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UNM School of Law Library Annual Report 2011-2012

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Law Library Annual Report FY2011-2012

The Law Library and the Information Technology Department continued to provide resources, services and administrative support for the Law School library, information technology needs, and the school's student-edited journal publications.

The Law Library continued to serve and support the Law School in its mission of educating and training students to become excellent lawyers who will enrich the local community after graduation. In its role as the only large academic law library in the State of New Mexico, in addition to providing library services and information resources to Law School faculty, staff, students, and alumni, the Law Library also provided services and resources to New Mexico legal practitioners; UNM faculty and students; faculty and students from other educational institutions, including paralegal programs; state government and court system employees; public libraries; and members of the general public. The Law Library also advanced its mission to collect and preserve a print legacy collection of the primary legal materials from the New Mexico territorial and statehood eras.

Personnel

The Library employed seven librarians in addition to the director, and 7.75 FTE staff members; plus more than a dozen student employees in FY 2011-12.

David Myers, Archivist and Special Collections Librarian retired effective October 31, 2011.

Ann Hemmens, Associate Professor of Law Librarianship, and Assistant Director of Public Services, resigned effective June 7, 2012.

Moses Moya was promoted from LIS2 to LIS3 as of October 1, 2011.

Ramona Garcia was promoted an Administrative Assistant to the Dean to an Operations Specialist as of 1/01/12.

Ramona Garcia and Adam Byrd moved from law library positions to positions within the law school.

Janet Roupas moved from a position within the law school to a law library position.

Ruth Singer and Carolyn Kelly ended their part-time on-call library roles, having wrapped up the Archives and Cataloging projects they were working on, respectively.

Public, Instructional, and Outreach Services

The Library was open to the public an average of 83 hours per week. The Library gate counted 138,396 patron visits. This number is dramatically higher than last year, likely due to the increase in attendees for the various presentations, tours, and research lectures offered by the Law Library this fiscal year. Further, this increased number of patron visits does not capture the number of law students who take advantage of the 24/7 Library Access for Law Students which

began as a pilot project in March 2010 and continues as a successful and very well-received service. As of June 30th 2012, 244 law students had completed the 24/7 Access training and received the access code.

During the fiscal year, the Library checked out or renewed 6,857 items and loaned 185 items to other libraries around the country. The Library Circulation Desk continued to be staffed by a mix of permanent Library staff and part-time Law student employees.

The Law librarians provided service at the Reference Desk from 9:00 a.m. to 6:00 p.m. Mondays-Fridays, for a total of 45 hours per week. Previously in the summer of 2011, it was decided to permanently eliminate Sunday Reference. This decision was based on a review of the reference statistics and a thorough consideration of the other commitments of the librarians, including a required two-credit Legal Research course for second-year law students to be taught in multiple sections every semester, starting the 2011 Summer Semester. The breakdown of the reference questions taken at the Reference Desk was as follows: 711 Law students (22.66%), 1107 members of the public (35.28%), 888 bar members (28.30%), 165 Law Faculty members (5.26%), 39 Paralegal students (1.24%), and 228 other patrons (7.26%), for a total of 3,138 questions answered at the Reference Desk.

Services provided to Law faculty away from the Reference Desk were separately counted. The Law Librarians completed 100 requests for faculty research assistance. The Law Library also delivered 223 books and articles to Law faculty during this year. This work was supported in part by the Law Library interlibrary loan (ILL) team, which placed requests for 65 items for Law faculty. The library staff processed materials for placement on Course Reserve for a total of 112 classes. The ILL team processed a total of 671 requests. The Law Library staff spent over 630 hours on services provided to Law faculty away from the reference desk during this year.

Law faculty assistance, ILL and course reserves work, and general reference questions totaled at least 4472 instances of support provided by the Law librarians and the Library staff in 2011-12, not counting instruction.

As noted elsewhere in the Annual Report, Librarians and Library Staff offered 129 presentations, tours, and research lectures for more than 2469 attendees last year, including paralegal students from other schools and colleges.

Not only did the Law Library continue to provide many services for citizens who come to the building to use the collection and databases, but the Library also continued its commitment to community outreach programs, working to provide basic legal research sessions to citizens throughout the state and via Continuing Legal Education workshops. On December 16, 2011, Ann Hemmens and Ernesto Longa presented the "CLE on Business Law Research: Online and Print" at the Law Library. This 2.5 general CLE credit session was co-sponsored by the Business Law Section of the State Bar of New Mexico. This was a well-received program and the Law librarians will continue to work with the Bar and particular sections, such as the Business Law Section, to offer hands-on CLE research sessions.

The Law Librarians (with Assistant Head of Public Services Ann Hemmens serving as liaison) also continued to participate in the State Bar's Access to Justice Program, which develops standardized forms for pro se patrons to use in the state court system. These forms are available

to the public from the Law Library and Court Clerk offices. In June 2011, immediately prior to fiscal year 2011-2012, the Access to Justice Program was awarded a \$50,000 grant from the State Justice Institute. This grant has provided the judiciary with the means to license the necessary software, hardware, and technical support needed for the initial creation and provision of online interactive domestic relations forms over the past fiscal year 2011-2012 and through the prospective fiscal year 2012-2013.

Law School Teaching

Sherri Thomas continued with the role of Instruction Coordinator for the academic year, coordinating and planning with the Associate Dean of Academic Affairs, Faculty members and the Librarians for current and future teaching needs, including the hiring of adjuncts to teach the required Legal Research courses. The Librarians taught five of six sections of the Legal Research class required for second-year law students within the law school curriculum and, as noted elsewhere in the section, “Public Service, Instruction and Outreach,” offered 129 presentations, tours, and research lectures for more than 2469 attendees last year, including paralegal students from other schools and colleges.

Previously, the Law Library faculty worked with the Associate Dean for Academic Affairs and the Law Faculty Curriculum Committee to develop and implement a newly required, two-credit legal research class to be taught by the Law Library Faculty beginning with the class of 2013, and taken during the students’ second year. At least three sections are offered in each the Fall and Spring semesters and one section in the Summer of the subsequent year to accommodate the 100+ second year law students that are required to take it.

In addition to teaching the required research courses, the librarians also have been coordinating a “Library Week” with the first year legal writing instructors to offer instruction sessions in both the Fall and Spring semesters. The dialogue for cooperative teaching approaches between the writing instructors and librarians will continue to improve the quality of research instruction to the first year students each year.

Bibliographic instruction sessions included guest lectures by Librarians for the New Mexico Law Review; and provided bibliographic instruction for courses including Clinical Law, Legislative and Administrative Process, Civil Procedure, Land Use Regulation, Employment Discrimination, Environmental Justice, Ethics, Native American Rights, Planning and Environmental Law, and multiple Elements of Legal Argumentation (ELA) sections. In the Fall 2011 semester, the Librarians added another routine bibliographic session for professors: “Organization of Research for Specific Paper Topics in Law School Classes.” These presentations were offered in the Native American Rights and Employment Discrimination classes. In Spring 2012, the Librarians began conducting “study halls” for the ELA classes, where Librarians had sessions dedicated to only answering questions from ELA students about the research they were conducting for their briefs.

Each of the Librarians contributed to the teaching schedule. All Librarians participated in Orientation sessions for first-year law students. Eileen Cohen taught library research sessions to the students of all three journals (New Mexico Law Review, Natural Resources Journal and the Tribal Law Journal), ELA sections in both the Spring and Fall semesters, and one required Legal

Research class in Spring 2012. Ann Hemmens gave Clinic research presentations and taught a section of the required Legal Research class in the Fall and Spring. Ernesto Longa gave bibliographic research presentations to the Law Review students and in the Environmental Justice seminar, as well as teaching a section of the required Legal Research class in Fall 2011. Ernesto also taught in the Employment Discrimination seminar in Spring 2012 and ELA sections in both Spring and Fall semesters. During Fall 2011, Theresa Strike gave bibliographic research presentations to the Planning and Environmental Law class; and in Spring 2012 to sections of the Legislative and Administrative Process and Civil Procedure courses. In Summer 2012, Theresa Strike gave a research presentation to the Ethics course. While serving as Instruction Coordinator, Sherri Thomas taught a section of the required Legal Research course and Specialized Legal Research-Indian Law in Fall 2011. Sherri also taught in the Employment Discrimination and Native American Rights seminars in Spring 2012 and ELA sections in both Spring and Fall semesters. Due to limited staffing during the Summer Session, Alexandra Siek, Library Services Coordinator, gave the research presentation to the Clinical Law Program. And Rob Mead, Library Director of the New Mexico Supreme Court Law Library, served as the adjunct professor for the required Legal Research course in Summer 2012.

Business Operations

During Fiscal Year 2012, the Business Operations Librarian, Keeta Harnett, continued to manage the finances of the Law Library, IT Department, the Law Journals, and the Media Center. Management of the finances for the law school Copy Center, pursuant to its merger with the Media Center, as of July 2011, was added to the Business Operations Department.

In addition, Keeta Harnett renegotiated a three year Library Maintenance Agreement (LMA) contract with Thomson-Reuters-West Publishing in which we were able to increase our print collection without increasing pricing over the previous year (see section "Collection Maintenance and Technical Services FY 11-12"). Keeta also negotiated a new three year Multi-year Agreement for Print (MAP) with Matthew Bender/Lexis enabling the Law Library to increase our print collection at deeply discounted prices. The cost savings of these two contracts has allowed the Law Library to respond to Law Faculty requests for several new database purchases.

Collection and Technical Services

The Law Library continues to house the largest academic legal research collection in the State of New Mexico. In 2011-12, the Law Librarians continued their development of the collection, and the Library staff continued to maintain the collection and make it available to legal researchers. The Library's total print and microform format collection was 440,464, placing it in the "large" library category by ABA accreditation standards.

The Librarians continued to evaluate the print Treatise collection, identifying new titles to purchase for the collection, titles to maintain in the collection and others to move from the Lower Floor into the Treatise collection or move from the Treatise collection into the Lower Floor. This is a continually developing collection, based on input from the librarians and our patrons. The Librarians decided to merge the Reference and Treatise collection; while this enterprise was

originally scheduled for implementation during the 2011-2012 fiscal year, due to the prioritization of instructional responsibilities of the Law Librarians, this merge is scheduled and on track for the 2012-2013 fiscal year following a thorough review of the Reference Collection.

The Librarians continued to add records for specific electronic databases that are within larger database packages to facilitate direct access to these specific resources within the online LIBROS catalog.

The Librarians continued their assessment of journals in print and online so that if feasible, certain print journals may be cancelled where online access to that resource is available.

Collection Maintenance staff, in conjunction with a member of the Collection Development team, began a preliminary reassessment of the contents of the New Mexico Supreme Court Records and Briefs on microfilm with the ultimate goal of an updated and more complete index of the contents of this collection. Further work on this project is anticipated in fiscal year 2012-2013.

During the past year, the Technical Services Department worked closely with the Business Operations Department on three large projects. The departments worked to revise and renew our West LMA contract and to implement the Lexis MAP contract (as noted in section, "Business Operations FY 11-12"). The two departments also worked closely to transfer posting invoices from Business Operations to Technical Services beginning July 2012. Technical Services worked closely with University Libraries on the project of migrating the Law Library's order and check-in records to their own Millennium database. Technical Services worked diligently all year to catalog and process almost 2100 recon titles with the help of Carolyn Kelly.

The Collection Maintenance staff -- assisted by Law Library student employees -- physically shifted select materials into the Compact Shelving area. This relocation provides more security for the materials in accord with our Emergency Response-Disaster Preparedness plan for the collection and provided more space in the Lower Floor collection for major internal shifts of the collection that were completed in fiscal year 2011-2012, thus improving access and preservation of materials. Library signage, call number range labels, and patron finding aids have all been updated and continue to be maintained on a regular basis, improving access to the collection.

After reviewing similar comprehensive extensive lists of missing/lost titles in fiscal year 2010-2011, the Librarians reviewed additional lists of over 68 missing/lost titles in fiscal year 2011-2012 and either purchased replacement copies or removed the records, thus cleaning up the library catalog to more accurately reflect the collection.

The Librarians continued to work on adding needed materials to the Clinic collection as directed by the Clinic faculty following a thorough review, weeding, and reorganization of the Clinic Library collection in fiscal year 2010-2011.

Archives

Ruth Singer completed processing the Albert E. Utton Papers, which consists of correspondence, scrapbooks, yearbooks, draft publications, photographs and more, highlighting Utton's family history, his work as a law professor at the University of New Mexico's Law School, and his

scholarly contributions in the area of water law. A finding aid to the collection is available at <http://rmoa.unm.edu/docviewer.php?docId=nmu-lmssutton.xml>.

Carolyn Kelly, Vickie Burt and Alex Siek completed the cataloguing and processing of the William A. Keleher legal collection. The collection consists of over 130 volumes and is housed in the rare book room.

Janet Roupas is currently in the process of creating both an electronic and print archive of the law school's faculty meeting minutes. To date, Janet has scanned and loaded to the law school's intranet, faculty meeting minutes from 1971-2012.

Over the course of the last year, access to the following manuscript collections has been provided: Alice King Papers, Bruce King Papers, and the Albert Utton Papers.

In addition, the archives has provided research assistance to law school faculty and staff and members of the New Mexico Bar concerning the history of the law school's: grading and voting policies, deans, faculty members, construction projects, courses, and alums.

Library Technology and Electronic Resources

The Library continues to offer nearly 100 separately licensed databases for library patrons in 2011-12. Many of these databases are accessible to public patrons on eight PC stations in the library. These stations also provide access to the internet and word processing. Many of the licensed databases are licensed for campus-wide – and in a few cases, university-wide, including the branch campuses – and are listed in the University Libraries' database management system to ensure access to these resources.

The law librarians also continued to use their Faculty Research Requests Database to manage the faculty research and document delivery work reported in the Services section above. The database is an integral tool in these efforts.

The Law Library continued to promote the use of UNM's institutional repository, LoboVault [DSpace], as a means of preserving electronic scholarly and teaching materials created by the Law and Library faculties.

Library Facilities

In Fiscal Year 2011-2012 the Law Library lighting was upgraded by the university's Physical Plant Department to improve energy efficiency. All light fixtures on the upper floor and in the lobby were replaced. Four electric panels were also upgraded to reduce energy usage. The new lighting configuration is controlled by computer to turn lights on and off at certain times of the day to take advantage of natural light. The contractors also took 3D images of the lower level for a future project that will prove more efficient lighting on that floor as well. Vending machines and a filtered water dispenser for library patrons were installed as well.

Library Faculty Professional Activities

Publications

Carol A. Parker. *How Law Schools Benefit When Academic Law Librarians Write, Teach and Hold Faculty Status*, 30(3) Legal Ref. Serv. Q. 237-53 (2011).

Ernesto Longa (co-author). *Do Payday and Title Loans Really Serve the Middle Class?*, 24 LOY. CONSUMER L. REV. 524 (2012).

Marquita L. Harnett. *Did You Say Library Anxiety (Pt.1)?*, 5 Kniznica [Slovakia] 12 (June 2012).

Marquita L. Harnett. *Did You Say Library Anxiety (Pt.2)?*, 6 Kniznica [Slovakia] 14 (July 2012).

Law School Service

Carol Parker continued to serve on the Dean's Management Team, helped secure funding for and served as construction project manager of the remodel of the Venue and the Clinic. She also chaired the Ad Hoc Law Committee on Development of Research and Scholarly Productivity Metrics, and the Ad Hoc Committee on Contracts and Grants. She continued to also serve as the Law School's Associate Dean for Finance and Administration.

Ann Hemmens served on the Academic Support Committee.

Ernesto Longa served on the law faculty Curriculum Committee, and the law faculty search committee that successfully hired two new legal writing instructors to begin in FY 2012-13. He chaired the Law Library search committee for a new head of Technical Services, which successfully hired a new librarian to begin in FY 2012-13. He continued to encourage faculty to use open access scholarship repositories and served as the Law School's editor of its Research Papers Series in SSRN. He also tracked all faculty publications for the Law School's archives, annual reports and future self studies.

Theresa Strike served on the Academic Support Committee.

Sherri Thomas served on the Law School's Pipeline Committee (aimed at creating programs that provide underprivileged and minority students, from elementary schools to undergraduate programs, with the tools to aid them in achieving a legal career). Sherri was also appointed to Indian Law Faculty Committee and Indian Law Certificate Committee.

Eileen Cohen served on the Law School's Natural Resources Committee.

University Service

Carol Parker served on the Faculty Senate Budget Committee.

Ann Hemmens served on the Faculty Senate Teaching Enhancement Committee which included selecting recipients of the annual Teaching Awards and Teaching Allocation Grants. She also served on the UNM Libraries' Library Job Description Task Force.

Ernesto Longa served on the Office of E-Scholarship Committee.

Theresa Strike served on the University Computer Use Committee.

Sherri Thomas served on the UNM Faculty Senate Library Committee. She also served as a support librarian for one of the Freshman Learning Community Courses, Transforming the Legal Profession: An Oral History Project, together with one of the University Librarians, Charlotte Walters.

Eileen Cohen served on the UNM Libraries Advisory Board.

Outside Professional Activities

Carol Parker served as a board member of the Desert States Law Library Consortium.

Alexandra Siek, Law Library Services Coordinator, attended the SWALL conference in late March 2012 and presented on the panel, "*Management from the Perspective of Newer Law Librarians.*"