

8-1-1971

UNM School of Law Library Annual Report 1970-1971

School of Law Library Directors, Heads, and Librarians

Follow this and additional works at: https://digitalrepository.unm.edu/law_admin_libar
University of New Mexico
UNM Digital Repository

Recommended Citation

Directors, Heads, and Librarians, School of Law Library. "UNM School of Law Library Annual Report 1970-1971." (1971).
https://digitalrepository.unm.edu/law_admin_libar/6

This Annual Report is brought to you for free and open access by the School of Law Administrative Records at UNM Digital Repository. It has been accepted for inclusion in School of Law Library Annual Reports by an authorized administrator of UNM Digital Repository. For more information, please contact disc@unm.edu.

THE UNIVERSITY OF NEW MEXICO

DATE: May 28, 1971

Dean T.W. Christopher and Dean F.M. Hart

FROM: Myron Fink

SUBJECT: Annual Report of Law Librarian for Fiscal Year, 1970-71

This annual report covers a period from July 1, 1970 to May 1, 1971. It is being submitted at this time at the request of Dean Christopher and will be supplemented before August 15, 1971, with statistics which will become later available. Attachment 1 shows total library expenditures for various budgets as of May 1.

The highlight of the past year for everyone connected with the law school was, of course, the move into a new law school building located on the north campus. The net gain in square footage overall and for individual areas is shown by Attachment 2. The gains are impressive despite the fact that, for lack of funds, the library did not receive adequate space for expansion of its book collections. However, the design of the building is such that the library can be fairly easily expanded without altering the basic design or function of the library itself or the rest of the building.

Attachment 3 is a fact sheet which provides a picture of the seating in the new library, estimated book capacity in the various areas and law library usage of books in the old building. We plan to have comparative book usage figures available by the next annual report.

SUMMARY OF THE MOVE

Initial planning for moving the law library, its collections, stacks, staff and furnishings was begun in May 1970. After it was determined that only half of the shelving needed in the new building would be purchased and all useful shelving in the old building would be utilized, a plan was developed by Joseph Sabatini, Assistant Librarian, to dismantle and rebuild existing shelving at the same time as the movement of books. After meetings with the UNM Physical Plant supervisors, decisions were made early in the fall semester on moving dates and procedures.

Throughout the summer and fall of 1970 prior to the move, the library staff worked to prepare the collection for the new building. Many sets of U.S. documents were reclassified and cataloged into the Library of Congress classification. I worked out a plan for a functionally arranged, restricted book

collection on the upper floor of the new library. This required much work selecting restricted books and affixing distinctive colored tape to these books. With the approach of the Christmas holidays, planning was completed and final arrangements for the move were made. Students were recruited and hired to supplement regular work crews, arrangements were made to borrow book trucks from other libraries in the city, supplies were assembled and routing slips were prepared. As the new building neared completion, new stacks were constructed in it to receive the first shipment of books.

On December 19th, the move began which involved the vacuuming and cleaning of first floor and basement books, placement of books on book trucks, and movement of loaded book trucks by flatbed trucks to the new building. Upon arrival, the book trucks were unloaded and the books reshelved at pre-designated places. The book trucks were then returned for another shipment. We averaged 10 flatbed truckloads per day with an average load of 11 book trucks and about 4 boxes per trip. 6,330 linear feet of books were moved in this manner in 5 3/4 days. Physical Plant used an ingenious method to get the books out of the basement in the old building. A platform was attached to a large forklift and lowered down an outside stairwell. Book trucks were placed on the platform, lifted up and rolled directly on to the truck beds. As the book move proceeded, empty library stacks were disassembled, trucked over to the new building and rebuilt in time for the books then being moved. The first phase of the move (during the Christmas Recess) went surprisingly well considering that the elevators in the new building were not working. Some delay was caused by the discovery that the height of the basement ceiling did not permit us to use our planned stack layout in the basement.

The ending of the Christmas Recess ushered in an interim period when the library staff worked to get the lower floor collection ready for use by the public. A decision was made in the excitement of the moment to review and move 750 boxes of storage books in the Hokona Hall basement which, as it turned out, took place during the coldest week in Albuquerque history. Each storage box was evaluated for discard, continued storage, or addition to the library collection; books selected for addition were moved to the new building, vacuumed and put on shelves.

On January 18th, the Librarian's office and Technical Services were moved. The Library Secretary, Circulation Dept. and the card catalog were moved on January 19th, the last day of final examinations. The remaining days of the week were used to settle people in the new building and to prepare for the second phase of the move. On January 23rd, the library in the old building was officially closed and did not reopen until February 1st in the new building.

The second phase was more difficult than the first. Restricted books for the upper floor of the new library had to be put into exactly spaced locations. Difficulties with the elevators and telephones slowed the work. Despite these difficulties, 4,270 linear feet of books were moved in the manner already described in 4½ days (January 23 - January 28). The remainder of the week was spent in getting the upper floor ready for the re-opening. Since new furniture had not arrived, old library furniture was moved from the old building and put into place.

During registration week, all of the 600 boxes in storage in the basement of the Medical School were moved to the faculty library area in the new building and to storage in Hokona Hall or the new library basement. Like the first movement of storage books, it was the momentum and the challenge of the move, rather than planning, which caused us to tackle this work. The net result was that all storage books as well as all library collections, stacks and staff were moved during this period.

It should be pointed out that law school faculty and staff, their furnishings and equipment were also moved during this phase of the library move (i.e., during the break between semesters). Much credit is deserved by Hunter Geer, Assistant Dean, for planning these parts of the operation. We also are grateful to Zimmerman Library, the Medical Sciences Library and the Albuquerque Public School for loaning us the book trucks used in the move and to the UNM Physical Plant for their cooperation and hard work.

ESTIMATES OF ADDITIONAL LIBRARY SPACE NEEDS

Attachment 4 are pages taken from a report submitted to Dean Fred Hart earlier this year. It provides details and estimates with respect to space needs of the law library in the immediate future. Assuming that our present budget for books continues with allowance for inflation, our recent experience indicates that book space will be critical in the law library by 1975 and that, by that year, there will be a demonstrable need for additional space for library staff, for library seating, and for storage and use of audio-visual materials.

Audio tape cassettes have been widely accepted in continuing legal education programs across the United States. These cassettes are available and can be used in the education of law students as well and can play an increasingly important role in future legal education. For this reason, the law library will begin this year the development of an audio-cassette collection and will establish a listening station in the audio-visual room in the library. In addition, the library will have by September several cassette listening machines for check-out to faculty together with cassettes.

A March 1971 CEB catalog for cassettes states the "CEB has begun actively exploring video, including video cassettes that you can play on your own television receiver at home or at the office." I predict that within 5 years, video tapes will have an established place in continuing legal education programs and will find a place in law libraries and in law school education. It is not far-fetched, therefore, to suggest that the future expansion of the law library ought to have perhaps 20 or more stations where video cassettes can be borrowed and plugged in for watching on television screens for individual showings. It is possible for an entire clinical legal education program to be planned around video tapes. Certainly, this should be a consideration in the planning of future law library space.

ACQUISITIONS

As of May, all storage books in the new building which will not be added to the library collection will be boxed and placed in storage in the basement of Hokona Hall. In the latter part of 1971, the Acquisitions Department will prepare for mailing to book dealers and others lists of these storage books which will be offered for sale or credit.

In early May, Fred Dennis of Dennis & Co., visited our library and examined many of our duplicate periodical issues and other volumes. About 38 cartons have been shipped to Dennis for which he agreed to give our library a credit of \$585.

In early April, the law library received an outstanding gift from Bancroft-Whitney Co. of its Total Client Service Library. As shown on Attachment 5, the gift occupies 77 linear feet of shelf space and has a market value of \$6861. I first learned of the possibility of such gift when I visited the University of Utah Law School in 1967 as a member of our building committee. I made application for the gift the same year and was promised that we would receive it when we moved to the new law school building where the gift could be properly displayed on the shelves. The gift of approximately 450 volumes and upkeep for the immediate future is now shelved on the upper floor of the library. Original sets which the gift replaced on this floor were reprocessed for the faculty library.

In December 1967, the law library arranged with West Publishing Co. for the shipment to the new library, when completed, of nine sets of state digest. Under the arrangement, the library paid the 1967 price for these sets and was to receive all of the sets when requested, current as of date of shipment, with the usual one year upkeep service. These sets were delivered in May 1971 and are now added to our state materials group on the upper floor of the library. We hope to add a number of state digests each year until we have a set for each state.

The count of serial titles (first copies only) now currently received by the library (excluding treatises and monographs being supplemented) presently is over 1000. During the last few years, we have duplicated thirteen of the most important legal periodicals which are now shelved on the lower floor of the library and are available for loan. The library now maintains a current subscription to one copy of each periodical indexed in the Index to Legal Periodicals and a current subscription to the thirteen duplicate sets. A number of current legal periodical subscriptions are now received on exchange for our Natural Resources Journal. Since our school now publishes a New Mexico Law Review, we are working to expand our exchanges so that the library receives two copies of a journal in return for each of our journals. This effort will be completed this May. Our plan is then to order a second subscription for all periodicals indexed in the Index to Legal Periodicals before the end of 1971 which are not now received either by way of exchange or by direct subscription. Experience has shown that it is cheaper to have a double subscription to all important legal journals than to try to duplicate sets in the future. Such policy also permits us to make available a copy for loan or for the faculty library.

During the move, we physically expanded our serial file by 1/3 by purchasing an additional serial file. This should be adequate for five more years. Current issues of legal periodicals shelved on the upper floor are now for the most part in binders rather than in magafile boxes. We made the change this past year to preserve the current issues from loss and abuse, and to give the user a more convenient container for using these issues. Current issues of the thirteen duplicate periodical subscription are now kept in the Journal office. As duplicate subscriptions are added this year, they will also be kept in the Journal office. Journal students find this arrangement very attractive; the library in return has assurances that these issues will not be removed from the Journal office prior to binding (except for faculty check-out). Close proximity to the Circulation Desk gives us good control over the check-out of these issues.

A final decision has not been made as to the best location of duplicate periodical volumes in the library. My personal belief is that all second copies of important periodicals being duplicated here should remain on the lower floor where they are available to all users. The other alternative is to remove some of these duplicate sets for placement in the faculty library for the convenience of the faculty. I believe that a speedy request system can be worked out for our faculty so that, at very little inconvenience, these duplicate volumes can be routed to our faculty and still made available to all users in the library.

Volumes added to the collection from July 1, 1970 to May 1, 1971 total 5223; 263 volumes were discarded during this period; the library bound 452 volumes (new) and rebound 14; the book count as of May 1 stood at 91,915.

CURRENT LIBRARY RULES AND POLICIES

Attachment 6 is a copy of current library rules. Two important changes in policy are reflected in these rules. Most important is the designation of the upper floor of the library as a special floor on which will be shelved selected books restricted to use on this floor. (See heading Restricted Books and Materials) Also very important is a new requirement that all library books being removed from the library must be shown to the Desk Attendant.

In the old building, we operated under an honor system whereby any book which did not have a restricted card in its pocket could be borrowed upon signing and leaving at the Desk a book card. We found that more and more books had to be restricted to the library because users were complaining that particular books should be available in the library at all times and should not be checked out. The problem in the old building was a serious one and required constant searching for missing books on shelves and constant decisions as to which books should be restricted and which loaned out. The decision to have a restricted book floor in the new building together with a requirement that all library books being removed be shown to the Desk Attendant is designed to give the library the control it needs and to give users in the library access at all times to the 30,000 odd volumes most important to legal research and reference. Of course, there are problems and complaints but these are now of another kind and directed largely to the fact that much of our present collection cannot be borrowed for outside use. We are attempting to meet this need by developing a faculty library, by duplicating the books needed for loan on the lower floor and by offering an inexpensive, fast xerox service.

NEWSPAPERS AND MAGAZINES

In the old building, only a limited number of subscriptions to newspapers and non-legal type magazines could be accommodated. In the new building, facilities for this type of material are excellent. There is common agreement that the law school, and the library in particular, should make these types of materials available and encourage their use.

Much thought has gone into the planning of this type of subscription, display, storage, etc. A SBA Committee on the Library spent many hours making useful suggestions. Very briefly, the following is my intended plan:

There will be a number of display racks in the building for this type of material; many of these racks will have storage capacity. At present, there are two such display racks in the small reading room off the typing area of the library. There are plans to order one more such rack for placement outside of the faculty library. A less expensive type of display rack is already in place in the forum of the building. The library will subscribe to about 20 non-legal type magazines in 1971. Magazines will be displayed initially either in the Forum rack or on the reading room rack. Replaced issues from both of these racks will be displayed on the faculty display rack. Back issues will be stored on the faculty rack, on the reading room rack and some in the library permanent collection. Thus, anyone in the law school may read near a display rack the latest issue of a magazine; the faculty may later read a replaced issue; back issues will be conveniently stored for check-out or for giveaway.

With respect to newspapers, current issues of important daily papers will be displayed on a counter on the upper floor of the library and made available to everyone. Back issues and subscriptions to other newspaper type subscriptions will be kept in the library reading room. The faculty will receive its own subscription to certain newspapers, e.g., the New York Times. Daily issues of the N.Y. Times and selected sections of the Sunday Times will be available in the Faculty lounge.

INFORMATION ABOUT ACQUISITIONS

In the old building, our faculty was informed about new titles being added to the library by means of lists distributed to them periodically. Once a year, members of the New Mexico State Bar receive our "New Acquisitions" mailing containing selected new titles in which they may be interested. In my judgement, there is clearly a need for a better method of information about materials that our library is currently receiving or has received.

One step recently taken was the placement of a New Book shelf in the lobby of the library which will display new titles received by the library which are of special interest. "New Acquisitions" lists which the faculty receive will be posted near the New Book shelf. I am also planning to use one of the periodical racks in the reading room for the display of current issues of titles we subscribe to which are of special interest to users of the library. For example, the monthly issue of Black Law Journal could be displayed on this rack to give

people an opportunity to see it before it is hidden on library shelves. These materials are not the non-legal, well-known magazines referred to earlier; they are not the current issues of indexed periodicals which receive proper display in our lobby and in the faculty library area at present. This effort to display current issues of subscription titles of unusual interest will now supplement the listing of these titles in our Location Guide at our Circulation Desk and the cataloging of these materials in our card catalog.

CIRCULATION DESK

In the summer of 1970 before the move to the new building, a policy decision was made that double coverage of the Circulation Desk would be needed and should be implemented in the new library. Steps were taken in 1970 to hire and train a limited number of clerks for this purpose and the plan has been fully implemented in the new building.

Double coverage at the Circulation Desk is needed for security and for working reasons. It amounts to having at least two persons on duty at the library desk at all times during regular hours of the library. During weekdays from 8 a.m. to 5 p.m., the Circulation Librarian and clerks constitute the coverage. At other hours, coverage is provided by a clerk and law student team. The back-up person at the Desk is Joseph Sabatini, Assistant Librarian, whose job it is to be at the Desk when needed and in emergencies. Because the Desk performs such various tasks as shelving, shelf reading, filing looseleaves, reference, circulation of books and reserve books, faculty services, appellate records, missing book searches, etc., one of the two persons assigned to the Desk is free to leave to perform assigned tasks. The Desk is so designed as to permit six persons to work at stations behind it so that all of the necessary work can be performed, even during peak hours of use.

Some of the jobs accomplished at the Desk during the last few months were the completion of an orientation program in the library for all library staff, a speed-up for ordering missing and lost books, planning for a manual for Desk personnel, and the up-dating of the Location Guide at the Desk to conform with new book locations in the library.

An intensive training program for Desk personnel is planned for the academic year 1971-72 to upgrade the quality of service at the Circulation Desk. Beginning in September 1971, the Assistant Librarian will be given direct responsibility for all reference services at the Desk so that the Circulation Librarian, Jinny Summers, can direct all other desk functions. An effort will be made to complete a Circulation Desk manual for the use of Desk personnel and to prepare an attractive brochure for the library for September 1972, describing services, collections, hours, etc.

Statistics available for this past year are rather spotty because of the move. From October 1970 - April 1971, 7558 books were checked out of the library of which 1481 were reserve books. Interlibrary loan request numbered 86. An effort will be made in 1971-72 to collect relevant information on library use, book use, reference inquiries, etc.

RESEARCH, SPECIAL SERVICES, PUBLICATIONS

Mrs. Helen Carter, Research Librarian, and her staff of part-time law students continued to perform a myriad of tasks in the library such as answering letters from penitentiaries and from out-of-town lawyers requesting research assistance or special xeroxing, requests for assistance from Albuquerque attorneys, judges, ACLU, the Internal Revenue Service, administrative offices of UNM, draft law requests, etc. She reports a total of 124 telephone questions and 103 walk-in questions satisfactorily handled by her office since the middle of November, when she began keeping count, until April 1 (with many weeks not available because of the move).

I predict a busy future for this office. The fact that we finally have an office for this work has made it possible for us to schedule hours for the staff so that someone is on duty during the weekdays from 8 a.m. to 5 p.m. This office will, in the future, work closely with the Circulation Desk and perform the specialized reference service which people at the Desk are not equipped to do.

Some of the more important publication and bibliographies prepared by this staff this past year were:

Booklet "Faculty Publications" for the law school.

Bibliography on Student Discipline and School Law (for TWC)

Bibliography on Law Office Economic and Development (for WMCP.)

Bibliography on Taxation (for HBM)

Bibliography on Environmental Control (for New Mexico State Bar's 1970 Midyear Institute)

Bibliographies and biographies on Judge Bratton and Gilberto Espinosa (for TWC)

Preparation of a Legal Referral Services Chart - a listing of information concerning the Lawyer's Referral Service, Legal-Aid Society, Clinical Law Program, ASUNM Draft Counseling Service.

Updating of A Compilation of Laws Governing the University
of New Mexico

Preparation of the New Mexico Library Laws for the New
Mexico Library Association

Henry Weihofen project involving collection, xeroxing
and binding of his publications.

Bibliography of History of Food, Drug & Cosmetic Law (for TWC)

Mrs. Carter has lectured on the use of the law library to various groups and classes including Dr. Cutter's graduate seminar in Southwest History; to Dr. Richards' class in School Law, and to a Manzano High School Business Law class. She and her staff have worked with a committee of Albuquerque attorneys on a proposed Model Air Space Code for ABA, have compiled a list of laws on compulsory automobile liability insurance for Judge Addison Strong, have done research for the Medical School Library, e.g., legal problems regarding a drug abuse center being set up in Farmington N.M., have collected land grant information for Professor Barnett, automobile statutes from the 50 states for Professor Hoffman, etc.

XEROX MACHINE

An important improvement in the new library is the new coin-operated Xerox machine. The machine is now quartered in a special alcove off of the typing room thereby eliminating the noise and confusion which were formerly a part of the secretary's office. Since it is now coin-operated, it has also lessened the time-consuming chore of keeping the charge accounts for the students. The students have benefited in that the cost is now only 5¢ per copy. We still maintain the charge accounts for the attorney's use. They may elect to use the coin operation at 5¢, or to have their firm billed at 10¢. They also have the option to phone or mail in requests for copy, have one of the library staff do the work and put it in the mail; this too for 10¢ per copy.

The Xerox machine is now under a commercial type of leasing contract. We are allotted an annual quota of 42,353 copies and are charged \$1800 per year for this number. At the end of a year's time, the overage will be charged at 5¢ per copy. After two full months of use, we have used 36,200 copies of our quota. During this period of time, we have deposited \$957 collected in coins from the machine and checks from attorneys. Computing this use with a base count of 18,000 copies per month, we see that we could possibly use 216,000 copies in a year at this rate. Comparing this with the last year's use of the machine of only

122,000 copies, for which we paid \$4800, we will be paying less than \$5500 total (includes the base price plus estimated overage). Using the collection rate as a base, with the same estimated useage, we could collect almost \$6000 in a one year period. This will cover the cost of leasing and the materials used.

Faculty and library use of the xerox is controlled by a by-pass key so that there is no charge for official use of the machine. Persons using this key are requested to sign out the key and the amount of copies made. This enables us to see approximately how much use is made of the machine, but more importantly, we know where the key is so that no unofficial use can be made of it.

CATALOGING AND CLASSIFICATION

A major project this year is the expansion and general revision of the public card catalog. This is needed to put into effect the current A.L.A. Rules for Filing Catalog Cards (2d. ed., 1968) which will make the card catalog easier to use. Although such revision has been needed for some time, it was not practicable until additional card catalog cabinets were available. The catalog in the new building now has twice as many trays in use than was the case before the move. Another of our special projects has been the expansion of our subject heading book into four looseleaf volumes. This was necessitated by the fact that the second edition of Ellinger's Subject Headings for the Literature of Law and International Law was published in a three column per page format which left no space for additions. This work is being done concurrently with the card catalog revision.

This year we have also prepared a detailed procedural manual for the cataloging typists. It is 24 pages long and fully illustrated with examples.

One cataloging department project relating to our move was handling the reorganization of the treatise collection. Working from the shelflist, duplicates and some other specially designated books were removed from the main treatise collection. The remaining collection was taped to indicate its place in the non-circulating collection of the new library.

Since the full time cataloger^v, the cataloging typist, and the half-time cataloging assistant were not directly involved during most of the move, the department's normal operations were able to continue. During December and January, 265 new books were cataloged and classified and 27 books were reclassified.

The increased working space in our new Technical Services area enables the cataloging department personnel to handle work more efficiently, since there are now enough work stations for all student and clerical employees and the work can be better organized.

INDIAN LAW COLLECTION

The Indian collection continued its rapid growth in 1970-71. There are presently over a thousand cataloged items, in addition to forty current Indian newspapers, Indian Claim Commission decisions and other materials. We continue to have a high usage and large circulation of the collection. (Indian books represent about 10% of all library books loaned out).

A major addition to the collection was the gift of books and pamphlets of William Zimmerman, former Assistant Commissioner of Indian Affairs, given to the American Indian Law Center. The library was able to obtain many hard-to-get items on Indian law, including duplicate copies of out-of-print books, congressional hearings, conference reports, and other ephemera.

Several major purchases were made with the help of a \$5,000 Field Foundation grant to the American Indian Law Center. The library was able to act immediately to purchase many items from a catalog of books on Arizona and New Mexico Indians put out by an out-of-print book dealer. In addition, we added two catalogs of major library collections on Indian Affairs, reprints of multi-volume classics like Curtis and Schoolcraft, and reports of Indian territory.

AUDIO-VISUAL ROOM

The law library now has a small audio-visual room located on the upper floor of the library. We have planned four stations for this room: one for microfilm, one for microfiche, one for microcards, and also one listening station for cassettes. Tape, cards and cassettes will be stored close to the stations to make it possible for anyone to conveniently use these materials without having to ask at the Circulation Desk.

The library purchased this past year a Microfilm Reader-Printer which will permit both the seeing and the printing of our microfilm collection. At present, this collection consists chiefly of early state session laws and documents which were ordered for all states from the Library of Congress and of the New York Times for the last two years. The library has a current subscription to the Times on film and also has the Index to the N.Y. Times from 1960 -. As funds permit, we hope to purchase

the Times on film back to the end of World War II and to provide indexes to the Times for all years for which we own film.

The library has on order a Microcard Reader since our old reader was not adequate. Except for some years, the library owns cards of U.S. Supreme Court Appellate Briefs and Records back to 1935. The library also owns a microfiche reader for fiche cards in our collection covering legislative history materials.

By September, we hope to have in operation all of our micro-form materials and to publicize them in the law school so that our students and faculty will use them.

Our plans for developing a listening station in the audio-visual room for cassettes tapes has been explained on pages 3 and 4.

GOALS FOR NEXT YEAR

The two projects which will have the highest priority in the library next year will be the faculty library and the upgrading of service at the library Circulation Desk.

In the fall, the Circulation Librarian will be in touch with members of the faculty to work out convenient procedures for the faculty to receive library books upon request and to return such books to the library, both delivery and return to be done by the library personnel.

The library will have in operation by fall several cassette listening machines and will begin to purchase cassettes for the library. Also by the fall, the 20 or more non-legal magazines received by the library will be attractively displayed on various racks in the building.

Another goal will be to display in our reading room a selection of the subscription titles which are of special interest to users and to give better information about our holdings and acquisitions to our student body.

Finally, I am planning to apply for our library to become a "Selective Depository" for U.S. Government Documents (see Annual Report 1967-68, p. 4). We have waited until the move was completed because part of our case for this status will be based on the inconvenience we will experience in borrowing government documents from Zimmerman Library.

In closing, I should like to express the appreciation of the entire library staff to Dean Christopher for his efforts over the years on behalf of the library.

STATISTICS

ACCOUNT	BUDGETED 1970-71	ACTUAL EXPENDITURES, 5/1/71
Salaries	\$72,735.00	\$ 61,690.48
Expense	\$ 6,800.00	\$ 7,920.05
	** \$ 9,800.00	
Equipment	\$ 8,100.00	\$ 4,041.91
Travel	\$ 300.00	\$ 334.00
Books, general	\$68,000.00	\$ 42,006.68
Books, special	\$ 650.00	\$ 642.79
Retirement	\$ 4,000.00	\$ 2,760.19
Social Security	\$ 3,000.00	\$ 2,212.91
Group Insurance	\$ 450.00	\$ 264.64
Applied Expense	-----	** \$ 179.77

** We requested transfer of \$3,000 from equipment account to the expense account to cover the cost of Xerox rental. (This was necessary because the Business office changed the Xerox rental charges in 1970-71 from the equipment account, as in past years, to the expense account.) However, the Business office transferred \$3,000 from our Applied Expense account (monies collected for xerox use) instead. (Money in the Applied Expense account is used to cover deficits in other accounts.)

LAW LIBRARY SPACE ALLOCATIONS (SQUARE FOOTAGE)

	<u>New Building</u>	<u>Old Building</u>	<u>Gain</u>
<u>Upper Floor</u>			
Reading Room (including Research Librarian's Office)	6,682	3,402	3,280
Typing Room (including Xerox, casual reading room & oral study)	1,275	306	969
Waiting Rooms	144	-	144
Audio Visual Room	146	-	146
Book Room	334	156	178
Library Secretary	142	157	(-15)
Librarian's Office	230	169	61
1st Upper Floor	8,953		
<u>2nd FLOOR</u>			
Reading Room	6,682	2,884	3,798
Staff work room	818	433	385
1st Lower Floor	7,500		
<u>COURSE LEVEL</u>			
Control Desk Area	853	128	725
Reference Area	240	-	240
1st Concourse Area	1,093		
<u>2nd FLOOR</u>	960	649	311
Library	18,506	8,284	10,222
Study Library	982	-	982
<u>LIBRARIES</u>	19,488	8,284	11,204

FACTS ON NEW LIBRARY

SEATING

AREA	CARRELS	TABLES	INDIVIDUAL TABLES	CASUAL SEATING	TOTAL
Upper Floor	30	32	6	4	72
Lower Floor	40	8	-	-	48
Typing Room	25	-	-	-	25
Oral Study	-	5	-	-	5
Reading Room	-	-	-	6	6
Dictation Rooms	-	4	-	-	4
Rare Book Room	-	4	-	-	4
Audio Visual Room	-	-	4	-	4
Other Areas	-	-	-	5	5
Total	<u>595</u>	<u>53</u>	<u>10</u>	<u>15</u>	<u>173</u>

BOOK CAPACITY		LAW LIBRARY USAGE (BOOKS CHECKED OUT)		
Upper floor	32,900	PATRONS:	Law students	53%
Lower floor	51,600		Law Faculty	12%
Basement	10,300		University Students and Faculty	7%
Rare Book room	2,625		Members of the Bar	24%
Reading Room	105		Other	<u>4%</u>
Lobby & Catalog Area	<u>525</u>	TYPES OF BOOKS:		100%
	98,055	Treatises	29%	
		Periodicals	12%	
		Reporters & Encyclopedias	23%	
		U.S. & State Documents	8%	
Faculty Library	<u>10,020</u>	Library of Congress Books	23%	
	108,075	(including special collection Miscellaneous	<u>5%</u>	
				100%

THE UNIVERSITY OF NEW MEXICO

DATE: February 25, 1971

TO: Fred Hart
FROM: Myron Fink
SUBJECT: Need for additional library space by 1974

A. Book Shelving

We estimate that our book shelves will be filled to capacity by April 1974, based on the following projections:

1. As of March, 1971, the Law Library will have about 90,000 accessioned volumes. This does not include about 5000 additional volumes now in storage, or in the new building basement which will be added to the collection in the immediate months ahead. In the last four years, we have added an average of 5,000 volumes per year, and we expect that we will add about 6,000 volumes per year beginning in fiscal year 1971-72. Thus, we anticipate that our collection will number in excess of 95,000 by July 1971, and by July 1976, will number at least 125,000. (These figures exclude materials in the faculty library.)
2. There are 19,615 linear feet of shelving in the public areas of the new library. (This again does not include the faculty library.) If we use the standard figure for law books, which is set at 5 books per linear foot, we get a capacity of 98,055 volumes. We would fill our shelves to capacity by January 1972, if this figure were uniform for our whole collection. However, a substantial part of our collection is monographs and other types of material, which can be figured at 6 or 7 books per linear foot. Based on estimates of the different parts of our collection, our highest and therefore most conservative, estimate is that we have a capacity of 111,647 volumes.
3. Using this conservative figure, we would probably fill our shelves by April of 1974. Therefore, planning for additional shelving for the library should begin in 1972-73.
4. We would suggest that the additional space be able to accommodate at least ten years of growth. We have every reason to believe that the amount of materials necessary for an adequate law library will continue to increase, and that our accession rate will reflect this. We estimate an average accession rate of 7,500 volumes during the period 1975-85. This would indicate that an additional 75,000 book capacity would be required during this period, or approximately 13,200 linear feet of additional shelving. We estimate that this additional shelving would require 7,500 square feet of space.

B. Staff Space Needs.

1. The staff workroom in the new building unfortunately is not adequate for the present staff, and space will be needed for the employees we will add in the next four years.
2. The new staff workroom has 818 square feet of usable space. Based on functional space allocation tables from Metcalf's treatise on academic library building,¹ we should have the following space for our present technical services staff:

Senior Cataloger	110 sq. ft.
Cataloger	110 " "
Cataloging Assistant	110 " "
Acquisitions Librarian	110 " "
Serials Assistant	110 " "
6 students @ 80 sq. ft. ea.	<u>480 " "</u>
Total space required	1,030 sq. ft.
Total space available	<u>818 " "</u>
Needed space	212 " "

3. We hope to add the following clerical & sub-professional help, 1971-74

Catalog Typist	80 sq. ft.
Acquisitions Assistant	110 " "
Processing Clerk	<u>80 " "</u>
Additional space needed	270 " "
Present space needed	<u>212 " "</u>
	482 sq. ft.

4. During the period 1975-1985, additional staff probably will be needed for technical services. We estimate that an additional 300 square feet of space will be required, this bringing the total additional staff space to 800 square feet.

C. Seating.

The new library has 154 carrel and/or table seats (plus 19 casual seats). The accreditation standards of the Association of American Law Schools call for seating for 65 per cent of the student body. With the present enrollment of 200, the seating in the new building accomodates 76 per cent of the student body in approved seating.

1 Metcalf, Keyes D., Planning Academic and Research Library Buildings, McGraw Hill, 1965. p. 397-98.

C. Seating (continued)

As the law school grows to its anticipated maximum enrollment of 300 students, the library will need to increase its approved seating capacity to 195, in order to meet AALS standards. Therefore, a minimum of 41 new seating stations must be added.

In addition to serving the law school, the library also has very heavy use from attorneys in Albuquerque, and some use from lawyers throughout New Mexico. There is only one other law library in the state with a substantial collection of legal research materials, the Supreme Court in Santa Fe. Consequently, we have a much greater obligation to serve the legal community of the state than would be true in states where cities, counties and law firms maintain large libraries. We also will continue to have moderate use by university students and faculty, and occasional use by other New Mexico citizens. We would therefore estimate a total need for 240 carrel and/table space, an increase of 86. This would require about 2,500 square feet of additional space.

2

D. Other Space Needs.

As the library grows, there will be a growing need for several additional types of space, such as the following:

1. Another oral study room which would seat approximately 8 people. (Estimated 150 sq. ft.)
2. Additional space for appellate brief file cabinets. (Estimated 625 sq. ft.)
3. A library staff room sufficient to accommodate 20 full time equivalent employees. (Estimated 225 sq. ft.)
4. A special room for the American Indian Law Collection. (Estimated 800 sq. ft.)
5. Large rooms for audio-visual materials, storage cabinets, and readers. Such rooms would also be used for terminal stations for computerized instructional machines, or other technological innovations which may become a necessary part of the curriculum in the future. (Estimated 1800 sq. ft.)
6. Total estimated space need in this category are 3,600 square feet.

E. Conclusion.

We estimate the need for the following additional space for the law library by 1975:

1. Shelving	7500 sq. ft.
2. Staff Workroom	800 " "
3. Seating	2500 " "
4. Other areas	<u>3600 " "</u>
Total estimated space need	14,400 sq. ft.

The new law library has 18,500 square feet of space. It may be surprising that we ask for so much additional space in so short a time. But it must be noted that library space requirements were consciously compromised during the planning of the new law school building, because of the shortage of funds to meet all the needs of the new building. This is why it is essential for us to recognize the need for additional library space at this time, so planning may begin in the near future.

Bancroft-Whitney Total Client Service Library for University of New Mexico
Gift Library

Packages will be addressed: University of New Mexico Gift Library
Atten: Myron Fink, Librarian
Albuquerque, New Mexico 87106

<u>Publications</u> (one set each)	<u>Retail Value</u>	<u>Shelf Space (linear feet)</u>
Am Jur 1st, Vols 37-58, with 1970 supplements, and General Index set, 4 vols	free	4
* Am Jur 2d, Vols 1-55, with 1970 supplements, and Deskbook	\$1,237.50	12
Am Jur Legal Forms 1st, Vols 2-14, with 1970 supplements	free)	3
* Am Jur Legal Forms 2d, Vol 1	free)	
Am Jur Pleading & Practice (revised) Vols 1-13, with 1971 supplements	292.50)	4
Am Jur Pleading & Practice (unreplaced volumes) Vols 10-21, with 1971 supplements	273.50)	
Am Jur Proof of Facts, Vols 1-26, with 1970 supplements, and Index	607.50	4
ALR 2d, Vols 1-100, with Digest, Vols 1-7, Word Index, 3 vols, and Later Case Service, 13 vols	1,865.00	20
ALR 3d, Vols 1-36, with 1970 supplements, and Index, 1 vol	840.00	7
U. S. Supreme Court Reports 1st, Vols 1-100	950.00	15
U. S. Supreme Court Reports 2d, Vols 1-25, with current term advance sheets, and Later Case Service	465.00	4
U. S. Supreme Court Digest Annotated, Vols 1-22, with 1970 supplements	330.00	4
	<u>\$6,861.00</u>	<u>77</u>

* Volumes to complete these sets will be shipped at time of publication

3/24/72

THE UNIVERSITY OF NEW MEXICO
SCHOOL OF LAW

Library Rules - 1971

The primary goal of the Law School Library is to serve the study, reference and research needs of its student body and faculty.

Any person making legitimate use of library books or materials for study or research may use such books or materials in the library. The library makes available its collection and services to members of the New Mexico Bar, the University of New Mexico community, and to citizens of the State of New Mexico.

HOURS

During the regular academic year (September - June), the Law Library is open:

Monday - Friday	7 a.m. - midnight
Saturday	8 a.m. - midnight
Sunday	10 a.m. - midnight

During the summer months and school recesses, special hours are in effect.

RESTRICTED BOOKS AND MATERIALS

The most important need of law library users is the availability in the library of certain sets most needed in legal research. For this reason, the upper floor of the new library has been designated a special floor on which will be shelved selected books restricted to use on this floor. Books restricted to use on the upper floor are taped for easy identification and are arranged functionally by group.

Many of the sets restricted to upper floor use are being duplicated so that additional copies are available for loan. Inquire at the Circulation Desk for information about these duplicate sets which are shelved on the lower floor. Also, a coin operated Xero machine is located near the typing room of the upper floor for copying pages from restricted and other material.

Other books and materials restricted to use in the library are the general reference books shelved in the lobby of the library and books in the rare book collection. (Additional books and materials will be restricted to use in the library as warranted.)

BOOK BORROWING PRIVILEGES

All library books being removed from the law library must be shown to the desk attendant. A check-out card for each item being removed must be signed by the borrower in the presence of the attendant so that a proper record can be made.

Books on open shelves which are not restricted may be borrowed for two weeks, (except for certain sets designated for one week loans). Attorneys and UNM faculty, students and staff may borrow materials with the permission of the desk attendant.

Other persons wishing to borrow library materials may do so only with the permission of the Circulation Librarian or the Assistant Librarian.

RESERVE BOOKS

1. Make request to attendant at Control Desk and return book to desk attendant. (Do not place in book chute.) Reserve books may be used only in the law school building and are due back the same day as borrowed, except as follows:
 - a. Monday-Thursday: Request for overnight loan may be made to attendant between 11 p.m. and 12 midnight. When attendant initials book card, book may be removed from building and is due back by 9 a.m. the following day.
 - b. Friday-Sunday: Request for weekend use may be made anytime after 1 p.m. on Friday. Book is due back by 9 a.m. the following Monday.
- NOTE: Ordinarily, renewals will not be permitted if reserve book is in demand.
2. Where book card is marked " 2 Hour Reserve", attendant will enter time checked out on card. Borrower is responsible for handing book to the desk attendant on time.
 3. Library staff will not assist students in reserving or placing "holds" on Reserve books.

FINES, LOST BOOKS

1. Fines will be imposed for late return of books as follows:
 - a. Reserve books -- 10¢ for each hour or fraction thereof late.
 - b. Open Shelf books -- 10¢ for each day or fraction thereof late.
2. Replacement costs will be charged for lost books.

NOTE: The law library reserves the right to withdraw library borrowing privileges from anyone who does not comply with library rules.

USE OF CARRELS AND TABLES

Library carrels and tables are available for use by all patrons of the library. All books and personal belongings will be removed from library carrels and tables by closing time each day.

Patrons are encouraged to reshelve books they have used. However, anyone who is not certain where books ought to be shelved, should place such books on a carrel shelf or on a book truck. Books not being used on carrels and tables will be reshelved periodically by the library staff. In special cases, permission may be obtained from the Circulation Librarian to keep library books in a carrel overnight, or for a limited period of time.

Typewriters may be only used in the typing room on the upper floor. A storage cabinet has been provided in this room for students to leave typewriters overnight at their own risk.

MISSING OR BORROWED BOOKS

Missing or borrowed books may be requested by filling out a yellow request card at the Circulation Desk. A search will be made for a missing book and the patron notified when it is located or replaced. A hold may be placed on a borrowed book (except for a reserve book) and when the book is returned, the patron will be notified and the book held for three days at the Circulation Desk.

USE OF LIBRARY FACILITIES

Rooms have been provided on the upper floor level for typing, oral-study and for casual reading. All other areas on this floor may be used only for quiet study or research. Food and drink may not be consumed in the library. Smoking is permitted only in two designated areas:

1. The North half of the lower floor.
2. The casual seating areas by the elevator on the upper floor.

INTER-LIBRARY BORROWING

The UNM Law Library can borrow certain material for a limited time from the other law libraries, if that material is not available locally. The Circulation Librarian will handle such requests.

CLOSING OF LIBRARY AND BUILDING

When the library closes each night, all persons must leave the library and the law school building. Persons wishing to use either the library or the building after this time may do so only by permission of the Dean or the Assistant Dean.

ANNUAL STATISTICS

July 15, 1971

Number of cataloged volumes on June 30, 1971 - 85,472
 Number of volumes added (net) - (accessioned items less discards) - 9,013
 Number of cataloged volumes on June 30, 1971 - 94,485

Other processed materials added, such as:

Gov't publications (if not included above) - 0

Maps - 0

Microfilm - 44

Microcards - 0

Microfiche - 3,500

Sound recordings - 0

Tape recordings - 0

Slides - 0

Other - 40

Number of new titles cataloged - 1,659

Volumes added: 9,013

By purchase - 3,567

By gift and exchange - 4,895

By binding of periodicals - 551

Number of titles recataloged - 219

Number of new serial titles added - 23

Binding

Books - 17

Periodicals - 551

Other - 0

Photographic services

Xerox prints - 118,388

Other - 0

Number of regular loans - 9,124

Number of reserved book loans - 2,507

Number of interlibrary loans

Loaned - 70

Borrowed - 17

Hours of student assistance:

On library budget - 4,950½

On work study - 5,202½

Number of regular staff members:

Professional - 5 FTE

Non-professional - 5½ FTE

Expenditures:

Books and periodicals - \$52,909.61

Supplies and expense - \$9,270.26

Equipment - \$

Binding - combined \$4,891.33

Salaries - \$77,266.16

Student Assistance ** - \$10,795.09

On library budget - \$ 8,540.70

On work study - \$ 2,254.39

** Excludes extraordinary move expenses.