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## If It Pleases the Court, I Present Exhibit One: An Evidence-Based Law Collection Evaluation

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# If It Pleases the Court, I Present Exhibit One:

## An Evidence-Based Law Collection Evaluation

*Chad Kahl*

Illinois State University (ISU) is the oldest, public university in Illinois and is located in Normal. It was founded as Illinois State Normal University in 1857. The university's start as a normal school, or teacher's college, is reflected in its motto, "Gladly We Learn and Teach." The campus serves a student body of approximately 20,000—one-eighth of which are graduate students. More than one-quarter of the students are from underrepresented groups. ISU is classified as an R2, Doctoral Universities – High research activity, with an Elective Classification for Community Engagement.

ISU is served by Milner Library. The library has a budget of approximately \$9 million and staff of 75. The collection has more than 1.4 million volumes and includes a world-renowned circus and allied arts collection. Milner's vision is to "expand traditional notions of the academic library through experimentation, collaboration, and user-centered approaches to our work. We strive to create an increasingly accessible, equitable, and inclusive environment that is built on a culture of transparency and will respond to the evolving needs of our communities" (Milner Library, n.d.).

During the 2008–2009 academic year, Milner Library initiated a thorough review of the law collection that supports the needs of the legal studies paralegal program in the Department of Politics and Government and constitutional law scholars in a variety of disciplines.

As the new law librarian, I made a commitment to an evidence-based process. The review utilized existing information—such as usage data (e.g., number of checkouts, reshelving, storage requests) and accreditation standards—and methods (e.g., periodicals survey). It implemented new approaches to evidence-gathering including an advisory group, QR codes, paper banding, and more. This chapter describes a multi-year project. Please see the timeline of activities in Table 18.1.

2008	<ul style="list-style-type: none"> <li>• Author became the law librarian in August.</li> <li>• Illinois State University’s Department of Politics &amp; Government submitted application for American Bar Association (ABA) accreditation of its paralegal program.</li> </ul>
2009	<ul style="list-style-type: none"> <li>• Print law journals/reviews subscriptions review.</li> </ul>
2010	<ul style="list-style-type: none"> <li>• ABA site visit for initial accreditation of paralegal program.</li> <li>• ABA accredits the paralegal program.</li> </ul>
2011	<ul style="list-style-type: none"> <li>• QR code pilot project was done in the fall semester.</li> </ul>
2012	<ul style="list-style-type: none"> <li>• Paper banding of selected law print periodicals initiated.</li> <li>• Reviewed law monograph collection and de-accessioned titles.</li> </ul>
2013	<ul style="list-style-type: none"> <li>• Paper banding of selected law print periodicals concluded.</li> <li>• Milner Library periodicals and databases survey was disseminated.</li> <li>• First meeting of Milner Library law collection advisory group.</li> <li>• Moved many older law periodicals from library to storage.</li> <li>• Reviewed law monograph collection and de-accessioned titles.</li> <li>• Revised collection development policy for law.</li> </ul>
2014	<ul style="list-style-type: none"> <li>• Revised collection development policy for law.</li> </ul>
2015	<ul style="list-style-type: none"> <li>• Revised collection development policy for law.</li> </ul>
2016	<ul style="list-style-type: none"> <li>• ABA seven-year review of paralegal program site visit.</li> <li>• Westlaw expands state-level law resources as part of existing subscription.</li> </ul>
2018	<ul style="list-style-type: none"> <li>• Milner Library law collection advisory group reported on their survey of local bar association members’ usage of law materials.</li> <li>• Paper banding of selected law print periodicals (2018–2019).</li> <li>• Reviewed five-year usage of law periodicals moved to storage.</li> <li>• Reviewed print volumes of law journals/reviews for withdrawal (repeated annually).</li> </ul>
2019	<ul style="list-style-type: none"> <li>• Paper banding study completed, and suggested cancellations proposed to Milner Library law collection advisory group.</li> </ul>
2022	<ul style="list-style-type: none"> <li>• Reviewed three- and six-year usage of canceled law periodical print volumes.</li> <li>• Withdrew all law casebooks published prior to 2017.</li> <li>• Revised collection development policy for law.</li> </ul>

# Articulate

When I initially began as the law librarian, I was new to the position and the collection. While I was confident in my librarian training and experience, I did not have in-depth, professional experience with law librarianship and my library's collection. It would have been foolhardy for me to make unilateral decisions about the collection at that initial point. However, the collection clearly needed a fundamental review due to a variety of internal and external factors. How would I go about making informed decisions about the collection?

Milner had recently consolidated a main reference desk and four subject floor reference desks into one main desk and a satellite desk on the top floor. The consolidated merged support functions that had been housed separately on the subject floors, such as shelving. As a result, library personnel that had specialized knowledge of the content and maintenance of Milner's law collection were now assigned to other functions and locations in the library. The reorganization has also led to a reorganization of the call number layout across the library's floors, so collections were roughly arranged in order from As nearest the main floor to the Zs on an upper floor. To reduce the number of items that needed to be moved, there was a corresponding weeding project.

We struggled to support our primarily print-based law collection because it was resource intensive. First, the sources were expensive due to their specialization and built-in-cost elevators (e.g., 5% annually for Westlaw). Second, in terms of personnel, they were difficult to maintain because of the frequent arrival of updates that needed to be cataloged, processed, and integrated into existing print volumes. Pocket parts are bound updates sent to subscribers that are inserted into pockets in the back of print volumes. This allows print materials to reflect constantly changing court decisions and legislation while not requiring the development, printing, and distribution of new, print volumes. There was also significant opportunity cost realized given the considerable shelving space required that needed to be maintained and was unavailable for resources that might be more commonly used.

The paralegal program applied for American Bar Association (ABA) accreditation in August 2008. Not only did this require a complete evaluation of the collection, but it also more clearly established collection expectations and parameters moving forward.

During the site visit for initial accreditation of the paralegal program in January 2010, one of the external accreditation reviewers remarked that Milner Library's collection was more suited to a small law school rather than a paralegal program, given the size and breadth of the law serial subscriptions whose coverage often went beyond the state of Illinois or Midwest region (see Table 18.2 for more detail).

Milner had the following resources that exceeded the ABA accreditation requirements:

1. state code – one additional source
2. state reporter – eight additional sources
3. state digest – three additional sources
4. currency and validity source – three additional sources
5. legal encyclopedia – one additional source

**TABLE 18.2**

COMPARISON OF AMERICAN BAR ASSOCIATION (2008) GUIDELINES FOR PARALEGAL EDUCATION PROGRAMS' MINIMUM EXPECTED LIBRARY RESOURCES AND MILNER LIBRARY HOLDINGS

**At a minimum, the library must contain the following print resources, which must be up-to-date, with appropriate supplements:**

1. The code of the state in which the institution is located	Milner Library has two sources with the state code.
2. The reporter for the state in which the institution is located, or the regional reporter that includes such state, covering at least the preceding 25 years	Milner Library had two state reporters (appellate and supreme court) and seven regional reporters.
3. The current digest for the state in which the institution is located, or the current regional digest that includes such state	Milner had four sources (one state- and three national-level).
4. A resource to check on the accuracy and validity of primary source material for the state in which the institution is located...	Milner Library had three (one state- and two federal and/or national-level).
5. A current legal encyclopedia... or a comparable state encyclopedia	Milner Library had two sources (one state- and one national-level).
6. Texts, practice manuals, and form books, in all areas of legal specialty instruction	Milner had existing titles, but added subscriptions for <i>Illinois Practice Series</i> , <i>Illinois Civil Practice Forms</i> , <i>Illinois Motions in Limine</i> , and <i>Nichols Illinois Civil Practice, with Forms</i> .
7. Local and state bar journals, newspapers, and periodicals devoted to the legal profession	Milner Library had relevant law periodicals but added subscription to <i>Chicago Daily Law Bulletin</i> .
8. Texts and other resources about the paralegal profession	Milner Library had relevant titles but ensured that most recent editions were in the collection.
9. Law dictionaries	Milner Library had relevant titles.

By adhering to the accreditation standards, the collection scope was instantly clarified. There were no longer expectations of national-level resources being available. This led to considerable cost and space savings. Some of those savings were applied to new and/or updated titles that primarily focused on Illinois, including practice manuals, form books, local legal newspapers, treatises, and monographs.

Library instruction was also a challenge because of the repetition between the online and print versions. For instance, if I was introducing students to a dozen law titles, it essentially meant covering characteristics of two dozen items, since so many elements were different between the print and the online versions. The collection's physical space

was also problematic. Given the numerous volumes of many of the print titles, it often meant teaching while standing in the middle of a long book range while shouting to half the students to one side and half on the other. The location of the law collection was also in a quiet section of the building, so any library instruction meant interrupting those at work. Finally, it required a temporary setup of a projector and screen as I referenced both print and electronic versions of the same title.

Milner Library had an overwhelmingly print-based law collection curated by a former subject librarian prior to collection requirements from the ABA accreditation guidelines. As the new law subject librarian, I faced a variety of challenges with the law collection given its financial, personnel, and space demands, newly introduced expectations of an external accreditation body, and an outdated collection development philosophy that focused on an expansive print collection. I made a commitment to evidence-based practice making because I feel that is the best way to make decisions and it reflected my relative inexperience with law librarianship and my library's law collection.

## Assemble

I knew I needed to rely on what Koufogiannakis (2011) refers to as local evidence since my professional knowledge was just beginning to develop. Furthermore, research evidence was essentially non-existent for legal collections geared toward paralegal rather than law school students.

Based on anecdotal evidence, I could see that users rarely used print materials if an online version was available. However, I wanted to rely on evidence, not solely on my own nascent observations, and was committed to collaborative decision-making with users of the law collection.

I utilized a variety of methods to make evidence-based recommendations for change to the law collection. Evidence was gathered from the use of QR codes, feedback from a law collection advisory group, a survey of periodicals and database use, paper banding, analysis of usage statistics, and annual reviews of archival, print law journals/reviews volumes.

## QR Codes

The QR code project was piloted in the fall 2011 semester. Approximately 30 students typically enroll in the Legal Research I course each fall semester. I wanted to provide more point-of-need assistance for print resources. As a result, I created QR codes—located at the source and end of the book range—for more than 40 different print sources that directed the user to the appropriate section of the course LibGuide with a description and textbook page reference with in-depth explanations of their intended use. Each QR code location had its own referral URL and tracked usage through Google Analytics (Kahl & Johnson, 2012).

## Advisory Group

I developed a law collection advisory group to get feedback from faculty in the Legal Studies Program, including the director as well as from allied disciplines who made use of

the law collection, including constitutional scholars who may have different teaching and research needs than the paralegal scholars. The group first met in April 2013. Goals for the collection that I shared at the first meeting were as follows: (1) streamline the collection so that it is easier to use, (2) reduce expenditures, (3) reduce staffing time to maintain the collection, and (4) better match collection to usage patterns and ABA accreditation requirements. I utilized evidence-based analysis to make suggestions for additions, cancellations, location status changes (e.g., circulating to storage), etc.

## Periodicals and Database Survey

Milner Library released a periodicals and database survey in spring 2013, which was available on the library home page. Its availability was communicated through subject librarian outreach, emails to campus faculty and staff listservs, etc. The survey queried patrons about the level of importance of a particular database, periodical, or other serial title for research and/or teaching of databases. The survey allowed a patron to note use for research and/or use for teaching and how often they utilized the title. Please see Appendix 18A for the full survey instrument.

## Paper Banding

Paper banding was utilized twice during the law collection review process. It was developed in response to a concern from library personnel and non-librarian faculty that materials were being utilized and reshelfed by patrons and therefore being missed by reshelfing statistics. Paper bands were created that wrapped completely around the law volume with the message “Need this book? Please tear this off.” Titles chosen for banding were chosen for a variety of factors, including lack of use per anecdotal evidence and/or reshelfing statistics, lack of adherence to collection requirements in the ABA guidelines for paralegal programs, size and shelving space, cost, frequency of updating, and availability in online law resources.

The first round occurred right after the start of the fall 2012 semester and continued through the spring 2013 semester. There were 2,133 banded volumes from 12 titles. Only 77 volumes had paper bands removed and 57 were for one title, the *North Eastern Reporter*.

A second round was implemented in summer 2018 through the spring 2019 semester. Five titles, consisting of hundreds of volumes, were tracked for usage. The titles were primarily state-focused secondary sources that had been recently added to our Westlaw database subscription (e.g., *Illinois Law and Practice*, *Illinois Practice Series*). Only 20 bands were removed—all but three for one title (*West’s Smith-Hurd Illinois Compiled Statutes Annotated*). As a result, the four infrequently used titles were canceled, but a print subscription was retained for the annotated state statute title.

## Usage Statistics

I focused on weeding the law journals/reviews collection in 2009. If a title was available in at least two of the three primary law subscription databases, it was provisionally marked

for cancellation. The provisional cancellation list was cross-referenced with reshelving data. If a provisionally canceled title showed little-to-no reshelving, the subscription was canceled. Thirty-eight titles were canceled in the first round and the process was repeated regularly. Through these various rounds of reviews, nearly all the print law journals/review subscriptions were canceled.

Monographs were also reviewed. This process relied on my professional knowledge, the number of checkouts, and most recent checkout date. Large-scale reviews occurred in 2012 and 2013. In 2022, given it had been roughly a decade since the last large-scale de-accessioning, I removed all casebooks that had been published prior to 2017 in the interest of currency and to reflect the preferred use of online access to court cases.

## Print Volume Review

Starting after the end of the spring 2018 semester, I began checking to see which print volumes of our remaining archive of law journals/reviews were made available in two or more of our three law databases. If they appeared in at least two, the print volume was withdrawn. This process is repeated annually after the end of the spring semester. Later reviews incorporated open access availability from the publishing law school—which is quite common—and/or permanent subscription access from non-law databases (e.g., purchased JSTOR collections).

At the start of my time as the law librarian, I made a commitment to making evidence-based decision-making with the law collection. I utilized both existing data and developed new methods of evidence gathering. I have learned to be patient, as evidence gathering takes time to plan, implement, and analyze. I now know that it is helpful to have multiple methods of assessment gathering and be comfortable with both short-term and/or limited (e.g., QR code pilot) and long-term and/or continuous (e.g., advisory group, usage statistics) methods.

## Assess

Throughout this process, I have made great use of local evidence, such as observations, discussions with colleagues inside and outside the library, usage data, and organizational realities (Koufogiannakis, 2011).

While this section examines different *assemble* methods separately, they were often utilized iteratively and in tandem. The library advisory group is listed as a method, but it also had a vital role in reacting to my assessment of the gathered evidence from the other methods that resulted in decision-making.

## Advisory Group

The law collection advisory group responds differently to various forms of collection evidence. They often had understandable hesitation regarding proposed cancellations and/or de-selection choices. In some instances, decisions were agreed to provisionally. That led to additional tracking of usage and/or additional gathering of feedback by me and the



director of the Legal Studies program, who surveyed local bar association members about their professional use of law materials before final decisions were made.

At the inaugural meeting of the law collection advisory group in April 2013, I shared evidence—paper band removal numbers, reshelving statistics, storage requests details, and survey responses—to highlight potential subscription cancellations, changes in location status (e.g., storage instead of circulating collection), or de-accessioning. The director of the Legal Studies program shared an update from the ABA Standing Committee on Paralegals (2011) that noted that electronic access was now acceptable for state code, state/regional reporter, state/regional digest, currency and validity source, legal encyclopedia, local/state periodicals devoted to the paralegal profession, and law dictionaries.

In subsequent years, I continued to disseminate information about the review of the law collection while adding and subtracting members due to new hires, departures, and retirements. In response to library-led efforts or external issues, the advisory group has provided feedback when needed. In 2016, there was a flurry of activity centered around a site visit due to the ABA seven-year review of the paralegal program. In 2018, the advisory group reported on their survey of local bar associations members' usage of law materials and reviewed provisional decisions from 2016. In 2019, I reported the results of the second round of paper banding and made suggestions for the cancellation or retention of the few remaining law serials.

Reflecting on the decade of the advisory group, the role has changed. When it began, the focus was on assessing existing data and developing new forms of evidence gathering for a legacy print collection that supported a paralegal program. I began my position in August 2008, the director of the paralegal program began in 2007, and the paralegal program was accredited in 2010. The relative newness of the director and myself, paired with newly defined expectations of an accreditation program, allowed for a fresh perspective on the law collection and greater comfort with evidence-gathering and evidence-based decision-making. As I have become more experienced in my role, developed my professional knowledge, and relied on the trust developed over 10 years of collaboration, the process has been streamlined with some decisions being readily made with direct consultation with the director of the paralegal program rather than the entire advisory board.

## Paper Banding

While labor- and time-intensive, the paper banding has proved to be particularly helpful. Not only does it truly test the dubious assertion that items are being utilized but reshelved by the patron, but it also provides conclusive evidence. When hundreds of volumes of a title are paper-bound and fewer than a handful are removed over many months, it's hard to argue for retention. It has proved so effective that it's been utilized in other parts of the library where there was internal and external reluctance to cancel, change status, or de-accession print materials.

After the first round (2012–2013), of the 12 banded titles, only the *North Eastern Reporter* demonstrated use and was retained. Only *West's Smith-Hurd Illinois Compiled*

*Statutes Annotated* showed any usage in the second round (2018–2019) of the five banded titles. The annotated state statute was retained and the other four subscriptions were canceled.

However, given the results that demonstrated little-to-no use of the print volumes of the other five titles, I also suggested cancellation of the remaining regional reporter, which had almost no recorded reshelving. Even without the paper banding of the thousands of volumes in this title, the advisory group relied on the reshelving data and related experiences of the paper-banded titles and agreed to its cancellation.

Now that I have been in the position for over a decade, I find myself being more assertive, as I have developed my professional knowledge through learning, on-the-job training, and the development of tacit and reflective knowledge (Koufogiannakis, 2011).

## Agree

In examining all the different evidence-gathering methods utilized, the best decision made was to create the advisory group. While it has added additional time to the review process, it has distinct advantages. The lengthened process has made it possible to proactively gather evidence and focus attention on different aspects of the collection in stages. This has made the level of change manageable for me, the patrons, and library personnel who implement decisions on subscriptions, resource locations, etc. In contrast, I found the creation of QR codes was not particularly impactful. Both the Advisory Group and QR codes influenced actions taken, however.

## Advisory Group

When the Advisory Group first met in 2013, based on the evidence shared by me, there was agreement to cancel national-level digests and encyclopedias and state-level case reporters (in favor of a regional reporter, which was timelier). Potential savings from cancellations were directed to upgrade or add new electronic and print subscriptions. The Westlaw database subscription was upgraded, the LegalTrac database was canceled, and HeinOnline was added. Some titles were moved, and others were withdrawn. In several instances, the aforementioned provisional decision-making led the advisory group to agree to subscription cancellations and/or retention with an agreement to review usage in two to three years. This practice has continued. In 2018, I checked for use of print volumes from subscriptions canceled in 2013 and again in 2022, with cancellations from 2016 and 2019. In each case, there were no requests and the library proceeded with withdrawing many hundreds of volumes from the collection.

In the following years, I utilized savings from serial cancellations to supplement the meager book budget to improve the currency of the collection. Westlaw began adding content to the existing subscription at no additional cost, especially at the state level. That development paired with the continued analyses of gathered evidence and greater allowances for reliance on online resources in the ABA accreditation guidelines for paralegal programs, the initially recognized need to move away from the predominantly print law collection to a mostly online one has been realized. The law collection now relies heavily

on the three law subscription databases (HeinOnline, Nexis Uni, Westlaw). Milner Library is down to fewer than 10 print periodical subscriptions for those items that are unavailable in free and/or subscription online resources. It's also reflected in the law collection expenditures.

In 2008, the law budget was \$90,029. Thirteen years later, it is \$80,996. Periodicals were \$5,247 and now they are \$495; other serials orders were \$51,603 and now they are \$6,846; and electronic was \$32,404 and it is now \$72,611. If the evidence-based changes had not been made to the collection, the cost would have been multiples higher. According to the Legal Serials Services Index, compiled by Ajaye Bloomstone who served on The Library Materials Price Index Editorial Board subcommittee of the Association for Library Collections & Technical Services (American Library Association, n.d.), law serials have nearly quadrupled in cost from 2010 to 2021 (Aulisio, 2021, p. 336).

## QR Codes

Analysis of the QR codes' Google Analytics and LibGuides' data showed that from the day after the legal research course instruction session until the end of the fall 2011 semester, there were only five unique visitors (one was new), six page views, and a 42-second average usage of the course LibGuide from a scanned QR code. Students did not utilize QR codes to access point-of-need information about print resources. As a result, I did not expend more energy on maintaining or further developing QR codes. It also confirmed anecdotal evidence that the print titles were likely not being utilized (Kahl & Johnson, 2012).

The actions taken based on the gathered evidence demonstrate that an evidence-based approach to the law collection decision-making has been successful. By relying on online resources, rather than print materials, which had very little demonstrated use, the resultant collection is actually cheaper than when I started in the position in 2008, no longer requires continual staff support, takes up a fraction of the space in the circulating and storage collections, and is largely available online to any university-affiliated person that has internet access.

## Adapt

With the paradigmatic change from print to online resources nearly complete, it is time to assess what has been done and to explore further development of the collection.

Another serials and database survey needs to be developed, distributed, and analyzed because the last was done in 2013. It will be much easier now thanks to the use of better online surveying tools (e.g., Qualtrics) and because there are fewer standalone titles to survey.

A requirement of the ABA accreditation is that the library has all the textbooks used in the paralegal courses. While Illinois State University has been in compliance since the paralegal program was accredited, I have not evaluated the use of the textbooks that are kept in our course reserves. Given heightened interest in textbook affordability and student success in our library and on our campus, I am expanding communication and outreach on the availability of the textbooks to all the students in the paralegal program.

I will be assessing the use of the textbooks to see if the outreach improves awareness of this resource. In addition, only recently have even a few of the paralegal textbooks begun to be available as e-books that can be licensed by a library. I will be exploring, promoting, and assessing law e-textbooks options moving forward.

The monograph collection has remained largely static since the large-scale de-accessioning and corresponding influx of new titles from 2012 to 2014. With the nearly complete transition of the serials from print to online, I am going to assess the use of the large number of titles that were added roughly a decade ago. While I have been occasionally purchasing e-books—primarily when they have affordable multi-user options—for the law collection, it has not been systematic or assessed.

The collection also needs an updated equity, diversity, and inclusion (EDI) assessment. When I did the monograph review roughly 10 years ago, I played close attention to retaining historical titles that tracked the development of women and LGBTQ legal rights. Since that time, there have been great advancements in EDI collection development that should be applied to assess and further develop the entire law collection.

The experience developed in the decade-plus-long evaluation of the law collection gives me confidence to move forward with multiple, potentially simultaneous assessment efforts. This is not only due to lessons learned along the way but also confidence that we are nearing the point where the remaining, standalone law serials—that exist outside the law subscription databases—can be managed by regularly scheduled, proven assessment methods.

## Recommendations

### Be Patient

Even if your evidence seems clear-cut, you must have patience, especially if suggesting fundamental change. I could still improve this messaging. I have struggled at times with the reluctance of others to accept analyses of unambiguous data results and need to develop and utilize more persuasive and varied messaging.

Be ready to utilize provisional decision-making to implement change even if it means delaying it for additional time. The additional time allows additional evidence to be captured and reviewed. For instance, it gave the advisory group the time to become comfortable with the paradigmatic change from print to electronic. In my experience, initial, strong reactions often diminish over time, especially if upon further reflection, personal behavior mirrors what is being reported by other users.

### Trust the Evidence

I have also learned to trust the evidence gathered whether it confirms what one already believes (e.g., paper banding, usage statistics) or demonstrates that an effort, resource, and/or service do not need to be retained (e.g., QR codes).

In conclusion, the once-daunting prospect of completely overhauling a law collection using evidence-based decision-making has proved to be well done. Milner Library

personnel and the law collection have been lauded after both ABA site visits. During the initial accreditation site visit in 2010, one of the members of the accreditation team remarked to me, “I would be very happy if you were my librarian.” She was a practicing paralegal, so I was pleased to get that feedback. In the seven-year review of the paralegal program in 2016, the site visit team was impressed with my commitment to maintaining a collection in compliance with the ABA guidelines (T. McClure, personal communication, February 3, 2018).

# APPENDIX 18A

## 2013 ILLINOIS STATE UNIVERSITY, MILNER LIBRARY PERIODICALS AND DATABASE SURVEY

1. Please indicate the level of importance each database has for your research and/or teaching. [2 databases were surveyed]

Essential for Research	Essential for Teaching	Used Occasionally	Infrequent Use
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2. Please indicate the level of importance each journal has for your research and/or teaching. [6 titles were surveyed]

Essential for Research	Essential for Teaching	Used Occasionally	Infrequent Use
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3. Please indicate the level of importance each “standing order” title has for your research and/or teaching. [32 titles were surveyed]

Essential for Research	Essential for Teaching	Used Occasionally	Infrequent Use
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