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# UNM School of Law Library Annual Report 1980-1981

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The Report of the Law Library

July 1, 1980 - June 30, 1981

Myron Fink, Law Librarian

The past year was particularly noteworthy as a period of reflection, evaluation and self-study. The Law Library was surveyed in depth by Professor Julius J. Marke, Law Librarian of New York University School of Law and an Ad Hoc Library Committee began to develop a "Self Study and Library Development Plan." There were also significant administrative changes made in the Reference Center and in the Technical Services Department. It was also a year in which the American Indian Law Collection received special attention and new directions as a special library collection.

Professor Marke's report for the survey makes a number of recommendations which may be summarized as follows:

1. Present State of the Law Library

a) A shift in collection development from one of basic collections in Anglo-American law to the development of research, scholarly collections with a greater ratio of holdings devoted to: interdisciplinary materials; foreign, comparative and international law; microfiche acquisition of legislative history retrospective to 1900; broader selection of depository federal documents; addition of extensive state and local government materials; expansion of multimedia; and upgrading of the book

selection process generally with more participation by law and library faculty.

b) Encouragement of an "Out-Reach" program for the New Mexico Bar to include a legal research service for attorneys and development of satellite law libraries in outlying areas where lawyers do not have ready access to basic materials.

c) Upgrading of the Special Collections Librarian to a full-time position.

## 2. Future Development and Expansion

A future plan for the Law Library to become a unique regional resource for the Southwest with the establishment of an Inter-American Institute for Legal Studies and Research at the Law School. Within the research interests of the Institute, development to take place within a framework of comparative law and in accordance with the established institutional interests of the law school.

Immediately following Professor Marke's visit, an Ad Hoc Library Committee appointed by the Dean of the Law School began its work to draft a development plan for the library. A first draft prepared by Kurt Adamson, Reference Librarian, was submitted in June. The Committee, with representation from both law and library faculties, will continue its work in the future. A decision has been made that the Law Librarian will become an integral part of the Committee in its

future deliberations rather than be an ex officio member.

The Ad Hoc Library Committee is expected to become the vehicle for an on-going dialogue between the two faculties concerning the future development of the Law Library. Much can be learned and shared and the final written plan should be useful both internally and as a document that satisfies the requirements of the Association of American Law Schools.

In addition to preparing a Library Development Plan, we are continuing to move in the direction of formulating written library policies for all significant procedures and goals in the library. Lorraine Lester, Associate Librarian/Technical Services, has been in charge of this project. I am planning to develop an on-going written list of library matters that need attention and decisions together with target dates shown. I think this will be a useful tool if it is kept current and referred to frequently.

Our Reference Center was strengthened considerably this past year with the hiring of a full-time Legal Research Librarian, Lorenzo Barela. Mr. Barela has been given the important job, only second to his primary responsibility of providing law faculty research services, of developing an attorney research assistance program. We are hopeful that this program will begin to function in 1982.

The Reference Center lost the services this past year of its head, Mr. Kurt Adamson, who resigned to accept a position at Boston University

Law School. Mr. Adamson did an outstanding job in developing the Reference Center. Over the years, the quality of the Law Library has been enhanced by the services of key people like Kurt Adamson who have left with us a legacy of excellence. He will be missed by everyone in the library and in the law school.

In the last Annual Report, I described a reorganization of responsibilities in the Technical Services department. Last year, we developed new job descriptions for key people on our library faculty as part of this reorganization. Mr. Jerry Phillips was given the title of Assistant Technical Services Librarian in recognition of his additional administrative duties and Ms. Lorraine Lester was given the title of Associate Librarian/Technical Services in recognition of the general administrative duties she is being asked to perform. Similarly, Mr. Adamson's vacant position was reviewed and the new title of Associate Librarian/Reference Services was assigned in recognition of the responsibilities inherent in the position. Like Ms. Lester, the successor to Mr. Adamson will be expected to assist the Law Librarian with the administration of the Law Library including planning, policy decisions and overall library development. Whereas Ms. Lester's focus will be general administration including information and records of a technical nature, the new Associate Librarian/Reference Services will work closely with the Law Librarian on plans and decisions for collection development and for public services. All three new titles reflect the broader responsibilities which have

developed as the Law Library has expanded its collections and services.

In the Law Library Annual Report for 1979-1980, I described the formation of "policy groups" in the various library departments. These groups were felt to be necessary as a way of decentralizing and sharing some of the responsibilities assumed by department heads. The "immediate and lasting advantages" anticipated in the last Report have indeed come to be. The attached reports from the heads of Technical Services and Circulation attest to the better communication that exists both within and between departments.

Recently I arranged to have a special meeting of members of policy groups to explore proposals which I felt would contribute to greater job satisfaction and job opportunities for library faculty and staff. One proposal was to expand membership in policy groups to include all staff in supervisory positions and to open monthly Library Business Meetings to all permanent employees in the Law Library. When it is remembered that barely five years ago there were no regularly scheduled meetings of library faculty and staff, it is remarkable to see how far we have come in involving faculty and staff in decision-making and in participation in meetings.

Other proposals adopted at the special meeting were to have each permanent employee responsible for functioning in a second job in the library and to offer opportunities within the library for persons to learn other jobs if they so desired. Finally, we adopted a plan to have each member of the library faculty work limited hours in the Reference Center on a continuing basis to gain the valuable experience

which the Reference Center provides. These decisions were designed to expand job experiences, enhance morale by encouraging initiative and responsibility and to provide opportunities for learning and interaction.

Parenthetically, I would like to add here a word of thanks to Ms. Helen Costello, Department Secretary, who was assertive in sharing with me her feelings of isolation and lack of appreciation as a staff member in the library. When I began to listen to what she was trying to say, I began to change my behavior and to realize that I had a responsibility to give her more attention as a fellow worker. I initiated the major job and performance evaluation referred to in The Report of the Technical Services Department (p.13). Working together with Lorraine Lester, we were able to address most if not all the difficulties facing Ms. Costello. Learning from mistakes or omissions was valuable for Ms. Lester and myself. I should say also that Ms. Costello was helpful in stimulating my thinking concerning management policies which in turn led to some of the proposals at the special meeting referred to earlier in this Report.

Under "highlights" in the Annual Report 1979-1980, I reported that the library faculty had made a decision to recruit a Special Collections/Gift and Exchange Librarian who would have a working knowledge of Spanish to develop a Mexican-Latin American Collection in the library. This was in accord with the recommendation of the Law School Faculty Committee on Self-Evaluation that "The Library

should continue to develop outstanding collections dealing with Indian Law and Land Grant Law, while beginning to create special collections in Mexican and Latin American Law and Natural Resources Law."

Our success in hiring Ms. Susan Weeks as a 3/4 time Special Collections Librarian and the work we have done together in the American Indian Law Collection this past year are described in the attached Report of the Technical Services Department. I am very pleased with the progress made and feel that we have at last the basis for meeting the mandate to develop an outstanding special collection in this area. Ms. Weeks has developed excellent working relationships with the staff of the American Indian Law Center and we now have clear directions for future collection development. I have asked Ms. Weeks to shift her focus next year to the development of a Latin American legal collection without losing the momentum built in the American Indian collection. This goal will be very difficult for her to meet if she continues in her 3/4 time position. Therefore, one of the top priorities for the coming year is to arrange a full-time position in the library for her to become effective not later than July 1982.

Special collection development brings to mind the disappointing 9 percent increase in book/serials funds for next year and the end of our bond money support. These are exacerbated by the terrible inflationary drain over the past five years, particularly in law serial services (17 percent per year). The specter of lack of funds haunts



our plans to implement Professor Marke's recommendations for collection development. We cannot even afford to maintain our present serial services without an annual budget increase of at least 20 percent. In 1979, the Association of American Law Schools called upon the President of the University and the Dean of the Law School to address several concerns expressed by its Executive Committee. Among these concerns was the following:

- 3) declining library acquisitions funds which may place the library in serious jeopardy . . . .

If a sizable budget increase is not forthcoming in 1982, our library serial services will have to be cut drastically and dramatically. I hope that the gravity of our situation is recognized and addressed in the coming year.

In addition to my involvement in the previously mentioned developments and activities, I taught a course in Injunctions and a seminar in Law and Social Change, supervised a law student in an independent study/tutorial for one credit hour in Legal Research Materials and Procedure, revised "Legal Research Notes" which was distributed to students in Introduction to Advocacy, attended meetings of the Advisory Committee for the N.M.S.A.(1978), Friends of the UNM Libraries, Community Education Committee, Council of New Mexico Academic Libraries and annual meetings of SWALL and American Association of Law Libraries.

Since June 1981, I have been filling in for Kurt Adamson in the library Reference Center and working on a publication which will be included in a forthcoming Manual of New Mexico Law of Injunctions.

Other highlights and outstanding activities in the Law Library in 1980-81 were:

1. Guidelines for the library faculty amended

On April 27, 1981, the Law Faculty amended the Guidelines for the Library Faculty. The most important change was the acceptance of the principle that "scholarship, research or other creative work" should be added to the criteria to govern tenure and promotion decisions in the future. Other amendments dealt with removing inconsistencies, acknowledging that a permanent, full-time professional (i.e., J.D. and no M.L.S.) shall have non-teaching faculty status within the University and giving such person (and permanent, part-time, visiting or temporary professional librarians) the title of "Lecturer in Law Librarianship."

2. Donation for law books

In 1980, the library received a donation (from a source not wishing publicity) of \$25,000 for the purchase of law books. As was done from a similar donation in 1979, the library used the opportunity to continue its retrospective purchases of the United States Serial Set. Adding some unspent money from the previous year, we arranged to buy parts of the Serial Set on microfiche from the 69th - 85 Congress (1925-58) for \$30,000.

The U.S. Serial Set is an incomparable resource for legal scholars, lawyers and researchers in many fields. Because our library has already acquired the CIS U.S. Serial Set Index, we now have the capability of

locating and examining in this library all House and Senate Documents and Reports from 1925 - present.

The library also received \$1,037 as a donation this past year for the purchase of Anti-Trust materials. We were able to add the CCH Trade Regulation Reporter to our collection as well as thirty-five selected monographs and documents.

3. Annual Meeting of the Southwest Association of Law Libraries

We were hosts at this meeting which included a reception at our law school followed by tours of the library. Most of the participants had never visited here before. The comments about our library were uniformly enthusiastic and appreciative. It was a delightful experience for us and our Local Arrangements Committee deserves credit for doing a fine job.

4. Consultant to Bernalillo County District Court Library

At the invitation of Jeffrey Rubin, Judicial Law Clerk, I surveyed the collection in the District Court library and advised on selection of books, classification, inventory control, and preparation for a move to new quarters.

5. Increased Activity in Circulation

There was a marked increase in patron requests to the Circulation Desk this past year. Despite the heavy business, operations

remained smooth and patrons were not delayed or inconvenienced. The increased involvement of supervisors in "policy groups" and the attention paid to improving job performance contributed to the smoothness and improved professional image. I was particularly pleased to be able to effect the reclassification upward of Ken Shoemaker, head of Circulation from LTA-III to LS-I and Constancia Simpson, Collection Maintenance Specialist, from CS-IV to LTA I.

6. Proposals for expanded services to New Mexico Lawyers

In the Report of the Law Library 1979-1980 (p.5-6), I described proposals for development of a legal research service for lawyers in the Law Library and development of satellite law collections in county courthouses to serve outlying areas of the state.

In August 1980, I met with the Audit and Finance Committee of the Board of Bar Commissioners to discuss these proposals. I later drafted a letter to be sent to all local bars to ascertain their interest and need for these libraries. An announcement soliciting comments and suggestions appeared also in the September 18 issue of the State of New Mexico Bulletin and Advance Opinions. To date, less than half-dozen letters have been received, all favorable.

In 1981, the Dean of the Law School met with Lorenzo Barela, the new Legal Research Librarian, Professor Ochiellino and myself to discuss prospects for setting up a legal research service for New Mexico lawyers in the Law Library. After considering the various alternatives, it was decided to have Mr. Barela continue to collect

information about similar services in other law schools and to aim for a pilot project to begin the Spring of 1982.

7. New Administrative Unit created

Following the major job and performance evaluation of the Department Secretary this past year, a decision was made to formally establish a new Administrative Unit in the library. This brings together in one Administrative Unit the bookkeeping/secretarial duties and sharpens lines of supervision and responsibility. Formerly, the Accounting Assistant was in the Technical Services Department and the Department Secretary and w/s student help were informally supervised by the Law Librarian and Associate Librarian/Technical Services. The latter will now supervise this new unit and report directly on its operation to the Law Librarian.

8. Project to review periodicals/serials/continuations

In February 1981, I asked the Reference Center to spearhead a review for all periodicals/serials/continuations in our restricted upper floor collections. Each title will be coded for "estimated usage," i.e., high, moderate and low. After this, figures for "estimated annual cost" will be added and number of copies in library indicated. We will then be in position with the help of the law faculty to make proposals for cancelling or continuing these titles. This review is expected to last at least three years and will be extended to all similar materials in the library. With such information,

we will be in a better position to cut subscription costs in the most rational way should this become necessary.

9. Assistance to PNM inmates

We received word this past year from Professor Ted Occhialino that the N.M. Department of Corrections and Criminal Rehabilitation was asking for assistance from the UNM Law School in providing services for inmates. The type of program suggested was the training of inmate clerks to work in the PNM Law Library and in the facility at Los Lunas which opened in September 1980. Another area in which assistance was requested was provision for library services on a regular basis to inmates.

I arranged to meet with Mr. Ralph Maxwell of the N.M. Attorney General's office, Dr. James West, person in charge of education and training for the N.M. Department of Corrections and Kurt Adamson, Reference Librarian. Following this meeting, Kurt Adamson and I met with Mr. Jay Ihrig who was in charge of all state correctional facility libraries.

As a result of this meeting, several new policies and procedures were established and an arrangement was made for Kurt Adamson to train prison library assistants in basic legal research techniques. Mr. Lorenzo Barela, Legal Research Librarian, is now in charge of the Prison Law Project in the Reference Center. During the coming year, Mr. Barela will be reviewing these arrangements.

10. Review of congressional documents received as depository

While all congressional publications (with few exceptions) are now received in microfiche through a CIS subscription, our library had never reviewed hardcopy congressional materials received here by selection as a government depository. We felt it was important to make this review since a large number of documents were Hearings and Prints of the House Committee on government operations which are not on subjects relevant to our collection.

A decision was made to keep receiving Hearings and Prints from this House Committee as well as those received from the House Committee on the Budget, Judiciary and Senate Committees on Foreign Relations and Judiciary. In addition, Hearings and Prints from two Committees (House Committee on Interior and Insular Affairs and Senate Committee on Energy and Natural Resources) were added to our future selections.

Another decision made was not to receive Congressional Committee Reports on depository because these are only available as a total package rather than by Committee and the numbers would be overwhelming in hardcopy. Presently, hardcopy Congressional Reports, Hearings and Prints from non-selected Congressional Committees are ordered separately by me and certain members of the library faculty.

Another major decision made this past year concerned our future acquisition as a depository of the U.S. Serial Set (presently a high-priority retrospective acquisition title). Because of the large number of hardcopy publications of this title currently being

offered to depository libraries which would quickly encroach on our available shelving space, and because it would be impossible to handle the volume of separate cataloging and subject analysis that would be entailed were the Serial Set to be analyzed for contents, and because we already have the contents of the Serial Set in our current CIS congressional subscription on microfiche, it was decided to de-select the U.S. Serial Set in hardcopy and not to select the current Serial Set in microfiche.

The above reviews and decisions were necessary to clear the decks for future actions regarding federal depository materials in our library in view of the high priority given by Professor Julius Marke to a) microfiche acquisition of legislative history retrospective to 1900 and b) broader selection of federal depository documents. Federal depository acquisitions are the only area of collection development that are cost-free to our library. As funds become scarcer, I will be looking increasingly to this area of collection development in our effort to shift our acquisition policy from one of basic collections in Anglo-American law to one of developing research, scholarly collections in selected areas.

11. Other reviews of procedures and policies

In addition to the preceding review of depository materials, a number of other reviews of library procedures and policies were



made this past year. Some of the more significant of these concerned:

- a) Assigning copy numbers for replaced materials, copy numbers on spine labels, spine label equipment
- b) Session Laws: hardcopy or microform?
- c) Alarms and emergency procedures
- d) Binding "incompletes"
- e) Filling staff positions in the library.

## The Report of the Reference Department

July 1, 1980 -- June 30, 1981

L. Kurt Adamson, Associate Librarian/Reference Services

The 1980/81 year was marked with the continued growth in the volume of reference inquiries and an increase in requests for extended research projects for the Law School Faculty. Two major vacancies occurred with the retirement of the Legal Research Librarian, Helen Carter in the Fall of 1980, and the resignation of the Associate Librarian for Reference Services, L. Kurt Adamson in June, 1981. Work was begun on the Long-Range Library Plan as the Associate Librarian/Reference Services was appointed Chairperson of an ad hoc Committee by the Dean of the Law School to create a draft of such a plan. The first draft was completed by June, 1981.

## PATRON SERVICES

With the continued growth in the volume of reference inquiries over the course of the year and the Reference Center's lack of one staff member until the Legal Research vacancy was filled in March, 1981, consolidation of existing services rather than any extension of new services was necessary. However, the hours of reference service were slightly expanded during the year to insure coverage of the reference desk at the noon hour and between 5 and 6 P.M.. The desk is now manned at least 74 hours per week. This has also been

a very big year for extended research projects for the Law School Faculty. At least 35 major research projects were handled during the year by the Reference Center with nearly 2/3 of them requested since January, 1981. The Center continued to perform SDI (selective dissemination of information) services for a number of the Law Faculty. This included the annual review of action in the New Mexico Legislature.

#### PRISON LAW PROJECT

The Prison Law Project was handled by the Reference Center staff until the new Legal Research Librarian was hired in March, 1981. The volume of correspondence from state prisoners has been steady and slightly increased over the volume of 1979/80. The Prison Project is now totally under the control of the Legal Research Librarian.

#### PERSONNEL

Lorenzo Barela was hired as of March 2, 1981 to become the new Legal Research Librarian in the Reference Center. At this time the position was increased from 1/2 Lecturer III to a full-time Lecturer III. This now gives the Reference Center 2.0 FTE professionals to service faculty requests and other complex legal reference work. This was particularly important in light of the heavy surge of faculty research requests from January through May of 1981.

GlenPeter Ahlers was changed from 1/2 LTA II to a full-time LTA II to meet the demands for reference service. This change in his status took effect July 1, 1980. Mr. Ahlers has been doing a very fine job in the department over the course of the last year and has learned far more rapidly due to greater contact with patrons and their reference questions as a full-time Reference Assistant. The Library Specialists, Pat Wagner and Richard McGoey have continued to do their own fine work for the Reference Center. It is also expected to be able to upgrade the work-study position held by Susan Magee as she ably serves as a reference backup and has thus expanded her responsibilities in the Reference Center. A reclassification of GlenPeter Ahlers from LTA II to Library Specialist I in line with the career ladder philosophy of the Reference Center will be activated in the Fall of 1981.

L. Kurt Adamson, Associate Librarian/Reference Services resigned effective June 12, 1981 to take the position of Associate Director of the Pappas Law Library at Boston University. A search to find a replacement was begun at the end of April 1981 and a new librarian should be in place sometime during the Fall semester of 1981. In the meantime the Reference Center continues to function as the entire reference staff takes on a unified responsibility for the operations of the Center and are assisted by the Law Librarian who serves the reference area a number of hours per week in view of the professional vacancy now existing.

During the Fall semester, all of the Reference Assistants participated in law courses. The purpose of this program, encouraged by the Associate Librarian/Reference Services is to provide each Assistant with a developing knowledge of the general principles and language of the law. The success of the program is clearly evident in improving the job performances of all the staff members. The program of encouraging continuing legal education for the reference staff through the audit of law school courses will continue in the Fall of 1981.

#### LEXIS

The Reference Center is responsible for the operation of the LEXIS (automated legal research) terminal in the library. The Head of the Reference Center conducted training seminars for approximately 45 first year students in April and a special seminar for clinical program students in February. Throughout the year, the Center's staff provided individual instruction, demonstrations and/or direct research assistance to many other LEXIS users. The amount of the use of the LEXIS terminal seems to be about the same as the 1979/80 usage.

#### COLLECTION DEVELOPMENT

Over the course of the year, the Reference Center provided periodic advice to the Law Librarian on the development and weeding of the collection. This activity will be continued in 1981/82 with a project

to review all upper floor treatise, serial, and looseleaf services. The project will be used to find those items which may be considered for cancellation should the annual budget fail to meet rising prices of legal materials. The Reference Center has also provided suggestions on needed book and serial additions to strengthen subject areas in the library's collection.

#### NEW MEXICO RECORDS and BRIEFS

The reference staff has begun a program of inventorying the complete set of New Mexico appellate records and briefs available in the Library. This program will make it easier for patrons to determine precisely what is available in any of the brief files in the Library without laboriously paging through a given file. It will also provide tighter circulation control over materials in the files. It is anticipated that this project will be completed in about 12 to 16 months.

#### LONG-RANGE LIBRARY PLAN

The Reference Librarian, as Chairman of the Dean's Ad Hoc Library Committee, completed the first draft of the Library Self-Study and Development Plan. The plan reviews the current state of the library physical plant, staffing, collection and services. It also provides an outline of anticipated developments or goals for the next five years, and longer where appropriate. This draft will be revised

during the course of the summer and fall, so that it may be submitted to the Association of American Law Schools in compliance with their accreditation requirements.

#### FUTURE DEVELOPMENTS

The first major goal of 1981 will be to hire a replacement for the current head of the Department. All members of the Reference Center staff will participate in the applicant screening and interviewing process. In the meantime, the Reference Center staff will have to cover all service areas at their expected level of competence and over the normal reference work week.

The Center will be assisting the Law Librarian in the review of materials mentioned earlier. This should be completed by February, 1982.

The Legal Research Librarian will be working on plans for an attorney research program for New Mexico lawyers in outlying areas of the State. He will be working with the Dean, Law Librarian, and law faculty on this program. It is currently anticipated that the program could be implemented in the Fall of 1982.

#### ADDITIONS TO STAFF

Lawrence Barela, Legal Research Librarian-Lecturer III 3-02-81

#### DELETIONS FROM STAFF

Helen S. Carter, Legal Research Librarian-1/2 Lecturer III 8-20-80

L. Kurt Adamson-Associate Librarian/Reference Services 6-12-81

## PROFESSIONAL ACTIVITIES

L. Kurt Adamson acted as chairman of the Local Arrangements Committee, as the UNM Law Library hosted the 1981 Annual Meeting of the Southwest Association of Law Libraries. The meeting, held in March 1981 at the Sheraton Old Town, included an evening reception at the Law Library and tour of the facilities. Comments from the participants were very flattering.

L. Kurt Adamson was elected Chairperson of the New Mexico Depository Library Council for the second year (1979-1981) and chaired Council activities at the New Mexico Library Association meeting in May, as well as conducting Council business throughout the year. He was also elected Secretary-treasurer for the Government Documents S.I.S. of the American Association of Law Libraries for 1980-81.



The Report of the Technical Services Department

School of Law Library

July 1, 1980 -- June 30, 1981

Lorraine E. Lester, Associate Librarian / Technical Services

This year saw the final spending of all Bond monies for library materials, the introduction of a new Special Collections Librarian and the consequent upgrading of the American Indian Law Collection. The Anglo American Cataloging Rules 2nd edition were officially adopted and put into practice both nationally and at the Law Library on January 1, 1981. There was the continuing functioning of the Technical Policy Group for their first full year of operation and an increase in the supervision of the Administrative Unit evidenced by a major job evaluation of the Department Secretary. Two projects of a grand scale were begun in 1980/81: the early stages of planning for the installation of an automated circulation/inventory control system projected for installation in early 1982 jointly at the General University Library and at the Law School Library, and the development of a long-range Law School Library Plan as charged by the American Association of Law Schools and the Dean of the UNM School of Law. At the Dean's request an ad hoc Committee of four in addition to the Law Librarian was appointed with two Law faculty members, the Associate Librarian/Reference Services and the Associate Librarian/Technical Services. The beginnings of a long-range plan were developed by this group in 1980/81.

## ACQUISITIONS AND THE BOOK BUDGET

Approximately 2,011 orders were placed through the Acquisitions Department as compared to 2,009 in 1979/80; 1,749 in 1978/79 and 1,816 in 1977/78. This order activity effectively used up the last of the Bond reserves which had supplemented this year's book budget by \$17,648. The significance of this to the Law Library is that even with the budgetary increase of 9% in book money for FY 1981, the lack of Bond funds from here on out actually results in a decrease from 1980/81 to 1981/82 of \$2,204 or 1.3%. We note that the average cost of legal monographs has increased over a five-year period by approximately 8% yearly; that law periodicals over the same period have increased by 7.5% yearly; and that law serial services have likewise increased by an average of 17% per year (Law Library Journal, v.73, no.1, Winter, 1980, pp.227-229). Without the addition of supplementary money to the book budget or with what appear to be necessary severe cutbacks in ordering, the collection development rate will be greatly impaired from 1981/82 on.

The assistant to the Head of Acquisitions, Henry Wood, was assigned the project of refurbishing and indexing the special collection of the papers of William Zimmerman -- a manuscript collection received from the former Assistant Commissioner of Indian Affairs who held that title from 1933-1950. The thoroughness of the indexing will provide a great deal of accessibility to these Federal Indian materials.

## PROCESSING

In the last eight months over 6,000 items were handled by the Processing Department which also realized a reduction of staff by 1/4 FTE when the former Head of Processing vacated the position. There was also a reduction of work-study allotments so that work study students in the Processing area were cut back to three positions from as many as seven at one time. Backlogs in Processing then can be quick to accumulate and it has been necessary on a number of occasions to supplement the Processing staff with the Serials Assistant, the Assistant Technical Services Librarian and even the Associate Librarian/ Technical Services.

## BINDING

Bindery procedures were streamlined and coordinated with the activities of the Serials Department. The initiative for pulling back issues for binding now rests with the Serials staff rather than with the Head of Processing. Procedures for binding incomplete, for handling serials duplicates, and for preventing binding backlogs were implemented and have been in effect since March, 1981.

## SERIALS

There were active personnel changes in the Serials Department in 1980/81. The position of Serials Assistant turned over three times during the past reporting year. Sharron Davidson resigned in September, 1980 to attend Library School; Hira Bhojani held the position for approximately five weeks in October and November but was

forced to resign for health reasons and was replaced by Anna Leyba in late December 1980. The Serials Librarian was away on leave from December 21, 1980 to February 4, 1981. Thus, there was a serious shortage of trained staff in the early part of 1981 which created somewhat of a temporary backlog in the Department. In addition the reduction of work-study allotments effected the position of Serials Mail Clerk which was cut completely necessitating the Serial Staff's full participation in sorting mail for the entire Law School.

The Serials Librarian attended an informational meeting in El Paso, Texas on the OCLC Serials Sub-system. Since automated serials check-in seems like a viable development in the future, an attempt was made to estimate the possible costs to the Law Library if the system were to be adopted now. The Serials Librarian instituted a count of all serials transactions during the month of June and plans to repeat this count in the month of November.

#### CATALOGING

In January, 1981 the official implementation of the second revised edition of the Anglo American Cataloging Rules (AACR2) began nationwide. These new rules involve changes in descriptions on catalog cards as well as the forms of names, organizations, and other access points. The new rules are designed to simplify the card catalog use for the library patron and reflect a more common sense approach to finding items in the card catalog. The Cataloging Department at the Law Library has adopted the approach of gradually implementing the

AACR2 rules as appropriate cases come up. In October and in January members of the Cataloging Department along with the Technical Services Faculty attended workshops held in Albuquerque and designed for acquainting catalogers with the new cataloging rules and their effects on existing catalogs.

The volume of activity of the Cataloging Department remained roughly constant in this past year as compared to former years. There were some shifts in focus as adopting the new cataloging rules took more time per item and necessitated changing other records as well to conform to new forms adopted. There was some emphasis on cataloging for the American Indian Law Collection due to the activities of the new Special Collections Librarian, and the cataloging backlog of U.S. Government Documents was virtually erased this past year. Although formerly a work-study student had been used for special projects in the Department, the position was discontinued as work-study allotments were reduced, and various project activities were divided among the permanent staff members.

In September, 1980 the 3/4 position held by Bette Stephens was changed to full-time status as the full-time position of the Head of Processing was cut back to 3/4 FTE. It was determined that the additional 1/4FTE was needed in the Cataloging Department to diminish cataloging backlogs and increase available time for the necessary maintenance of the card catalog.

#### SPECIAL COLLECTIONS

Susan Weeks joined the Law Library Staff on September 10, 1980

as the 3/4 time Special Collections Librarian. Under her direction and planning a number of significant projects were undertaken, primarily with the American Indian Law Collection.

The American Indian Law Collection was rearranged, creating a more attractive and practical workspace. This new arrangement is more spacious than before and creates the illusion of physical separateness from the lower floor collections. A newspaper stand for browsing materials was added and there are plans to install a museum-type display case in the collection which would house Native American exhibits from area museums as well as exhibits prepared at the Law Library.

Cataloging of Native American materials to reduce the 500 volume backlog was a priority and a total of 247 cataloged volumes were added to the Indian collection. In addition, the remaining backlog was weeded and organized. It is planned to eliminate the entire backlog during the next fiscal year.

The role of the American Indian Law collection was clarified and resulted in a collection development policy statement. Input from the American Indian Law Center, professional librarians and library specialists at the Law Library and the Native American Rights Fund's National Indian Law Library was solicited. An edited version of the newly adopted statement was printed in a brochure which was distributed to Indian related agencies in the U.S., all U.S. accredited law schools, New Mexican attorneys who work with Indian law, and to every Federally recognized Indian tribe.

In addition to distributing the brochure, the project of gathering all available tribal codes, charters, constitutions and by-laws was undertaken. The brochure served as an initial contact with many tribes and added to the success of obtaining missing material for the collection.

One of the roles of the Special Collection on American Indian Law is to support the study and research needs of the American Indian Law Center. The Special Collections Librarian has become the liaison person between the Law Library and the Center and regular communication has been established. The Special Collections Librarian is regularly contributing to the American Indian Law Center Newsletter with annotations of recently selected acquisitions at the Law Library of interest to the Center.

Initial contacts were made with law school professors, campus organizations, and individuals interested in the establishment of a Latin American Legal Collection at the Law Library. The Library now receives Mexican legal materials through an exchange agreement with the Universidad Nacional Autonoma de Mexico. In the fall of 1981, the emphasis of special collection work will shift from the Indian collection to the development of a Latin American Legal collection. Foreign law materials presently in storage at Mesa Vista Hall will be examined at that time.

#### GIFTS AND EXCHANGE

The Library was contacted by a total of 26 donors this year who

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COLLECTION DEVELOPMENT POLICY STATEMENT  
SPECIAL COLLECTION ON AMERICAN INDIAN LAW  
UNM SCHOOL OF LAW LIBRARY  
MARCH 1981

The Library has a strong commitment to the continuing development of the Special Collection on American Indian Law. Recognizing necessary financial limitations to a large-scale growth of this collection, we will insure that at least the following efforts will be made for the development of the major part of this collection:

The core of the Special Collection on American Indian Law is represented by the following seven categories:

- 1. Monographs on pertinent legal questions.

These are systematically selected by the Law Librarian and the Special Collections Librarian.

- 2. Hearings, reports, and prints of Congressional Committees.

The majority of these documents are received on Federal Depository. Those that are not received will be found in Congress in Print and/or the Monthly Catalog of Government Publications and will be ordered by the Special Collections Librarian.

- 3. Bureau of Indian Affairs materials.

These are all received on Federal Depository.

- 4. Decisions of the Indian Claims Commission.

The Library has both microfiche format and hard copy format through 1978 when the Indian Claims Commission ceased to exist. Decisions after this date are received in microfiche format through the Decisions of the U. S. Court of Claims.

- 5. Newspapers, journals, and newsletters of Indian Tribes and Associations.

The Library will acquire all that fall into one or more of the following categories:

- a. Those considered "major" by the American Indian Law Center staff.
- b. Those that reflect the tribal and geographical makeup of the total Special Collection.
- c. Those issued locally on Indian issues.

The Library will evaluate all that are commercially available in microform and will select those in that format which are suitable for the collection based on the above guidelines.



6. Tribal codes, charters, constitutions, and by-laws.

The Library will try to obtain all tribal codes, charters, constitutions, and by-laws available.

The Special Collections Librarian will contact the National American Indian Court Judges Association to obtain as complete a list as possible of those tribal codes, charters, etc. that are available. She will also confer with the American Indian Law Center and with other law libraries to discover sources of these materials. She will contact as many tribes as possible by direct correspondence.

Reprints and commercial collections will be considered on an individual basis.

7. Proceedings of conferences and institutes on Indian social, economic, political, and legal affairs.

The Library will collect all such proceedings that come to our attention through the following means:

Recommendations by the American Indian Law Center.  
Conference Proceedings Index.  
Citations in other bibliographical tools.

## GUIDELINES FOR THE SELECTION OF PERIPHERAL MATERIALS

The library collects material which supports the research interests of the American Indian Law Center. As the liason person to the AILC, the Special Collections Librarian determines, through regular communication with members of the AILC staff, those areas that need strengthening in the collection. At present, these areas include Federal Indian Domestic Assistance Programs, Indian Housing Programs, Indian education, the legal definition of the term "Indian," and the legal status of terminated tribes.

Since there has been no previous systematic selection of materials on Indian literature and art, a special emphasis will be given to these areas for a one or two year period in order to give them adequate representation in the collection. Materials in these areas to be collected should specifically relate to one or more of the following categories:

Indians of the Southwest  
Indian civil rights  
Areas of social and political concern to Indian peoples,  
i.e. assimilation vs. autonomy, traditional vs. contemporary  
culture, etc.

The library shall attempt to acquire backfiles of all Indian periodicals and newspapers that are available on microform in order to ensure completeness of holdings. Duplication of holdings of the general library will be avoided.

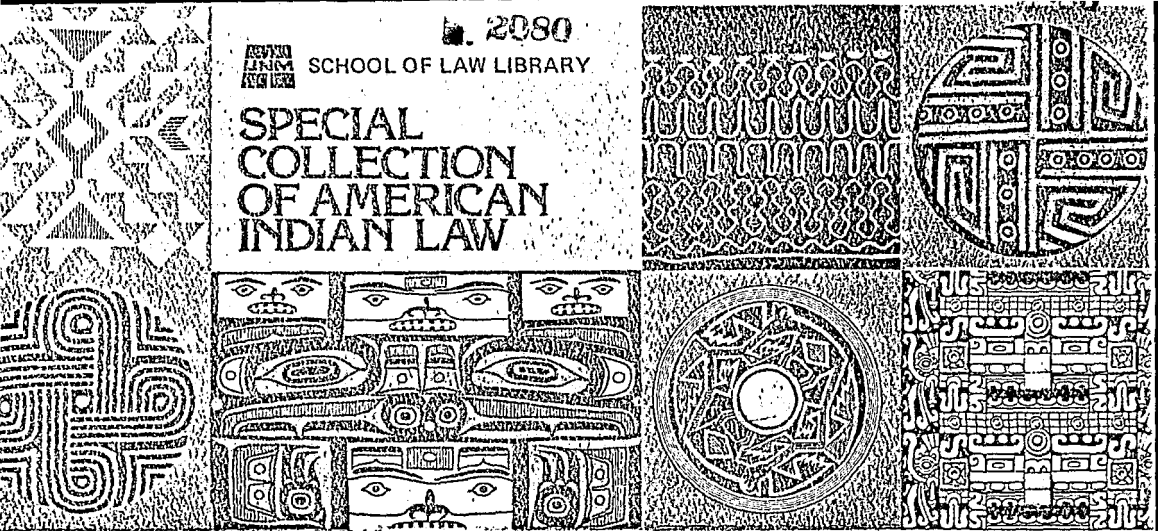
Briefs and pleadings of Indian law cases are not to be collected. The Native American Rights Fund's National Indian Law Library in Boulder, Colorado, has extensive holdings of these.

Peripheral materials may well duplicate materials held in other libraries on campus. In view of the overall research needs of the users of this collection, such duplication may be considered appropriate.



2080  
SCHOOL OF LAW LIBRARY

# SPECIAL COLLECTION OF AMERICAN INDIAN LAW



## What the Collection includes

The UNM School of Law Library's Special Collection on American Indian Law exists to provide you with information about all aspects of American Indian law, ranging from early traditional legal institutions to the complex tribal, state, and federal governmental relationships of today. Although the primary emphasis is on legislation, executive actions, and policies affecting American Indians, the collection also covers related areas such as history, economics, sociology, tribal politics and government, community development, and selected art and literature. Also included are materials dealing with indigenous peoples worldwide, with special emphasis on Canadian and Latin American Indians.

The Special Collection on American Indian Law has a unique card catalog giving each item extensive subject analysis. In addition to books and law journals, substantial holdings have been developed in:

- Hearings, reports, and prints of Congressional committees.
- Bureau of Indian Affairs materials.
- Decisions of the Indian Claims Commission.
- Tribal newspapers, journals, and newsletters.
- Tribal codes, charters, constitutions, and bylaws.
- Proceedings of conferences and institutes on Indian social, economic, political, and legal affairs.

The Collection also contains the papers and documents William Zimmerman retained while Assistant Commissioner of Indian Affairs from 1933 to 1950.

## How you may use the Collection

More than 2,500 volumes now make up the Special Collection on American Indian Law. Many of these may be borrowed by mail for two weeks; borrowers pay postage both ways (stamps or coins are acceptable). Not all items may be borrowed by mail, however, so you should check local sources first. Libraries may request material by standard interlibrary loan procedures. A selected bibliography of recent acquisitions to the collection appears periodically in the *American Indian Law Newsletter*.

To obtain materials or information, write or call:  
Susan Weeks  
Special Collections Librarian  
UNM School of Law Library  
1117 Stanford NE  
Albuquerque, NM 87131  
Tel. (505) 277-4058

Comments and suggestions are appreciated.



offered a total of 1,008 volumes and 391 periodical issues. Between 4-5% of these items were actually added to the library's collections. An additional \$1,093 in cash was received. The Gift Policy to provide value assessments of gifts was reviewed and the decision was made to no longer include any unofficial estimates of the current market value of gifts received, as the library does not function as a legal appraiser for tax purposes.

Exchanges continued with the bimonthly lists from the American Association of Law Libraries, the United States Book Exchange Membership, exchange agreements among States for session laws, and exchanges using the UNM School of Law publications of Natural Resources Journal and Nex Mexico Law Review.

#### POLICY GROUPS

This was the first complete year in which the Technical Services Policy Group operated. Made up of the Head of Cataloging, the Assistant Technical Services Librarian, the Special Collections Librarian and the Associate Librarian/ Technical Services, it met regularly to discuss developments in the Library and their effect on Technical Services, as well as to discuss internal issues in the Technical Services Department. The Policy Group meetings enabled preparation for the monthly Technical Services Meeting and improved communications across the Department. The establishment of this Group also provided a vehicle with which to communicate with other Departments in the Library, notably the Reference Center and the Circulation Dept. Because of its success, it was decided to expand the membership of the

Technical Services Policy Group to include the Head of Acquisitions and the Head of the Processing Section as well.

#### ADMINISTRATIVE UNIT

The Administrative Unit operated this past year with the Accounting Assistant and the Department Secretary sharing budgetary, personnel, and other administrative responsibilities under the supervision of the Associate Librarian/ Technical Services.

A major job and performance evaluation of the Department Secretary was conducted. This evaluation was long overdue but took on a somewhat experimental format involving a series of interviews in which the Secretary was encouraged to critique her experience at the Law Library as well as to receive an evaluation of her performance. The process resulted in a several page written evaluation, and it is hoped that the mutual evaluation will serve as an effective basis for improving both supervisory and secretarial performance.

In addition to the normal budgetary responsibility of the Accounting Assistant, a cost analysis of the copier units was made which showed a reduction in profit margin from 1979/80 to 1980/81. This can be attributed to an increase in the cost of operating expenses on the units both in lease payments and supplies. A record number of photocopies were produced however, totalling over one million. Although a second coin-operated copy machine was purchased and in place, it was inoperable due to a lack of adequate wiring in the copier room. This wiring situation was not cleared up in 1980/81.

To: Corraine Lester  
Fr: Ninka Hainer

Subject: Copy Services Report for FY 1980-81

During FY 1980-81 a total of 1,055,750 photocopies were made on Library Copiers at an operating cost of \$37,957.27. Revenues realized were \$46,651.06.  
Copier #6 was installed June 1981 after purchasing in March 1981

11-2083

<u>Number of Copies</u>	<u>FY 1979-80</u>	<u>FY 1980-81</u>	<u>Increase/(Decrease) over/under FY 1979-80</u>	<u>NC (Free) Copies FY 1980-81</u>
Copier #1 (Coin-Op)	140,207	140,270		
Copier #2	260,659	243,712		
Copier #3	217,553	239,121		
Copier #4	155,280	206,634		
Copier #5	93,386	223,429		
Copier #6 (Coin-Op)		2,584		
<u>TOTALS</u>	867,085	1,055,750	188,665	209,199

<u>Operating Expenses</u>	<u>FY 1979-80</u>	<u>FY 1980-81</u>	<u>Increase/(Decrease)</u>
Copier #1 (Coin-Op)	\$3,182.00	\$3,556.42	
Copier #2	\$6,529.00	\$3,723.77	
Copier #3	\$4,251.00	\$4,570.84	
Copier #4	\$3,370.00	\$6,870.81	
Copier #5	\$4,227.00	\$8,261.08	
Copier #6		\$1,584.26	
Supplies	\$6,575.00	\$9,390.09	
<u>TOTALS</u>	\$28,134.00	\$37,957.27	\$16,398.27

<u>Revenues</u>	\$40,833.00	\$46,651.06	\$ 5,818.06
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<u>Profit Margins</u>			
<u>Realized</u>	\$12,699.00	\$ 8,693.79	(\$ 4,005.21)

## CIRCULATION INVENTORY CONTROL SYSTEM

The planning for an automated circulation system which would include a data base reflecting the holdings of both the UNM General Library and the Law School Library together has been going on since 1976. In the early stages of planning the participation in the system was intended to be State-wide. As legislative and political limitations became apparent, the planning was reduced to the Albuquerque area where the system was to include the UNM Medical Library, Albuquerque Public Library, and the Air Force Weapons Laboratory Library. More modifications and limits have now reduced the start-up participants to just the UNM General Library and the Law School Library. Money for the pilot installation will be provided by the University and it is expected that the vendor will be officially chosen by fall, 1981. Meanwhile a number of meetings were held throughout the year and attended by the Associate Librarian/ Technical Services. Communications concerning proposals and modifications of the system were also received. At the Library Business Meeting on May 8, 1981, Harry Broussard, Systems Librarian from the UNM General Library presented the Law Library staff and Faculty attending, a time-table for implementation of the automated circulation system and answered questions concerning procedures and planning. An implementation task force will be created sometime during the summer of 1981. It was decided that the Associate Librarian/Technical Services will continue to serve as liaison for the Law School Library at the Task Force Meetings and that the Head of Circulation will also be expected to attend whenever possible. The Associate Librarian/ Technical Services will also serve as coordinator for training sessions and other presentations.

FUTURE PLANS AND PROJECTS

The adoption of a Circulation/Inventory Control System with the UNM General Library will have great impact in the months ahead as meetings, training sessions, planning, and installations of various kinds occur. Procedures in both Technical Services and Circulation will have to be modified and planned for to keep inconvenience to patrons at a minimum in the early stages of the system.

Emphasis on the establishment and ongoing development of the Latin American Legal Collection will be a priority for Special Collections and Acquisitions in the upcoming year. Sorting through a large but miscellaneous foreign law collection now housed at Mesa Vista Hall will command much time, organization, and space but should yield some materials for this legal collection.

There is a need to increase the position of Special Collections Librarian from 3/4 to full-time Faculty in view of the expanding job responsibilities of this position. This will be an administrative and budgetary priority for 1981/82.

Contact with the American Indian Law Center will continue as will the continuing development of the American Indian Law Collection. The construction of a display case in the Indian area and the introduction of suitable displays may be viable for 1981/82.

An increase in the participatory management of the Technical Services Department will reflect a similar increase in the Library as a whole. Expansion of the membership of the Technical Services Policy Group will help coordinate efforts in adopting procedures necessary for new



developments -- in particular with the automated Circulation System.

#### ADDITIONS TO STAFF

Susan Weeks, Special Collections Librarian	9-10-80
Hira Bhojani, LTA I, Serials Section	10-20-80
Deborah Kane, LTA II, 3/4 FTE Processing Section	10-22-80
Anna Leyba, LTA I, Serials Section	12-17-80
Alice Sickels, CS IV, 3/4 FTE Catalog Dept.	4-2-81

#### DELETIONS FROM STAFF

Sharron Davidson, LTA I, Serials Section	8-28-80
Daniel Lewis, LTA II, Processing Section	9-19-80
Hira Bhojani, LTA I, Serials Section	11-24-80
Sherry Piperno, CS IV, 3/4 FTE, Catalog Dept.	1-29-81

#### PROFESSIONAL ACTIVITIES

In October, 1980, Victor Whitmore, Jerry Phillips, Lorraine Lester, and Susan Weeks attended an advanced training session sponsored by the New Mexico Library Association's College, University, and Special Libraries Division entitled "Getting Ready for AACR2" held at the Holiday Inn in Albuquerque.

On January 23, 1981, members of the Cataloging Dept.: Ruth Heilman, Bette Stephens, and Victor Whitmore along with Lorraine Lester and Susan Weeks attended the Albuquerque AACR2 Workshop sponsored by the AMIGOS network of OCLC.

Jerry Phillips was on leave for six weeks during January and February, 1981 to travel about Australia. From March 30-April 1, 1981 he attended the Southwestern Association of Law Libraries Annual Meeting held at the Old Town Sheraton in Albuquerque. In June, 1981 he attended the AMIGOS informational meeting on the OCLC Serials Subsystem held in El Paso, Texas.

Susan Weeks observed a class on American Indian Law during the Fall Semester at the UNM Law School. In January, 1980 she attended a two-day conference on rare law books held in Austin Texas, and in March attended a one-day workshop in Albuquerque dealing with the Navajo Hopi land dispute entitled "Stop the Second Long Walk". From March 30 - April 1, she was present at the Southwestern Association of Law Libraries Annual Meeting in Albuquerque on "Micropublishing and Legislative History Materials". Throughout the year, she attended several meetings of the Rio Grande Chapter of the Special Libraries Association and the Greater Albuquerque Library Association. From June 26-July 2, 1981 she went to the Annual Conference of the American Library Association held in San Francisco, California.

Lorraine Lester completed three more hours towards a Masters degree in Public Administration with the course: Administrative Behavior. She handled local arrangements for both the New Mexico Library Association AACR2 Workshop in October, and for the AMIGOS AACR2 Workshop in

January. She was appointed by the Dean of the Law School to the Long Range Planning Committee for the UNM Law Library; served her second year on the University Budget Review Committee, and attended a number of meetings of the Rio Grande Chapter of the Special Libraries Association where she was elected Vice-President/President Elect for 1981/82 and 1982/83 of this State-wide Library organization. She also attended the Southwestern Association of Law Libraries Annual Meeting from March 30-April 1, 1981 and a Conference on Land Grant Law sponsored by the Center for Land Grant Studies and the New Mexico Historical Review which was held in Albuquerque in September 1980.

## LAW LIBRARY STATISTICS 1980/81

Number of cataloged volumes on June 30th, 1980	154,713
Number of volumes added (net) in 1980/81	5,737
Number of cataloged volumes on June 30, 1981	160,450
Number of periodical titles being received at end of 1980/81	903
Number of other serial titles being received at end of 1980/81	2,246
Other processed materials added:	
Government publications	1,192
Maps	0
Microfilm (reels)	27
Microcards	0
Microfiche (pieces)	39,896
Sound recordings (cassettes)	12
Slides	0
Other (video tapes)	2
Number of new titles cataloged	2,899
Volumes added (gross)	6,948
By purchase (includes serial added volumes)	4,851
By Gift and exchange	325
By Binding of periodicals	1,001
By US Government Depository	731
By New Mexico State Depository	40
Binding	
Books	39
Periodicals	1,001
Other (rebinds)	16
Theses	0
Photographic Services	
Photocopy prints	1,055,750
Circulation	
Number of regular loans	14,409
Number of reserve transactions	12,861
Desk Reserve	2,980
Class Reserve	3,740
Miscellaneous (video, audio, exams, etc.)	6,141
Number of Interlibrary loans	
Loaned	118
Photocopied by Law Library	106
Borrowed by Law Library	53
Photocopied for Law Library	31
Total requests by Law Library including not filled	113
Total requests from other libraries including not filled	388

Hours of student assistance	
On Library budget	1,080
On Work-Study	14,249
Number of regular staff members (FTE)	24.25
Professional	5.75
Clerical	7.00
Technical	11.50

EXPENDITURES

Library materials (books, serials, microforms, etc.)

A total of \$204,579 was used for library materials. Of this amount \$17,648 was supplied by remaining Bond funds which effectively exhausted all existing Bond monies.

Cost of renewal of serial services and backfiles	\$ 159,208
Cost of new serial services (average cost per serial: 43.70)	9,878
Cost of new monographs (average cost per monograph: 17.40)	27,232
Cost of special purchases, specifically with Bond funding (also included in above)	7,118
Cost of OCLC on-line cataloging 1980/81	8,261
Supplies and Expenses	53,159.34
Equipment and Furniture	1,409.41
Binding	8,023.70
Salaries	312,199.89
Student Assistants ;	22,970.80
Other	2,030.56

## CIRCULATION DEPARTMENT ACTIVITIES 1980/81

Ken Shoemaker, Head, Circ.

Summary

It has become increasingly apparent over the past several years that the limits to the use of library facilities and materials have not been reached and will not be reached for some time. This past year saw very heavy use of the facilities and services, reflecting a noticeable increase over the previous twelve month period. The Circulation Dept. began taking a survey of patronage in order to begin to evaluate this increase. Patrons and staff continued to suffer from serious temperature problems throughout the library, in spite of the increased efforts by UNM to analyze the problem. Personnel changes within Circulation continue to reflect an improving and developing department, both in quality of workers and upgrading of positions. During the Spring, cutbacks in Federal Work/Study funding created difficulties in adequately staffing the department on nights and weekends, causing some discussion about contingency staffing of the Circulation Desk in the event such cutbacks become more severe in the future. The contribution of many of the staff members throughout the year, especially during the Spring period, enabled a smooth operation without serious disruptions.

One particular note should be made about the increased number of disciplinary actions taken within Circulation. Several student employees were terminated due to failure to perform up to standard, and one staff employee was required to improve performance as a result of a poor annual evaluation. It is believed that these actions reflect an overall upgrading of standards with Circulation. Part of the credit must go to the Circulation staff, particularly two new employees, Elizabeth Malone and Kim Elam. Their attitudes and performance were truly exemplary and helped improve department services and workflow. Loren Hines, assistant supervisor, became involved in the disciplinary actions, attending meetings with student and staff employees

and greatly assisting in the whole process. His increased involvement in all levels of department operations has been essential to smooth and efficient management of Circulation. It is apparent that the Circulation Dept. is adopting a more and more professional image, which may explain the reasons for the increase in problems as well as accomplishments during the year.

#### Activities and Projects

For the fourth consecutive year, the library added another photocopier. In January, a new, coin-operated, IBM Copier II was purchased to supplement the coin-op capability of the only similar machine in the library's photocopier room. As of June 30, 1981, the necessary electrical wiring had not been installed, due to apparent problems of the Physical Plant. No prospective date has yet been announced for this installation.

Again in January, the gates were finally installed at either end of the Circulation counter, securing the area behind the counter and creating a more professional, businesslike appearance. The gates reduce unnecessary traffic through the Circulation area and help to secure Reserve materials as well as staff desks and belongings.

Due to the vandalism and burglary of the coin box on the coin-operated photocopier, steel braces were designed by Ken Shoemaker and built by the metal workers at the Physical Plant to prevent recurrence. A brace was also installed on the new coin-operated photocopier coin box.

Confusion as to proper use of the library TWX teletypewriter terminal was caused as it became apparent during the year that many departments on the main campus were using the Law Library's terminal for routine TWX traffic. One department in particular, Physics and Astronomy, received twenty one messages over the library's TWX machine, each of which had to be forwarded through the campus mail by the TWX operator. A memo was received from the dean of Physics and Astronomy stating that it was

their understanding that any TWX terminal on campus was for general use, and he asked that we continue to forward such traffic to his and other departments. After some discussion with the dean of the Law School, it was decided that we would continue to provide this service unless some unforeseen difficulty arises.

Over the past few years it had become apparent that there was a need for protection of the Circulation card file and other related department records. Working with carpenters from the Physical Plant, Ken Shoemaker designed a locking hood for the Circulation counter. It was subsequently built and installed and has served its purpose well. The hood is locked into place nightly so that circulation records cannot be tampered with in the absence of department employees.

Effective August 1, 1980, non-Law School patrons requesting library staff to photocopy materials for them were charged 20¢/exposure, a raise of 5¢. Also, non-Law School patrons who choose to be billed will pay a minimum fee of \$2.00 per billing period. New three-part billing statements are now in use and have facilitated better record keeping and billing procedures. More intensive follow-up of delinquent accounts has reduced outstanding balances.

A new checklist for building lock-up and closing was developed to insure thorough securing of the law building by Circulation employees. The use of this checklist has resulted in very few instances of breaches of building security, such as loss of personal or UNM property, vandalism, and assaults upon persons within the building.

During the Spring term we experienced problems with cleaning and upkeep of the library. The problems became so serious at one point that the person in charge of overseeing janitorial services at the Physical Plant was called in to review the situation and to clarify contractual misunderstandings about cleaning specifications. By mid-June the problems



appeared to have been solved.

In June, discussion was begun to formulate library policies on the use and care of the microform collection and on the procedures for handling and checking out appellate briefs. During the upcoming year, such policies will be finalized and put in force.

#### Personnel

Cary Ennis, part-time GS-IV, resigned effective October 15, 1980, to relocate out of town. She was replaced October 9, 1980, by Kim Elam, who had been working in Circulation as a work/study employee.

Lorri Krehbiel, part-time GS-III, resigned effective October 1, 1980, to take a full time position elsewhere. She was replaced by Elizabeth Malone on October 13, 1980.

Dina Acosta, part-time GS-III, resigned effective April 10, 1981, to relocate out of state. She was replaced by Catherine Davis on April 17, 1981. Ms. Davis resigned her part-time GS-IV position in order to take this position because of scheduling needs. Ms. Davis was replaced by Elizabeth Malone on May 11, 1981, who was promoted from her part-time GS-III position. The position vacated by Ms. Malone was still vacant as of June 30, 1981.

Ken Shoemaker's position as head of Circulation was reclassified from LTA-III to LS-I effective April 1, 1981. Constancia J. Simpson's position of Collection Maintenance Specialist was reclassified from GS-IV to LTA-I effective March 23, 1981.

Due to cutbacks in the Federal Work/Study supplemental allocations, Circulation was forced to reduce some evening and weekend services. An average of one student was lost per shift. As of June 30, 1981, it was expected that there would be an improvement in funding for the upcoming regular school year and that no crisis existed.

Plans for 1981/82

A survey was instituted at the request of the dean of the Law School to determine who is using the library and during what periods of the day, week, and semester. A complete survey of all persons in the library is being taken three times per day. This will be done for at least six months and probably one year. The results will be communicated to the dean so that he can evaluate the various issues related to both the use of areas within the library and the use of the library by groups outside the Law School. The exact dates of the survey will be May 24, 1981 to November 24, 1981 for the first reporting period.

The Circulation Dept. will pursue further the possibility of getting the upper floor Tattletape Exit Gate fixed. It has not worked since its installation in 1978. The reason is unknown at this time.

INTERLIBRARY LOAN REPORT

The interlibrary loan section of the circulation department experienced a significant increase in activity this year. Total requests of this section were up 67%. Requests from other libraries were up 85%. This increase was due mainly to the increased use of the OCLC Sub-system by other libraries. Requests made by our patrons held virtually the same (less than 2% increase) in two of the three categories. However, we were more successful in obtaining books for our patrons. A brief presentation of ILL statistics is presented below.

Statistical compilation for FY 80/81

<u>Our Requests</u>		% increase
Requested by us but not filled	29	less than 2%
Borrowed from other libraries and returned	53	56%
Photo-copy orders completed by other libraries for us	<u>31</u>	less than 2%
Total number of requests made by us	<u>113</u>	27%
<u>Requests received from other libraries</u>		
Requested by other libraries but not filled	164	141%
Loaned to other libraries and returned	118	55%
Photo-copy orders completed by us for other libraries	<u>106</u>	60%
Total number of requests from other libraries	<u>388</u>	85%
<u>Total number of requests serviced by us</u>	<u>501</u>	67%

NATURAL RESOURCES JOURNAL  
Annual Report  
7/1/80-6/30/81  
Albert E. Utton, Editor

Four issues of the NATURAL RESOURCES JOURNAL were scheduled for publication during the fiscal year, and they contained 983 printed pages.

A special section on agricultural policy, along with articles on environmental policy making, international law and natural resources policies, and other various topics, made up the July 1980 issue.

The October 1980 issue featured the piece "Stormwater Runoff Control: a Model Ordinance for Meeting Local Water Quality Management Needs," as well as articles on energy taxation, Indian water rights, and fishery economics.

Some of the topics included in the January 1981 issue were "Outdoor Recreation and Access to Countryside...", "The Endangered Species Act," and "Policy Options for Development Forestry." Published in the April 1981 issue were "Managing Nuclear Wastes ...," "Energy Crises in Historical Perspective," "Regulation of Coal Surface Mining ...," and "The Economics of Outer Space."

Case notes, case comments, and book reviews were included in each of the four issues, as well as 'Recent Developments' (brief commentaries on current legal cases involving natural resources).

Student editors Ellen Kelly and Edward R. Ricco prepared the July 1980

issue, with the three remaining issues being edited by Carol Anderson ; and Marilyn O'Leary, lead articles; Steven Bowman and Kate Watson, processing; and Cheryl Johnston and Joanne Reuter, notes and comments.

A Twenty Year Index was published in December 1980 after publication of the fourth issue of volume 20. Helen Rucker served as editor of the index, assisted by Wendy Blagg.

NEW MEXICO LAW REVIEW  
Annual Report  
7/1/80-6/30/81  
Staff

The NEW MEXICO LAW REVIEW published two issues containing 571 printed pages during the fiscal year.

The Summer 1980 issue was a Children's Rights Symposium, with articles entitled "The New Mexico Children's Code ...," "Ethical Issues in Representing Juvenile Clients ...," "Child Welfare Under the Indian Child Welfare Act of 1978 ...," and others. Case notes and comments by student staff members also were published, along with the Ten Year Index of the LAW REVIEW, which was bound in the issue.

A Survey of New Mexico Law: 1979-80 was the Winter 1981 issue. It reviewed appellate decisions in administrative law; discussed the courts' holdings in civil procedure; looked at the effect of New Mexico law on certain provisions of the Bankruptcy Code of 1978; and covered in addition the topics of criminal law and procedure; domestic relations and juvenile law; estates and trusts; evidence; Indian law; property; torts; and workmen's compensation. It included a Table of Cases.

The Summer 1980 LAW REVIEW was prepared by student editors Marilyn Mason-Plunkett, Editor-in-Chief, assisted by Nancy Asbury and Norman Todd. Editor-in-Chief of the Winter 1981 issue was Ann Goodman, with assistance from Robin Dozier Otten, Tracy Sprouls, Lynn Isaacson, July Kelley, and Joseph Werntz.