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# UNM School of Law Library Annual Report 1981-1982

School of Law Library Directors, Heads, and Librarians

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## The Report of the Law Library

July 1, 1981 - June 30, 1982

Myron Fink, Law Librarian

Ask a law school librarian how s/he expects to manage in a time of tight budgets and cruel inflation and the subject inevitably drifts to technology and resource sharing. Last year, the Law Library seized the opportunity to join forces with the U.N.M. General Library to plan for a Circulation/Inventory System to be installed at both libraries (see Report of the Technical Services Department, pp. 1-4, attached). While the motivation for the General Library was to provide relief from an over-burdened manual circulation system, the Law Library's adoption focused on broader interests, e.g., the use of an on-line data base and bibliographic capabilities.

Some of the positive returns expected for the Law Library are:

An opportunity to get the entire holdings of the Law Library in machine readable, on-line format and accessible through a number of computer terminals in the library.

On-line terminal access in the Law Library to the holdings of the General Library including Parish and Fine Arts Libraries. Particularly significant is the potential on-line access to the government documents in the General Library which has been a Regional Depository for many years.

Search capabilities beyond the usual title, author, call number and subject presently available in the card catalog. We expect to use, in time, a Boolean approach to subject access similar to Lexis.

A printing capability which will enable bibliographies to be created spontaneously based upon the works of a given author, a given subject area, etc.

A more complete and accurate user file with total information on the user entered into the system every time a user checks out a book. Also, instan-

taneous generation of over due notices and recalls.

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An ability to have statistical analyses of circulation activity based on frequency of check-outs in certain subjects or call-number areas, on user types, special collection use, etc. This will enable the Circulation Department to discover those areas of the collection which get very high use, to flag books which circulate at a high enough frequency to justify buying additional copies, etc.

Enhanced inventory control due to an ability to make print-outs of the whole collection or areas of the collections.

An improvement in service between the Law Library and General Library due to instant knowledge of the whereabouts of an item in the data base at each of the libraries.

A capacity for future expansion so that more libraries may be included such as the Albuquerque Public Library, other university, college and specialized libraries in the state. Thus, a base may be developed for regional networking which may include other law libraries in the future.

The above enumerated benefits from the installation of a Circulation/Inventory System should be realized in the immediate years ahead and at a cost to the Law Library thus far of less than a thousand dollars incidental expense. However, there will be a continuing heavy investment of staff time in the Technical Services Department and a probability that an additional terminal will have to be purchased soon for the Circulation Department which will cost \$3500-5000.

Special credit is due to Ms. Lorraine Lester, Associate Librarian/Technical Services, for heading up the project and to Mr. Victor Whitmore, Cataloging Head, for his valuable close support of Ms. Lester. The entire faculty and supervisory staff in Technical Services is to be complimented for a job well done this past year.

The momentum and progress in special collections development continued this past year under the very able direction of Ms. Susan Weeks, Special Collections Librarian. Last year at this time, I asked Ms. Weeks to complete her work on Indian Tribal Code collection so that she might be able to give her attention to the development of a Latin American Collection in the Law Library.

To do this, we arranged to increase Ms. Weeks from 3/4 FTE to a full-time position in November 1981. By December, Ms. Weeks had completed the project on Indian Tribal Codes and was able to shift her focus to collection development in Latin American Law.

Ms. Lester and I worked closely with Ms. Weeks on the Collection Development Policy Statement for the Special Collection on Latin American Law (see Report of the Technical Services Department, pp. 11-12, attached). We consulted closely with members of our law faculty (Utton, Romero, Steltzner), and Latin Americanists on campus in the teaching and library faculties. The resulting policy document will provide us with a solid, clear base for future growth and development.

Following Ms. Weeks' trip to Mexico City, which helped identify basic Mexican legal materials we wished to acquire, we were able to purchase, with financial support from the UNM Latin American Institute, the basic collection of current Mexican legal treatises, "Biblioteca Jurida Porrúa" and also a basic current collection of Mexican State and Federal Codes. We now have the nucleus in the library for a Mexican Law collection from which to build on and amplify. More recently, decisions were made to acquire Mexican serial publications, including regulations comparable to our Federal Register, which will keep us current with respect to new judicial decisions and new legislation.

The decision to develop a collection on Latin American Law and the giant steps taken the past year to implement such a decision are examples of the kind of movement that is generated more from rational planning than from response to patron demand. There is some risk that these materials will be little used initially and this is why the excellent work that Ms. Weeks is doing to publicise these new library resources and to make contacts with potential users is so important. A Latin American Legal Collection in the UNM Law School Library is a step in the direction of following the recommendations of Professor Marke to make the library a unique regional resource for the Southwest.

Ms. Weeks and I also worked closely this past year on a project to install a museum-type display case in the American Indian Law area. We think that this new installation will add much to the attractiveness of the special collection area and will create new interest and pleasure for patrons using the collections. We plan to complete the installation in this coming year.

This past year, the Law Library was fortunate in attracting an experienced legal reference librarian from the University of Chicago, Mr. Richard Bowler, to head up its busy Reference Center. As Associate Librarian/Reference Services, Mr. Bowler was asked to assume additional responsibilities in collection development and public services and to work closely with the Law Librarian. This he has done in an exemplary manner. The library has benefited much from his extensive bibliographic knowledge, his obvious talent and zest for legal reference work and his wide-ranging interests in librarianship. Working closely with him these past months, I have sensed a higher level of rationality in my decision making generally and in book selection in particular. Having two Associate Librarians to work with administratively makes it easier and more challenging to think collectively about library policies, directions and goals. Just as we have encouraged groups of super-

visors in each library department to think together about their groups, so I think there is a need for an administrative policy group to think and plan for the library as a whole.

In my Report of the Law Library 1980-81, pp. 11-12, I described "Proposals for Expanded Services to New Mexico Lawyers" in which it was decided to ask Mr. Lorenzo Barela, Legal Research Librarian, to continue to collect information for a proposed attorney research office and to aim for a pilot project to begin in the Spring of 1982. Mr. Barela, in his Annual Report of the Research Librarian 1981-82, pp. 6,7, attached, has explained the plan and the steps taken this past year and in an Appendix A to his Report, attached, has presented 'A Budgetary Analysis of a Proposed Attorney Research Department at the UNM School of Law Library'. This continuing effort to explore ways to make the Law Library's collection and UNM law student researchers more readily available to remotely situated members of the N.M. Bar is an important library service opportunity deserving serious consideration. I am hopeful that the questions concerning costs will be resolved soon and that we can begin a pilot project in the coming year.

The 1981-82 Report from the Reference Department and Mr. Barela's Report about his year as a full-time Research Librarian reflect the increasing demands being placed upon our Reference Center staff by all users - law faculty, law students, lawyers and the public, generally. As Mr. Bowler so well stated in his Report, attached, we do have "a very organized, effective Department with excellent morale and motivation." The addition of Mr. Barela a year ago, and more recently, Mr. Bowler, has dramatically expanded the range of reference and legal research capability. The Reference Center, good as it is, continues to develop as one of the outstanding centers of its kind in the country. Reference assistants, Pat Wagner and Richard McGoey, have provided the continuity and the experienced nucleus for this continued growth. They have done a superb job, particularly in the six months tran-

sition period this past year, between the departure of one Head of the Reference Center and the arrival of another.

Before turning attention elsewhere, I would like to comment on a most exciting addition to our legal bibliographical tools: the new, automated Legal Resources Index (See Report of the Reference Department, p. 5, attached, for details). LRI provides cover-to-cover indexing of key law and law related literature on a scope previously unavailable. It replaces the venerable Index to Legal Periodicals for all materials published after January 1980 and, because of its expanded sources, is causing us to take another look at the limited number of extra-legal publications in the library. The trend appears to be toward the indexing of more and more titles, especially serial titles, which increases user demand for the newer sources indexed which results in library subscriptions to more serial titles causing added serial subscription costs. Like the story about the man who, falling from the 40th floor, is told at the 10th floor, "Don't worry, so far you are all right", it often feels that the job of a library administrator is to keep his library forever from crunching into the pavement.

The good news from the Circulation Department this past year is that, despite increased user activity, there was a marked decrease reported in patron frustration and tension. The supervisors and staff in the Circulation Department are to be congratulated for the high level of service provided.

After getting some staff problems dealt with earlier in the year, there was a noticeable new spirit and energy at the Desk. Noteworthy were the regular monthly staff meetings (which I attended), the improvement in morale and quality of service by the decision to hire a Night Desk Supervisor, and the new level of quality control in collection maintenance and shelf reading. Because materials on the shelves were kept more orderly, there were fewer

reports of missing books and quicker retrieval of materials. This, and the resolution of temperature problems, were probably significant factors in lowering the level of tension among patrons this past year.

Finally, at the request of the Law School Dean, Ken Shoemaker, Circulation Head, collected information about patron use of the Law Library and prepared a "Law Library Patron Survey Report" which attempted to answer questions such as a) what times of the day our library receives heaviest use by walk-in patrons and b) how these use patterns relate to days of the week, seasonal/semester impact and correlation with specific patron groups and specific library areas. This information should prove useful in future scheduling of staff and service functions.

In my Report of the Law Library 1980-81, p. 12, I summarized recommendations made by Professor Julius J. Marke, Law Librarian of New York University School of Law, for the UNM Law Library, both short and long range. Throughout this past year, I have attempted to select materials for the library which fit within his recommendations for collection development, e.g., moving toward a greater ratio of holdings devoted to interdisciplinary materials and to foreign, comparative and international law; and broader selection of depository federal documents. With regard to upgrading of the book selection process generally, and with more participation by law and library faculty, I have spent much time consulting with Mr. Bowler, Associate Librarian/Reference Services, reviewing with him my reasons for selecting particular titles and airing our approaches and philosophies in book selection, collection development and public services. This past year, I met with members of our law faculty who teach in or have an interest in Natural Resources Law and related areas, in an effort to increase their participation



3222 in the book selection process. While I do not believe that we should have a special collection in Natural Resources Law (as we have in American Indian Law and Land Grant Law), I do believe it would be desirable to develop a written collection development policy in this area to stimulate and clarify present thinking and practice.

In an effort to find new directions for collecting materials in our library, I have this past year discussed with various members of the law and library faculties possibilities for developing collections of selected materials published by the United Nations, and collections of publications dealing with human rights. While the latter concept of focusing on publications dealing with human rights may strike one initially as a bit too broad and unfocused, it nevertheless has advantages. For example, it is closely related to law, is of much general interest and of particular interest to lawyers. Also, it can be tied into the Human Rights Internet Reporter which has been published since 1976 by Human Rights Internet, and whose purpose it is to disseminate information on the status of human rights and on action taken to further human rights. We will continue to explore these and other directions for developing new collections in the library.

In addition to my involvement in the above activities, I taught a two credit seminar in Law and Social Change in the Law School in the Spring Semester; team-taught with Mr. Lorenzo Barela, Legal Research Librarian, an In-House Legal Research Course (for details, see Report of the Research Librarian, 1981-82, pp. 4-6, attached); served with Professor Michele Hermann as consultants and advisors to attorney Michael Rosenfield regarding his proposed City Jail law library consent order (we explored together the potential for our clinical legal services in the City Jail and gave advice on the design for a new law library in the City Jail); visited with Mr. Richard Bowler, Associate Librarian/Reference Services, the Penitentiary of New Mexico

to advise on their library collection and to teach inmates the uses of legal materials in their legal activities; attended a day-long workshop for law school library directors at the Annual Meeting of the Association of American Law Schools in Philadelphia; served on our Law School Curriculum Committee; served on the Advisory Committee for the N.M.S.A. (1978); revised "Legal Research Notes" which is distributed to all first-year law students; attended meetings of the Friends of the UNM Libraries, etc., etc.

CIRCULATION DEPARTMENT ACTIVITIES 1981/82

Kenneth L. Shoemaker, Head, Circ.

Summary

This was a year of many challenges. Numerous projects and improvements in Circulation Dept. services were undertaken, and by year's end, most had been completed. Included were such things as the inception of TEL-LAW at the Circulation Desk, the installation of discrete air conditioning units in the photocopying room, the purchase of several electric typewriters for patron use, the placement and construction of a public phone booth in the Circulation Desk area, continuing modifications in collection maintenance and inventory procedures, and significant changes in the Circulation staff. There were also numerous challenges in the form of problems which, for the most part, were met and resolved. Moreover, the willingness and ability of the entire Circulation Dept. staff to continue to provide an outstanding level of public service, frequently under somewhat stressful or difficult circumstances, illustrates the continuing professionalization and development of this area of Law Library services. And it is a pleasure to report that virtually all areas of Circulation Dept. activities reflected increases as measured by reportable statistics (See Circulation Appendices attached).

Activities and Projects

During the Fall 1981 semester, regular monthly staff meetings were instituted. All Circulation Dept. staff attend and are asked to contribute to the agenda. It was found that such meetings provided much needed opportunity for discussion and review of policies and procedures as well as outlets for suggestions and complaints to be raised in a constructive context. The decision was made to continue meeting monthly.

The staff position configuration in Circulation was changed in several significant ways. First, a new "night desk supervisor" position was created and formally classified as half-time, Grade Four in April, 1982. Gregory Boardley, a work/study employee of the law library for over two years, was selected to fill the position, having performed the basic duties since early January in the status of temporary student employee. In order to create the position, a vacant half-time Grade Three position in Circulation was not filled and its duties assimilated by another position. This other position was created when, in March 1982, two half-time positions were formally combined into a full-time, Grade Four position. This new job combines the duties of three former half-time staff positions, those of overdues clerk, reserves clerk, and card file clerk. These two major changes represent notable enhancement of Circulation staff capabilities, and effectively extend staff coverage of the desk and continuity of services.

In August 1981 the decision to add a public phone booth in the Circulation Desk area was made at the Public Services meeting. The request was relayed to the appropriate departments and a library carrel was converted and placed in the agreed upon area. Wiring and phone lines were installed to the booth. However, as of the end of the fiscal year, the actual phone was not yet installed, due to an apparent lack of available phone service. I have remained in constant contact with Nancy Jamieson of the UNM Physical Plant about the situation and expect the phone to be installed in the near future.

In mid-May, 1982, construction and installation of two discrete air conditioning units was completed in the Photocopying Room in the library. Since that time, the units have provided relief of heat-related copier failures and have maintained a constant cool temperature in the room. It should be noted that this has greatly reduced patron tensions about

copier availability and reliability.

In October 1981 Dean Desiderio relayed to me a copy of a memo from Bill Carroll concerning "life safety code violations" in the library. We immediately undertook steps to correct all noted violations and completed the work in January 1982. Included among the violations were improper exit marking and inadequate emergency exit pathways.

In September 1981 an inventory of library materials being used by law school faculty was undertaken. The work was completed in February, 1982. Of the approximately 1,600 titles in use by our law faculty, 139 were initially not found. Between November and February, 90 of these books were located, and as of June 30, 1982, the other 49 are still unaccounted for. Steps were taken to replace those items most in demand or most vital to the collection.

In early August 1981, new policies regarding the use of the library's microform collections were finalized and put into force. This represented the first time that we had separately considered this collection for Circulation and Reference purposes. Included among the many changes were: (1) the definition of the collection as "restricted"; (2) the purchase of a portable microfiche reader for use in the law building by faculty and students; (3) the creation of a fiche/film carrying packet for use when exceptions to the "restricted" policy are made, and the adoption of a required cash deposit for each fiche of \$5.00 for such exceptions.

The Circulation Dept. survey of patron use of the library, which was begun during the previous fiscal year, was completed in November 1981. A complete report was drawn up and submitted to the dean at his request. Much was learned and documented during the course of this survey, such as seasonal variations in library use, weekly, daily, and hourly fluctuations in the number of patrons using the library, and correlations between the two measured categories. A copy of the report is available from

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Ken Shoemaker at the Circulation Desk, however the charts and graphs have not been duplicated and are not available for loan.

In July 1981 I completed a report on the costs to the library of lost and non-returned books (See Appendix A). During the fiscal year which followed this report, costs remained at about the same level (See Appendix B). The Circulation Dept. will continue to keep records of these costs and will hopefully be able to develop ideas for reducing them in the future.

Several stack shifts were completed during the year throughout the library. Perhaps the most significant shift concerned the upper floor "WEST/COOP" collection. On May 7, this collection was completely re-arranged into call number order, with the Pacific Digest being moved to the regional reporter area of the upper floor. Once again, an outstanding level of collection maintenance was maintained throughout the year by Connie Simpson and David Epstein, as well as several of the work/study students who worked under their supervision. One of these in particular, Ursula Garcia, made an outstanding contribution in this area and was promoted from Group I to Group II level in May 1982.

On May 3, 1982, one of the IBM Copier II coin-box units was vandalized resulting in an estimated \$850 expense to the library for its replacement. Apparently no cash was stolen in the attempt. It took nearly eight weeks to obtain the replacement unit, during which time the copier was out of service and produced no revenue. Subsequently, the damaged coin box was sent to the Physical Plant and they were able to repair it after several weeks of work. This means that we now have a back-up unit, should we experience vandalism of this type in the future.

In early February 1982 the TEL-LAW system was put into operation at the Circulation Desk. Procedures and policies were developed with regard to its operation, and statistics on its use have been kept (See Appendix C).

In May 1982 two electric IBM typewriters were purchased for placement in the Typing room of the library. They were purchased from the Typewriter Repair Shop on the main campus after having been reconditioned there. The units were purchased in response to continuing requests from our patrons for such facilities. All patrons of the library are permitted to use them on a first come/first served basis.

The demand for our TWX/Telex services continued to rise during the past year. A total of 94 messages were received, only six of which were addressed to persons in the Law School. There were 67 TWX messages received addressed to persons/departments on the main campus, with Physics and Astronomy receiving the highest number (16). We received several requests during the year to send messages on behalf of persons/departments on the main campus, and complied or attempted to comply with all requests. Some complaints were registered with us from persons/departments on the main campus concerning delays in delivery of incoming TWX messages. We have now implemented every feasible step to minimize such delays, however it appears as though some delays are unavoidable, for example when a TWX message comes in over the weekend, or in the evening.

Activities in the Interlibrary Loan section are reported in Appendix D. Circulation statistics and Reserve statistics are available in Appendices E and F respectively. It should be noted that the Circulation Desk continues to provide circulation of and control over materials (mostly audio cassette tapes) for the SMH Bar Review courses. Significant levels of desk activity have been generated and heavy use of the library's cassette recorders has been noted, with no particular problems to report.

Finally, the Circulation Dept. staff is to be congratulated for

its many areas of outstanding performance. Loren Hines continued to provide mature and capable assistance in managing the Circulation operation, and did an excellent job running the Interlibrary Loans section. When Connie Simpson was injured early in the fiscal year, David Epstein performed very well in the position, replacing one of the perennial outstanding workers in the department. Elizabeth Malone worked very diligently to maintain a well-run Reserves section, and it should be noted that her outstanding efforts have resulted in the best overall situation in the Overdue Books section in the past seven years. Kim Elam, who unfortunately terminated her employment during the fiscal year, supervised the faculty inventory and maintained book searches in excellent condition. Happily, she was replaced by Vickie Jaramillo, who has been an outstanding addition to the staff in the three months she has been here. Oscar Baynes should receive all of the credit for the gathering of the patron survey data and his contribution to the final report is much appreciated. Finally, a remarkable improvement in the continuity of Circulation Dept. services is due in large part to the addition of Gregory Boardley to the staff. In his role as Night Desk Supervisor he has maintained a high degree of efficiency and has been most effective in his management duties. The library continues to depend very heavily upon the work/study aides at the Circulation Desk and Mr. Boardley's supervision as well as some outstanding student workers reflected an unmistakable improvement in morale and quality of service at the desk, especially during the past four months.

#### Personnel

In response to the notification by Connie Simpson that she had been accepted for a job with the Civil Service, David Epstein was hired September 3, 1981 to give extended time for training under Connie. The Civil Service position never materialized and, due to continuing



illness, Ms. Simpson resigned effective April 1, 1982. She was offered and accepted a temporary part-time position in Circulation on an indefinite basis. She resigned this position effective June 30, 1982, to accept a permanent position elsewhere in the library. David Epstein took full responsibility for Collection Maintenance at that time.

Elizabeth Malone was promoted to full-time from half-time on March 4, 1982. This was in response to the need for more continuity in the duties and responsibilities of the positions involved. The full-time position was formally classified by Personnel as GS-IV. It represents the consolidation of three half-time positions from within the Circulation Dept.

Kim Elam resigned effective April 30, 1982, to complete her education. She was replaced by Vickie Jaramillo on April 5, 1982 in order to permit the two to work together for the month for training purposes. Catherine Davis resigned her half-time position March 4, 1982.

Gregory Boardley was hired effective April 7, 1982, into the newly created half-time GS-IV position entitled "Night Desk Supervisor."

#### Staff Training and Development

In the Fall of 1981, David Epstein, Elizabeth Malone, Catherine Davis, and Kim Elam took the in-house legal bibliography course offered by Myron Fink and Lorenzo Barela.

On May 25, 1982, Ken Shoemaker and Loren Hines attended an all-day seminar entitled "Recruitment and Selection" presented by the UNM Personnel Dept.

#### Plans for 1982/83

Plans are being developed for the preparation of the library's collection for the new automated circulation system. Most of the Circulation Dept. staff will participate in the processing of the books.

The Circulation Dept. will continue to pursue the possibility of getting the upper floor Tattletape Exit Gate fixed.

## THE UNIVERSITY OF NEW MEXICO

DATE: July 9, 1981

TO: Myron

FROM: Ken *ks*

SUBJECT: Penalty fees for replacement of lost/non-returned books

We have completed eighteen months of our survey of the trends in costs and reasons for lost books from the library. We have learned that there are three basic reasons given by patrons who fail to return our books after borrowing:

- (1) lost the book
- (2) decided to keep it and pay us for it
- (3) said they returned it (but book was not returned)
- (4) no response

Our records indicate the following expenses were incurred:

<u>patron group</u>	<u>no. of books lost</u>	<u>reason</u>	<u>cost to library</u>	<u>amount recovered</u>
attorneys	31	1	\$491.70	\$310.00
attorneys	17	2	\$285.00	\$260.00
attorneys	7	3	\$130.00	\$ 0
law students	3	1	\$45.00	\$45.00
others	4	1	\$58.00	\$7.00
others	34	4	\$621.95	\$19.00

File  
2232

OVERDUE STATISTICS

Number of books billed for since June 30, 1981:

29 lawyers  
35 general public  
64 TOTAL

Debts since June 30, 1981:

\$417.15 lawyers total  
231.50 paid or cancelled (\$12 paid; 219.50 cancelled)  
185.65 OUTSTANDING DEBTS AGAINST ATTORNEYS

\$350.00 general public total  
84.00 paid or cancelled (\$73 paid; \$11 cancelled)  
266.00 OUTSTANDING DEBTS AGAINST GENERAL PUBLIC

TOTAL COST OF BOOKS BILLED FOR: \$767.15  
COST CANCELLED: 230.50  
COST PAID: 85.00  
OUTSTANDING DEBTS: 451.65

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THE UNIVERSITY OF NEW MEXICO

DATE: June 7, 1982

TO: Desi

FROM: Ken, Library

SUBJECT: Four month report on Tel-Law usage and requested subjects for future tapes

It has been four months since the installation and inception of Tel-Law in the library at the Circulation Desk. The following list represents the approximate number of times each tape was played during this period.

<u>Title of tape</u>	<u>Tape #1</u>	<u>Tape #2</u>	<u>Tape #3</u>
<u>How can I find and hire the right lawyer</u>	63	22	9
<u>What should I do if I've been sued?</u>	13	-	-
<u>What should I do if I have an auto accident?</u>	8	6	6
<u>Reporting child abuse or neglect</u>	3	-	-
<u>Are parents liable for damage caused by their children?</u>	4	-	-
<u>Do I need a will?</u>	18	9	-
<u>What should I know before I rent?</u>	13	11	7
<u>What should I know before I buy a house?</u>	2	1	1
<u>What should I know about divorce?</u>	106	81	55

Operating hours: Monday through Friday, 9am-6pm (CLOSED weekends and holidays)

Total number of plays (all tapes): 438

Total number of calls: 2,643

Average number of calls per day: 20.3

\* \* \* \* \*

Here is a list of subjects/topics requested during the same period (with number of times requested, when appropriate):

- BANKRUPTCY - 8
- WHAT SHOULD I DO IF I'VE BEEN ARRESTED? - 4
- WAGE AND LABOR DISPUTES - 2
- INHERITANCE - 2
- INVESTMENT/OWNERSHIP - 1
- GARNISHMENT - 2
- WORKERS' COMPENSATION - 3
- CHILD CUSTODY - 11 (at least)
- LEGAL TERMS - 2
- ADOPTION - 3
- CONTRACTS - 2
- HOW DO I FILE A LAW SUIT? - 4
- WHAT DO I NEED TO KNOW ABOUT RESTRAINING ORDERS? - 2
- CAN I REPRESENT MYSELF IN COURT? - 6
- HOW DO I CHANGE MY NAME LEGALLY? - 8
- FORECLOSURE/REPOSSESSION - 2
- TAXATION - 1
- PATENT, COPYRIGHT, TRADEMARK INFRINGEMENT - 4
- REAL ESTATE LAW - 2
- TRAFFIC VIOLATIONS - 4

We mailed 9 copies of  
of tape subject list  
to callers during this  
Period.

Note: There is no question that Domestic Relations are in the most demand as far as what we play and what callers most frequently request.

INTERLIBRARY LOAN REPORT FY 1981/82

Activity in this section of the Circulation Department has continued to increase, but at a more moderate rate than last year. The total number of requests generated by this library only increased by about 3%. This is a marked decrease from last year's 27% increase. However it does indicate that this might be a reasonable level of activity as far as projections for the coming year are concerned. An interesting factor in evaluating the services provided by this department is the "Requested by us but not filled" category. There was a 34% decrease in this area even though requests remained at the same level. This is most likely a function of the use of OCLC as an interlibrary loan tool. The ability to send requests to as many as five different libraries in one single transaction is certainly an enhancement over the previously used A.L.A. mail form.

Requests from other libraries continued to increase. There was a decline in the number of photo-copy requests filled. This is due to the fact that many of these requests can be served by sending the lower floor copy of a legal periodical rather than copying the article that was requested. It is less costly to pursue this option as most of the photo-copy requests come from Amigos libraries whom we do not charge for photo-copy services under 50 pages. Thus the lost revenue and labor intensive costs of photo-copying by far outstrip the increased costs of mailing a periodical issue or volume as opposed to a photo-copied article.

The next page contains a statistical compilation of major activities in interlibrary loan, including this year's raw numbers along with percentage differentials between this year and last year and over a two year period. As can be seen from glancing at the far right column, activity has definitely been on the increase since the 1979/80 fiscal year.

Statistical compilation for FY 1981/82

<u>Our Requests</u>	<u>FY 81/82</u>	<u>(1 year) % Differential</u>	<u>(2 years) % Differential</u>
Requested by us but not filled	19	<u>-34%</u>	<u>-32%</u>
Borrowed from other libraries and returned	56	+ 6%	+65%
Photo-copy orders completed by other libraries for us	41	+32%	+52%
Total number of requests made by us	116	+ 3%	<u>+30%</u>
<u>Requests Received from Other Libraries</u>			
Requested by other libraries but not filled	240	+46%	+253%
Loaned to other libraries and returned	157	+33%	<u>+107%</u>
Photo-copy orders completed by us for other libraries	89	<u>-16%</u>	+35%
Total number of requests from other libraries	486	+25%	<u>+85%</u>
<u>Total Number of Requests Serviced by This Library</u>	602	+20%	<u>+101%</u>

CIRCULATION STATISTICS

July	1159	Jan.	1123
August	965	Feb.	1278
Sept.	1172	March	1628
Oct.	1429	April	1597
Nov.	1408	May	1104
Dec.	912	June	1153

TOTAL CIRCULATION JULY 1981  
THROUGH JUNE 1982:  
15,536

HIGHEST MONTH: MARCH  
LOWEST MONTH: DEC.

BOOKS/DAY: 45

July-Sept. 3296  
Oct.-Dec. 3749  
Jan-March 4029  
April-June 3854

Aug.-Dec. (1st sem) 5886  
Jan-May (2nd sem) 6730  
- 844

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

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RESERVE STATISTICS

Class reserve check-out:

4409 books and photocopied material checked out by card  
2760 video, audio, photocopied material  
7169

Desk reserve check-out:

2499 books  
1133 tape players  
1028 video equipment (includes bar review use; statistic is 597 exclusive  
4660 of bar review use)

Bar review:

1608 items total (including tapes and video equipment)  
(431 of total was video equipment)



The Report of the Reference Department

July 1, 1981 -- June 30, 1982

Richard L. Bowler, Associate Librarian/Reference Services

Personnel

Richard L. Bowler replaced L. Kurt Adamson as Associate Librarian/Reference Services on December 1, 1981. The Reference Department had operated without primary leadership since Mr. Adamson's resignation in June, 1981. It operated effectively in this interim with certain aspects of its leadership needs (e.g., responsibility for Lexis) handled by Lorenzo Barela. Mr. Bowler found, upon his arrival, a very organized and effective Department with excellent morale and motivation.

In June, 1981, Glen Peter Ahlers was reclassified from LTA II to a Library Specialist, making all three Reference Assistants Library Specialists. This reclassification was in line with the policy established in 1979 of recognizing, by a reclassification, superior development on the job after two or more years. In effect, it is a recognition of the professional nature of the services that can be supplied after a time by well trained, experienced and motivated Reference Assistants.

The position of Susan Magee was reclassified from Work Study 2 to Work Study 3 in September 1981. This was a recognition of her growth in this position. This increasing competence was further recognized in December, 1981, when she was made a part of the regular reference desk rotation at the behest of the Associate Librarian.

In June, 1982, Glen Peter Ahlers resigned as Reference Assistant, effective July 31, 1982, to go to Library School at the University of South Florida. This loss came as quite a blow to the Department and a search for a replacement was being planned at the end of the fiscal year.

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Patron Services

Upon his arrival, the Associate Librarian, with the help of the Reference Assistants, conducted a study of hours and reference desk coverage. This resulted in the following hours of continuous reference service during the regular school year: Monday - Thursday, 8AM - 9:30 PM; Friday, 8 AM - 6 PM; Saturday, 10:30 AM - 2:30 PM; Sunday, 3PM - 7PM. During Summer hours there is also continuous coverage of the reference desk Monday - Friday, 8 AM- 8 PM, (Friday 8 AM - 6 PM) Saturday, 10:30 AM - 2:30 PM; and Sunday, 3 PM - 7 PM. Assisting the Associate Librarian and Reference Assistants in maintaining this expanded and more secure coverage are: the Legal Research Librarian, Lorenzo Barela; the Associate Librarian/Technical Services, Lorraine Lester; the Assistant Technical Services Librarian, Jerry Phillips; and the Gifts and Exchange/Special Collections Librarian, Susan Weeks. The inclusion of these Library Faculty in providing reference service has made it possible to both broaden the reference service available to the public and expand their professional experience.

Since the Legal Research Librarian became full time fewer faculty projects of a large scale have been handled by the Reference Assistants. However, major projects concerning Indian Probate and divorce in the fifty states did have major Reference Assistant involvement. In addition, Glen Peter Ahlers and the Associate Librarian prepared a definitive scale bibliography on Jury Instructions for the Dean, and the Associate Librarian and Richard McGoey lectured the Legal Ethics class on the bibliography of Professional Responsibility. Finally, the Department's ongoing survey of New Mexico legislation and other materials of interest for the faculty continued as an active project.

Demands for copying services by attorneys has been increasing steadily, placing a growing burden of the Reference Staff. A project for providing

even greater services to attorneys went into the planning stage; this will be a study, done by the Legal Research Librarian for the Law Librarian and Dean, of the costs of providing a full scale legal research program for New Mexico attorneys.

Tours were given by the Reference staff to University classes in business law, educational law, tax law, paralegal, journalism, women and the law, political science, and the First Amendment.

Prison Project

Major aspects of the ongoing Prison Project are covered in the Legal Research Librarian's Report. In addition to these the Associate Librarian went to the Penitentiary of New Mexico and the minimum security facility in Los Lunas to advise on their collections and initiate a program of teaching legal bibliography to their law library staff. This work is expected to continue.

Lexis

With the Associate Librarian and Legal Research Librarians giving lectures and the Reference Assistants giving hands on practice, the Department trained over 60 members of the first year class in March, the largest group ever trained in one school year. In addition, Mead Data provided the Reference Staff advanced training which gave the Associate Librarian and the Legal Research Librarian sufficient added skills to teach a seminar in advanced Lexis use to second and third year students.

Six additional faculty members were trained on Lexis by Mead Data. These received individual Lexis numbers on completion of their course.

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These individual numbers were also made available to Reference Staff, allowing holders to preserve their research for the remainder of a Lexis day.

Many equipment changes took place. A Ubig terminal was installed in the faculty library. This is a small, non-phone, non-printing, office terminal for use of Lexis. Thus, there are now two Lexis terminals. However, they are both on the same phone line, necessitating a switching system installation. This has seemingly caused no problems to this point. The phone line switched from Los Angeles to Denver for better service. Service has not improved. Line noise is still a problem. The printer on the main Lexis terminal was replaced several times.

Nexis, a full text wire service, newspaper and magazine service of Mead Data, was made available for the first time. It is available only after 7:30 P.M. and use of it leads to an added charge from Mead Data.

In order to continue to be familiar with the competition, the Reference Staff was given an elaborate demonstration of Westlaw.

#### Administration

An extensive rearrangement of the West-Coop Collection on the upper floor was designed by the Associate Librarian and carried out by the Circulation Staff.

The Reference Staff took an active part in the discussion leading to the decision to create a central microform area at the north end of the Upper Floor.

The Associate Librarian asked Richard McGoey to draw up a comprehensive list of who-files-which services. Armed with this, a system of rotating filing was drawn up. It is hoped this will lead to an increased familiarity with more titles by all members of the staff.

After discussion, it was agreed that New Mexico Briefs and Records would

no longer be managed by Reference Staff. Processing and shelving of these are now being handled by Serials and Circulation.

Reference prepared several exhibits for the display case: Lorenzo Barela prepared one on the United States Supreme Court for October, 1981; Richard McGoeys prepared one on Communism for November, 1981; Glen Peter Ahlers prepared one on Women's Rights for December, 1981, and Patricia Wagner prepared one on Faculty Publications for March, 1982.

With some left-over and current funds, Susan Magee and Patricia Wagner selected and purchased a collection of large plants that has improved the appearance of the Upper Floor substantially.

The Associate Librarian assisted the Associate Librarian/Technical Services in planning with the UNM General Library for the installation of the Dataphase automated circulation and bibliographic system. By year's end three terminals were installed in Technical Services and conversion of records had begun. When conversion is complete one terminal will be installed at the Reference Center for bibliographic searching.

Collection Development

The most important addition to the collection was the Legal Resources Index. This computer output microfilm (COM) device, which is up-dated monthly, provides indexing (through author, title and Library of Congress subject heading indices) to over 700 law journals (as compared to over 400 in the Index to Legal periodicals), 6 legal newspapers, law articles in the New York Times, Wall Street Journal and Christian Science Monitor, law articles in 370 popular magazines, and law books cataloged by the Library of Congress and Government Printing Office. Begun in January 1, 1980, this service continuously cumulates, with each new microfilm tape, completely superseding its predecessor. The machine in which the tape is loaded can be used much

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like a television set and the user handles no film.

### Professional Activities

Richard Bowler joined Special Libraries Association (SLA) (he is already a member of the American Association of Law Libraries (AALL) and the American Society for Information Science (ASIS). As a member, he attended SLA functions with the Associate Librarian/Technical Services at the New Mexico Library Association Annual Meeting in Las Cruces in April, 1982. Richard Bowler has also been made Consultation Officer of the Rio Grande Chapter of SLA. In this capacity he holds himself available to assist members in setting up or reorganizing their libraries.

In June, 1982, Richard Bowler attended the Annual Convention of the AALL in Detroit. Then he worked in two official capacities, attending the Indexing of Periodical Literature Committee meeting (for his tenth year) where he became a member of the Subcommittee on Titles and Standards for Inclusion and Titles and Standards for Exclusion, and the organizational meeting of the State Advisory Board for the National Reporter on Legal Ethics and Professional Responsibility (University Publication of America, 1982 - ), as the New Mexico Representative.

Richard Bowler published a review of Keesee, Commercial Laws of the Middle East (Oceana, 1981 -) in the August, 1981 issue of the International Journal of Law Libraries which has been quoted (without the author's permission) in the publisher's literature.

ANNUAL REPORT OF THE RESEARCH LIBRARIAN (JULY 1981 - JUNE 1982)

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by

Lorenzo Barela

During the one-year period addressed by this report, I've had the opportunity to learn or to share a great deal of information concerning legal research, legal bibliography, law library reference services and the administration of the Reference Center and its coordinate branches in the UNM Law Library. While such a thorough exposure should be expected of anyone serving their first full academic year in this position, the rapid education was further prompted and necessitated by the absence of a Reference Librarian/supervisor from the inception of this period through early December 1981. The knowledge and experience gained during this year and particularly during that five month period when we were without a Reference Librarian is greatly appreciated and will certainly prove invaluable to me in the future. Nevertheless, suffice it to say that I was and continue to be pleased by the arrival of Dick Bowler, our new Reference Librarian.

This report will chiefly concern and summarize a year's developments in four areas which have saliently figured in the duties and responsibilities of the Legal Research Librarian. Those areas are: Law Faculty Research, the Law Library's Prison Project, the In-House Legal Research Course, and the Proposed Attorney Research Department. This should not be interpreted to mean that all of the services provided in each of these areas were exclusively those of the Legal Research Librarian, for I'm greatly indebted to the Reference Librarian, the Reference Staff and the law student assistants who often have aided me in getting a particular job done.

Not to be further discussed beyond these introductory remarks are some of the services I've provided as part of the Reference Center Staff (e.g. handling reference questions which come directly to me or which are channeled

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in my direction by other members of the Reference Center), and those quasi-administrative functions I've performed within the Reference Center or in conjunction with my role as a supervisor of a law student assistant. -Examples of these latter activities include the drafting of a revised "Self Guided Tour of the UNM Law Library" for 1981-82, advising on book locations or notifications of Law Faculty of new acquisitions and the troubleshooting often associated with the process of finding, securing and retaining good law student assistants. Though the amount of time I devoted to these services and functions during the period outlined in this report could hardly be termed "insignificant" they tend to fall within that realm of activity which "... goes with the territory..." and which could not be fairly summarized without resorting to a laundry list of miscellany.

#### LAW FACULTY RESEARCH

At least thirty-five (35) significant Law Faculty Research Projects were handled and completed by the Reference Center or the Legal Research Librarian during the period summarized in this report. As used in the preceding sentence the term "significant" refers to those Law Faculty Research Projects which required more than a couple of hours of Reference Center time. In some instances individual projects involved weeks or even months of work on the part of the Legal Research Librarian or the other Reference Center staff.

Some examples of extensive Law Faculty Research projects compiled by the Legal Research Librarian include: a Survey of N.M. Grand Jury Law (legal memo completed for Dean Desiderio on September 18, 1981), a bibliography and/or copies of various materials concerning Conflicts of Law Considerations in Indian Probate (completed in three installments for Professor Occhialino, November 1981 - February 1982) and a series of legal memos concerning Competency to be Tried, Plea Bargains and Criminal Discovery (com-



pleted for Professor Steizner, Nov. 1981- Feb. 1982). Some examples of extensive law Faculty Research Projects completed by the Reference Center include: a statewide canvass and listing of zoning statutes dealing with Special Exceptions or Hardships (completed for Professor Du Mars on December 16, 1981), and a detailed bibliography of materials containing Civil Jury Instructions (completed for Dean Desiderio on or about Feb. 12, 1981).

Numerous shorter research projects were, at the behest of Law Faculty, also handled by the Reference Center and/or the Legal Research Librarian. These typically involved the conduct of LEXIS searches for particular cases, the compilation of a LEXIS list of cases pertaining to a given topic, and the location and retrieval of new or pending legislation and cite-checking.

PRISON PROJECT

Approximately two-hundred and sixty-five (265) prisoner requests were received and processed between July 1, 1981 and June 30, 1982. The great majority of these (more than 90%) resulted in a response that included photocopies of at least some requested material which was not otherwise available in the prisoner's law library. On some occasions prisoners requested copies of items which were accessible to them in their facility's law library or their requests called for legal advice or an interpretation of applicable law or their requests were simply misdirected. On such occasions, a typical response involved a form letter which served to advise the prisoner of the limited services provided by the Prison Project and suggested that he or she consult specific titles available in their facility's library or listed appropriate agencies to contact (depending on the circumstances of the particular request).

The number of requests which stemmed from prisoners facing charges or serving their sentences in local (county or city) jails or detention centers

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amounted to about 50% of the year's total requests. This percentage may likely increase since the law libraries in state institutions are improving, while more prisoners in local jails are becoming aware of the Prison Project. A good example is the Bernalillo County Detention Center where, pursuant to a N.M. District Court Decree, we have recently renewed the invitation to use our services by arranging for the posting of copies of the Prison Project guidelines in their law library and recreation room. Some other local jails whose prisoners make frequent use of Prison Project services include Lea County and McKinley County.

Finding and retaining law student assistants for the Prison Project proved to be a particularly troublesome and reoccurring task during the prior year. A total of five (5) law students worked for me during that period and two (2) additional law students changed their mind about taking the job prior to beginning work. While I perceive some of the turnover to result from better job offers or decisions to concentrate on studies (none of the students were lost to graduation), another factor has been the job itself. Consequently, I've attempted to make the job more interesting by seeking students who can work as much as twenty (20) hours per week and by assigning those students the additional responsibilities of assisting in extensive Law Faculty Research Projects and conducting legal research in areas where I am contemplating writing an article.

#### IN-HOUSE LEGAL RESEARCH COURSE

During the two-month period from September 22, 1981 to the 1981 Thanksgiving holiday, ten (10) Tuesday afternoon class meetings were held on the lower floor of the Law Library. These classes were attended by nine (9) Law Library staff member/students and the teaching responsibilities were

shared by Myron Fink, the Law Librarian, and myself. This course was intended to provide a basic overview of the legal research process to variously situated Law Library Staff.

The curriculum of this "In-House Legal Research Course" ranged from a brief introduction to the legal system to a discussion of legislative history. Some of the other topics covered along the way included: Primary/Secondary Authority, Search Methods, Statutes, Case Reports and Digests, Administrative Regulations, Legal Encyclopedias, Legal Periodicals and Shepard's Citators. In addition to attending the class meetings, the students were expected to complete some weekly reading and legal research problem assignments.

Even though the "In-House Legal Research Course" had been taught, in a similar format, by my predecessor for several years, Myron and I decided that each student should complete an evaluation of the 1981 course. Since the Technical Services Librarian, Lorraine Lester, and I are slated to co-teach the next "In-House Legal Research Course", we recently reviewed these 1981 evaluations in preparation for a Law Library Business meeting. In the course of reviewing these evaluations, the anonymity of the commentators (in respect to me) was preserved.

Among the common criticisms of this most recent course were: the lack of any identification of the goals or purposes sought to be achieved by this course, a lack of relevance to some of the class member's jobs in the Law Library, the excessive amount of time spent on reading and problem assignments, and the timing of the course and lectures (i.e., afternoon class meetings during the Fall semester).

Keeping in mind these critiques, Lorraine and I recently formulated and submitted a proposal concerning the next "In-House Legal Research Course". This proposal was aired at the final Law Library Business Meeting of the

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1981-82 Academic year (5/28/82) and based largely on our recommendations the following resolutions were reached: (1) the courses will hereafter be offered in the summer and the next course will not be taught until the summer of 1983; (2) while Lorraine and I will co-teach the next course, the future teaching responsibilities will rotate between pairs of lawyer/librarians and other Law Library Faculty; (3) four-five morning class meetings will be held twice a week and each will last about an hour; (4) while the lectures will be common to all the class members, the reading and problem assignments will be varied depending upon an individual's particular position (Law Library Faculty and new Reference Center staff members will be expected to complete longer and more complex assignments); (5) as a general requirement, all permanent Law Library faculty and staff will be expected to go through the course at least once ( any additional exposures to the course would depend upon professional interest and a particular supervisor's expectations); and, (6) the goals of the course will be identified according to the needs of the individuals who are taking the course (i.e., those with some Reference responsibilities should view the course as a source of training, that purpose will however, be acknowledged to be beyond the needs of the others in the course who should at least hope to gain an improved appreciation of the functions of legal research and the Law Library in the context of the legal system).

#### PROPOSED ATTORNEY RESEARCH DEPARTMENT

In brief, this proposal represents an effort to make the U.N.M. Law Library's collection and U.N.M. law student researchers more readily available to remotely situated members of the N.M. Bar. The plan would also involve the part-time employment of a N.M. attorney to review and supervise law student work, and a clerical person to type legal memos and to bill patron-attorneys for the Department's services. This would represent a departure from the U.N.M. Law School's current practice of providing N.M.

attorneys who request temporary legal research assistance with a list of law students who are available to work as ad hoc law clerks.

The work on this proposal had been placed on the back burner pending the hiring and arrival of a new Reference Librarian. Since Kurt Adamson, the previous Reference Librarian, had been a member of the committee which is evaluating this proposal, it was felt that further progress should await his replacement's arrival.

In mid-February of 1982, I arranged a meeting between Professor Ted Occhialino of the Law Faculty, Dick Bowler, Reference Librarian and myself to discuss the proposal and the model characteristics of the University of Alabama Law School Library's "Legal Research Department". The ideas discussed and the conclusions reached at that meeting were later brought to the attention of Myron Fink, the head Law Librarian. In short, we resolved that I should generate an estimated annual budget for the proposal based upon both the Alabama experience and additional considerations deemed germane to the institution of a similar program at U.N.M.

After much inquiry into the anticipated costs of such a program (e.g., acquisition of word processing equipment; salaries and malpractice insurance) a budget was estimated which included an elaboration of the hourly fees we would need to charge to break even. [See Appendix A, attached] The reaction to this estimated budget has been somewhat mixed. Myron Fink has indicated that more of the costs need to be passed on to make the program totally self-sufficient. Dean Desiderio has, on the other hand, expressed some concern over the presently estimated level of hourly fees and has queried whether they can be reduced.

I will seek to arrange a Fall 1982 meeting, as soon as Professor Occhialino has returned to U.N.M., to address these and other lingering questions. We should also at that time decide what if any further action is appropriate.

DATE: May 27, 1982

TO: Dean Desiderio, Ted Occhialino, Myron Fink and Dick Bowler

FROM: Lorenzo Barela

SUBJECT: A Budgetary Analysis of a Proposed "Attorney Research Department" at the UNM School of Law Library.

Earlier this year, Ted, Dick and I met to discuss some aspects of this proposal and the University of Alabama Law School Library's "Legal Research Department". That school offers legal research services to the Alabama Bar which are substantially similar to those which some of you have considered offering to the New Mexico Bar (See Appendix A, attached). We agreed that the next logical step to take was the formulation of an estimated budget for the proposed UNM program.

The estimated budget which follows contains "ball-park" figures in three categories. The first category concerns the initial acquisition costs of word-processing equipment. For the purposes of the third category of this estimated budget, I have assumed that no attempt will be made to recover the costs itemized in this first category.

The second category lists those major ongoing costs which the Library would encounter on an annual basis. Not included here are advertising costs, postal charges for mailing finished work-products and bills to New Mexico attorneys, telephone expenses for returned calls to lawyers in varying state-wide locations, the cost of maintenance and supplies for the word processor, and routine supply costs (e.g., typing paper, legal pads, pens, manila envelopes, etc.). While the cost of these items may be cumulatively significant, they are subject to many fluctuations which preclude even the roughest estimation.

Finally, as a corollary to the costs detailed in the second category, hourly fees will be estimated. These fees will represent the amounts we would need to charge patron-attorneys to make the program self-sufficient (at least in respect to the costs listed in the second category). For the purposes of deducing these fees, I have assumed that the workload would continuously require the use of all personnel to the fullest extent permissible. Also, a separation of attorney, student and secretarial activities should permit an estimation of fees for limited services which you may wish to offer (e.g., providing handwritten legal memoranda or sending lists or copies of material which the staff attorney or students deem pertinent to an attorney's request).

ACQUISITION COSTS

The figures listed in this category are based upon recent (5/18/82) quotes from Joan Robbins of Computer Technology Associates.

One "Osborne System" (Personal Computer with word processing capability. Price includes 5 software programs).....	\$1,795.00
One 12" green CRT (display screen).....	280.00
One "Commodore Model Diablo 630" (Letter quality printer).....	2,300.00
Increased storage capability.....	200.00
Two linking cables.....	<u>80.00</u>
<u>Total:</u>	\$4,655.00

ONGOING COSTS

One half-time attorney with significant experience in legal research and writing. This person would receive, screen and evaluate attorney requests; assign projects to students; act as a relief researcher during exams; review the students' work-product and perform administrative duties associated with the supervision of the students and the secretary.....\$12,000.00

One full-time secretary with experience in typing legal memoranda and in operating word processing equipment. This person would be primarily responsible for preparing drafts and final versions of legal memoranda or other typed materials. Other duties would include bookkeeping, billing and some phone contact with attorneys ("CS V" per UNM Personnel).....\$10,500.00

Four law student researchers (2nd or 3rd yr.) to conduct legal research and write legal memos or other appropriate responses to attorney requests. Since some dispensation from duties for exams and exam preparation is contemplated (with a corresponding cutback in services) this figure is based on rates of \$7/hr. and 20 hrs./week/student during a 48 week year. The \$7/hr. and 20 hrs./week/student rates are generally consistent with the limitations currently



existing in respect to 3rd yr. law students working at the Law School. (See Appendix B, attached, for an explanation of why none of this cost can be mitigated through reliance on college work/study funds.).....\$26,880.00

Legal malpractice insurance for the attorney and the four law students, Charlie Schwab, the agent who handles the Clinical Law policy, offers the following very rough estimate of the annual premium for the kind of coverage indicated by the proposed program. (He cautions, however, that some underwriters will not touch it because of the novelty of the circumstance, the uncertainty of the kinds of cases handled and the open-endedness of the values of those cases)....\$600.00

Total Annual Cost.....\$49,980.00

HOURLY FEES

Attorney time can be billed separately according to the actual time spent on any given request. A half-time attorney who works 50 weeks a year would work 1000 hours/year. Accordingly, the hourly fee should be.....\$12.00/hr.

Secretarial time could be estimated and billed in a similar fashion. A full-time secretary working 48 weeks a year would work 1920 hours/year. (I have

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assumed that the secretary would accrue annual leave per month, as do other full-time employees of U.N.M.

.....\$5.47/hr.

Law student researcher rates are based on what 3rd year law students who do similar work at the Law School are currently earning.....\$7.00/hr.

.....\$7.00/hr.

Since no apparent distinction would be made between malpractice rates for law students or lawyers (per Charlie Schwab - 5/25/82), the total attorney and student time could be multiplied by the following rate in order to recover the proportional insurance costs.....\$ .12/hr.

.....\$ .12/hr.

(A hypothetical example): Merie McCoy, an attorney who practices in Lovington, New Mexico, requests the assistance of the U.N.M. Attorney Research Department in helping him research a Bankruptcy issue. Mr. McCoy, the staff attorney and the assigned law student agree that a typed legal memo summarizing applicable authorities would best suit Mr. McCoy's needs.

The law student spends 10 hours researching, writing and discussing the case with Mr. McCoy and the staff attorney. The staff attorney spends a total of 2.5 hours discussing the case with Mr. McCoy and the law student, reviewing the first draft of the memo and making suggestions to the student, and reviewing the final draft of the memo. Finally, the secretary spends 4 hours typing both drafts, making indicated corrections, billing Mr. McCoy and mailing the final draft and the bill to Mr. McCoy.

The total cost to Mr. McCoy for attorney time, student time, secretary time and proportional insurance charges resulting from his request is:

\$123.38

The Report of the Technical Services Department  
UNM School of Law Library  
July 1, 1981 -- June 30, 1982

Lorraine E. Lester, Associate Librarian/Technical Services

The usual production activities of the Technical Services areas continued at a full pace in spite of a lagging budget and climbing inflationary effects. The staff remained markedly stable and the law library materials collection was increased by over 6,000 volumes.

Some unique projects were undertaken in the Special Collections area facilitated by the increase of the Special Collections Librarian's position to full-time. Major work was undertaken on both the American Indian Law Collection and the first stages of development of a Latin-American Legal Collection.

In addition, the General and Law Libraries' joint selection and beginning implementation of a campus-wide Circulation/Inventory Control System (The DataPhase Automated Library Information System) completely incorporated the services of the Technical Services staff as they are primarily responsible for the preparation of the bibliographic data base to be used as the core of this system, and have undertaken, as well, the preparation of the collection to ready it for automated circulation. Many hours were spent by a number of individuals in joint planning with the General Library Staff. We expect that much of the activity for the coming year will be directed at implementing this total system.

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ON LINE CIRCULATION SYSTEM

With the University of New Mexico's purchase of the Eclipse S/140 computer and software package from DataPhase Systems, Inc. for an on-line library circulation system, preparations were begun by the UNM General Library and Law Library to prepare for the system's implementation. Treatment of the bibliographic records for the shared data base was begun in both locations. Numerous meetings between Law Library technical services professionals and faculty of Zimmerman Library were held beginning in November of 1981. Mr. Whitmore and Ms. Lester attended meetings of the Implementation Task Force and other committees formed to effect transition from traditional circulation, processing, and cataloging procedures to new methods more appropriate to the on-line system.

Mr. Whitmore and Ms. Lester worked closely with Ms. Frederick, Mr. Rollins, and Mr. Broussard of the General Library to incorporate the assistance of the AMIGOS Bibliographic Network Office so that the basic core data base of the new circulation system could be formed from the already existing machine readable OCLC records. A prototype computer program was derived through the efforts of both AMIGOS and the Law and General Libraries which significantly facilitated the creation and loading of the core data base in the circulation system.

Mr. Whitmore with Ms. Lester and Mr. Shoemaker, designed the Law Library's profiles for the system which reflect the unique regulations and procedures currently in use at the Law Library and which will be incorporated into the automated system.

ON-LINE CIRCULATION SYSTEM continued

Preparation of the collection will include the attachment of an adhesive label to each and every individual piece in the Law Library collection. Each label will identify that piece by bearing a unique OCR (Optical Character Recognition) number. The numbers have already been pre-assigned to the materials in the Law Library collection through the AMIGOS computer program, and are on record in the already loaded data base of the 20,404 records provided from OCLC tapes. Mr. Whitmore devised the procedure to be followed in applying the numbered labels to the library holdings. Most of the library staff will be involved in the label procedure which is scheduled to begin in early fall of 1982 and will involve handling the 20,000+ core items of the initial data load.

The initial data load only included those Law Library materials that had been cataloged on OCLC (the only machine readable cataloging), and thus, only those items cataloged since 1976. Cataloging at the Law Library done before 1976 is not in machine readable form, but can be made so through a function called "retrospective conversion". In November of 1981, authorization was given through AMIGOS to begin a retrospective conversion project through OCLC. The operation consists of locating the record of a given item in the OCLC data base and depressing the "update" key on the terminal which instantly affixes the Law Library holdings symbol to the record, and transfers the record information to the Law Library's OCLC magnetic tape making it "machine-readable". The cost of this operation is a fraction of the cost of cataloging per record. It was the philosophy of the Law Library and General Library as well, that the most actively circulating materials should be converted first. Thus, the daily circulation files were sorted out at the end of the day and passed

ON-LINE CIRCULATION SYSTEM continued

on to the Technical Services Dept. for the retrospective conversion operation which involved the entire Cataloging Section, as well as Mr. Phillips, Ms. Weeks, and Ms. Lester on a pre-scheduled daily basis. Mr. Whitmore designed the procedures and trained those individuals involved with the project. In addition to the normal cataloging output of 200 to 300 new titles cataloged per month, an equal number of titles were converted retrospectively, so that by June of 1981 over 2,000 additional catalog records have been made machine-readable. The Retrospective Conversion Project (RETROCON) will continue throughout the future.

At some point in the future, the data load to the circulation system will be instantaneous with the actual cataloging operation using an OCLC interface, so that when an item is cataloged it will be automatically loaded into the circulation system data base as well. We expect this to occur by late 1982 or early 1983.

Currently, three circulation system terminals are located in the Technical Services area where the data base can be manipulated and prepared. We plan to relocate two of the terminals to the Circulation and Reference areas sometime in 1983 so that automated circulation functions and reference retrieval can take place. Records in the data base will be retrievable by author, title, subject, series, call number, and other numeric indexes.

PROCESSING

Many of the processing procedures will change with the implementation of the circulation system. Book cards and pockets will no longer be required

PROCESSING continued

for automated circulation. Abbreviated book processing procedures have already been adopted for large sets in the collection and it is expected that a reduction in total processing time will be realized when the system is fully active. This may allow us to divert the several student assistant positions to other areas in Technical Services, or utilize them in the yet undeveloped procedures which will be inherent in the bibliographic control aspects of the circulation system. The volume of work handled by the Processing Section continued on the same level as last year with over 6,000 items processed.

BINDING

The volume of binding sent to our local commercial binder was similar to last year's as over 1,000 periodical volumes and 100 book volumes for bound at a cost of approximately \$7800. During the last quarter of the year, we were informed that the bidding process had resulted in a change of award of the State binding contract from New Mexico Book Bindery with whom we had been dealing for a number of years, to a newer smaller company -- Esperanza Bookbinding. As they were not equipped to provide plastic "rub" cards, or transaction machines; and as the university libraries were not willing to change their binding preparation procedures to accommodate the new binder; some delay has been experienced for the change-over to the new binder. The quality of their work is still unknown and the final transition to their services has yet to be achieved.

SERIALS

As usual, nearly the entire books and serials budget of the Law Library was

SERIALS continued

expended in law serials renewals. Approximately 205,800 was spent in payment of law serials invoices alone, of which 191,600 went to renewal of current services. This represents a renewal increase of 20% over last year's renewals. The book/serial budget was only increased by 9%. One new development in serials was the Government Printing Office's decision to actively pursue the policy of publishing in microform whenever possible. Since a great number of our serial receipts are due to our status as a selective depository with the Government Printing Office, the increase in microform receipt has become significant for our collection. A number of meetings on microform management were held to arrive at decisions regarding new procedures and policies for this material. In addition it was decided to order all State Sessions Laws in microfiche format as a cost saving manoeuver, and because it is believed that the service will be more complete and timely than we experience with the individual hard-copy arrangements. It was finally decided to consolidate all four microform areas to one central location on the Upper Floor of the Law Library. In addition, patrons will be advised that many serial runs originally published in hard copy are now being continued in the microformat and current issues will have to be located in the microform area, rather than on the shelves with the hard copy. A variety of methods for communicating this information will be used.

ACQUISITIONS

There were no staff changes in either the Acquisitions or Serials Sections. A total of 2,167 orders were processed with 1,787 representing monograph orders. The encumbered amount for monographs was \$36,311 making the average cost per monograph \$20.32 -- an increase of 16% over last year.



SPECIAL COLLECTIONS

Because the emphasis of the Special Collections Librarian's position has changed from routine maintenance of the existing special collections to a more aggressive and time-consuming role of establishing liaison relationships with the American Indian Law Center, the UNM Latin American Institute, the UNM General Library Special Collections Dept. and the Ibero-American materials specialist, the need for increasing the position from 3/4 FTE to full-time became very apparent. Effective with November, 1981, Susan Weeks became the full-time Special Collections Librarian.

During the year, the focus of the special collection development activity shifted from the Indian Law Collection to beginning development of a Latin American Legal Collection. Ms. Weeks met with Latin Americanists of the UNM Faculty as well as selected Law School and Law Library faculty to establish priorities for this collection. Foreign Law Librarians at institutions noted for their Latin American collections were also contacted. The Collection Development Policy Statement for the Special Collection on Latin Law resulted (see appended Second Draft).

In April, Ms. Weeks traveled to Mexico City to contact individuals at the Instituto de Investigaciones Juridicas (Legal Research Institute), at the Universidad Nacional Autonoma de Mexico, legal publishers and distributors, other universities in Mexico City, and members of the Mexican legal community. Basic legal materials in already agreed upon subject areas were identified and acquisition procedures were clarified. Ties were established through personal contact which will serve the future collection development efforts

in Mexican law. Ms. Weeks was also successful in obtaining financial support for this collection through the UNM Latin American Institute which provided \$1500 for Latin American legal materials. After the trip to Mexico, the decision was made to purchase the "Biblioteca Juridica Porrúa" along with a collection of State and Federal codes. This is a basic legal collection of current treatises published by the major Mexican legal publishing company, Editorial Porrúa y Hnos.

In addition to Mexican legal material, Ecuadorian legal material was selected as a limited acquisitions area for the collection. Ms. Weeks arranged a project with a second year UNM Law Student, Pia Gallégo, in which Ms. Gallegos compiled a Bibliography of Ecuadorian Legal Materials and a List of Book Dealers and Advisors for Legal Material in Ecuador in conjunction with an independently planned trip to Ecuador.

It was possible to set up an exchange agreement with the Cuban National Library with the assistance of Nelson Valdes who, as UNM Sociology Professor, traveled to Cuba in November of 1981. Ms. Weeks also applied for and acquired a Cuban mailing permit to facilitate this exchange.

A sizeable amount of Spanish language legal material remains in storage at Mesa Vista Hall. Beginning efforts were made to retrieve some of this material for the Latin American Legal collection. Some of the Mexican legal materials of historical importance were removed from Mesa Vista and Russ Davidson, of the UNM General Library, was consulted for value and significance appraisal of these materials. These and other materials still in storage will be added to the Latin American Law Collection where appropriate.

The Acquisition of Indian tribal codes was completed in January, 1982.

The Law Library received a response from 68% of the tribes contacted (141 out of 207), and those tribes which could provide codes did so. The majority of these codes have been added to the Indian Law Collection with the remainder to be added as soon as possible after cataloging. It is planned to update Indian Code holdings every three years.

The project to install a museum-type display case in the Special Collections American Indian Law area was undertaken. Ms. Weeks consulted with Vince Yannie, Curator of Exhibits at the Maxwell Museum, who provided a design and proposal for this case. Although a presentation was made to the Friends of UNM Libraries for funding, it was turned down because of the association's funding policies. It is planned to use funding from the Law Library Gift Account to build the display case in the Fall of 1982.

In June, 1982, a grant proposal was made to the National Endowment for the Humanities for the funding of a project to microfilm the records of the Pueblo Land Board located in Albuquerque. If this funding were to be acquired a complete microform file of these records would be supplied to the UNM Law Library. The records involved are highly significant, both historically and legally, and are currently quite inaccessible to scholars. They confirm the basis for both Indian and non-Indian land titles within the boundaries of the Indian Pueblos of New Mexico. The Library will receive a response from the NEH before April, 1983.

In accordance with the revised collection development policy statement for the American Indian Law Collection, the library is in the process of expanding this collection so that it includes significant legal materials on indigenous

peoples in all of the Americas. While in Mexico City, Ms. Weeks was able to contact the Inter-American Indian Institute. An exchange agreement is now being set up for publications issued by the Institute which are of relevance to the UNM Law Library collections. A number of photocopies of materials held in their library have been ordered.

The cataloging of materials for both the American Indian Law and Latin American Legal Collections continues to be a problem. The influx of these materials has created a cataloging backlog which cannot adequately be handled by the Special Collections Librarian and the current cataloging staff. During the past year, Ms. Weeks was able to catalog over one hundred Indian Law items and a smaller number of Spanish language legal items and procedures were instigated to make use of the services of some of the clerical staff for these cataloging operations. There is a definite need for additional staffing for cataloging this material.

#### GIFTS AND EXCHANGES

The Library received a total of 33 gifts during this fiscal year. Included in these were 949 volumes and 200 periodical issues. Approximately 20% of these were added to the collection. The Friends of UNM Libraries also appropriated \$1000 for the purchase of Law Library materials.

While new exchanges have been organized for the development of the Law Library's special collections as mentioned above, the exchange agreements for acquiring State Session Laws of individual states were terminated. This is due to the decision to acquire the session laws on microfiche.

SECOND DRAFT  
COLLECTION DEVELOPMENT POLICY STATEMENT  
FOR THE  
SPECIAL COLLECTION ON LATIN AMERICAN LAW

It is the intent of the University of New Mexico School of Law Library to begin to collect materials for a Special Collection on Latin American Law for purposes of legal and general scholarship. The primary focus of the collection will be Mexican law with an aim to serve the legal practitioner in New Mexico, law faculty and the student body at the law school, and scholars at the University of New Mexico. In order to include materials relating to the legal systems of South America, we have selected two countries as representative: Argentina and Ecuador. Cuba has also been selected as a country to collect for on a limited scale for comparative purposes as the Cuban legal system is unique in the Americas. There will be an attempt to create a comprehensive legal collection for Mexico. Collection development for the other Latin American countries will emphasize legal commentary in order to facilitate scholarly research and comparative studies.

MEXICO

The subject areas for Mexico will be commercial law, contracts, criminal law, labor law, immigration law, international conflicts of law, investment law, patent law, public international law, state and public policy, and U.S.-Mexican relations. Titles already identified as significant legal ones falling within these subject areas are: 1) Servicios Andrades, a loose-leaf publication on different aspects of Mexican law, 2) Repertorio, an eight part work on Mexican law (recommended by the University of Arizona Foreign Law Librarian), 3) official gazettes (available on microfilm through the Library of Congress, for Mexican states and the federal government as well as for other Latin American countries), 4) Commercial Laws of the World, by the Florida Tax Association (includes translations of the commercial laws of Mexico, Argentina, Brazil, and other Latin American countries), 5) CENIET (documents the Mexican perspective on migration).

OTHER LATIN AMERICAN COUNTRIES

Argentina has been chosen because: 1) Argentina publishes more treatises than any other Latin American country; 2) Argentina is the only country in South America which keeps track of "fallos" (opinions); 3) Other South American countries, e.g., Paraguay, cite annotated Argentine codes and look to Argentina for legal precedent<sup>1</sup>. Ecuador has been selected primarily because of the contacts the University has in the country through the Centro Andino and because Ecuador is one of the Andean Pact countries.

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<sup>1</sup>As the average cost of a legal monograph in Argentina is \$47.70 (per an Acquisitions Librarian at the Library of Congress), we will need to decide whether the expense is within our budgetary possibilities. The University of Texas at Austin's Tarlton Law Library has a comprehensive Argentine Law Collection. Materials from this are available through interlibrary loan for a fee.

Because of the emphasis in the Law Library on social change, law and legislation in a socialistic society like Cuba support other areas of our collection. We will attempt to acquire the following Cuban legal periodicals: 1) Gaceta Oficial de la República de Cuba, 2) Información Jurídica, 3) Legalidad Socialista, 4) Revista Cubana de Derecho. In addition, the Library will collect selected legal monographs offered for exchange by the Cuban National Library.

(Comments and suggestions on the contents of this draft are appreciated. Please contact Susan Weeks, Special Collections Librarian, at 277-4058.)

November 24, 1981

STAFF CHANGESAdditions to Staff

Sharon Montgomery	CS V	Dept. Secretary	3-8-82
Susan Thompson	CS V	Bookkeeping Asst.	5-3-82

Deletions from Staff

Helen Costello	CS V	Dept. Secretary	11-20-81
Ninka Hainer	CS V	Bookkeeping Asst.	3-13-82
Ruth Heilman (retired)	LTA II	Cataloging Asst.	4-30-82
Deborah Kane	LTA II	Head of Processing	5-28-82

RETIREMENT

Ruth Heilman retired as Cataloging Assistant effective May 1, 1982 after twelve years of part-time service to the Law Library. We are very grateful to have been able to have her dependable and fine work for so long a time.

PROFESSIONAL ACTIVITIES

Lorraine Lester began the two-year term of President-Elect/ President of the Rio Grande Chapter of the Special Libraries Association with July of 1981. The Rio Grande Chapter includes the State of New Mexico and part of Texas. She attended a number of chapter meetings as well as the Winter Meeting of the Special Libraries Association in Louisville, Kentucky in January, 1982 and the National Meeting in Detroit, June of 1982. She continued her term on the Budget Review Committee of UNM, and served on the Implementation Task Force as well as a number of other related committees

2269 connected with the automated circulation system of the General and Law Libraries of UNM. She also attended the annual meeting of the New Mexico Library Association held in Las Cruces, NM in April of 1982.

Jerry Phillips was elected Secretary of the New Mexico Depository Library Council and attended its meeting in Las Cruces, NM. in April of 1982. He was nominated to be Chair-Elect of the Online Bibliographic Services Special Interest Section of the American Association of Law Libraries. In addition, he completed 15 hours of graduate level history courses in preparation for entry to the UNM Masters Degree Program in history.

Susan Weeks joined a number of associations of professional interest: The Rio Grande Chapter of the Special Libraries Association; the Greater Albuquerque Library Association, and the Latin American Institute. She attended related meetings including the Annual Conference of the New Mexico Consortium of Latin American Studies held in Albuquerque, December 4 & 5, 1981. She became a member of the Latin American Institute's sub-committee on Libraries. She also observed the Law School course on American Indian Law Cases in the Supreme Court offered by Professor Ragsdale, and participated in the in-house Legal Bibliography course developed by Myron Fink and Lorenzo Barela of the Law School Library.



ADMINISTRATIVE UNIT

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The recently created administrative unit composed of the Department Secretary, the Bookkeeping Assistant, and the Associate Librarian for Technical Services underwent major staff changes with the resignation of the Department Secretary effective November of 1981. The vacancy in this position presented the opportunity to re-evaluate the services required at the Law Library of the Department Secretary and it was agreed that an increase in this position from 3/4 time to full-time was highly desirable. The additional 1/4 FTE provides relief to both the Circulation staff and the Reference Staff. The Head of Circulation was able to completely delegate responsibility for communication with physical plant and building services maintenance. In addition, it is planned to involve the Department Secretary with reference responsibility because of the proximity of that location to the Reference area. By developing the ability of the Secretary to serve patrons with information and minimal reference assistance, service to patrons will be facilitated in that location. The Law Library Staff also felt a very strong need to have desk coverage in the Secretarial area on a full-time basis.

The Bookkeeping Assistant position also became vacant effective with March, 1982, again providing opportunity for job and procedure review. Certain procedures have been streamlined accordingly.

Subject: Copy Services Report for FY 1981-82

During FY 1981-82 a total of 1,271,879 photocopies were made on Library copiers at an operating cost of 37,951.07. Revenues realized were 53,623.58.

<u>Number of Copies</u>	<u>FY 1980-81</u>	<u>FY 1981-82</u>	<u>Increase/ (decrease) Over/ (Under) FY 1980-81</u>
Copier #1 (coin-op)	140,270	111,297	
#2	243,712	240,390	
#3	239,121	248,345	
#4	206,634	230,258	
#5	223,429	346,850	
#6 (coin-op)	<u>2,584</u>	<u>94,739</u>	
TOTALS	1,055,750	1,271,879	216,129
<u>Operating Expenses</u>	<u>FY 1980-81</u>	<u>FY 1981-82</u>	<u>Increase/(Decrease)</u>
Copier #1 (coin-op)	3,556.42	1,397.83	
#2	3,723.77	2,407.26	
#3	4,570.84	4,899.19	
#4	6,870.81	5,695.46	
#5	8,261.08	9,190.63	
#6 (coin-op)	1,584.26	3,525.87	
Supplies	<u>9,390.27</u>	<u>10,834.85</u>	
TOTALS	37,957.27	37,951.07	(6.20)
<u>Revenues</u>	46,651.06	53,623.58	6,972.52
<u>Profit Margins Realized</u>	8,693.79	16,572.51	7,787.72 (90% increase)

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## LAW LIBRARY STATISTICS 1981/82

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Number of cataloged volumes on June 30th, 1981	160,450
Number of volumes added (net) in 1981-82	6,394
Number of cataloged volumes on June 30, 1982	166,844
Number of periodical titles being received at the end of 1981/82	
	950
Number of other serial titles being received at end of 1981/82	
	2359
Other processed materials added:	
Government publications	400
Maps	1
Microfilm (reels)	28
Microcards	-0-
Microfiche (pieces)	16,568
Sound recordings (cassettes)	-0-
Slides	-0-
Other (video tapes)	-0-
Number of new titles cataloged	2,544
Volumes added (gross)	6,394
By Purchase (includes serial added volumes)	4,376
By gift and exchange	293
By binding of periodicals	1,021
By US Government Depository	665
By New Mexico State Depository	39
Binding	
Books	90
Periodicals	1,021
Other (rebinds)	26
Theses	2
Photographic Services	
Photocopy prints	1,271,879
Circulation	
Number of regular loans	15,536
Number of reserve transactions	
Desk reserve	4,660
Class reserve	7,169
Miscellaneous (video, audio, exams, etc.)	1,908
Number of Interlibrary loans	
Loaned	157
Requested but not loaned	240
Photocopied by Law Library	89
Borrowed by Law Library	56
Photocopied for Library	41
Total requests by Law Library including not filled	116
Total requests from other libraries including not filled	602

Hours of student assistance	
On library budget	3,348.6
On Work-Study	11,452.5
Number of regular staff members (FTE)	
Professional	6.0
Clerical	7.25
Technical	11.25

EXPENDITURES

Library materials (books, serials, microforms, etc.)  
 A total of \$236,426 was used for library materials.

Cost of renewal of serial services and backfiles	\$ 191,600.00
Cost of new serial services (average cost per serial: 37.45)	14,230.06
Cost of new monographs (average cost per monograph: 20.32)	36,311.00
Cost of OCLC on-line cataloging 1981/82	9,761.83
Supplies and Expenses	\$ 63,141.06
Equipment and Furniture	1,962.36
Binding	8,286.10
Salaries	353,158.31
Student Assistants	20,046.60
Other	5,785.41