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# UNM School of Law Library Annual Report 1969-1970

School of Law Library Directors, Heads, and Librarians

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## THE UNIVERSITY OF NEW MEXICO

DATE: September 3, 1970

TO: Dean T. W. Christopher

FROM: Myron Fink

SUBJECT: Annual Report of Law Librarian for Fiscal Year, 1969-70

The "Annual Statistics" for the past fiscal year is set out in exhibit A -(see attached).

A few comments are in order to explain some of these figures. Included in the "Books and Periodicals" figure is \$669 spent on American Indian Law Books (exclusive of federal funds used to buy American Indian books). \$650 of this was charged against our Special Book Account. In fiscal year 1970-71, the entire Special Book Account of \$650 will be allocated again for American Indian law books.

We were able to stay within our Salary and Student Assistance budgets despite initial apprehension because we saved \$323 from Mrs. Carter's Leave of Absence in June 1970 and \$646 from her Leave of Absence in July & August 1969; \$2150 from Mrs. Duncan's Leave of Absence from June to December 1969; \$620 from Judy Green's Leave of Absence in August 1969 (she resigned effective August 31, 1969), and Miss Hall, her replacement, did not start until September, 1969.

This past fiscal year, we spent \$1560 from our Supplies and Expense Account for over 700 special binders for periodical issues with titles imprinted and were able to transfer to Equipment and Binding an additional \$700 from this account. This transferred money added to the other money in the Equipment Account permitted us to purchase two electric typewriters, a micro-film reader-printer, a micro-film cabinet, and several file cabinets.

Our Travel Account budget of \$250 proved inadequate as usual but we were able to transfer to this account, an additional \$400 from Applied Expense for the trips I took this past year: AALS Meeting in San Francisco; Southwestern Chapter of AALL Meeting in St. Louis.

FEDERAL FUND PURCHASES

The attached "Annual Statistics" shows that \$8329 of federal funds were spent this past year for books and periodicals. A detailed breakdown of this federal fund expenditure is attached as exhibit B. After a rather lean year of federal money (\$1,600 received in 1968-69), we did well for ourselves this past year and this recent experience compares favorably with our best year (\$9000 in 1967-68). Federal grant money is received by the law library after application by us to a committee of the faculty charged with the distribution of this much needed money among all university departments. Needless to say, we are pleased with the overall success of our applications which have helped considerably to develop our collections.

LIBRARY OF NEW MEXICO

DATE: July 17, 1970

To: Mr. Myron Fink

From: David O. Kelley *DK*

SUBJECT: Annual Statistics

It's that time of year again! When you can I will appreciate having the following statistics for the 1969-70 year:

Number of cataloged volumes on June 30, 1969 - 81,745  
Number of volumes added (net) - 3,727 (accessioned items less discards)  
Number of cataloged volumes on June 30, 1970 - 85,472

Other processed materials added, such as:  
Govt. publications (if not included above)  
Maps - 0  
Microfilm - 278 reels  
Microcards - 2,256 cards  
Microfiche - 5976 fiche  
Sound recordings - 0  
Tape recordings - 0  
Slides - 0  
Other - 0

Number of new titles cataloged - 1541

Volumes added:  
By purchase - 3,084  
By gift and exchange - 489  
By binding of periodicals - 506

Number of titles recataloged - 406

Number of new serial titles added - 55

Binding  
Books - 118  
Periodicals - 506  
Other - 0

Photographic services  
Xerox prints - 91,104  
Other - 0

Number of regular loans - 7,200  
Number of reserved book loans - 1,716  
Number of interlibrary loans  
Loaned - 9  
Borrowed - 56

Hours of student assistance: 11,340  
On library budget - 5,705  
On work-study - 5,635

Number of regular staff members  
Professional - 5 FTE  
Non-professional - 3 FTE

Expenditures:

Books and periodicals - \$ 58,975\*  
Supplies and expense - \$ 5,870  
Equipment - \$ 8,995  
Binding - \$  
Salaries - \$ 53,092  
Student assistance - \$ 9,935.93  
On library budget - \$ 8,828.10  
On work-study - \$ 1,647.83

\* Includes Federal Funds - \$8,329

\*\*\* Final breakdown figures from ledger sheet dated 8/07/70

Books - \$59,567 (w/Fed. Fund)  
Supplies - \$ 5,780  
Equip & Bind. - \$9,258  
Salaries (all) - \$66,017

Copy 1 - A  
1070 B

1969-70 FEDERAL FUND PURCHASES OF UNM LAW LIBRARY

PROFESSIONAL BOOKS	\$ 339.00
Congressional Record:	
vol. 64, pts 1-6	vol. 69, pt 7
vol 65, pts 1-12	vol. 70, pts 1-5
vol. 66, pts 1-6	vol. 71, pts 1-6
vol. 67, pts 1-8, 10-11	vol. 72, pt 1
vol. 80, pts. 6 & 10	
PROFESSIONAL BOOKS, LTD.	\$ 149.58
Reports of State Trials, new series reprint 8 volumes 1820-1858	
LIBRARY OF CONGRESS, PHOTODUPLICATION	\$2472.00
240 reels & boxes of Early State Records on Microfilm (covering all states of U.S.)	
MICRO CARDS (NCR)	\$2724.00
U.S. Congress Legislative Histories 82nd Congress through 89th Congress	
OCEANA	\$ 102.25
Great Britain Yearbooks, Maynard's edition, pt. 1-11	
DENNIS	\$ 975.00
Luzerne Legal Register Reports, vol. 25-46	
Northumberland Legal Jrnl., vol. 1-5, 26 & 27	
Puerto Rico Federal Reports, vol. 9	
Texas Supplement 25 Texas Supreme Crt. Rpts., vol. 1	
Gault, Georgia, vol. 1	
U.S.D.C., Hawaii, vol. 1	
Smith, New Hampshire, vol. 1	
Pennsylvania State Reports, vols. 46, 42, 54, 55, 59, 65, 69, 86 & 87	
Pennsylvania County Court Reports, vols 1-16, 18, 21-26 28-31, & 50	
Pennsylvania Justice's Law Reports, vols. 11-14	
	\$ 6,761.83



## CHEROKEE (continued)

White: Pueblo of Santo Domingo  
 Wall: Navajo-English Dictionary  
 Sanchez: The People, a study of the Navajo  
 Dubuque: Fall River Indian Reservation  
 Swanton: Source Materials for ...the Choctaw  
 U.S. Senate Comm on I.A. : Survey of Conditions of  
 Indians in the U.S. pt. 36, Alaska  
 Murdock: Ethnographic bibliography of No.Amer.

## CHRISTIAN, PEGGY

\$ 64.67

Alexander: The World's Rim  
 Amer. Jrl of Psy.: Mental Health  
 Devereux: Reality & Dream  
 Indian Rgts. Assn. 10th Annual Rpts 1893  
 Jones: Exp. of a Dep. U.S. Marshal of Ind.  
 Place: Retreat to the Bear Paw  
 Richardson: Law & Status among Kiowa Indians  
 Sequoia League: In re Indians of California  
 Slotkin: The Peyote Religion.  
 U.S. BIA: Indians at Work

## DAWSON

\$ 76.84

McCurdy: Indian days at Neah Bay  
 Scott: Kaffee  
 Latta: Yokuts Indians  
 James: Cahuilla Indians  
 Heizer: Calif. Indians Tribes  
 Red Man: Vol 6, # 1 & 2  
 Reden: Winnebago Indian  
 Grant: Taos Indians  
 Field: Indian Bibliography  
 Ezell: Hispanic Acculturation of the Gila River Pimas

## ELDORADO

\$ 15.00

Trumbull: History of the Indian Wars, 1851

## HOLLINGSWORTH

\$ 171.35

Sandoz: Hostiles & Friendlies  
 Kroeber: Ishi in Two Worlds  
 Worcester: New Echota Letters  
 McCreight: Firewater & Forked Tongues  
 Lummiss: Mesa, Canyon & Pueblo  
 Robinson: History of Dakota Or Sioux Indians  
 Indian Rights Ass'n: Annual Reports  
 Dyk: Son of old Man Hat  
 Powell: Sweet Medicine (2 vol)  
 Parsons: Isleta Paintings  
 Sandoz: Cheyenne Autumn  
 Sandoz: These were the Sioux  
 Lockett: Along the Beale Trail  
 Heizer: Indians of Los Angeles County

HOLMES BOOK COMPANY

\$ 88.12

Amer. Heritage: Amer. Heritage Book of Indians  
 Castaneda: The Teachings of Doh Juan  
 Cremony: Life among the Apaches  
 Dale & Litton: Cherokee Cavaliers  
 Dyk: Son of Old Man Hat  
 Forbes: Native Americans of Calif. & Nevada  
 Kluckhohn & Leighton: The Navajo  
 Lurie: Mountain Wolf Woman  
 Meriam: The Problem of Indian Administration  
 Nabokov: Two Leggings  
 O'Kane: The Hopis  
 Smithsonian: Artist of Isleta Painting  
 Thompson & Joseph: The Hopi Way  
 Van Stone: Point Hope  
 Wallace: Death & Rebirth of the Seneca  
 Warren: History of the Ojibway Nation

HOWELL

\$ 37.50

Kluckhohn: Navajo Witchcraft  
 Stern: the Lummi Indians of NoWest Washington  
 Simmons: Border Comanches  
 Dixon: The Vanishing Race

HUNLEY

\$ 5.00

U.S. Senate, Comm on Ind. Affairs: Indian  
 Appropriations Bill, 1905

LIBRARY OF CONGRESS (PHOTODUPLICATION)

\$ 345.40

38 reels, positive microfilm...Records of American  
 Indian Nations.

T.N. LUTHER

\$ 164.70

Corwin: Kiowa  
 Faulk: Too far North ... Too far South  
 Reichard: Navajo Religion  
 Rister: Oil  
 Owen: the Indian Question  
 Colyer: Peace w/ Apaches of N.M.  
 Battey: Life and Adventure of Quaker  
 Freeman: Civilization  
 Iktomi: America needs Indians  
 U.S. Congress: Affairs of Mex. Kicka  
 U.S. Congress: Speeches, passage, bill ...

REYNOLDS

\$ 55.79

Eastlick: Thrilling Incidents  
 Emmitt: Last War Trail  
 Harrington: Indians of N.J.

REYNOLDS (continued)

Hayes: Apache Vengeance  
 Dorsey: Traditions of the Osage  
 Vestal: Warpath and Council Fire  
 Ewers: Indian life on the upper Missouri  
 Stern: Lewis Henry Morgan  
 Drury: I, the Lawyer

UNM PRESS \$ 37.56

Ogle: Western Apaches  
 Hackett: Revolt of the Pueblo Indians of N.M.

WREDEN \$ 32.00

Gridley: Indians of Today  
 U.S. Senate Report: Relative of Allegation of Fraud  
 Eliot: Conditions among the Indians of N.W. Coast  
 Kroeber: Cultural & Natural Areas of Native N. Amer.

ZEITLIN & VER BRUGGE \$ 1.00

Yamda: The Great Resistance (Hopi Anthology)

\$1,567.33

Indian books total	-	\$ 1,567.33
Congressional Records, etc	-	\$ 6,761.83
State Records, Histories	-	\$ 8,329.16

LIBRARY OF CONGRESS  
 PHOTODUPLICATION SERVICE  
 10540 AUSTIN BLVD  
 WASHINGTON, DC 20540



The \$1567.33 of federal grant money spent for American Indian Law books represented a careful selection by Joseph Sabatini, Assistant Librarian, of these types of materials available in the market. In January-February 1970, he visited antiquarian bookstores in Los Angeles and San Francisco where he was successful in locating significant and scarce publications. Some outstanding purchases were McKinney & Hall's Indian Tribes of North America; Murchison's Digest of Decisions Relating to Indian Affairs; Thomas' Annotated Acts of Congress about the Five Civilized Tribes and the Osage Nation; and several Annual Reports of the Indian Rights Association.

Before leaving the subject of federal fund purchases, I should like to call attention to our purchase from the Library of Congress of 240 reels and boxes of Early State Records on microfilm (covering all states of the U.S.A.), for \$2724 (see exhibit B, p. 1). This is a purchase I have had my eye on for years. Essentially, we have bought the Session Laws of all of the states prior to 1900 in the microfilm form. The possession of these basic documents together with our rather good collection of State Session Laws from 1900- means that our library now has excellent research resources in both forms of primary legal authority: Legislation and Court Reports. I have long believed that a law library of moderate resources should not try to purchase these prohibitively expensive documents in book form but should instead make every effort to make these documents available in a microform edition.

#### POLICY FOR WEEDING NON-SERIALS

Librarians are faced with shelf space shortages everywhere and need policies for weeding out materials from their libraries. Exhibit C, attached, is a policy we adopted recently for Non-Serial holdings. It means that, with exceptions, non-serial publications will not be kept in our library unless they are the latest editions, or the latest replaced editions. Thus, if a treatise not falling within the exceptions was first published in 1950, appeared as a 2d ed. in 1960 and a 3d edition in 1970, our library will only retain the 2d and 3d editions. Wisely administered, this policy will have the effect of reducing the number of older, superseded editions in our library.

#### STATE CONSTITUTION REVISION PROJECT

In my Annual Report for 1968-69, I called attention to arrangements made for borrowing materials listed in our "University of New Mexico Library Holdings of State Constitution Materials" and our "February-June 1969 Supplement". I have attached exhibit D, a copy of these borrowing arrangements to give you some idea of the detail and the efforts made to provide service to Constitution Convention delegates.

In retrospect, the number of publications actually borrowed from U.N.M. by

July 10, 1970  
CLAW LIBRARY POLICY RE MONOGRAPHS AND OTHER NON-SERIALS

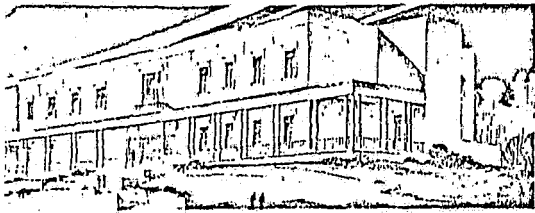
1. Only the most recent edition and the latest superseded edition of a monograph will be kept in our library collection.

Exceptions:       Superseded editions

- a.     Of historical importance or classics.
- b.     By our faculty members or other local authors.
- c.     Used for class reserve.
- d.     New Mexico materials.

2. Older superseded editions will be stored alphabetically, and an author <sup>by author</sup> alphabetical record will be kept in a shelf list in the Catalog Dept.
3. Gifts of old editions with the exception noted above, will not be added to the Library but will be sent directly to Exchange or discarded.  
AALS Law Books for libraries should be checked to determine classics.

4. This policy does not apply to any Government documents: Federal, state, or local.



MISS DOROTHY J. WATKINS, STATE LIBRARIAN

The New Mexico  
State LIBRARY

July 23, 1969

Arrangements with the University of New Mexico Law Library to provide loans to Constitutional Convention delegates of materials available in Albuquerque libraries.

1. All delegates have a bibliography of materials.
2. Request will be made at the State Library.
3. The request will be called in to the Law Library using the Wats Line.
4. The Law Librarian (or staff) will collect items requested and call back using the In-Wats to let us know if items are available.
5. Mr. Kennedy will pick up materials at least every other day. If he cannot do so, the Law Library may provide courier service or someone from the State Library may pick up items. (To be worked out after we know how many requests will be made and what demands are made of this service).
6. Materials will be checked out to delegates, all of whom may be issued a card at the State Library.
7. Materials will be checked out for 3 weeks and may be renewed.
8. Materials must be returned to the State Library.
9. The Law Library is delegating all handling and decisions regarding handling of materials to the staff at the State Library.
10. State Library staff who will take care of this are Sylvia Cook, Marguerite Magee (answering In-Wats) or Elinor Messerschmidt.

delegates was disappointingly small. Yet this was not surprising given the lack of lead time for research before the Convention and the rush to complete business during the very brief time allotted for the delegates to do their work.

You will recall also that we spent a substantial sum on materials and staff time developing a good collection here of state constitutional revision materials. Our present budget will not permit a continuation of this effort and there is no compelling reason why we should try to maintain the momentum developed prior to and during the Convention. We should and will continue to buy state constitutional revision publications on a selective basis but will not try to develop this area as either a special collection or as an area requiring a priority on our money and staff time.

In any event, we went all out and voluntarily provided a service which was needed. It is effort like this which will in time, build a solid reputation of service for us.

#### LEGAL RESEARCH PROJECTS

Mrs. Helen Carter, Research Librarian, and her staff of law students completed many projects and needed jobs this past year; the most noteworthy of these are as follows:

1. Bibliographies: College law, student discipline and unrest (TWC); New Mexico Community Property Laws (for Professor Grossman of the University of Utah Law Library); Law of the Poor (holdings in our law library); Arab-Israeli War (for AEU).
2. Completion of law faculty publications (now in card file form for quick future revision).
3. Revision of "A Compilation of Laws Governing the University of New Mexico" to include laws of the 1969 legislature.
4. Henry Weihofen writings project.
5. Condensation of FDA hearings and comparisons of Model Food and Drug Laws N.M. Food and Drug Laws (for TWC).

#### SURVEY OF LIBRARY STAFF TIME - NEW LIBRARY PROCEDURES

In March 1970, on your suggestion, each regular member of the library staff was asked to fill-out a detailed summary of tasks performed during a work day for one week. Although we had a fairly good idea of how our staff spent their work day, this survey gave us a detailed breakdown and documented how our workload was distributed. This evidence will be useful in future staff planning.

Also, at your suggestion, the library staff has been busy developing manuals of procedure for the Circulation Desk, Cataloging and Processing. The Cataloging

Manual is completed, the Circulation Desk Manual needs revision but it is presently in a usable state and the Processing Manual is about half completed. These Manuals are used to standardize our procedures so that personnel can readily learn and know how we operate.

The new records introduced in 1968-69 to tighten our control over book and periodical expenses are working well. The only change in our bookkeeping is an additional listing (beginning July 1970) in our books by the name of the dealer, purchase order number, date and amount paid. The need for this additional listing is that the monthly printout from the Business Office is arranged by the name of dealers and only show the actual amount spent for purchases. It speeds up our work if we can find the dealer's name quickly in verifying our expenditures to conform with the print-out expenditure (the Business Office sometimes has discounts we are not aware of here). I should emphasize again that this speeds up our checking and is an addition to our regular ledger accounts.

This past year, we reviewed our serial card record to get a month-by-month breakdown of "serial" expenses. We now use this as a monthly budget for serials on my monthly report to you. Very important is the fact that we now have a procedure for up-dating this month-by-month expenditure. Briefly, within one week after a serial expenditure is entered in our books, an entry of this expenditure is also entered on our serial card. At the time of the entry, the colored tab attached to each serial card is noted to see if the invoice date corresponds to the color tab on the card (each serial card gets a colored tab corresponding to the month when payment was last made for that serial). Thus, our tabs always show the month of payment last made for a serial. To get a total of monthly expenditures for any month in the past, we simply add up all payments made on cards having the color tab distinctive for that month. One benefit of this system is that we have been able to do a parallel check every month to see if any serial renewals have inadvertently lapsed. Serial lapses occur in the best of libraries. We think we now have this problem licked here.

Another procedure introduced on a regular basis this past year is a review every three months of current orders outstanding. The purpose of this review is to clear our books of items ordered by us, but not received. This procedure insures that encumbrances are removed from our books in a reasonable time so that we have more accurate figures of money available for purchases.

Beginning January 1970, our Library has begun to receive print-outs each month for our payroll expenses. Our planning for student help expenses, etc. are now based on these more accurate print-outs rather than on our own figures followed in the past.

During the past year, we made a major revision in our cataloging procedure. Zimmerman Library now subscribes to a Library of Congress service which provides them with a proof slip of every catalog card issued by the Library of Congress. These proof slips are matched up with new books and a full set of cards is made by xerox from the proof. This enables them to fully catalog many volumes on their arrival in the library rather than ordering a full set of cards from the Library of Congress which can take three months or more to receive. The law library has

made an arrangement with Zimmerman Library to use this service. Therefore, when a new law book arrives here, we immediately check for a proof slip for that book and, if we find it, we are able to get the book into circulation and fully cataloged within a week after it is received.

#### XEROX USE

Use of the xerox machine dropped dramatically from the high usage in 1968-69 (see exhibit E comparing xerox statistics). Item 3 in xerox statistics for 1968-69 correctly anticipated this drop as well as the reduction in the xerox expense deficit. Also see note on bottom of exhibit E for 1969-70 referring to reduced rental charge from Xerox Corporation.

In the new building, the Student Bar Association will be offered the opportunity to rent a Xerox machine directly from Xerox Corporation and to take responsibility for its use and upkeep. The library expects to continue to rent its own xerox machine for reproducing pages from library materials at the request of faculty, lawyers, and non-law students.

#### CIRCULATION DESK

Steps were taken during the summer of 1970 to implement our plan to use adult women at the Desk during library hours when our regular staff is off duty. Two women were hired for this purpose during the summer; one worked out well, the other did not. We are hiring two additional women and hope to have three women ready for this work by the time we move into our new building. We currently start these women on a Clerk I level (\$1.68 per hour). To provide additional incentive to the law students who do similar work at our Desk, we are planning to pay this same hourly rate beginning this September.

In the new building, our plan is to have two people (one adult women and one law student) on duty in the library during regular library hours. The adult women will be responsible for book circulation (under new check-out rules to be introduced after the move) and for various assigned library duties. The law student assigned will be responsible for reference at the Desk, shelving and various assigned duties. Double coverage will be more expensive but we hope well worth the expense because of improved security, improved service at the Desk and increased work output.

This past year, the Circulation Desk staff completed a review of Desk procedures and introduced for the first time, a monthly reading of the library shelves by the student help. This should reduce the number of misshelved books and bring missing books to our attention sooner.

This summer, the Circulation staff took inventory (compared shelves to our holding records) of many heavily used groups of books on both floors. Unfortunately, having good records of missing books does not guarantee that we will be in a position to replace all the books needing replacement this year. However, good records reduce search time for requested items, and make possible quick decisions on replacement when demand appears.

## STATISTICS ON XEROX USE 1969-70

COST:	Rental for year *	\$ 3772	
	Supplies	<u>\$ 476</u>	
	total -		\$ 4248
USE:	Paid copies	28,028	\$2195 collected
	School use	<u>63,076</u>	
	Total number of copies	91,104	

\* This figure is not a true cost in that during the year, Mrs. Heineken determined we were being charged falsely, and the Xerox Company was notified, and a sizeable credit was issued. The Xerox Company had been charging basic use charge for over a two year period of \$25.00 per month, and this was credited against the bill.

## STATISTICS ON XEROX 1968-69

## COST:

Rental for year	\$6074
365 Reams of Paper @ \$1.40/ream	\$ 511
56 bottles of Toner @ \$4/bottle	\$ 224
Cleaning fluid & absorbent	<u>\$ 30</u>

Total - \$6839

## USAGE:

	NUMBER	MONEY COLLECTED
Paid copies	28,653	\$2933
Faculty (school use)	72,298	-----
Dean's Office, etc.	56,283	-----

Total - \$2933

- Total cost figure (\$6839) less the total money collected (\$2933) gives us the sum of \$3906, or approximately the cost to the University of \$.025 per copy, (not figuring in staff time to service Xerox machine).
- Rental for year (\$6074) covers a basic \$25 monthly charge plus three meter readings: one at 4½ cents per copy (single copy); one at 2½ cents per copy (2 - 20 copies at one setting); one at 1½ cents per copy (where machine runs without a setting).
- Equipment budget for 1968-69 was \$7000. \$2590 was spent for binding, metal files, etc. Balance of \$4410 was available for xerox rental. Since our rental for the year was \$6074, we had a deficit in our equipment budget of \$1664. We anticipate that the 56,283 copies supplied to the Dean's office this past year will be substantially reduced in 1969-70 because of the new machine available to Dean's office, and that most if not all of the \$1664 deficit will not appear in 1969-70.



EARLY NEW MEXICO LAWYER PROJECT

In January 1969, Mr. Michael Cox, then a graduate student in history at UNM, began work for us on a project to collect information about early New Mexico lawyers active in New Mexico from 1847-1920. This project was completed in July 1970. Mr. Cox worked an average of 20 hours per week, received \$2.00 an hour for his work and received a total of \$1200 for his work.

The card file now in our possession consists of 100 white cards containing biographical information about early New Mexico lawyers. The file also consists of 100 yellow cards containing the names of early lawyers about whom no further information could be found. Mr. Cox believes that he has found at least 80% of the available information that exists about these early N.M. lawyers.

A full report on this project with recommendations will be submitted when Mr. Cox has given us his bibliographical list on sources and citations used by him. He gave me an oral report when he submitted the card file and promised the bibliography shortly.

EXPENDITURES BY AALS CATEGORIES

Exhibit F (attached) shows a breakdown by AALS categories of expenditures for 1969-70, and an attached page of similar expenditures for the year before. The expenditures for serials was sharply up in 1969-70 and expenditures for current monographs and treatises also showed a substantial increase. By contrast, our purchases of publications more than two years old went sharply down in 1969-70.

Federal grant money is not included in AALS category expenditures. If it were, it would result in our having bought in 1969-70 about as much "growth" material as in 1968-69.

PLANNING FOR THE NEW LIBRARY

We in the library have been most fortunate in being able to participate from the very beginning in the planning of the building and the new library. Although funding did not permit the planning of a library having a needed 150,000 - 200,000 capacity, the plans were formulated with expansion to this figure in mind and this is important for the future.

Our present estimates are that we will have 19,615 linear feet of shelving in the public areas of the library (not including staff areas or faculty library). At five books per linear foot of shelving, this will accommodate 98,200 volumes. The faculty library will have 2,023 linear feet of shelving, permitting the shelving of 10,100 volumes.

Our present book collection of 86,000 accessioned volumes (and growth rate of about 5,000 volumes per year) means that in four years we will be shelved to capacity. Therefore, we should be thinking about applying for a library addition soon after we move into the new building.

Expenditures by AALS categories for 1969-70

(1)	Current Serials: Materials obtained on subscription which are required to keep a basic item current.	\$42,800	
	And (1A) replacement cost of lost serial items.	<u>\$ 242</u>	
			\$43,042
(2)	Current monographs and treatises: Works published within the preceding two years	\$ 5,437	
	And (2-I) current monographs in Indian Law	<u>\$ 93</u>	
			\$ 5,530
(3)	Other (growth) acquisitions: a monograph or treatise not previously in the collection, acquired in the current year to increase the scope of the collection	\$ 995	
	(3-I) growth acquisition in Indian Law	\$ 577	
	(3B) new (growth) serials	\$ 974	
	and (3A) replacement cost of lost books	<u>\$ 121</u>	
			<u>\$ 2,667</u>
	<b>TOTAL EXPENDITURES</b>		<b>\$51,239</b>

OPTIONAL CONTENT

## Expenditures by AALS categories for 1968-69

(1)	Current Serials: Materials obtained on subscription which are required to keep a basic item current.	\$33,875.00	
	And (1A) replacement cost of lost serial items	<u>\$ 204.00</u>	
			\$34,079.00
(2)	Current monographs and treatises: Works published within the preceding two years, . . .	\$ 4,095.00	
	2A - None		
	And (2-D) current monographs and Indian Law	<u>\$ 308.00</u>	
			\$ 4,413.00
(3)	Other (growth) acquisitions: a monograph or treatise not previously in the collection acquired in the current year to increase the scope of the collection	\$ 4,582.00	
	(3-D) growth acquisition, Indian Law	\$ 1,831.00	
	(3B) new(growth) serials	\$ 3,276.00	
	and (3A) replacement cost of lost books.	<u>\$ 109.00</u>	
			<u>\$ 9,758.00</u>
	<b>TOTAL EXPENDITURES</b>		<b>\$48,250.00</b>

For the two floors of the new library, we have the following plans:

#### UPPER FLOOR

The upper floor has a shelf capacity of 6,588 linear feet (not counting the N.M. documents room or the Reading Room) permitting us to shelve 32,900 selected volumes on this floor. Books presently on our lower floor will be shelved on the upper floor of the new building and will be arranged functionally (as they are now) rather than by strict classification order. Functional grouping will be designated by distinctive color tapes and these groups will be restricted to use on the upper floor of the library. We hope by this arrangement to reduce to a minimum the need to search beyond this floor for copies of the most heavily used books in the library.

#### LOWER FLOOR

The lower floor has 10,311 linear feet of shelving sufficient for 51,700 volumes. All of these volumes will be classified in Library of Congress classifications, immediately or eventually, and will be available for use inside and outside the library. The reclassification into Library of Congress classifications on this floor will ultimately eliminate the old, homemade classifications previously used by this library. With all books on this floor in one unified classification, a great source of confusion will be eliminated finally and material should be easier to locate.

#### BASEMENT

The basement has 2,065 linear feet of shelving (10,600 books). In the beginning, this shelving will be used as a staging area for books coming out of storage, for infrequently used sets and for storage. Ultimately, though, and fairly soon, we will have to use this shelving for parts of our regular collection.

This past summer, our staff has been preparing for the move by taping books to be shelved on the upper floor, classifying and reprocessing sets of books from our homemade classifications into Library of Congress classifications and reviewing our present treatise collection for placement on the upper floor.

Since May 1970 when we received the final floor plans for the new library, Joe Sabatini and I have been working on a comprehensive plan for moving the books and stacks of the present library to the new building. Arrangements are underway for getting the manpower, skilled help, equipment and vehicles for this move and we have met with the UNM Physical Plant to arrange for definite dates. There remains at this time the need to arrange for the movement and reconstruction of steel shelving which is to be moved to the new building.

#### COMMENTS-PLANS

This past year has seen a movement in our library away from dependence upon student part-time help and toward use of regular part-time sub-professional and clerical staff members. I am very pleased with the continuity and stability that this has made possible.

In July 1969, we were able to pay our full-time Library Secretary from a separate line in the budget. Today, we are able to pay a half-time cataloging

assistant and a three-quarter time serials assistant from a new "Library Clerks and Associates" budget line. I am hopeful that we will be able to pay from this new budget line in 1971 the three new Circulation desk assistants we have hired to work in our library evenings and weekends.

In 1969-70, there was a squeeze on our book budget. Increased funding received in 1970-71 should do much to alleviate this. However, it should be emphasized that our staff funding is not keeping pace with book funding or with professional librarian salaries nationally. Fortunately, the University Personnel Office is in the process of establishing grade levels and salary scales for all university non-faculty employees. Based on these, we intend to submit to you recommendations on grade levels and salaries in the library which will correct our deficiencies in this area.