acquisitions Assistant, trained Ms. Crowden in her new job.

The organization of the section and the interrelationship among the Acquisitions Clerk, Bookkeeper, and Head of the section were explored with the Technical Services Librarian. Due to several staff changes these are still being clarified, but it is hoped that they will be finalized in the next year.

#### BOOK/SERIAL ACCOUNT, BOND, OTHER ACCOUNTS

Our book/serial allocation for 1974/75 was set at \$90,000 and its

-9-

buying power was badly strained by increasing costs of serials and monographs. As we noted in our budget request, we are dealing with the effects of inflation which has increased our periodicals costs 46% from 1972 to 1974 (Library Journal, Oct. 1, 1974) and our serials services 19% (Library Journal, July, 1974) as well as our law monographs 10%. We are allocated a book/serial budget which has increased only 9% during the same period. Our serials renewals alone for this fiscal year totalled \$80,465.00 and new serial commitments will add an additional \$4,000 to next year's renewals. If we assume a conservative inflationary effect on prices for next year at 10%, our serial commitments will amount to more than \$92,000 or be equal to our entire book/serial budget. This will necessitate our using Bond money to purchase current monographs. The Law Librarian will begin a review of our serial commitments in the Fall of 1975 to ascertain those titles which might be dropped from our current standing orders, but we still foresee a large percentage of our monographs being purchased from Bond money for at least the next fiscal year.

We were able to transfer monies from the applied expense account (supported by xerox machine income) to increase several of our other accounts. \$6,000 was transferred into the book/serial account. An additional \$1408 was transferred to the travel account which has been allocated \$800 for the second year in spite of an increase of our professional staff and hence an increase in professional library organization and continuing education activities. The equipment and supplies budgets were increased by an applied expense transfer of \$910

and \$1310 respectively which helped to soften the effect of an unchanged allocation since 1973 when the equipment budget was effectively cut 50% at that time and no longer supported the cost of library book binding. This year's total cost of library book binding was paid from the second year of Bond money. A separate binding line item of the 1975/76 budget should alleviate this use of Bond money.

In addition to supporting current monograph purchases and library book binding as mentioned above, the second year of Bond money (\$70,000) enabled us to acquire some major acquisitions for the library. These included:

- U.S. Supreme Court. Records and Briefs: Certiorari Denied. 1957-72 (microfiche)
- U.S. Statutes at Large, 1789-1963
- Code of Federal Regulations, 1939-1947 (film)
- U.S. Congress. Proceedings (Congressional Record, etc.) 1789-1964 (film)
- U.S. Federal Register, 1936-1972 (film)
- Cal Jur III
- Texas Jurisprudence

#### STAFF CHANGES

There have been a number of staff changes in Technical Services which contribute to a high percentage of turnover during the past year. Without exception these seem to be attributable to independently personal factors. Although it has been suggested that we are hiring individuals whose education levels possibly exceed those required by the jobs they fill, we have appreciated their talented performances in our library. We shall and are paying more attention, however, to the absolute job requirements as set out in the job descriptions, and shall make every effort to hire on that basis with the hope of reducing the turnover rate.

Some staff changes have already been mentioned in this report. The position of Bookkeeper was filled twice during the year. At the end of September, Sigrid Olson resigned to accept a teaching position in the local public school system. She was replaced by Susan Smith who left us in January to return to the University as a full-time student. Ninka Hainer joined our staff in January and is our current Bookkeeper and Acquisitions Typist. In the Acquisitions Section, also, Sarah Krahn resigned as Acquisitions Clerk to return to her home in Wyoming. She was replaced on June 11 by Christina Rivera. And in the Cataloging Department, Pauletta Sears submitted her resignation effective May 30, as Head of the Catalog Typing Section of the Cataloging Dept.. Ken Shoemaker took over as Head of the section on the same date. Mr. Shoemaker has worked for us for several years in the capacity of student assistant in the Cataloging Department.

#### FACULTY STATUS

Much energy was spent in the early fall to establish criteria for awarding faculty status to the librarians at the School of Law Library. Work meetings were held and drafts written -- all of which culminated in the final form of a document presented to the Law School Faculty. The document included criteria for promotion, tenure, and appointment.

It is planned to spend the next year drawing up procedures and policies to implement professional evaluations and clarify other faculty status considerations.



-12-

CONTINUING EDUCATION AND PROFESSIONAL ACTIVITIES

Nearly all of the Technical Services staff successfully completed the in-house course in legal reference offered during the winter and organized by Sandra Coleman. This amounted to an investment of approximately 50 hours per individual participating. The value of broadening the perspectives of those who work in the Technical Services area is immeasurable.

In March, 1975 Ms. Heilman, Ms. Huppert, Mr. Phillips, and Ms. Warden attended the New Mexico Library Association meeting in Socorro. The program presentation "On-line Information Retrieval as a Reference Tool" was of special interest.

In early April, Ms. Evilsizer, Ms. Heilman, and Ms. Huppert attended a Federal Regional Documents Workshop held at Boulder, Colorado.

Mr. Phillips, during the first week in April, represented us at the Southwestern Chapter of the American Association of Law Libraries in Columbia, Missouri.

At the end of June, 1975, the Law Librarian and Ms. Coleman, Ms. Huppert, and Ms. Carter will be attending the 68th annual meeting of the American Association of Law Libraries in Los Angeles. Ms. Huppert will stay on to attend the annual conference of the American Library Association in San Francisco.

Mr. Phillips and Ms. Huppert have been added to the membership of the American Association of Law Libraries. Mr. Phillips has been appointed to the Committee on Cataloging and Classification of this organization. Ms. Huppert became a member of Special Libraries Association

also, this past year.

Mr. Phillips has been accepted into the Masters Degree Program of the Department of Geography at the University of New Mexico and has completed six hours of course work toward this degree.

Ms. Huppert completed a course in Counseling at the College of Education.

Ms. Warden, in her capacity of indexer to Law Library Journal prepared the cumulative indexes to "Questions and Answers" and "Current Comments" sections of this journal. These appeared in the February, 1975 issue.

#### FUTURE CONCERNS

We would like to be able to lessen the strain of the proximity of the Processing Section to the Serials Section. The functions of processing and their space requirements serve as distractions to the quieter functions of other technical services sections. We will explore possible solutions to this problem.

We plan in this coming year to design and implement performance evaluations for non-professional as well as professional staff. In order to make these meaningful, the Technical Services Manual will be completed and kept current and will contain work flow charts showing interrelationships among the sections as well as formalized job descriptions.

Improved communications among the sections is another goal which we hope to achieve with increased inter-sectional meetings and abbreviated training sessions so that the staff in any section will become familiar with the functions of any other section.

In addition, improved communications between Technical Services and Public Services is something we will work toward. We are considering a part-time exchange of staff between the reference desk and some of the technical service stations. The overview of library operations which would be gained by individual staff members should be invaluable in helping them perform more efficiently and competently for the Library, since they will have widened their perspectives of library operations.