UNM School of Law Library Annual Report 1969-1970

School of Law Library Directors, Heads, and Librarians

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THE UNIVERSITY OF NEW MEXICO

DATE: September 3, 1970

TO: Dean T. W. Christopher

FROM: Myron Fink

SUBJECT: Annual Report of Law Librarian for Fiscal Year, 1969-70

The "Annual Statistics" for the past fiscal year is set out in exhibit A -(see attached).

A few comments are in order to explain some of these figures. Included in the "Books and Periodicals" figure is $669 spent on American Indian Law Books (exclusive of federal funds used to buy American Indian books). $650 of this was charged against our Special Book Account. In fiscal year 1970-71, the entire Special Book Account of $650 will be allocated again for American Indian law books.

We were able to stay within our Salary and Student Assistance budgets despite initial apprehension because we saved $323 from Mrs. Carter's Leave of Absence in June 1970 and $646 from her Leave of Absence in July & August 1969; $2150 from Mrs. Duncan's Leave of Absence from June to December 1969; $620 from Judy Green's Leave of Absence in August 1969 (she resigned effective August 31, 1969), and Miss Hall, her replacement, did not start until September, 1969.

This past fiscal year, we spent $1560 from our Supplies and Expense Account for over 700 special binders for periodical issues with titles imprinted and were able to transfer to Equipment and Binding an additional $700 from this account. This transferred money added to the other money in the Equipment Account permitted us to purchase two electric typewriters, a micro-film reader-printer, a micro-film cabinet, and several file cabinets.

Our Travel Account budget of $250 proved inadequate as usual but we were able to transfer to this account, an additional $400 from Applied Expense for the trips I took this past year: AALS Meeting in San Francisco; Southwestern Chapter of AALL Meeting in St. Louis.

FEDERAL FUND PURCHASES

The attached "Annual Statistics" shows that $8329 of federal funds were spent this past year for books and periodicals. A detailed breakdown of this federal fund expenditure is attached as exhibit B. After a rather lean year of federal money ($1,600 received in 1968-69), we did well for ourselves this past year and this recent experience compares favorably with our best year ($9000 in 1967-68). Federal grant money is received by the law library after application by us to a committee of the faculty charged with the distribution of this much needed money among all university departments. Needless to say, we are pleased with the overall success of our applications which have helped considerably to develop our collections.
To: Mr. Myron Fink  
From: David O. Kelley  

Subject: Annual Statistics

It's that time of year again! When you can I will appreciate having the following statistics for the 1969-70 year:

- Number of cataloged volumes on June 30, 1969 = 81,745
- Number of volumes added (net) = 3,727 (accessioned items less discards)
- Number of cataloged volumes on June 30, 1970 = 85,472

Other processed materials added, such as:
- Govt. publications (if not included above)
  - Maps - 0
  - Microfilm - 278 reels
  - Microcards - 2,256 cards
  - Microfiche - 5976 fiche
  - Sound recordings - 0
  - Tape recordings - 0
  - Slides - 0
  - Other - 0

- Number of new titles cataloged - 1541
- Volumes added:
  - By purchase - 3,084
  - By gift and exchange - 489
  - By binding of periodicals - 506
- Number of titles recataloged - 406
- Number of new serial titles added - 55

Binding:
- Books - 118
- Periodicals - 506
- Other - 0

Photographic services:
- Xerox prints - 91,104
- Other - 0

- Number of regular loans - 7,200
- Number of reserved book loans - 1,718
- Number of interlibrary loans
  - Loaned - 9
  - Borrowed - 56
- Hours of student assistance - 11,340
  - On library budget - 5,705
  - On work-study - 5,635
- Number of regular staff members
  - Professional - 5 FTE
  - Non-professional - 3 FTE

Expenditures:
- Books and periodicals - $58,975*
- Supplies and expense - $5,870
- Equipment - $8,995
- Salaries - $53,092
- Student assistance - $9,935.93
  - On library budget - $8,828.10
  - On work-study - $1,407.83

* Includes Federal Funds - $8,329

*** Final breakdown figures from ledger sheet dated 8/07/70

- Books - $59,567 (w/Fed. Fund)
- Supplies - $5,780
- Equip & Bind. - $9,258
- Salaries (all) - $66,017
1969-70  
FEDERAL FUND PURCHASES OF UNM LAW LIBRARY

PROFESSIONAL BOOKS

Congressional Record:
vol. 64, pts 1-6  
vol. 65, pts 1-12  
vol. 66, pts 1-6  
vol. 67, pts 1-8, 10-11  
vol. 70, pts 1-5  
vol. 71, pts 1-6  
vol. 72, pt 1  
vol. 80, pts. 6 & 10

$ 339.00

PROFESSIONAL BOOKS, LTD.

Reports of State Trials, new series reprint  
8 volumes 1820-1858

$ 149.58

LIBRARY OF CONGRESS, PHOTODUPLICATION

240 reels & boxes of Early State Records on Microfilm  
(covering all states of U.S.)

$2472.00

MICRO CARDS (NCR)

U.S. Congress Legislative Histories  
82nd Congress through 89th Congress

$2724.00

OCEANA

Great Britain Yearbooks, Maynard's edition, pt. 1-11

$ 102.25

DENNIS

Luzerne Legal Register Reports, vol. 25-46  
Northumberland Legal Jnl., vol. 1-5, 26 & 27  
Puerto Rico Federal Reports, vol. 9  
Texas Supplement 25 Texas Supreme Crt. Rpts., vol. 1  
Gault, Georgia, vol. 1  
U.S.D.C., Hawaii, vol. 1  
Smith, New Hampshire, vol. 1  
Pennsylvania State Reports, vols. 46,42,54, 55, 59,  
65,69,86 & 87  
Pennsylvania County Court Reports, vols 1-16, 18, 21-26,  
28-31, & 50  
Pennsylvania Justice's Law Reports, vols. 11-14

$ 975.00

SUM TOTAL

$ 6,761.83
### 1969-70 Federal Fund Purchases - Indian Books

**ARGONAUT**

- Danberg: Letters to Jack Wilson
- Wallace: Model Personality Structure of the Tuscarora Indians
- Gilbert: Cherokees of North Carolina
- Fenton: Factionalism at Taos Pueblo
- Mallowell: Backwash of the Frontier
- Fenton: Iroquois Suicide
- Wissler: Indian Cavalcade
- Robinson: History of the Dakota or Sioux
- Gridley: Indians of Today
- Britt: Great Indian Chiefs
- UsBia: Annual Report...1880

**UNIVERSITY OF ARIZONA**

- Goodwin: Social Organization of WA
- Waddell: Papago Indians at Work

**BENNETT & MARSHALL**

- 1 set: McKenney & Hall: Indian Tribes of No. Amer.
- Morgan: Indian Journals, 1859-62

**CARAVAN**

- Castetter: Yuman Indian Agriculture
- Goddard: Indians of the Northwest Coast
- Leupp: Indians and his Problem
- Verplanck: Country of Shepards
- U.S. Dept of Int.: Rpt on the work of Bur. of Ed. for Natives of Alaska 1915-17

**CHEROKEE**

- Burton: Re-establishment of the Indians in Pueblos
- Gessner: Massacre, survey of today's Amer. Indian
- Murchison: Digest of Decision relating to Ind. Affairs
- Freuchen: Book of the Eskimo
- Moffett: American Indian on the New Trail
- Wilson: Apologies to the Iroquois
- Ayer: Rpt on the Menominee Indian Reservation
- Thomas: Anno Acts of Congress; 5 Civ. Tribes & the Osage Nation
- U.S. BIA: 27th Annual Report, 1895
- Ladd: Structure of a Moral Code
- Hewitt: Ethnic Factor in Education
- Parsons: Social Organization of Tewa of N.M.
CHEROKEE (continued)

White: Pueblo of Santo Domingo
Wall: Navajo-English Dictionary
Sanchez: The People, a study of the Navajo
Dubuque: Fall River Indian Reservation
Swanton: Source Materials for ... the Choctaw
Murdock: Ethnographic bibliography of No.Amer.

CHRISTIAN, PEGGY

Alexander: The World's Rim
Amer. Jrl of Psy.: Mental Health
Devereux: Reality & Dream
Indian Rgts. Assn. 10th Annual Rpts 1893
Jones: Exp. of a Dep. U.S. Marshal of Ind.
Place: Retreat to the Bear Paw
Richardson: Law & Status among Kiowa Indians
Sequoya League: In re Indians of California
Slotkin: The Peyote Religion.
U.S. BIA: Indians at Work

DAWSON

McCurdy: Indian days at Neah Bay
Scott: Kenhee
Latta: Yokuts Indians
James: Cahuilla Indians
Heizer: Calif. Indians Tribes
Red Man: Vol 6, # 1 & 2
Redent: Winnebego Indian
Grant: Taos Indians
Field: Indian Bibliography
Ezell: Hispanic Acculturation of the Gila River Pimas

ELDORADO

Trumbull: History of the Indian Wars, 1851

HOLLINGSWORTH

Sandoz: Hostiles & Friendlies
Kroeber: Ishi in Two Worlds
Worcester: New Echota Letters
McCraight: Firewater & Forked Tongues
Lummiss: Mesa, Canyon & Pueblo
Robinson: History of Dakota Or Sioux Indians
Indian Rights Ass'n: Annual Reports
Dyk: Son of old Man Hat
Powell: Sweet Medicine (2 Vol)
Parsons: Isleta Painting
Sandoz: Cheyenne Autumn
Sandoz: These were the Sioux
Lockett: Along the Beale Trail
Heizer: Indians of Los Angeles County
HOLMES BOOK COMPANY

Amer. Heritage: Amer. Heritage Book of Indians
Casteneda: The Teachings of Don Juan
Cremoñý: Life among the Apaches
Dale & Litton: Cherokee Cavaliers
Dyk: Son of Old Man Hat
Forbes: Native Americans of Calif. & Nevada
Kluckhohn & Leighten: The Navajo
Lurie: Mountain Wolf Woman
Meriam: The Problem of Indian Administration
Nabokov: Two Leggings
O'Kane: The Hoplís
Smithsonian: Artist of Isleta Painting
Thompson & Joseph: The Hopi Way
Van Stone: Point Hope
Wallace: Death & Rebirth of the Seneca
Warren: History of the Ojibway Nation

HOWELL

Kluckhohn: Navajo Witchcraft
Stern: the Lummi Indians of Northwest Washington
Simmons: Border Comanches
Dixon: The Vanishing Race

HUNLEY

U.S. Senate, Comm on Ind. Affairs: Indian Appropriations Bill, 1905

LIBRARY OF CONGRESS (PHOTODUPLICATION)

38 reels, positive microfilm...Records of American Indian Nations.

T.N. LUTHER

Corwin: Kiowa
Faulk: Too far North ... Too far South
Reichard: Navajo Religion
Rister: Oil
Owen: the Indian Question
Colyer: Peace with Apaches of N.M.
Battey: Life and Adventure of Quaker
Freeman: Civilization
Ictomi: America needs Indians
U.S. Congress: Affairs of Mex. Kicka
U.S. Congress: Speeches, passage, bill...

REYNOLDS

Eastlick: Thrilling Incident
Emmitt: Last War Trail
Harrington: Indians of N.J.
REYNOLDS (continued)

Hayes: Apache Vengeance
Dorsey: Traditions of the Osage
Vestal: Warpath and Council Fire
Ewers: Indian life on the upper Missouri
Stern: Lewis Henry Morgan
Drury: I, the Lawyer

UNM PRESS

Ogle: Western Apaches:
Hackett: Revolt of the Pueblo Indians of N.M.

WREDEN

Gridley: Indians of Today
U.S. Senate Report: Relative of Allegation of Fraud
Eliot: Conditions among the Indians of N.W. Coast
Kroeber: Cultural & Natural Areas of Native N. Amer.

ZEITLIN & VER BRUGGE

Yamda: The Great Resistance (Hopi Anthology)

$1,567.33

Indian books total - $1,567.33
Congressional Records, etc - $6,761.83
State Records, Histories - $8,329.16
The $1567.33 of federal grant money spent for American Indian law books represented a careful selection by Joseph Sabatini, Assistant Librarian, of these types of materials available in the market. In January-February 1970, he visited antiquarian bookstores in Los Angeles and San Francisco where he was successful in locating significant and scarce publications. Some outstanding purchases were McKinney & Hall's Indian Tribes of North America; Murchison's Digest of Decisions Relating to Indian Affairs; Thomas' Annotated Acts of Congress about the Five Civilized Tribes and the Osage Nation; and several Annual Reports of the Indian Rights Association.

Before leaving the subject of federal fund purchases, I should like to call attention to our purchase from the Library of Congress of 240 reels and boxes of Early State Records on microfilm (covering all states of the U.S.A.), for $2724 (see exhibit B, p. 1). This is a purchase I have had my eye on for years. Essentially, we have bought the Session Laws of all of the states prior to 1900 in the microfilm form. The possession of these basic documents together with our rather good collection of State Session Laws from 1900—means that our library now has excellent research resources in both forms of primary legal authority: Legislation and Court Reports. I have long believed that a law library of moderate resources should not try to purchase these prohibitively expensive documents in book form but should instead make every effort to make these documents available in a microform edition.

POLICY FOR WEEDING NON-SERIALS

Librarians are faced with shelf space shortages everywhere and need policies for weeding out materials from their libraries. Exhibit C, attached, is a policy we adopted recently for Non-Serial holdings. It means that, with exceptions, nonserial publications will not be kept in our library unless they are the latest editions, or the latest replaced editions. Thus, if a treatise not falling within the exceptions was first published in 1950, appeared as a 2d ed. in 1960 and a 3d edition in 1970, our library will only retain the 2d and 3d editions. Wisely administered, this policy will have the effect of reducing the number of older, superseded editions in our library.

STATE CONSTITUTION REVISION PROJECT

In my Annual Report for 1968-69, I called attention to arrangements made for borrowing materials listed in our "University of New Mexico Library Holdings of State Constitution Materials" and our "February-June 1969 Supplement". I have attached exhibit D, a copy of these borrowing arrangements to give you some idea of the detail and the efforts made to provide service to Constitution Convention delegates.

In retrospect, the number of publications actually borrowed from U.N.M. by
LAW LIBRARY POLICY RE MONOGRAPHS AND OTHER NON-SERIALS

1. Only the most recent edition and the latest superseded edition of a monograph will be kept in our library collection.

   Exceptions: Superseded editions
   a. Of historical importance or classics.
   b. By our faculty members or other local authors.
   c. Used for class reserve.
   d. New Mexico materials.

2. Older superseded editions will be stored alphabetically by author and an alphabetical record will be kept in a shelf list in the Catalog Dept.

3. Gifts of old editions with the exception noted above, will not be added to the Library but will be sent directly to Exchange or discarded. AALS Law Books for libraries should be checked to determine classics.

4. This policy does not apply to any Government documents: Federal, state, or local.
July 23, 1969

Arrangements with the University of New Mexico Law Library to provide loans to Constitutional Convention delegates of materials available in Albuquerque libraries.

1. All delegates have a bibliography of materials.
2. Request will be made at the State Library.
3. The request will be called in to the Law Library using the Wats Line.
4. The Law Librarian (or staff) will collect items requested and call back using the In-Wats to let us know if items are available.
5. Mr. Kennedy will pick up materials at least every other day. If he cannot do so, the Law Library may provide courier service or someone from the State Library may pick up items. (To be worked out after we know how many requests will be made and what demands are made of this service).
6. Materials will be checked out to delegates, all of whom may be issued a card at the State Library.
7. Materials will be checked out for 3 weeks and may be renewed.
8. Materials must be returned to the State Library.
9. The Law Library is delegating all handling and decisions regarding handling of materials to the staff at the State Library.
10. State Library staff who will take care of this are Sylvia Cook, Marguerite Magee (answering In-Wats) or Elinor Messerschmidt.
delegates was disappointingly small. Yet this was not surprising given the lack of lead time for research before the Convention and the rush to complete business during the very brief time allotted for the delegates to do their work.

You will recall also that we spent a substantial sum on materials and staff time developing a good collection here of state constitutional revision materials. Our present budget will not permit a continuation of this effort and there is no compelling reason why we should try to maintain the momentum developed prior to and during the Convention. We should and will continue to buy state constitutional revision publications on a selective basis but will not try to develop this area as either a special collection or as an area requiring a priority on our money and staff time.

In any event, we went all out and voluntarily provided a service which was needed. It is effort like this which will in time, build a solid reputation of service for us.

LEGAL RESEARCH PROJECTS

Mrs. Helen Carter, Research Librarian, and her staff of law students completed many projects and needed jobs this past year; the most noteworthy of these are as follows:

1. Bibliographies: College law, student discipline and unrest (TWC); New Mexico Community Property Laws (for Professor Grossman of the University of Utah Law Library); Law of the Poor (holdings in our law library); Arab-Israeli War (for AEU).

2. Completion of law faculty publications (now in card file form for quick future revision).

3. Revision of "A Compilation of Laws Governing the University of New Mexico" to include laws of the 1969 legislature.

4. Henry Weihofen writings project.

5. Condensation of FDA hearings and comparisons of Model Food and Drug Laws N.M. Food and Drug Laws (for TWC).

SURVEY OF LIBRARY STAFF TIME - NEW LIBRARY PROCEDURES

In March 1970, on your suggestion, each regular member of the library staff was asked to fill-out a detailed summary of tasks performed during a work day for one week. Although we had a fairly good idea of how our staff spent their work day, this survey gave us a detailed breakdown and documented how our workload was distributed. This evidence will be useful in future staff planning.

Also, at your suggestion, the library staff has been busy developing manuals of procedure for the Circulation Desk, Cataloging and Processing. The Cataloging
Manual is completed, the Circulation Desk Manual needs revision but it is presently in a usable state and the Processing Manual is about half completed. These Manuals are used to standardize our procedures so that personnel can readily learn and know how we operate.

The new records introduced in 1968-69 to tighten our control over book and periodical expenses are working well. The only change in our bookkeeping is an additional listing (beginning July 1970) in our books by the name of the dealer, purchase order number, date and amount paid. The need for this additional listing is that the monthly printout from the Business Office is arranged by the name of dealers and only shows the actual amount spent for purchases. It speeds up our work if we can find the dealer's name quickly in verifying our expenditures to conform with the print-out expenditure (the Business Office sometimes has discounts we are not aware of here). I should emphasize again that this speeds up our checking and is an addition to our regular ledger accounts.

This past year, we reviewed our serial card record to get a month-by-month breakdown of 'serial' expenses. We now use this as a monthly budget for serials on my monthly report to you. Very important is the fact that we now have a procedure for up-dating this month-by-month expenditure. Briefly, within one week after a serial expenditure is entered in our books, an entry of this expenditure is also entered on our serial card. At the time of the entry, the colored tab attached to each serial card is noted to see if the invoice date corresponds to the color tab on the card (each serial card gets a colored tab corresponding to the month when payment was last made for that serial). Thus, our tabs always show the month of payment last made for a serial. To get a total of monthly expenditures for any month in the past, we simply add up all payments made on cards having the color tab distinctive for that month. One benefit of this system is that we have been able to do a parallel check every month to see if any serial renewals have inadvertently lapsed. Serial lapses occur in the best of libraries. We think we now have this problem licked here.

Another procedure introduced on a regular basis this past year is a review every three months of current orders outstanding. The purpose of this review is to clear our books of items ordered by us, but not received. This procedure insures that encumbrances are removed from our books in a reasonable time so that we have more accurate figures of money available for purchases.

Beginning January 1970, our library has begun to receive print-outs each month for our payroll expenses. Our planning for student help expenses, etc. are now based on these more accurate print-outs rather than on our own figures followed in the past.

During the past year, we made a major revision in our cataloging procedure. Zimmerman Library now subscribes to a Library of Congress service which provides them with a proof slip of every catalog card issued by the Library of Congress. These proof slips are matched up with new books and a full set of cards is made by xerox from the proof. This enables them to fully catalog many volumes on their arrival in the library rather than ordering a full set of cards from the Library of Congress which can take three months or more to receive. The law library has
made an arrangement with Zimmerman Library to use this service. Therefore, when
a new law book arrives here, we immediately check for a proof slip for that book
and, if we find it, we are able to get the book into circulation and fully cataloged
within a week after it is received.

XEROX USE

Use of the xerox machine dropped dramatically from the high usage in 1968-69
(see exhibit E comparing xerox statistics). Item 3 in xerox statistics for 1968-69
correctly anticipated this drop as well as the reduction in the xerox expense deficit.
Also see note on bottom of exhibit E for 1969-70 referring to reduced rental charge
from Xerox Corporation.

In the new building, the Student Bar Association will be offered the opportunity
to rent a Xerox machine directly from Xerox Corporation and to take responsibility
for its use and upkeep. The library expects to continue to rent its own xerox
machine for reproducing pages from library materials at the request of faculty,
lawyers, and non-law students.

CIRCULATION DESK

Steps were taken during the summer of 1970 to implement our plan to use adult
women at the Desk during library hours when our regular staff is off duty. Two
women were hired for this purpose during the summer; one worked out well, the other
did not. We are hiring two additional women and hope to have three women ready
for this work by the time we move into our new building. We currently start these
women on a Clerk I level ($1.68 per hour). To provide additional incentive to the
law students who do similar work at our Desk, we are planning to pay this same
hourly rate beginning this September.

In the new building, our plan is to have two people (one adult women and one
law student) on duty in the library during regular library hours. The adult women
will be responsible for book circulation (under new check-out rules to be introduced
after the move) and for various assigned library duties. The law student assigned
will be responsible for reference at the Desk, shelving and various assigned duties.
Double coverage will be more expensive but we hope well worth the expense because
of improved security, improved service at the Desk and increased work output.

This past year, the Circulation Desk staff completed a review of Desk procedures and introduced for the first time, a monthly reading of the library shelves by the student help. This should reduce the number of misshelved books and bring missing books to our attention sooner.

This summer, the Circulation staff took inventory (compared shelves to our
holding records) of many heavily used groups of books on both floors. Unfortunately,
having good records of missing books does not guarantee that we will be in a position
to replace all the books needing replacement this year. However, good records reduce
search time for requested items, and make possible quick decisions on replacement
when demand appears.
## STATISTICS ON XEROX USE 1969-70

<table>
<thead>
<tr>
<th>COST:</th>
<th>Rental for year *</th>
<th>$3772</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td></td>
<td>$476</td>
</tr>
<tr>
<td><strong>total</strong></td>
<td></td>
<td>$4248</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USE:</th>
<th>Paid copies</th>
<th>28,028</th>
</tr>
</thead>
<tbody>
<tr>
<td>School use</td>
<td></td>
<td>63,076</td>
</tr>
<tr>
<td><strong>Total number of copies</strong></td>
<td></td>
<td>91,104</td>
</tr>
</tbody>
</table>

* This figure is not a true cost in that during the year, Mrs. Heineken determined we were being charged falsely, and the Xerox Company was notified, and a sizeable credit was issued. The Xerox Company had been charging basic use charge for over a two year period of $25.00 per month, and this was credited against the bill.
### COST:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental for year</td>
<td>$6074</td>
</tr>
<tr>
<td>365 Reams of Paper @ $1.40/ream</td>
<td>$511</td>
</tr>
<tr>
<td>56 bottles of Toner @ $4/bottle</td>
<td>$224</td>
</tr>
<tr>
<td>Cleaning fluid &amp; absorbent</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6839</strong></td>
</tr>
</tbody>
</table>

### USAGE:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Money Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid copies</td>
<td>28,653</td>
<td>$2933</td>
</tr>
<tr>
<td>Faculty (school use)</td>
<td>72,298</td>
<td></td>
</tr>
<tr>
<td>Dean's Office, etc.</td>
<td>56,283</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2933</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. Total cost figure ($6839) less the total money collected ($2933) gives us the sum of $3906, or approximately the cost to the University of $.025 per copy, (not figuring in staff time to service Xerox machine).

2. Rental for year ($6074) covers a basic $25 monthly charge plus three meter readings: one at 4½ cents per copy (single copy); one at 2½ cents per copy (2 - 20 copies at one setting); one at 1½ cents per copy (where machine runs without a setting).

3. Equipment budget for 1968-69 was $7000. $2590 was spent for binding, metal files, etc. Balance of $4410 was available for xerox rental.

4. Since our rental for the year was $6074, we had a deficit in our equipment budget of $1664. We anticipate that the 56,283 copies supplied to the Dean's office this past year will be substantially reduced in 1969-70 because of the new machine available to Dean's office, and that most if not all of the $1664 deficit will not appear in 1969-70.
EARLY NEW MEXICO LAWYER PROJECT

In January 1969, Mr. Michael Cox, then a graduate student in history at UNM, began work for us on a project to collect information about early New Mexico lawyers active in New Mexico from 1847-1920. This project was completed in July 1970. Mr. Cox worked an average of 20 hours per week, received $2.00 an hour for his work and received a total of $1200 for his work.

The card file now in our possession consists of 100 white cards containing biographical information about early New Mexico lawyers. The file also consists of 100 yellow cards containing the names of early lawyers about whom no further information could be found. Mr. Cox believes that he has found at least 80% of the available information that exists about these early N.M. lawyers.

A full report on this project with recommendations will be submitted when Mr. Cox has given us his bibliographical list on sources and citations used by him. He gave me an oral report when he submitted the card file and promised the bibliography shortly.

EXPENDITURES BY AALS CATEGORIES

Exhibit F (attached) shows a breakdown by AALS categories of expenditures for 1969-70, and an attached page of similar expenditures for the year before. The expenditures for serials was sharply up in 1969-70 and expenditures for current monographs and treatises also showed a substantial increase. By contrast, our purchases of publications more than two years old went sharply down in 1969-70.

Federal grant money is not included in AALS category expenditures. If it were, it would result in our having bought in 1969-70 about as much "growth" material as in 1968-69.

PLANNING FOR THE NEW LIBRARY

We in the library have been most fortunate in being able to participate from the very beginning in the planning of the building and the new library. Although funding did not permit the planning of a library having a needed 150,000 - 200,000 capacity, the plans were formulated with expansion to this figure in mind and this is important for the future.

Our present estimates are that we will have 19,615 linear feet of shelving in the public areas of the library (not including staff areas or faculty library). At five books per linear foot of shelving, this will accommodate 98,200 volumes. The faculty library will have 2,023 linear feet of shelving, permitting the shelving of 10,100 volumes.

Our present book collection of 86,000 accessioned volumes (and growth rate of about 5,000 volumes per year) means that in four years we will be shelved to capacity. Therefore, we should be thinking about applying for a library addition soon after we move into the new building.
Expenditures by AALS categories for 1969-70

(1) Current Serials: Materials obtained on subscription which are required to keep a basic item current. $42,800

And (1A) replacement cost of lost serial items. $242

$43,042

(2) Current monographs and treatises: Works published within the preceding two years $5,437

And (2-I) current monographs in Indian Law $93

$5,530

(3) Other (growth) acquisitions: a monograph or treatise not previously in the collection, acquired in the current year to increase the scope of the collection $995

(3-I) growth acquisition in Indian Law $577

(3B) new (growth) serials $974

and (3A) replacement cost of lost books $121

$2,667

TOTAL EXPENDITURES $51,239
Expenditures by AALS categories for 1968-69

(1) Current Serials: Materials obtained on subscription which are required to keep a basic item current. $33,875.00

And (1A) replacement cost of lost serial items $ 204.00

$34,079.00

(2) Current monographs and treatises:
Works published within the preceding two years, $ 4,095.00
' A - None
And (2A) current monographs and Indian Law $ 308.00

$ 4,413.00

(3) Other (growth) acquisitions: a monograph or treatise not previously in the collection acquired in the current year to increase the scope of the collection
(3A) growth acquisition, Indian Law $ 1,831.00
(3B) new(growth) serials $ 3,276.00
and (3A) replacement cost of lost books. $ 109.00

$ 9,758.00

TOTAL EXPENDITURES $48,250.00
For the two floors of the new library, we have the following plans:

UPPER FLOOR

The upper floor has a shelf capacity of 6,588 linear feet (not counting the N.M. documents room or the Reading Room) permitting us to shelve 32,900 selected volumes on this floor. Books presently on our lower floor will be shelved on the upper floor of the new building and will be arranged functionally (as they are now) rather than by strict classification order. Functional grouping will be designated by distinctive color tapes and these groups will be restricted to use on the upper floor of the library. We hope by this arrangement to reduce to a minimum the need to search beyond this floor for copies of the most heavily used books in the library.

LOWER FLOOR

The lower floor has 10,311 linear feet of shelving sufficient for 51,700 volumes. All of these volumes will be classified in Library of Congress classifications, immediately or eventually, and will be available for use inside and outside the library. The reclassification into Library of Congress classifications on this floor will ultimately eliminate the old, homemade classifications previously used by this library. With all books on this floor in one unified classification, a great source of confusion will be eliminated finally and material should be easier to locate.

BASEMENT

The basement has 2,065 linear feet of shelving (10,600 books). In the beginning, this shelving will be used as a staging area for books coming out of storage, for infrequently used sets and for storage. Ultimately, though, and fairly soon, we will have to use this shelving for parts of our regular collection.

This past summer, our staff has been preparing for the move by taping books to be shelved on the upper floor, classifying and reprocessing sets of books from our homemade classifications into Library of Congress classifications and reviewing our present treatise collection for placement on the upper floor.

Since May 1970 when we received the final floor plans for the new library, Joe Sabatini and I have been working on a comprehensive plan for moving the books and stacks of the present library to the new building. Arrangements are underway for getting the manpower, skilled help, equipment and vehicles for this move and we have met with the UNM Physical Plant to arrange for definite dates. There remains at this time the need to arrange for the movement and reconstruction of steel shelving which is to be moved to the new building.

COMMENTS—PLANS

This past year has seen a movement in our library away from dependence upon student part-time help and toward use of regular part-time sub-professional and clerical staff members. I am very pleased with the continuity and stability that this has made possible.

In July 1969, we were able to pay our full-time Library Secretary from a separate line in the budget. Today, we are able to pay a half-time cataloging
assistant and a three-quarter time serials assistant from a new "Library Clerks and Associates" budget line. I am hopeful that we will be able to pay from this new budget line in 1971 the three new Circulation desk assistants we have hired to work in our library evenings and weekends.

In 1969-70, there was a squeeze on our book budget. Increased funding received in 1970-71 should do much to alleviate this. However, it should be emphasized that our staff funding is not keeping pace with book funding or with professional librarian salaries nationally. Fortunately, the University Personnel Office is in the process of establishing grade levels and salary scales for all university non-faculty employees. Based on these, we intend to submit to you recommendations on grade levels and salaries in the library which will correct our deficiencies in this area.