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THE REPORT OF THE LAW LIBRARY

July 1, 1979 - June 30, 1980

MYRON FINK, LAW LIBRARIAN

Administratively, the most significant developments in 1979-80 took place in three areas:

1. Reorganization of responsibilities in the Technical Services Department.
2. Upgrading of Reference Assistants in the Reference Center.
3. Promotion of "policy groups" within library departments.

In 1979, while Lorraine Lester, Technical Services Librarian, was on a maternity leave, I initiated a series of meetings with Jerry Phillips and Victor Whitmore who work in Technical Services regarding the overall operations of their units as well as units and persons supervised by Ms. Lester. After some discussion, it was decided that we should make a thorough, in-depth evaluation of the work of certain units and persons (Acquisitions, Processing, Bookkeeping) together with a more general review of the work of other units in Technical Services (Serials, Cataloging). We arranged for Jerry Phillips, then Serials Librarian, to do this evaluation and review and report directly to me. Later, I made the same arrangement with Lorraine Lester with the understanding that each would complete the work independently and would then meet jointly with me to review our findings and make necessary decisions.

As a result of this lengthy evaluation and review process,

we acquired accurate information about the duties and performances of the various persons and units in Technical Services and made a number of significant decisions:

1. Important responsibilities in Acquisitions, Processing and Bookkeeping were shifted to create a more equitable and functional division of work.
2. Jerry Phillips was given additional direct supervisory responsibilities for the Acquisitions and Processing Units.
3. While retaining overall responsibility for the Technical Services Department, Lorraine Lester will now have more time to assume additional responsibilities of an administrative nature in the library as a whole.

The above review-evaluation is expected to produce many benefits in efficiency and morale in the immediate years ahead. Administratively, it has given me a sense of renewed confidence in the work performance of the Technical Services Department. Jerry Phillips and Lorraine Lester will each now be in a better position to contribute significantly in the future development of Technical Services and in library administration. For example, Lorraine Lester was recently asked to take formal charge of an administrative unit in the Law Library to include all secretarial and bookkeeping duties. One type of administrative duty that Ms. Lester formally assumed this past year has been the recording of and making accessible a) decisions reached at all library meetings involving library faculty and b) general policies currently followed in the library.

A second development of significance this past year was

the promotions given to reference assistants, Pat Wagner and Richard McGoey, in recognition of the professional types of service that they were providing in the Reference Center. Each was promoted from Library Technical Assistant to Library Specialist. This is the highest ranked non-faculty position in the Law Library. We now have a developed track for encouraging professional growth within the Reference Center which can only improve an already excellent performance record by the Center staff. This type of recognition and monetary reward should also help attract highly qualified reference assistants.

The third significant development concerns the formation of "policy groups" in the various library departments. I felt such groups were needed particularly in Technical Services and in Circulation to decentralize and share some of the responsibility now assumed by department heads. While department heads are expected to continue to make decisions for their departments, the policy groups serve as consulting bodies which broaden participation and input and provide, it is hoped, a more balanced view of what should go on. Administratively, policy groups are desirable because they provide in-depth assumption of responsibility, i.e., they encourage more than one person to think and plan for a given department while at the same time providing me with additional sources of reliable information. Although we have been moving in this direction very gradually in the sense that I have been meeting

regularly with persons other than department heads for several years, we have never had a mechanism for regular consultation within each department and it is in this area that I expect to see better communication, decision making and morale to develop.

I expect the three developments described above: the evaluation process and responsibility shifts in Technical Services, the recognition and the adoption of promotional tracks for reference assistants and the formation of "policy groups" within departments to have immediate and lasting advantages for the library.

Other highlights and outstanding activities in the Law Library in 1979-80 were:

1. A new Level of excellence and harmony among faculty and staff in Public Services.

Although both Circulation and Reference report their busiest year yet, both also report much satisfaction in resolving differences between staff, in the quality of personnel and in the solution of problems where there have been complaints in the past.

Increasingly, the Law Library is getting known and being used by the non-legal general public and the University. Our continued out-reach and public relations work is showing excellent results.

2. Improved interlibrary loan service.

80-90 percent of all interlibrary loan transactions are now being handled through the OCLC subsystem. Prior to 1979,

virtually all interlibrary loans were done by A.L.A. forms through the mail.

The significance of this is that patrons are getting faster, more efficient service and are using our service more while staff time needed to process interlibrary loan requests has been significantly reduced.

3. Improvements in the physical environment of the library.

Despite temperature problems, the library was made more attractive and comfortable to use this past year by the renovation of all ceiling lighting fixtures, the addition of fluorescent lights to most carrels, the repainting of the entire older section of the library, resolution of ventilation problems in the men's restroom, installation of chimes on library phones in public service areas, sound absorbent padding, etc., to reduce noise, better management of cleaning problems and the addition of dozens of attractive plants and ferns creating a softer and more appealing atmosphere. Special thanks is due to Ken Shoemaker, Victor Whitmore and to Constancia Simpson whose diligence was reflected in a superbly maintained stack collection.

4. Serials weeding project.

The Reference Center staff worked with me to do a follow-up of my serials weeding project. Focusing on serials where we receive two or more subscriptions, all duplicate serials in the library were listed, examined and reviewed. We were able to drop about two dozen subscriptions as a result of this follow-up.

5. Tenure was granted to two members of our library faculty: Lorraine Lester and Jerry Phillips.

These two excellent professionals will now join me in passing on future decisions regarding promotion and tenure of library faculty. This is still another sign of stability and maturity in our library faculty and staff.

6. Proposals for expanded services to New Mexico Lawyers.

In April 1980, I initiated a series of discussions with our library faculty and Professor Ted Occhialino of our law faculty regarding proposals for further outreach by the library to New Mexico lawyers. These proposals took two forms generally:

- a. Development of satellite law collections in county courthouses.
- b. Development of a legal research service for lawyers in the library.

Proposal (a) involves funding from a source outside the Law School Library and steps are being taken to explore various possibilities. The second proposal assumes a commitment by the Library for a full-time Legal Research Librarian position to replace Helen Carter when she retires.

7. Review of tax materials.

In an effort to cut costs, I initiated a comprehensive review of all tax books and serials in the library. I consulted with several tax attorneys, members of the law faculty and the reference staff on the library. The review was useful in that we were able to justify the materials now in the library although very little money was saved.

8. Review of special collections.

I initiated a review in our Law Library faculty of a recommendation made in the previous year by the Law School Faculty Committee on Self-Evaluation which read as follows:

"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."

Several decisions were reached by the Law Library faculty as a result of this review.

- a. To continue the policy of having two "levels" of special collections: a higher level being American Indian Law and Land Grant Law which have special facilities and are separated out of the collection with special handling and a secondary level in which would fit the Mexican-Latin American law materials and Natural Resources Law, the latter groups not to be specially located or separately shelved but to have a high priority in acquisitions policy.
- b. To recruit a Special Collections/Gift and Exchange Librarian who will have a working knowledge of Spanish to develop a Mexican-Latin American collection in the Library.

9. Library Inventory.

A shelf list-book shelf check was completed in January 1980 of the entire collection on the lower floor of the library. Each faculty and staff person was assigned a part of the "shelf list" to check against shelf holdings. Discrepancies were noted and corrected so that the library's "shelf list" today accurately reflects materials on our lower floor shelves. Missing books and serials on the lower floor were either replaced or removed from our shelf-list holdings, serial record and public card catalog. Patrons and library staff

will both benefit from this project.

10. Inspection of library depository collection.

In September 1979, the depository collection of our Law Library was inspected and evaluated by a representative of the Superintendent of Documents. We were rated "excellent" in seven categories and "very good" in one category. A rating of "good" meets the minimum level of adequacy for the areas evaluated.

The Depository Library inspector made this particular observation:

"A good functional depository. Well organized and adequately staffed for specialized services to the legal community."

The above "highlights" were some of the outstanding developments in the Law Library this past fiscal year. Further details may be found in the individual reports which follow from departments in the library.

In addition to the above highlights in the Law Library, an activity which presented for me a challenging opportunity this past year was my participation in a Law School program during the summer of 1980 to train law students and paralegals about the problems of elderly people living in rural areas of New Mexico. I taught procedures in the use of legal research materials in class meetings on seven different days in Dixon, New Mexico and in courthouse libraries. The program was much helped by a special collection of library materials which we arranged to have sent to Dixon for the summer.

THE REPORT OF THE REFERENCE DEPARTMENT.

July 1, 1979 - June 30, 1980

L. KURT ADAMSON, REFERENCE LIBRARIAN

Personnel

The Reference Center operated under increasing work pressure with two professionals, 1.5 FTE, three reference assistants, 2.5 FTE, and one work-study student. The entire staff operated the Reference Center in an outstanding fashion.

There was one change in the staffing of the Reference Center during the past year. On August 3, 1979, Judi Schrandt left the Law Library to take a position with the library of a major law firm here in Albuquerque. Judi's half time position has been ably filled by Glenpeter Ahlers. Glen has now been on the staff since August 13, 1979. Glen has completed his in-house legal research and computer research training. He has been doing a fine job in working with patrons. Richard McGoey and Pat Wagner continue to do their very fine work and have been most helpful in assisting with Glen's training.

The most outstanding action with regard to personnel this year, however, has been the promotion of Pat Wagner and Richard McGoey from Library Technical Assistants (Level II) to Library Specialists. Their promotions came as a result of the recognition of the "professional" kinds of service that they are able to provide to the legal community through training and years of experience at the Law Library. The promotions took effect January 1, 1980.

Patron Services

The 1979-80 fiscal year has seen further growth in the amount of reference assistance provided by the Law Library. The number of questions handled has grown in terms of telephone inquiries and also in terms of inquiries made in person. The most recent survey conducted by the Reference Center (June 2-8, 1980) showed that 358 questions were handled that week. It should be noted that this was the first week of the summer session when there are fewer students around. This figure of 358 questions can be compared with surveys conducted in July, 1978 (259) and November, 1978 (302 and 269) and one in November, 1977 (247). One should keep in mind that the November surveys were done in mid-semester. A part of the increase in service can be attributed to the non-legal community as well as normal law-related patronage. During the past two one-week surveys nearly 300 questions were received from the general public and general university. Because of this increased workload, most of which falls between 10:00 a.m. and 4:00 p.m. on weekdays, the Department has requested an increase of 0.5 FTE staff for fiscal year 1980-81.

The Reference Center continues to provide specialized and in-depth research service to the Law School faculty. During the past years, the staff of the Reference Center handled 25-30 extended research requests from faculty, not including any assistance provided to the Legal Research Librarian on other faculty requests. The Center also continued its SDI services

(selective dissemination of information) for those faculty who were interested. SDI services were provided in the areas of immigration law, law of the sea, and New Mexico legislative bills.

Automated Research

The Reference Center is responsible for the operation of the LEXIS terminal located in the Law Library. The Reference Librarian conducted training seminars for about 60 of the first year law students during January and February, 1980. Throughout the year, the Center's staff provided individual instruction, demonstrations and/or assistance to many other LEXIS users. Overall, with the continuing expansion of the LEXIS data base, there also appears to be a steady growth in the use of the LEXIS.

Other Activities

The Reference Center completed, or assisted in, a number of library projects during the year. The first major supplementing of 1978 New Mexico Statutes Annotated occurred. Because of the new looseleaf format for the code and the Reference Center's expertise in this area, the Center's staff assisted the Serials and Circulation Departments with the filing of 30+ sets of the Code. The Center helped these same two departments in January with the Library book inventory, a 3-day project.

The Reference Center assisted the Law Librarian with a review of all serial items purchased by the Library. The Re-

ference Librarian and Legal Research Librarian recommended titles which could be eliminated or the number of copies reduced. This project is the continuation of a plan of overall budget tightening.

One major library research aide was completed by the Reference Center during 1979-80. This aide is a locator for all law reviews, journals, and legal periodicals. Because of the inconvenient distance between the card catalog and the main journal collection, it was determined that some form of visible file be prepared for the journal area. This type of file is also useful because it provides easy access through all previous known titles for journals as well as their current titles. This has occasionally been a problem for patrons using the various published journal indexes.

The Reference Center began a current events table on the upper floor of the Library. A continuous flow of articles on new developments in the law and legal profession are cycled through the table. Experience shows this to be a popular idea and the current events table will be continued.

The Reference Center has conducted numerous tours of the Library during the course of the year. The numbers of tour requests has continued to increase, both from within and without the University.

During the Fall and Spring semesters, the Reference staff participated in various law courses. The courses, which are audited by the staff members, have significantly improved

their understanding of particular areas of law and, more importantly, legal terminology. This program, with the encouragement of the Reference Librarian, will continue in the Fall of 1980.

The Reference Librarian taught one of the six sections of the Advocacy course this year in the Law School. He was re-elected Chairman of the New Mexico Depository Library Council and has been elected Secretary-Treasurer of the Government Documents S.I.S. of the American Association of Law Libraries. During the Spring, the Reference Librarian presented a paper on legislative funding at the annual Southwest Association of Law Libraries conference in Houston, Texas.

Plans for 1980-81

The prime goal of 1980-81 will be to expand the number of Reference Center hours. If the request for increased staffing is approved, Center hours will be increased on Sunday and the hour from 5-6 p.m. will be covered Monday - Thursday. In addition, the balance of the 30 additional staff hours will be used to provide needed back-up assistance during peak reference service periods.

The Reference Center will work on plans with the Law Librarian to expand services to the legal community outside the Albuquerque-Santa Fe area. Implementation of such plans would be anticipated for 1981-82.

The Reference Center will work on developing an acquisitions policy for the general reference collection. The policy will be designed to cover serials, continuations and items

that come out in new editions on an irregular basis. The plan will be submitted to the Law Librarian during the Fall, 1980 semester.

Finally, the Reference Center will continue to conduct patron surveys in order to evaluate the reference workload and schedules. These surveys will also be useful in evaluating reference service over multi-year periods.

For additional information, see the Report of the Legal Research Librarian.

REPORT OF THE LEGAL RESEARCH LIBRARIAN

July 1, 1979 - June 30, 1980

HELEN S. CARTER, LEGAL RESEARCH LIBRARIAN

The Legal Research Librarian is the primary person responsible for assisting law professors in any legal research projects. This includes cite checking, briefing of cases, finding and arranging for photocopying of legal or other research source materials requested, preparing legislative histories of laws, preparing materials for speeches, and assisting with preparation of materials for classes taught by the law professors. I prepared two major bibliographies for law professors:

"Bibliography on Comparative Law," for Luis Stelzner

"Bibliography of Law Library Holdings in All Areas Regarding Older Americans or Aged Persons," for Paul Nathanson

In the area of legal problems of the aged, I have worked closely for the past five months, both with Professor Nathanson, and with Professor William P. MacPherson, in determining what books and materials are necessary in their federally funded project on legal services for the aged population of the Northern half of the state of New Mexico.

Public Service

This office continued to assist the other members of the Reference Center Staff in serving all types of patrons who come to use the Law Library, or who telephone for reference

service.

All questions from attorneys, both in Albuquerque, and in and out of the state, are referred by the Reference Center Staff to me for handling. Several referrals from the State Bar of New Mexico were dealt with also. Some of these referrals were from attorneys and some were from prison inmates.

Legal reference work was done for various administrative departments of the University of New Mexico, including the Office of the University Counsel, Zimmerman Library, and Parrish Library, as well as for state of New Mexico agencies and departments. Legal reference assistance was provided, also, to the American Indian Law Center, the UNM School of Law Clinical Law Program, the New Mexico Civil Liberties Union, the New Mexico Trial Lawyers Association, and to Albuquerque/Bernalillo County Detention Center. A bibliography was prepared for Albuquerque/Bernalillo County Detention Center to assist them in decisions regarding the purchase of recommended law books and legal materials for the Law Library at the Detention Center.

July 19-20, 1979, Professor Robert Schwartz, of the Law School, and I presented a program for the 8th Annual Medical Record Workshop. My speech was entitled, "Computer Access to Medical Records; Problems Arising in Areas of Evidence and Invasion of Privacy."

In-Service Training Class for Law School/Law Library Employees

I taught the Legal Research In-House Training Program, beginning September 5, 1979, meeting one hour per week, through

the end of January 1980. In addition to Law Library staff members attending this class, we had Peter J. Rosenwald, Librarian at Los Lunas Hospital and Training School, and Miriam Greenwood, Librarian for the Albuquerque law firm, Modrall, Sperling, Roehl, Harris, and Sisk, who took the class.

Displays

Displays were arranged in the Law Library display case on a monthly basis.

Law Library Tours

Personally escorted tours of the Law Library, with commentary on the use of law books and materials, were given to Zimmerman Librarians, as well as to numerous other groups.

The "Self-Guided Tour of the Law Library," was checked and updated to be ready for distribution to freshmen students, who will be entering Law School in the Fall 1980 classes.

Automated Research

Special training sessions were again given on the use of the LEXIS legal research computer terminal. These were given in the Spring 1980 semester, by Kurt Adamson, Rob Schwartz, and myself, mainly to second-semester, first-year students, at various times during the day and evening, over a several week period, so that all interested persons would have an opportunity to attend.

This office uses the LEXIS terminal often in locating legal materials requested by users of our Prison Project program.

Prison Project

Work of this office on the Prison Project continues to increase as more and more letters are received each day from prison inmates. Since the Penitentiary of New Mexico riot/ uprising in February 1980, our work-load in this area has been even heavier because prisoners are not able to use the Law Library in the Prison for a number of reasons: Some of the inmates are in County Jails around the state and have no access to a law library; some are in facilities in other states and have no access to a law library; the "protective custody inmates" at PNM are not allowed at this time to use the law library there; use of the PNM law library in general has been greatly curtailed because, since it was one of the few undamaged portions of the Penitentiary, it has been being used to store salvageable equipment and supplies from other areas receiving more damage.

I visited the Penitentiary of New Mexico Law Library in November 1979, to assist Sandra Scott, the new librarian for the Corrections Department of New Mexico. Ms. Scott is non-law-trained, but interested in developing her skills in learning to use legal materials. I worked both with her, and with her inmate/law clerk last November in reviewing their present legal collection, and in making suggestions regarding additions to and deletions from that collection. In March, Ms. Scott spent a full day here in Albuquerque at the School of Law Library, during which time I gave her a personalized mini-seminar/workshop in the use of those specific books and materials contained in

the PNM law library collection.

I was one of 113 delegates, nationwide, selected to attend the National Institute on Library Service to Jail Populations, held in March 1980, in Huntsville, TX, at the Criminal Justice Center of Sam Houston State University. This was an intensive 22 hour course, which has been of much assistance to me in working on the Prison Project.

In April, I was invited to, and did, speak at the New Mexico Library Association meeting in Roswell, NM, on "Library Service to Jail Populations" and my course of study at Huntsville.

Professional Activities

I am a member of the American Association of Law Libraries Special Interest Section on Legal Assistance to Institution Residents. I serve on the Subcommittee on Recommended Collections for Prison Law Libraries.

I am a member of the New Mexico State Bar Association.

In addition to the National Institute, mentioned above in the PRISON PROJECT portion of this Report, I attended three other major meetings during the past year. In October 1979, I was a participant in the first Albuquerque Conference on "Victims of Domestic Violence." Also, that month I attended the "International Federation of Women Lawyers," held in Santa Fe, NM. In May 1980, I attended the three-day "Corrections Detention Seminar" held jointly by Albuquerque/Bernalillo County Department of Corrections-Detention, and the National Institute of Corrections Jail Center, from Boulder, CO.

Outside Professional Activities

For the second year, I taught the "Legal Research and Writing" class for the University of Albuquerque's Associate of Science: Legal Assistant Program. I taught, as an Adjunct Professor, for U/A Spring Semester 1980.

I have recently begun to teach the same type of class for the Albuquerque Career Institute's Paralegal Program. These courses are taught at night.

THE REPORT OF THE TECHNICAL SERVICES DEPARTMENT

SCHOOL OF LAW LIBRARY

July 1, 1979 - June 30, 1980

LORRAINE E. LESTER, TECHNICAL SERVICES LIBRARIAN

A shift in professional responsibilities was initiated in the Technical Services area. Jerry Phillips, as Assistant Technical Services Librarian, will be directly responsible for the supervision of the Acquisitions Section and Processing Section as well as the Serials Section of Technical Services. Lorraine Lester will continue to be responsible for all of Technical Services as Technical Services Librarian, with direct supervision of the Assistant Technical Services Librarian, the Cataloging Section and the Special Collections/Gift and Exchange Librarian. In addition, her responsibilities will shift to include more administrative responsibilities in the Law Library. A result of this shift already has been the formation of an Administrative Unit which includes the Technical Services Librarian, the Departmental Secretary, and the Book-keeping/Fiscal functions performed by Ninka Hainer.

In January, a Technical Services Policy Group was created at the request of the Law Librarian. It includes the Technical Services Librarian, the Assistant Technical Services Librarian and the Head of the Cataloging Section. This group meets frequently to discuss any matters that concern Technical Services, and thus, any one of the three members of the Policy Group is informed of current decisions and Technical Services

business. The members of the group will all be sources of information about the Department, and thus will be able to offer information when any or two of the members are absent. The Policy Group meets regularly during the fall and spring semesters with the Law Librarian to discuss Technical Services concerns.

A project which was begun in January 1979 -- the removal of the superseded State Reports and pre-1960 treatises from the storage area of the Supreme Court Library in Santa Fe -- was finally completed in July, 1979. Those State Reports which were not included in the National Reporter System were retained in the library's collection. Many of the others were requested through the American Association of Law Libraries Exchange Program, and were sent to other law libraries. The pre-1960 treatises were individually examined by the Law Librarian and a number of these were processed and added to the collection. The return of the Santa Fe storage materials represents the main portion of the materials that were stored due to lack of library space before the building addition was completed. A small amount of stored materials still remain in the basement of Mesa Vista Hall on the UNM campus. Since a large portion of that material is foreign law, it is planned that those materials will begin to be sorted out when the Special Collections/Gift and Exchange vacancy is filled.

The position of Special Collections/Gifts and Exchange Librarian remained vacant throughout the year while advertising

and compliance with recruitment regulations went on. The Technical Services Librarian handled those aspects of the job which were urgent, and a number of routine tasks were turned over to the Acquisitions Section. The 1980/81 year will begin with final interviews conducted for filling this vacancy.

A major inventory of the Lower Floor library collections was planned by Jerry Phillips and Ken Shoemaker, and carried out by nearly all the members of the Law Library staff on January 10-11, 1980. The inventory compared actual shelf holdings to the official shelplist file, thereby identifying missing materials and uncovering some discrepancies in the processed volumes.

Acquisitions, Bookkeeping, Processing

In view of the changing focus of Technical Services work which resulted from ending Bond funds in 1977/78, and the completion of reorganizing the Library collection for the new building addition in 1978/79, emphasis in 1979/80 was turned toward re-evaluating work loads and the division of tasks in the Technical Services area. Jerry Phillips and Lorraine Lester conducted separate evaluations of the Acquisitions Section, the Processing Section, and the Bookkeeping/Binding Section of the Library. This resulted in some major shifts of responsibilities for the three areas evaluated, to take full effect in the 1980/81 year. A brief summary of the changes: binding responsibilities shift to the Processing Section; Acquisitions will take over routine exchange functions formerly done by the

Gifts and Exchange Librarian, and will take over the organization of basement materials, and some special annual projects formerly done by the G & E Librarian. The Bookkeeper, Ninka Hainer, will be responsible for all financial records of the Law Library under the supervision of Lorraine Lester.

A large volume of materials was handled this year by the Processing Section. Over 31,000 items were processed, mainly due to the ongoing cataloging and reclassification projects throughout the library.

Serials

The staff remained stable, and the serials cataloging backlog continued to be reduced. About 75% of the Canadian law collection has been cataloged and moved to the lower floor stacks. The ongoing project of cataloging State materials has resulted in about 60% of the Upper Floor completed, and 30% of the Lower Floor materials completed.

The Routing File was reinstated to give immediate access to Faculty and Staff routing information. At the beginning of each semester, a summary of their individual routing requests will be sent to each Faculty and Staff member for current updating.

U.S. Depository selections continued to be reviewed through the efforts of Pat Lloyd (Documents Assistant) and the Law Librarian.

Several new procedures were initiated to provide more accurate serials counting and budgetary control.

Cataloging

3,079 titles were cataloged this year and some special projects were completed. The former New Mexico "X" special collection was finally disbanded and integrated into the main collection of the Law Library. Two authority files, subject and name authority, were established and verified as accurate and current for the use of the Cataloging staff.

The Lower Floor inventory added to the Cataloging work load as the shelflist was corrected in light of the shelf findings. The staff continued to work efficiently and experienced no turnover this past year.

Australian Law Reports

The superseded State Reports which were removed from storage in Santa Fe, were very much in demand on the AALL Exchange Program. Many volumes were sent to a variety of law libraries throughout the country. The Session Law and USBE exchanges continued as usual.

Additions to Staff

Henry Wood, Acquisitions Section, CS IV, 8-6-79.

Deletions from Staff

Dorothy Warden, Special Collections/Gift and Exchange Librarian, retired effective July 1, 1979.

Professional Activities

Lorraine Lester and Jerry Phillips were both awarded tenure following their sixth year review.

Jerry Phillips attended the semi-annual AMIGOS Meeting

in Dallas, Texas, May 1980, and a serials tagging workshop sponsored by AMIGOS held in Albuquerque in June 1980. He continued his membership in the American Association of Law Libraries, and was appointed to its Cataloging and Classification Committee for the sixth year.

Lorraine Lester was away for part of the year on maternity leave. She completed three more hours toward the Masters degree in Public Administration. She attended a number of meetings of the Rio Grande Chapter of the Special Libraries Association, and was appointed Archivist for the Chapter. She served as Local Arrangements Chairman for a Regional Workshop on Conference Literature in Science and Technology, sponsored by the Chapter and held May 1-3, 1980 in Albuquerque. She continues membership in the American Library Association, Special Libraries Association, and AALL. She served her first of a several year appointment on the University's Budget Review Committee.

Future Plans and Projects

With the expectation that the 3/4 Faculty position of Special Collections/Gifts and Exchange Librarian will be filled shortly, we expect that a good deal of attention will be given to processing materials for the American Indian Law Collection, as well as to the beginning development of a Mexican and Spanish Language Legal Materials Collection. The processing of materials currently stored in the basement of Mesa Vista Hall will be part of this development.

Final decision on the Circulation Inventory Control System for the UNM libraries may be made this year, and the adoption of such a system will necessitate efforts on the part of the Technical Services Staff in the creation of the ongoing data base, as well as establishing procedures for daily operation.

Abolishing any backlog of materials to be processed still stands as a first priority for Technical Services. Significant progress has been made and will continue to be made this next year.

CIRCULATION DEPARTMENT ACTIVITIES

July 1, 1979 - June 30, 1980

KEN SHOEMAKER, CIRCULATION ASSISTANT

Summary

Circulation Department statistics for the past twelve months indicate a continuing steady increase in the use of the Law Library facility by its patrons. The Spring semester saw perhaps the heaviest demands ever placed on the physical library, its collection and patron services. Problems with the temperature in the building continued to plague the entire Law School and were, as of June 30, 1980 still unresolved. Staff skills and responsibilities were further fine-tuned as expected, so that a smooth and efficient workflow was noted; despite another year of high staff turnover, an excellent degree of continuity was maintained. Perhaps the most significant change occurred with the reclassification of Loren Hines, assistant supervisor of Circulation, and his subsequent participation in and support of administrative and policy making functions. Overall, it was a most productive year for the Circulation Department.

Activities and Projects

In January of the year, an additional photocopier was purchased to augment library photocopying services. This marks the third consecutive year in which an additional photocopier has been purchased for public use. Despite early problems

with the machine, a marked improvement in capability was achieved due to the fact that the new unit (IBM Series III, Model 10) is designed for larger copying jobs at greater speed, and it has a duplexing feature.

Also in January the staff of the Circulation Department participated in an inventory of the circulation collection on the lower floor. The project was coordinated by Ken Shoemaker and Jerry Phillips. In preparation, the student workforce of the Circulation Department performed extensive additional shelf-reading of the lower floor collection. Among these fine student workers the contribution of student Kim Elam was most outstanding and deserves special mention.

Ken Shoemaker and Victor Whitmore (Cataloging) were asked to design and implement some information/locator signs to be placed adjacent to the main card catalog. Working with Kurt Adamson (Reference), they finalized the content and layout of two signs. Ken Shoemaker designed two durable, attractive mounting frames. As of June 30th the signs themselves were still in production.

The Circulation Department staff continued to confront problems of excessive noise in the library. Steps taken include modifying the door on the Typing/Photocopying Room to close silently, ordering bell chime units for all Public Services telephones to replace conventional bells, and formalizing a policy among all Public Services staff for maintaining lower noise levels.

Private offices in the library were in heavy demand by New Mexico attorneys during the past year. Many compliments

were received from lawyers throughout the state and this service, in only its second year, has apparently played an important part in the use of the library by lawyers outside of Albuquerque.

Discussion was begun on creating formal policy for billing patrons for lost materials. A study was started to evaluate the many factors which figure into the development of such a policy. It is anticipated that during the next six to twelve months, enough will be known so that the policy can be implemented. One problem has been that with no payment penalties, there has been very little to discourage patrons from using the Law Library as a "book ordering" service.

The Circulation Department's role in building security continued, resulting this year in fewer breaches than ever. Emphasis on lock-up procedures and diligence on the part of staff and student employees made for a relatively calm year. Security Aides hired and trained by the UNM Campus Police Dept. were once again used in the Law School building after hours and were responsible for checking outside doors and patrolling the building for unauthorized persons.

A large portion of the credit for the continuing progress and development of Circulation Department services must go to several of the staff employees. Constancia Simpson maintained her superb level of competence and performance. This is the fourth straight year she will have been singled out for her outstanding contribution to the success of the Law Library. Carol Ann Ennis did an excellent job performing searches for missing

books, filing pocketparts and microforms, and assisting the Circulation Assistant in special library inventory projects. Loren Hines is to be commended for his outstanding work running the interlibrary loan section. His attitude of cooperation and his willingness and ability to supervise the staff and students of this department made it a pleasure to work with him. Finally, in the short time she has been employed, Lorri Krehbiel has done a fine job in bringing the overdues section up to date and keeping it current. I feel quite fortunate to have such splendid workers and the library and Law School have benefitted immeasurably.

Staff Training and Development

In the Spring of 1980, it was decided that a policy group would be formed in the Circulation Department. But in order to include the assistant supervisor, Ken Shoemaker requested a re-evaluation of the position for the purpose of upward reclassification. The Personnel Office evaluated the new position and, on May 13, 1980, notified the Law Librarian that the assistant supervisor position was to be upgraded from LTA 1 to LTA 2 effective July 1, 1980. With this higher grade position, a great amount of flexibility now exists in the management and development of the Circulation Department. Loren Hines, who occupies the position presently, will serve with Ken Shoemaker as the policy group from Circulation. He will attend Public Services meetings, policy group meetings and will be available to the Law Librarian for direct consultation on matters affecting the Circulation Department, its policies and procedures.

In November of 1979, Ken Shoemaker attended a one day seminar entitled "How to Become a More Effective Supervisor." It was presented locally by a national management consultant firm.

Personnel

Peter Kierst, LTA-1, resigned August 27, 1979 so he could complete work on a master's degree in Political Science. Loren Hines was hired on August 29, 1979 to replace him. For Mr. Hines this was a promotion, from within the department, from part-time occasional CS-IV.

Helen Garcia, half time CS-IV resigned January 21, 1980 to attend graduate school out of state. Cathy Davis was hired on December 26, 1979 to replace Ms. Garcia. Cathy is currently an undergraduate student at UNM majoring in Political Science.

Jane Tyler, a half-time CS-III, resigned December 21, 1979 to travel to Ireland to work and study. Lorri Krehbiel was hired on January 2, 1980 to replace her. Ms. Krehbiel is currently working a a graduate degree in Sociology.

Stephanie Rowe, was hired to fill a vacant staff position (half-time CS-III) in January, 1980. She resigned on May 16, 1980 to prepare for attending law school at UNM in Fall, 1980. Dina Acosta, hired May 1, 1980, replaces her. Ms. Acosta brings a wealth of professional library experience to her new position in the Law Library. This is the first time in over two years that this position has been filled. It is a new position, incorporating responsibilities previously held by

the assistant supervisor prior to the reclassification of that position. This leaves the permanent staff situation in the Circulation Department with four full-time and four half-time employees.

Carol Ann Ennis was rehired on May 21, 1980 into a half-time CS-IV position. Ms. Ennis worked as a part-time student employee during the past school year, performing the identical duties. During that period, the staff position was left vacant.

In accordance with the library policy that under normal circumstances no student may be hired unless either work/study qualified or unless it is into a half-time or less position already budgeted, two part-time students were terminated June 1, 1980 from the Circulation Department.

Plans for 1980/81

Regular Circulation Department staff meetings will be scheduled beginning this Fall to begin discussions on improving all aspects of Circulation services. In addition, regular peer review of each position and of the worker in each position will occur at these meetings. The goal of such a review will be constructive, routine job enhancement.

The role of the assistant supervisor will be expanded throughout the upcoming year. Since it is a new position (LTA-II), this is expected to take some time to complete. Clearly, the role of back-up to the Circulation Assistant is vital and will be developed with the greatest priority.

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The Circulation staff will continue to seek a solution to the problem of the construction/design of the main counter in Circulation. Gates are needed, to control access and to encourage patron-staff interaction.

July 1, 1980

INTERLIBRARY LOAN REPORT

Statistical compilation for FY 79/80

Our Requests

Requested by us but not filled 28

Borrowed from other libraries and returned

A.L.A. Form requests (Zimmerman 3, Med School Library 2)	6	
O.C.L.C. requests	28	
Total	<u>34</u>	= 34

Photo-Copy orders completed by other libraries for us

In state	9	
Out of state (including CO, FL, HI, IN, OK, PA, RI, TX)	18	
Total	<u>27</u>	= <u>27</u>

Total number of requests made by us 89Requests received from other libraries

Requested by other libraries but not filled 68

Loaned to other libraries and returned

In state	28	
Out of state (including AZ, CA, CO, DC, FL, IL, IA, KY, ME, NJ, OH, OR, TX, VA, WY) note: TX=9, CO=6, IL=5, AZ=5	48	
Total	<u>76</u>	= 76

Photo-copy orders completed by us for other libraries

In state (NMSU = 33 for over 850 pages)	46	
Out of state (including AK, CA, IL, KY, MA, NY, OK, OR, TX(9), VA)	20	
Total (total pages over 2,000)	<u>66</u>	= <u>66</u>

Total number of requests filled by us 210Total number of requests services by us
89 + 210 = 299 299

NOTE: This report reflects a drop in overall ILL transactions over the same period a year ago. This occurs because we no longer count circulation transactions direct to attorneys outside of Albuquerque. Overall, actual library to library transactions increased by approximately 13%.

LAW LIBRARY STATISTICS 1979/80

Number of cataloged volumes on June 30, 1979	152,021
Number of volumes added (net) in 1979/80*	2,692
Number of cataloged volumes on June 30, 1980	154,713
Number of periodical titles being received at end of 1979/80	877
Number of other serial titles being received at end of 1979/80	2,169
Other processed materials added:	
Government publications	1,024
Maps	0
Microfilm (reels)	25
Microcards	0
Microfiche (pieces)	19,033
Sound Recordings (cassettes)	6
Slides	0
Other	
Number of new titles cataloged	3,079
Volumes added (gross)	6,638
By purchase (includes serial added volumes)	4,328
By Gift and Exchange	570
By binding of periodicals	1,058
By U.S. Government Depository (does not include microforms)	682
Number of titles reclassified	53
Binding	
Books	13
Periodicals	1,058
Other (rebinds)	10
Theses	0
Photographic Services	
Photocopy prints	867,085
Other	0
Circulation	
Number of regular loans	15,069
Number of reserve transactions	14,566
Desk Reserve	3,641
Class Reserve	5,019
Miscellaneous (video, audio, exams, etc.)	5,096
Number of interlibrary loans	203
Loaned	76
Photocopies	66
Borrowed	34
Photocopies	27

LAW LIBRARY FACULTY

ANNUAL SUPPLEMENT TO BIOGRAPHICAL RECORD

L. Kurt Adamson - Instructor (Reference Librarian)5. Research in Progress

Joint law review article on curative instructions in jury trials; short articles printed in the New Mexico Library Assn. Newsletter and the SLA Rio Grande Chapter Newsletter.

6. Learned and Professional Societies

Chair, New Mexico State Depository Library Council;
Chair, Bylaws Committee, Government Documents SIS, AALL;
Publications Committee, Continuing Education Committee,
SWALL; Attended annual AALL convention, July 1979.

7. Other Professional Activities

Taught first year course at UNM Law School (Advocacy) Fall, 1979; taught legal research course for the American Indian Law Center, Paralegal Program, Jan., June, & Oct. 1979; Presentation to the Faculty of the College of Nursing on copyright law, October 1979.

Lorraine E. Lester - Technical Services Librarian/Assistant Professor1. Advanced Study

6 hours Public Administration UNM (Administrative Processes; State and Federal Education Administration) toward M.A.

4. Publications

Co-editor: Cumulative Title Index to U.S. Public Documents, 1789-1976. (Arlington, VA U.S. Historical Documents Institute, 1979-) 16 Vols.

6. Learned and Professional Activities
 Special Libraries Association Winter Meeting, Tucson, AZ, Feb. 1-3 1979; Closing the Catalog Workshop (ALA/LITA) San Francisco, February 14-15, 1979; New Mexico Lib. Assoc. Conference, Farmington, March 28-31; Personnel Mgt. Workshop, DH Lawrence Ranch, May 4-6; SLA Annual Meeting, Honolulu, June 10-14; ALA Annual Meeting, Dallas, June 24-27; Archivist for Rio Grande Chapter SLA 1979 - present.
8. University Service
 University Intramural Committee member 1978/79; Budget Review Committee member 1979 present.
10. Personal Information
 Daughter born October 19, 1979.

Jerry Clyde Phillips - Assistant Professor

1. Advanced Study
 M.A. University of New Mexico, May, 1979, Thesis: "The Use of the Welsh Language as a Measurement of the Dimensions of "Welshness."
6. Learned and Professional Societies
 American Association of Law Libraries, member (Cataloging & Classification Committee); The Sociology of Wales Group Member (Grwpp Cymdeithaseg o Gymru).
7. Other Professional Activities
 Member State Documents Authority File Committee of the New Mexico State Library.