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The Dean's Report: The Law School: 1992–93 Academic Year

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OFFICE OF THE DEAN

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NOTRE DAME LAW SCHOOL
NOTRE DAME, INDIANA 46556

September 17, 1993

Professor Timothy O'Meara
Provost
University of Notre Dame
202 Main Building
CAMPUS

Dear Tim:

Enclosed is the academic year 1992-93 annual report for the Law School, along with accompanying reports for the Law Library, the National Institute for Trial Advocacy, the Thomas J. White Center of Law and Government, the Notre Dame London Law Programme, the London Summer 1993 Programme, the *Journal of College and University Law*, the *Notre Dame Law Review*, the *Journal of Legislation*, and the Legal Aid Clinic.

I will be pleased to provide elaboration as you may desire.

Yours in Notre Dame,

David T. Link
The Joseph A. Matson Dean
and Professor of Law

DTL:tmj

Enclosures

THE DEAN'S REPORT
THE LAW SCHOOL

1992-93 ACADEMIC YEAR

Introduction

Among the major developments of the year were:

Dean David T. Link returned from his leave of absence as the founding president of the University of Notre Dame Australia and resumed his position as Dean of Notre Dame Law School in January 1993.

The U.S. News and World Report, in its annual assessment of graduate schools, rated Notre Dame Law School 20th out of 180 law schools. The Gourman Report placed Notre Dame in its highest category of U.S. Law Schools (very strong) with the overall rank of 18th.

The Law School's Barrister's Team won the 1993 National Trial Competition.

Administration

Professor Fernand Dutile continued serving as Acting Dean until Dean Link's return in January. Serving as Associate Deans were Carol Mooney, William McLean and Walter Pratt. Associate Dean Roger Jacobs served as co-director of the Notre Dame London Law Programme. British Professor Aubrey Diamond served as the other co-director in London. Janis Johnston was Acting Director of the Law Library while Roger Jacobs was in London. Professor Eric Smithburn directed the London Summer Programme. Nancy Kommers, long-time Director of Placement, retired in August 1993. Ellen Cooney Hoye, broadly experienced in the career services field at University of Minnesota and Drake Law Schools, was named to the retitled position of Director of Career Services. Anne Hamilton's position in the Student Services area was upgraded and retitled from Coordinator to Director of Admissions, Registration and Records.

Faculty

There was a range of notable events related to the Law School faculty during the academic year. Gerard Bradley joined the regular faculty as a tenured professor, coming from the University of Illinois School of Law. Visiting for varying periods of time were Professor Hanns Fitz of the University of Innsbruck Law School, Professor Efstathios Banakas of the University of East Anglia in Norwich, England, and Professor Mary Ellen Turpel from Dalhousie Law School in Halifax, Nova Scotia, Canada. New appointments late in the year included Christine Venter and William Hoye as Associate Professional Specialists who will serve as supervising attorneys in the Legal Aid Clinic.

Professor Thomas Shaffer was on leave during fall semester as a visiting professor at Boston College Law School. Professor Dutile was on leave during spring semester as a visiting Scholar at Stetson School of Law.

Professor Donald Kommers was invested as the inaugural chairholder of The Joseph and Elizabeth Robbie Chair in Government and International Studies. Patti Ogden was promoted to Librarian.

Professor Edward Murphy was named Distinguished Teacher of the Year by the graduating Class.

Students

The Law School received more than 3,500 applications for the 175 seats in the 1992 entering class. The median undergraduate grade point average for the entering class was 3.45. The median Law School Admissions Test (LSAT) score exceeded the 90th percentile. The class included almost 20% minorities. Women comprised just over 40% of the entering class. Enrollees came from more than 100 undergraduate schools. Also enrolling were 19 LL.M. Degree candidates in the London Program and 8 LL.M. Degree candidates in the International Human Rights Program at the home campus. The LL.M. students almost all received their first law degrees in foreign countries.

At the commencement exercises held in May and August, Notre Dame awarded 190 J.D. and LL.M. degrees. Among the many students recognized for their achievements were James O'Brien, winner of the Colonel William J. Hoynes Award for Outstanding Scholarship, Application, Deportment and Achievement; Elizabeth Keenan, winner of the Dean Joseph O'Meara Award for Outstanding Academic Achievement; and Richard M. Rolwing and Michelle Stahl, winners of the Farabaugh Prize for High Scholarship in Law. The Notre Dame Alumni Association conferred the Distinguished Graduate Student Award on Mary Yu. The award is based on service to Notre Dame, service to the community and academic achievement.

The Barrister's Team, consisting of Domenique Camacho, Frank Kros, and Edward Sullivan, won the Midwest Region Mock Trial Competition, sponsored by the American Bar Association. This qualified the team for the national trial competition which was held in San Antonio, from which they emerged as the National Champions in Trial Competition. In addition, Frank Kros was named the nation's Best Oral Advocate. The team was coached by Adjunct Professors Judges Brook and Jourdan, with assistance from a number of generous volunteers.

The Notre Dame Law Review hosted a symposium, "The Civil Rights Act of 1991: Theory and Practice." A range of distinguished speakers in the field presented papers, which subsequently were published in the Symposium Issue of The Law Review. Fr. Hesburgh was the keynote speaker.

General

The Notre Dame Legal Aid Clinic moved to a new location at the intersection of Howard and St. Peter Streets in South Bend. The move was made possible by the purchase of a new building for the express purpose of housing the Clinic. Beneficial effects included making the Clinic more accessible to potential clients, a tripling of space available for Clinic operation, and a release of much needed space within the Law School building for other student activities. The Law School recognizes and appreciates the significant efforts of the University Administration in acquiring the new facility and gaining the necessary zoning changes to permit the Clinic's operations there; also, for regularizing Clinic operations in the Law School budget, and for facilitating the acquisition of a significant grant committed to the Clinic from the Keck Foundation.

The Law School celebrated the 25th Anniversary of Women in Notre Dame Law School. Justice Shirley Abrahamson of the Wisconsin Supreme Court was the featured speaker. A panel of five alumnae discussed their experiences at Notre Dame Law School and in the profession. The panelists were Jeanine Davis (General Counsel of C.T.S. Corporation), Karen McCartan DeSantis (partner, Kirkland and Ellis, Washington, D.C.), Sister Barbara Sullivan, O.P. (with the Appalachian Research and Defense Fund), Judge Anne Williams (United States District Court, Northern District of Illinois) and Kim Worthy (Assistant Prosecuting Attorney, Wayne County, Detroit).

A Panel of the United States Court of Appeals for the Seventh Circuit heard three cases in the Law School Courtroom. Faculty and Students were invited to attend the hearing. The Panel lunched with the Faculty, then met with students to informally discuss appellate advocacy, clerkships and government service.

The installation of computer networking hardware was completed throughout the Law School. The networking system became operational within the Law Library by year's end.

Priorities

Participation in the various Colloquy 2000 Committees crystallized the priority needs of the Law School. The Law School Faculty has affirmed the most crucial needs in the following order: financial aid for students; additional faculty positions, along with competitive salaries for present faculty; additional library space and funding; endowment of existing law centers and development of an institute for law research; additional faculty to further improve the faculty-student ratio; research-development funding; and enhancement of international programs.

There is an urgent need for increased financial aid to students. The financial aid program at Notre Dame Law School is substantially deficient when compared with those of peer law schools. Significantly more aid is required to assure continuing access to Notre Dame Law School for the best qualified students from across the family-income spectrum; to promote ethnic and racial diversity within the student body; and to control the burgeoning debt that too often precludes our graduates from realistically aspiring to public service and other

low-paying positions in the legal profession.

The Law School Library requires a major infusion of funds. As detailed in its report (copy attached) the Kresge Law Library continues to be a responsive and active force within the educational life of the school. However, it must be noted that the historical weaknesses of the collection have not been overcome and technology, rather than replacing traditional hard copy collections, has demanded new energies and additional expense. Financial support, while adequate to maintain a law library in the second quartile, is insufficient to continue to develop or support a major research law library. Law library space is so inadequate that the Chicago Bar Collection cannot be totally shelved.. Further, new library technology is requiring much more space than anticipated and is creating a major deficiency in study and research spaces. Without additional funding, the law library cannot maintain a posture comparable to those of its law school peer group and will, if it has not already, slip toward its previous mediocre position.

The Law School requires greatly increased faculty support. Our student-faculty ratio is far too high. The Law School salary structure is one of the few, if not the only, in the University, that is not competitive with those of peer institutions. Support for faculty scholarship continues to be substandard. The Law School cannot expect to continue to be numbered among the most prestigious of national law schools without additional faculty positions, a salary structure closer to that of other top law schools, a major increase in summer stipends, research-assistant monies and other scholarly support, and a leave-of-absence program, tailored to foster faculty scholarship.

While all of these priorities demand consideration as the University embarks upon a campaign to increase endowment, satisfaction of these needs will, for the most part, be ineffective if something is not done about the Law School annual budget. Notre Dame has the lowest operating fund of any of the top twenty law schools as ranked by U.S. News and World Report. The next lowest of the top twenty has a budget 135% that of Notre Dame. The relatively low amount of available annual resources represents the greatest threat to Notre Dame's continuing to rank among the top law schools.

Conclusion

Notre Dame Law School presently enjoys a very good but insecure position among American law schools. It is nationally recognized as among the nation's best law schools. While it is on the brink of numbering itself among the leading law schools it is not at a comfortable plateau. If it cannot develop a budget competitive with that of the leading law schools, there is a strong possibility that the Law School's reputation could backslide.

To insure that the Law School continues its upward momentum, the Dean has announced that the priority of the Law School for 1993-94 is to develop a new strategic plan. All of the objectives of the old strategic plan have been met or exceeded. Furthermore, Recommendation 7 of the Academic Life Committee Report to the Colloquy for the Year 2000 calls on each unit of the University to conceive a plan "which reflects on its purpose within the overall mission of the University". Development of a strategic plan for the Law School

will be the principal activity of various faculty/student committees, the Law Advisory Council, and the Notre Dame Law Association Board. During the year, all Law School faculty, staff, students and Law Association members will be invited to participate in the development of Notre Dame's most ambitious law strategic plan.

TO: Office of the Provost
FR: David Gardey, Editor-in-Chief,
Volume 68; Notre Dame Law Review
DA: August 23, 1993
RE: 1992-1993 Report

I. PUBLICATIONS

This academic year the Law Review published six issues. Normally, we would only publish five, but because we have been one issue behind for the last several years, we published six this year in order to catch up and get back on schedule. The breakdown of the pieces we published is as follows:

- Two tributes to a distinguished alum
- Twenty-three articles from various professors and academics from other law schools or institutions
- One essay from an outside professor
- One commentary from an outside professor
- Nine student notes or case comments

II. SYMPOSIUM

This year the Law Review sponsored a live Symposium in February. The topic of the Symposium was the Civil Rights Act of 1991. We brought in seven professors and practitioners from around the country for the three day event. Father Hesburgh gave the keynote address at the banquet. We published articles that were submitted by the participants in the Symposium in issue 5 of the Law Review which came out in May. This year we offered continuing education credits to attorneys who attended the sessions. We raised money from registration fees through this and we also boosted attendance. Student attendance was also very strong this year, filling the courtroom for a number of the sessions.

III. MEMBERSHIP

This year the Law Review accepted twenty-one new staff members from the first year class at the law school. Membership was decided based on grades and a writing competition. We have discretion in the number of people we take each year by grades and the writing competition. The third year staff decided that approximately 20-22 new staff members were needed to handle the work. The number coming from the writing competition would be determined by the quality of the submissions and the number we decided to accept through grades based on finding an appropriate break in the grades, i.e., a point where the grade point averages were sufficiently far apart so as to avoid unfairness.

A. Grade-On

The statutes of the Law Review require us to accept the fifteen first year students with the highest grade point average. This year we accepted nineteen students through this grade on process. Because of privacy requirements, first years are required to submit a form allowing us to see their grades. Only myself and the managing editor actually saw the grades that were submitted and had been forwarded to us through the dean's office. Initially, seventeen people were contacted. Fifteen accepted soon thereafter. One of those selected based on grades subsequently transferred to the University of Chicago Law School. Another individual deferred his membership to a later time, either the next semester or next academic year, because he was fearful that he could not meet the responsibilities of the position because of personal difficulties. Because I knew that this had been done before, I allowed him to

defer. As a result of this short fall, we accepted an additional two people based on grades, thus making nineteen.

B. Writing Competition

We also selected three new members of the law review staff based on a writing competition that was held jointly with JCUL and Journal of Legislation. Students were given an issue to write about and a limited amount of resource material with which to work. We received some fifty-odd submissions through this process. A committee of five third year Law Review members reviewed these submissions based on a pre-determined set of criteria. After review and conferral, three were selected. All three journals established a common deadline for accepting offers. We made three offers to first year submissions.

We also accepted submissions from second year students. We did not grant any offers to this group.

IV. EQUIPMENT

One of the most important areas for the Law Review is the acquisition and maintenance of the equipment needed to support the publication. Our biggest needs this year were a new and faster laser printer and an additional fast computer. I conferred with the Dean's Office about the Law Review/Law School budget providing funds for a new computer. We needed a new computer because over the past four years we have dramatically changed our publication process. Because we now use desk-top publishing, we have the ability to control the end-product and to publish in a much faster and more flexible way. We only had one computer that could handle

the advanced work. As a result, only one staff member could work on the desk-top publishing features at one time. With two such computers, we are now able to have two staff members working on two separate documents. This has been especially useful when publication deadlines approach. The Dean's Office agreed to the idea of purchasing a new computer. We consulted with the law school computer consultant and several members of the staff who had experience buying computers before making our selection.

The Law Review raised approximately \$1,000 through a football concession stand that we ran in the fall. We decided to put this money towards a new printer. I approached the Dean's Office about the idea, because we needed an additional \$300 in order to purchase the new printer. He agreed to help. We had also raised some additional money, \$600, through soliciting an advertisement with West Publishing. We also used this money towards the new printer.

The new computer and printer made it possible for us to come back on schedule this year by publishing six issues in one academic season.

V. CONCLUSION


This past year on the Law Review was very successful. We are now back on our regular publication schedule, have brought in new equipment, and elected an excellent staff for next year.

*Kresge Library
Notre Dame Law School
Box 535
Notre Dame, Indiana 46556*

Office of the Director

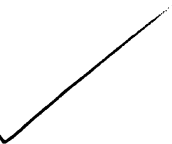
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MEMORANDUM

TO: Dean Link
FROM: Janis L. Johnston, Acting Director 
DATE: July 29, 1993
SUBJECT: Kresge Library Annual Report

I am pleased to provide the annual report of the Kresge Law Library for 1992-1993. Attached to my report as appendices are the individual reports of the major library units. While the library has experienced many changes this year, this report documents substantial progress in collection organization and continuing high levels of service to students and faculty. I hope that the law school is as proud as I am of the library staff and its accomplishments.

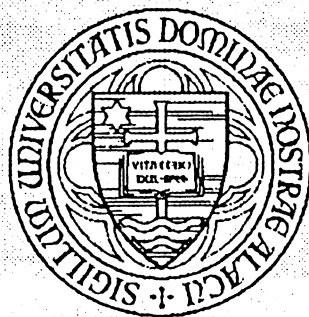
As acting director, I owe a real debt of thanks to each member of the library staff for their continued excellent performance and for their support during this year.

cc: Dean Jacobs
Dean McLean 
Dwight King
Carmela Kinslow
Joseph Thomas

KRESGE LAW LIBRARY

ANNUAL REPORT

1992-1993



**KRESGE LAW LIBRARY ANNUAL REPORT
1992-1993**

This has been a unique year in the recent history of the Kresge Library. There have been a number of personnel changes and reassignments, unusual for an organization with a traditionally stable staff. Additionally, a reduction in library resources for collection development created numerous changes in work routines and lessened the ease of providing service to our patrons. But even under these unusual circumstances, overall service levels remained high and the many challenges that have faced the library have been met.

COLLECTION DEVELOPMENT AND TECHNICAL SERVICES

This year the daily operations of the Technical Services department were managed with great skill and competence by the Assistant Head of Technical Services, Joseph Thomas. Associate Director/Head of Technical Services, Janis Johnston, became Acting Director of the library this year, and as a result confined her administration of the department to acquisitions and accounting. Mr. Thomas should be highly commended and congratulated for his exemplary year of service to the library.

One of the major accomplishments of the year was the completion of automating the acquisitions, fund accounting and serial control functions using the Innovacq system. Innovacq now contains over 4,550 check-in records, 6,282 order records and maintains accurate records on all 15 acquisitions funds. Automation of these functions has dramatically improved productivity and provided very valuable management information. Additionally, access to the serials control information was provided to our patrons this year. Rebecca Brothers, Debra Fox and Amanda Huerta have done an extraordinary job in working with Innovacq. Douglas Mappin assisted in this area by assuming responsibility for collection maintenance and bindery processing.

Because of reductions in revenues for the materials budget, collection growth was modest this year. Slightly under 12,000 volumes were added to the collection, 5,139 new books and 6,838 microform volume equivalents. Due to difficulties in filling temporary staff positions, few Chicago Bar Association volumes were added to the collection. Our total volume count at year end is 332,585.

The cataloging staff, largely supervised this year by Barbara Ritty, cataloged 3,878 titles. This represents a 24% decrease in numbers but not a decrease in accomplishments. Changes in personnel and a major decrease in new monographic purchasing caused the reduction in titles cataloged. To compensate the staff turned its attention to cataloging more difficult serial and looseleaf titles. As a result, a significant number of cataloging problems have been eliminated. Kara O'Leary and Arlene Spitz ably assisted in improving bibliographic access to the collection.

Three difficult challenges faced the department this year: limited acquisitions required shifting of activities to balance staff workloads, the training of three new permanent staff and two temporary staff and changes in departmental leadership. The Technical Services Department deserves great credit for meeting these challenges.

ACCESS SERVICES

The Access Services department also experienced changes in personnel and the addition of a two new areas of responsibility. The provision of audio-visual services to the law school became a part of the multiple services provided by this department. Additionally, Carmela Kinslow, Head of Access Services, assumed the task of administering the library's student employment. Under Ms. Kinslow's leadership, the department responded quickly to the additional responsibilities and continued to provide exceptional service to our patrons.

With the assistance of Kenneth Kinslow, Rebecca Carlton and Agnes Gloster, the Access Services department responded to a 13% increase in regular circulation, an 11% increase in the circulation of reserve materials and a 19% increase in video transmissions. Faculty transmissions to classrooms remained stable; however, student requests for transmissions increased by 15%.

Interlibrary loans continued to be used extensively to augment the holdings of the collection with 618 items borrowed and over 1200 lending requests. Total interlibrary loan activity was down 25% reflecting the departure of one of our most active faculty users.

Shelving statistics, which provide some measure of internal use of collections, decreased by 7% to 69,115 items reshelved. The department's

copying services increased this year to 34,863 pages copied, an increase of 9% over the previous year. Telefax services increased dramatically again this year. Slightly under 6,000 faxes were sent and received accounting for an overall increase of 17%.

As noted, last year the library continues to be concerned with the absence from the shelves of materials not recorded as circulating. This year saw an increase of 34% in searches for material requested that was not on the shelf (NOS). While 78% of these volumes were ultimately located, they were often recovered long after the patron's need had ended. The department must frequently incur additional costs by utilizing interlibrary loan to fill patron needs.

The Access Service department serves as an important provider of patron information. During the year the department responded to 10,156 requests for information ranging from simple directional questions to in-depth queries that could only be handled by an experienced and talented staff. Since nearly 28% of these questions were answered during the evening and weekend hours, much credit must be given to library associate Ken Kinslow, the library's long time evening and weekend supervisor.

This is the first year in which audio-visual services were provided through the Access Services department. Special recognition must be given to Carmela Kinslow and Janet Rose, A-V technical assistant, for successfully managing this major activity. There were 318 productions this year, and a systematic method for equipment control and maintenance was created.

RESEARCH SERVICES

Dwight King, continued to serve as the head of research services. He, along with associate librarians Patti Ogden and Lucy Payne, provided excellent reference, research and teaching services to the law school. Department assistant, Chevelle Williams, performed a wide range of technologically sophisticated support functions.

Research and reference requests were up by 16% over last year from 2,504 to 2,900. Sixty-six percent of the requests came from patrons within the law school. Questions from law students increased by 31% from 979 to 1,281. Questions from law faculty increased by 8% from 580 to 627.

Notre Dame faculty and students outside the law school generated 18%

of the total requests received. Sixteen percent of the total requests were from non-university patrons, a 4% decrease from the previous year. The vast majority of these questions continue to require a response of less than fifteen minutes.

During the spring semester an advanced legal research course was offered for the first time. Patti Ogden taught a two hour course for second and third year students. Ninety-one students were enrolled. The course focused on statutory and administrative law research. Ms. Ogden did a tremendous job in teaching the course while continuing to perform her regular research duties. To do both required significant time beyond the normal work week. Ways must be found to make future advanced research courses less burdensome for the instructor.

A continuing major activity for the research staff is student training in computer assisted legal research. Basic training for first year students was held in January and February. Additional advanced training for second and third year students was provided this year through special sessions on international law and immigration law, additional LEXIS training for journal students, and through the advanced legal research course. WESTLAW and LEXIS usage increased this year by 17% to 11,438 hours.

The research librarians continued to extend services to student groups by offering numerous special research programs. At faculty request, the research librarians offered lectures devoted to the research requirements of particular subject fields. They continued to participate in collection development activities.

COMPUTING SERVICES

The Library continued to carry responsibility for management of the law school computer services. Jeff Morgan, computer coordinator, was again detailed 4/5 time to the law school by the Office of University Computing. His services have proven invaluable this year in assisting with hardware and software purchases, installations and application. During the year the library faculty were provided with access to the university network and through it to the Internet. Access to the network for all building personnel is underway.

With other computing developments planned for the near future, it was decided that a full survey of law school computing hardware was necessary.

Mr. Morgan and Rosie Kincaid, secretary to the law library, conducted a complete inventory which has proven useful in planning for the next phase of the faculty workstation program and the installation of a law school local area network.

LIBRARY FACULTY AND STAFF

This year marked many personnel changes within the library. Roger F. Jacobs, Associate Dean and Director of the Library, departed in July to co-direct the Notre Dame London Law Program for the year. Janis Johnston was appointed Acting Director in his absence.

With the retirement of Phyllis Strom, accounts associate, effective June 30, 1992 and of assistant librarian, Granville Cleveland, in August 1992, the year was started with several important vacancies to fill. Additionally, Edward Huff, cataloging assistant, left in July, and Florence Klecka, collection maintenance assistant, left in August both to pursue career interests in other libraries. Mr. Cleveland's faculty position was converted into two staff positions, thereby creating a total of five staff vacancies.

In early August, Amanda Huerta was hired to fill the position of accounts assistant. Rebecca Carlton moved into the newly created position of access services day supervisor; Agnes Gloster was hired to fill Ms. Carlton's previous position of access services assistant. Janet Rose was hired in August as the audio-visual technical assistant and Douglas Mappin was hired as the new collection maintenance assistant in September. In November Arlene Spitz joined the staff as the new cataloging assistant. In late November the library invited the law school community to a morning coffee to meet all of our new personnel.

The professional contributions of Patti Ogden were recognized by the university as she was promoted to the rank of Librarian.

Further details of the staff's achievements are set out in the reports of the respective departments.

ADMINISTRATION

As noted previously in this report the library director was assigned to the

London program this year and the associate director/head of technical services assumed the role of acting director. The library continued to work through the departmental structure with weekly meetings of the department heads. Joseph Thomas attended these meetings as the representative of technical services. Summary reports of these meetings were circulated to the law school deans and the library staff for their information and commentary.

Rosie Kincaid, secretary to the law library, continued in her normal duties and gave much useful assistance to the acting director. Also she provided the library, law school and university with her substantial computing talent. In addition to serving as a resource person within the law school for WordPerfect software, she provided instruction on this software to many university employees through courses offered by the Office of University Computing.

Janis Johnston, with the assistance of Rosie Kincaid, chaired the organizing committee for the 25th Anniversary of Women Students at NDLS celebration. The program included a presentation by the Honorable Shirley Abrahamson and was well attended.

GOALS DURING THE FORTHCOMING YEAR:

In the coming year the library will attempt to maintain and expand the quality of its public services and to continue efforts to develop collection resources and extend bibliographic control of the collection. This year the challenge of maintaining the collection and acquiring necessary new materials without extra financial resources must again be met. The library faculty and staff look forward to beginning a new year of opportunities to improve services to the law school and the university.

Janis L. Johnston
Acting Director

Annual Report Access Services

1992-93

Submitted by
Carmela Kinslow
Head of Access Services
July 21, 1993

Academic year 1992-93 was a year of reorganization, integration and growth for the Access Services Department. In July, under the direction of Carmela Kinslow, Access Services assumed responsibility of Audio-Visual Services and Student Employment. Assumption of these responsibilities was brought about by the retirement of Assistant Librarian Granville Cleveland. The reorganization and integration of the new responsibilities was facilitated by the hiring of Library Technical Assistant Janet Rose. In September, Rebecca Carlton assumed the role of Day Access Services Supervisor and Agnes Gloster was hired as a Library Assistant.

With the assumption of AV responsibilities came the concern to maintain the level of service which our patrons had grown accustomed to receiving. Access services staff needs to be recognized for their strong support and efforts to make the transition a smooth one. The groundwork established by Granville was a sound one to build upon. Much was accomplished in this first year of service by Access Services (details in AV Services section of this report) and a strong sense of commitment persists to enhance this service.

The Access Services staff together with the enthusiastic support of our student assistants, in particular Diana Punzo, accomplished all of the department's goals this year. The staff continues to support and enhance the number one goal of the department--the provision of quality services for all patrons. Their pride is clearly reflected in their strong work ethic, sense of camaraderie and a clear understanding of what the library's mission is--to support the teaching and research functions of the law school. Together the staff manages to get it done. A recap of our goals and a commentary on our statistics is presented again year with deep gratification and pride.

Goal 1: Continue to maintain high quality services and remain a strong and effective liaison for the library and its patrons.

A. CIRCULATION

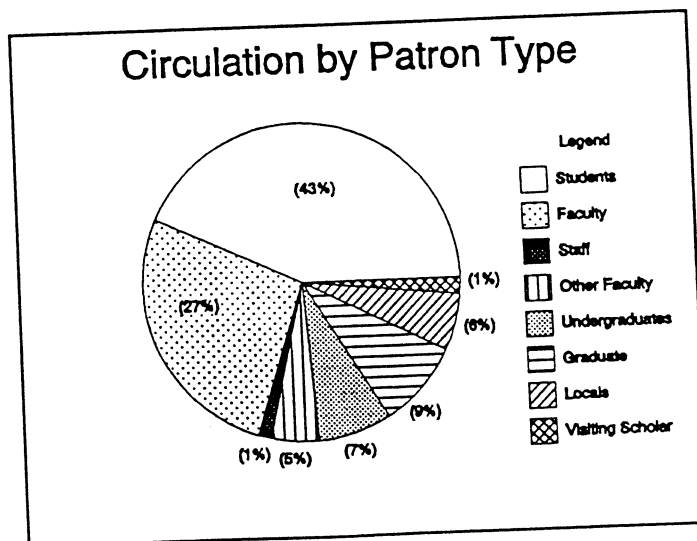


Figure 1

Department activity and productivity increased this year. The statistics clearly reflect this increase. Statistics were again up in all services with the exception of shelving, ILL borrowing, the provision of general/directional and ready reference.

Overall circulation statistics increased 13%. Slight decreases in circulation are noted for law faculty (11%) and undergraduates (25%). Circulation statistics increased for law students (23%), non-law graduate students (59%), locals (72%) and for visiting scholars(23%). Circulation by format reflects increases in law reviews (18%), treatises (8%), reporters (74%), AV materials (28%), and codes(62%). Slight decreases are noted in reference materials and government documents .

Equal access to materials was monitored this year and a proposal to change the circulation policy to facilitate this equal access is currently underway. Control of the collection is difficult, security is hard to maintain and the current policy does not take into consideration the needs of our users. The current policy clearly discriminates against those students who have carrels and those that do not. The have nots also have research papers assigned, and with it the need to not only check out (i.e. bound law reviews), but in some cases retain materials (i.e. treatises) for a longer period. Review of our policy is long overdue. New demands are being placed on us to respond with policies which clearly take into consideration not only the needs of our users, but also the security of the collection. Knowing who has a book checked out and then recalling or placing a hold on it are positive alternatives for the patron. A circulation policy which is more flexible and responsive to our users needs and one which does not encourage walking out the back door with an item would be beneficial for all.

Automation of circulation continues to be a future goal. The decision not to bring up circulation, but monitor the process of Hesburgh Library was a sound one for us. While the manual system is labor intensive, we should maintain our monitoring position for two reasons: the revision of NOTIS' circulation module, is expected in the Spring of 93, and because of the zealous efforts of the technical services staff, we continue to strive toward the conversion of all manual records to machine readable form and retrospective conversion of the entire collection. These factors highly influence the automation of circulation.

B. RESERVE

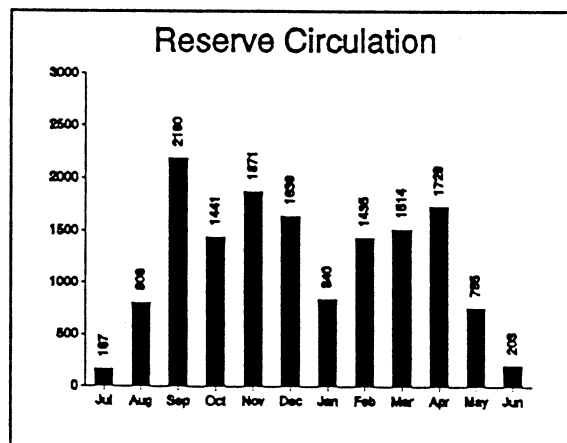


Figure 2

Reserve circulation statistics increased by 11% this year with over 14,590 circulations. There was an overall 52% increase in items placed with videos increasing by 93%. AV services taped over 300 course lectures, symposium lectures, and invited guest lectures. With the exception of 184 trial ad tapings most of the remaining 134 tapes were placed on reserve. Thanks to the good work of Diana Punzo and Agnes Gloster, the exam files are current and a list is maintained in the reserve book which indicates what is placed, the run and which courses do not have exams on file. The exam files are used heavily and we need to maintain them throughout the semester. This year we talked about placing a set of exams on open reserve during the upcoming fall semester. This would permit access to them when the desk is not staffed. Rebecca Carlton's vigilance in maintaining the reserve collection and the reserve listings file continues to provide quick and simple access to materials placed on reserve. Growth of the video collection and space constraints in the open area behind the desk necessitated a move to deck one. Older NITA tapes will remain on the shelves until they are cataloged and will then be integrated with the classified video collection.

C. SHELVING

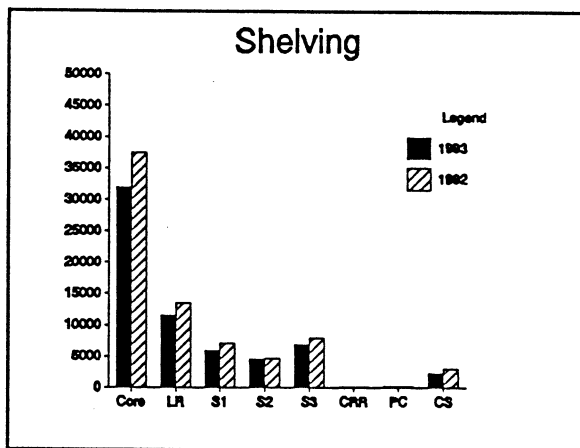
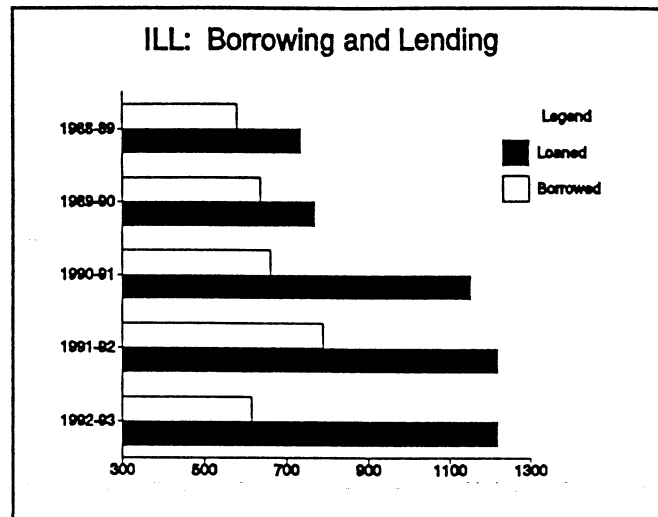


Figure 3

Despite the 13% increase in circulation statistics this academic year, there was a 7% decrease noted in the shelving activity. Patron re-shelving of internally used material and an observation by the Access Services staff that there seemed to be a "less frenzied" attitude associated with doing the legal research exam and first year Moot Court.

Shelf reading the student assistant's bane is done on a continuous basis throughout the year and during this summer the staff took on the abandoned task of dusting the collection and the shelves. In December, we were informed by the Maintenance Department that the maintenance staff would no longer be providing this service. Once again Access Services staff must be commended for assuming this responsibility without too much complaining. Risk management provided dust masks for those staff members who felt they needed to use them.

D. INTERLIBRARY LOAN



Interlibrary loan transactions exceeded 1,800 this academic year. While overall interlibrary loan activities remained constant this year there were 618 borrowing requests. Lending requests totaled over 1,200, and we have maintained our status as a lender. The impact addition of CBA titles into the OCLC database continues to be seen. While the impact is not dramatic, requests are received for titles from this collection. This year approximately 20 CBA titles have been requested on ILL.

One reason to account for the decrease in borrowing ILL requests is that last year Interlibrary Loan played a large role in securing material for faculty member who was serving on a Colloquy committee. The departure of one of our heaviest users, Professor John Attanasio and the online searches by research for John's personal and committee related projects contributed to this year's decrease in borrowing activities. Also to be noted, 474 requests were for material not owned; however, it should also be noted that a significant number of these titles did not fall into the scope of our collection development policy. 117 of the 615 requests were for items not on the shelf and not checked out. Only 24 were for incomplete holdings.

Collection development activities continued throughout the year with several recommendations being made for purchase.

Fax interlibrary loan transactions increased this year. 200 faxes were received and 135 were sent. Interlibrary Loan capabilities were expanded via CARL/Uncover, a document delivery service which provides 24 hour delivery via fax. Other document delivery services such as ARIEL will be monitored to determine their utility for our needs.

E. DOCUMENT DELIVERY

Internal document delivery (materials from our collection) reflects a 17% decrease this year. There was an increase in book requests; however, copy requests decreased slightly.

External document delivery (materials from Hesburgh's collection) was also down this year. There was a significant decrease in copy requests and a decrease in book requests. Again much of this decrease could be attributed to the departure of one of its heaviest users.

F. REFERENCE

General/Directional assistance provided Monday-Friday 8am-6pm increased only 2% this year. Ready reference assistance decreased by 2% and there was a marked decrease of 72% in the provision of extended reference assistance during this time slot.

Evening and weekend reference assistance for general/directional inquiries decreased slightly by 1% and ready reference decreased by 29%. However, there was a 13% increase in the provision of extended reference service during this time slot.

G. FACULTY PHOTOCOPYING

Despite the decrease in internal copying for law faculty this year, photocopying increased by 9%. 31,963 pages were copied internally for our faculty this year and over 23,000 pages were copied at the Hesburgh Library. The library copied over 1,700 pages for non-law faculty and over 1,160 pages were sent to London. More copies were made for other faculty and for London. To date, the Konica copier has made over 363,000 copies.

H. VIDEO TRANSMISSIONS

Video transmissions to classrooms and conference increased this year by 19%. Faculty requested transmissions to classrooms remained stable; however, student requested transmissions increased.

I. TELEFAX

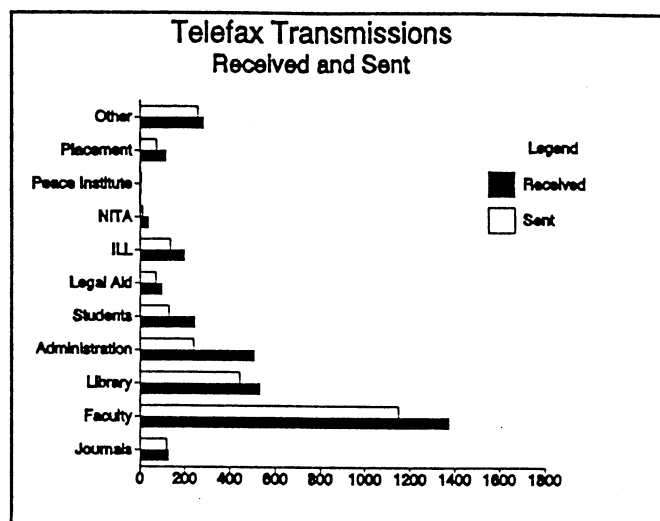


Figure 5

Since its installation over 87,000 pages have been sent and received, equating to over 1,184 hours of fax service time. Again this year, as in all years since its installation, over 5,980 faxes were sent and received accounting for an overall increase of 17%. Fax sending increased 5% and faxes received increased 27%. Faculty sent and received 2,524 faxes and the library sent and received 977. Law School Administrators sent and received 750.

The staff continues to feel the stress associated with the 17% increase in fax activities. As the fax demands increase the stress on both the staff and the equipment also increases. We managed to get through this year without any extensive downtime and there were some repairs made on the unit. Blade replacement was done at a cost of approximately \$200 and several maintenance calls were made this year. Replacement of this fax machine might be in our near future. Fax cards for the heavier users or additional fax machines throughout the law school would alleviate some of the stress.

While there was a slight decrease in sending faxes this year, the cost to maintain the service has also increased. A review of the faxes sent is underway to determine the types of calls made intrastate or international. Last year, the

J. MICROFORMAT RE-FILING

Microfiche re-filing decreased by 7% this year. The staff copied 774 pages of fiche and 280 pages from the microfilm collection. The CIS collection, Bar journals and 19th century legal treatises were most frequently requested.

K. SEARCHES

There was a 34% increase in searches this academic year. As noted in the section on Circulation equal and efficient access of library material continues to be a concern for the staff. A revision of the circulation policy to permit equal access for all users and a loan period which is more in tune with research needs and demands.

L. OVERDUES

1,628 overdue notices were sent out this year. While the response to first time notices was generally good, students who were working on research papers expressed dissatisfaction over the inconvenience of renewing material every three weeks. The three week rule applies to all users with the exception of law faculty. 84 billing replacement letters were sent out. 76 were subsequently returned, 5 were declared claims returned and 3 were forwarded to technical services for replacement or withdrawal.

Goal 2: Integrate audio-visual responsibilities, evaluate the responsibilities and needs for successful assimilation into department.

M. AUDIO-VISUAL SERVICES

Janet Rose assumed daily operational responsibility for AV Services in September. Janet and her student assistants, in particular, Tony Russo, worked hard to meet our second goal for the year. A list of some of the tasks accomplished follows:

- Reorganization of work area to promote and effect a professional work environment.
- Completed a detailed inventory of AV equipment located throughout the law school and in the library.
- Made dust covers for all AV equipment on carts and in Master Control.
- Set up a database for service maintenance of all equipment.
- Set up a data base to for scheduling productions and equipment requests.
- Set up database to compile statistics for monthly and yearly reports.
- Performed general maintenance on all equipment.
- Secured all fresnel lights in the courtroom.
- Checked all cables and installed peg board system in Master Control to permit proper identification and storage of cables.

- Improved audio quality for cart system by recommending the purchase of additional omni-directional microphones which will be used by Trial Ad. Also recommended the installation of additional microphones in Room 120 and 121 to help amplify sound. These microphones are patched into the amplifiers and will be used to increase audio on productions and lectures.
- Motorized screen in Room 121 has been repaired.
- Replaced Video on/off switches in Rooms 120 and 121.
- Extensions were added to already existing cables in the courtroom to provide more pan and tilt movement for the camera head.
- Cross trained Agnes and Ken for tapings in the courtroom, mock law office, master control or for classes in which the cart set-up is utilized.
- Labeled and color coded the AV system to permit ease of operation for all.
- AV systems manual with graphics is currently underway. Two manuals are planned. One which can be used by the beginner and a more detailed manual for the technical assistant and those with extensive experience.
- AV Student Assistant Procedures and Guidelines Manual is underway and not far from completion.
- While Janet possessed a great deal of technical knowledge she has quickly familiarized herself with the system and its capabilities. Time and the presentation of new situations will help enhance her knowledge of the system and its capabilities.

A statistical compilation of AV related activities is as follows:

- **Taping Requests**

During the fall semester, there were 141 tapings. 90 tapings for the Trial Advocacy classes and 51 other course related or special lecture tapings.

The Spring semester saw an increase in taping requests. There were 168 tapings. 94 were for the Trial Advocacy classes and 74 for other course related tapings.

There were 31 non-course related tapings. These included symposiums, special guest lectures, and Legal Aid Clinic Orientation Sessions.

The yearly total for all productions was 318 tapings, of this total, there were 184 tapings for Trial Advocacy.

- **Equipment Requests**

Except for overheads, equipment usage was sporadic. There were 212 equipment requests during the academic year.

Overheads borrowed from Campus Media Services were placed in Rooms 101, 105, and 112. Borrowed slide projectors twice during the Spring Semester for guest lectures.

Included in the appendix of this report are the monthly statistics for AV activities.

N. STUDENT EMPLOYMENT

Student assistants have become an increasingly vital part of our library organization. The library's student assistants play a critical role in assuring the smooth work flow of operations. Total student hours and expenditures per unit including summer, 1992 was 9,032 hrs and total expenditures \$67,663. A breakdown of hours and expenditures per unit for the academic year follows:

SUMMER 1992 7/1/92 - 9/3/92		
Department	Hours	Expenditure
Access	485	\$3,070
Audio-visual	302	\$2,462
Research	627	\$5,024
Technical	664	\$3,957
Total	2,078	\$14,513

ACADEMIC YEAR 9/4/92 - 6/30/93		
Department	Hours	Expenditure
Access	2,530	\$15,700
Audio-visual	1,600	\$11,187
Computer	865	\$5,379
Research	700	\$9,216
Technical	1,259	\$11,668
Total	6,954	\$53,150

Goal 3: Revise student training manuals and continue to develop and adopt methods for effective programs.

Thanks to the joint efforts of Diana Punzo and Rebecca Carlton, a training video tape was developed. Services performed and their procedures, as well as policies are included on the tape. The tape was utilized for orientation and for reinforcement. A training manual with both procedures and guidelines was also produced. Job descriptions and other student guidelines are being developed for both Access Services and for AV Services.

Goal 4: Re-educate patrons to existing policies and procedures which ensure equal and efficient access to collections and services.

Brief articles were contributed to Law Library Notes. The department continues to monitor policies and procedures to ensure equal and efficient access to collections and services.

While it was not specified as a goal in last year's annual report Access Services continues to promote and foster opportunities for communication, departmental and interdepartmental.

The department continues to encourage and support the development of its staff. Throughout the year, staff members attended various campus workshops to improve or strengthen their wordprocessing skills, interpersonal skills, communication skills and online searching skills.

Rebecca Carlton attended two communication workshops offered by the Human Resources Department: Professional Communication and the He said, she said workshop. Becky also represented the department at an NDInfo Providers workshop sponsored by OUC.

Agnes Gloster attended two communication workshops offered by the University: Professional Communication and Top Drawer Telephone Techniques. She also attended the Quality Customer Service workshop. Agnes also attended an introduction to the Macintosh Desktop minicourse sponsored by OUC.

Agnes received her undergraduate degree in Psychology last May here at N.D. In the fall she began taking classes at IUSB in preparation for a medical career.

Ken Kinslow attended the Introduction to Desktop publishing, Advanced WordPerfect 5.1, Electronic Mail for PC:NUPOP, Information Access Using Gopher, Introduction to Macintosh Desktop Publishing, Beginning Hypercard and Windows 3.1 offered by OUC.

Ken also worked on developing his online searching skills. PRISM, EPIC and CARL/Uncover were added to his list of online resource databases.

Carmela Kinslow served as a member on the University's Affirmative Action Committee and on the Judicial Review Board. She also served on the INNOCACQ/UNLOC:Public Services Committee.

Janet Rose attended Beginning DOS 5.5, Windows 3.1, Beginning WordPerfect for Windows, Filemaker Pro, Lotus 123 and Electronic Mail for PC:NUPOP.

GOALS 1993-94

1. Continue to promote and enhance the library's strong service orientation.
2. Maintain Quality Service for all patrons.
3. Strengthen departmental and interdepartmental communication.
4. Continue to promote and encourage staff development.
5. Seek win-win solutions for problem solving.
6. Continue monitoring policies and procedures.
7. Develop job descriptions, and procedures manuals. Also refine training video.

APPENDIX

CIRCULATION

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
STUDENTS												
Law Reviews	19	32	181	100	138	73	106	111	141	64	44	60
Treatises	48	109	298	287	379	253	365	324	429	234	69	77
Reporters	11	48	26	33	42	19	29	34	31	17	12	24
Codes	1	18	3	3	2	5	2	3	3	3	1	0
Reference	0	1	1	1	1	1	1	1	1	0	1	0
AudioVisual	1	5	5	5	9	5	5	5	7	8	3	2
Gov Docs	0	1	1	1	1	1	0	0	0	0	0	0
TOTAL	80	214	515	430	572	357	508	477	612	326	130	163
FACULTY												
Law Reviews	63	63	122	61	75	25	66	57	67	68	71	47
Treatises	149	128	121	70	172	55	153	113	103	86	96	171
Reporters	12	9	27	105	12	4	17	25	26	12	14	23
Codes	1	3	3	5	2	1	1	1	2	5	5	2
Reference	6	9	4	2	5	4	10	16	9	7	5	16
AudioVisual	20	13	3	4	5	3	3	4	4	8	12	42
Gov Docs	0	0	0	0	1	1	0	0	0	0	0	0
TOTAL	251	225	280	247	272	93	250	223	211	186	203	301
STAFF												
Law Reviews	0	0	5	6	8	2	0	0	0	0	0	1
Treatises	16	4	8	3	13	11	3	3	10	7	11	14
Reporters	0	0	0	0	0	0	0	0	0	0	0	0
Codes	0	0	0	0	0	0	0	0	0	0	0	0
Reference	0	0	0	0	0	0	0	0	0	0	0	0
AudioVisual	0	1	1	1	1	1	1	1	1	1	1	0
Gov Docs	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	16	5	14	10	22	14	4	4	9	11	8	15
OTHER FACULTY												
Law Reviews	3	1	2	1	1	1	1	4	1	3	3	2
Treatises	26	21	61	35	35	32	19	19	34	50	55	31
Reporters	0	0	0	0	0	0	0	0	0	2	0	0
Codes	0	0	0	0	0	0	0	0	0	0	0	0
Reference	0	0	0	0	0	0	0	0	0	0	0	0
AudioVisual	1	1	1	2	1	1	1	1	1	2	1	1
Gov Docs	0	0	0	0	0	0	0	0	0	0	0	2
TOTAL	30	23	64	38	37	34	24	24	36	57	59	34

UNDERGRADUATES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	2	0	0	0	3	12	1	0	2	2	0	0
Treatises	16	14	54	61	138	102	19	0	137	134	15	17
Reporters	0	0	0	0	0	0	0	0	0	0	0	0
Codes	1	0	0	0	0	0	0	0	0	0	0	0
Reference	0	0	0	0	0	0	0	0	0	0	0	0
AudioVisual	0	1	2	5	2	2	3	0	3	2	1	0
Gov Docs	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	19	15	56	66	143	116	23	0	142	138	16	17

GRADUATES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	7	4	2	0	2	4	0	0	3	4	3	3
Treatises	62	44	71	52	97	98	61	0	141	124	54	68
Reporters	0	0	0	0	0	0	0	0	0	0	2	0
Codes	0	0	0	0	0	0	0	0	0	0	0	0
Reference	0	0	0	0	0	0	0	0	0	0	0	0
AudioVisual	0	0	0	0	0	0	0	0	0	0	0	0
Gov Docs	0	0	0	0	0	0	4	0	7	0	0	0
TOTAL	69	48	73	52	99	102	65	0	151	128	59	71

LOCALS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	3	1	0	1	0	1	1	0	1	0	1	0
Treatises	25	33	33	56	45	53	62	42	71	35	31	76
Reporters	0	0	0	0	0	0	0	0	0	0	0	0
Codes	0	0	0	0	2	4	2	2	3	0	0	3
Reference	0	2	0	0	0	0	0	0	0	0	0	0
AudioVisual	0	0	0	0	0	0	14	4	0	0	0	0
Gov Docs	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	28	36	33	57	47	58	79	48	75	35	32	79

VISITING SCHOLARS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	0	0	0	0	0	0	0	0	0	0	0	0
Treatises	0	0	0	0	0	0	0	0	0	0	0	59
Reporters	0	0	0	0	0	0	0	0	0	0	0	83
Codes	0	0	0	0	0	0	0	0	0	0	0	5
Reference	0	0	0	0	0	0	0	0	0	0	0	0
AudioVisual	0	0	0	0	0	0	0	0	0	0	0	0
Gov Docs	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL	0	0	0	0	0	0	0	0	0	0	0	148

TOTALS BY PUB. TYPE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	97	101	312	169	227	118	178	169	217	141	122	176
Treatises	342	353	646	564	879	604	682	521	941	675	307	537
Reporters	23	57	53	138	54	23	46	59	59	29	28	52
Codes	3	21	6	8	6	10	5	13	8	8	6	5
Reference	6	12	5	3	6	5	11	16	10	7	6	16
AudioVisual	22	21	12	17	18	12	31	15	24	20	18	45
Gov Docs	0	1	1	1	2	2	0	0	0	0	0	2

TOTALS BY PATRON TYPE	80	214	515	430	572	357	508	477	612	326	130	163
Students	251	225	280	247	272	93	250	223	211	186	203	301
Faculty	16	5	14	10	22	14	4	9	11	8	13	15
Staff	30	23	64	38	37	34	24	36	57	59	34	39
Other Faculty	19	15	56	66	143	116	23	0	142	138	16	17
Undergraduates	69	48	73	52	99	102	65	0	151	128	59	71
Graduate students	28	36	33	57	47	58	79	48	75	35	32	79
Locals	0	0	0	0	0	0	0	0	0	0	0	148
Visiting Scholars												

YTD TOTALS - PUBLICATION	YTD TOTALS - PATRON TYPE
Law Reviews	Students
2027	4384
Treatises	Faculty
7051	2742
Reporters	Staff
621	141
Codes	Other Faculty
99	475
Reference	Undergraduates
103	751
AudioVisual	Graduate students
255	917
Gov Docs	Locals
9	607
	Visiting Scholars
	148

YTD TOTALS:
 1992-1993 10165
 1991-1992 9024
 Percentage Change: 13%

RESERVE

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Circulated	167	806	2190	1441	1871	1639	840	1435	1514	1729	755	203
Items Placed	1	132	104	72	34	12	107	111	60	40	28	154
Videos Placed	0	0	5	17	14	5	13	20	31	29	28	0
Files	0	91	72	44	10	5	22	39	23	11	1	4
Books	1	41	28	11	10	1	72	52	6	0	0	150
Videos	0	0	5	17	14	5	13	20	31	39	0	0
Audiotapes	0	0	0	0	0	0	5	0	3	0	0	0

	TOTAL RESERVE CIRCULATION	TOTAL ITEMS PLACED ON RESERVE	TAPES PLACED ON RESERVE
YTD 1992-1993	14590	855	YTD 1992-1993 162
YTD 1991-1992	13124	562	YTD 1991-1992 84
Percentage Change:.	11%	52%	Percentage Change: 93%

SHELVING

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Core	2516	2587	3285	2731	4294	1848	3282	4238	2940	3052	2153	2358
Law Reviews	609	671	1116	1039	1369	1220	986	1456	1236	1196	1000	787
Stack 1	478	379	403	497	504	485	530	673	646	550	573	605
Stack 2	387	323	336	374	343	452	353	464	510	597	519	215
Stack 3	670	367	439	455	592	707	476	612	743	794	886	497
Stack 3A	0	0	0	0	0	0	0	0	0	0	0	0
CRR	18	5	9	2	3	2	10	9	6	24	16	9
Professional Collection	9	28	9	23	19	16	14	13	21	25	14	26
Compact Storage	192	198	143	158	112	57	181	231	267	338	288	217
TOTAL	4879	4558	5740	5279	7236	4787	5832	7696	6369	6576	5449	4714

TOTAL YTD 1992-1993	69115
TOTAL YTD 1991-1992	74050
Percentage Change:	-7%

INTERLIBRARY LOAN

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
EXTERNAL BORROWING (Excludes Hesburgh)												
Student	10	4	26	13	35	1	13	17	52	41	1	3
Copies	5	8	9	7	13	2	14	13	31	10	1	2
Books	15	12	35	20	48	3	27	30	83	51	2	5
All												
Faculty	9	5	50	8	5	7	11	18	10	8	3	11
Copies	26	15	15	10	10	7	9	11	6	6	14	10
Books	35	20	65	18	15	14	20	29	16	14	17	21
All												
Total Requests	19	9	76	21	40	8	24	35	62	49	4	14
Copies	31	23	24	17	23	9	23	24	37	16	15	12
Books	50	32	100	38	63	17	47	59	99	65	19	26
All												
Requests Filled	19	8	75	21	39	8	24	34	58	47	4	14
Copies	30	22	24	16	21	9	23	22	35	13	14	11
Books	49	30	99	37	60	17	47	56	93	60	18	88
All												
Percentage Filled	100%	89%	99%	100%	98%	100%	100%	97%	94%	96%	100%	100%
Copies	97%	96%	100%	94%	91%	100%	100%	92%	95%	81%	93%	92%
Books	98%	94%	99%	97%	95%	100%	100%	95%	94%	92%	95%	338%
All												

YTD EXTERNAL BORROWING
(Excludes Hesburgh)

Total Requests	361	Percentage Filled	97%
Copies	254	Copies	94%
Books	615	Books	106%
All		All	

INTERLIBRARY LOAN

ILL METHOD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
OCLC												
Copies	42	31	83	22	40	8	47	45	91	47	35	20
Books	73	62	70	66	59	35	65	88	96	72	46	61
All	115	93	153	88	99	43	112	133	187	119	81	81
Phone												
Copies	46	28	39	56	33	27	31	62	41	42	23	29
Books	2	4	5	4	7	2	8	6	8	2	1	3
All	48	32	44	60	40	29	39	68	49	44	24	32
ALA												
Copies	0	1	1	3	0	0	4	0	0	0	1	1
Books	2	1	0	3	0	0	0	1	1	0	1	0
All	2	2	1	6	0	0	4	1	1	0	2	1

YTD OCLC transactions: 1304
 YTD Phone transactions: 509
 YTD ALA transactions: 20
 Total Transactions: 1833

TOTAL EXTERNAL (Borrowing & Lending)

ILL TRANSACTIONS (Excludes Hesburgh)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Copies	73	53	116	77	69	30	69	102	114	80	48	40
Books	69	58	64	62	58	30	67	74	91	56	36	53
All	142	111	180	139	127	60	136	176	205	136	84	93

YTD Transactions: 1589 (Filled)
 YTD Transactions: 244 (Unfilled)
 Percentage filled: 87%

HESBURGH ILL

Borrowed from Hesburgh	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Copies	25	9	9	23	21	7	17	9	21	2	17	23
Books	33	15	26	9	21	9	50	17	10	6	19	29
All	58	24	35	32	42	16	67	26	31	8	36	52

Loaned to Hesburgh

Requests	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Copies	0	3	0	2	0	0	7	0	1	2	4	16
Books	0	5	0	6	0	0	9	1	1	6	6	3
All	0	8	0	8	0	0	16	1	2	8	10	19

Requests Filled

Requests Filled	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Copies	0	3	0	2	0	0	7	0	1	2	4	16
Books	0	4	0	6	0	0	6	1	1	6	6	3
All	0	7	0	8	0	0	13	1	2	8	10	19

YTD Hesburgh Transactions

Material Borrowed	Material Loaned
Copies	30
Books	18
All	48

ALL ILL TRANSACTIONS

TOTAL ILL TRANSACTIONS	
(Lending and Borrowing)	
YTD 1992-1993	1833
YTD 1991-1992	2438
Percentage Change	-25%

REASON FOR BORROWING	Count
Material Not owned	474
Material Owned - Not on Shelf/Not Checked Out:	117
Incomplete Holdings:	24

DOCUMENT DELIVERY SERVICE

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
BOOKS												
Hesburgh	33	15	26	9	21	9	50	17	10	16	19	29
Law Library	46	42	105	27	42	20	30	39	37	83	66	39
COPIES												
Hesburgh	25	9	9	14	21	7	17	9	21	19	17	23
Law Library	97	235	252	73	68	48	69	72	47	73	46	114
TOTAL												
Hesburgh	58	24	35	23	42	16	67	26	31	35	36	52
Law Library	143	277	357	100	110	68	99	111	84	156	112	153

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	Books	Copies	Total
YTD 1992-1993			
Hesburgh	254	191	445
Law Library	576	1194	1770
YTD 1991-1992			
Hesburgh	289	409	698
Law Library	499	1649	2148

REFERENCE

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MON-FRI 8am-6pm	393	722	678	812	893	546	311	675	537	594	254	350
General/Directional	66	72	32	39	60	33	43	63	49	32	34	61
Ready Reference	4	7	0	3	12	0	0	0	3	4	0	6
Extended Reference	463	801	710	854	965	579	354	738	589	630	288	417
TOTAL												
MON-FRI 6pm-10pm; SAT/SUN	0	92	373	150	263	163	275	329	327	198	134	14
General/Directional	0	27	84	33	59	23	13	35	27	47	21	3
Ready Reference	0	1	7	6	8	8	9	11	13	8	5	2
Extended Reference	0	120	464	189	330	194	297	375	367	253	160	19
TOTAL												

YTD TOTALS Percentage Changes

1992-1993 1991-1992

MON-FRI 8am-6pm	6765	6662	2%
General/Directional	584	596	-2%
Ready Reference	39	67	-72%
Extended Reference	7388	7325	1%
TOTAL			
MON-FRI 6pm-10pm; SAT/SUN	2318	2345	-1%
General/Directional	372	479	-29%
Ready Reference	78	68	13%
Extended Reference	2768	2892	-4%
TOTAL			

FACULTY COPYING SERVICE

FACULTY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law Reviews	882	755	2356	1256	1020	704	1513	1199	938	1191	449	3007
Treatises	46	172	151	641	804	87	53	234	57	165	137	548
Reports	787	4655	1817	90	440	299	152	504	1649	364	787	1201
Codes	33	180	17	0	5	19	28	39	148	17	144	223
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total:	1748	5762	4341	1987	2269	1109	1746	1976	2792	1737	1517	4979

YTD Total pages: 31963
 YTD Previous Year: 29389
 Percentage Change: 9%

NON-LAW FACULTY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Requests	4	0	4	5	3	3	15	14	6	5	11	16
Pages	261	0	61	39	43	80	280	134	145	123	235	330

YTD Total Pages: 1731
 YTD Total Requests: 86

LONDON COPYING	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Requests	0	1	0	0	0	0	0	2	0	3	1	21
Pages	0	1	0	0	0	0	0	38	0	90	137	903

YTD Total Pages: 1169
 YTD Total Requests: 28

YTD TOTAL PAGES COPIED: 34863 1991-1992 32179

VIDEO TRANSMISSIONS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Class Rooms	11	6	19	27	18	5	24	45	30	20	2	28
Conference Rooms	3	6	21	57	52	33	43	23	22	46	16	1
Faculty	2	6	17	24	13	4	16	21	19	20	2	5
Student	12	6	23	60	57	34	51	47	33	46	16	24
Monthly TOTAL	14	12	40	84	70	38	67	68	52	66	18	29

YTD 1992-1993

Class rooms	235
Conference Rooms	323
Faculty	149
Student	409

YTD 1992-1993

YTD 1991-1992	558
Percentage Change:	467
	19%

TELEFAX MESSAGES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
No. of messages sent	169	180	179	203	191	191	315	309	286	239	174	221
No. of messages received	210	209	340	282	230	219	346	378	386	408	268	268

YTD Totals

No. of Messages Sent: 2657
 No. of Messages Received: 3544

YTD Messages Sent

1992-1993 2436
 1991-1992 2331
 Percentage Change: 5%

YTD Messages Received

1992-1993 3544
 1991-1992 2785
 Percentage Change: 27%

YTD Fax Totals - Sending and Receiving

1992-1993 5980
 1991-1992 5116
 Percentage Change: 17%

TELEFAX MESSAGES BREAKDOWN

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Law school journals												
Received	5	5	10	10	7	2	4	16	12	30	19	7
Sent	3	5	3	16	2	7	6	17	15	15	27	4
Law school faculty												
Received	75	79	142	105	100	82	130	155	136	136	119	116
Sent	62	70	69	69	80	83	179	150	110	103	62	112
Law library												
Received	34	36	59	47	40	34	48	35	60	47	46	47
Sent	44	42	24	27	32	31	33	41	47	35	45	43
Law school administration (includes Admission's Office)												
Received	50	46	60	24	20	23	45	34	57	57	49	43
Sent	26	18	30	15	20	13	27	18	15	16	22	22
Law students												
Received	2	16	19	23	8	7	48	29	31	27	35	2
Sent	2	7	12	8	5	10	10	20	18	12	26	0
Legal Aid												
Received	0	2	4	13	3	7	7	13	16	7	16	10
Sent	2	1	3	5	3	5	6	8	10	8	13	6
Interlibrary loan												
Received	20	6	19	21	14	17	9	21	22	18	22	11
Sent	13	5	8	18	14	14	5	9	11	11	15	12
Seckinger and NITA												
Received	6	3	1	2	4	16	0	0	5	0	0	2
Sent	2	5	0	0	0	4	2	0	1	0	0	0

MICROFICHE RE-FILING

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Items Filed	276	349	269	177	396	83	247	411	482	304	68	106

YTD Totals
 1992-1993 3168
 1991-199 3389
 Percentage Change: -7%

Fiche Copying TD: 774
 Film Copying To date: 280

SEARCHES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Core Room	4	4	13	6	8	7	6	6	7	12	4	3
3rd Floor	12	17	37	28	37	24	26	41	34	27	14	24
Stack 1	3	16	18	13	16	8	12	20	13	9	14	9
Stack 2	1	8	6	5	6	9	21	19	14	11	3	4
Stack 3	14	11	16	19	23	13	13	26	25	23	5	11
Monthly Total	34	56	90	71	90	61	78	112	93	82	40	51

YTD Search Totals

Core Room	80
3rd Floor	321
Stack 1	151
Stack 2	107
Stack 3	199

YTD 1992-1993 858
 YTD TOTAL 1991-1992 639
 Percentage Change: 34%

Searches initiated 1988-1991: 971
 Items found: 768
 Items not found: 203

Searches initiated July. 1991 to date: 858
 Items found: 667
 Ongoing searches: 191

OVERDUES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1st Notice	87	3	42	79	87	69	65	49	189	143	63	42
2nd Notice	36	2	10	22	36	42	0	0	33	55	23	34
3rd Notice	1	0	6	6	14	14	56	22	63	85	43	23
Billing	0	0	3	5	7	5	14	8	23	5	10	4

YTD 1992-1993

1st Notice	918
2nd Notice	293
3rd Notice	333
Billing or referred to Carmela Kinslow	84

1991-92 TOTALS:

1st Notice	610
2d Notice	228
3d Notice	73
Billing	52

All Activity

	EQUIPMENT*	PRODUCTION	TRIAL AD**
JULY		0	0
AUGUST	0	0	8
SEPTEMBER	30	16	28
OCTOBER	12	17	16
NOVEMBER	16	16	26
DECEMBER	6	2	10
JANUARY	20	7	18
FEBRUARY	50	21	24
MARCH	40	21	24
APRIL	29	23	28
MAY	9	9	0
JUNE	0	0	0
TOTAL	212	134	184
TOTAL PRODUCTIONS INCLUDING TRIAL AD			318

*Does not include an overhead and cart that was kept in Room 101 for professors' use.

**Does not include Trial Advocacy.

***Not included in the Monthly Productions Users Report.

EQUIPMENT REQUESTED OF
CAMPUS MEDIA SERVICES*

	Production	General Equipment
July	0	0
August	0	1
September	0	5
October	0	0
November	0	0
December	0	0
January	0	0
February	0	14**
March	0	19**
April	0	14**
May	0	0
June	0	0
TOTAL	0	53

*This has been split into production equipment borrowed as well as general AV equipment.

**The higher totals for February, March, and April are due to the use of an overhead and cart put in Room 112 for the semester.

Non Class Related Activity

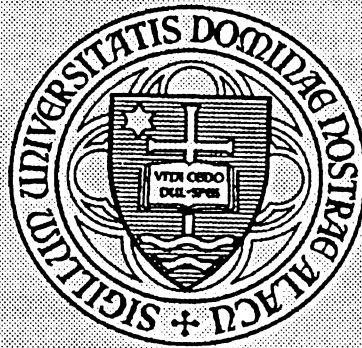
	PRODUCTION	EQUIPMENT
JULY	0	0
AUGUST	0	0
SEPTEMBER	5	0
OCTOBER	6	0
NOVEMBER	5	0
DECEMBER	0	0
JANUARY	2	0
FEBRUARY	7**	0
MARCH	4	6
APRIL	3	4
MAY	9	0
JUNE	0	0
TOTAL	41	10

*This covers organizations, lectures, etc.

**The Civil Rights Act of 1991: Theory and Practice has been counted as two separate productions due to the fact that it was recorded on two separate days.

ANNUAL REPORT

*Kresge Law Library
Research Services
1992-93*



Submitted by:
Dwight King
Patti Ogden
Lucy Payne
Chevelle Williams
July 21, 1993

The Research Department of Lucy Payne, Patti Ogden, Chevelle Williams and Dwight King continued to help members of the law school, University, and South Bend communities meet their legal research needs. We received invaluable help from our student assistants, Scott Judice, David Cabral, Rose Mary Wummel, Dan Myers, Xiaokui Shan, Elizabeth Farley and Linda Eannello. This annual report summarizes our efforts in 1992-93.

RESPONDING TO REFERENCE AND RESEARCH REQUESTS

Research and reference requests were up by 16% over last year from 2,504 to 2,900. (See Figure 1.) Sixty-six percent of our requests came from our primary patrons—faculty, students and staff from the law school. Questions from law students increased by 31% from 979 to 1,281. Questions from law faculty increased by 8% from 580 to 627. (See Figure 2.) Faculty requests were again spread almost evenly over our response time scale. This year's distribution was almost the same as that in 1990-91 and 1991-92. (See Appendix A1.)

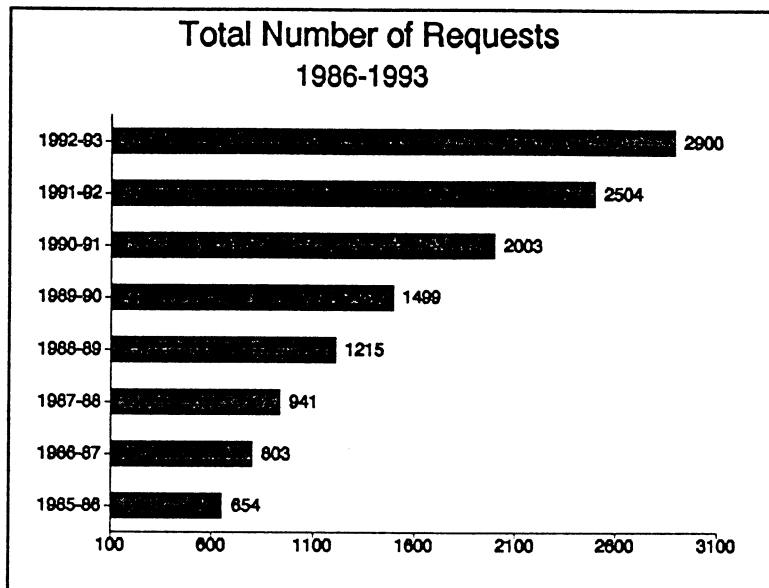


Figure 1

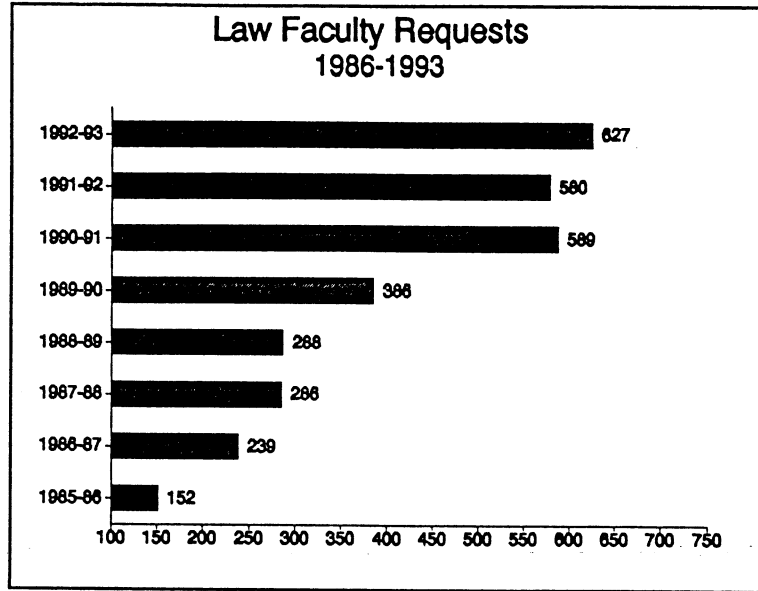


Figure 2

The entire Notre Dame community generated 2,426 questions—an increase of 21% over last year. Eighteen percent of our questions came from Notre Dame faculty, staff and students outside of the law school—the same percentage as last year. The total Notre Dame community accounted for 84% of our questions—a 4% increase over last year. Sixteen percent of our requests were from non-university patrons, a 4% decrease from 1991-92. We continued to handle the vast majority of these questions in under fifteen minutes.

OUTREACH TO STUDENT GROUPS

- A. On September 17 we met with students from the four journals to describe library resources and services that the organizations might find helpful. Forty students attended our meeting.
- B. On February 12 we provided a brown bag session on Bluebooking for first-year students preparing their moot court briefs. Eight students attended.
- C. As mentioned above, we provided LEXIS and WESTLAW training for several student groups. We arranged for our LEXIS representative, Terri Thursby, to make presentations to Professor Barrett's Business Associations, Business Planning, and Accounting for Lawyers classes. Lisa Scheidt, our WESTLAW representative, also made a presentation to Professor Barrett's Business Planning class.

- D. At our invitation, Mary Lou Calvin, Director of the Law Library at Warner, Norcross & Judd, visited the law school on April 14. She lectured on research skills for summer clerks. As a follow up, on April 21, the Research Department provided a crash course in those research skills frequently needed by summer associates, but not taught in the first-year legal research course. Both events were successful. Fifty students attended Ms. Calvin's lecture; twenty came to the follow-up meeting. Next year we may expand this program to include a panel of librarians from various types of libraries.

EFFORTS TOWARD SPECIFIC 1992-93 GOALS

Goal 1: Successfully complete an advanced legal research course. In 1992-93 an Advanced Legal Research course was offered for the first time. Patti Ogden taught a 2-hour course for second- and third-year students. Ninety-one students were enrolled. The course provided students with a theoretical and practical understanding of statutory and administrative research. Both printed and online sources were treated, and the online training was done in the LEXIS and WESTLAW labs. Students were evaluated on the basis of their performance on seven exercises and a final exam.

Patti did a tremendous job teaching the course. In addition, she continued to provide excellent day-to-day reference service. Unfortunately, to do both, she was forced to spend the vast majority of her weekends and evenings in the library, preparing for her course. We must find ways to make future Advanced Legal Research courses less burdensome for the instructor.

Goal 2: Increase use of CALI exercises. We wanted to further publicize the CALI exercises so that students would use them more. Hot-pink announcements were placed in student mailboxes in September. Unfortunately, we were not able to determine if the announcements spurred student interest. When several computers loaded with CALI exercises crashed, we lost their usage statistics. When the CALI software was later LapLinked from other terminals, both the exercises and the donor terminal's usage statistics were transferred, causing further contamination of these statistics. We will try again next year to increase CALI usage. We will be able to record our statistics more easily and more accurately when we can use the network server.

Goal 3: Continue to improve and increase library research guides. We made limited progress on this goal. We again used DrawPerfect and PageMaker software to enhance the design and appearance of several handouts. We updated the information in some of them. We made substantial progress on a patent research guide, but more work needs to be done. Patti created a number of handouts for her legal research course which we will undoubtedly use again for other purposes. Lucy completely revamped handouts for Professor Barrett's Business Planning class on doing research in securities, corporations and tax at Kresge Library. She also revised handouts on pre-emption

checking for journal students; tax research for an undergraduate economics class; and research sources for Moot Court teaching assistants. We also updated all of our Brown Bag handouts. In sum, we improved many library handouts and created some new ones, but we did not find the time to complete new, comprehensive research guides in any particular area.

Goal 4: Continue to boost the research assistant's role in the reference function of the department. Our research assistant, Chevelle Williams, wants to become more involved in the reference function of the department. We are still searching for meaningful ways for her to contribute, but over the past year we have asked her to help answer some reference questions, especially those involving database searching. We will continue to try to increase her role.

Goal 5: Improve and expand LEXIS/WESTLAW instruction. Each year, we continue our quest to offer students meaningful CALR instruction. As in 1991-92, we arranged for limited LEXIS training (Martindale-Hubbell, LEXSEE, LEXSTAT, citators) and WESTLAW training (NALP, FIND, citators) to first-year students during the Fall semester. We did this for several reasons: 1) to make some effort at integrating manual research and CALR in the legal research course; 2) to allow students to take advantage of their home-access passwords and the job-searching databases now available. 3) to give the curious new student, armed with a case or statute citation, the opportunity to quickly retrieve a full-text document; 4) to give students some familiarity with CALR so that Spring semester training would be easier.

Turnout for this training was light. Far fewer students showed up this year than last. Why was this year's turnout lower? We do not know. We are not particularly concerned, however. We offer these early sessions for ambitious first-years to attend on a volunteer basis. All first-year students receive a substantial amount of training later in the Spring semester.

In the Spring semester (January 18 thru February 5), first-years were trained on either WESTLAW or LEXIS. Much more information and many more features are available on these systems. Thus, we required students to attend three hours of hands-on training this year instead two hours as we had done in the past. All three sessions proved necessary; we will continue with three sessions next year.

We also arranged for additional training sessions for second- and third-year students:

- Fourteen students received WESTLAW training on international law and immigration law research. Fourteen students also received individual instruction from one of our WESTLAW representatives.
- Seventy-three journal students received additional LEXIS training. Classes were held on basic and advanced searching, LEXIS searching for WESTLAW users, CheckCite, and legislative history research.
- Eight Legal Aid interns and eight summer research assistants received LEXIS and WESTLAW refresher training in June.

Ninety-one second- and third-years received more training this year because it was required in Advanced Legal Research. (Our WESTLAW and LEXIS trainers commented on the excellent searching abilities of these students!) Other students received additional training through the WESTLAW Summer Associate and LEXIS FastTrack programs.

LEXIS AND WESTLAW USAGE

Students spent 17% more hours using WESTLAW and LEXIS this year than last. They searched for 11,438 hours in 1992-93 and 9,788 hours in 1991-92. Time spent on WESTLAW increased by 27% from 3,050 to 3,870, while LEXIS usage increased by 12% from 6,738 to 7,568 hours.

Students used LEXIS more often than WESTLAW. LEXIS was used 66% of the time and WESTLAW 34%. We continued to have problems connecting to LEXIS even though we now access it through the Internet rather than through modems. Lucy and the LEXIS student representatives spent a great deal of time trying to remedy the situation. We expect some problems to continue, but we worry that if major problems persist, students will turn to WESTLAW out of frustration with LEXIS.

WESTLAW and LEXIS usage at Notre Dame has increased over the past six years. However, our rate of increase has not matched that of other law schools. Recent statistics rank Notre Dame as 110th in usage. We cannot explain why Notre Dame has these low numbers. We will call other law schools with a comparable student population to figure out if there is anything the library can do or should do to increase usage.

Goal 6: Conduct departmental training sessions in RLIN, PRISM and EPIC searching so that all members of the department will become competent users of these databases. This goal was unfulfilled. With so many other things to do, we never found time to do this one. We will make this a top priority for 1993-94.

Goal 7: Integrate DIALOG and NEXIS sources into our future reference work and make them accessible to our users through training sessions, instructional handouts, etc. We have used DIALOG through WESTLAW, and NEXIS extensively. It seems that an increasing number of our reference and research questions require use of non-law sources. DIALOG and NEXIS provide our greatest access to such sources. In special training sessions for journal students, LL.M. students, those studying international law and advanced legal research, etc., we have encouraged the use of these online databases. We have not created instructional handouts. Perhaps developing such handouts will be a future departmental goal.

Goal 8: Improve interdepartmental and intradepartmental communication. Some members of the department were frustrated by a perceived lack of communication in the department. Not wanting anyone to feel left out, i.e. unaware of events happening in the department and each person's role in them, we tried to improve communication. Problems may still persist—sometimes due to personal idiosyncracies—but we are all trying to remember when, and how to keep each other informed.

SIGNIFICANT ACHIEVEMENTS

In addition to describing progress made on last year's departmental goals, we also want to mention other significant accomplishments.

I. **Conferences and Training Sessions.** Patti attended the conference "West Publishing: An Inside Look" held in Bloomington, Minnesota from June 14-16. The conference dealt with various issues of interest to legal research and writing instructors. Patti attended OUC sessions on Toolbox, Internet, NuPop, NDInfo and Gopher to enhance her computer knowledge.

Lucy and Dwight attended the AALL conference in San Francisco. Lucy also went to the ORALL conference held November 1-3 in Columbus, Ohio. Lucy increased her computer skills with training at OUC on NuPop. She also received WinWord training from a LEXIS MS Word representative.

II. **Publications and Works in Progress.** Patti published "Mastering the Lawless Science of Our Law." It was the lead article in 85 L.Libr. J. 1 (1993). Dwight surveyed 218 minority law librarians, collecting information about educational backgrounds, positions, skills, activities, and professional aspirations. Dwight plans to compile the information, and—together with three other librarians—publish

the results. Together with Janis Johnston, Lucy edited, "Notre Dame Law School Women Graduates: Reflection on Law School and Legal Practice" for the Notre Dame Law School Women's 25th Anniversary Celebration. Lucy also published a "My Turn" essay in the Aug. 30, 1992 *Benton Harbor--St. Joe Herald Palladium*. The article was entitled "Religious Freedom Bill Needed."

- III. **Committees.** Patti served on the Law School's Curriculum, and Computer committees. She was also a member of the Advisory Committee for the Center for Civil and Human Rights. She also served on Hesburgh Library's Standing Committee on Electronic Media.

Dwight served on the Law School's Academic Assistance committee. He was also chair of the AALL Recruitment Committee. Lucy was elected to the Ohio Regional Assoc. of Law Libraries (ORALL) Executive Board and newly appointed to its Membership Committee. She also completed her third year on the Education Committee.

- IV. **Presentations.** Patti made several presentations to law school and undergraduate classes. She lectured on human rights research to Professor McCarthy's Human Rights class. She spoke about tax research in Professor Barrett's tax class. (She also helped prepare exercises.) Patti also lectured on tax research to Professor Milani's undergraduate tax class.

She led a library tour for Professor Lewer's SJD candidates in Human Rights, and prepared materials on administrative law research for a Brown Bag session organized for summer associates. Patti participated in a presentation on Gopher and the Internet for the Computer Committee and faculty. She also helped organize a demonstration of WIN searching on WESTLAW for the law school faculty.

Lucy made a presentation on pre-emption checking and Bluebooking to second-year members of the Law Review. She made a similar presentation to the Journal of College and University Law and the Journal of Legislation. Lucy lectured to Legal Aid on practical aspects of legal research and writing and assisted Professor Fick with logistics in her Negotiation class. Lucy also met with Moot Court teaching assistants to discuss research techniques and sources that the assistants might find useful.

Lucy lectured on Sources of Labor Relations law to Professor William Leahy's undergraduate economics class. She also assisted Dwight in a Brown Bag presentation on Bluebooking for first-year Moot Court students. Lucy led three library tours for Professor Barrett's Business Planning class. She taught his students about doing research in securities, corporations and tax law at Kresge Library.

Lucy made several community presentations. She gave an invited lecture on the Smith (peyote) case to Andrews University's Forensic Chemistry class. She gave another invited lecture on "The Role of Educators and Clergy in Fostering Respect for Law" to the Berrien Springs Optimist Club. She spoke to eighth graders at Ruth Murdoch Elementary School about the Bill of Rights.

Dwight made a presentation on law librarianship to students in I.U.S.B.'s library science program. As part of his work on the Academic Assistance Committee, Dwight lectured on using secondary sources to enhance one's understanding of primary sources discussed in the classroom.

- V. **Other Law School and Non-Law School Activities.** Dwight and Lucy served as first-year Moot Court judges and Client Counseling judges. In addition, Lucy judged second-year Moot Court finals and reviewed papers submitted for an A. Harold Weber writing award.

Lucy supervised a directed reading in Advanced Legal Research with Lisa Saulsberry, and one in Church-State law with Deb Berecz.

Lucy and her summer research assistant, Chris Graddock, revised several of the first-year Moot Court records. She also helped Professor Phelps' student assistant, who continued the project during the Spring semester.

Our research assistant, Rose Mary Wummel, created an excellent display on the Civil Rights Movement. The display was produced to accompany the Law Review symposium on the Civil Rights Act of 1991. Patti developed a very nice display on the history of women at the Notre Dame Law School.

The Research Department received a certificate from the Notre Dame Law Review thanking us for the help that we provided them over the past year.

Once again, members of this department received excellent evaluations on our teaching in Legal Research, Law 512.

Lucy was of counsel to the Notre Dame Legal Aid Clinic on Michigan cases. She supervised a family law case with complicated disabilities issues. She was involved in client visits, pre-trial conferences, negotiations with opposing counsel, and the eventual trial. Lucy was available as counsel of record in other Michigan matters including some small claims cases. She also assisted Legal Aid interns and directors with research (including helping them obtain CALR capability for their new off-site location).

On October 29, 1993, Lucy was admitted to practice before the Seventh Circuit Court of Appeals. In 1992-93, she also completed her term on the Indiana State Bar Association Legal Education and Admission to the Bar Committee. She continues as a member of the Charitable, Religious and Non-Profit Organizations Committee of TIPS (Torts SIS of ABA).

Lucy's pro bono activities include her positions as a member of the Ruth Murdoch School Board and its Standing Subcommittee on Personnel. She also served as religious liberty director for her 3000 member parish. Her work included newsletter writing, advocacy work, fund raising and promotion of the publication *Liberty*.

GOALS 1993-94

We are proud of our accomplishments in 1992-93. We have set these goals for 1993-94.

1. Conduct departmental training sessions in RLIN, PRISM, CIS and EPIC searching so that all members of the department will become competent users of these databases.
2. Continue the Advanced Legal Research course, but modify it to make it less burdensome for the instructor.
3. Determine if the Research Department can and should play a part in increasing the CALR usage of our students.
4. Increase use of CALI exercises.
5. Develop new services for our primary patrons.

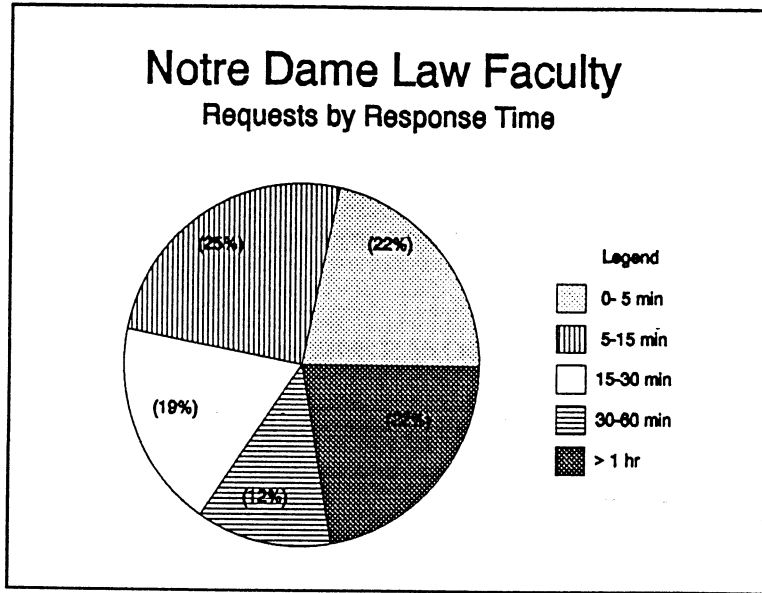


Figure A

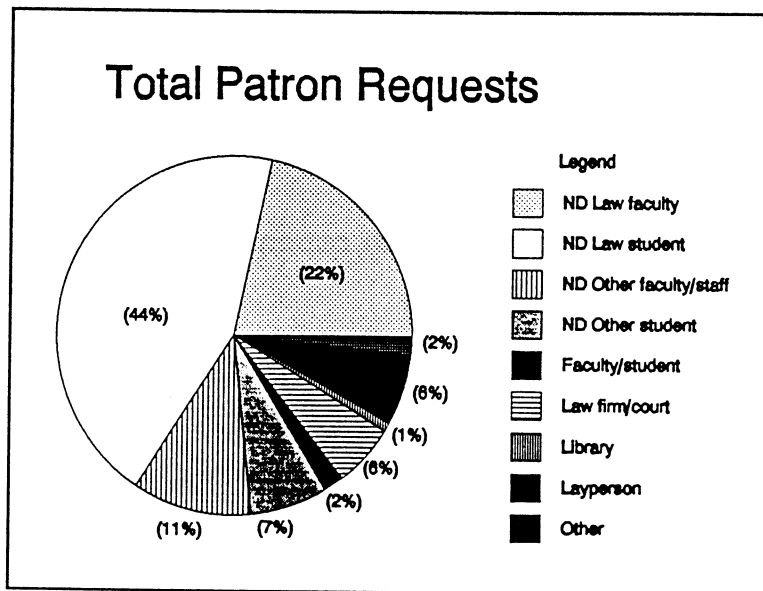


Figure B

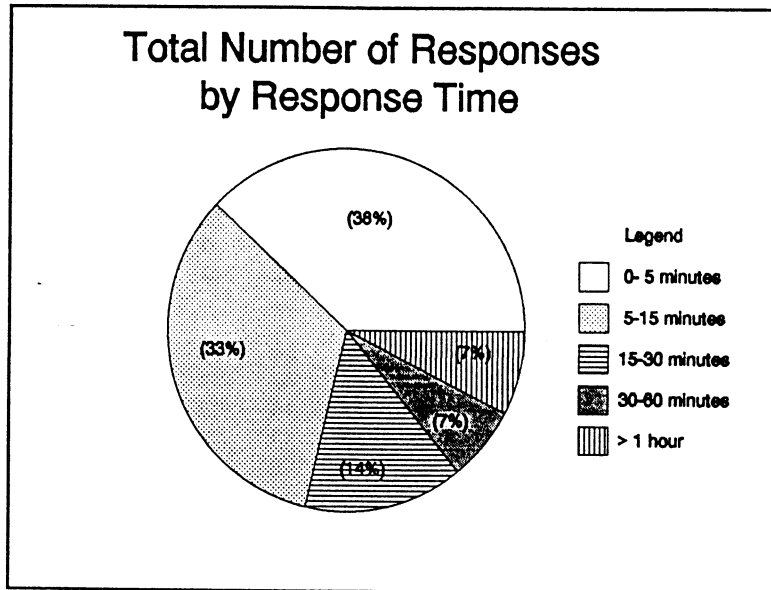


Figure C

REFERENCE STATISTICS July 1992-June 1993

REQUESTS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	207	179	335	209	273	132	224	339	317	240	199	246	2900
RESPONSES													
Locational	11	7	67	30	26	15	33	27	50	27	10	18	321
Ready Reference	153	126	204	124	176	79	133	219	168	131	101	138	1772
Instructional	14	19	32	36	47	14	24	46	54	39	25	35	385
Referred to Hesburgh	14	11	6	1	2	1	1	0	4	8	4	10	62
Referred to ILL	1	0	0	0	0	0	2	2	1	1	3	1	11
Referred to Other	4	3	5	1	4	6	8	16	8	9	6	8	78
Equipment Maintenance	2	1	8	1	6	3	13	10	9	13	6	15	87
Online Search	52	20	56	31	50	38	26	51	62	43	52	62	543
Extended Search	26	5	13	9	9	7	9	7	4	6	10	8	113
Total	277	192	391	233	320	163	249	378	360	297	217	295	3372
NOTRE DAME													
Law Faculty	48	41	75	48	50	41	39	46	77	45	51	66	627
Law Student	53	61	180	92	121	47	107	202	133	134	87	64	1281
Other Faculty/Staff	40	17	41	19	20	10	25	30	25	17	20	52	316
Other Student	15	2	7	14	49	10	7	30	31	19	6	12	202
Total	156	121	303	173	240	108	178	308	266	215	164	194	2426
TIME - NOTRE DAME													
0-5 minutes	55	55	133	73	101	38	80	125	94	67	51	41	913
5-15 minutes	35	31	82	56	74	35	65	112	95	91	46	60	717
15-30 minutes	14	12	44	21	31	22	15	46	48	34	27	30	329
30-60 minutes	13	16	18	11	19	7	10	17	18	14	9	23	175
> 1 hour	39	7	26	12	15	6	8	8	11	9	31	40	212
Total	156	121	303	173	240	108	178	308	266	215	164	194	2426
NON-NOTRE DAME													
Faculty/Student	2	3	2	5	9	0	4	3	14	3	4	7	56
Law Firm/Court	26	19	14	18	4	9	14	5	9	17	10	16	161
Library	0	5	4	1	1	2	2	1	1	5	1	2	25
Layperson	21	28	12	9	17	9	17	12	22	0	13	22	182
Other	2	3	0	3	2	4	9	10	5	0	7	5	50
Total	51	58	32	36	33	24	46	31	51	25	35	52	474
TIME - NON-NOTRE DAME													
0-5 minutes	27	31	14	11	17	7	14	7	20	8	18	16	190
5-15 minutes	16	13	11	17	7	13	26	19	25	12	13	15	187
15-30 minutes	5	5	7	5	8	2	6	5	6	5	4	17	75
30-60 minutes	1	8	0	3	1	1	0	0	0	0	0	4	18
> 1 hour	2	1	0	0	0	1	0	0	0	0	0	0	4
Total	51	58	32	36	33	24	46	31	51	25	35	52	474
TIME - TOTAL													
0-5 minutes	82	86	147	86	118	45	94	132	114	75	69	57	1103
5-15 minutes	51	44	93	73	81	48	91	131	120	103	59	75	969
15-30 minutes	19	17	51	26	39	24	21	51	54	39	31	47	419
30-60 minutes	14	24	18	14	20	8	10	17	18	14	9	27	193
> 1 hour	41	8	26	12	15	7	8	8	11	9	31	40	216
Total	207	179	335	209	273	132	224	339	317	240	199	246	2900

NOTRE DAME LAW SCHOOL

KRESGE LIBRARY

TECHNICAL SERVICES DEPARTMENT

1992-1993 ANNUAL REPORT

Submitted by: Joseph Thomas

NOTRE DAME LAW SCHOOL
KRESGE LIBRARY
TECHNICAL SERVICES DEPARTMENT
1992-1993 ANNUAL REPORT

The Technical Services department has seen many changes in the course of a single year. These changes have been most apparent in the personnel area, both in the new individuals coming into the library and the reorganization of some of the departmental areas. Through all of this, the department staff have been energetic, efficient, and cooperative. There have also been significant changes in most of the computer systems necessary for the operation of Technical Services. The online bibliographic utility, OCLC, significantly upgraded its searching power and began to offer more efficient inputting capabilities. Our local catalog, NOTIS, was upgraded and began to require the use of the MARC Format for Holdings.

This was the first full year of use of the INNOPAC system for automated acquisitions, fund accounting, and serials control. Although there were still many details to be worked out, during the course of the year these functions became truly automated for the first time in the library. Regular meetings for the staff most involved with INNOPAC were initiated and local policy decisions were formulated at these meetings. Many complications arose from the previous year's unusually high number of cancellations of serial titles, but the good efforts of the INNOPAC staff overcame these difficulties. A public services terminal for access to INNOPAC information, under the name "Current Issues and Supplements" was installed.

Our total volume count at the end of the 1992-1993 fiscal year reached 332,585. This represents an increase of 11,994 volumes in the course of the year (5,156 newly acquired volumes and 6,838 microfiche volume equivalents.) Last year's increase was nearly twice as much (21,582 volumes) due primarily to the fact that 9,526 volumes from the Chicago Bar Association were added. Our title increase is consequently also down from last year by 35%, from 5,083 in 1991-1992 to 3,339 this year. After a decrease of 4% last year due to numerous cancellations, our serial subscriptions increased slightly this year (2%) to 4,710.

PERSONNEL AND ORGANIZATION

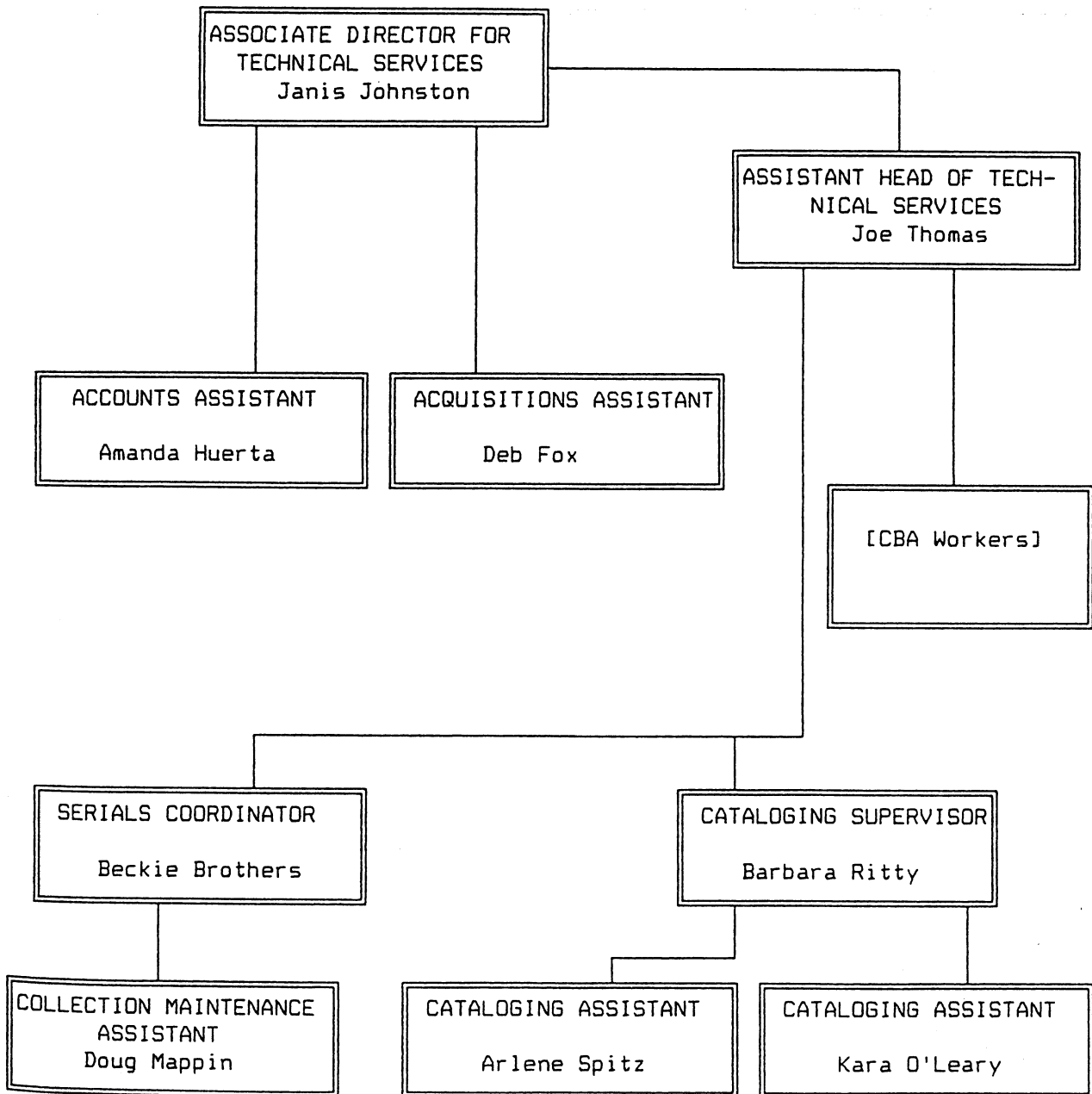
To fill the position of Accounts Assistant, left vacant by a retirement from the year before, Amanda Huerta was hired in August. Later in August, a new absence created by the resignation of Florence Klecka in the Collection Maintenance position was filled by Douglas Mappin. In November, Arlene Spitz was hired to fill the position of Cataloging Assistant left vacant by a resignation the previous year. In January extra funding was made available to hire a part-time assistant to help in the processing of materials acquired from the Chicago Bar Association. Amy Williams was hired in this position. Funding was also made available for a temporary full-time high-level staff person to be hired to oversee analysis and integration of Chicago Bar materials. In late June, Barbara Neuffer was hired in that capacity.

After a trial run of maintaining separate serials and monographic units, it was determined that the department functioned

Head of

better with a split along lines of work type. Additionally, since the Associate Director ~~for~~ Technical Services, Janis Johnston, would be spending the year as Acting Director of the library, the time was ripe for rearranging duties. Consequently, Barbara Ritty was made Cataloging Supervisor and would oversee much of the day-to-day operation of the cataloging unit. Rebecca Brothers was made Serials Coordinator and became the staff member chiefly responsible for INNOPAC maintenance. Her position was upgraded to Library Technical Assistant to reflect her increased responsibilities. This allowed the Assistant Head of Technical Services, Joseph Thomas, to take over some of the Associate Director's duties in her absence. Following is an organization chart showing this configuration.

TECHNICAL SERVICES
ORGANIZATION CHART



ACQUISITIONS

While the level of ordering continued to be lower than in years past due to financial shortfalls, the acquisitions activities in the department still demanded a good deal of energy. During this first year of fully automated acquisitions, there were many opportunities to fine-tune the system and implement new procedures. Debra Fox adapted to this environment very well. The refinements of an automated system only made her human skills, especially on the telephone, more valuable. She also worked through a complicated reinstatement of previously canceled titles.

CATALOGING

Cataloging statistics were down this year for the first time in several years. Total cataloging was 28% below the level of last year. This can be explained by several factors. The vacancy in the Cataloging Assistant position chiefly responsible for monographic cataloging for the first four and a half months of the year played a large part in this. Also, the severe cutback in spending on monographic titles meant that cataloging staff spent more time working on difficult serial and loose-leaf materials. Similarly, the Assistant Head of Technical Services, Joe Thomas, spent less time on cataloging activities while overseeing department-wide activities in the Associate Director's absence.

Throughout this difficult year, Barbara Ritty, Cataloging Supervisor, has taken on many extra duties and has performed them extremely well. She sees to it that all the cataloging that goes through the department is accurate and informative. She has trained new personnel and has continued to maintain our records in the NOTIS database. Her supervision of the daily work of the cataloging unit during this year has been enormously helpful.

Kara O'Leary, Cataloging Assistant, has continued her excellent work in the cataloging unit, chiefly as the OCLC database operator. Kara has also been participated in a variety of cataloging "odd jobs," including the revision of 2,000 microfiche records in NOTIS.

Arlene Spitz, Cataloging Assistant and new to us this year, has adapted very well to our routines. She has become a very productive member of the staff and her work improves continually.

INVOICE PROCESSING AND ACCOUNTING

Amanda Huerta, Accounts Assistant, new to the staff this year, came into her position just as it was automating. She worked very hard to learn and master the accounting side of INNOPAC. Her willingness to keep at a problem until she discovers a solution is admirable. She has dealt well with the difficult task of matching our information with the information we receive from central accounting. Amanda helped to steer us through our first year of automated accounting.

SERIALS CONTROL

Serials control became a fully automated function this year, thanks chiefly to the tireless efforts of Rebecca Brothers, the Serials Coordinator. She continues in her role as the departmental INNOPAC "guru." The greater efficiencies for serial check-in, claiming, and distribution made possible by INNOPAC have given Rebecca the opportunity to pursue other duties more fully, including the maintenance of the microform collection and the government documents depository collection, and continued refinements of the INNOPAC system.

Douglas Mappin, Collection Maintenance Assistant, quickly adapted to life in the law library and to the complexities of legal publishing. Through his efforts, we have kept up with the distribution of new supplements into the collection, including the filing of loose-leaf pages by students under his supervision. Douglas has also taken over the preparation of material for binding.

CHICAGO BAR ASSOCIATION MATERIALS

This year we have begun a more systematic approach to the Chicago Bar Association materials remaining to be added to the collection. Amy Williams, CBA Assistant, has prepared lists of materials, processed volumes, boxed and unboxed volumes, and sorted material as appropriate. Barbara Neuffer, very new in her position as CBA Coordinator, will work to plan and implement CBA policies.

ADMINISTRATION

Janis Johnston became Acting Director of the library this year, and as a result she confined her administration of the department to acquisitions and accounting. Joe Thomas assumed some of the remaining administrative duties and, in consultation with Janis, worked on personnel issues, installation of new OCLC and NOTIS systems, and coordinated daily activities within and between the departmental units.

1992-1993 DEPARTMENTAL GOALS

The first goal set for this year was the conversion of all manual record keeping into INNOPAC. This has been accomplished for the most part. There are still some statistics kept manually since INNOPAC does not count things exactly the way we do, but all substantive paper records -- orders, invoices, check-in records, etc. -- are done solely through INNOPAC at this point. Financial accounting is now performed entirely within the system. We must still coordinate our system's accounting with that of the central accounting office, and this has not been (and probably cannot be, under current conditions) automated.

The completion of serials retrospective conversion was not accomplished this year due to the factors discussed under the cataloging section above.

A review of titles received by us as a government depository library was undertaken and those items picked for deselection have been submitted to the Government Printing Office.

We have continued the processing of the Chicago Bar collection. There are still approximately 1,000 boxes at the warehouse containing potentially useful items for the collection.

1993-1994 DEPARTMENTAL GOALS

This coming year will present another challenge for the Technical Services department. Janis Johnston will be in London coordinating Notre Dame's law program there for the fall semester. This will again put some strain on other Technical Services personnel as we try to shift responsibilities. There are still some things we would like to accomplish this year:

1. Integrate all useful items from the Chicago Bar Collection and formulate a policy to deal with the remaining items.
2. Redesign cataloging workflow and procedure in order to increase production and incorporate as many unconverted titles as possible into the catalog. Specifically, convert all serials not yet converted.
- 4.3. Prepare for a Government Depository inspection, which is likely to come up sometime in the next two years.
54. Create a departmental manual with detailed descriptions of individual duties.

3. *Re-evaluate and improve all statistical and financial reporting.*

**STATISTICAL REVIEW
1992 - 1993**

Departmental Activities:

Net Items Acquired (vol. equivalence)	11,994	(- 44%)
Purchase Orders Placed	2,190	(+ 27%)
Purchase Orders Claimed	331	(- 5.9%)
Volumes Bound	2,516	(- 7%)
Titles Cataloged	3,878	(- 23.7%)
Mail Received	51,029	(+ 7.5%)
Serial Items Claimed	1,222	(+150%)
Photocopies Routed	2,963	(+ 6%)
Documents Routed	4,571	(- 11%)
Invoices Processed	2,375	(- 22%)
Total Transactions	83,069.00	(- 8%)
Montly Average	6,922	
Weekly Average	1,731	
Daily Average	346	

Accounts Review:

Monographs	52,129.00	(- 34%)
Serials	444,429.00	(- 5.8%)
Microforms	61,964.00	(- 14%)
Binding	18,291.00	(- 3%)
Computer Services	87,230.00	(- 2%)
CD-ROM	36,869.00	
Total Expenditures	700,912.00	(- 4.3%)

Volume Count: 5 Year Summary:

	1988/89	1989/90	1990/91	1991/92	1992/93
Additions	23,747	26,234	46,396	21,593	11,994
Total	226,368	252,602	298,998	320,591	332,585

*Kresge Library
Notre Dame Law School
Box 535
Notre Dame, Indiana 46556*

Office of the Director

219-631-5916

MEMORANDUM

TO: Dean Link ✓
FROM: Janis L. Johnston, Acting Director ✓
DATE: July 30, 1993
SUBJECT: Library Statistics

Please find attached a chart of library statistics for the last eighteen years as you requested. These are taken from our annual questionnaires submitted to the ABA.

Enclosure

cc: Roger F. Jacobs

**NOTRE DAME LAW SCHOOL
KRESGE LIBRARY
STATISTICAL REVIEW**

Year	Volumes Held	All Titles Held	Serial Subscriptions	# of Librarians	# of Support Staff	Total Sals. & Benefits	Materials Budget	Total Budget
1976	95,104	21,076	2,055	4	2	95,100	88,400	186,800
1977	98,051	21,580	2,095	4	2	102,000	91,900	197,300
1978	100,905	22,205	2,206	4	3	120,123	108,895	232,589
1979	103,692	22,698	2,464	5	3	148,646	139,391	302,262
1980	107,801	23,793	2,493	5	3	166,906	156,417	327,373
1981	112,138	25,003	2,743	5	3	188,429	167,643	360,772
1982	116,234	26,132	2,920	5	3	210,869	175,200	391,069
1983	126,234	29,091	3,082	5	3	239,472	192,200	436,835
1984	137,451	30,196	3,241	5	3	335,369	380,000	760,769
1985	168,536	32,342	3,313	7	8	451,346	427,000	925,346
1986	173,984	34,916	3,415	7	8	500,608	456,000	996,003
1987	186,170	38,150	3,503	7	9	547,712	535,000	1,120,912
1988	198,463	39,518	3,635	7	10	615,301	500,000	1,265,301
1989	225,795	43,790	3,759	7	11	599,248	690,709	1,394,788
1990	251,847	47,738	4,668	8	11	662,455	1,029,378	1,810,819
1991	298,181	61,242	4,828	8	12	734,796	682,181	1,675,252
1992	319,763	66,325	4,633	7	13	828,954	667,498	1,708,943

August 19, 1993

To: Dean William McLean
From: James H. Seckinger
Director and Professor of Law
Re: Report on NITA for Calendar Year 1992

I. NITA Programs Conducted in 1992 and 1991

	<u>1992</u>	<u>1991</u>
Number of Programs	89	83
Number of Students	3,354	3,368
Number of Faculty	1,743	1,587

II. NEW PROGRAMS IN 1992

A. New NITA Programs

In 1992, NITA inaugurated the following programs, which were run solely by NITA.

- (1) Atlanta Expert Testimony Program
Atlanta, Georgia
NITA Program Director -- Morgan Cloud
- (2) Cleveland Expert Medical Testimony Program
Case Western University
Cleveland, Ohio
NITA Program Director -- Daniel Clancy
- (3) D.C. General Corporate Counsel Program
Arlington, Virginia
NITA Program Director -- Peg Hartman
- (4) Gulf Coast Deposition Program
Loyola University School of Law
New Orleans, Louisiana
NITA Program Director -- Pam Ebel
- (5) Mediation & ADR Program
Stapleton Plaza Hotel
Denver, Colorado
NITA Program Director -- Abe Ordovery
- (6) Miami Bankruptcy Program
Coral Gables, Florida
NITA Program Director -- Laurence Rose

II. NEW PROGRAMS IN 1992 (cont.)

A. New NITA Programs (cont.)

- (7) Mid-Atlantic Deposition Program
Temple University School of Law
Philadelphia, Pennsylvania
NITA Program Directors -- JoAnne Epps and
Edward Ohlbaum
- (8) Northeast Deposition Program
Hofstra University School of Law
Hempstead, New York
NITA Program Directors -- Jo Ann Harris and
Andrew Schepard
- (9) Southwest Regional Program
New Mexico University School of Law
Albuquerque, New Mexico
NITA Program Directors -- Barbara Bergman and
Leo Romero

B. New In-House and Co-Sponsored Programs

New consulting clients -- the following organizations utilized NITA's consulting services for the first time in 1992:

- (1) Bryan Cave
St. Louis Missouri
In-House Trial Advocacy Program
NITA Program Director -- Edward Stein
- (2) Covington & Burling
Washington, D.C.
In-House Trial Advocacy Program
NITA Program Director -- Anthony Bocchino
- (3) Finnegan Henderson Farabow Garrett & Dunner
Washington, D.C.
In-House Deposition Program
NITA Program Director -- James Seckinger
- (4) Iowa Department of Justice
Des Moines, Iowa
In-House Teacher Training Program
NITA Program Director -- Maude Pervere
- (5) Israel Bar Association
Jerusalem, Israel
Co-Sponsored Teacher Training Program
NITA Program Directors -- Steven Lubet and
Maude Pervere
- (6) Latham & Watkins
San Diego, California
In-House Deposition Program
NITA Program Director -- James Seckinger

II. NEW PROGRAMS IN 1992 (cont.)

New In-House and Co-Sponsored Programs (cont.)

- (7) McCarthy Tetrault
Montreal, Canada
In-House Witness Examination Program
NITA Program Director -- James Seckinger
- (8) New York County Lawyers Association
New York, New York
Co-Sponsored Trial Advocacy Program
NITA Program Director -- Mark Caldwell
- (9) New Zealand Law Society
Wellington, New Zealand
Co-Sponsored Teacher Training Program
NITA Program Director -- James Seckinger
- (10) Smith Haughey Rice & Roegge
Grand Rapids, Michigan
In-House Trial Advocacy Program
NITA Program Director -- Edward Stein
- (11) State Farm Mutual Automobile Insurance Co.
Chicago, Illinois and Costa Mesa, California
2 Advocacy Trial Programs and
5 Trial Advocacy Programs
NITA Program Director -- Edward Stein
- (12) Steel Hector & Davis
Miami, Florida
In-House Deposition Program
NITA Program Director -- Edward Stein
- (13) Tory Tory DesLauriers & Binnington
Toronto, Canada
In-House Witness Examination Program
NITA Program Director -- James Seckinger

III. REPORT ON NITA PROGRAMS

The NITA Programs are conducted exclusively by NITA. Every aspect of the programs, from admissions to evaluations, are managed by NITA personnel.

The NITA Programs that were conducted in 1992:

1. National Session
2-Week Trial Advocacy Program
2. 15 NITA Regional Programs
11-14 Day Trial Advocacy Programs
3. 4 Master Advocates Programs
6-Day Trial Advocacy Program
4. 13 Deposition Programs
3-Day Deposition Skills Program
5. 2 Negotiation Programs
3-Day Negotiation Skills Program
6. 3 Teacher Training Programs
2-Day Teaching Skills Program
7. 1 Mediation/ADR Skills Program
3-Day Mediation & Alternative Dispute Resolution Program
8. 4 Expert Testimony Programs
3-Day Expert Testimony Skills Program
9. 2 Bankruptcy Programs
5-Day Bankruptcy Skills Program
10. 1 Appellate Advocacy Program
3-Day Appellate Advocacy Skills Program
11. 1 Corporate Counsel Program
1-Day Corporate Counsel's Guide To The Effective Use Of Trial Counsel Program

Total of 47 Programs

IV. REPORT ON IN-HOUSE PROGRAMS AND CO-SPONSORED PROGRAMS

In 1992, NITA conducted training programs for the following law firms and government agencies:

1. Arthur Andersen
2 Expert Witness Programs
St. Charles, Illinois and Singapore, Asia
2. Baker & Botts
Deposition Program
Houston, Texas
3. Brown & Bain
Trial Advocacy Program
Phoenix, Arizona
4. Bryan Cave
Trial Advocacy Program
St. Louis, Missouri
5. Covington & Burling
Trial Advocacy Program
Washington, D.C.
6. Federal Trade Commission
Motion Practice Program
Washington, D.C.
7. Finnegan Henderson Farabow Garrett & Dunner
Deposition Program
Washington, D.C.
8. Fish & Neave
Deposition Program
New York, New York
9. Gunster Yoakley & Stewart
Trial Advocacy Program
West Palm Beach, Florida
10. Hopkins & Sutter
Motions Practice Program
Washington, D.C.
11. Iowa Department of Justice
Teacher Training Program
Des Moines, Iowa
12. Kaye Scholer Fierman Hays & Handler
Deposition & Trial Advocacy Programs
New York, New York
13. Latham & Watkins
Deposition Program
San Diego, California

IV. REPORT ON IN-HOUSE PROGRAMS AND CO-SPONSORED PROGRAMS (cont.)

14. Mayer Brown & Platt
Deposition Program
Chicago, Illinois
15. McCarthy Tetrault
Witness Examination Program
Montreal, Canada
16. O'Melveny & Myers
Deposition and Trial Advocacy Programs
Los Angeles, California
17. Pillsbury Madison & Sutro
Trial Advocacy Program
San Francisco, California
18. Schulte Roth & Zabel
Deposition Program
New York, New York
19. Skadden Arps
Deposition Program
New York, New York
20. Smith Haughey Rice & Roegge
Trial Advocacy Program
Grand Rapids, Michigan
21. Snell & Wilmer
Trial Advocacy Program
Phoenix, Arizona
22. State Farm Mutual Auto Insurance Co.
2 Advocacy Before Trial Programs and
5 Trial Advocacy Programs
Bloomington, IL., Ann Arbor, MI., Phoenix,
AZ., Atlanta, GA., Costa Mesa, CA.
23. Steel Hector & Davis
Deposition Program
Miami, Florida
24. Tory Tory DesLauriers & Binnington
Witness Examination Program
Toronto, Canada
25. Travelers Insurance Company
Worker's Compensation Program
Hartford, Connecticut
26. American Board of Trial Advocates (ABOTA)
1 Co-Sponsored Trial Advocacy Program
Los Angeles, California

IV. REPORT ON IN-HOUSE PROGRAMS AND CO-SPONSORED PROGRAMS (cont.)

27. Alabama Defense Lawyers Association
Co-Sponsored Trial Advocacy Program
Birmingham, Alabama
28. Atlanta Bar Association
Co-Sponsored Trial Advocacy Program
Atlanta, Georgia
29. Cincinnati Bar Association
Co-Sponsored Trial Advocacy Program
Cincinnati, Ohio
30. Georgetown CLE Institute
Co-Sponsored Trial Advocacy Program
Washington, D.C.
31. Indiana CLE Forum
Co-Sponsored Trial Skills Workshop
Indianapolis, Indiana
32. Israel Bar Association
Co-Sponsored Teacher Training
Jerusalem, Israel
33. New York County Lawyers Association
Co-Sponsored Trial Advocacy Program
New York, New York
34. New Zealand Law Society
Co-Sponsored Teacher Training Program
Wellington, New Zealand

Total of 42 Programs

Total Number of all NITA Programs -- 47 Pure NITA Programs
and 42 In-House and Co-Sponsored Programs for a total of
89 Programs.

V. REPORT ON NITA PUBLICATIONS by James H. Seckinger

New Books for 1992

- Hennesey v. Morgan Problems and Case File, Revised 5th
Edition;
- Teaching Notes for Hennesey v. Morgan, Revised 5th Edition;
- State v. O'Neill Problems and Case File, Revised 5th
Edition;
- Teaching Notes for State v. O'Neill, Revised 5th Edition;
- State v. Stone, Problems and Case File, Revised 4th Edition;
- Teaching Notes for State v. Stone, Revised 4th Edition;

v. REPORT ON NITA PUBLICATIONS by James H. Seckinger (cont.)

State v. Diamond, Problems and Case File, Revised 4th Edition;

Teaching Notes for State v. Diamond, Revised 4th Edition;

Dixon v. Providential Life Insurance Company, Problems and Case File, Revised 4th Edition;

Teaching Notes for Dixon v. Providential Life Insurance Company, Revised 4th Edition;

Problems In Trial Advocacy, Panama Edition;

Teachers Manual for Problems in Trial Advocacy, Panama Edition;

Spotz v. GCM, 3rd Edition;

State v. Lawrence ("Mini") Case File;

Paper on Closing Arguments.

JHS:lr

ANNUAL REPORT: WHITE CENTER ON

LAW AND GOVERNMENT

September 1, 1993

Despite its reduced financial underpinning, the White Center continues to play an important role in the life of the Law School and to function as a bridge between the Law School and other parts of the University. In this brief report, I will summarize the contributions that the White Center made to the Law School and to the rest of the University during the 1992-93 academic year, then I will note the importance of the work of the Center to the vitality of the Law School as a component of the University.

In 1992-93, the White Center produced two issues of its Journal, the Notre Dame Journal of Law, Ethics & Public Policy. One of those issues addressed disputed questions in the area of legal ethics, the other took on questions in the field of children's rights. Both issues featured original articles by leading figures in their respective fields, and both contained excellent articles by our White Scholars. These two issues enhanced the reputation of the Journal as the only American law journal that makes the intersection of legal doctrine and normative critique the focal point of its every issue. The two issues planned for the 1993-94 academic year -- one on the death penalty, the other on election law reform -- have already elicited publication commitments from prominent scholars in those areas, and those issues also should bear witness to the Law School's

commitment to providing a legal education in which the ethical and theological dimension of every public policy question is taken seriously and addressed intelligently.

In 1992-93 the White Center continued its work of educating selected law students in the rudiments of normative policy analysis. As in the past, the principal means by which this education was accomplished was the White Scholar Seminar. In that seminar we examined the legal and moral questions raised by the death penalty and the host of problems signalled by Ross Perot's political insurgency. As in the past, the principal product of these seminar sessions are student essays, the best of which will appear in the 1993-94 issues of our Journal.

This past year was the first year in our history in which we recruited a cadre of White Scholars without the inducement of a fifteen hundred dollar scholarship stipend. Our experience was that the absence of a stipend had no perceptible affect on the quality of the students that we attracted or on the seriousness of their commitment to the White Seminar. My suspicion is that the radical change in the market for the services of law school graduates -- a change that has taken place quite rapidly in recent years -- has given students in the class of 1994 a very strong incentive to excel in their co-curricular pursuits. Law students realize that the publication of a major research article in a journal as prestigious as ours has become very useful to them in their quest for remunerative work. For this reason, I expect more of this year's third year White Scholars to see their research

projects through to publication than has been true in the recent past. As the quantity of publishable student articles increases, we should, at the very least, be able to maintain the quality of our published student articles, thereby enhancing the overall quality of our Journal.

In 1992-93, the White Center brought a diverse array of speakers to campus, thereby contributing to the intellectual vitality of university life. The most well-known of those speakers was Anthony Lewis, who writes a regular column for the New York Times. Mr. Lewis has recently completed a major book on the speech and press clause of the First Amendment, and it was on that topic that he spoke here. His talk was given in the largest amphitheater in the new DeBartolo Center and it drew a sizable and interested audience, thanks in large part to the efforts of the undergraduate Student Government, which co-sponsored the event. The White Center also brought other speakers to the campus, mostly to address issues of concern primarily to legal scholars. It is my sense that Notre Dame suffers sometimes from a surfeit of speakers, and I am making efforts this year to make sure that for every speaker we bring to campus, we can count on the presence of an adequate audience at his or her talk.

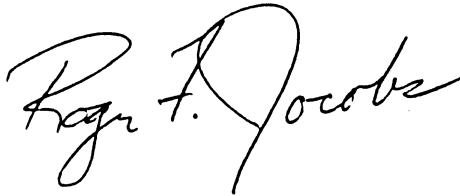
The 1992-93 academic year demonstrated that even at its current funding level, the White Center plays an important role in the life of the Law School. Most importantly, it institutionalizes the Law School's commitment to the normative critique of legal doctrine, and it does that in a way that invites law students as

well as legal scholars to be involved in that enterprise. The White Center by way of its Journal also provides the Law School with a vehicle for sharing the results of our efforts with others in legal academia and with those policy-makers who are interested in the critical examination of policy options. Finally, the White Center functions quite naturally as a bridge between the Law School and the rest of the University, helping all of us to realize that community life that Cardinal Newman currently designated as essential to the very idea of a university. I would, of course, like to see the White Center more liberally funded, but even at its current funding level, I believe that it continues to make an important contribution to the mission of the Law School and to the life of the University.

John H. Robinson
Director

MEMORANDUM

TO: Dean Link
FROM: Roger F. Jacobs
DATE: 23 June 1993
SUBJECT: London Program/Annual Report



=====

You will find here a copy of the report of my tenure as co-director of the London Program.

I am grateful to you, Tex, and the university administration for making this opportunity possible to me.

The support of Jack Pratt, Bill McLean and Rosie Kincaid in carrying out this assignment must be noted with great appreciation.

However, it is to Janis Johnston, I owe the greatest debt. Her talent and willingness to assume the primary obligations of the Kresge Library Directorship, while maintaining responsibility for her other obligations, must be recognized. Her success must be commended.

cc: Associate Dean Dutile
Associate Dean McLean
Associate Dean Pratt
Acting Director Johnston
Professor Diamond
Professor Miller
Professor Smithburn
Mrs. Berry

To: Roger F. Jacobs
From: Karen L.K. Miller
Date: June 11, 1993

Re: Internships 1992 - 1993

Summer 1992 Activities

Last summer I contacted over fifty potential employers. The contacts came from prior placements, faculty suggestions and people I knew. Each contact received a letter describing Notre Dame Law School, the London Law Center and the Internship Program. The letters were accompanied by the Internship Guidelines and a questionnaire regarding the profile the contact sought in an intern. As a result of the letters, ten employers met with me to learn more about the program. From the contacts, 17 placements were obtained, four of them from prior placements.

In addition to contacting the employers, I also wrote to the incoming JD students informing them about the Internship Program and suggesting ways for them to prepare for participation in the program.

Internship Program

In the fall I met with the students as a group to discuss the internship program, and individually to revise their resumes and focus their internship goals. The students then applied for specific internships, interviewed and were placed. The few students who did not obtain internships from the initial interviews were all later placed as appropriate employers were located. One student found his own placement. All students who wanted a placement obtained one. The placements included US law firms, UK law firms, large practices, sole practitioners, barristers, corporations and public interest agencies. A list of interns and employers is attached hereto.

At the midpoint of each internship I met with the student and wrote to the employer to ensure that the placement was working well from both sides. Only one situation required some adjustments. In addition to the formal review I regularly asked the students about their work.

After the internships concluded I reviewed the students' essays to determine the quality of their experiences. Each student described their internship in positive terms for both the practical and substantive experience. I also wrote to the employers thanking the supervisors and asking for feedback on the intern and the program.

Non-Internship Activities

In addition to assisting students with internships I helped them with career advice for summer and permanent jobs. This took the form of: reviewing resumes and cover letters; suggesting job strategies, including alternatives to law firms; and giving interview practice. Six students found summer jobs as a result of these efforts.

As a supplement to the Internship Program and other employment advice, I arranged for two career information talks. The speakers included lawyers in private practice (Skadden, Arps, Slate, Meagher and Flom), government (US Embassy; Federal Aviation Administration), corporate counsel (PepsiCo) and quasi-government (European Bank for Reconstruction and Development). The lawyers each spoke for 30 minutes about their practice, what they look for in job candidates, training and general observations. The talks were followed by a question and answer period. Almost all of the JD and LLM students attended the talks and found them informative. I would anticipate having a similar series of programs in the fall of 1993.

My interaction with and assistance of the LLM's consisted of the career nights and meeting with the students individually. During meetings with the students I helped them prepare a US style resume from their existing curriculum vitae. I was able to offer suggestions concerning places to apply for jobs including explaining the placement resources to them. I plan to continue to be available to assist LLM's in this limited fashion with their career questions.

Summer 1993 Activities

At the beginning of June I wrote to the incoming JD students: advising them of the Internship Program; suggesting that they bring a copy of their resume to London; and asking them for an indication of whether they would like an internship and, if so, what type of work they prefer. I have also contacted the faculty to see if they have any input on the internship program or any placement suggestions.

In August I will send letters to all employers who have had an intern this past year or in prior years to secure their continued participation in the program for this fall. In anticipation of a greater number of students this fall I plan to contact 20 new potential employers. My 1993-94 goal is to place each student who wants an internship with a placement which provides the student with an educational experience.

INTERNSHIP LIST WITH SUPERVISORS

Brian Neillinger	Pepper, Hamilton & Scheetz Kathy Ward 071-628-1122
Mike Cloonan Ashok Tripathi Kristin Holmes	Pepsico Fred McRobie, VP 081-332-0332
Dee Dunphy	Lawyers in the Community Ania Oprawska 071-383-3322
Mary Quinn	Skadden Arps Hilary Foulkes 071-248-9929
Jason Brino	James Henderson 071-583-8455
Tim Saviello Jean Connolly	Paul Ferrell 071-493-1595
Paul Eaton	Rubinstein, Callingham, Polden & Gale John Rubinstein 071-242-8404
James Garcia	British American Chamber of Commerce Paul Waite 071-287-2676
Sal Lamendola	Gottesman, Jones & Partners Joseph Consolo 071-242-8593
Paul Hurcomb	Covington & Burling Richard Kingham 071-495-5655
Bonnie Fleischer	Clifford Chance Phillip Rosenblatt 071-600-1000
Mark Kirby	Lehman Brothers Peter Sherratt 071-601-0011
Sue Gelwick	The European Bank for Reconstruction & Development Kathy Surace-Smith 071-338-6922
Allen Calhoun	Hornby & Levy Simonetaa Hornby 071-737-0909

UNIVERSITY OF NOTRE DAME · LONDON LAW CENTRE
THE CONCANNON PROGRAMME OF INTERNATIONAL LAW

7 Albemarle Street
London W1X 3HF
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Telephone 071-493 9002
Students 071-493 4987
Fax 071-408 4465

REPORT OF THE DIRECTOR

NOTRE DAME LONDON LAW PROGRAM

JUNE 1993

ENROLLMENT

The 1992-93 program enrolled 21 J.D. and 19 LL.M. students from 13 countries. While I began the year with some concern that the almost equal mix of students would somehow change the nature of a program where the graduate students had for a number of years been a minority, these apprehensions were unfounded. Contrary to last year when Professor Phelps observed that "the LL.M.s have also complained that they felt marginalized in our program which, to them, seems to be directed at the J.D. students", this group studied together, worked together, socialized together and travelled together in a manner I would never have anticipated. It may have been the balance between the two groups; it may have been that they were just an extraordinary group of fine people. Suffice it to say that their integration was exemplary.

ADMINISTRATION

Professor Diamond and Gillian Walker have been extraordinary strengths in the operation of the Program. As a teacher and advisor to students, as a prestigious link to the English legal scene and as a thoughtful counselor to the American Co-Director, Professor Diamond continues to bring immense credit to our London Centre. Of particular note this year is the substantial effort he exerted in insuring that all the LL.M. students had thesis advisors prepared to work with them in the subjects they had selected. Once again he arranged the LL.M. seminar program with the highlight being the appearance of his Lordship, Judge Browne-Wilkinson. As the program administrator, Gillian Walker, serves as the student's agony aunt, provides the institutional memory of the program, and insures that the every operational aspect is carried out in a timely and effective manner. She proves to be of immense service to the program directors. I do believe, however, that the continuing requirements of her position, serving both the summer school and the all-year program, demands some relief in the nature of regular staff assistance. I cannot argue for a full time position for the law school, but it does seem that in conjunction with other work that is required in the building, a junior staff member might be engaged to provide additional support to all the programs on a regular basis and serve as a substitute for staff when they are

ill or require a holiday. I would urge that we continue to collaborate with Dr. Charles, Mrs. Berry and the leadership of the other programs in proposals direct at hiring another staff person.

While the delays, in determining the London director for the 1993-94 academic year are understandable, they led to a number of minor difficulties with regards to the transition of the program from one year to another. It is to be hoped that future decisions may be made in the fall so that orderly transitions can be arranged. I continue to be concerned about the fluctuating direction of program details caused by its cyclical leadership.

INTERNSHIP PROGRAM

The work of Professor Miller as director of our Intern Program must be noted. Her indefatigable search for internship opportunities met with unparalleled success. Every J.D. student who wanted an internship this year was placed. While I attach her detailed report as an appendix, suffice it to say here that many students have noted that their internship was a major factor in making the year in England an outstanding educational experience.

FACULTY

Our London Faculty was largely unchanged from previous years. It showed its continued competence by, as a group, receiving student evaluations which were overwhelmingly positive. Professor Giles was engaged as a substitute for Professor Leigh who was unavailable to teach Comparative Criminal Law this year. She was very well received by students. She will be taking her family to the United States next year and will consequently not be available to us. It is still hoped, however, that Professor Leigh will be able to rejoin us. Professor Miller was able to take over sole responsibility for the class in Business Associations as well as offer it as a four credit-hour course. This development proved to be a positive response to some of the criticisms of the three-hour, team-taught BA course of last year. Professor Shaw suffered an unfortunate illness which precluded his completing the second part of the International Law course offered in Terms 2 and 3. Students were given the option of taking a "pass" in the one and one half hours they had taken or, writing a substantial paper for Professor Shaw that would be graded and count as their grade for the entire three hour course. During the year, the school made a major decision to increase support for the London program by, effective in the fall, engaging Professor Karen Miller as a full-time teacher.

CURRICULUM

There were no changes in the curriculum this year save increasing Business Associations from a three to a four credit hour course to match the home campus offering. On the suggestion of Professor Dockray and this year's students, the London directors recommended that, in 1993-94, a JD only section in the

English Legal Systems Course be offered in the First Term, followed by a LL.M. only section in the Second Term. This recommendation was subsequently approved by the law school administration. Prof. Dockray has agreed to teach both sections of the course. Introductory discussions were held with Prof. Scroggie concerning the possibility of increasing her Jurisprudence course to three credit hours to comport with the home course offerings. While she presented some interesting ideas for extending the course, impending budgetary restraints, required that these discussion be tabled.

MOOT COURT

A historical challenge faced by London mooters resides in the practice of allowing students here to qualify for a place on the school's inter-collegiate team. The difficulty in providing a competition, according to the rules of the home campus, in the London environment and with the London schedule, has proved to be most difficult. Professor Phelps, in her draft 1991-1992 annual report, urged that moots begin in Term 1 in order to have a chance to meet the home campus schedule.

Consistent with this urging, two student moot court directors were recruited and appointed the first week of Term 1 and, working with the director, referenda were held with regard to student interests in moot court in London. At that time, considering the requirements demanded by the home campus competition, (particularly the requirement of individually briefing and arguing both sides of two problems) as well as the generally unsettled feeling of the first term student, only one of the fourteen who signed up for moot court indicated any interest in the home campus competition. Since another requirement was that at least seven students compete (to insure a competition), there were insufficient students to arrange a competitive setting. Consequently, Moot Court--International using the Jessup problem was offered. Students enrolled in this course jointly worked on briefs submitting them by the end of Term 1 and arguing their cases early in Term 2. Moot Court--Appellate, with the subject of the appeal being the "chicken sacrifice case" was offered in Term 3 with six students preparing briefs and arguing both sides of the case.

While this director would recommend that the order of the problems be reversed, (to allow students more exposure to international law and its literature before attempting an international law problem), the overall plan seemed to be satisfactory. It should be noted, however, that this plan worked because there were no competitors for the home campus moot court team. The continuing inability to arrange a competition here with the same rigor and according to a timetable that is compatible with the home campus schedule suggests that London students be disqualified from that contest.

FACILITIES

The cramped nature of the facilities continued to frustrate all the occupants of 7 Albemarle Street. While every attempt was made to achieve harmony with other programs and the co-operation shown by Professor Francis, Professor Riley and Mrs. Berry was exemplary, the space requirements of so many is the subject of tension. The business school use of the law library was substantial and constant. Six or seven additional graduate students regularly occupying tables in the reading rooms consumes a substantial number of what are for all practical purposes 19 one-person tables. When undergraduates also make use of these rooms they are quite frequently perceived as totally occupied. Even with additional portable computers brought by the MBA's, the joint Law/MBA purchase of an additional PC, and a strictly enforced rule prohibiting undergraduate use of law library computers, the PC Lab was often used at capacity. Information was also received, that after the departure of the undergraduates, law students made substantial use of the Mackintosh computers in the undergraduate lab.

The law school's two classrooms cannot be functionally used on any regular basis as the sound separation between them is inadequate. The repainting of these rooms significantly improved their appearance.

The common room and the lobby of the rotunda is so often filled with students as to require regular policing in order that the sound of mixing students does not interfere with law classes. The intensity of use of the common room is such that a room that may have once been inviting for casual socializing has become so soiled as to be an embarrassment to this director.

The need to repair the sagging and dangerous plaster ceiling in the front library reading room led to the installation, during the Christmas holiday, of long needed overhead light fixtures. For the first time student complaints about inadequate light in that room have ceased. Similar action now needs to be taken in the other library reading room.

The lack of a common room for adjunct professors, is still an unmet need of the law school.

As the year ends, serious interest is being shown by the university in the possible acquisition of additional space in this building. Such acquisition would offer major opportunities to ameliorate long standing shortcomings.

CARETAKERS

No law students expressed an interest in the caretaker position this year. Mrs. Berry, the facilities director, hired an MBA student for Term 1 and a graduate student at the LSE for Terms 2 and 3. This arrangement resulted in the law director being relieved of all responsibility with regard to the caretaker and facilities management. Before the university expressed an

interest in acquiring additional space in 7 Albemarle, but after the law school had engaged Professor Miller for next year, I recommended that the caretaker flat be made available for a faculty office in 1993-1994. The potential loss of this flat and its impact on the hiring of future caretakers is a matter of concern to the director of facilities and the A&L director.

LEGAL RESEARCH


Our long relationship with the library of the IALS continued on a strong footing. I met with the library director Winterton on several occasions in an effort to maintain their open support of our students. We were able to obtain a favorable contract with Lexis that allowed students open access to that data base. The previous difficulty with students making expensive off-site print-outs was eliminated. The library collection was weeded and many old, left-behind case books were discarded. It is intended that during the summer we will be able to fill in the collection with several dozen books that will be useful to students here. Some expensive little used subscriptions were terminated and one useful item was added. The year ended with the computer complement in the lab standing at one 286 machine dedicated to Lexis, four 286 machines for work processing, and one jointly owned Law/MBA 486 machine. The primary word processing machines are served by a laser printer. The Lexis work station has a dot-matrix printer. The two out-dated, unused, dual floppy-disk machines and dot-matrix printers were declared surplus and donated to the St. Vincent De Paul Society of London.

On my recommendation, our long relationship with the Middle Temple Library and the £1000 annual honorarium we had been giving them was terminated. After visiting their library and seeing the paucity of American materials that they made available to our students, I could not recommend that any student attempt to use it. Moreover, since Middle Temple was not willing to expand our privileges to other areas of the library that may have been useful and, so far as I could determine, students had never visited that library, the expense seemed unjustified.

CONCLUSION

I come away from this year echoing the observations made by other directors. At least as to the students who are able to take part in this offering, it is a valuable and precious experience. The total impact of the program, with its English faculty, its mix of foreign students, its non-American world view, its opportunity to travel widely and, its provision of internships in uniquely different legal environments, provides our London students with an education that cannot be duplicated in the United States. It gives them a background to more effectively assume professional obligations that contemplate a smaller more interactive legal world. It has been a distinct pleasure to be part of this effort.

Roger F. Jacobs
June 23, 1993

TO: Dean David T. Link 

FROM: Professor J. Eric Smithburn
Director, Summer London Law Program

DATE: 16 August 1993

SUBJECT: Report on 1993 Notre Dame Summer London Law Program

We had ninety-two (92) students from forty-four (44) American, U.K. and Canadian law schools enrolled in the 1993 Notre Dame Summer London Law Program. Daily lectures in the following courses were offered from 28 June through 30 July (with examinations from 31 July through 4 August) at the Notre Dame Law Centre, located at 7 Albemarle Street, London W1X 3HF. Unfortunately, due to the untimely hospitalization of Professor Gane, the International Criminal Law class had to be cancelled.

Professor First Period -- 8:30-9:30 a.m.

Moens	International Business Law (2 cr.)	8:30-9:30 a.m.
Edge	Comparative Law (2 cr.)	8:30-9:30 a.m.
Morse	English Legal System (2 cr.)	8:30-9:30 a.m.

Second Period -- 9:35-11:40 a.m.

Smithburn	Evidence (4 cr.)	9:35-11:40 a.m.
Drzemczewski	International Human Rights Law (2 cr.) (June 28-July 14)	9:35-11:40 a.m.
Wooldridge	Common Market (E.E.C.) Law (2 cr.)	9:35-10:35 a.m.

Third Period -- 11:45 a.m.-3:20 p.m.

Slinn	Public International Law (3 cr.)	11:45 a.m.-1:15 p.m.
Rodes	Jurisprudence (2 cr.)	11:45 a.m.-12:45 p.m.
Moens	Comparative Constitutional Law (2 cr.)	12:50-1:50 p.m.
Rodes	Administrative Law (2 cr.)	12:50-1:50 p.m.
Grazin	Russian & East European Business Law (2 cr.) (July 14-July 30)	1:20-3:20 p.m.

Strengths of Program

The Notre Dame Summer London Law Program is the oldest American summer law program conducted in London. This year marked our twenty-fourth annual summer program in London.

An obvious strength is the Law Centre building, containing four suitable classrooms, administrative and faculty office space, the Law Centre Library and a common room.

The curriculum is an excellent selection of comparative and international law courses taught by prominent American, U.K., Continental, Russian and Australian scholars, three of whom are head of the law department at their respective universities in the U.K.

A program of extracurricular activities, designed to provide the students with enriching exposure to the culture and legal institutions of England, includes professionally guided walking tours of "legal and illegal London," guest lectures by members of the English legal profession at the Law Centre, special presentations by members of the faculty, dinner at Inner and Middle Temple, visits to the House of Commons, and a cruise and dinner for the students, faculty and staff on the River Thames.

The popularity of the Notre Dame Summer London Law Program among American law students is evidenced by figures released by the American Bar Association Consultant on Legal Education, showing that in all but one year from 1984 through 1992 the Notre Dame Summer London Law Program had the highest enrollment among all American law school overseas summer programs located throughout the world.

Needs of Program

There is a need for additional space in the Law Centre Building for the following:

1. another clerical staff work station
2. storage of office equipment, supplies and academic materials
3. faculty offices where professors may store their course materials and meet in private with students

The space problems in the building have become more acute as a result of the Arts and Letters Program using Room B-2 as a storage room and the increased size of the Engineering Program in the summer. To what extent these space needs are satisfied by access to two additional floors at 7 Albemarle Street remains to be seen.

Other needs are library security and year round staffing for the library. We have incurred substantial losses to our collection over the years because of these problems. Our collection is inadequate to meet even the supplemental reading, non-research needs of our courses. Unless reasonable steps are taken to address needs of security and staffing, it would not seem feasible to allocate more resources to the collection. This problem, however, is a more serious one in terms of the academic integrity of the year round J.D. and LL.M. programs than for the summer program.

pc: Assoc. Dean Jacobs
Assoc. Dean McLean
Assoc. Dean Mooney
Assoc. Dean Pratt



THE JOURNAL OF COLLEGE AND UNIVERSITY LAW

NOTRE DAME LAW SCHOOL
NOTRE DAME, INDIANA 46556
219-631-6749



To: Dean William O. McLean
From: Dean Fernand N. Dutile ^{JEA}
Date: July 23, 1993
Re: Report on *The Journal of College and University Law*,
1992-93

This is in response to the memo from the Office of the Provost concerning Annual Reports. *The Journal of College and University Law* came to the Notre Dame Law School in May 1986. The *Journal* is co-published by the Notre Dame Law School and the National Association of College and University Attorneys (NACUA), situated in Washington, D.C. The Faculty Editor, Professor Fernand N. Dutile, responds to a thirteen-member Editorial Board, chaired by Eileen K. Jennings, Central Michigan University. Three members of that Board are affiliated with Notre Dame: Associate Dean Dutile, Dean David T. Link and Philip J. Faccenda, General Counsel of the University.

During the 1992-93 academic year, the Student Editorial Staff included fourteen third-year students and sixteen second-year students. The Student Editor was John Dunn, who was graduated in May of 1993.

During the 1992-93 academic year, the *Journal* published four issues. Those issues, from Fall 1992 through Summer 1993, totaling 475 pages, include fourteen lead articles, four "Commentaries," four Student Case Comments, and a Cumulative Index (by author and by subject). The press run for each issue was approximately 3650 copies. A copy of the 1992-93 budget is attached.

The *Journal* is especially proud of its timely publication; of the diversity of views reflected in its pages; of the supervised writing experience the *Journal* provides student staff members; and of the quality of student contributions to the *Journal*.

Professor Dutile has announced his resignation as Faculty Editor, effective August of 1993. Alternative arrangements for supervision of the *Journal* are currently being explored.

Budget for
The Journal of College and University Law
 Academic Year 1992-93

Salaries and Wages:

Secretary.....	\$ 8,000	
Student Assistant - Summer	3,100	
Student Research Assistant - Academic Year.....	2,200	
Faculty Editor (Summer Stipend).....	<u>5,200</u>	
Subtotal		\$18,500

<u>Benefits:</u> Secretary.....	<u>1,200</u>	1,200
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<u>Supplies and Expenses:</u>	2,500	
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<u>Duplicating and Copying:</u>	1,400	
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<u>Entertainment:</u>	700	
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<u>Memberships:</u>	200	
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<u>Postage:</u>	2,200	
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<u>Printing:</u>	27,000	
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Telephone:

Line.....	1,400	
Toll.....	1,400	

<u>Distributed Charges:</u>	<u>(25,000)</u>	
Subtotal		11,800

Travel:

NACUA Convention.....	3,400	
Mid-Year Meeting.....	<u>1,200</u>	
Subtotal		4,600

<u>Repairs and Maintenance:</u>	<u>1,200</u>	1,200
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<u>Capital:</u>	<u>2,000</u>	<u>2,000</u>
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TOTAL		\$39,300
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FERNAND N. DUTILE
 Professor of Law
 Faculty Editor

WILLIAM O. McLEAN
 Associate Dean

JOURNAL OF LEGISLATION

Notre Dame Law School

Notre Dame, IN 46556

(219) 239-5918

To: Dean William O. McLean

From: Vincent Sanchez, Editor-in-Chief, 1993-94

Date: September 3, 1993

Re: REPORT ON THE JOURNAL OF LEGISLATION FOR THE ACADEMIC
YEAR 1992-93

This letter is in response to your memo requesting an annual report on the Journal of Legislation for the academic year 1992-93.

The Journal of Legislation publishes two issues annually. During the academic year 1992-93, the Journal published two issues for volume 19. Please find attached copies of the Journal covers for both issues of volume 19. The two issues for volume 19 covered 319 pages. For each issue, approximately 1500 copies were printed.

During the 1992-93 academic year, the members of the Journal were comprised of sixteen third-year students and fourteen second-year students. Third-year students served on the Editorial Board and worked with the second-year students to edit the articles and notes which were published in volume 19. The Journal was under the direction of Ronald R. Ratton, Editor-in-Chief, who graduated in May 1993. The Faculty Advisors for the Journal were Associate Professor Jay H. Tidmarsh and Professor William M. Lewers, C.S.C.

During the 1992-93 academic year, the Journal updated its accounting procedures by purchasing an accounting software package. The package will enable the Journal to bill subscribers more efficiently and to maintain more accurate records. With increased efficiency, the Journal hopes to attract more subscribers and to work more professionally with its current subscribers.

As one of approximately five law reviews devoted specifically to legislation, the Journal of Legislation is pleased with its accomplishments for the academic year 1992-93. Should you require any additional information regarding the activities of the Journal, please feel free to contact me or any member of the Journal's editorial board. A copy of the Editorial Board and Staff for the academic year 1993-94 is attached.

JOURNAL OF LEGISLATION

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JOURNAL OF LEGISLATION

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To: Associate Dean McLean
From: Eileen Doran
Date: September 7, 1993

This memorandum will serve as the year-end report for the operations of the Legal Aid Clinic.

Faculty

The Clinic expanded its staff during the 92-93 term by adding a part-time Supervising Attorney, Christine Venter. Ms. Venter filled in for Professor Shaffer during his fall semester sabbatical at Boston College and continued through the Spring term. Ms Venter is now a half-time Assistant Professional Specialist with the Clinic.

Students

A total of forty student interns were enrolled in the Legal Aid Clinic for the fall and spring terms. This represents an increase of approximately 15 interns to participate in the program. Additionally, twelve interns worked full time in the Clinic for the summer term and were paid through work-study positions.

Clinic Activities

The Clinic opened 260 new cases from September 1, 1992 through August 31, 1993. These cases can be broken down into the following areas :

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The Clinic also closed 237 on-going cases from September 1, 1992 through August 31, 1993. The Clinic maintains an average of 150 cases at any given time.

Grants

Professor Shaffer applied for and was awarded a grant by the Keck Foundation to teach ethics using clinic cases. The grant will provide \$250,000.00 over a two year period and will allow for the expansion of clinic faculty, assistants, and course offerings.

Space

The University acquired an off-campus office building which now houses the Legal Aid Clinic. After renovations were completed, the Clinic officially moved to its new space on July 2, 1993. The new facility allows for offices for each of the faculty supervisors, a reception area for clients, three interviewing offices, and work space for student interns. The new facility is accessible to persons with disabilities.