

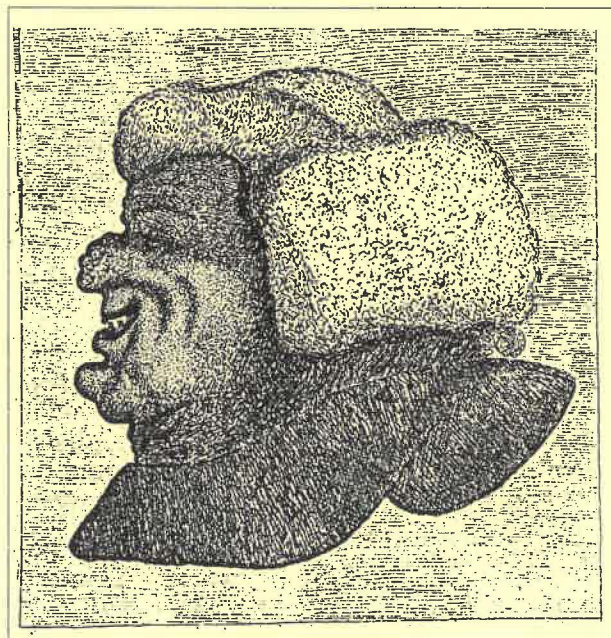
6-1995

Academic Year: 1994-1995

The Mendik Library

New York Law School The Mendik Library

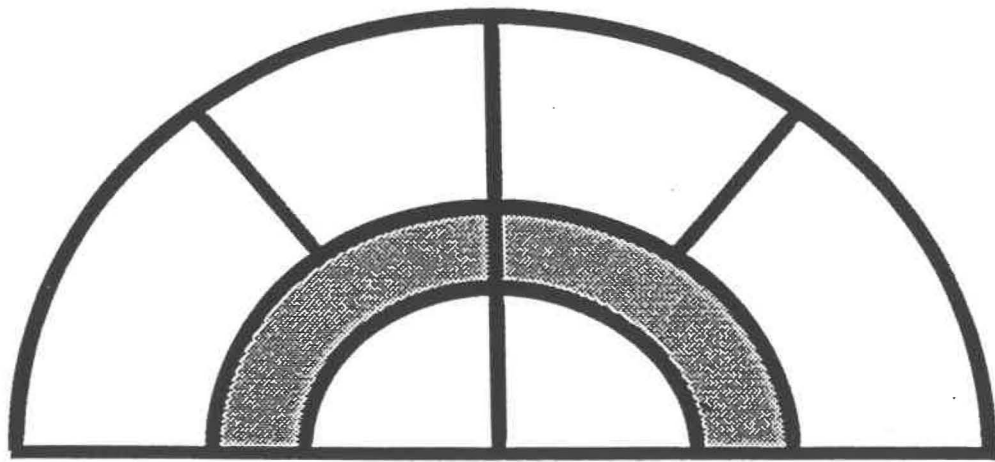
THE CLIENT



THE LAWYER

Annual Report
1994/1995

Mendik Library
New York Law School



Annual Report to the Dean and Faculty
1994/1995

Prepared by Professor Joyce Saltamachia
and the Staff of the Library

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I. INTRODUCTION

Each Year, the Library's Annual Report gives us all the opportunity to reflect upon our achievements in the past and plan for our activities in the future. As providers of legal information, all law libraries are currently in a state of constant change and uncertainty. The technological advances of the past and promise of advances in the future have made us keenly aware of the uncertain implications of each decision. Until very recently, librarians could anticipate that the daily business of running a library would not vary much from one year to the next. With the advent of the personal computer, the national bibliographic networks, the Internet, and the World Wide Web, these assumptions are no longer valid. Legal information providers must face the challenge of continuing to perform the basic library services while adapting these services to technological developments and improvements. Patron expectations, fueled by reports of the new "Information Superhighway", are at a very high level, and the staff of New York Law School Library has willingly undertaken to meet the challenge of these expectations.

I encourage readers of this Annual Report to consider not only the achievements of our past year but to place these achievements within the context of library developments over the past decade. Where we once had two computer research terminals, we now have 25. Where we once had no CD-ROM capability, we now have a tower that can access dozens of CD-ROMS. Every achievement of the past year was built upon a solid foundation of hard work and innovation over the past decade. For example, the automated circulation system that we installed in 1994-95 was made possible by the retrospective conversion project to change all of our holdings information into machine readable format that was conducted in 1984. Thus, in addition to being a report of the progress of the last year, this document should also be seen as a progress report of the past decade and as a guideline for our future development.

Joyce Saltalamachia
Library Director & Professor of Law

II. GENERAL ACTIVITIES

1. ACCESS POLICIES

The core clientele of the Library are members of the law school community: faculty, students and staff; as well as members of the NYLS Alumni Association. By agreement with the other member institutions of the Joint International Law Project, Brooklyn Law School and CUNY Law School, each school's library is open to students and faculty of all three schools. Our Library also admits students from out-of-town law schools as a reciprocal courtesy to institutions whose libraries admit our students. Under another reciprocal arrangement, we admit users who are referred by member libraries of the METRO consortium, upon identification of particular items held by our Library that are unavailable in the referring library. In addition, members of the general public are permitted to use our US Government Documents collection, under the terms of our Depository agreement.

In 1993 we joined in an agreement with most other New York metropolitan area law school libraries under which each school is permitted to refer a reasonable number of students, and faculty in any number, to a participating school's library for convenience use. The institutions involved include all the law schools in New York City, Westchester, Nassau, and suburban New Jersey, with the exception of Columbia and New York University Law Schools. This agreement was intended to benefit students and faculty who attend one law school, but reside in closer proximity to another. During the past year we referred approximately twenty-five of our students to other metro area schools' libraries, while hosting only fifteen students from other schools.

Researchers who are not affiliated with New York Law School, or referred through reciprocal agreement, may gain access to our Library by procuring a NYLS Library Reader's Pass. Reader's Passes are sold or distributed to several classes of Library users. The Reader's Pass program serves a dual purpose, as a revenue-raising device and as a mechanism for admitting legitimate users who do not hold a NYLS identification card. The ordinary price of a Reader's Pass to a non-affiliated attorney is \$100 and is good for a four-month period.

In the Summer Semester we offer Reader's Passes at the discounted price of \$25 to individuals who have just graduated law school and wish to use our Library as a study space to prepare for the bar examination. The pass, which may be purchased any time after Spring Semester finals, entitles the bearer to use of our Library through the end of July. We offer this discount as a concession to graduates of other schools who may have used our Library under reciprocal agreements when they were students, and also to graduates of out-of-town schools who will be taking the bar in our area. In general, we assume that such individuals will be making only limited use of our Library's resources and cannot afford the full price of a Reader's Pass.

Our Library admits attorneys employed by non-profit, public interest institutions by selling these attorneys Reader's Passes at a deeply discounted price. Under an agreement with the NAACP Legal Defense and Educational Fund, we sell our Reader's Passes to certain organizations for \$1 each, and their library sells the passes to public interest lawyers at a slight mark-up. This mutually beneficial arrangement results in a wide distribution of Reader's Passes to the public interest bar at

a minimal administrative cost to our school.

We also distribute complimentary Reader's Passes to certain categories of users, such as major donors to New York Law School and guests of members of our faculty and administration. Administration of the Reader's Pass program is coordinated by the Assistant to the Librarian who keeps records and statistics for the program. Statistics for the number of passes issued and revenues collected during 1993-94 are attached as Appendix A.

2. SCHEDULES AND HOURS OF OPERATION

During the Fall and Spring Semesters the Library is open 98 hours per week to our core clientele. For examination periods, beginning approximately one week before the first examination day through the last examination day, we keep the Library open to our students late into every evening. In the Spring of 1995, at the recommendation of the Office of Student Affairs, in consultation with the Student Bar Association, we changed our exams-period closing time from 1 a.m. to 2 a.m. every morning. Our extended exams-period hours now add 21 hours to our schedule, during which students may use the Library to prepare for their final examinations.

During Summer Semesters we are open 87 hours per week. Our Summer schedule supports both the curricular needs of the Summer Session and the study needs of our recent graduates in preparing for bar examinations. Spring graduates of NYLS retain their Library privileges through the Summer, irrespective of whether they have joined the Alumni Association. The Library's Summer schedule ends on the last day of Summer examinations or the last day of the bar exam, whichever comes last.

To accommodate the needs of our core clientele, the Library is open every major holiday except New Year's Day; Rev. Martin Luther King, Jr. Day; Memorial Day weekend; Independence Day; Labor Day; Thanksgiving Thursday and Friday; and Christmas. These holidays generally coincide with academic breaks and intersessions. We remain open during Spring Break, as well as all weekends except those which fall during the Winter and Summer intersessions.

3. AUTOMATION IMPROVEMENTS

Student Word Processing

Computer word processing has become an essential fact of life for most law students. At the beginning of each academic year, the Library conducts a computer literacy survey of entering students. The 1994 survey showed that nearly 90% of entering NYLS students were experienced personal computer users, while over 75% already had a personal computer at home or had immediate plans to purchase one. These statistics are brought to life in the Library's two Personal Computer Rooms, which undergo heavy use, especially during exam periods and periods just before the deadlines for first-year writing assignments.

Our Personal Computer Rooms contain fourteen IBM-compatible personal computer workstations for student word processing use. Students are offered the WordPerfect v.6 word processing programs for DOS and for Windows. Each workstation includes a CPU with a minimum configuration of a 40 MB hard disk drive and both 3.5" and 5.25" high density floppy disk drives, an enhanced keyboard, a color monitor, and an ink-jet printer.

In June, 1995, the Library agreed to turn over to the Computer Center responsibility for maintenance of the student word processing equipment. From now on, the configuration of these workstations will be identical to those in the Student Center. This shift in responsibilities resulted in several improvements to the student equipment in the Library. First, our equipment was loaded with WordPerfect version 6, which is the latest version of that word processing platform. Second, the equipment was also loaded with educational software from the Center for Computer Assisted Legal Instruction (CALI.) And, third, all of the workstations were configured with a standard, Windows-based menu screen.

To accommodate these software enhancements, the Library purchased hardware upgrades for nine existing workstations. Each workstation received a new motherboard, a Microsoft mouse, and sufficient RAM chips to bring it to 8 MB capacity. Each of the Library's student work processing workstations is now at the 486 standard, which allows them to run the latest software. These upgrades will also smooth the way for networking when the Library is cabled for a local area network.

CD-ROM Information Products

A proliferation of CD-ROM-based information products produced for the legal market has continued for the past several years. In addition, the federal government has been disseminating increasing amounts of its information in the CD-ROM format.

While much of the information contained in CD-ROM is duplicative of that found in hard-copy sets in our collection, the CD products themselves represent new and improved ways of storing and accessing the information they contain. Lawyers going into practice today are confronted with a wide and potentially bewildering array of media through which to access essential research documents. Their options include hard copy subscriptions, microforms, on-line services (LEXIS/NEXIS and Westlaw,) and numerous CD-ROM products with different user interfaces. These lawyers will need to make intelligent, cost-effective choices from among these options, and only those who have been exposed to the various media through training in law school will be best positioned to make these decisions.

CD-ROM products can be accessed in our Library through four computer workstations that are available for use by all patrons. Three of these workstations are dedicated to the legal periodical indexes, LegalTrac and WilsonDisc. The fourth workstation, located in our first-floor computer room, is capable of accessing several different products. During the past year we have added to it the following products from commercial publishers in CD-ROM format: American Jurisprudence 2d, AmJur Legal Forms, Code of Federal Regulations, New York Carmody Wait 2d, and New York Code of Rules and Regulations. In addition, we have loaded the National Economic, Social,

Environmental, and Trade Databanks from the US Department of Commerce, and US Foreign Affairs on CD-ROM from the State Department. Within the next several weeks, we plan to add the CD-ROM versions of Shepard's Citations for New York and Federal cases.

Until recently, the hardware at the heart of our CD-ROM workstation had been a set of "minichangers," devices that physically moved a group of data disks into and out of a reader drive. Over the past year, we became increasingly dissatisfied with this hardware. Its performance was marked by very slow response time, and it was prone to repeated breakdowns. At the same time, a new generation of CD-ROM equipment had come onto the market and had become more reasonably priced. In June we retired our "minichangers" and purchased a new CD-ROM "tower," which is now configured with 23 drives for disks running at "quad-speed." With the purchase of additional drives, our new tower can be expanded to hold up to 70 CD's. With this new equipment, reliability and response time have improved dramatically, and we anticipate that this will result in a concomitant improvement in user acceptance of the CD-ROM products. At the same time that we purchased the tower, we also upgraded the RAM of our CD-ROM workstation's central processing unit, so that this equipment is now ready to function as a server on the law school's local area network, when that technology arrives in the Library.

The Library staff offers training for Library patrons in the use of our CD-ROM information products. In addition, Bill Mills, Camille Broussard, and Kate McLeod have incorporated a unit on CD-ROM searching into their Advanced Legal Research course. Since the products can be accessed only at a single terminal on a standard computer monitor, training sessions for groups larger than four or five become awkward and ineffective. Thus, training on a scale equivalent to that which we offer for LEXIS/NEXIS or WESTLAW is not currently feasible for CD-ROM products. However, with the arrival of the local area network, we anticipate that this situation will change.

Automated Catalog and Related Systems

Another technological improvement we made during the past year will not be immediately visible to Library users. This is the migration of our automated Library catalog and related systems to a new central processing unit (CPU), the DEC Alpha. The NYLS On-Line Catalog and our circulation, serials, and acquisitions systems are provided for under contract through a turnkey system produced by Innovative Interfaces, Inc. (Innovative.) All of these systems run through a CPU that we had purchased when we first brought up the On-Line Catalog in 1992. With the rapid advances in computer technology, our CPU has already become obsolete in that it is insufficiently powerful to run the new versions of the systems' software that are under development by Innovative.

Thus, we have placed an order through Innovative for a new and more powerful CPU, the DEC Alpha, which is scheduled to be delivered in early August, 1995. The only immediate improvement in system performance will be a speedier back-up feature for protecting the information in the systems' databases. With the new CPU it will take 15 minutes to back up the system, compared to the one-to-two hours that the old model took. As a professional staff member must monitor the back-up once every week, this will result in a considerable saving in staff time. The most significant improvements, though, will manifest themselves in new system features that become available as Innovative releases new versions of its software. The new CPU, configured with the appropriate

software, will give us the ability to network our Library catalog throughout the law school upon arrival of the local area network. It will also enable us to share our catalog with other law schools that run the Innovative system and even to put our catalog on the Internet.

4. STACK IMPROVEMENTS

Another recent Library improvement was considerably less high-tech than those described just above. This involved the storage of newspapers in our Reference and Reserve Collections. Our retention rules for hard-copy newspapers are based on the fact that the articles contained in virtually all of them become available on-line and/or in microform within several days to months at the latest. Thus, we discard nearly all newspaper issues within a few months of receipt. Our method of storage for this transient collection had always been rather haphazard piles of papers kept on the first floor shelves. As it was nearly impossible to maintain these piles in order, retrieving a recent newspaper issue from them became a long and awkward process from which one would inevitably emerge with ink-stained hands.

To remedy this situation, this spring we purchased the Oblique system of hanging folders to contain our newspaper issues. Installation of the system was a simple process that involved replacement of approximately 24 shelves with fixed rods; this was accomplished within a few days by members of our own staff. Each newspaper issue now hangs in an individual folder that is labeled so as to be easy for users to spot and retrieve. Keeping the newspapers in order and locating the correct ones to discard when appropriate are now simple processes. The usability of our newspaper collections is thus considerably enhanced.

III. REFERENCE DEPARTMENT

The Reference Department had a very busy and productive year. Although the major duty of the department is to provide reference assistance to the faculty, students, staff, alumni, and attorney patrons of New York Law School, reference services extend beyond the physical and logistical confines of staffing the reference desk. Some of the additional services we provide include: working as faculty liaisons for the NYLS faculty and deans, coordinating computer assisted legal research, providing bibliographic instruction both in the Library and in conjunction with faculty members, managing the government documents collection, maintaining the general collection, updating and maintaining the current issues file, providing research and Library support to the NYLS student publications and moot court teams, participating in the New York City Metro Program in which law librarians assist public librarians in providing library services to New York City area residents, and participating in the professional activities of the American Association of Law Libraries (AALL) and the Law Library Association of Greater New York (LLAGNY).

This report is divided into major sections loosely based on the above list. In each section, major activities of the past year are highlighted.

1. STAFF

The Reference Department includes five full-time librarians and one reference assistant. In addition, the Associate Librarian and Head of Public Services participate in providing reference services. Each librarian is responsible for reference desk duty as well as other specific projects. The reference assistant is primarily responsible for coordinating interlibrary loans, faculty photocopy requests, and document delivery.

On August 1, Marta Kiszely joined the Reference staff as Government Documents/Microforms Librarian. Prior to coming to NYLS, Marta spent several years at the NYU Law Library. Deborah Paulus started as the new Evening/Weekend Reference Librarian in September. Deborah had been working with us as a Reference Intern since she graduated from New York Law School in 1993. She replaced Michael McCarthy who became our Collection Management/Reference Librarian upon the retirement of Leslie Kanocz. Leslie retired from NYLS in July, 1995 after 32 years.

Reference Desk

A reference librarian is on duty at the reference desk for a minimum of 74 hours each week. Reference desk hours are 9 a.m. to 9 p.m. Monday -- Thursday, 9 a.m. to 7 p.m. on Friday, and 10 a.m. to 6 p.m. on Saturday and Sunday. Librarians are, of course, available throughout the week for individual appointments with faculty and students to discuss research projects in more depth.

Between July and December of 1994, approximately 10,158 questions were answered at the reference desk. From January to June, 1995, approximately 9989 questions were answered for an annual total of 20,147. These statistics are recorded during the course of each reference shift. As

such, they are approximate and probably underestimate the actual number of questions answered.

Reference help is also provided away from the reference desk. Each of the Reference Librarians spent a set time each week performing collection maintenance activities. During these times, we were able to supplement our reference desk service with a professional librarian who was available in other parts of the Library to answer questions. The Government Documents Librarian and the Cataloging Librarian also provided assistance in the use of the documents and microform collections of the Library. Approximately 927 questions were answered through these activities during the 1994/95 academic year.

2. FACULTY REFERENCE SERVICES

Library Liaison Program

Each professional librarian participates in the Library's faculty liaison program. The liaison program links each faculty member to a librarian who serves as a principle contact person for Library needs and requests. Each librarian is assigned 6 or 7 full-time faculty members.

Bibliographic Instruction/Instructional Outreach

Over the past year, the Head of Reference Services continued to work with faculty members on ways to incorporate bibliographic instruction into classroom teaching. Teaching assistance provided includes lectures on research techniques and sources, subject tailored training sessions on LEXIS/NEXIS and/or WESTLAW, specifically designed instructional tours of the Library, and assistance in preparing Library assignments.

In addition to upper division class meetings, librarians met with all of the first year legal writing sections to discuss general Library services and the kinds of support we provide.

1994-95 UPPER DIVISION TEACHING ACTIVITIES INCLUDED:

Faculty Member	Class	Activity
Gross	Bankruptcy Law	Bib Instruct
Gross	Bankruptcy Policy	Bib CALR Instruct
Hammond/Botein	Telecom Workshop	LEXIS/NEXIS Instruct
Marvel	International Business Trans	NAFTA Exercise LEXIS/NEXIS Instruction
Rothschild	Labor Law	Bib Instruct
Sinclair	Statutory Interp (2 Sessions)	Bib Instruct

Citation Tracking

The citation tracking service, "Faculty Citings," introduced in 1993, continues to be well

received. This service uses LEXIS/NEXIS and WESTLAW searches to provide information to faculty members about when, where, and by whom their scholarly works are being cited. The results are delivered to the faculty members by their liaison.

3. FACULTY PUBLICATIONS BIBLIOGRAPHY

The Library compiled the annual faculty publications bibliography in May. The bibliography is prepared and printed for use at a reception honoring the faculty authors. The bibliography is also used by other NYLS departments for a variety of public relations purposes. A separate bibliography listing books published by our adjunct faculty was also prepared.

4. ADVANCED LEGAL RESEARCH SEMINAR

For the past number of years, the Associate Librarian and the Head of Reference Services have team taught the Advanced Legal Research Seminar as members of the NYLS Adjunct Faculty. In the Spring of 1994, the Lawyer/Librarian joined the teaching team. The class is an elective for upper division students and is offered in both the Spring and Summer sessions. Due to continuing high demand, two sections of the class were offered during the Spring 1995 Semester.

5. COMPUTER ASSISTED LEGAL RESEARCH

Introductory Training Sessions for First Year Students

Introductory training sessions in LEXIS/NEXIS and WESTLAW and computer assisted legal research databases were offered to first-year students by the Library at the beginning of the Spring Semester. The training is not a mandatory part of the NYLS curriculum, but the Library worked with the Legal Writing program to inform and encourage students to take the opportunity to begin learning to incorporate computer assisted legal research into their overall legal research strategies. We hope to work with appropriate faculty committees to make this mandatory in the future.

Over 50 classes for each system were offered early in the Spring Semester. The sessions for WESTLAW began on Monday, January 23, and continued through Friday, February 17, 1995. LEXIS/NEXIS classes began on Monday, January 30, and continued through Saturday, February 18, 1995. Several instruction sessions approximately 1 1/2 hours in length were offered each day, including many evening and weekend sessions. Although Camille Broussard, Kate McLeod, and Michael McCarthy taught a number of the classes, the majority of the sessions were conducted by representatives from the respective vendors.

LEXIS/NEXIS/WESTLAW: NUMBER OF FIRST YEAR STUDENTS TRAINED

YEAR	LEXIS/NEXIS	WESTLAW
1995	443	320
1994	363	317
1993	291	418
1992	366	380
1991	350	200

Upper Division Training

Basic refresher and advanced training sessions on both LEXIS/NEXIS and WESTLAW were offered throughout the year using the formalized training schedule instituted during the 1993/94 Academic year. One class for each system was taught on a weekly basis throughout the year. The content of each class was dependent upon the knowledge or questions of those who attended. In late August/early September, a large number of basic and refresher courses were offered. More advanced courses covering specific subject areas were offered during the middle/latter part of each semester. The subject areas used for specialized training were chosen to complement seminar classes or classes in which papers were required. Librarians teach the majority of the upper division courses with some assistance from LEXIS/NEXIS and WESTLAW representatives.

In addition, special courses were offered for journal students, moot court competitors, summer research assistants, and students with judicial clerkships or summer associate positions. During April of the Spring Semester, both WESTLAW and LEXIS/NEXIS offered a mixture of special sessions for students who would be working as summer associates and judicial clerks.

Announcements about the sessions were placed in *The Counselor*, schedules were posted around the law school and faculty members teaching courses in the specific subject areas were sent memos about the courses. As this structure has become more institutionalized, attendance has continued to increase. We continue to evaluate the results to identify ways of increasing the effectiveness of the program.

LEXIS/NEXIS/WESTLAW UPPER DIVISION TRAINING STATISTICS FOR 1994/95

SEMESTER	LEXIS/NEXIS Classes/Students	WESTLAW Classes/Students	Totals
Fall	34/137	37/118	71/255
Spring	18/66	16/ 69	34/135
Summer	6/12	6/8	12/20
	58/215	59/195	117/410

Faculty Support

The Head of Reference Services and the Lawyer/Librarian are available to provide individual training for faculty members on both LEXIS/NEXIS and WESTLAW. Sessions are tailored to meet the faculty member's specific research needs. During the past year, approximately 10 such sessions were conducted.

6. STUDENT PUBLICATIONS SUPPORT

Library Sponsored Reception for Journal Boards

On April 25th, the Dean joined the Library in hosting a reception in honor of new executive board members of the three journals. Immediately following the reception, there was a brief meeting between the librarians and the editors to discuss the training structure for the journal staffs. During July and August, the Head of Reference Services and the Lawyer/Librarian met with each of the executive boards to discuss Library services, procedures, and subsequent staff training.

7. ENHANCED TRAINING STRUCTURE

In addition to general reference assistance which is always available at the Reference Desk, the Library provided enhanced support to the student journals. Orientation, tours, and bibliographic instruction sessions were given to new journal students. The reference staff also provided computer searching and assistance in locating sources for citation checking.

8. GOVERNMENT DOCUMENTS AND MICROFORMS

As mentioned above, Marta Kiszely joined the staff as Government Documents/Microforms Librarian in August, 1995. During the last year, Marta has completed a number of projects which have enhanced both physical and bibliographic access to the collections.

Microform Collection

The *Guide to Microform Collections* was revised. Corporate author and subject entries were added to the existing title entries and the *Guide* was annotated to include notes on coverage, holdings, indexing sources, and various cross-references. The Library added a few major microfiche collections this past year including additional coverage of *US Supreme Court Records and Briefs* (for full opinions from 1897/98) and *New York State Colonial Session Laws* (1691/92-1775). An additional reader/printer was also acquired.

Government Documents Collection

The Library receives 15% of the available depository items. To alert users to the wealth of materials available from the government, we added a number of general informational records to the on-line catalog. Major additions to the collections included *Senate Executive Reports and Documents* (1817-1969), *Unpublished Senate and House Committee Hearings* from Congressional Information Service (CIS) and CD-ROM databases covering the *National Trade Databank*, *National Economic and Social Databank*, and the *State Department's Foreign Affairs* database.

9. INTERLIBRARY LOAN AND DOCUMENT DELIVERY

Joelle Lemmons, the Reference Assistant, oversees all borrowing and lending of materials through the inter-library loan program. She also works with faculty liaisons to coordinate faculty requests for photocopying, document retrieval and delivery.

In 1994-95, NYLS borrowed approximately 668 items and loaned 413 items. Arrangements can also be made for our students and faculty to go to another library to use materials or for patrons of other libraries to come to NYLS Library to use materials. During the past year, we issued 112 passes for our students and faculty to go to other institutions. We accepted 76 passes from other institutions.

10. SPECIAL REFERENCE PROJECTS

Bibliographies/Publications

A new edition of the *International Legal Research in New York Law School Library* was completed.

Current Issues File

The Current Issues File (CIF) located in the Reserve Area of the Mendik Library continued to develop into a valuable Library resource. This collection of topical information is designed to supplement the Library's collection and to help researchers find material which is often difficult to locate. On many topics the CIF might be the only place where current information may be found. This past year, the Current Issues File was re-organized and the subject index reformulated to provide better access to the wealth of materials available.

During the Spring Semester, the CIF was used to aid students in completing Library assignments in the Bankruptcy Policy and the International Business Transactions classes. Specific files were set up to contain introductory information and materials designed to help students get started on particular class assignments: (a) an international/ comparative bankruptcy question and (b) an exercise on NAFTA.

Faculty Committee Support

The Reference Staff is often called upon by various faculty committees for bibliographic support. This past year, Bill Mills served as an ex-officio member of the First-Year Curriculum Taskforce and the Student Affairs Committee. Camille Broussard served as an ex-officio member of the Student Publications Committee and the Academic Computing Committee.

NYLS became a CALI (Computer Assisted Legal Instruction) member during the 1994/95 academic year. To introduce faculty members to the various modules, the Academic Computing Committee offered a number of demonstration sessions. Camille Broussard gave two of the demonstrations during the Fall Semester. During the Spring Semester, the Committee sponsored a faculty workshop on E-Mail, Internet, and LEXIS/NEXIS Counsel-Connect. Joyce Saltalamachia presented an overview of the electronic services. Camille Broussard demonstrated the Internet and prepared a list of bulletin boards and discussion lists for distribution.

Library Tours

The Reference Staff conducted tours of the Library during the Law School's Orientation program, Admitted Students Day, and other Open Houses in the Spring. During the 1st year orientation program, the Library gave approximately 50 tours for incoming students. During the Spring and Summer Semesters, the Library staff gave a number of tours to applicants and incoming students.

TECHNICAL SERVICES DEPARTMENT

1. STAFF

There are three professional librarians in the Technical Services Department and five support staff. Additionally, we have a part-time person working 15 hours per week and work-study help when available. The full-time staff has been at the current level for the past nine years, the part-time position only since the Summer of 1991.

The Technical Services Department can be separated into three major areas:

Acquisitions: (one full-time support staff and a part-time assistant).

They perform all pre-order searching, ordering, claiming, and checking in all monographic materials; searching for and downloading preliminary cataloging records from OCLC, our on-line cataloging utility, to INNOPAC, our on-line catalog; processing all monographic invoices and recording payment on our INNOVACQ acquisitions subsystem; recording and procession all gifts; pamphlet binding; and maintaining our paper files of invoices, correspondence, publisher and dealer catalogs, and order authorizations.

Serials: (One professional librarian supervising three support staff).

They open all Library mail; check-in, on our INNOVACQ serials check-in subsystem, all serial publications, i.e., periodicals, newsletters, loose-leaf services, court reporters, statutes, and all other supplemented materials, as well as all non-US. Government Depository microfilm and microfiche; creating additional check-in records on INNOVACQ; claiming all damaged and unreceived materials; copying and routing materials to staff and faculty; and performing all binding functions, i.e., preparing all law reviews for our commercial bindery, preparing paperback monographs for our commercial bindery, and binding other materials on our in-house binding machines. The Library's weekly Table of Contents pages and monthly JILP Table of Contents pages are produced here as well. With the addition of the circulation subsystem last year, serials is now setting up item records and attaching barcode labels to all serial volumes, as well as law review issues, as they are received and processed through the department.

Cataloging: (One professional librarian supervises one support staff).

They catalog all material, editing records from OCLC and downloading them to INNOPAC. They are responsible for the integrity of our on-line catalog, maintaining our subject and name authorities (this ensures that all access points to our monographic and serial records are present and in their correct form so that our records are fully searchable and clear to the users). With the advent of the new circulation subsystem, cataloging is creating item records and affixing barcode labels to all monographic volumes being added to the collection.

The entire Technical Services Department is administered by the Technical Service Coordinator who is responsible for the smooth running of the department, as well as relations with publishers and dealers.

2. PUBLICATIONS

The Technical Services Department produces the following publications:

New Acquisitions List. A monthly listing of new monographic titles in the NYLS collection.

Contents of Current Legal Periodicals. A weekly compilation of contents pages from newly received periodical issues in the NYLS collection.

Contents of Periodicals Received. - A monthly compilation of contents pages from newly received international, foreign, and comparative law periodicals in the NYLS, Brooklyn Law, and CUNY Law collections.

A List of Law Publishers, Vendors, and Their Local Representatives. An annual list distributed to Faculty and students.

Summer Reading List. An annual list of popular reading materials and general legal monographs.

Occasional lists of materials added to the Popular Reading Collection.

3. INNOPAC/INNOVACQ--On-Line Catalog, Aquisitions, and Circulation System

We began the fiscal year with the introduction of the Circulation sub-system. Every monograph received over the past year has had an item record entered into the on-line catalog by our Cataloging staff. Additionally, all new serial volumes, as well as individual issues and bound volumes of law reviews have had item records entered into the on-line catalog by the Serials staff. For every item record created, a barcode has been affixed to the item and coded into the item record as well. Additionally, procedures have been set up for the systematic deletion and replacement of item records as serial volumes are withdrawn and/or replaced. A work study person is now performing this task and recording the appropriate statistics.

The Library is modernizing the hardware used to run INNOPAC and INNOVACQ. We have paid for in FY 1994-95 and will be installing in early August 1995, a DEC Alpha computer system from Innovative Interfaces. This will replace our present Unisys/Convergent CPU and allow us much more flexibility. We will be able to interface with a Local Area Network making our catalog more accessible to the entire NYLS community. It will also allow us to connect with fellow Joint International Law Project libraries, making their collections accessible to our users, and cut the time Technical Services staff spends maintaining the system by a factor of three.

4. NEW PURCHASES

This year we added substantially to our collection of microfiche. Our set of *CIS Unpublished U. S. House of Representative Hearings* was completed when we added fiche for the years 1937 through 1958, along with their paper indexes. We plugged the gap in our fiche collection of New

York session laws with *Colonial Session Laws of New York, 1691-1775*. And we set up a standing order beginning with 1989 to *Records of the United States Judicial Conference: Committees on Rules of Practice and Procedures*, fiche with paper indexes.

We added to our collection of legislative histories in paper copy with, among others: North American Free Trade Agreement (P. L. 103-182), Revenue Reconstruction Act of 1990 (P. L. 101-508), and Tax Reform 1988 (P. L. 100-647).

V. PUBLIC SERVICES

During the past year, the public services department expanded and continued several programs that began in 1993-1994. Our most ambitious project was implementing the automated circulation of our reserve collection. This is a significant step toward the eventual integration of the Library's entire collection into the circulation module of our INNOPAC system. Essentially, the reserve collection being automated means that, rather than filling out slips, patrons may now accomplish their "reserve transactions" by presenting their barcoded identification card to the desk attendant and charging out an item through the system.

As part of their orientation this past fall, the identification cards of first-year students were "barcoded" by Library staff members. Barcode strips were attached to the cards and, through the system, attached to the student's records already in the system. This was accomplished by "wanding" the barcode across the student identification card when the student's information appeared on the screen. These barcodes uniquely identify individual students and, when matched with the barcodes of items, the check-out, in-effect becomes a "paperless" transaction.

Second, third, and fourth-year evening students were issued barcodes for their identification cards when they presented themselves to the reserve desk. To ensure that the maximum number of students would receive barcodes, the Library posted notices throughout the school exhorting them to have their identification cards barcoded as early as possible, following the beginning of the Fall Semester. As stated above, student records had been downloaded into the system several days before. These records contained names, addresses, and phone numbers of every student enrolled as of Fall 1994.

Similarly, faculty members were issued barcodes for their identification cards. Though, for the most part, limited to items on reserve, we expect to begin charging out items from the Library's "main collection" on our automated system in the very near future. Toward this end throughout the past year, Library staff have been systematically affixing barcodes to volumes throughout the Library's main collection (volumes neither on reserve, reference, nor in any other specifically designated area). This project is now close to completion. By way of explanation, there are duplicate paper barcodes for each volume to be identified. One barcode is attached to the volume itself, while the other is affixed to a sheet which, when completed by the staff members doing the "coding" will contain bibliographic and other information unique to the volume. These sheets are subsequently used to create what are known as "item records". Using the information sheets cum barcode as guides, the information for each volume is "merged" with the already existing information about the volume on the INNOPAC system. Once the information for a particular volume is inputted and its barcode "wanded in", circulation transactions can be effected through the system. Thus, since the creation of the volume's item record is such an important step toward realizing the completion of our project, we have prioritized and intensified the creation of item records during the past several weeks.

In addition to modernizing our circulation system, the automated INNOPAC circulation module facilitates the compilation of statistics of all kinds, makes the imposition of fines (when necessary) more efficient, generates overdue notices, and bars delinquent patrons borrowing privileges in the future. Among other capabilities, it can alert staff members to the frequency with

which particular items are charged out.

With the introduction of our automated circulation module, necessary staff training was begun on a large scale, in order to acquaint full and part-time personnel with the intricacies of the new system. Furthermore, so that a knowledgeable staff member would be available during week-end hours, the department redeployed full-time staff to be on duty at those times. We have also had to institute new policies, such as allowing for the unique circulation needs of our student publications. A system was devised to enable student publication staff members to charge out materials from the circulation desk by presenting their student identification cards and a specially designated barcoded identification. Each journal was issued a finite number of these cards. This policy enables us to monitor journal circulation, while accommodating the needs of the publication staff. Similarly, guests and Alumni are able to sign materials out with the specially designated barcoded cards. These new procedures have ensured the continued smooth operation of circulation.

Physical improvements, both of an aesthetic and a practical nature, were a large part of the public services picture this past year. After a survey to determine space needs in light of retention policy the cumbersome newspaper arrangement (dailies horizontally atop each other in haphazard style) in the reference area of the first floor was replaced by "hanging folders". These convenient, chronologically arranged folders encase the newspapers in a neat and usable manner and make access to them quick and easy.

The Library will soon acquire a new OCE' (the brand name of our company machines) card dispenser, and it will be located on the first floor. The newer model, unlike its predecessor, will accommodate smaller bill denominations for the purchase of cards and will take up less space. New furniture was acquired for the reserve area (higher and more functional chairs) so that Library personnel are more visible to patrons. Also, during the past year, carpentry work was done on the reserve desk itself in order to enable staff to utilize the space there more efficiently. Now our terminals and files afford staff speedier access. Comfortable reclining chairs were obtained for the recreational Popular Reading Room on the first floor, a place for patrons desiring a change of ambiance, or a glance at a magazine or even a novel.

The movable compact shelving in the Library's lower level was examined by its manufacturers to address potential future problems such as shelves becoming "de-vailed" or difficulties arising from uneven weight distribution. This trouble shooting effort, with some necessary adjustments (such as re-enforcing the "shims" on which the shelves rest), will preclude possible breakdowns. Miscellaneous improvements during the past year included: a shift of the volumes in the bankruptcy law section of the second floor, consolidating and updating the previously unwieldy Connecticut reports on the lower level, the acquisitions of new volumes for the multi-volume Labor Relations Reporter of the Bureau of National Affairs, the separation by type of the German law collection on the second floor, west, filling the gaps in The Tax Management portfolio series on the third floor, organizing and cleaning up the Library storage area on the lower level, and continuing the classification or reclassification of the new York legislative materials on the third floor.

As stated earlier, our new automated circulation system greatly facilitates the compilation of statistics. As an appendix to the public services section of the 1994-1995 Annual Report, we attach

various statistics compiled over the past year. We classify them by type of user and by time period.

CIRCULATION (CHECKOUT) STATISTICS

Individuals who checked out Library materials from January to July 1995

INDIVIDUAL	#	% OF TOTAL
Student	1814	55.4%
First-Year Student	1137	34.7%
Faculty	92	2.8%
Staff/Instructional	36	1.1%
Assistant/Faculty	11	0.3%
Assistant/Staff	17	0.5%
Visitor	165	5.0%
TOTAL	3272	100.0%

NUMBER OF MATERIALS CHECKED OUT

Both 3 hour reserve loan (in Library only) and two week take home loan

DATE	RESERVE (3 hours in-library)	HOME (two week take home)
July 1994	173	189
Aug 1994	231	286
Sept 1994	431	286
Oct 1994	527	399
Nov 1994	399	300
Dec 1994	490	311
Jan 1995	270	364
Feb 1995	197	290
Mar 1995	172	269
April 1995	200	258
May 1995	593	491
June 1995	40	200
TOTAL	3723	3643

VI. STAFF ACTIVITIES

1. AMERICAN ASSOCIATION OF LAW LIBRARIES (AALL)

All members of the reference staff are members of AALL. Camille Broussard, served on the Committee on Mentoring, Retention and CONELL. She also coordinated and moderated a panel on Diversity in the Legal Profession for the AALL Annual Meeting held in Pittsburgh, July 15-19, 1995. Bill Mills was a member of the Renaissance Committee which was appointed by the President of AALL to study the future of law librarianship. Kate McLeod attended the AALL Institute on International Law at the University of Pennsylvania in Philadelphia, July 11-14, 1995. Camille, Bill, Michael and Marta attended the AALL annual meeting and educational program in July.

2. LAW LIBRARY ASSOCIATION OF GREATER NEW YORK (LLAGNY)

This year, Kate McLeod served as Chair of the Membership Committee. Her term of office ended at the LLAGNY Annual Dinner on June 14, 1995. Michael McCarthy was a member of the Union List Committee which is responsible for maintaining an accurate list of legal periodicals and serials held by law libraries in the New York metropolitan area.

Members of the Reference Staff also attended a number of LLAGNY educational programs throughout the year.

3. NEW YORK METROPOLITAN REFERENCE AND RESEARCH LIBRARY AGENCY (METRO)

Camille Broussard continued to serve as a member of the Law Related Continuing Education Taskforce. The Taskforce coordinates occasional legal research related programs for non-law librarians. New York Law School Library also participated in the METRO Law Hotline which is a service provided by the metropolitan academic law libraries. Each law Library has designated days on which the professional staff of any METRO member Library may call for help involving legal reference questions.

This year, Bill authored an article, *New York City Landlord-Tenant Law: A Critique of Research Materials*, which appeared in 1 CityLaw 52 (June, 1995.) CityLaw is the newsletter of the Center for New York City Law at NYLS. Professional Activities and Continuing Education

4. PUBLICATIONS, PROGRAMS AND TRAINING

Michael McCarthy published a bibliography on the "Legal Aspects of Gun Control" in Volume 15 of the New York Law School Journal of International and Comparative Law.

Deborah Paulus's article "Reflections on Takings: the Watuppa Ponds Cases," appeared in

volume 17 of the Western New England Law Review.

WESTLAW: Camille Broussard, Bill Mills and Kate McLeod attended a system enhancement and update luncheon on February 1st. An in-house training session for NYLS staff was held on July 5, 1995.

OCLC: Camille Broussard attended an educational program "Managing Reference Services in an On-line Environment" on April 7, 1995.

NASIG: Camille Broussard attended the annual conference of the North American Serials Interest Group in June, 1995. The major theme of the conference addressed technological change and scholarly communication in the electronic environment.

St. John's Library Opening: Bill Mills and Camille Broussard attended an open house and educational program celebrating the opening of the new St. John's University Law Library on October 3, 1995.

INTERNET: Camille Broussard provided the conference summary and closing statements for a conference sponsored by the NYLS Communications Media Center entitled "Minding Your Internet Business: The Legal Aspects of Doing Business on the Internet" on June 7, 1995.

Bill Mills has been active as a member of the American Association of Law Libraries' (AALL's) Special Committee on the Renaissance of Law Librarianship in the Information Age. He has accepted the position of chair of a subcommittee that will plan an educational meeting for the next AALL Annual Meeting on the subject of redefining professionalism in the law librarian context.

APPENDIX A

Library Reader's Passes Statistics Three Year Review

		1993/94		1994/95		1995/96	
SPRING							
\$100	16	\$1,600	18	\$1,800	19	\$1,900	
\$75	0	\$0	9	\$675	9	\$675	
\$50	1	\$50	3	\$150	0	\$0	
Public Interest	101	\$101	150	\$150	150	\$150	
Complimentary	19	\$0	39	\$0	21	\$0	
TOTAL		\$1,751.00		\$2,775.00		\$2,725.00	
SUMMER							
\$100	11	\$1,100	14	\$1,400	18	\$1,800	
\$75	7	\$525	11	\$825	5	\$375	
\$50	6	\$300	6	\$300	10	\$750	
Public Interest	142	\$142	190	\$190	121	\$121	
Complimentary	7	\$0	29	\$0	11	\$0	
TOTAL		\$2,067.00		\$2,715.00		\$3,046.00	
FALL							
\$100	26	\$2,600	20	\$2,000			
\$75	7	\$525	6	\$450			
\$50	0	\$0	2	\$100			
Public Interest	150	\$150	150	\$150			
Complimentary	35	\$0	33	\$0			
TOTAL		\$3,275.00		\$2,700.00			

APPENDIX B

1994-95
Reference Department
Daily Statistics
Number of Questions Asked

HOUR	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL¹¹
8:00 - 9:00	0	7	0	5	1	0	4	37	11	15	10	0	90
9:00 - 10:00	131	142	213	132	98	87	110	176	156	118	124	124	1,611
10:00 - 11:00	157	179	301	202	136	95	127	158	186	144	128	132	1,945
11:00 - 12:00	160	198	197	226	175	115	148	199	189	131	103	163	2,004
12:00 - 1:00	157	157	243	228	220	97	191	216	210	185	146	144	2,194
1:00 - 2:00	167	171	159	199	199	115	147	219	223	187	140	111	2,037
2:00 - 3:00	138	152	187	215	154	92	195	179	211	198	123	112	1,956
3:00 - 4:00	150	101	181	254	205	132	150	156	194	166	117	151	1,957
4:00 - 5:00	145	120	164	213	193	89	167	175	162	158	125	143	1,854
5:00 - 6:00	120	94	176	210	200	85	172	140	169	162	138	145	1,811
6:00 - 7:00	78	67	161	132	156	48	146	95	110	148	123	51	1,315
7:00 - 8:00	45	45	99	98	95	39	97	68	78	89	78	28	859
8:00 - 9:00	26	26	47	56	67	34	46	52	48	51	37	24	514
9:00 -	-	-	-	-	-	-	-	-	-	-	-	-	-
10:00 - 11:00	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL²²	1,474	1,459	2,128	2,170	1,899	1,028	1,700	1,870	1,947	1,75	1,392	1,328	20,147³

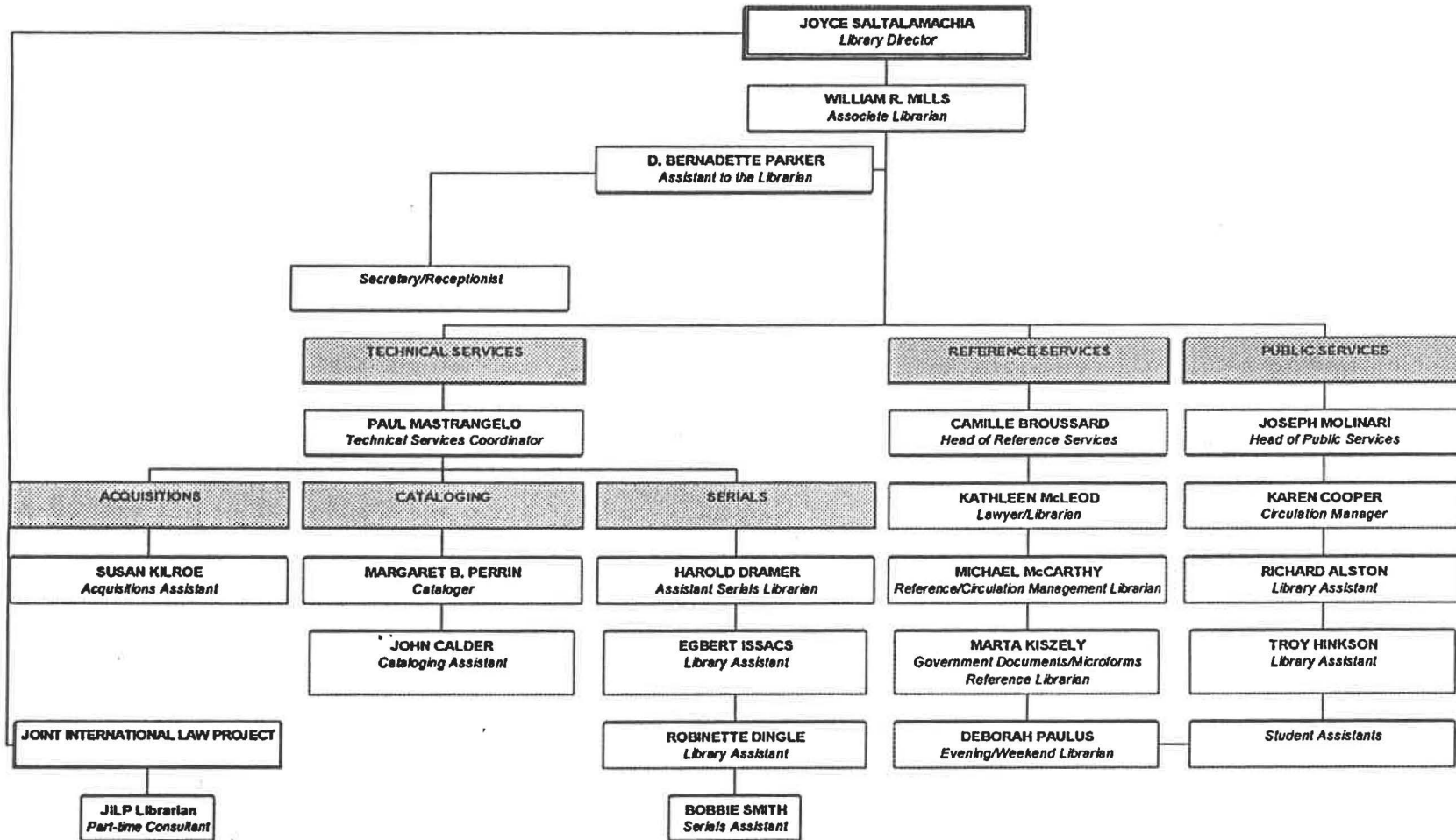
¹Cumulative number of questions asked per hour from July 1994 through June 1995

²Cumulative number of questions asked per hour for the month

³Total number of questions asked from July 1994 through June 1995

New York Law School
Mendik Library Organizational Chart
 1994/95

APPENDIX C



APPENDIX D

**Statistical Rankings
New York Law School Library**

Information on this chart has been taken from the Law Library Comprehensive Tables 1992-1995 prepared and distributed by the ABA.
*Numbers in parentheses indicate the question's number in the 1992-1994 Tables.

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
1a (8a)*	Titles added during past fiscal year	2,606	44	2,704	51	2,961	48
1c (8c)	Titles held at end of fiscal year	52,665	71	55,266	71	58,155	67
1d (8d)	Titles added during last fiscal year as a % of total titles held at end of last fiscal year	4.9%	52	4.9%	56	5.1%	49
1-1a (8-1a)	Determination of title quantity by shelf measurement	n/a		No		No	
2a (9a)	Microform titles added last fiscal year	5,823	9	7,766	8	6,601	11
2c (9c)	Microform titles held end of fiscal year	42,059	43	49,825	39	56,426	33
2d (9d)	Microform titles added during last fiscal year as a % of total microform volume equivalents held at end of last fiscal year; 2d=2a/(10a+12a).	119.2%	6	48.5%	23	110.8%	11
2e (9e)	Microform titles held at end of fiscal year as a % of total volume equivalents held during last fiscal year; 2e=2c/(10c+12c).	22.7%	59	24.8%	55	27.3%	53
3a (10a)	Other non-book titles added last fiscal year	5	136	4	143	5	147
3c (10c)	Other non-book titles held at end of fiscal year	111	140	115	140	125	144
4ac (10ac)	Total titles held at end of fiscal year	94,835	60	105,206	57	114,706	49
4c (11)	Number of CD-ROM disks held at end of fiscal year	29	24	45	22	56	22
4bc (11a)	Number of CD-ROM titles or tape load titles accessible through campus network	n/a		n/a		n/a	
5 (13)	Number of active serial subscriptions, including duplicates	3,986	68	4,125	70	4,455	74
6 (12)	Number of active serial titles, excluding duplicates	4,086	77	4,228	75	4,345	67
6a (13a)	Number of serial titles as a % of serial subscriptions; 6a=6/5	97.6%	31	97.6%	31	97.5%	39
6b (13b)	Number of serial titles as % of total volumes & equivalents held at end of fiscal year; 6b=6/14c.	1.1%	103	1.0%	124	1.1%	96
7 (14)	Federal Depository-% of items selected	14.0%	52	14.0%	49	14.0%	44
8a (1a)	Number of volumes added last fiscal year	5,730	106	5,723	105	6,032	101
8c (1c)	Number of volumes held at end of fiscal year	192,872	80	197,592	79	202,700	77
8d (1d)	Volumes added last fiscal year as a % of total volumes held at end of fiscal year; 8d=8a/8c	3.0%	97	2.9%	111	3.0%	100
9a (2a)	Microform reels added during fiscal year	161	33	179	28	114	38
9c (2c)	Microform reels held at end of fiscal year	8,661	15	8,840	16	8,954	18

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
10a (3a)	Microform reel volume equivalents added last fiscal year	805	33	895	28	570	38
10c (3c)	Microform reel volume equivalents held at end of last fiscal year	43,305	15	44,200	16	44,770	18
11a (4a)	Number of microfiche added last fiscal year	24,473	128	90,621	10	32,340	79
11c (4c)	Number of microfiche held at end of fiscal year	850,002	20	940,623	18	972,931	21
12a (5a)	Microfiche volume equivalents added last fiscal year	4,079	128	15,104	10	5,390	79
12c (5c)	Microfiche volume equivalents held at end of fiscal year	141,667	20	156,771	18	162,155	21
12d (5d)	Total microform volume equivalents added during last fiscal year as a % of total book volumes added last fiscal year	85.2%	86	279.6%	5	98.8%	59
12e (5e)	Total microform volume equivalents held at end of fiscal year as a % of total book volumes added during fiscal year	95.9%	23	101.7%	21	102.1%	27
13a (6a)	Units of microforms in other formats added during fiscal year	n/a		n/a		n/a	
13c (6c)	Units of microforms in other formats held at end of fiscal year	n/a		n/a		n/a	
14a (7a)	Total book volume and microform volume equivalents added during fiscal year	10,614	115	21,722	24	11,992	94
14c (7c)	Total book volumes and microform volume equivalents held at end of fiscal year	377,844	51	398,563	49	409,625	47
14d (7d)	Total book volumes and microform volume equivalents added last fiscal year as a % of total book volumes and microform volume equivalents held at end of fiscal year	2.8%	145	5.5%	34	2.9%	129
14-1**	Number of full-time JD students in 1995					908	21
14-1a	Number of full-time JD students in 1994	(888)	(23)	(891)	(22)	907	23
14-2**	Number of part-time JD students in 1995					477	5
14-2a	Number of part-time JD students in 1994	(468)	(7)	(478)	(4)	486	4
14-3**	Number of full-time equivalent part-time students in 1995; 14-3 = 14-2 x .66					315	5
14-3a	Number of full-time equivalent part-time students in 1994; 14-3a = 14-2a x .66	(312)	(7)	(319)	(5)	321	4
14-4**	Total JD students in 1995; 14-4= 14-1+14-2					1,385	9
14-4a	Total JD students in 1994; 14-4a=14-1a+14-2a	(1,356)	(10)	(1,369)	(10)	1,393	9
14-5**	Full-time equivalent JD students in 1995					1,223	11
14-5a	Full-time equivalent JD students in 1994	(1,200)	(14)	(1,210)	(14)	1,228	11
14-6	\$ spent on library materials in 1994 per full-time equivalent JD law student in 1994	(\$685.60)	(154)	(\$688.17)	(160)	\$745.78	157
15	Number of microform readers last fiscal year	10	14	10	13	1	146

**Indicates new question in 1994-1995

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
16	Total microform reader printers last fiscal year	4	20	4	18	6	5
17a (23a)	Does Library participate in OCLC	Y	-	Y	-	Y	-
17b (23b)	Does Library participate in RLIN	N	-	N	-	N	-
17c (23c)	Does Library participate in WLN	N	-	N	-	N	-
18**	Is Library member of any consortia	n/a		n/a		Y	-
19**	In how many consortia does Library participate	n/a		n/a		1	-
20**	Does #19 include OCLC, RLIN, or WLN	n/a		n/a		N	-
21a**	On-site use of collections	n/a		n/a		Y	-
21b**	On-site borrowing privileges	n/a		n/a		N	-
21c**	Priority, mediated, offsite borrowing/copying	n/a		n/a		Y	-
21d**	Priority, self-initiated offsite borrowing/copying	n/a		n/a		N	-
21e**	Linked public catalogs	n/a		n/a		N	-
22**	On-site reference assistance to faculty from participating law schools	n/a		n/a		Y	-
23**	Other on-site reference assistance	n/a		n/a		Y	-
24**	Do the consortia have active cooperative or shared collection development programs	n/a		n/a		Y	-
25**	Do the consortia have other collaborative prog.	n/a		n/a		Y	-
26a**	Consortium Delivery Mode by telefacsimile	n/a		n/a		Y	-
26b**	CDM by courier service (overnight)	n/a		n/a		N	-
26c**	CDM by consortia/network staff	n/a		n/a		Y	-
26d**	CDM by library messenger	n/a		n/a		Y	-
26e**	CDM by E-mail	n/a		n/a		Y	-
26f**	CDM by image transmission	n/a		n/a		N	-
26g**	CDM by other means	n/a		n/a		N	-
27a***	Borrowing requests to consortia libraries	n/a		n/a		472	43
27b	Borrowing requests filled by other libraries	n/a		n/a		419	43
27b-1	% of requests filled by consortia libraries	n/a		n/a		88.8%	75
27c	Lending requests received for consortia libraries	n/a		n/a		565	54
27d	Lending requests filled for consortia libraries	n/a		n/a		424	52
27d-1	% of lending requests filled	n/a		n/a		75.0%	74
28a	Borrowing request filled by loan of original	n/a		n/a		115	66
28b	Borrowing request filled by photocopy	n/a		n/a		179	36
28c	Request filled by microform duplication	n/a		n/a		5	8
28d	Borrowing request filled by E-mail	n/a		n/a		n/a	

***Questions 27a through 29f deal with Consortia libraries and questions 30a through 32f deal with Non-Consortia libraries (these are questions 69-70 in 1992-94 Tables)

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
28e	Borrowing request filled by image transmission	n/a		n/a		n/a	
28f	Borrowing request filled by other means	n/a		n/a		120	4
29a	Lending request filled by loan of original	n/a		n/a		119	61
29b	Lending request filled by photocopy	n/a		n/a		180	62
29c	Lending request filled by microform duplication	n/a		n/a		5	14
29d	Lending request filled by E-mail	n/a		n/a		n/a	
29e	Lending request filled by image transmission	n/a		n/a		n/a	
29f	Lending request filled by other means	n/a		n/a		120	3
30a***	Borrowing requests to non-consortia libraries	n/a		n/a		462	46
30b	Borrowing requests filled to n-c libraries	n/a		n/a		375	48
30c	Lending requests received from n-c libraries	n/a		n/a		465	85
30d	Lending requests filled for n-c libraries	n/a		n/a		260	96
31a	Borrowing request filled by loan of original	n/a		n/a		115	69
31b	Borrowing request filled by photocopy	n/a		n/a		163	37
31c	Borrowing request filled by micro. duplication	n/a		n/a		2	22
31d	Borrowing request filled by E-mail	n/a		n/a		n/a	
31e	Borrowing request filled by image transmission	n/a		n/a		n/a	
31f	Borrowing request filled by other means	n/a		n/a		85	2
32a	N-C lending request filled by loan of original	n/a		n/a		100	75
32b	Lending request filled by photocopy	n/a		n/a		83	109
32c	Lending request filled by microform duplication	n/a		n/a		3	28
32d	Lending request filled by E-mail	n/a		n/a		n/a	
32e	Lending request filled by image transmission	n/a		n/a		n/a	
32f	Lending request filled by other means	n/a		n/a		74	6
33 (25)	Full-time librarians and other professional staff	13	9	13	13	13	14
33.1 (26)	Full-time equivalent part-time librarians and other professional staff	0.5	48	n/a		n/a	
33.2 (26.1)	Full-time and FTE part-time librarians and other professional staff; 33.2 = 33 + 33.1	13.5	15	13.0	53	13.0	57
34a (27a)	Part-time support staff (not hourly students)	n/a		n/a		n/a	
34b (27b)	Full-time support staff (not hourly students)	9	74	9	73	9	77
35 (28)	FTE part-time support staff	n/a		n/a		n/a	
35a (28a)	Full-time and FTE part-time support staff	9.0	90	9.0	92	9.0	95
35b (28b)	Full-time librarians and FTE part-time librarians and other staff; 35b=33+33.1+35a	22.5	42	22.0	65	22.0	75

***Questions 27a through 29f deal with Consortia libraries and questions 30a through 32f deal with Non-Consortia libraries (these are questions 69-70 in 1992-94 Tables)

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
35c (28c)	Full-time and FTE part-time librarians and other professional staff members as a % of total full-time and FTE part-time library staff	60.0%	14	59.1%	47	59.1%	57
36 (30)	Hours worked by students/part-time employees	9,887	90	10,579	82	8,038	108
37 (35)	Director of Library:years of professional service	n/a		21	38	n/a	
38**	Degrees held by Director of Library	n/a		n/a		n/a	
39 (59)	Net square feet assigned for library purposes	48,464	52	48,464	58	48,464	58
40a (60a)	Linear feet of shelving capacity occupied by library materials	21,974	126	41,314	47	22,874	124
40b (60b)	Shelving not occupied by library materials	7,750	85	7,150	96	6,850	98
40c (60c)	Total linear feet of shelving capacity	29,724	129	48,464	54	29,724	131
40d (60d)	Linear feet of shelving capacity occupied by library materials as a % of shelving capacity	73.9%	120	85.2%	59	77.0%	107
41 (61)	Volumes in collection which are systematically retrievable and stored off site	n/a		n/a		n/a	
42**	Volumes not retrievable and stored off site	n/a		n/a		n/a	
43 (62)	Number of carrels available for library users	114	123	114	131	114	131
44 (63)	Non-carrel seats available for library users	494	14	502	15	502	16
45 (64)	Total number carrel and non-carrel seats	608	28	616	27	616	29
45a (64a)	Total number of seats available for library users as a % of FTE JD student users	50.2%	144	50.2%	144	50.4%	151
46a.1 (65a.1)	Number of hours per week library operates with professional staff on duty, regular schedule	81	30	81	36	81	32
46a.2 (65a.2)	Number of hours per week library operates with professional staff on duty, abbreviated schedule	76	13	76	14	76	13
46b.1 (65b.1)	Number of hours per week library operates with full-time support staff on duty, regular schedule	n/a		n/a		10	79
46b.2 (65b.2)	Number of hours per week library operates with full-time support staff, abbreviated schedule	n/a		n/a		5	56
46c.1 (65c.1)	Hours per week library operates with only students and/or part-time staff, regular schedule	17	102	17	99	17	97
46c.2 (65c.2)	Hours library operates with only students and/or part-time staff, abbreviated schedule	0		0		n/a	
46c.3 (65c.3)	Total hours per week, regular schedule 46c.3=46a.1+46b.1+46c.1	98	119	98	125	108	48
46c.4 (65c.4)	Total hours per week, abbreviated schedule	76	59	76	62	81	44
47-1 (66-1)	Hours of reference per week, regular schedule	81	30	81	30	98	3
47-2 (66-2)	Hours of reference, abbreviated schedule	76	13	76	13	76	11
48a (67b)	Weeks per year library on abbreviated schedule	5	84	5	87	8	111
48b (67a)	Weeks per year library on extended schedule	8	112	8	124	5	81
49a (68a)	After hours, is library accessible to JD students	N		N		N	
49b (68b)	After hours, is library accessible to law faculty	N		N		N	

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
50 (20a)	Total hours of on-line computer assisted legal research used by faculty, students, and staff	21,191	13	34,298	13	39,365	13
51a**	Total computer workstations used by students	n/a		n/a		50	85
51b	Total computer workstations used by faculty	n/a		n/a		50	29
51c	Total computer workstations used by staff	n/a		n/a		100	9
51d	Total workstations used by library personnel	n/a		n/a		22	83
51e	Total workstations used by other personnel	n/a		n/a		24	8
52a	What % of those used by law students are the library's responsibility	n/a		n/a		n/a	
52b	What % of those used by law school faculty are library's responsibility	n/a		n/a		n/a	
52c	What % of those used by law school staff are library's responsibility	n/a		n/a		n/a	
52d	What % of those used by library personnel are library's responsibility	n/a		n/a		100%	1
52e	What % of those used by other law school personnel are library's responsibility	n/a		n/a		n/a	
53	Does law school operate local area networks	n/a		n/a		Y	-
54a	Who is responsible for computer operations-Library	n/a		n/a		n/a	
54b	Who is responsible for computer operations-Law School Computer Department	n/a		n/a		n/a	
54c	Who is responsible for computer operations-both Law School and Library	n/a		n/a		n/a	
55	Number of FTE law school personnel who devote time to computer operation/management	n/a		n/a		8	10
56a	CD-ROM applications-library-Stand alone workstations for multiple users	n/a		n/a		16	9
56b	CD-ROM applications-library-Stand alone workstations for individual users	n/a		n/a		1	103
56c	Library CD-ROM network-number of players	n/a		n/a		n/a	
56d	Library CD-ROM network-access by what %	n/a		n/a		n/a	
56e	CD-ROM applications-Law School-Stand alone workstations for multiple users	n/a		n/a		n/a	
56f	CD-ROM applications-Law School- Stand alone workstations for individual users	n/a		n/a		10	27
56g	Law School CD-ROM network-players	n/a		n/a		n/a	
56h	Law School CD-ROM network access-what %	n/a		n/a		n/a	
57a (22a-f)	Do you have a fully integrated catalog	n/a		n/a		Y	-
57b	If no, do you expect to have one	n/a		n/a		N	-
57c	If so, when do you expect it completed	n/a		n/a		n/a	

**Questions 51a through 60d are new questions in 1994-95

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
58.1	Any other law school services on local systems	n/a		n/a		Y	-
58.2	Are they networked	n/a		n/a		Y	-
58a	Financial Aid	n/a		n/a		Y	-
58b	Registrar	n/a		n/a		Y	-
58c	Admissions	n/a		n/a		Y	-
58d	Other	n/a		n/a		n/a	
59a	Are some law school and/or library services supported by the campus or other external mainframes-financial aid	n/a		n/a		Y	-
59b	Registrar	n/a		n/a		Y	-
59c	Admissions	n/a		n/a		Y	-
59d	Library Catalog	n/a		n/a		N	-
59e	Other	n/a		n/a		N	-
60a	What library catalog access points are available to users-Library only	n/a		n/a		N	-
60b	Dial up from home or faculty office	n/a		n/a		Y	-
60c	Via Telenet of local area	n/a		n/a		N	-
60d	Available to all Internet users worldwide	n/a		n/a		N	-
61 (40)	Salaries and wages paid all personnel	\$746,739	25	\$805,150	31	n/a	
62 (41)	Fringe benefits paid	\$207,165	21	\$218,975	21	n/a	
63 (42)	Student/part-time wages	\$44,278	93	\$49,939	70	n/a	
64 (43)	Total expenditures	\$998,182	30	\$1,073,064	30	n/a	
64a (43a)	Total personnel expenditures as a % of total	50.6%	50	51.9%	37	n/a	
65 (44)	Dollars spent for serial subscriptions last fiscal year	\$594,301	42	\$644,381	32	\$653,815	39
65a (44a)	Dollars spent for serial subscriptions as a % of total expenditures for library last fiscal year	72.2%	134	77.7%	79	71.4%	133
65b (44b)	Dollars spent for serial subscriptions as a % of total library expenditures last fiscal year	30.1%	126	31.2%	115	29.7%	129
66 (45)	Dollars spent for online legal and non-legal databases last fiscal year	\$75,060	7	\$56,750	63	\$64,479	32
66a (45a)	Dollars spent for on-line legal and non-legal databases as a % of total expenditures for library materials last fiscal year	n/a		6.8%	110	7.0%	109
66b (45b)	Dollars spent for on-line legal and non-legal data bases as a % of total library expenditures	n/a		2.7%	131	2.9%	130
67 (46)	Dollars spent on acquisition of other information resources last fiscal year	\$139,113	29	\$115,826	57	\$180,698	31
67a (46a)	Dollars spent on other information resources as a % of total expenditures for library materials	16.9%	45	14.0%	80	19.7%	40
67b (46b)	Dollars spent on other information resources as a % of total library expenditures last fiscal year	7.1%	50	5.6%	91	8.2%	48

ABA#	Explanation	1992-93 Amount	1992-93 Ranking	1993-94 Amount	1993-94 Ranking	1994-95 Amount	1994-95 Ranking
68 (47)	Dollars spent binding and rebinding last year	\$13,918	53	\$12,293	70	\$16,820	42
69 (48)	Dollars spent on preservation last year	\$322	32	n/a		n/a	
70 (49)	Dollars spent on library equipment and supplies last fiscal year	\$45,124	72	\$65,371	29	\$10,317	143
71 (50)	Dollars spent for computer bibliographic services last fiscal year	\$42,175	12	\$20,641	58	\$45,425	10
71a (50a)	Dollars spent for computer bibliographic services as a % of total expenditures for library materials last fiscal year	5.1%	11	2.5%	76	5.0%	17
71b (50b)	Dollars spent for computer bibliographic services as a % of total law library expenditures	2.1%	11	1.0%	95	2.1%	16
72 (51)	Dollars spent for library automation last year	\$24,975	65	n/a		\$27,460	59
73 (52)	Dollars spent for other expenditures last year	\$39,237	45	\$3,621	93	n/a	
73a (52a)	Dollars spent for library materials last fiscal year; 73a=65+66+67+68+69	n/a		\$829,250	45	\$915,812	32
74 (53)	Total dollars spent on law library last fiscal year	\$1,972,407	31	\$2,068,227	35	\$2,200,513	28

