UNM School of Law Library Annual Report 1978-1979

School of Law Library Directors, Heads, and Librarians

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Fiscal year 1978-79 was a first year in place in our new, expanded library facility. It is personally satisfying to be able to report that our experience this past year has met all of our expectations and hopes. Without sacrificing functional arrangements of stacks and seating, we have successfully introduced a high degree of comfort, beauty and privacy in the law library. Comments by students, faculty, staff, lawyers, etc., have been consistently positive and appreciative.

Qualitatively, perhaps the most dramatic changes this past year have been in the level of maturity and expertise at the Circulation Desk. Much credit for this should go to Ken Shoemaker, Circulation Assistant, for his efforts to upgrade the quality of his staff and for the initiative he has demonstrated in organizing and developing Desk procedures and policies. Ken has also done an excellent job as "security liason" in the law school (see appendix A of "Circulation Department Activities 1978/79"). Special thanks are also due to Peter Kierst for his fine work in supporting Ken and in interlibrary loans, to Constancia Simpson for her dedication to maintaining quality control in the restricted-reference collections on the upper floor and to Loren Hines.

There were other developments of special significance this past year in the Circulation Department. Interlibrary loans both to and from our library have been increasing since OCLC put its Interlibrary Loan Subsystem into full operation this spring. A three fold increase in such loans is predicted for the coming year. Second, it has become apparent that use of the law library in the summer months is no longer less than use during the regular academic year. Due to summer Bar Review and Indian Paralegal and Pre-law programs,
MALSAS Instituto, Clinical Law programs, heavier use by attorneys, etc., the Circulation Desk remains busy throughout the summer. Photocopying, as good a barometer of library use as any we have, is increasing steadily in the library (up 28% overall this past year). Last winter, we added a fourth copier in the library. If these trends continue, we shall probably need a fifth copier by the end of fiscal year 1979-80.

1978-79 was the first year for our new Reference Center on the upper floor. It is gratifying to note the marked increase in reference services this past year and the expressions of satisfaction voiced by users. It was only some eight years ago when the law school moved to the North Campus that we began planning for a reference-circulation unit at the Circulation Desk. During these years, we developed this unit, split it into separate departments and then decided on a Reference Center to be located near the reference-restricted materials on the upper floor. Today, with a seasoned reference staff in the Reference Center and a maturing circulation staff at the Circulation Desk, we are able to provide public services to patrons not thought possible in the early seventies.

As a public institution, we have an obligation to see to it that the citizens of New Mexico, as well as law students, faculty and lawyers, know about and effectively use our enhanced resources and services. Beginning with "A Guide to the Law Library" which I prepared and which was distributed widely in the State, the Reference Center and Legal Research Librarian, Helen Carter, have worked hard this past year to educate the general public and specialized users by means of tours, out-reach and media publicity. We hope to prepare and distribute a new brochure of library services this coming year and continue our efforts in this direction.
In our Technical Services Department, there were several developments which deserve special mention. One was the transfer of Jerry Phillips, our full-time Cataloger, to the head of the Serials unit last September. Jerry is a dedicated, very talented cataloger who has been responsible for the high quality of our public card catalog. His decision to focus his future energies on Serials, which represents over 80% of library holdings, means that we will now get the same expertness and dedication from him in this area. Another important change is that we will lose the services of Dorothy Warden, our very able Gifts-Exchange/Special Collections Librarian, in July 1979. Dorothy is retiring after 10 years of dedicated service in acquisitions, American Indian Law Collection developments and in Gifts and Exchanges. This past year, she has done more than anyone to plan and furnish our Rare Book Room, help develop our new special collection in Land Grant Law and to assist me in collection development. Dorothy's contribution, like the contributions of others over the years, has made it possible for us to reach our present level of library development. I will personally miss her cheerful, intelligent support.

Administratively, important steps were taken last year to better integrate the Circulation Department with other departments in the library. Ken Shoemaker, head of Circulation, attended many regular meetings of the library faculty and met frequently with the faculty of the Reference Center. I have continued to meet regularly with Ken to keep abreast of new activities and to deal with problems in his department. Overall, staff planning and sharing are working well and communication between members of the library staff is good.

In February 1979, a "Self Study" of the School of Law was published reflecting wide satisfaction among faculty, students and lawyers with law library collections and services (pp. 93-97). I would like to call attention to two of
the Committee's recommendations and to comment briefly about them in this Report:

"a. THE LIBRARY SHOULD CONTINUE TO DEVELOP OUTSTANDING COLLECTIONS DEALING WITH INDIAN LAW AND LAND GRANT LAW, WHILE BEGINNING TO CREATE SPECIAL COLLECTIONS IN MEXICAN AND LATIN AMERICAN LAW AND NATURAL RESOURCES LAW.

New Mexico's large Indian population and the Law School's leadership position in graduating American Indian law students, together with the presence of the American Indian Law Center, not only justify an exhaustive collection of legal materials dealing with American Indians, but compel it. A good start has been made, and the law library should set as a goal the development of the finest collection of Indian law materials in the United States. The active cooperation of the staff of the American Indian Law Center should be sought, and a concerted search for special outside funding should be begun.

The effort to develop a special collection of legal materials devoted to land grant law is to be commended and should continue. Other subject matters of particular interest to lawyers and legal scholars in New Mexico should be identified and "standard" collections gathered with some effort being made to develop "special" collections. Two such areas are natural resources law and Mexican and Latin American law. The collection in natural resources law is already sufficient to support the present programs in that field (in part due to the efforts of Professor Utton and the existence of the Natural Resources Journal). In contrast, the materials dealing with Mexican and Latin American law are clearly inadequate to support even rudimentary research. Given the state's geographical location and its history, this weakness is particularly inappropriate, and immediate steps should be taken to improve the collection. Research and course offerings in comparative law, conflict of laws, international law and immigration law are made more difficult, if not impossible, by
the absence of a "standard" collection in Mexican and Latin American law. Reliance on interlibrary loans is unsatisfactory and should not be used as a substitute for an adequate collection.

These subject areas are of continuing long-range interest to the State of New Mexico and the Law School, and the development of special collections in Indian law, land grant law, natural resources law and Mexican/Latin American law are clearly priority items deserving of special attention. Undoubtedly, additional subject matters are of special interest to particular faculty members, lawyers or students, and to the extent that those additional subject areas can be developed beyond "standard"-collection to "special"-collection status without diminishing the efforts in the identified priority areas, the library should endeavor to "do so."

COMMENT:

In line with this recommendation, I met last spring with Michael Browde of the Natural Resources Law Center and discussed library holdings and policies in the area of natural resources law. I also reviewed English language publications in Mexican and Latin American Law and selected a number of these materials for the library. I do not believe that we can develop a "standard," much less a "special," collection in Mexican/Latin American law without the assistance of a person fluent in Spanish who has experience/knowledge in legal materials in this area. I will be taking this matter up with our library faculty in the Fall semester to explore ways to proceed further in this direction.

I agree that we need to develop an "exhaustive collection" of legal materials dealing with American Indians and enthusiastically adopt the suggested goal to develop the finest collection of Indian law materials in the United
States. We will seek the active cooperation of the staff of the American Indian Law Center in pursuit of this goal.

"d. THE ROLE OF THE LAW LIBRARIAN AND THE LIBRARY STAFF IN TEACHING LEGAL RESEARCH SHOULD BE REASSESSED.

Neither Professor Fink nor the library staff actively participate in the teaching of legal research to first-year students. The six regular faculty members teaching Advocacy incorporate approximately four weeks of instruction in legal research into the advocacy course. The Law Librarian and the Curriculum Committee should reassess the present system with a view toward expanding the role of the library staff in legal research instruction. Either Professor Fink or Mr. Adamson might be more efficient and thorough instructors in this important subject matter, and the removal of formal instruction in legal research from the advocacy program would permit that program to spend more time on the development of writing skills in the first weeks of school."

COMMENT:

In 1979-80, Reference Librarian, Kurt Adamson, will be one of six instructors in the Advocacy course. This is an important first step toward closer integration of the staff of the Reference Center in the legal research training part of Advocacy.

I do not recommend the removal of formal instruction in legal research from the Advocacy program. This is the way it is done in many law schools and was the way it was done in this law school prior to the present Advocacy program.

The strength of present legal research training in Advocacy lies in its innovative, fresh approach and in its integration of legal research skills with other Advocacy skills. I like the fact that a dozen instructors and tutors decide each year what is important to teach first-year law students. It gets
away from the rigid approach that librarians, rather than practicing lawyers and students, know best what students need to know. I have no doubt that there is much essential information about law libraries and law materials that is not transmitted to students under the present arrangement. However, I feel the proper approach is to involve the Reference Center staff more closely in the planning and teaching of legal research in Advocacy including better follow-up with students through closer use of "Legal Research Notes" and other supplementary materials.

As in the past, I have prepared a new edition of "Legal Research Notes" for first-year students and stand ready to assist the program in any way I can.

In addition to usual duties this past year, I initiated and was involved in a number of activities relating to library administration, collection, development and community service which stand out in my memory. Among these activities were the following:

1. In response to an inquiry from Paul Vassallo, Chairman of CONMAL, for the goals of the Law School Library relative to a possible future "bond issue" for libraries in New Mexico, I formulated the following policies (later revised by the library faculty):

   "We believe that the UNM School of Law Library is a "unique" resource for legal materials and services in New Mexico and, therefore, has a responsibility to the State of New Mexico to develop further in this direction both in collection growth and service orientation. Our goal in the past has been to develop a "basic" collection of legal materials in direct support of the Law School academic program and the requirements of the State Bar, judiciary and University of New Mexico community.

   In view of a possible expansion of support through supplemental funding,
we would propose enlarging the role of the Law School Library in two directions:

A. To develop, beyond a "basic" collection, a superior "research" collection in law and related areas to better serve the needs of the State of New Mexico as the one central legal collection. This would require funding for collection growth and would substantially broaden our area of collection development.

B. To share the resources of the Law School Library throughout the State of New Mexico. This would include expansion of interlibrary loan services, enhanced by the adoption of a city wide (eventually state wide) inventory control system, a duplication of a portion of the Law School Library collection to allow more freedom in lending intervals without penalizing the basic clientele of the library at the Law School and in the City of Albuquerque, and an expansion of existing reference services. Funding here would be needed for increased communications equipment to facilitate a loan network and for increased staff to expand reference and loan services."

Note: The above policy proposal was reviewed by Dean Hart in September 1978.

2. Selected and developed a library collection for the Clinical Law program in consultation with the director and professors in that program.

3. Revised and simplified the "Self-Guided Tour of the Law Library" which is used in our first-year orientation program.

4. Worked out new procedures for selection and organization of New Mexico documents (we are a depository for all such documents since January 1979) and for review of all Federal depository documents received in the library.

5. Reviewed several thousand older treatises belonging to the law library which were retrieved this past year from Santa Fe storage; selected about 10% for addition to library collections.

6. After consultation with the Director of the Clinical Law Program,
the law faculty and the Dean, worked out policies for control of and access through the door on the upper floor leading to the Clinical Law wing and for the Tattle Tape device near this door.

7. Arranged for the purchase and installation of a "Corkboard with Glass Door" just outside the entrance to the law library to provide for better identification of the library and for a place for library notices, book jacket displays, etc.

8. Worked closely with the Circulation Assistant, Ken Shoemaker, throughout the year on arrangements of furniture, lighting problems, Circulation Desk policies and problems concerning patrons of the library.

9. Reviewed the law collection in the New Mexico State Penitentiary with Mr. Dan Reavis, Librarian. Prepared for Mr. Reavis a plan for the development of his collection and arranged for the removal and exchange of selected legal materials from his library.

10. Served with Lorraine Lester, Technical Services Librarian, on a city-wide Committee planning for an on-line Circulation/Inventory Control System.

11. Completed a review of the "Restricted Subject Collection" on the upper floor of the library.

12. Developed an upper floor lounge collection of special display newsletters, magazines, newspapers, etc.

13. Initiated a "plant beautification" project for the upper floor of the library and more recently for the lower floor.

14. Participated in the Advocacy program by working directly with tutors on their legal bibliography assignments.

15. Served on the New Mexico Statutes Annotated Advisory Committee;
the Academic Freedom and Tenure Committee; the Continuing Education Committee.

In 1979-80, we will have a Book/Serials budget to work with of $143,000. This was an 11% increase over the previous year's budget. Since our estimated book/serial expense for next year is over $181,000, it is apparent that supplemental funds will be needed. With some help from surplus bond issue funds and from transfers from other accounts, we can probably manage but the message is clear. We must obtain additional funding in future years or take steps to reduce present expenditures.

Beginning this next fiscal year, I will undertake a major subject-by-subject review of serial expenditures in the library with a goal of reducing these expenditures substantially over the next few years. I will seek the assistance and consult with the law faculty where course offerings are directly affected or where members of the law faculty have special subject areas of interest. I will be aiming for a 20% overall reduction in present serial expenditures over a period of two years.

In addition to this project, I shall be teaching a new seminar in Law and Social Change in the law school in the Fall semester 1979-80. I am looking forward to this challenge very much.

In closing, I should like to speak on behalf of the library staff in welcoming Robert Desiderio as the new Dean of the School of Law. All of us look forward to a continuation of the excellent support received by the library from the administration of this law school.
Summary

The past year marked a period of maturation in the role of the Circulation Department in the expanded Law Library. Patron services in the areas of the circulation/retrieval of materials, interlibrary loans, photocopying facilities, reserve materials, and others underwent remarkable development. Problems from recent years such as space shortages, temperature discomforts, book stack confusion, loss of library materials through theft, general building security breaches, were in most cases virtually solved. For the first time, the Circulation Department became involved in the orientation of first year law students, in an attempt to better prepare them in their use of the Law Library. The Circulation staff underwent many changes in this fiscal year, and, considering the influx of several new employees, performed at a high level.

Activities and Projects

In January of this year, an additional photocopier was purchased to augment library photocopying services. A decrease in the number of service calls as well as an increase in the overall number of copies was noted. This indicates a significant improvement in quality and availability of photocopying facilities.

Also in January of this year, the library made available for the first time private office space on the lower level of the library. There are four offices, each of which may be reserved by students or attorneys for periods up to a week, for the purpose of more convenient and secure project work. To date, there has been steady use of these offices as well as many comments from local attorneys that this service is appreciated and needed.
The concept of law building security was developed further during the past year. Ken Shoemaker met with representatives of the Campus Police Dept. and formulated his role as security liaison. Even though there was a noticeable decline in breaches of security in the law building, it is clear that continued attention to the problem is warranted. During this past fiscal year there were several typewriters, one television, undetermined amounts of cash, personal wallets and purses, and even food supplies stolen from within the law building. Despite these incidents, building security did improve (see appendix A).

During the Spring semester the new video carrels were put into full operation. This completes library portion of the new video project in the law school. These carrels provide private, comfortable viewing of video tapes on the upper level of the library. To date, their use has been limited to occasional make-up classes, and some assigned group viewing.

The Rarebook Room was moved into its permanent location in the old audio-visual room on the upper level of the library. During the year, the room was painted and the floor carpeted. Procedures for access to the rarebook collection were formalized under the direction of the Special Collections Librarian. The Circulation Dept. will continue to regulate and monitor the use of this collection.

Late this Spring, OCLC put its Interlibrary Loan Subsystem into full operation. Prior to this, Peter Kierst and Ken Shoemaker attended the AMIGOS training session on the use of the system. The noted improvements in interlibrary loan services during this past year are due, in part, to Mr. Kierst's high level of performance in his duties as ILL clerk, and, in fact, to the use of this new OCLC system, which improves every facet of the ILL process. Handling time, renewal procedure, recovery time, cite verification, etc. are all vastly improved. In addition, an increase in the use of ILL
services has been noted already. It is anticipated that this increase will continue, and it will be interesting to note during the upcoming year just where it will level off. With computer access to OCLC participating libraries' holdings, many libraries are likely to depend more heavily on ILL services than in the past, when holdings were not as available or as complete.

A permanent work/study position was assigned to staff shelver Constancia Simpson to assist her in the ever growing list of her duties. During the past year Ms. Simpson has performed her duties at an extremely high level of competence and dedication. Once again, I have to report that her efforts are the major factor in the improvement of the appearance and the availability of library stacks and materials.

Personnel

On July 24, 1978, Peter Kierst was promoted to CS-IV in charge of Interlibrary Loans. On October 5, 1978, Mr. Kierst terminated his staff position to enter graduate school in Political Science. He was able to continue working in the library in the same job, however, as a part-time student. On May 29, 1979, Mr. Kierst was rehired as a full-time staff member. During the period of his absence as a permanent staff employee, the vacant CS-IV position was reclassified to LTA-I. New duties added to the position are those of asst. supvr. of Circulation.

During the period in which Mr. Kierst was working as a part-time student employee, Stephanie Rowe was hired as a part-time temporary student to perform the remainder of the duties from the vacated full-time CS-IV position. She terminated on May 15, 1979.

Kristina Kutkus was hired on August 5, 1978 as a permanent, half-time CS-III in charge of overdue notices. She terminated her employment on May 7, 1978 and was replaced by Teresa Jane Tyler on May 14, 1979. Ms. Tyler comes to the Law Library having worked for about a year at Zimmerman Library at UNM.
Loren Hines was hired as a part-time student employee on August 21, 1978 to replace Dan Lewis, who was promoted to a new position in July, 1978. Mr. Hines performed staff level duties in the Circulation Dept., specifically book searches, pocketpart filing, and microform collection filing and maintenance, until his position was terminated as a result of his receiving his master's degree in Political Science in May of this year. Presently, Mr. Hines is working as an occasional employee, assisting in the training of Carol Ann Ennis, who was hired on May 21, 1979. Her position is a permanent CS-IV, half-time staff. She comes to the Law Library with nearly six years of library work experience, having worked at Zimmerman Library as head of the Reserve Book Room.

At the request of Ken Shoemaker, the staff shelver's position was considered for reclassification in March of this year. The decision was that it should be upgraded to CS-IV, but this action was delayed due to a UNH-wide freeze on the reclassification of filled positions. It is anticipated that the position will be reclassified during the upcoming fiscal year.

**Staff Training and Development**

Kristina Kutkus received her master's degree in art in May, 1979.

Loren Hines received a master's degree in Political Science in May, 1979.

Peter Kierst continues his work on a master's degree in Political Science.

Helen Garcia returned to school in the Spring to complete her undergraduate degree in Education.

Peter Kierst and Ken Shoemaker attended a UNM seminar on student employment practices in November, 1978. Items discussed covered such areas as interviewing, orientation, attitudes of employer and employee, etc.
Plans for 1979/80

1979/80 will be a year of fine tuning for the Circulation Dept. Now that the workflow has been stabilized, there is a need for further refining various technical procedures within each staff position. Areas of concern which will receive special attention are overdue notices, book searches, and interlibrary loans. Also, a new emphasis will be placed upon familiarizing all Circulation staff members with the general duties of each position in the department. The goal is to improve service to patrons and to expedite the handling of all patron requests.

Mr. Kierst's new role as assistant supervisor in Circulation will require definition and development. Ken Shoemaker will continue his work on the assembly of a Circulation Manual, which will cover all aspects of Circulation Dept. work.
November 6, 1978

Dear Dean Hart:

This letter is written in recognition of the outstanding job that Ken Shoemaker has performed in his newly appointed role as Chief of Security at the Law School. This semester has been the "quietest" of any since we began cleaning your complex 2½ years ago. Our custodians no longer find doors unlocked or open after hours, strangers no longer prowl the corridors in the middle of the night, etc. I feel that this can only be attributed to Mr. Shoemaker's efforts.

When someone is doing an excellent job, it is only proper that he be recognized and commended for it. I greatly appreciate the work of Mr. Shoemaker, as I am sure that you, the faculty, staff, and students of the UNM Law School do also.

Sincerely,

MARTIN MAINTENANCE MANAGEMENT

Howard E. Prinz
Operations Supervisor

cc: Mr. Harold G. Martin: President, Martin Maintenance Management

Mr. Ken Shoemaker

Ken:

Thanks again for your efforts!

Howard
THE REPORT OF THE REFERENCE DEPARTMENT
July 1, 1978 - June 30, 1979
L. Kurt Adamson, Reference Librarian

Personnel: The Reference Center's regular staff has remained unchanged during the past fiscal year. We continue to operate with two professionals, 1.5 FTE, and three reference assistants, 2.5 FTE. I am pleased to say that the individual members of the staff have not less than 2 1/2 years of experience at the Law Library. This fact may well be reflected in the high ratings received by the Library staff in the 1979 "Self Study" conducted by the Law School.

The only other significant change has been the addition of workstudy positions amounting to 40 hours per week to assist the Reference Center staff. The addition of workstudy help was due to the increasing pressure of the growing number of reference requests and the growing body of material that the Reference staff is responsible for updating. The need to constantly file updating material was hindering the ability of the staff to provide the best possible reference service. The workstudy students have solved that problem.

Patron Services: The Law Library continues to serve all persons who contact the Reference Center either in person or by telephone. With the Reference Department now on the Upper Floor of the Library, there has been a definite increase in the number of reference questions received by the staff from patrons in the Library and also in the number of follow-up questions. This is a clear indication that patrons were not being as well served when the Reference Department was located down one floor at the Circulation Desk. Surveys conducted by the Reference Librarian during the year indicate a continuing growth in number of telephone requests for information as well.

The Reference Center continued its selective dissemination of New Mexico House and Senate bills and resolutions to the law faculty. This was the third
year that this service has been provided. The service has been well received again this year, and we plan to continue the program. Besides this program, the Reference Center staff has conducted 20-25 special research projects for various faculty members during the past year. These projects, which do not include projects conducted by the Legal Research Librarian, required 2 1/2 to 40 man-hours of research time each. Of course, many smaller requests from the faculty were also handled.

**Automated Research:** The Reference center is responsible for the operation of the LEXIS terminal located in the Law Library. Its operation has been smooth throughout the year. The Reference Librarian conducted training seminars for about 80 of the first-year law students during January and February, 1979. Throughout the year, the reference staff has also provided individual instruction and/or assistance to many LEXIS users.

A recent addition in the computerized research at the Law School has been the installation of a terminal linked to the New Mexico State Computing Center. This terminal provides access to a data base of New Mexico appellate court opinions and to the text of the 1979 New Mexico Statutes Annotated. The Reference Librarian has begun familiarizing himself with its operation. Policy with respect to the use of this terminal will be established during the coming year.

**OTHER Activities:** A number of other projects have been completed by the Reference staff this year. First of all, a Guide to the Microforms of the UNM Law Library was completed. The Guide provides information on exactly what materials the Library has in microfiche and microfilm, as well as references to indexes which exist separate from the microforms and annotations on the
contents of the various titles held by the Library.

One member of the Reference staff undertook the major project to prepare bookstack signs for the entire Library. The completion of this project has been a great help to patrons.

The Reference Center has completed an index to all of the records and briefs for unreported Supreme Court and Court of Appeals decisions which the Library has in storage. This project was done in conjunction with the movement of the records and briefs collection from the basement of the Library to the lower floor of the Library. The new location of the records and briefs permits much easier access to this material for patrons of the Library. And, the index provides easy access to materials which are available on 24-hour recall from storage.

In December and January of the past fiscal year, the Library received approximately 2,100 records and briefs files from the Supreme Court Library in Santa Fe. All of these files had to be processed by the staff, filed into the appropriate cabinets and additions prepared for the index that is maintained by the Reference Center on all of the case materials held by the Law Library. These files were in addition to the normal receipt of records and briefs received from the N. M. Supreme Court and Court of Appeals during the course of the year. The older files from the Supreme Court will now carry the Library collection back to the early 1930's.

In January of 1979, the UNM Law Library became a depository of the State of New Mexico. The Reference Center, together with the Serials Department, have taken responsibility for this collection of state documents. The Reference Center has prepared guides and other aids for this special collection and also does all initial shelving of new material. The Reference Librarian was appointed by the
State Librarian to the N. M. Depository Library Council. In April of this year, the Reference Librarian was elected Chairperson for the Council for 1979-80. The Reference Librarian was also appointed by the N. M. State Library Commission to the Planning Committee for the N. M. White House Conference on Libraries and Information Services. He was subsequently asked to attend the New Mexico conference, held in November of 1978, as a delegate. At the conference he participated as a member of the resolutions committee and group discussion leader.

The Reference staff has conducted many tours of the Library during the course of the year. Increasing numbers of requests have been received from University faculty and from groups outside the University, as well as tour requests from Law School students and faculty.

The Reference Librarian gave an informational seminar on copyright law for high school teachers in cooperation with Richard King of the Department of Education Administration. The seminar was conducted at Del Norte High School in November of 1978.

Plans for 1979-80: During the coming year plans are underway to prepare a guide to periodicals and journals held by the Law Library for use of patrons as a quick reference to locations. Cataloging rules are not always clear to patrons so that some titles in the collection are difficult to find. This is especially the case for journals that have changed titles one or more times. The precise format of the guide and the guide itself will be prepared during the next 6 months.

The Reference Librarian will be directly involved in the first year Advocacy course in the Fall. He will participate as one of the six faculty that teach the course. This participation should help draw more students to the Reference Center when they have problems in doing research.
The policies on operation, administration and training for the new computer terminal will be worked out with the Dean and faculty of the Law School. It is also anticipated that there will be further growth in the use of LEXIS, because its database will soon expand from 17 states to all 50 states. It is anticipated that some policies and operations with respect to LEXIS will have to be modified.

The Reference Center will be conducting further patron surveys in order to evaluate the reference workload and schedules. These surveys will be used to adjust scheduled hours and improve services.
The Legal Research Librarian continued to be the primary person assisting the law professors for any legal research questions or jobs they wished to have done. This included such things as cite checking, briefing of cases, finding and arranging for photocopying of legal or other materials requested, preparing legislative histories of laws, preparing materials for speeches, and assisting with preparation of class materials.

PUBLIC SERVICES

This office continued to serve all types of patrons who came to the Law Library or who sought reference service over the telephone. Also, all questions from attorneys, both in Albuquerque, and in and out of the state, were referred by others in the Reference Center to me for assistance. Several referrals from the State Bar of New Mexico were handled; these were from attorneys, mostly, but some were from prison inmates, or others who wrote the State Bar Center for legal reference help.

Work was done for various administrative departments of the University of New Mexico, including the Office of the University Council, Zimmerman Library, and Parrish Library, as well as state of New Mexico agencies and departments. Legal reference assistance was given, also, to the UNM Fair Hearing Project, the American Indian Law Center, the UNM School of Law Clinical Law Program, and the New Mexico Civil Liberties Union, among others.
I attended several Albuquerque Bar Association luncheon/speaker meetings, and a UNM Faculty Women's Club luncheon/speaker meeting, where I was able to tell those attending about the reference services the Law Library provides.

At the request of The Honorable Mack Easley, of the Supreme Court of New Mexico, I gave a one day Workshop, in Santa Fe, on November 3, 1978, to the law clerks of the Justices of the New Mexico Supreme Court and Court of Appeals. This seminar covered preliminary searching and up-dating techniques in the use of cases, statutes, Index to Legal Periodicals, A.L.R. Series, Shepardizing, etc.

On March 29, and on April 12, 1979, I presented a Workshop/Training Program to about 60 women (social workers, registered nurses, licensed practical nurses, technicians, etc.) who work in the Home/Hospice Care Unit Program, co-sponsored by St. Joseph Hospital, Presbyterian Hospital Center, and Bataan-Lovelace Hospital. The program presented was on the negligence/personal injury/tort liability and their individual responsibilities toward their patients, with regard to these areas of potential malpractice suits, with special emphasis on the necessity of complete and adequate record keeping.

**IN-SERVICE TRAINING CLASS FOR LAW SCHOOL/LAW LIBRARY EMPLOYEES**

I taught the Legal Research In-House Training Program, beginning September 5, 1978, and meeting one hour per week through the end of December. At the specific request of Jack Blum, New Mexico Supreme Court Law Librarian, his new Assistant Librarian, Jan James, joined the others in this class.

**DISPLAYS**

Displays were arranged in the Law Library display case on the following subjects: Consumer Rights; Indian Law; Historic Court-
houses; Historic Trials; Humor in the Law; New Mexico Statutes Annotated, 1978; Women and the Law; and Law Faculty Publications.

**LAW LIBRARY TOURS**

Escorted tours of the Law Library, with commentary on the use of law books and materials, were given to Professor Harry Stumph's Political Science classes, September 1978; to a group of exceptionally bright young people, from a specially-designated Enrichment Class, in the Albuquerque Public School system; to the In-Service Training Class; and to a group from the American Indian Center training class. Special arrangements were made on behalf of a new librarian, newly hired by the Navajo Tribe in Window Rock: Dorothy Warden, Lorraine Lester, and I, all worked with her in a concentrated one day training session to acquaint her with legal sources and use techniques.

A new and up-dated revision was prepared for the "Self-Guided Tour of the Law Library", to reflect book location changes and additions, in order to have the Guide ready for distribution to entering Freshmen law students in the Fall 1979 class.

**AUTOMATED RESEARCH**

Special training sessions were offered on the LEXIS legal research computer terminal during the Spring of 1979. These were given, by Kurt Adamson, Rob Schwartz, and myself, mainly to second-semester, first-year students, at various times during the day and evening, over a several week period, in the hope all interested persons would have an opportunity to attend.

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

Work of this office on the Prison Project continues to increase as more and more letters are received each day from prison inmates. We generally receive from two to eight letters per day. Services provided include photocopying cases and laws and mailing them back to the requesting prisoner. I supervise one law student (Work/Study) who works with me on this project.

Assistance was given to the Albuquerque Department of Corrections and Detentions in their planning for a law library at the new Albuquerque jail. I have worked, also, with Raymond Reavis, who is the librarian at the Penitentiary of New Mexico, in Santa Fe.

In March, I attended, in San Francisco, the Practising Law Institute Prisoner's Rights Course, an intensive three-day study and training seminar in this area of the law. The Practising Law Institute granted me a 50% scholarship in order to assist in defraying expenses of my attendance. This was a most worthwhile meeting for me, and it has assisted me a great deal in responding to letters from penitentiary inmates.

PROFESSIONAL ACTIVITIES

I am a member of the American Association of Law Libraries Special Interest Section on Legal Assistance to Institution Residents. I served on the 1978-79 Nomination Committee of this Section. Currently I am serving on the Subcommittee on Recommended Collections for Prison Law Libraries.
I am a member of the University of New Mexico Campus Planning Committee.

In addition to the Prisoner's Rights Course, mentioned above, in the section entitled "PRISON PROJECT", I attended the Western Association of American Law Schools meeting, held in Albuquerque, Spring 1979.

OUTSIDE PROFESSIONAL ACTIVITY

I was asked by Dr. Walter Niederberger, University of Albuquerque, Division of Social Science, to teach the class in "Legal Research and Writing" in the University of Albuquerque's Associate of Science: Legal Assistant program. I taught this class two nights per week, Spring semester, 1979, as an Adjunct Assistant Professor.
The Report of the Technical Services Department

School of Law Library

July 1, 1978 -- June 30, 1979

Lorraine E. Lester, Technical Services Librarian

With the building addition and move of the Technical Services Department finalized in 1977/78; the 1978/79 year marked the first year of a relatively normal volume of materials processed through the department, the beginning of the removal of hundreds of volumes of materials placed in storage areas at the Supreme Court Library in Santa Fe when stack space was critical in the old library quarters, and the continuing effort to complete and revise the cataloging and processing of materials on both the Upper and Lower Floors to comply with the new library arrangement resulting from the new addition.

SERIALS DEPARTMENT

On September 1, 1978, Jerry Phillips transferred from his position as Head of the Cataloging Department to Head of the Serials Department, taking over the duties of serial cataloging as well as the on-going demands of general serial file control and administration of serials at the Law Library. Subsequently, the position of full-time serials assistant held by Lieu Rupp was reclassified from a CS IV status to LTA I as it became clear that the job responsibilities of this position would include supervising serials operations in the absence of the Serials Librarian and undertaking some complex serials duties. It is expected that the re-staffing and
reorganization of the Serials Department will increase the efficiency and quality of serials control at the Law Library. Already, a substantial reduction in periodical and serial cataloging backlogs has been made.

CATALOGING

Activities in this department continued with over 3,000 titles fully cataloged and the on-going maintenance and clean-up of records in the public catalog. The old "Water Law Collection" and "New Mexico Room Collection" continue to be integrated into the general collection with an expected completion goal of fall, 1979. When Jerry Phillips left the Cataloging Department to become the Serials Librarian, Victor Whitmore, then an LTA II in the Cataloging Department, was promoted to the Head of the Cataloging Department with a Library Specialist classification (October, 1978). In addition to the normal cataloging load of new acquisitions during the year, and the virtual removal of the cataloging backlog, the incorporation of some of the old treatises previously stored at the Supreme Court Library in Santa Fe has added to the cataloging volume this year. The creation of a name authority file was initiated in January 1979 to aid catalogers in the standardization of main and added entries. This standardization will facilitate the use of the public catalog for the library patron. In cooperation with the New Mexico State Library's task force on standardized entries for New Mexico state documents, that portion of the Law Library's
catalog that covers New Mexico state documents was photocopied and sent to the State Library to be incorporated in the State Authority File. In May, a half-time work study position was added to the Cataloging Department to assist with the authority files project.

GIFTS AND EXCHANGE

The Library again participated in the AALL exchange program and obtained 27 fill-in periodical issues. The session law exchange program was continued with ten other law school libraries providing us with hard copy current volumes of session laws from the ten states. Through our membership in the Universal Serials and Book Exchange (USBE) we were able to add 75 fill-in periodical issues for our binding volumes. A list of duplicate issues which the Law Library had accumulated was sent to 29 new or small law school libraries in hopes of supplying assistance to them in their collection development. The response was very poor, and it is suggested that new avenues be investigated for the dispersal of duplicates. Another source of duplicates was uncovered with the return of volumes in storage in Santa Fe. Over 370 cartons of superseded State Reporters were returned to the Law Library, and since only those volumes not included in the National Reporter System were added to the collection, the remaining volumes were offered to the State Libraries of the respective states and to a number of law libraries in those states. There were many favorable responses to these
offers and it is felt that a valuable atmosphere of good will and cooperation was created with these libraries. A number of gifts were received this year from over twenty donors. The largest of the gifts was from the U.S. District Court Library with an estimated value of over $1,000.

SPECIAL COLLECTIONS

The former audio-visual room was established as the Rare Book Room and furnished appropriately with new carpeting and a refinished antique table salvaged from the old Alvaredo Hotel donated by Thomas Christopher. Shelved in the Rare Book Room is the XX collection (rare books); and the LAND collection — a special collection focusing on Land Grant Law. As part of the LAND collection is on semester by semester loan from Zimmerman Library, the possibility of permanent transfer to the Law Library will be investigated in the near future. The holdings of the Indian Law collection located on the Lower Floor of the Library will appear in the Union List of American Indian Legal Materials compiled by Dorothy Warden of the UNM Law Library; Laura Gassaway of the University of Oklahoma Law Library and Jim Hoover of the Columbia University Law Library. The Union List contains contributions from 30 U.S. Law School Libraries and will be published this year by Earl Coleman Enterprises, Inc.

ACQUISITIONS

The quantity of acquisitions ordering was comparable to the previous year and assisted by the use of OCLC bibliographic searching which
continues to supply the majority of our catalog records. The microfiche edition of the U.S. Serial Set for three United States Congresses (89th, 90th, and 91st) was purchased toward the end of the year. The entire U.S. Serials Set which contains the majority of Congressional publications, reports etc. extends back to 1789 and is a valuable but very expensive acquisition. It is hoped that the Library will be able to continue to purchase parts of the serial set from time to time as money becomes available. As was true last year, the book/serial budget was again strained by the absence of supplemental Bond funding and the ever increasing inflationary effects on the costs of library materials.

STORAGE PROJECT

In January, 1979, the Technical Services Staff began to remove the State Reports and pre-1960 law treatises that had been temporarily stored at the Supreme Court Library in Santa Fe. This initiated selection and weeding responsibility for the Law Librarian resulting in the retention of about 10% of the pre-1960 treatises for the general collection. The State Reports were added to the collection only if not included in the National Reporter System. Those not kept were offered to the State Libraries and some selected law libraries of those states from which the reports originated. It was hoped that those states which accepted their own reports would be able to provide some of the older session laws of their states to fill in gaps in this library's holdings. To date, more than half of the items in the Santa Fe storage have been returned and processed.
in the Law Library. This project is expected to continue throughout the year.

CIRCULATION INVENTORY CONTROL SYSTEM

The Technical Services Librarian attended a number of meetings focusing on the feasibility of a city-wide circulation system or at the least, a university-wide system. The significance of such a system for the Law Library would be the inclusion of the Law Library's book and serial holdings in an on-line data base which would be accessible to potential library users elsewhere. In the City-wide system, it is conceivable that local attorneys would have access to the Law Library collection without actually being at the Law Library by using the on-line services which would be provided at the Albuquerque Public Library branches. Users on the university campus would be able to access the collection at the Law Library through terminals at the UNM General Library or UNM Medical Center Library, and Law Library users could gain access to other collections using the Law Library terminals. Funding appears to be a problem at this time, but if the system is actually put into existence, there will be significant effects on the procedures in the Technical Services area as well as the Circulation area of the Law Library to conform to the system.
ADDITIONS TO STAFF

Bette Stephens - Cataloging Dept. LTA II, 3/4 FTE 1-3-79
Tom Hueseman - Acquisitions Dept., CS IV, 2-26-79
promoted to Head of Acquisitions Dept., LTA II, 6-11-79
Sharon Davidson - Serials Dept. - LTA I, 5-7-79

DELETIONS FROM STAFF

Lucy Jensen - Acquisitions Dept., CS IV, 12-16-78
Lieu Rupp - Serials Dept., LTA I, 4-9-79
Mary Hofmann - Acquisitions Dept., LTA II, 6-1-79

PROFESSIONAL ACTIVITIES

Jerry Phillips continued as a member of the Cataloging/Classification Committee for the American Association of Law Libraries 1978/79; attended the Cataloging Workshop and business meeting of the AMICOS Bibliographic Council in Dallas, Texas in October, 1978, and served on the New Mexico State Library Task Force for the establishment of a New Mexico State Documents Authority File. He was also awarded the Master of Arts Degree in Geography from the University of New Mexico (May, 1979) with the completion of his thesis: "The Use of the Welsh Language as a Measurement of the Dimensions of 'Welshness'".

Dorothy Warden completed work as a co-editor of the "Union List of American Indian Legal Materials" which will be published this fall. She continued membership in a number of professional organizations: AALL, SWALL, NMLA, GALA, the American Society of Indexers, and served as Archivist for the
She also produced the 1978 Index to *Law Library Journal*, v. 71.

Lorraine Lester completed her work as co-editor of the 16 volume
*Cumulative Title Index to U.S. Public Documents 1789-1976* (U.S. Historical Documents Institute, Washington D. C.) with vol. 1 appearing in April, 1979. She also completed six more hours toward the Masters of Public Administration degree at the University of New Mexico.
Throughout the fall and spring semesters, she served actively on the six man task force to study the feasibility of a city-wide inventory control system for Albuquerque libraries. She was a member of the Intramural and Recreation Board of UNM for 1978/79; served as Member-At-Large to the Law and Political Science Section of the American College and Research Libraries Division of the American Library Association (elected office, 1978/79), and as Public Relations Office for the Rio Grande Chapter of the Special Libraries Association. She continued memberships in the American Library Association, Special Libraries Association, New Mexico Library Association, and the Greater Albuquerque Libraries Association, attending the Special Libraries Association Winter Meeting in Tucson, Ariz. Feb., 1979, the National Meeting of the Special Libraries Association in Honolulu, Ha., June, 1979, and the National Meeting of the American Library Association in Dallas, Tex. in June, 1979. She also attended a three-day workshop on "Closing the Catalog" sponsored by the American Library Association and the Library and Information Technology Application (LITA) in San Francisco,
Feb. 1979 -- a workshop relating to problems generated by the adoption of the new edition of Anglo American Cataloging Rules. She served on the task force for the creation of an authority file for New Mexico State documents, and attended a weekend workshop at the D.H. Lawrence Ranch in Taos, NM sponsored by the Association of Research Libraries Office of Management Studies and the UNM General Library directed at management styles and supervisory relationships. (May, 1979).

FUTURE PLANS/PROJECTS

It is expected that the Santa Fe storage project will be completed in this coming year, and that a project concerning stored materials located at Mesa Vista Hall on the UNM campus can be started.

Investigations will be made of the possibility of restructuring the binding procedures now in use to allow more direct participation by the Serials Department for serial binding. An expansion of the use of OCLC at the Law Library will also be considered to possibly include the adoption of the OCLC serial sub-system.

The national adoption of the new Anglo-American Cataloging Code (AACR II) will have some impact in the cataloging procedures at the Law Library as well as on the internal consistency of the public catalog. This impact will be examined carefully in the upcoming year so that the transition to the new rules will create as few problems as possible for library users.
If the university-wide or city-wide circulation system is adopted, projects will be instigated to get the system into operation as quickly as possible. These will include the Library's purchasing its own cataloging tapes from OCLC, Inc, to create the foundation for its data base, and the adoption of new procedures which will enable constant updating of the data base as new materials are received in the library.
### LAW SCHOOL LIBRARY STATISTICS 1978/79

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of cataloged volumes on June 30, 1978;</td>
<td>149,166</td>
</tr>
<tr>
<td>Number of volumes added (net) in 1978/79;</td>
<td>2,855</td>
</tr>
<tr>
<td>Number of cataloged volumes on June 30, 1979;</td>
<td>152,021</td>
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<tr>
<td>Number of periodical titles being received at end of 1978/79:</td>
<td>872</td>
</tr>
<tr>
<td>Number of other serial titles being received at end of 1978/79:</td>
<td>2,075</td>
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<tr>
<td>Other processed materials added:</td>
<td></td>
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<tr>
<td>Government publications (these are also included in cataloged volumes count above)</td>
<td>940</td>
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<tr>
<td>Maps</td>
<td>0</td>
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<tr>
<td>Microfilm (reels)</td>
<td>20</td>
</tr>
<tr>
<td>Microcards</td>
<td>0</td>
</tr>
<tr>
<td>Microfiche (pieces)</td>
<td>14,850</td>
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<tr>
<td>Sound recordings (cassettes)</td>
<td>20</td>
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<tr>
<td>Slides</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Number of new titles cataloged</td>
<td>3,367</td>
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<tr>
<td>Volumes added (gross)</td>
<td>8,836</td>
</tr>
<tr>
<td>By Purchase (includes serial added volumes)</td>
<td>6,489</td>
</tr>
<tr>
<td>By Gift/Exchange</td>
<td>380</td>
</tr>
<tr>
<td>By Binding of Periodicals</td>
<td>1,305</td>
</tr>
<tr>
<td>By U.S. Government Depository (does not include microforms)</td>
<td>662</td>
</tr>
<tr>
<td>(there were 152 microfiche pieces received on U.S. Depository - included in microfiche count above)</td>
<td></td>
</tr>
<tr>
<td>Number of titles reclassified</td>
<td>30</td>
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<tr>
<td>Binding</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>37</td>
</tr>
<tr>
<td>Periodicals</td>
<td>1,305</td>
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<tr>
<td>Other (rebinds)</td>
<td>14</td>
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<tr>
<td>Theses</td>
<td>0</td>
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<tr>
<td>Photographic Services</td>
<td></td>
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<tr>
<td>Photocopy prints</td>
<td>679,342</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Number of regular loans</td>
<td>13,067</td>
</tr>
<tr>
<td>Number of reserved book loans (includes Desk Reserve, Class Reserve, Newspapers, Magazines, Cassettes)</td>
<td>14,004</td>
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<tr>
<td>Number of interlibrary loans</td>
<td></td>
</tr>
<tr>
<td>Loaned</td>
<td>229</td>
</tr>
<tr>
<td>Photocopied</td>
<td>69</td>
</tr>
<tr>
<td>Borrowed</td>
<td>85</td>
</tr>
<tr>
<td>Photocopied</td>
<td>107</td>
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</tbody>
</table>
**Hours of Student Assistance**

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Library budget</td>
<td>3,149.5</td>
</tr>
<tr>
<td>On Work-Study</td>
<td>15,495.1</td>
</tr>
</tbody>
</table>

**Number of regular staff members (FTE)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>23.25</td>
</tr>
<tr>
<td>Technicians</td>
<td>5.25</td>
</tr>
<tr>
<td>Clerical</td>
<td>9.0</td>
</tr>
</tbody>
</table>

**EXPENDITURES**

Library materials (book, serials, microforms, etc.)

A total of $176,033.00 was used for library materials. Of this amount, $26,362 was supplied by remaining Bond funds.

- Cost of renewal of serial services: $123,909.00
- Cost of new serial services purchased 1978/79: $8,093.00
- Cost of new monographs purchased 1978/79: $22,408.00
- Cost of special purchases – specifically with Bond funding: $16,007.00
- Cost of OCLC on-line cataloging service 1978/79: $5,616.00

**Supplies and Expenses**

- Equipment: $31,270.00
- Binding: $7,466.00
- Salaries: $246,359.00
- Student Assistants: $22,274.00
- Other: $1,756.00

**TOTAL** $492,129.00

Of which $26,362 was supplied from remaining Bond funds.

*The library materials stored at the Supreme Court Library in Santa Fe which included the pre-1960 treatises and supersedes State Reports have always been included in the total volume count of the Law Library Collection. As the storage materials were retrieved and weeded by the Law Librarian, those volumes that were not retained for the collection were subtracted from the total volume count so that although the gross figure for volumes added was 8,836, the net figure was reduced to 2,855.*