UNM School of Law Library Annual Report 1984-1985

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The Report of the Law Library
July 1, 1984 - June 30, 1985
Myron Fink, Law Librarian

The Report consists of this introductory part, largely an overview of the past year, and the detailed reports of various units and departments in the Law Library.

ALIS II Goes On-Line in Circulation

The most significant event this past year in terms of impact on library services was the introduction at the Circulation Desk of the on-line computer, ALIS II (Automated Library Information System, 2nd generation). The two members of the staff who carried the responsibility for preparation and implementation of this system, Victor Whitmore and Ken Shoemaker, have prepared a special report which immediately follows this part. In their words, ALIS II "heralds a new era of our patron service capabilities and vastly overhauls the storage and retrieval of information about the library's collections."

The data base for the system includes as the core a catalog of Law Library titles added since January 1976 and the titles in the catalogs of Zimmerman, Parish, Fine Arts and Tireman Libraries added since January 1975. As of July 1985, there were 625,000 titles in the system, each uniquely identified, as is each patron registered in these libraries. While only 60% of all Law Library titles are presently in the data-base, it is estimated that over 85% of the Law Library volumes currently being checked out are already in such base.

Much equipment for ALIS II has had to be purchased out of library funds since, in recent years, the Law Library has not had a budget line for equipment.
For example, as we move into fiscal year 1985-86, we are continuing to purchase necessary equipment for ALIS II without expectation that these costs will be reimbursed from the University. In effect, a decision to purchase such equipment translates into less dollars for books, a difficult but necessary decision to make in view of our commitment to ALIS II and automation of the library.

In the near future, additional terminals for ALIS II will be installed in the Reference Center and in law faculty offices making it possible to access the card catalogs on campus from these points. At that time, decisions will have to be made regarding the continuation of the present manual public card catalog in the law library. Another decision that needs to be made is whether conversion work on ALIS II should continue as it is or receive a higher priority or claim on available staff time. To continue conversion work at its present pace results in frustration and some duplication of work. This is but one of the several problems we face as automation is being introduced into library operations. I would like to particularly acknowledge the special contribution that Victor Whitmore has made in the planning and implementation of ALIS II since retrospective conversion work first began in 1981.

Circulation Department

The Law Library began on-line circulation of books using ALIS II in January 1985. This has enhanced Circulation Desk procedures in many ways (see Circulation Department Activities report, attached). This required considerable planning and preparation involving retraining of staff, all of which devolved upon the very able Head of Circulation, Ken Shoemaker.

In December 1984, Mr. Loren Hines, then Operations Supervisor in Circulation, resigned his position. This presented one of those opportunities
to make a complete review of the structure and functioning of the Circulation
Department. I designated Lorraine Lester, then Head of Computer Services,
to do an indepth review and to make recommendations regarding reorganization
of the Department. The timing of this review was opportune since the
Circulation staff was being retrained for ALIS II and being reviewed for
reclassification. Unfortunately, Mr. Hines' position was vacant during this
period making it a difficult time for the Circulation staff and for Mr.
Shoemaker. Notwithstanding these difficulties, the Circulation Department
was successfully reorganized, retrained and reclassified by the summer of
1985. (See Circulation Department Activities report, attached for details.)

In the Annual Report 1983-84, I addressed a problem at the Circulation
Desk involving a need to shift from 100% reliance on Work Study student help
to a ratio of 50% WS and 50% non WS part-time student employment. I spoke
of the continuous turnover of WS help at the Desk which drained the time
of supervisors and seriously affected the amount of shelf reading performed
by the Desk staff. This past year, the goal of 50% non-WS student help was
reached, none too soon to be sure since training time for student help under
the ALIS II system has been stretched out from three to six weeks. A
similar worrisome problem at the Circulation Desk this past year has been the
state of continual crises due to staff vacancies (9 out of 12 months). Unlike
other Departments that can reduce hours or services or postpone work, the
Circulation Department must work within deadlines and with continuous demand
for services. It suggests that a staff position may have to be added in the
near future if the staff vacancy periods are not reduced.

The overall situation at the Circulation Desk may be summed up by saying
that while the Department is now providing more accurate, consistent and
effective information because of ALIS II and the reorganization, the quality
of desk staff has slipped (amount of work experience has declined) because of
perpetual turnover of staff and student help. Mr. Shoemaker deserves much
thanks for performing excellently under great pressure and Ms. Lester is to be commended for her work in the reorganization of the Circulation Desk.

Administrative Developments

In The Report of the Law Library 1984-85, I described decisions made to centralize decision making in the library, etc. During this past year, we began bi-monthly "Core Group" meetings in which key supervisors met with me to discuss and advise on decisions needed in the library. These meetings worked quite well in opening up lines of communication as well as bringing to my attention problems needing attention.

Presently, members of the "core group" are keeping written records of significant decisions, events, problems that arise in their respective areas of responsibility and sharing edited summaries of these records with each other and reviewing them with me in monthly meetings. The goal is to find satisfactory ways to work independently yet remain accountable and in touch with each other. To keep our entire library staff better informed, we have also begun to have open meetings to which all regular library staff are invited in alternate months.

Reference Center

Developments this past year in the Reference Center are documented in the reports of the Reference Department and of the Legal Research Librarian, attached. Administratively, the consolidation of responsibility for microform in one person, a new Legal Materials Assistant in the Reference Center, is of special interest. It attests to a conviction shared by all library supervisors that microform management should be a focal point of future library development. We believe that the key to acceptance of microform use by patrons lies in greater microform accessibility and in photocopy and reference services. This in turn will prepare the way to acquiring and storing more library material in this format,
a trend that is inevitable in a large, research oriented library because of space and cost considerations.

In 1983-84, all members of the Reference Center staff assumed formal teaching duties in the instruction of beginning law students in Legal Bibliography. These duties were repeated in 1984-85. In addition, all members of the Reference Center staff began teaching groups of students in Introductory Lexis/Westlaw. The effect of these changes is to establish the Reference Center as a teaching arm of the Law Library. The addition of formal teaching duties to existing reference duties has had the natural effect of increasing the work load of the Reference Department. It is obviously more difficult now, at least during the Fall Semester, to provide coverage by the regular reference staff without reducing Reference Center hours. It is within this context that the addition of a full-time Legal Materials Assistant to the Reference Center staff can be more fully appreciated. Mr. John Kastelic, the new staff member, is now responsible for all filing in looseleaf services which frees other staff members to perform reference and teaching duties. Mr. Kastelic is also being trained to perform reference duties in the Reference Center. I am confident that the existing Reference Center staff can perform all of the assigned duties in the immediate years ahead without further increases in staff.

A further indication of the importance of the Reference Center in our overall development is evidenced by the priority given this past year to the physical expansion of the Reference Center. Not only will this add to the comfort and pleasantness of the staff but the expansion of work area makes possible the addition of automated equipment. It has already done so, e.g., the installation of an OCLC 300. This is but the first step in a continuing program to give the library Reference Center added capability for information retrieval, e.g., use of Dialog this past year allowing access by the staff to over 180 computer databases.
A word should also be said about advanced classes in Lexis/Westlaw for attorneys and for law students. In 1985-86, Thaddeus Bejnar will offer for the first time an advanced course in Lexis/Westlaw to law students, successful completion to lead to a form of certification. Mr. Bejnar has also developed a new program for attorneys - Westlaw for Attorneys (see report of Legal Research Librarian, attached). These are experiments that are expected to take root and grow in coming years.

It is important that the formal teaching duties assumed by the three reference assistants, Pat Wagner, Richard McGoey and Susan MaGee, not go unrecognized. Each of these committed staff members deserve to be reclassified by the University so that adequate recognition and compensation be given to them. I will be seeking to have this done in the coming year and will also be looking for ways to guarantee the quality of their instruction in Legal Bibliography, Lexis and Westlaw.

Special Collections

In the Fall of 1984, a decision was made to have a half-time Special Collections Librarian to regain the momentum in this work temporarily put aside with the resignation of Susan Weeks, Special Collections Librarian, in 1983. The Law Library was most fortunate in attracting Mr. Ed Coghlan, a recent law school graduate, to fill this position. Evidence of the resourcefulness and the initiative of Mr. Coghlan in the short six months he has been with us is demonstrated in his Report attached.

The work of the Special Collections Librarian requires not only acquisition of expertise in working with the library’s Special Collections. It requires liaison work with existing patrons, e.g., American Indian Law Center, and the reaching out to potential patrons. In effect, the collections
are being developed for patrons and uses still to be found. Perhaps the task is impossible but Mr. Coghlan appears to be doing it with energy and enthusiasm. If Mr. Coghlan is successful, we will move from a position of anticipating usage (a difficult position to justify for long in view of the expense) to responding to patron expectation and demand. In any event, the Special Collections Librarian is developing valuable resources in the Law Library for a public we trust will materialize in time.

There was one development in Special Collections work this past year which promises to be especially significant in the future. Thaddeus Bejnar, Legal Research Librarian, accepted responsibility for developing a comprehensive policy statement for Natural Resource Law materials in the Law Library. The policy statement will define the various areas of Natural Resource Law to be collected and will create priorities in acquisition work. In view of the interest and commitment of the UNM School of Law to Natural Resources Law, this development in the library is both logical and necessary.

Technical Services Reorganization

In 1983-84, the position of Technical Services Librarian was eliminated in the Law Library. In its place was instituted a plan to decentralize this Department. Two supervisors, Jerry Phillips and Victor Whitmore were to take charge of all Department staff and functions and report directly to me as Law Librarian. The decision was designed to free Lorraine Lester, then Technical Services Librarian, for other duties, to permit supervisors in Technical Services to get their concerns addressed promptly and to permit the Law Librarian to become more involved in the work of Technical Services. During the year that followed this decision, I worked closely with Mr. Phillips and Mr. Whitmore in an effort to reconcile differences between them and to
raise efficiency and morale in the Department. By the end of 1984, it had become clear to me that these changes and efforts were not resolving the more serious problems in the Department.

In the early months of 1985, I began to reassess the situation. As part of this reassessment, I asked Thaddeus Bejnar, Legal Research Librarian, to investigate the facts in the Department and to report his findings to me. As a result of this investigation and our collaboration, I prepared a plan for the reorganization of the Technical Services Department. Under the plan, Ms. Lester would assume once again her position of Technical Services Librarian and Mr. Phillips and Whitmore would be assigned new responsibilities within the Department. The plan was reviewed in several meetings with Mr. Phillips and Whitmore and Ms. Lester and was formally adopted in April 1985.

As a result of this decision, Mr. Phillips immediately resigned his position as did a staff member working directly under Mr. Phillips. Because of these resignations, the reorganization could not be implemented exactly as planned. However, the main outlines of the plan are in effect at this date and replacements for Mr. Phillips and the staff member are being actively sought. In the interim period, a backlog of serials cataloging is developing which is being dealt with as best we can with existing staff.

There is general agreement that a frustrating situation in Technical Services that has been chronic for years has finally been removed. Today there are clear opportunities for improving the quality of staff work and for raising morale in the Department. I have every confidence that Ms. Lester will provide the leadership necessary to achieve these objectives.
OCLC Acquisitions Subsystem

The Law Library took a major step this past year in adopting and implementing an OCLC Acquisitions subsystem. This change completely altered the way the Acquisitions unit placed and received ordered material. Production and mailing of orders and maintenance of order record files are now on-line functions of the Acquisitions subsystem. By adopting this system, ordering receiving and payment information is more efficiently organized and accessible, there is greater efficiency in ordering, i.e., fewer mistakes and fewer delays and more orders can be placed with fewer staff. In addition, the OCLC acquisitions component for bookkeeping was utilized to input all invoices paid and all money encumbered for purchases into the system. For the first time, we have ways to easily identify expenditures by subject areas and types of publications ordered.

Reclassification of Staff

With the exception of Library Specialist positions in Circulation and Reference, all staff positions were reviewed and reclassified this past year. The review and reclassification uncovered inequities which were corrected contributing to better staff morale. It is hoped and expected that the Library Specialists not yet reviewed and reclassified will be afforded this opportunity in the current year.

This past year was a very busy one for me. In the Fall Semester, I taught two sections of Legal Bibliography to first-year law students, I taught a seminar in Law and Social Change, and I supervised a student in an independent study project for two credit hours. Throughout the semester, I met informally twice weekly with groups in the Introduction to Law class to talk about matters of student interest and concern.

In the Spring Semester, I taught two sections of the seminar in Law and Social Change, I prepared a time-consuming tenure review and report for a member of the Law Library Faculty and was actively involved in reorganizing two Departments in the Law Library. In addition, I attended a Critical Legal Studies Conference near Boston, MA and served on the Advisory Committee for the New Mexico Statutes (1978).
Automated
Library
Information
System

REPORT of the Law Library for FY 1984/85

* * *

Prepared by
Victor G. Whitmore, Head, Bibliographic Control
and
Kenneth L. Shoemaker, Head, Circulation

July 1, 1985
OVERVIEW

On January 2, 1985, the Law Library began on-line circulation of library materials on our new ALIS II (Automated Library Information System, 2nd generation) computer system. This culminated nearly two and a half years of preparatory work, involving loading the database, processing books with special machine-readable labels, developing and implementing procedures, system parameters, and training methods, as well as equipment needs and configurations.

The system has greatly enhanced patron services by speeding up such basic functions as book check-out and bibliographic data retrieval. In addition, the library is able for the first time to generate instantaneous print-outs for patrons of all books they have currently checked out, and to do instantaneous renewal of any or all of same. The system provides broad statistics on many aspects of cataloging and circulation use (see elsewhere in this report). In general, ALIS II heralds a new era of our patron service capabilities and vastly overhauls the storage and retrieval of information about the library's collections.

The process of implementation began in June 1982, with the loading of some 20,085 catalog records from OCLC tapes of titles cataloged between January 1976 and March 1982. This number represented approximately 40% of all the titles owned by the Law Library at that time. As of June 30th of this year, there were 31,446 records (titles) converted into the ALIS database, representing approximately 59% of the library's titles. This
figure represents all titles cataloged since January 1976, plus all titles circulated since November 1981, the date on which the retrospective conversion project (see "DATABASE DEVELOPMENT" below) began. This work was organized and supervised by Victor Whitmore, the head of the Cataloging Dept. As of June 30th, a total of 52,773 volumes had been converted into the database in machine readable form.

As another part of the preparation to go on-line, the Circulation Dept. began registering patrons in earnest in November, 1984. As of June 30th, 2,975 patrons had been registered on the ALIS system with "Borrower's Cards" issued. Implementation work in Circulation was organized and supervised by Ken Shoemaker. (see "CIRCULATION PROJECTS AND STATISTICS" below)

The transition to on-line operation has been remarkably smooth, in spite of several circumstances which could have made it otherwise. First, all of the implementation work was completed with existing staff and within existing work priorities and routines. No outside consultation whatsoever was sought. Second, the planning and design of the system throughout the library was accomplished with significantly erroneous or incomplete information from the vendor, DataPhase Systems Inc. Initial and ultimate equipment needs were grossly underestimated, system performance was seriously overestimated, and delivery of promised software features either was delayed or not fulfilled at all (see "PROBLEMS" below).
DATABASE DEVELOPMENT

The ALIS II Database contains the catalog of Law Library titles added since January 1976, and the catalog of Zimmerman, Parish, Fine Arts, and Tireman Libraries' titles added since January 1975, totalling altogether over 625,000 titles as of July 1985. The Database also contains individual "item" records for each volume uniquely identified to the system in each Library, and individual "patron" records for every person registered as a patron with any of the UNM Libraries (see "CIRCULATION PROJECTS AND STATISTICS" below).

The latest estimates show 85-90% of volumes checked out at the Law Library already have bibliographic records in the Database, though only approximately 59% of all Law Library titles have Database records. Bibliographic records for titles cataloged before January 1976 are added to the Database by the Cataloging staff (and Serials staff for serial titles) via the RETROSPECTIVE CONVERSION PROJECT begun by the Cataloging Department in November 1981. In coordination with the Circulation Department, volumes returned to the Law Library which do not have catalog (bibliographic) records in the Database are forwarded to Cataloging for "Retrocon".

Unique among the UNM Libraries, the Law Library adds all its bibliographic records directly into the ALIS Database (without the use of magnetic tapes) via a special phone-line hook-up, called the "ON-LINE LINK", between the OCLC terminals in Technical Services and the ALIS II CPU in Zimmerman. Records "sent" in this manner are indexed and become part of the
permanent Database by a process known as "Batching". Thus, for Law Library patrons, by advance arrangements, a new title can be checked-out the day after cataloging is completed.

Each volume of every title is uniquely identified by an "OCR label" and filed in the Database as an "item record". The OCR label ("Optical Character Recognition" label) allows the use of a light-pen, or "wand" to "read" the OCR number of the volume [for fast check-out]; the item record maintains the status of the volume. Thus a search for a particular title in the Database will reveal the location(s) of each volume or copy of that title and its immediate status (e.g., on the shelf, checked out, at bindery, etc.).

As of July 1, 1985, 52,773 volumes in the Law Library had been identified ("converted") to the system, an estimated 30% of all volumes owned by the Library.

Extensive updating of Database records is required to assure accuracy, consistency, and currency of all Law Library records. Cataloging Personnel have performed outstandingly throughout the process of Database creation, and have provided a catalog of superb quality and dependability.
EQUIPMENT AND INSTALLATION

The three Law Library terminals originally installed in 1982 were funded by the University in the package which purchased the ALIS II system from DataPhase Systems, Inc. for the University libraries. One laser scanner, one printer, and four modem pairs (for phone-line connections) were included. All subsequent purchases, including phone-lines, have been paid out of Law Library funds.

As of July 1, 1985, Law Library equipment includes the original items (the printer has been discarded as unusable), plus two additional terminals, two additional printers, two additional laser scanners, and four additional modem pairs. Two terminals are currently on order, two laser scanners are on order, and two modem pairs have been received, waiting for terminal arrival and installation of additional phone-lines.

It is estimated that no more than eight additional terminals will be required to offer full on-line system capabilities, including public access catalog and full library integration of on-line operations. Tables, security cabinets, printers, and modems will also be required.

A summary of major expenditures to date is attached.
### EQUIPMENT AND INSTALLATION COSTS

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<td>5/28/85 on order (DataPhase Systems, Inc.)</td>
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For fiscal year 1984-85, all future purchases will be made through UNM Computing Center. Cables cost about $400.
CIRCULATION PROJECTS AND STATISTICS

Preparation/implementation work in Circulation involved the installation of equipment, designing new patron registration forms and "Borrower's Cards" (and coordinating the production of same), completing parameter maintenance for all Circulation, Reserve Book Room, and patron functions, and extensive training of Circulation staff and students. Policies were developed on a wide range of issues, from patron borrowing privileges to system security to individual department responsibility for ALIS system maintenance and operation.

Initial plans were to go on-line in April, 1984. That date was subsequently moved back three times (to July 1st, Oct. 1st, and finally to Jan. 2nd) due to equipment delays and computer installation difficulties at the CPU site (Zimmerman Library)(see "PROBLEMS").

During the Summer of 1984, two ALIS terminals were installed in Circulation. They are housed in secure cabinets specially designed by Ken and Victor and built by the carpenters at the Physical Plant. Formal training of Circulation staff began in September. In November, the process of entering patron registration records into the database was begun. The majority of patron records were created in November and December, prior to going on-line (see "Patron Statistics" -- Summaries for 1984 & 1985).

In the Spring of 1985, Ken wrote a "Circulation Procedures Manual" for ALIS operations. The manual includes policy statements about function authorizations for Circulation
employees as well as emergency procedures for periods when the computer is down.

The generation of overdue notices and book bills is now accomplished automatically but requires staff review and preparation by hand for mailing. The staff position responsible for these functions was upgraded this Spring to include primary "file maintenance" authority, which also involves maintenance of patron registration files and of all "Reserve Book Room" functions.

As of June 30th, Circulation was operating with two terminals, two wands, and no printer (on order). Plans call for the addition of more equipment in the near future (see "EQUIPMENT AND INSTALLATION").
PROBLEMS

As time passes, and as our experience with the ALIS II system grows, we are becoming more and more aware of problems that were largely not anticipated, or were at least underestimated.

Software Problems

There were and continue to be bugs in the DataPhase software. Certain promised functions were never delivered and certain features remain inefficient or downright unusable (see "Annual Report of the Circulation Department" by Stephen Rollins (Zimmerman Library), copy attached). However, in spite of these difficulties, the Circulation aspects of the system appear to have been well designed and have clearly enhanced most aspects of the Circulation operation.

Hardware Problems

The most serious problems with the system have to do with hardware and can be divided into five categories:

1. slow terminal response time
2. poor reliability of early model laser scanners
3. manufacturing/shipping delays of laser scanners and other equipment and supplies
4. inadequate data storage space (disc drives)
5. non-routine maintenance problems with the CPU

(1) The most significant problem of all is slow terminal response time on our terminals in the Law Library. It appears as though the CPU is already seriously overextended with the number of terminals presently on-line. In certain bibliographic
functions, it is not uncommon for response time to be so bad as to be virtually non-existent. Even in Circulation, where the highest priority functions are used (patron functions), response time is poor during the busiest parts of the day. To make matters worse, three other UNM branch libraries are scheduled to go on-line this Fall. It is certain that with these new terminals added, response time will become critically poor. Plans are already in progress to replace the CPU with a larger, faster unit. The problem is finding the money to pay for it. Until then, response time is likely to become a very sore issue throughout the library system.

(2) The original laser scanners, used to read the machine-readable labels attached to books and patron borrower's cards, proved to be unreliable and required frequent repair. This model has been discontinued by the manufacturer, Recognition Equipment, Inc. The new model appears to work much better and so far has been more reliable.

(3) However, the first shipment of the new models took more than a year to arrive from the manufacturer. This meant that for significant periods of time, Circulation operated with one or no operational scanners, instead of the required two. There have also been delays in the shipment of OCR labels. One order took over five months to fill. Also, two additional terminals have been on order for over three months.

(4) The available data storage space was filled during the past year, causing the need for purchasing additional disc drives for the CPU. A total of four new disc drives were added during the
Spring of 1985. DataPhase Systems, Inc. has altered its estimates of space requirements since other libraries using the same system have had the same experience with inadequate storage space, due to the misinformation and incorrect estimates previously issued by DataPhase salespersons and consultants before installation.

5) The system experienced its first major "head crash" in March, 1985. The system was completely down for about a week. There were problems with the service vendor giving adequate support and assigning sufficient priority to making the necessary repairs quickly enough.

Operational Problems

For daily operations, the main source of delays and confusion for patrons and staff at the circulation desk (not including poor system response time) is the fact that at least two thirds of the volumes in the library have not yet been converted (processed for machine readability). What this means is: (1) these titles and/or volume holdings are not searchable in the ALIS database, and (2) in order to check out any of these volumes, labor intensive procedures, vulnerable to a wide range of human error factors, must be followed. This is a procedure called "Temporary Conversion." All items temporarily converted must be routed upon return to the Cataloging Department for permanent conversion. This process is quite inefficient and requires a number of handling steps. It is also labor
expensive.

During the 1984-85 fiscal year all Mountain Bell telephone lines (which had linked Law Library equipment to the CPU at Zimmerman) were cut, requiring the switch-over to the lines installed by Universal Communications Systems. For the Law Library, only one line (out of seven) operated correctly on the first attempt. Merri Hartse of Zimmerman Library and Victor Whitmore, Law Library, spent days with UCS installers trying to clear phone communications and wire the Law Library terminals to the CPU. DataPhase Systems personnel in Kansas City were unable to provide correct cable types for connecting telephone modems to modular phone jacks, which had been installed in the Law Library based on information from DataPhase. Finally, each modem was "hard wired" to the phone lines by Merri and Victor.

DataPhase software design emphasizes Circulation features of the ALIS system over Bibliographic functions. Bibliographic functions (those functions which involve the creation, indexing and alteration of cataloging records in the database) are less effective than the primary functions in the system's design, namely, the circulation functions. The Technical Services staff has simply had to "live with" various inadequacies and redundancies designed into essential bibliographic functions. A lowering of staff efficiency and morale has not been avoidable.
PLANS AND RECOMMENDATIONS

Increasing Law Library Priority on ALIS

As a "branch library" operating as a "satellite" on the ALIS system, the Law Library is subject to, and literally at the mercy of, the planning and scheduling decisions made at Zimmerman Library. These include the prioritizing of system functions, and the scheduling of system maintenance procedures (i.e., batching, loading new programs, rebuilding dictionaries, etc.). At present, we have virtually nothing to say about the times and priorities selected for these operations. The problem with this is the fact that custodial functions significantly slow the whole system down, and quite often, for long periods of time. A good example of how this becomes a problem is the fact that Zimmerman and Law Libraries operate on different daily and semester schedules. Zimmerman reduces its hours during breaks between semesters (this amounts to almost two full months per year). During break periods, custodial maintenance on ALIS is performed during peak business hours, causing frequent problems with terminal response time, and resulting in significant periods of time during which Law is virtually unable to use certain functions.

Our recommendation is that we undertake, as an administrative unit with a legitimate need to establish its own priorities, to become involved in system-related decision-making processes at Zimmerman. Communication at present is random and inadequate. We plan to make an effort on behalf of the Law
Library during the upcoming year, to establish formal lines of communication toward these ends. The needs of the Law Library must be intrinsically a part of the "ALIS process" at Zimmerman Library.

The benefit for Zimmerman Library would be the added support to the growing consensus that a new, bigger, faster CPU is needed soon.

Conversion and Processing of Library Volumes

We have come to several conclusions regarding the situation described under "Operational Problems" above:

(1) The process of converting/labelling the collection must be speeded up. Until it is essentially completed, the system is crippled and the amount of work required to handle, search for, and convert each volume is too great.

(2) This work must be assigned the highest priority. A special project will be organized to begin the conversion process. During the project period, lower priorities will have to be assigned to certain other Technical Services and Circulation activities and duties.

The library's ability to perform the necessary "Conversion" and "Bibliographic Maintenance" functions is heavily dependent upon terminal response time. Therefore, the two primary recommendations in this report are inter-related and must be assigned similar priorities.
CIRCULATION DEPARTMENT ACTIVITIES 1984/85
Kenneth L. Shoemaker, Head, Circ.

Summary

This was a year of sweeping changes in the Circulation operation. The library began, for the first time, automated circulation of its collection, which means, even more importantly, the beginnings of the development of an on-line database of the entire library collection.

In connection with this changeover, a reorganization of Circulation was undertaken, resulting in four position upgrades and further delineation of new responsibilities at the Desk (see "Personnel"). In the midst of all of this, it was a year of renovation, of refining procedures in collection maintenance, of resolving equipment problems, and of, once again, addressing inadequacies in janitorial services in the library.

Activities and Projects

The Circulation Dept. went on-line on ALIS (Automated Library Information System) on January 2, 1985. Please refer to "ALIS REPORT of the Law Library for FY 1984/85" attached separately. In addition to the many improvements and events reported in that document, January 2nd signaled a profound change in the way the Circulation Dept. conducts business with the library's patrons. For the first time, we were able to design different borrowing privileges for different types of patrons and avoid the "human error" factor that so frustrated our attempts to do so in the past.

Now, the computer uses what's called a "Loan Period Matrix" to establish a relationship between patron, type of material, and location within the library. Another first is our ability now to place blocks on delinquent patrons to prevent them from checking out books until they have returned ones that are overdue, or until they have paid fines or bills owed the library.

This was perhaps our greatest weakness under the old manual system, because we had no way of trapping delinquent or problem patrons. The system also
allows us to place holds on books in a different way than we were able before by enabling us to queue several requests for the same book.

Gone are the days of manually typed overdue notices and bills. Not only are these prepared automatically, notices are generated several times per week, which has resulted in much better communication between the library and its borrowers. We are performing far more renewals now than ever before. This means we can account for a much larger percentage of books not on the shelf, and we can do it more quickly and accurately. The "Reserve Book" section is greatly improved by ALIS as well. All "maintenance" work, including putting books on reserve, creating files for specific classes and course professors, and generating lists of books on reserve for each class, is done on-line. All reserves are now checked out on ALIS, which provides for a much better accountability, and reduces student tensions about same. And finally, ALIS produces a complete set of statistics on system usage, most of which we have never been able to measure or maintain in the pre-ALIS era.

The Circulation Desk area and adjoining stairs were re-carpeted in May. The work was originally promised to be completed in one day, but it took more than two fulls days for the bulk of the work, and the finishing touches were not completed for several weeks. As a result of the unanticipated delays, the library was forced to close for nearly two full days. Ken Shoemaker remained with the working crews almost around the clock during the first two days to coordinate various aspects of the installation. It did not go smoothly. Questions arose as to the lack of supervision and inspection of such jobs at the university. Ken learned that the university does not inspect or otherwise supervise installations such as this, and that it is the responsibility of the department itself to ensure that all contract specifications are satisfied, and that installation is sound and complete.
It was also learned that as the department receiving the services, we could have rejected the services of the vendor with the state contract; that, apparently, there is no university policy stipulating which vendor is used, only that the bid process is engaged. Our lesson for the future is to understand our prerogatives, and to participate in the selection of vendor, carpet, and inspection of the finished work as buyers and supervisors.

As reported in previous years, photocopiers continued to be a critical issue in the library. However, this year the situation finally reached a crisis. The old IBM Copier II's began failing and the time came for replacing them with newer models. Just prior to the events which precipitated the crisis, Ken wrote a proposal to Doyle Kimbrough, the university's fiscal director, outlining his concerns about "the selling of photocopiers to university departments." Ken met with Doyle to review the proposal, and the result was Doyle asking Ken to serve on a committee he was planning to assemble to make copier selections for the campus. Ken did work with the committee for a three week period in April. The most important benefit was allowing Ken to learn more about issues and vendors, features and costs.

The decision was made to install new IBM Model 60 copiers (two) in place of two of the oldest Copier II's, but on a trial basis. As of July 1, 1985, the new models had been in use for about three months and we were quite satisfied with their performance. These particular models were selected for their user friendliness, high speed, large paper storage capacity (which is lockable), and because of the past performance of the service support at IBM.

In the Spring of 1985, the Reference Dept. took over the responsibility for microforms and microform equipment in the library. This work had previous-
ly been the responsibility of several staff members in Circulation, most particularly that of the "Searches/Pocketparts" person. This left a certain amount of vacancy in this position which was filled by creating a "shelf-reading supervisor" concept for the first time in Circulation. In order to do this, a concrete shelf-reading policy was drawn up, specifying the responsibilities of student shelvers. In the short period of time it has been in place, the condition of the stacks, particularly on the Lower Floor, has improved noticeably.

In January, Circulation undertook a project of removing our old superseded State Codes from storage (in boxes in the basement of Mesa Vista Hall) and gradually shelving them in the "state code" area on the Lower Floor. In order to do this, a major shift was performed in that area, to leave space for the estimated four complete rows required. The majority of this shift work was completed by Ken and Dick Bowler, with some assistance from Rich Stott, a student shelver. The project continues, and is expected to be completed by the end of the year.

There were big improvements in janitorial services this past FY, due in large part to Ken's participation in the weekly inspection process. However, there continued to be problems, most of which appear to have been related to a high turnover in janitorial personnel with the contractor. Overall, we appear to have gotten the attention of the University and the vendor (Martin Maintenance) and communication is pretty good.

Abuse of the "No food or drinks in the library" policy by law students reached epidemic proportions this past Spring, and the Dean became involved. He made the decision to make it a violation of the honor code for a law student to bring food or drinks into the library. This appears to have stemmed the tide of incidents.

In October, the decision was made to cease circulating unbound,
unprocessed materials. The object of this change was to restrict the use of single issues of legal journals and law reviews to the library. There had been several problems with the old policy of circulating them. First, the Lower Floor sets (circulating) were rarely available in the library. A survey in September, 1984, revealed that as many as 55% of all single, unbound issues were off the shelf (either checked out or in the bindery). Second, issues that were checked out could not be bound, causing long delays in the binding process, and causing long periods of time when the other issues of the volume to be bound had to be held in Tech. Services waiting for the circulated issue to be returned. Third, circulating the Lower Floor sets placed a great amount of pressure on the Upper Floor sets' (non-circulating), causing these sets to have poor shelf availability, and creating further binding problems. The change appears to have worked well, with few complaints from patrons about the new policy.

Personnel

A general reorganization/reclassification was done of the Circulation staff positions during the Spring of 1985. Ken worked with Lorraine Lester on the reorganization. Please see "Overview of Proposed Reorganization of Circulation" attached, for a detailed description of the changes.

Loren Hines resigned effective January 27, 1985. The position remained vacant until July 1, 1985, when Ruth Henderson was hired. Ruth comes to the Law Library with excellent library experience, and a broad educational background, including an MLS degree. During the more than five months that the position was vacant, the work was handled by Ken and the rest of the Circulation staff. Particular thanks go to David Epstein for his help in the day to day management of the Desk. Also, Ursula Garcia made a big contribution by filling in as the staff person on Saturdays during this period. And thanks go to Linda Smith for her
with the management of the student work force, particularly her help with
the accounting for and handling of cash receipts, and caring for and loading
supplies into the copiers.

Kim Elam resigned, effective April 13, 1985, to move out of the state. She
was replaced by Ursula Garcia, her student assistant, on April 29, 1985.
Ursula has been working in various student positions in Circulation for several
years, and her hiring culminates a process of training and development
which gives me great pleasure to see come to fruition. Ursula herself
was replaced by Barbara Allred in the student position. Ms. Allred has
performed outstandingly in the short time she has been employed, and has
truly been an asset to the library and to the Circulation Department.

The position occupied by David Epstein was reclassified twice during
the past FY. The first time, December 24, 1984, finally acknowledged
formally the changes which had gradually taken place in his responsibilities
over the past two years. At that time, the position was upgraded from
LTA-I to LTA-II. Then, as a part of the reorganization, his position
was upgraded to LTA-III, effective July 1, 1985. (see "Overview..." attached)

The Circulation Department continued in its plan to gradually replace
Work/Study student employees with part-time student employees (without
Federal grant support, eligibility requirements). As of July 1, 1985,
six students were employed on a part-time, full support basis.

Finally, I would like to thank my entire Circulation team for
outstanding support and productivity during the past FY, often in the face
of quite stressful conditions. Particular thanks go to Gadi Gofbarg
for handling Interlibrary Loans in Loren's absence; to Sharon Justus-Bodo,
for her outstanding efforts and the high quality of work in supporting
Mary McIntyre in Reserves/Overdues; and Oscar Baynes, for his cheerful
and stable demeanor, which helped pull staff and patrons alike through
some difficult moments.
### CIRCULATION STATISTICS 84/85

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tr>
<td>1984</td>
<td>1583</td>
<td>1264</td>
<td>1154</td>
<td>1112</td>
<td>1329</td>
<td>965</td>
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<td></td>
<td>2597</td>
<td>1412</td>
<td>1402</td>
<td>1536</td>
<td>951</td>
<td>741</td>
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**Highest month:** Jan.  
**Lowest month:** June

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - Sept.</td>
<td>4001</td>
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<tr>
<td>Oct. - Dec.</td>
<td>3405</td>
</tr>
<tr>
<td>Jan. - March</td>
<td>5412</td>
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<tr>
<td>April - June</td>
<td>3228</td>
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</table>

**Rank order:**  
1. January  
2. April  
3. February  
4. March  
5. November  
6. August  
7. September  
8. October  
9. December  
10. May  
11. June

**Note:** Statistics for 1985 include Reserve Books.

**TOTAL CIRCULATION FOR THE PERIOD**  
July 1984 thru June 1985: 16,386

**BOOKS PER DAY:** 46 (360 days OPEN)

**Comparable 1983/84 statistics:** 17,979 / 50

### RESERVE STATISTICS

**Class Reserve check-out:**  
- 2327 Books (thru Dec. 31st, 1984)  
- 4017 audio, video, photocopied material

**Desk Reserve check-out:**  
- 906 Books (thru Dec. 31, 1984)  
- 1184 Tape recorders  
- 1817 Video Equipment

**Total Reserve check-out (excluding books Jan. thru June 1985):** 10,251

**ALL CIRCULATIONS FOR FY 1984/85:** 26,637
<table>
<thead>
<tr>
<th>Category</th>
<th>FY 1984/85</th>
<th>FY 1983/84</th>
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</thead>
<tbody>
<tr>
<td>Requested by us but not filled</td>
<td>57</td>
<td>27</td>
</tr>
<tr>
<td>Borrowed from other libraries and returned</td>
<td>85</td>
<td>65</td>
</tr>
<tr>
<td>Photo-copy orders completed by other libraries for us</td>
<td>85</td>
<td>35</td>
</tr>
<tr>
<td>Pending</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total number of requests made by us</strong></td>
<td><strong>235</strong></td>
<td><strong>138</strong></td>
</tr>
<tr>
<td><strong>REQUESTS RECEIVED FROM OTHER LIBRARIES</strong></td>
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</tr>
<tr>
<td>Requested by other libraries but not filled</td>
<td>214</td>
<td>262</td>
</tr>
<tr>
<td>Loaned to other libraries and returned</td>
<td>221</td>
<td>191</td>
</tr>
<tr>
<td>Photo-copy orders completed by us for other libraries</td>
<td>163</td>
<td>144</td>
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<tr>
<td><strong>Total number of requests from other libraries</strong></td>
<td><strong>598</strong></td>
<td><strong>597</strong></td>
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<tr>
<td><strong>TOTAL NUMBER OF REQUESTS SERVICED BY THIS LIBRARY</strong></td>
<td><strong>833</strong></td>
<td><strong>735</strong></td>
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</table>
Overview of Proposed Reorganization of Circulation

Major changes:

(1) Ken reassumes primary responsibility for all recruitment and selection, supervision and training, and disciplining of Circ. staff.

These duties were formally those of the Operations Supervisor.

(2) The position of "Operations Supervisor" has been eliminated.

(3) The resulting vacancy has been restructured to exclude staff supervision for any other than routine matters and in the absence of Ken.

The position remains responsible for Interlibrary Loans.

The position retains primary supervisory responsibility for evening/weekend student employees, including hiring, scheduling, training, firing and disciplining.

The position is now described as "Interlibrary Loan Supervisor/Asst. Supervisor, Circulation".

As back-up to Ken, the position shares this responsibility with the Collection Maintenance Supervisor.

(4) The position of "Collection Maintenance Specialist" has been changed to include a primary emphasis on backing up Ken in his absence.

The proposal is to classify this position at the same level as the "Interlibrary Loan Supervisor".

(5) Kim's job (Searches/Shelf-reading Assistant) has had the supervision and review of shelf-reading formally written into the job description.

Proposed Grade Level Changes:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Now</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Collection Maint. Supvr.</td>
<td>LTA-II</td>
<td>LTA-III</td>
</tr>
<tr>
<td>Interlibrary Loan Supvr.</td>
<td>LTA-III</td>
<td>LTA-III</td>
</tr>
<tr>
<td>Reserves/Overdues Asst.</td>
<td>CS-IV</td>
<td>LTA-II</td>
</tr>
<tr>
<td>Night Desk Supervisor</td>
<td>CS-IV</td>
<td>LTA-I or II</td>
</tr>
<tr>
<td>Searches/Shelf-reading Asst.</td>
<td>CS-IV</td>
<td>LTA-I</td>
</tr>
<tr>
<td>Circulation Clerk</td>
<td>CS-IV</td>
<td>CS-IV</td>
</tr>
</tbody>
</table>

Reasoning:

We are formally acknowledging the importance, for the first time, of:
Page Two - Overview
Reasoning (cont.)

(1) Being the only staff person at the Desk on evenings and/or weekends, which means wanting to compensate and therefore attract a higher level of person.

(2) Building Security and functions such as opening up the library, closing up the library, and accounting for keys, equipment, cash, etc.

(3) The high level of "file maintenance" and responsibility of Mary's job.

(4) The need for "broad" supervisory support for Ken at the Desk, particularly in his absence.

(5) The importance of shelf-reading supervision.

(6) The overall impact of ALIS on job skills required, and of levels of responsibility related to ALIS duties.

Net Effects on Circulation Operation

With this proposed realignment, we have effectively upgraded four positions; however, two of those have not been substantially changed by this reorganization, but rather have "evolved" and are a part primarily of the library-wide reclassification project.

There will be two, equally responsible, supervisorily interchangeable, back-ups to Ken. One (Loren's old position) will continue to be the "Saturday person" - the other will continue to be the primary person to open up the library on weekday mornings. Both will be trained and able to resolve routine problems with patrons and faculty at the Desk. Both will be fully versed in the servicing and maintenance of photocopiers. One will back up the other.

David's hours: Mon. to Fri. 6:45 to 3:45.
Loren's replacement's hours: Tues. to Fri. 8:30 to 5:30
Sat. 7:30 to 4:30 (or later, as needed)

We will now have a permanent, highly trained staff person reviewing and supervising shelf-reading on the Lower Floor on a daily basis.

Ken will again become the staff supervisor in Circulation, but will only "coordinate" the Work/Study employees, with primary supervision of students the direct responsibilities of David and Loren's replacement.
Four major changes having much impact on the future of Reference occurred during the year in the Department.

First, the Reference Center was completely re-built in the period December 14, 1984 - January 14, 1985. The new facility is more than double the size of the old one. It is enclosed with its own separate ventilation and lighting system. It is nearly soundproof. It is also very handsome and functional, providing an effective home for the expansion of reference services, the early aspects of which are the other major subject of this report.

Consolidation of all filing activities under a newly created full-time position was accomplished. John Kastelic was hired to fill this position at the LTA-I level. The position is Legal Materials Assistant. To remain completely current with filing we are backing up this position with one remaining half-time work study filing position. The need for this back-up is the subject of the third major development.

Reference has taken over all responsibility for access to microforms from Circulation. This includes filing, arrangement, reference, photocopying and the drawing up of a general
policy for microforms. Mr. Kastelic, under the direction of Reference Assistant Susan Magee (who also supervises the general filing) is handling all aspects of this new responsibility except for reference and the drafting of the policy. Reference is being handled by everyone as a general department project.

An increase in microform copying requests is already occurring, thus showing the effectiveness of the transfer of the function but also beginning an early strain on our total capacities. Further, new microform storage facilities are needed on an emergency basis, and better micro-printer equipment is a close next priority.

The drafting of a general policy is being handled by myself, with written input from all others in the library with a significant interest in microforms. A first draft of the proposed policy will be presented for examination early in the 1986 fiscal year.

The fourth major change is the addition of a microcomputer to the Reference Department. An OCLC M300 (a modification of a standard IBM PC) was installed in the Reference Center during the past year. This device gives us access, by modem, OCLC, Dataphase ALIS, Dialog and Westlaw (access to Lexis-Nexis is a problem still being worked on). The computer can and is also being used as a wordprocessor (not compatible with the DEC Rainbows installed in the rest of the Law School), and will run standard programs (so long as they do not require color or graphics) and is locally programmable. We expect in the next year to have this device replaced with a fully IBM compatible Zenith, and that the Reference Center will also get a second computer so that network activities can be separated from the other capabilities, especially word processing. The various uses of the device we currently have place it in constant demand for competing types of access.
Teaching

Susan Magee and Thaddeus Bejnar were added to the teaching staff for Legal Bibliography in the Fall Semester. Our style this year was to present two weeks of lectures, then hand out an assignment with a week off from lectures for the students to complete it. Lectures continued to be given in the library. Each teacher created his or her own problem sets. Richard McCoey, Pat Wagner, Susan Magee and Myron Fink each taught two sections, while Thaddeus Bejnar and I taught one each. In addition, Thaddeus, Lorraine Lester and I each taught a Lexis and a Westlaw seminar each week for most of the Semester, replacing the March marathon for first year students, described in earlier reports, with a year-round teaching availability. The cumulative effect of all of this has meant that teaching is using an ever growing portion of reference time, making desk coverage more and more of a problem (Lorraine Lester further helped out by taking regular desk duty).

Several adjustments have been made for 1985-86. Myron Fink and Lorraine Lester will not be teaching on a regular basis. Classes will be held each week, with each of the rest of us taking two sections. Assignments will be given each week. They will be based upon an outline drawn up by Michael Browde of the Law Faculty so that they parallel the "Legislative and Administrative Process" course for first year students. Lexis and Westlaw will be taught to first year students as part of legal bibliography. Other Lexis and Westlaw classes will be held on a scheduled basis for upper class students in both the Fall and Spring Semesters (this Summer we are offering one class on each system per week on an experimental basis). Advanced classes in both Lexis and Westlaw will be given by Thaddeus Bejnar. Taking of the advanced course and successful completion of an exam will lead to a Westlaw certificate and some sort of internal certification for Lexis. In addition Westlaw was made available to attorneys for the first time, with a library generated billing system. Attorneys may only use Westlaw during weekday downtime and thus do not compete with law school use of the system.
Our suggestion that legal bibliography become a credit course was not approved by the Law Faculty. However, they did approve satisfactory completion of legal bibliography as a requirement to take Clinical, itself a requirement for graduation.

In summary, the Reference Staff's teaching load continues to rise without adequate recognition of its work and at the expense of desk coverage, with no adequate solutions to the problem having yet been offered.

PERSONNEL

The most important development in personnel, the addition of the Legal Materials Assistant position and its filling by John Kastelic has already been reported on. In addition to his explicit filing and microform duties, we expect John to take the Legal Bibliography course and assist us in reference. Finally, John is now doing much of Reference's typing. It is a tribute to his work that he is able to take all this on.

Thaddeus Bejnar, in addition to his regular duties, spent a great deal of time preparing a reorganization of Technical Services for Myron Fink. In addition he spent much time managing and upgrading some of our computer systems. All of this meant that we saw less of him in the Reference Center than we needed considering the coverage problems mentioned earlier.

The re-classification project for the Reference Assistants appears as if it will take place in Spring 1986 as part of a University wide review of all higher graded ("exempt") positions.

Greg Wheeler joined me as a first year law student work study to help on the article I was writing as part of my tenure review. Unfortunately, the project was not ready for publication in the eyes of the referees as of the time for the completion of my review and so I will be leaving during the coming year.
PATRON SERVICES

The problem of declining reference coverage with the addition of greater teaching responsibilities continues to be the number one issue in this area and simply must be addressed.

Except to two or three recurring outside groups, tours were restricted to handing out copies of the self-guided tour. This new restrictive policy has met with some resistance but seems to be working overall.

The rebuilding of the Reference Center also occasioned a re-examination of its phone system reflecting earlier problems with the University's new system. Six-button phones containing our primary access lines were added at all Reference Assistants desks. The improvement in service has been dramatic.

Photocopy requests from attorneys increased only slightly in number from 347 to 381, but there was a dramatic increase in the number of pages copied from 9082 to 19,879. This, in addition to our increased requests for microform photocopies is another example of the need for the Legal Materials Assistant and of the growing burden of services we must provide.

Richard McGoey prepared an extensive and time consuming bibliography on courtroom security for a local judge.

Richard McGoey and I carried on an extensive paralegal training program for the New Mexico Legal Services Support Project.

Members of the Reference Staff put up three exhibits during the year. I did one on "Pornography and the Law" in January, 1985, Thaddeus Bejnar did one on "Stamps and the Law" in April, 1985 and John Kastelic did one on "How a Bill Becomes Law" in May, 1985.

It has become progressively more difficult to get staff from the rest of the library to do exhibits and I would hope for greater cooperation in the future.

PRISON PROJECT

A report on the Prison Project written by Richard McGoey is attached to this report.

- 5 -
ADMINISTRATION

I prepared an up-date to Reference’s portion to the Five Year Plan for the Law Library. Ironically, many of the objectives expressed in that plan and update have already been accomplished. A new set of goals needs to be established. This process has already been started in the context of the large scale microform policy I have begun to write. This report will not simply be limited to microforms, but will begin the process of setting a general format and access policy for the collection and thereby begin the process of examining how we wish the library to be working some years down the road.

Patricia Wagner, who continues her many years in this role, now has some assistance from John Kastelic as the library’s and law school’s calligrapher.

COLLECTION DEVELOPMENT

I began working very closely with Julia Heller of the Institute of Public Law over the interaction of the Advisory Committee with the Compilation Commission. The kind of input Reference has had through me, as everyday users of the Statutes, has already shown up in the form of a number of new improvements in NMSA 1978.

Another project was started with IPL. This consisted of photocopying all New Mexico Federal District Court Opinions starting with October 1984. The need for this project was based upon the fact that only a very tiny portion of all NM Federal District Court cases make the Federal Supplement. A copy was to be made by the court for both IPL and the Law Library. IPL also was to provide an index and case table to all subscribers to its Headnote and Indexing Service. The project failed for lack of an adequate financial base. At year end arrangements were being made for the Law Library to receive its own copy of all opinions at its cost and to produce an in-house table of cases.

Pat Wagner, as part of her continuing documents work with Tom Huessman in Acquisitions has taken over responsibility for New
Mexico bills and slip laws. An arrangement was made with IPL for the 1985 session, returning to the old practice, but in her view it was inadequate. I again suggest that we make arrangements to go to the legislature ourselves each session. Making our own arrangements for both bills and slip laws seems the only way to deal with the continuing problems in this area.

A combination of factors has led Reference to take over responsibility for New Mexico Briefs and Records. Supreme Court briefs are being filmed as mentioned last year and this fits into our microform responsibilities. At year end we also learned that Court of Appeals briefs are also being microfilmed and arrangements were begun to obtain them. While the Supreme Court has not sent us hardcopy briefs since February 1984 because they claim their filming project takes all their time, the Court of Appeals has continued to send hardcopy briefs. With the break-up of the Serials Department near the end of the year, Reference assumed what was thought of at the time as temporary responsibility for hardcopy briefs and records, pending re-filling of the open position in the Serials Department. On re-thinking it would seem, as part of Reference's microform responsibility, that handling the transition from a totally hardcopy environment in this area, to a totally microform one should be Reference's and this total responsibility for microform and hardcopy briefs should remain with Reference, with the exception of the creation of local data records for film as it arrives, which should stay with Serials.

PROFESSIONAL AND COMMUNITY ACTIVITIES

Thaddeus Bejnjar and I went to the annual convention of the AALL in July at San Diego. I took part in the first meeting of the newly established Advisory Board for the Indexing of Legal Literature, smoothing the way for the transition from the old Index Committee of which I had been a member since 1973. As a new member, I also helped in the changeover of the Committee on Foreign, International and Comparative Law in to a Special Interest Section.
The advertisement placed in the newsletter concerning the availability of my services as Consultation Officer for the Rio Grande Chapter of SIA elicited no business. Nonetheless, I continue to hold the position.

Richard McGoey taught two classes in Legal Research for paralegal students through the Albuquerque Career Institute.
The Prison Project has had a productive past year. Kelly Knight and I have had steady work to do. Each of us has gained valuable experience.

The agreement made with the N.M. Penitentiary to fill requests from N.M. Prisons and Jails is working well. There has been a notable decline in routine requests for standard N.M. legal materials (N.M. statutes, cases, etc.). As agreed, PNM has become the primary provider for these standard materials leaving our Library as the back-up provider for the more specialized sources of law. There has been an increase in demand for these back-up materials.

Kelly Knight has learned her job well. She has gained a good working knowledge of criminal law and procedure and developed working relationships with the Corrections Department staff.

Besides her regular duties of filling requests, Kelly completed a list of law journal articles on Interstate Detainer Agreements for the PNM Law Library. She also updated our Library's listing in the Official Directory of Law Libraries Serving Prisoners.

On the Corrections Department's request, I taught a two day training session in legal research to the library staff of the Western N.M. Correctional Facility. Kelly provided assistance with this.

Kelly and I visited PNM to learn the extent of their Library's collection and to meet with the staff.

Inmate paralegals (jailhouse lawyers) from the "Honor Farm" in Los Lunas visited our Library several times throughout the year to perform legal research. I provided assistance to them when they requested. They were given limited photocopying privileges.
The Legal Research Librarian was integrated firmly into the Reference Department structure during this period. Faculty requests continued to be handled primarily by the Legal Research Librarian, with increased assistance from the Reference Staff. Similarly, the Legal Research Librarian spent more time, than previously, in the Reference Center, on Reference desk duty, and in charge of the Reference Department in the absence of the Reference Librarian. In the fall, in addition to his faculty duties as Legal Research Librarian, he taught one Legal Bibliography section, taught beginning LEXIS and WESTLAW, and performed many of the functions of the absent Special Collections Librarian. In the spring, he coordinated the Advocacy program research and performed an in depth analysis of Technical Services.

I. Law Faculty Research:

More than half the faculty availed themselves of the Legal Research Librarian's services. Seventeen large faculty projects were completed, and innumerable small ones. Among the projects of note were bibliographies for 1.) Advanced Appellate Procedure; 2.) Documentary Credits; 3.) Antitrust and Social Policy; 4.) Cable T.V. and First Amendment Rights; 5.) Representation at Deportation Hearings; and 6.) Changing Concepts of Privacy in the 19th Century. Other projects included the analysis of 1.) FCC telephone rules; 2.) the distinction between surface and subsurface mineral rights; and 3.) various proposed or enacted Federal laws. Several requests for information on the availability of foundation grants in specific areas were answered. Historical research was performed in territorial New Mexico documents, ante-bellum Federal administrative materials, and early English case law.

Among the innovations with respect to faculty projects, were the use of the various databases on Dialog, and working more closely with the faculty work-study students. While the above mentioned projects did not involve the work-study students, other faculty projects were expedited by developing specific research strategies for the work-study students, and monitoring their research to minimize frustration.

II. Computers and Automated Legal Research:

DIALOG: Use of Dialog significantly added to the Reference Center's capabilities. Dialog allows access to over 180 computer based databases. Among the most important to the Law Library are Legal Resources Index, Aqualine,
Waternet, Sociological Abstracts, Psychological Abstracts, MLA Bibliography, and Historical Abstracts. These are in addition to the news databases that are searched primarily on NEXIS. The Legal Research Librarian ran over 30 searches on Dialog, 15 were for faculty, and the rest were for Reference and training. At the present time only the Legal Research Librarian is fully trained on Dialog. The Reference Librarian and one Reference Assistant, Richard McGoey, have received some training.

LEXIS & WESTLAW: A new policy of teaching LEXIS and WESTLAW was instituted in the Fall. Open introductory classes of an hour and a half were offered eight times a week. These were taught by the Reference staff and the Legal Research Librarian. Special classes were held for groups of students who could not make the regularly scheduled times. This was continued in the Spring with seven open classes being offered per week. While attendance was high throughout most of the Fall, and in the early Spring, many classes in the late Spring were not held for lack of student participation. However, the two classes per week during the Summer were generally attended. We should reconsider the timing of our offerings of such classes.

The Legal Research Librarian prepared various policy statements on the teaching and use of these systems, culminating in an interim consolidated policy in April. Analysis of student use and the best way to accommodate it is still being conducted by the Legal Research Librarian. Initial results indicate that changes are necessary both in the manner of instruction and in the provision of access. The planned integration of beginning LEXIS and WESTLAW training into Legal Bibliography next year, may alter these results.

Reference Computers: The Reference Center acquired an M-300 computer for accessing O.C.L.C. This is a modified IBM PC and also allows access to WESTLAW, DIALOG and ALIS, the local circulation system. The M-300 is used extensively for word-processing and the Legal Research Librarian has developed programs in dBase II which allow the indexing of court opinions.

The Legal Research Librarian continues to use his Kay-Pro IV for word processing, and provides graphics capability to the Reference Center with his MacIntosh.

III. Bar Liaison:

Pro-Se Divorce Forms: The Legal Research Librarian is working with the Legal Services Support Project in preparing a set of pro se divorce forms. It is hoped that these forms eventually would be approved for use by the New Mexico Supreme Court.
State Bar Matters: Unfortunately, the Legal Research Librarian was unable to attend the Annual Convention of the State Bar or any of the C.L.E. functions during the year.

Law Office Computer Users' Group: The Legal Research Librarian did develop liaison with the Law Office Computer Users' Group and conducted an introductory session for them on computerized research including LEXIS, WESTLAW, DIALOG, and NEXIS.

WESTLAW for Attorneys: The much delayed program for providing access to WESTLAW for attorneys during the hours of 12:30 P.M. to 3:30 P.M. weekdays was implemented by the Legal Research Librarian in August 1984. Detailed instructions and procedures were developed and provided to all of the concerned library staff, which included Bookkeeping, the Departmental Secretary, Administrative and Reference. The main problems with the program have been with the delayed receipt of billings from WESTLAW, and direct billings from WESTLAW to the attorneys despite WESTLAW's assertions to the contrary. This remains an experimental program. While it has not been widely utilized by attorneys, only 15 accounts were opened, those attorneys who do use it are very positive about the benefits of it. The majority of those who have made inquiry with regard to the program have opened accounts. We could double or triple existing usage without serious additional impact. However, if the problems with billing are ironed out and as it becomes more popular, a decision to keep the program would entail the purchase of an additional terminal.

IV. Professional Development:

The Legal Research Librarian attended the American Association of Law Libraries annual meeting in San Diego including workshops in computer assisted research and book preservation. In the Spring he attended seminars in Dialog2 and BRS, database vendor systems. He took annual leave and an unpaid leave of absence to attended the first session of 1985 summer school at the University of Texas Graduate School of Library and Information Science where he took courses in Collection Development and On-line Searching.

The Legal Research Librarian, as a member of the State Bar, continued to handle a few legal matters for his family and on a pro bono basis.

V. Other Responsibilities:

Indian Law Collection: In the absence of a Special Collection Librarian, the Legal Research Librarian updated the Collection Development Policy for the Indian Law Collection in coordination with the American Indian Law
Center and Lorraine Lester, who was assigning subject headings in the collection. In addition, a Recent Indian Law section was added to the Law in the News Table and over 125 items were displayed during the year. These included newspaper clippings, summaries of recent cases, notices of regulations, book reviews, and summaries of law review articles. Book selection activities included the review of current national legal bibliography, retroactive searching of bibliographies and computer searches. An inventory of Indian newspapers was compiled in coordination with Connie Simpson, and a draft plan for handling Indian newspapers was developed. The Legal Research Librarian conducted a brief training course for the new librarian of the Navajo Nation Law Library.

Natural Resources Collection: At the request of Myron Fink, the Legal Research Librarian prepared a thirty page draft of a collection development policy for the Natural Resources Collection. This draft is currently in discussion with the faculty and the library staff. In addition the Legal Research Librarian engaged in evaluation of the existing Natural Resources materials in the Law Library, and in the evaluation and recommendation of additional materials.

Technical Services: In July 1984 the Legal Research Librarian, at the request of the Reference Librarian, prepared a report analyzing the OCLC Acquisitions Subsystem, and its impact on the Law Library if implemented.

At the end of February, at the request of Myron Fink, the Legal Research Librarian began an in-depth analysis of Technical Services. The original schedule provided for a report in September 1985, but at the request of Myron Fink, a reorganization was of Technical Services was drawn up in April and implemented. The final report was produced in May, but not disseminated. This project took considerable time away from both the Legal Research Librarian's regular duties, and his assumed Reference duties.

In May, the Legal Research Librarian, at the request of the Technical Services Librarian, assisted in the Serials Department.

Circulation: Owing to certain problems, including loss of trained staff, the Legal Research Librarian, inter alia, undertook increased hours on weekends from March through the end of May. These hours included the duty of monitoring the weekend circulation staff.

Self-Guided Tour: The Legal Research Librarian revised and updated the Self-Guided Tour of the Law Library.
THE REPORT OF THE SPECIAL COLLECTIONS LIBRARIAN
January 1984 - June 1985
Edward Coghlan

SPECIAL COLLECTIONS

The new Special Collections Librarian Edward Coghlan was hired in January of 1985. Henry Wood was reclassified as the Special Collections Assistant in April, 1985. Mr. Coghlan's position is half-time and Mr. Wood works full-time. Both worked extensively this year with all the special collections of Latin American, Indian, Land and Natural Resources Law and with inventorying the holdings of the Rare Book Room and Cage. Mr. Coghlan is in charge of collection development including book selection, liaison with relevant institutions and government and tribal bodies and special projects. Mr. Wood assists Mr. Coghlan through bibliographic searches, tentatively assigning special subject headings to new Indian Law acquisitions, and working on a wide variety of projects assigned by the Special Collections Librarian.

The Latin American Legal Collection

The Latin American collection continues to develop around the core collection of Mexican law established by the previous Special Collections Librarian, Susan Weeks. The standing order with Porrua has continued, as well as selective ordering from bibliographic sources, bookstores and book exhibits.

Mr. Coghlan has met with faculty, students, lawyers and library staff interested in this collection and is preparing a new policy statement. This statement and publicity flyer will continue the emphasis on collecting Latin American legislation and treatises and the prominence of Mexican law in the collection. It will also reflect a special emphasis on acquiring material related to human rights issues and the legal dimensions of current conflicts in Latin America, especially as related to Indian peoples. Material reflecting the range of governments and legal philosophies in Latin America and the Caribbean will also be collected.
Following the recommendations of Professors Dumars and Utton, Mr. Coghlan has worked on acquiring the research digests, jurisprudence, and law reviews necessary to establish a basic research collection of Mexican law. This research collection will support future law school courses in Mexican law, which are being planned to include a research component. Much of this work was done during Mr. Coghlan's trip to Mexico in June.

To further his knowledge of Latin American law and legal resources, Mr. Coghlan attended a week of lectures by visiting law professors from the Universidad Autonoma de Guadalajara in March, the Latin American Studies Convention in Albuquerque in April, and worked for three weeks in Mexico. While there, Mr. Coghlan observed the UAG's clinical law program for two weeks and spent extensive time in that university's and other law libraries reviewing Mexican legal sources. He also met with various legal publishers and institutions in Mexico City and Pueblu. A standing order to complete the Mexican State Codes has been set up with Editorial Cajica, and exchange agreements were discussed with various institutions including those dealing with Indian rights in the Americas (see the Indian Law Collection report).

Special Collections staff have selected works from the main collection to be transformed to the Latin collection. Mr. Coghlan handles various reference and research questions, mostly from private immigration attorneys and legal aid offices. Both staff members are researching alternatives to the present collection cataloging system.

Mr. Coghlan is working on several special projects. These include obtaining cataloging and distributing material relating to the World Court dispute between the United States and Nicaragua, the situation of the Mesquito Indians in Nicaragua, and the trial of former government and military officials in Argentina.
All of these will involve working with University of New Mexico resources, including the Latin American Institute and probably with the University President, Tom Farer.

The Indian Law Collection

The Indian Law Collection receives more use than the other collections, and has required the most staff time. Mr. Coghlan has met with interested faculty, students, lawyers and the American Indian Law Center about collection development; and is preparing a revised policy statement and publicity flyer. These will emphasize continuing the comprehensive collection of statutes, regulations and case law dealing with Indians, Tribal codes, ordinances and other governing documents, and historical and ethnographic material essential to understanding the legal position and history of Indian peoples. The primary emphasis on Southwestern tribes will continue but the international nature of this collection will be stressed, especially the collection of legal and other basic material relevant to the situation of Indian peoples throughout the Americas.

The Indian Law collection has grown substantially with increased ordering by the Special Collections Librarian. The increased volume has caused some backlog in the time consuming process of assigning the subject headings from the special Indian Law Collection subject catalogue. The staff is working on this backlog and putting the Indian periodical collection in order.

Mr. Coghlan meets regularly with Nancy Tuthill, the director of the American Indian Law Center to coordinate common projects, such as the Tribal Juvenile Code project and the upcoming convention of the Instituto Indigenista Interamericano. The Juvenile Code project ends this September. After several mailings, the Law Library and Law Center have compiled sixty-four separate codes and a listing of
tribes which have no codes or which follow the procedures in 25 CFR. The library has contributed substantial computer, cataloging and photocopying time to this project and shelves two copies of each code.

Mr. Wood has inventoried the Zimmerman papers (the complete papers of William Zimmerman, former Commissioner of the Bureau of Indian Affairs) and prepared an archival index of these papers. He also completed an exhaustive inventory of our present holdings of tribal codes, ordinances, constitutions and other publications. This inventory was compiled into a standardized index arranged by tribe of our holdings of these materials from four hundred fifty plus federally recognized tribes and Alaskan Native villages. This index will be used to keep our holdings current, to request new materials from tribal entities and as a bibliographic tool.

Mr. Wood has completed several exhaustive searches of bibliographies dealing with subjects such as Canadian Indian Law and Indian Economic Development. He is doing an inventory of our and other local collections' holdings of Indian law related material which are contained in various Indian law bibliographies and Congressional Serial Set listings. These will be accessed through research guides containing call numbers and location indicators of locally available volumes.

Mr. Coghlan has begun the concentrated acquisition of materials dealing with Indians of Latin America and indigenous peoples, issues worldwide. While this material does overlap with the Latin American Legal collection, it is shelved in the Indian Law Collection.

While in Mexico, Mr. Coghlan met with and visited the libraries of the Instituto Indigenista Interamericano (III) and Mexico's Instituto Nacional Indigenista (INI). He compiled a list of books and Indian periodicals from throughout the Americas, discussed exchange agreements, and made the initial contacts and preparations for involvement in the III convention in Santa Fe this fall. With the help of the III, the Latin American Institute, and the American
Indian Law Center, who are organizing this event, Mr. Coghlan is contacting the
convention delegates to obtain legal and other material relating to Indian peoples
of the Americas. He has also donated the material he has acquired on the Mesquito
Indians of Nicaragua and other Indian law material to the organizers of the
convention.

Special Collections staff has selected the material for a permanent display
of library holdings related to worldwide indigenous issues. This will be housed
in the display case by the Indian Law Collection and will highlight the international
nature of this collection.

Mr. Coghlan also helps update the Indian law display by the Reference area
and answers research and reference questions. These have included several
requests for basic Indian law bibliographies from attorneys, tribal officials and
legal aid offices.

The Land Grant Law Collection

The Special Collections Librarian is preparing a policy statement and publicity
flyer for this collection after meeting with interested faculty, staff, and
students. This will be the first official policy statement for this unique collection
which focuses on the law and legal history of Spanish and Mexican land grants in
the Southwest.

The collection has grown modestly this year, mainly through acquiring historical
and bibliographic works. It continues to be shelved in the Rare Book Room, since
a large part of the collection is older books which, due to their value and popularity,
need special security.

The Library has completed its set of the University of New Mexico microfilms
of the Court of Private Land Claims, Surveyor General's office, and other documents
relating to land grants. This sixty-four reel set will be recataloged in the
near future, after a review of the New Mexico Bureau of Archives cataloging of
these and other land grant materials.

Mr. Wood has compiled a much needed table of contents and alphabetical index to J.J. Bowdin's six volume set Private Land Claims in the Southwest. This will be bound and made available to several groups who have requested copies, such as the Coronado Room of the Zimmerman Library and the State Archives Bureau.

Special Collections staff have experimented with a format for a comprehensive abstract of land grants. This would serve as a research and bibliographic tool by detailing in a standardized fashion basic data and documentary sources for each land grant. Mr. Wood has abstracted a representative sampling of grants, which has been shown to Professor Emlen Hall and others. While enthusiastic about the format, they have recommended suspending this project until we check with the Center for Land Grant Studies which is preparing a similar project.

Mr. Coghlan has visited the Zimmerman Library and State Archives Bureau to review their historical and land grant collections, and continues consulting with them on collection development and cataloging. An exchange of shelf lists and card catalogues is being discussed.

A new focus of this collection is on comparative land tenure law. Mr. Coghlan and Thaddeus Bejnar of the Law Library's Reference Department have been researching and collecting this material. Also, there are extensive land tenure related holdings in the Latin American and Indian collections. Both Mr. Coghlan and the Reference staff have handled many requests for information pertaining to land grant issues.

The National Resources Law Collection

This collection was classified this year as a special collection in need of its own development policy, even though it will not be shelved as a separate collection. This is because it is basically inseparable from so many areas of law in the general collection (i.e. Oil and Gas, Water, Mining, Environmental etc.). A special collections policy is needed to define the important role of this material in supporting the many law school courses in Natural Resources law, the
work of faculty, students, and lawyers, the Natural Resources Journal, and the role of natural resources in the State's economy.

A very comprehensive draft policy statement was prepared by Thaddeus Bejnar and is being circulated for comment. It sets clear guidelines for acquisition and development and continued contact with interested professors and the Natural Resources Journal.

This collection has grown substantially with the acquisition of basic reference and relevant historical material related to natural resources in the Southwest. Environmental Impact Studies specific to New Mexico or directly related to natural resource law courses have also been added in consultation with the law school faculty.

Mr. Wood has completed several bibliographic searches, mostly dealing with uranium and coal mining in the San Juan Basin, which directly complement law school courses. Mr. Coghlan has added to the collection the student papers on New Mexico water law problems submitted for Professor Utton’s Water Law course and spoken with local Bureau of Land Management personnel about obtaining their publications.

The Rare Book Room and Cage

The Rare Book Room holdings are approximately one-third rare or old Indian law material, one-third land collection material and one-third law books over one hundred years old or of substantial value. These include many old, rare Spanish and Mexican law volumes.

Mr. Wood inventoried the Land Collection, because of concern that several volumes appeared to be missing. They have since been found and the inventory list is being used to correct processing and cataloging needs.

The Zimmerman Papers have been moved from outside the Cage to make room for new computers. It will be stored in locked files in the basement until more suitable space is found.
Lorraine Lester took over Technical Services operations effective 3-25-85. From this point on, the major thrust for the department has been to implement new job responsibilities for Technical Services staff, subsequently reclassify the positions to reflect these changes, and to continue library operations in spite of a completely vacant serials department.

For nearly a month, both Ms. Lester and Victor Whitmore, Bibliographic Control Librarian, assumed responsibility for different aspects of serials operations. This was necessary not only to maintain continuance of these critical library operations, but to gather analytical information so that positions in the serials area could be described anew with improvements worked into serials procedures. Members of the cataloging staff were introduced to serials check-in operations as well, which provided useful information for cataloging and gave staff support at a critical time. Serials cataloging, which will fall back on the Serials Department was and continues to be handled on an emergency basis by the Catalog Dept.. Local Data Records for the automated serials system are being produced by the Technical Services Librarian, Bibliographic Control Librarian, and members of the cataloging staff. New policies were adopted concerning the design of the local data records, keeping in
mind that the serials system may well be a public system for patrons to use. Thus, clarity of information and the avoidance of in-house jargon are necessary considerations. Obviously inefficient processes were disbanded when discovered. The vacant faculty position -- Serials Librarian -- has been posted and advertised with the intent of filling it early next year.

A reclassification project involving all of Technical Services staff positions was undertaken to coincide with a project of the Medical Center Library, and to achieve consistency within the university system for classified library positions and grade levels. The reorganization of Technical Services was timely in that job responsibilities were currently reviewed and ideally assigned for the agreed upon department needs. Ms. Lester met with representatives of the General Library, Medical Center Library, and with the Associate Director of North Campus Personnel. Ms. Lester presented the written job descriptions which were then discussed and clarified through comparison to similar positions held in the other university libraries. New classification levels were assigned resulting in a number of staff positions rising 2 to 4 grade levels. The Head of Acquisitions, a position which had been seriously underclassified, was raised six grades.

While the Technical Services Librarian remains involved with
serials staffing problems and is currently interviewing for the Serials Maintenance position which was temporarily filled and then vacated again, the Bibliographic Control Librarian has been able to resume focus on cataloging, acquisitions, and processing. Monthly meetings have been conducted and procedures and problems are being examined in an orderly way reflecting the effects of improved communications and coordination in these areas.

The focus in Technical Services for this coming year will be on achieving a full staff complement and working on further analysis of jobs and functions. Communication with all areas of the Law Library concerning Technical Services operations will be emphasized. Procedure manuals will be required. Attention will also be given to refining the use of the automated OCLC and circulation systems.

Staff Changes

Edward Coghlin, Special Collections Librarian Hired 1-7-85
Bette Stephens, Cataloging Assistant resigned 3-8-85
Victoriana Jaramillo, Serials check-in clerk resigned 4-5-85
Jerry Phillips, Serials Librarian resigned 4-18-85
Patrick Armijo, Serials Assistant - temporary hired 6-11-85
Kathryn Kowalczyk, Serials Assistant hired 6-24-85
resigned 8-23-85
ORGANIZATION CHART OF TECHNICAL SERVICES AFTER REORGANIZATION 3-25-85

TECHNICAL SERVICES LIBR

SPECIAL COLLECTIONS LIBRARIAN

BIBLIOGRAPHY CONTROL LIBRARIAN

ORIGINAL CATALOGING/ SERIAL PROJECTS

SERIALS CONVERSION/CAT TECHNICIAN

BULK SERIALS MAINTENANCE & GOV DOCS

SPECIAL COLLECTIONS ASSISTANT

PROCESSING TECHNICIAN

BIBLIOGRAPHY TECHNICIAN

QUALITY CONTROL SPECIAL COLLECTIONS CATALOGER

ACQUISITONS SPECIALIST

FILE W.S.

FILE W.S.

BOOKKEEPER

DEPT SECRET

MAIL W.S.

BILLING W.S.

TYPING W.S.
Lorraine Lester attended training sessions on the OCLC Acquisitions subsystem, July 18-20; LEXIS training seminar July 30-Aug. 2 - Albuquerque Regent; WESTLAW training Aug. 9-10 in house;
Presented a session on Legal Research for Law Seminars, Inc. at the Albuquerque Marriott, Sept. 29
Served on University Long-Range Planning Committee 1984/85
Served as Newsletter Editor for Rio Grande Chapter of Special Libraries Association 1984/85
Took several microcomputer sessions and personnel development session through the university 1984/85
The Administrative Unit consists of Lorraine Lester, Technical Services Librarian; the Department Secretary who was Sharon Montgomery during 1984/85; and the Accounting Assistant, Susan Thompson. The unit is responsible for all personnel and fiscal aspects of the Law Library’s operations.

Bookkeeping procedures for book and serials expenditures utilized for the first time, the OCLC acquisitions funding component which enabled inputting all invoices paid and all money encumbered for new purchases into the system. Funds were set up to identify general monographs, new serials, serial renewals, microforms, government documents, and were also grouped into some subject areas such as tax, Latin American law, Indian law, and natural resources. Printouts which are supplied through the OCLC system cumulate over the year, showing totals expended in each of the areas above, so that the system provides us with a current accounting system in subject and amount. A summary of the library's expenditures for books and serials appearing in the University's year-end printout shows the library expended $221,276 within a budget of $219,123 allowed, but our internal records show expenditures in excess of $20,000 more than these figures -- an amount which will appear in the upcoming fiscal year's expenditures.
Income from photocopy billing totaled $75,787. This does not represent net gain, but does reflect the scope of the billing operations. There will be a strong push in the upcoming year to change the billing procedures over to an on-line system rather than continue to use the current manual method which exhausts a large amount of staff time and is subject to some error.

The reclassification project that included other positions in the library had an effect on the Administrative Unit as well. Both the Department Secretary and the Accounting Assistant were classified upward based on current job responsibilities, to Grade 8 Staff Assistants.

In January, with the resignation of a key member of the Circulation staff, Loren Hines, Ms. Lester was appointed by the Law Librarian to review the organizational structure of the Circulation Dept., and to offer recommendations concerning staff responsibilities and relationships within the department with a focus on disengaging a replacement position for the vacant one. Ms. Lester spent hours with the Circulation staff and with Ken Shoemaker, Head of Circulation, to review present staff structure and current duties performed by the department. During this time, the vacancy of Mr. Hines’s position created a critical shortage for the operations of the Circulation Dept., particularly with regard to supervision of weekend student staff. Ms. Lester was asked to be responsible for the Circulation Dept. on Saturdays in order to provide supervisory coverage. This also gave her added information based on experience for the study of the department. Mr. Shoemaker and Ms. Lester agreed upon a set of proposals which included broadening the base of department responsibility to recognize two key positions below that of the Head of Circulation, and to upgrade responsibilities of a third position, particularly emphasizing the change of duties resulting from the adoption of the automated circulation system. Specific positions within the Circu-
lation Department were subsequently reclassified and the proposals were implemented during the spring semester.

The extended illness of the Accounting Assistant occurring at the end of the year placed a heavy burden on the Administrative Unit to keep the large amount of invoices for library materials paid, accounts current, and to close out the Law Library's fiscal year successfully. John Kastelic of the Reference Dept. was of great assistance in typing the huge volume of POV's necessary for payment of accounts, under Ms. Lester's direction.
The function of the Computer Services Librarian centered on all computer systems in the library in order to centralize responsibility for solutions to problems and maintenance of the systems. Although this position was created and held only temporarily, there was some benefit derived from having one person responsible. Complaints about the systems' performances could be sent to one central location and the rest of the staff would be assured that they would be taken care of promptly. Ordering supplies for these systems, arranging for hardware repair or line installations were done with the least disruption of other staff members' functions.

Among the systems were the legal research WESTLAW and LEXIS services for which Ms. Lester disseminated all communications from both companies and maintained the files and records including contracts, concerning them. Serving as liaison with the representatives from the companies, she was the sole contact with customer service for solving malfunctions, etc. The Faculty Library UBIQ (LEXIS) terminal was activated again through her efforts. In addition, Ms. Lester taught both LEXIS and WESTLAW as did the staff of the Reference Center to law students. She worked out the scheduling of these sessions and announcements with the Reference staff.
Other systems included the technical services systems of OCLC cataloging, the acquisitions sub-system, the serials sub-system and interlibrary loan system. Here again, the Computer Services Librarian handled all complications concerning these systems, implemented the installation of M300 terminals in the library which expanded the work stations in the Technical Services area as well as gave access to the Reference staff of in-house working files. Ms. Lester acted as liaison with the AMIGOS Bibliographic network and fielded questions and responses for all areas of the library concerning the OCLC systems. Ms. Lester arranged for the training and design of the Acquisitions sub-system in the library. The fund component was designed with an eye toward statistical analysis of spending patterns in book and serials orders. Policies regarding the design and implementation of the acquisitions system were formulated by Ms. Lester in consultation with the Bibliographic Control Librarian, the Head of Acquisitions, and the Accounting Technician.

The third area of computerization in the library -- the circulation system required staying on top of equipment orders and arranging for installation, and sharing responsibility for the progress of its implementation.

Before changing over her duties to head Technical Services, Ms. Lester had begun to investigate ways of computerizing the procedures for the library's photocopy billing activities.
The hiring of a new Department Secretary and the acquisition of memory typewriters with disc drives may enable the upgrading of photocopy billing procedures in the near future.

Since Ms. Lester has resumed Technical Services Librarian duties, computer services have been reassigned to the specific departments using the systems.
ANNUAL REPORT

of the

BIBLIOGRAPHIC CONTROL UNIT

Victor Whitmore, Head
The Bibliographic Control Unit, comprised of the Cataloging Department, the Acquisitions Department, and the Processing/Bindery Department, was created in mid-March 1985 as part of the reorganization of the Law Library Technical Services Department (see the Annual Report of the Technical Services Librarian for an outline of the reorganization).

Attached are the Annual Reports of the three departments within the Bibliographic Control Unit. A separate report of the Unit's activities will appear in next year's Annual Report for the Law Library.
ANNUAL REPORT OF THE CATALOGING DEPARTMENT, LAW LIBRARY

July 1, 1984–June 30, 1985

VICTOR WHITMORE, Department Head
SUMMARY AND STATISTICS

During the 1984-85 year the Cataloging Department underwent significant change. Cataloging of new titles remained (miraculously) at a level consistent with previous years. Retrospective conversion continued at previous levels. Conversion of volumes added to Library collections continued to be performed by Cataloging Personnel.

As of July 1, 1985, 12,280 items had been added to the ALIS database since the previous June 30, an average of approximately 50 items per work-day. During the same period, 4,336 titles were added to the database, including both cataloging of new titles and retrospective conversion of titles already in the Library's collections.

The highest monthly total of titles added to the ALIS database was January 1985, when on-line circulation began in the Circulation Department increasing the number of titles requiring immediate retrospective conversion. Over 600 titles were entered into the database in January, and more than 500 in February.

Conversion to the on-line system and preparation for the future use of the on-line system as a catalog (coinciding with the future disbanding of the old card catalog) requires continuing and numerous changes and updating of existing on-line records; quality control of on-line records continues to require large amounts of cataloging staff-time. We estimate that for every title added to the ALIS database, three records are revised or altered, requiring from one to fifteen minutes each (depending on factors including complexity/extent of change, and probably most significantly, ALIS response time) -- (see PROBLEMS section under separate ALIS REPORT).

SIGNIFICANT CHANGES

In preparation for the Circulation Department's going on-line during the fiscal year, the Cataloging Department began in the fall of 1984 a policy of converting all copies or volumes of any title which arrived for Retrospective Conversion. This labor-intensive policy was suspended in March 1985 due to personnel changes in Technical Services, which required that Cataloging Personnel fill-in for the Serials Department (whose members had resigned in response to the proposed reorganization). Cataloging Personnel learned all aspects of serials check-in, and the more complex process of LDR (Local Data Record) creation on the OCLC Serials Subsystem. Victor Whitmore and Lorraine Lester (Technical Services Librarian) performed Serials Department cataloging functions, in the absence of a
SIGNIFICANT CHANGES.

The position of Special Collections Librarian was finally filled (after being vacant for 18 months) at half-time rather than full-time, in January 1985. The problems of Special Collections cataloging, backlogs, and policies for special materials handling have yet to be satisfactorily resolved. Increased Special Collections new acquisitions and the removal of quantities of Spanish language materials from storage coupled with the reduction in Cataloging staff, have created a problematic situation, both for Cataloging and for Special Collections.

During the year the Cataloging Department (along with other Technical Services departments) began a project of cleaning and revamping work-areas. The project included installation of partitions, removal of superfluous books, tables, and cabinets, and restructuring of work-in-process shelves and tables. The project was implemented to enhance efficiency of workflow and general appearance of the Department, and is expected to be on-going.

PERSONNEL

Ms. Bette Stephens resigned effective March 8, 1985 to pursue her own business interests. Ms. Stephens was responsible for the majority of cataloging completed in the 1984-85 fiscal year (as she had been every year since joining the Cataloging Department in 1978). Her absence is keenly felt.

Due to the reorganization of Technical Services (effective March 18, 1985) the LTA II (Cataloging Assistant) position vacated by Ms. Stephens was cancelled. The Cataloging Department staff was thus reduced from 3.75 FTE to 2.75 FTE during the period between March and July. As of July 1, 1985, however, the .75 FTE CS IV (Catalog Typist) position in Cataloging will be cancelled also, and a new full-time position created at the OCLC Specialist classification. The Cataloging staff is thus reduced overall by .75 FTE. Whether the levels of cataloging, retrocon, conversion, and quality control established in previous years can be maintained with a 20% reduction in staff is doubtful.

REORGANIZATION, POLICY/PROCEDURAL CHANGES

The Technical Services reorganization, discussed above and elsewhere in the Law Library's Technical Services annual report, included the following changes:

The Head of Cataloging was promoted to Bibliographic Control Librarian,
and assigned the direct supervisory responsibility for the Acquisitions Department and the Processing/Bindery Department in addition to the Cataloging Department. All previous duties assigned to the position as Head of Cataloging were retained.

-- Regular meetings (bimonthly to start) of the Cataloging Department with Processing/Bindery and Acquisitions Departments were instituted. It is expected that regular meetings will include Serials Department staff, when that staff is hired.

-- The creation of departmental ledger records of activities, needs, ideas, and policy or procedural changes for monthly review of each department.

-- Implementation of procedural changes to streamline workflow and improve consistency between departments (e.g., elimination of "double handling", elimination of ambiguities in departmental responsibilities, etc.)

PLANS

Most significant in the plans for Cataloging is the necessity for the completion of planning of the project to convert the entire Library collection and to retrospectively convert the entire card catalog. This project (as yet to be committed to by Library Administrators) will entail:

-- The hiring of a temporary staff of full-time retroconversion specialists to convert the estimated 41% of titles already in the Library collection but not found in the ALIS database.

-- The hiring of a support staff of research/conversion specialists (perhaps students) to assist in the background work of retrospective conversion.

-- The creation of a time-schedule for completion of required milestones in the project, outlining procedures, staff requirements and target dates for each project segment.

-- Disbanding of the public card catalog.

-- Installation of public access ALIS terminals.

-- Installation of additional Technical Services, Circulation, and Reference equipment.

Cataloging plans the long-awaited creation of a "Cataloging Manual" which will include policy decisions, procedures and exceptions, and basic explanations. The Manual will have a functional approach designed to be a reference for the practice of cataloging in the Law Library.

The reorganization of Technical Services has created the need, which must be addressed during the coming year, for prioritization of handling of various backlogs, the analysis of existing procedures (especially interdepartmental procedures) and the development of policies which will serve the needs of all departments in Technical Services and of other Library departments.
In fiscal year 1984-85 major changes occurred in the Acquisitions Department of Technical Services—probably the most change that the Department has seen in the past decade. A changeover from a manual ordering and record-keeping system to an automated system was implemented, and the Department was involved in a reorganization of Technical Services that cut the Acquisitions Dept. staff from two full-time employees to one, and changed the organizational structure so that the Head of Acquisitions now reports to the Bibliographic Control Librarian. Coupled with the reorganization was a reevaluation of several Technical Services positions, including the Head of Acquisitions, with an eye to upgrading them in fiscal year 1985-86. In addition, some procedural changes, initiated in the previous fiscal year, were reemphasized and solidified during 1984-85. These include Acquisitions' responsibility for pre-catalog searching and creation of more efficient means of communication between Acquisitions and Bookkeeping.

The combination of all these changes resulted in an Acquisitions Dept. backlog of orders and receipts, but this backlog should not last too far into the 1985-86 year.

The implementation of the OCLC Acquisitions Subsystem in July of 1984 completely altered the way the Acquisitions Dept. places orders and receives ordered material. Production and mailing of orders, and maintenance of order record files are now online functions of the Acquisitions Subsystem. Orders are generated by producing records on the system and they are mailed by the
central OCLC facility in Ohio. Direct electronic transmission of orders is also possible with the Acquisitions Subsystem, and this capability will be utilized more fully in the coming year. Our order record file is an online file, accessible by order number or title, with the option of additional access points by paper file if desired. By adopting this system, ordering, receiving, and payment information is more efficiently organized, both because all of this information is in one location, and because the online file itself is more readily accessible to library staff outside of the Acquisitions Dept., through terminals located in their work areas. Additionally, the Subsystem provides a fund accounting component that includes monthly paper reports and current online financial information. Previously, this information was much more cumbersome to obtain via manual files. This online fund information facilitates the job of the Head of Acquisitions when dealing with selectors of materials who need to know how much money has been committed or disbursed to a particular fund.

The link-up between the Acquisitions Subsystem and the OCLC database has promoted greater efficiency in ordering. Since a search of the OCLC database is mandatory before placing an order in the Subsystem, and previously an OCLC search was not done for every order, standards of verification of bibliographic information have risen. This leads to fewer mistakes in the ordering process, such as duplication of materials, and results in fewer delays in receipt of materials due to inadequate information being supplied to vendors. Also, the searching and ordering process is simplified by the fact that an order is generated directly from the results of an OCLC search. That is, the order is placed on the same computer screen at the same time as the search, rather than the order being placed in a separate operation.
This increased efficiency resulted in production of approximately 2200 orders in 1984-85, which is close to pre-automation levels, this despite the personnel loss in the department. What this means for the future is that a larger volume of ordering should be possible with a given staff allotment than was possible with the manual system.

The support for the Acquisitions Subsystem from the AMIGOS network, a Dallas-based library consortium which serves Southwestern libraries as a link to OCLC, has been very good. Together with the promise of a new version of the system which will correct the few flaws that it does have, and provide greater flexibility for local requirements, this bodes well for the future.

The reduction in staff in the Acquisitions Dept., which was difficult to compensate for, will be alleviated somewhat in the 1985-86 fiscal year by the addition of a part-time student employee. However, the department is understaffed, and as ordering volume increases (as it appears it will through the development of special collections and the acquisition of bond money) the need for reinstatement of a second full-time position in Acquisitions will arise.

The Head of Acquisitions participated in a reevaluation of that position in 1984-85, which was in line with similar reevaluations ongoing at the Medical Library and completed at the General Library. It was felt that the classification of this position was below what it should have been when compared with comparable positions at the General Library and elsewhere. An upgrading of the position to a Library Specialist was approved for fiscal year 1985-86.
Procedures for pre-order and pre-catalog searching by the Acquisitions Dept. were tightened up during this year. Pre-catalog searching was taken over from the Cataloging Dept. since it was deemed more efficient for the Acquisitions Dept. to perform this task. In the past, Cataloging Dept. personnel, before they could catalog a title, had to search OCLC for the same records that Acquisitions Dept. personnel had already searched when receiving that title. In addition, rules for annotating Acquisitions records with pre-order searching information were changed. These changes allow the catalogers to be certain that they can always find needed information in the same location on the records.

Other changes were made with regard to notification of receipt of materials in the library to Bookkeeping. A smoother, more systematized procedure has been instituted that eliminates much of the extra work previously done by both departments when trying to match invoices and packing lists with receipt records.

As part of the clarification of procedures in the Acquisitions Dept., the Head of Acquisitions began a project to write clear policy guidelines for all Acquisitions activities, with the expectation that these will be combined into an Acquisitions manual sometime in fiscal year 1985-86.

Regular semimonthly meetings, with members from Cataloging, Processing, and Acquisitions attending, were started this past year. These meetings are proving to be a valuable source of information on what is happening in other departments and how it affects work in Acquisitions.
Despite continued and severe personnel shortages, the Processing and Bindery departments managed to keep up with an increased work load, and several policy and technical changes in both areas, during Fiscal Year 1984-85. Our main objectives in providing patron (and staff) physical accessibility and usability with library materials (although slow at times, due to lack of staff) had actually improved by year's end—mainly due to the hard work, high abilities, and dedication of three of my Work-Study Students: Laura Luna, William Webb, and Patrick Armijo.

PERSONNEL—Two work-study slots were vacant from 8/84 to 1/85. One of these slots was filled temporarily in January, 1985 by Margaret Lovato O'Grady. She was terminated in June, 1985. The other slot continued to remain empty through the end of the Fiscal Year.

The department was extremely lucky to have three exceptional student employees this past year. Patrick Armijo started working in the Processing Dept. in June, 1983, and terminated in June, 1985 (due to graduation and non-student status). Patrick's knowledge, ability, willingness to take on responsibility, and sense of humor helped make this past year productive and enjoyable despite a large work-load. Patrick not only assisted in processing and revising, but was also my bindery assistant.

William Webb began working with us in August, 1983, and continues to do a great job in the Processing area. He has taken over more revising responsibilities from Patrick these last months (while Patrick was working Bindery). His quiet, good-nature helped us keep our perspective during stressful times of overwork this past year. His willingness and speed with spine labels has been a real blessing, especially since the start of the spine label project this past spring.

Laura Luna came to us in August, 1984, with high recommendations from a previous exceptional employee (her sister, Denise). Since then I have come to rely on and highly regard her abilities, intelligence,
and stability as an employee and assistant. Laura has caught on quickly approaches her work with determination and flexibility, and is personally very easy to work with.

All of my students have begun at least minimal training on the ALIS system, and will eventually be able to convert and check-in/out (Bindery) shipments.

I must stress the fact that if not for my very capable students, this department could not have handled 1/2 the work it has this past year. The staff shortage and an increased work-flow was handled well, and usually good-naturedly by these students.

In the light of this department's need for a staff assistant, and the lack of funds for such a position, the decision was made to create a Group III Student Employment slot in this department. This student will not only perform the duties previously associated with this department, but will also function as Student Supervisor, Project Coordinator, Bindery Assistant, Training Supervisor, and be able to fill-in as the staff Head of Bindery & Processing in my absence. Laura Luna has begun training for this position as of June, 1985 and is gradually assuming all of the above tasks. It is probable that her promotion will officially become effective by 9/85 at the latest.

We are also trying to maximize coverage in the department(s), in order to provide immediate processing of Rush materials, and information in both areas. An attempt will be made to have at least one person available during normal working hours.

CHANGES--In December, 1984 and January, 1985, in conjunction with ALIS going on-line, cards & pockets were no longer necessary. This resulted in a shorter processing time, but also necessitated an addition to the revising procedures--any book/item without an OCR label has to be directed to me for sorting/delivery to cataloging or serials, or for conversion by me in the case of serials with bibliographic records.

Issues which had previously been tattle-taped and upper-floor-taped in serials, were now to be done on a Rush-priority basis by Processing staff. New binders are now Rush-processed directly from Serials and delivered to Reference (or Ref. is notified of their shelf-readiness). Work is progressing in developing and implementing policies and
procedures for Library Discards and Superseded volumes. Due to the many changes in processing details, my students redid the general processing instruction sheets in early 1985.

In Bindery: A change in ownership at New Mexico Book Bindery resulted in a large back-log while the new owners tried to recover financial and work stability (left questionable by the previous owners). Aside from time delays, binding quality has otherwise been largely maintained, or increased, and all standing contracts have been honored. The Bindery has increased its archival (acid-free) capabilities (although it no longer does leather-binding), and is now able to add diacritical marks to spines (for several languages). We are on good terms with the new owners and wish them well.

Issue-pulling for binding which had previously been done by Serials is now done by the Circulation department and Bindery staff (with written notice from Circulation). Item conversion & check-out to "In Transit" for these same issues are now done by Bindery staff (instead of Serials) when a Bib. record is in the ALIS system. Those without a Bib. record are checked out to Bindery ("Pulled for" and "Sent to") with temporary Circulation cards.

During the above procedures, Bindery also discovers "incompletes" and requests searches or claims as necessary--according to available information. These are now also checked out to IT when possible, with an "item note" about missing issues/parts.

Changes initiated during the Technical Services reorganization by Victor Whitmore include regular staff meetings for those departments supervised by VW, open written records to be maintained in each department for "Procedural & System changes/Policy decisions/Events" and "New Problems and Ideas". Decisions were made to keep processing statistics current and save instruction slips for 2 months only; to get gift recipients to pick up gifts as soon as possible; to try to get fill-in policies revised and revamped.

PROJECTS--Certain projects were started this past year, including a spine label project initiated by Circulation in early spring. Trucks of books are delivered to Processing, and are then sorted by me or Laura. At this point, we look for those needing repairs or rebinding.
or replacing--usually OK'd by Dick Bowler of Reference), those needing corrections or tattle-tape, and those which only need spine labels. All necessary steps to make the books "shelf-worthy" are then taken. The large quantities involved and staff shortages have necessitated conversion of these items to be suspended temporarily. The numbers of repairs and rebinds alone have placed a large burden and back-log on our departments, but will result in a more usable (and presentable) collection. Laura Luna is helping with many of the less major repairs.

In conjunction with this project, we have undertaken an "upper-floor-tape" project as well. When trucks of these are brought to Processing, they undergo the same checks as those in the spine label project. At other times, when possible, a processing student will go to the Upper Floor and tape appropriate books there (thus maintaining patron-availability).

Gift replacements are a continuing project for this department. A large gift replacement of Federal Reporters and Federal Supplements was completed this year, but gift replacements of a set of CJS and other smaller sets continues.

The Lower Floor State Code project was also initiated this spring. The boxes of previously stored materials are unpacked and loaded onto trucks by Circulation and delivered to Processing. All former processing is then destroyed and a special label (saying "LOWER FLOOR STATE CODE") is applied to the books. This process takes about 2 days per truck of actual work time, and can be done only as our other work-flow permits. Completed trucks are shelved by Circulation.

A project which was prompted by the Technical Services Reorganization is a complete clean-up, revamping, and reorganization of the Bindery and Processing areas, to facilitate work-flow and ease of delivery for such items as repairs, discards, supersedes, issues for binding, etc. from other departments. This project has been started, but will probably not be completed until 9/85 (hopefully not later).

STATISTICS--On the whole, our productivity has increased this past year--both quantitatively and qualitatively--again, despite staff shortages. Statistics for the past 2 years are attached (compiled largely by
Laura Luna), and show an overall increase. These are Processing statistics, but most Bindery statistics are also given a separate processing count. These statistics do not include those new items which are tattle-taped and upper floor taped only (on a priority basis from serials).

In conclusion, I must again congratulate my staff for a great job, a lot of patience and flexibility, and their own dedication to quality work under the pressure of the large quantity of materials to be handled and the seemingly endless procedural changes during the past year.

Constancia J. Simpson
Head of Processing & Bindery, UNM Law Library

Aids for reading attached statistics:
Symbol @: Indicates that the figure is actually higher--this # shows only those with actual written instructions or counts. Especially with spine labels and mending--at least 75% do NOT have written instructions.
New Acquisitions: an item which has been newly accessioned (although we may have had it awhile), and not coming from Bindery.
Revised/Reclassed/etc.: an item which was previously accessioned -- needing full or partial reprocessing--with or without changes.
### PROCESSING STATISTICS

<table>
<thead>
<tr>
<th>Classification Groups</th>
<th>Fiscal Year 1983-84</th>
<th>Fiscal Year 1984-85</th>
<th>Change Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Acquisitions (includes microforms, newly acquired or catalogued—does not include newly bound or rebound items)</td>
<td>5,850</td>
<td>4,867</td>
<td>-17%</td>
</tr>
<tr>
<td>Replaced, Reprocessed, Revised, Reclassed (includes call # changes and some supersede to lower floor)</td>
<td>1,283</td>
<td>3,069</td>
<td>+139%</td>
</tr>
<tr>
<td>Gaylords &amp; Binders (includes construction &amp; processing)</td>
<td>199</td>
<td>223</td>
<td>+12%</td>
</tr>
<tr>
<td>Mending (repairs done in-library)</td>
<td>171</td>
<td>320</td>
<td>+87%</td>
</tr>
<tr>
<td>Magfiles</td>
<td>46</td>
<td>81</td>
<td>+76%</td>
</tr>
<tr>
<td>Rush/Process Immediately</td>
<td>325</td>
<td>356</td>
<td>+10%</td>
</tr>
<tr>
<td>Processed FROM Bindery—Repairs, Rebinds</td>
<td>229</td>
<td>321</td>
<td>+40%</td>
</tr>
<tr>
<td>Processed FROM Bindery—New, Serials, Law Reviews, Journals, newly acc. Pamphlets</td>
<td>890</td>
<td>1,180</td>
<td>+33%</td>
</tr>
<tr>
<td>Supersedes/Discards</td>
<td>668</td>
<td>921</td>
<td>+38%</td>
</tr>
<tr>
<td>Spine Labels</td>
<td>479</td>
<td>1,837</td>
<td>+284%</td>
</tr>
<tr>
<td>Description</td>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of cataloged volumes on June 30, 1984</td>
<td>177,401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of volumes added (net) in 1984/85</td>
<td>3,740</td>
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<td></td>
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<tr>
<td>Number of cataloged volumes on June 30, 1985</td>
<td>181,141</td>
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<tr>
<td>Volume equivalents of microform added in 1984/85</td>
<td>4,419</td>
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<tr>
<td>Volume equivalents of microforms held June 30, 1985</td>
<td>79,924</td>
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<tr>
<td>Total volumes held including microform, June 30, 1985</td>
<td>261,065</td>
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<tr>
<td>Number of serial subscriptions as of June 30, 1985</td>
<td>3,369</td>
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</tr>
<tr>
<td>Volumes added (gross)</td>
<td>5,884</td>
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<tr>
<td>By purchase (includes serials added volumes)</td>
<td>3,516</td>
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<tr>
<td>Free materials (includes government depository, gifts, exchanges)</td>
<td>1,418</td>
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<tr>
<td>By binding of periodicals</td>
<td>950</td>
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<tr>
<td>Number of new titles cataloged</td>
<td>1,717</td>
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<tr>
<td>Number of microfiche pieces added</td>
<td>14,479</td>
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<tr>
<td>Volume equivalent: 4,419; Titles: 4,232</td>
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<tr>
<td>Microfilm reels, maps, other A-V materials added</td>
<td>0</td>
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<tr>
<td>Binding</td>
<td></td>
<td></td>
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<tr>
<td>Books</td>
<td>65</td>
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<tr>
<td>Periodicals</td>
<td>950</td>
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<td></td>
</tr>
<tr>
<td>Other (rebinds)</td>
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<td></td>
</tr>
<tr>
<td>Photographic Services (Photocopy prints)</td>
<td>1,369,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of regular loans (books includes class and desk reserve)</td>
<td>19,619</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk reserve (tape recorders, video equipment)</td>
<td>3,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class reserve (audio, video, photocopies)</td>
<td>4,017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of interlibrary loans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loaned</td>
<td>221</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested but not loaned</td>
<td>214</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopied by Law Library</td>
<td>163</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowed by Law Library</td>
<td>85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total requests by Law Library including not filled</td>
<td>235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total requests from other libraries</td>
<td>598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours of student assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Library budget</td>
<td>4,746</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Work-study</td>
<td>20,953</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of regular staff members (FTE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>5.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td>15.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td>3.5</td>
<td></td>
<td></td>
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</table>
Cost of Renewal of Serial Services and backfiles $194,307.09
Cost of new serial titles 5,724.91
Cost of new monographs 21,245.00

Cost of on-line information retrieval services 28,868.00
Cost of on-line bibliographic retrieval services 18,975.00

Supplies and services 91,179.00
Equipment 17,900.00
Binding 8,303.00
Salaries 399,164.00
Student Assistants 35,387.00
Other 2,943.00
The New Mexico Law Review published three issues totalling 500 printed pages during fiscal year 1984-85. The Fall 1984 issue was the final work of student Editor-in-Chief Lori Gallagher; Lead Articles Editor Andy G. Schultz; Managing Editors Grey Handy and Mary Catherine McCulloch, and Notes and Comments Editors Roberta Beyer and Gary D. Eisenberg. The lead-off article in that issue, Alternative Dispute Resolution: A Supermarket for Law Reform, was substantially the text of the Simms Memorial Lecture delivered at the University of New Mexico School of Law on April 19, 1984, by the Honorable Dorothy W. Nelson, Judge, United States Court of Appeals, Ninth Circuit. The other lead article in the fall issue was The Role of the Vocational Expert in Worker's Compensation Cases, by William E. Foote, Ph.D. 1978, The University of New Mexico, and Terry M. Word.

Newly elected student editors who assumed their year of duty with the Winter 1985 issue were: Sean Devlin Bersell, Editor-in-Chief; Tassie Hanna, Lead Articles Editor; Kathryn Stryker and Robert Wagoner, Managing Editors; and Myra Moldenahuer and Nancy Neary, Notes and Comments Editors. Topics covered in that issue were: Selecting an Analogous State Limitations Statute in Reconstruction Civil Rights Acts Claims: The Tenth Circuit's Resolution, by Mark D. Jarmie, Assistant U.S. Attorney for the District of New Mexico; and The Capital Defendant's Right to Make a Personal Plea for Mercy: Common Law Allocution and Constitutional Mitigation, by J. Thomas Sullivan, formerly Appellate Defender, New Mexico Public Defender Department.
The Spring 1985 Survey issue, edited by Paula J. Cotitta, was the annual survey of New Mexico Law during the previous year. Members of the State Bar of New Mexico, along with student co-authors in many instances, contributed articles on Administrative Law, Civil Procedure, Commercial Law, Condominium Law, Criminal Law, Criminal Procedure, Employment Law, Evidence, Insurance Law, Property Law, and Torts. Two faculty members of the UNM School of Law were contributors to the issue: Michael Browde, writing with Andrew J. Schultz, clerk to Judge Alvin B. Rubin of the Fifth Circuit Court of Appeals, on Administrative Law, and Berta Hernandez, writing on Property Law.
Four issues of the Natural Resources Journal, totalling 1223 printed pages, were published during fiscal year 1984-85. The July 1984 issue was highlighted with articles entitled "Developments in British Environmental Law" by D.G.T. Williams, President, Wolfson College, Cambridge University, and "Farmland Preservation Policy and Program" by Jerome G. Rose, Rutgers University. Student editors of the July issue were James Beig and Kurt Sommer, Lead Articles; Susan Rush and Judith Schrandt, Processing; Eileen Paez and Carol Ritchie, Notes and Comments; and Edward Hand and Celia Jorgensen, Recent Developments.

Student editors who assumed their one-year tenure with the October 1984 issue were: Karla Ojanen and Susan Zeller, Lead Articles; David G. Mathgeber and William Scott, Processing; Ellen Casey and Sharon Gross, Notes and Comments; and S. Gregory Jones, Recent Developments. Lead-off article in that issue was "The Garrison Diversion: Constraints on Conflict Resolution," by Lynton K. Caldwell of Indiana University. "An Economic Analysis of Illinois' New Hazardous Waste Law," by Professor J. L. Carlson, G.V. Johnson, and T.S. Ulen of the University of Illinois was among other articles published in October.

The January 1985 issue marked the beginning of the Journal's 25th anniversary year. It was devoted to a symposium on "Accommodating Tensions in the Coastal Zone." The various articles in the issue discussed the Coastal Zone Management Act, how some of the east coast and west coast states met with that Act's requirements, and coastal zone issues in the far east (Tokyo Bay, Singapore/Malacca Straits) and the North Sea.
The April 1985 issue included articles on varied topics such as: a comparison of management policies of the U.S. Forest Service and Federal Marine Fisheries Service; federal coal policy as an example of public lands management; the need for proclaiming a marine sanctuary in the Hawaiian Islands; and "Sociobiology and the California Public Trust Doctrine," among others. The 25th anniversary year will be further marked by publication of an anthology entitled "Enclosing the Environment: NEPA'S Transformation of Conservation Into Environmentalism," edited by Channing Kury, Esq., J.D. 1975, University of New Mexico and a former Lead Articles Editor of the Natural Resources Journal.

UNM faculty who contributed articles during the fiscal year were: Jay B. Sorenson, Department of Political Science, The Assurance of Reasonable Toxic Risk?, 24 NAT. RES. J. 549 (1984); Charles T. DuMars, School of Law, The Impact of Recent Court Decisions Concerning Water and Interstate Commerce on Water Resources in the State of New Mexico (report of the New Mexico Governor's Water Law Study Committee, Charles T. DuMars, Chairman), 24 NAT. RES. J. 689 (1984); Albert M. Church, Department of Economics, book review of Foreign Investment in Mining Projects, 24 NAT. RES. J. 259 (2984); G. Emlen Hall, School of Law, book review of Water in the Hispanic Southwest: A Social and Legal History 1550-1850 (a publication of the UNM Press), 25 NAT. RES. J. 551 (1985); and Fred L. Ragsdale, Jr., School of Law, book review of Four Leagues of Pecos: A Legal History of the Pecos Grant 1800-1933 (a publication of the UNM Press), 24 NAT. RES. J. 832 (1984).