

**University of New Mexico School of Law
Law Library Annual Report
Fiscal Year 2004-2005**

Carol A. Parker, Director

The UNM Law Library houses the largest academic legal research collection in the State of New Mexico and holds more than 417,000 volumes in print and microform format, placing it in the “large” library category under ABA accreditation standards. During 2004-05, the Law Library continued to support the curricular and research functions of the Law School community. The Library averaged more than 10,000 patron visits per month and was open to the public an average of 90 hours per week. The Library checked out or renewed more than 10,000 items and loaned 256 items to other libraries around the country. Library staff provided training on legal research for various Law School classes and outside groups, provided reference and research support for the various constituencies that rely on the Law Library, and maintained its collection of materials available to legal researchers.

NEW DIRECTOR

On July 1, 2004, Carol A. Parker began serving as Assistant Professor of Law and Law Library Director. She previously served as Assistant Director at Wayne State University Law Library.

LIBRARY REORGANIZATION

During the first month of the fiscal year, the Director spent time meeting with every Law Library employee, evaluating the current status of staff, services, and resources. As part of this process, four staff positions were eliminated—three through attrition and one through layoff. The staffers were replaced with part-time Law student employees. The remaining staffers and the five Law librarians were reorganized into two departments, Public Services and Technical Services. Ronald Wheeler and Michelle Rigual were promoted to head these two respective departments. Additionally, JoAnn Lucero was selected to head a newly-consolidated Administrative team responsible for all fiscal, personnel, and facilities matters.

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The Law Library was physically reorganized as well. The Reference Desk, two-thirds of the public computers, and a copier were moved near the front door. This move consolidated all service points in a single area that is immediately visible upon entry into the Library. It also had the benefit of segregating all noise-making activities into a single area. Consequently, telephoning, reference questions, computer

instruction, and some copying are now within the area that had previously been soundproofed.

The Administrative team successfully met the challenge of the reorganization, as well as the implementation of the Banner financial system. The newly-consolidated Public Services team successfully met the challenge of incorporating and training newly-hired student employees into the unit, as well as transferring a variety of processing duties to the newly-formed Technical Services unit. The Technical Services team successfully incorporated its new responsibilities and personnel into their unit. It was especially successful in creating a flexible unit that could quickly adapt to meet changing workload needs. As a result, under Michelle Rigual's enthusiastic leadership, and by temporarily assigning many people to the task, the team eliminated the significant backlog of serial materials for check-in that had been a problem for the three previous years.

The Law librarians also successfully implemented a collaborative Collection Development team. In the past, collection development responsibility was shared by only two individuals. Now, all Library faculty members are responsible for the selection of material in assigned subject areas, and they collaborate on issues concerning the development and maintenance of the Library's core collection and its database licenses.

PERSONNEL

Staff

Betty Blackburn resigned from her Law Library LIS II position in September 2004 for employment within the University Library System. Barbara Gallegos' Law Library administrative assistant position was eliminated in April 2005, and she subsequently obtained equivalent employment in the Financial Aid Department. In the Spring, the Law Library initiated the process of promoting two bargaining unit employees, Jeannette Hennie and Robert Flinkman, from LIS I to LIS II, to better reflect their increased responsibilities subsequent to the library reorganization. The promotion process will be completed in the next fiscal year.

The Director also worked with the Health Sciences and University Library Compensation Committee to revise library-wide support staff job descriptions and conduct a national salary survey to ensure that the libraries remain competitive. The Director also initiated a process for revising individual Law Library job descriptions and for developing written standard operating procedures for all support staff to better reflect the reorganization.

The Law Library staff participated widely in training and professional/career development activities. The entire Library staff met as a group for a workshop on

communication styles in August 2004. Nearly all staff members attended the New Mexico Library Association annual meeting held in Albuquerque in May 2005.

Faculty

The Law Library faculty was stable in 2004-05. As mentioned above, Ronald Wheeler and Michelle Rigual were promoted to department head status in October 2004. As head of Reference, Ron initiated monthly Reference librarian meetings to provide an internal forum for sharing information and for training on databases, etc. The Law librarians participated widely in training and professional/career development activities. Five of the six Law librarians attended the annual American Association of Law Libraries (AALL) conference in July 2004 in Boston.

In June 2005, in partnership with the Utton Center, the Law Library began a job search to fill a long-vacant Visiting Librarian position. The Visiting Librarian position should be filled by the Fall of 2005, and will serve half-time in the Law Library, and half-time in the Utton Center. The Visiting Librarian will support Law Library outreach initiatives and will work to develop a database of water technology law under a Department of Energy grant obtained by the Utton Center.

SERVICE AND TRAINING ACTIVITIES

The Law Library continued to provide reference service until 9:00 p.m. Mondays-Thursdays, Friday until 6:00 p.m., and half-days on Saturday and Sunday, for a total of 65 hours. A program to provide reference service once weekly from within the Law School Clinic was continued throughout the year. During the past year, the Reference Desk received a total of 4,606 requests (19% from Law students and faculty, 16% from practitioners and bar members, 51% from pro se patrons, and 14% from other types of students). The Library Circulation Desk was staffed by a mix of permanent Library staff and part-time Law student employees.

The Law Library delivered approximately 1,200 requested books and articles to Law faculty during the year. This work was supported in part by the Law Library Interlibrary Loan (ILL) Department, which placed requests for 461 items from Law faculty and students, and received 483 requests from other libraries. Overall, the ILL Department processed 944 requests. The Law librarians also processed approximately 600 faculty requests for research assistance. Librarian-supervised Law student research assistants assisted the librarians in this work. The student Research Assistant Pool was also restructured in the Fall of 2004. Rather than working independently, the students began working a set schedule from within offices in the Library. As a result, fewer student employees were able to increase the pool output and improve work quality.

The Law Library created a 24-page faculty handbook describing resources and services available in the Library, and in May 2005, the Director made a presentation to Law faculty covering available services and resources.

The Law Library continued to offer a range of training opportunities for Law School faculty and staff and for other groups. In their role as trainers, the Law library faculty provided a total of 99 training sessions during 2004-05, for a total of 1489 attendees. The Advanced Legal Research class was taught in the Law School by the Law librarians each semester during 2004-05. In addition, the Law Library provided research instruction to first-year Law students as guest lecturers for the Legal Research and Writing program, as well as instruction on New Mexico practice and primary materials as part of the Law School Clinic orientation. Training sessions also included tours and informal classes for paralegal students from TV-I and for undergraduate and graduate students from other programs at the University.

The Law Library prepared several bibliographies for faculty at the Law School, including the bibliography for the U.S.-Mexico Law Institute Annual Conference.

Although the Law Library already provides many services for citizens and students who come to our building, the Library also initiated several outreach programs in 2004-05 to expand citizen access to legal information. These initiatives included: putting legal resources in the UNM branch libraries; offering a "Speaker's Bureau" to facilitate librarian presentations and training for non-law librarians and community groups; and beginning the development of a state-wide directory of New Mexico libraries that provide some form of access to legal information. These efforts maximize the State's investment in the Law Library by making its resources and services available to greater numbers of New Mexico citizens.

The Law Library also worked closely with the UNM Clinical Law Program to secure a special appropriation in the 2005 legislative session to license databases for the Native American Access to Justice Practitioner Network. Under this program, which will begin in July 2005, volunteer attorneys and tribal court advocates provide pro bono or reduced-fee representation to Native American clients whose cases the Southwest Indian Law Clinic cannot accept. In return, Network volunteers will receive free access to Loislaw (an Internet-based database of federal & 50-state primary law), four Aspen online practice libraries with forms (family law, elder law, personal injury, and general litigation), and the Navajo Code CD-ROM. UNM Law librarians will provide Network volunteers with telephone reference service and online legal research training in the use of the program databases. Free online legal research training sessions are planned for the UNM Law library, Crownpoint Institute Library, San Juan College Library, UNM Gallup Library, and others.

COLLECTION DEVELOPMENT AND PRESERVATION

As mentioned above, in the Fall of 2004, the Law Library implemented cooperative collection development among the Law librarians. Requiring all members of the Library faculty to be responsible for the collection is important for continuing librarian professional development. Enhanced knowledge of the collection also leads to greater reference skills. In their new roles as selectors, the librarians undertook a review of all major vendor subscriptions and standing orders. As a result, the Library cut approximately 15% of its print subscriptions by eliminating duplication and by systematically reviewing all current standing orders to ensure that each title was essential to the Library's mission. The savings were used to license dozens of useful databases. The Law Library also entered into a monographic approval plan that will automatically ship newly-published legal monographs for review and acquisition.

The Director, a Desert States Law library Consortium Board member, attended the annual Desert States meeting in Tucson in November 2004, where the group worked to refine a plan to contract for a group collection assessment during FY05-06. The collection assessment data will yield much information about the UNM Law Library collection, and it will also facilitate resource sharing among the Desert States libraries.

During 2005, the Law Library deselected various Federal Depository titles to bring it more in line with the number of government documents typically selected by other academic law libraries, and to eliminate unnecessary duplication of titles that Zimmerman Library selects under the Federal Depository government documents program. Reducing the number of government document selections will save many staff hours of processing time without compromising access to these items.

In 2004, the Law Library began work to initiate cooperative database purchasing with the University Libraries System, and it hosted a November 2004 demonstration of the U.S. Serial Set online as part of that initiative. The two libraries agreed in principle to share the cost of this acquisition in FY2005-06. Hopefully, this is the beginning of a more cooperative era that will result in additional cost savings for the University.

Finally, the Law Library began to build an infrastructure for digital preservation work. The amount of digital scholarly output grows daily, yet only a small fraction of legal scholarly communication is published in traditional venues such as law reviews and journals. In addition, many print items within the Law Library could be digitized to increase access. Therefore, in May 2005, the Law Library created a community on the UNM DSpace server, a digital institutional repository, to enable the Law Library and Law School to collect, preserve, index, and distribute digital works. The Library has already loaded several documents into DSpace, where they are indexed by

Google. DSpace is a growing, global phenomenon with more than 75 DSpace servers currently in existence.

FACILITIES

In 2004-05, the Law Library worked to help secure a special appropriation to establish the Gov. Bruce King Archive & Reading Room within the Library. Nearly two years ago, Gov. King donated his personal papers to the Law School to establish an archive for the use of researchers interested in public policy and New Mexico governmental issues and history. The successful legislative initiative in 2005 and the resultant appropriation gave the Law Library the ability to have the papers preserved and indexed, as well as create a Reading Room within the Library. Construction will transform the Copier Room on the upper level into research and meeting space that will house photographs and memorabilia from Gov. King's three terms as New Mexico's governor. Extensive planning was underway during the Spring of 2005 for remodeling, which will commence in the Fall of 2005. The documents themselves will be processed under contract by the staff of the UNM Political Archives, which is part of the Center for Southwest Research in the University Libraries System. Conserving and indexing the documents will take up to three years. After processing, the documents will be housed at the Law Library in a separate, archival-quality storage room, and they will be searchable via an online index.

TECHNOLOGY AND ELECTRONIC RESOURCES

In January 2005, the Law Library rolled out a redesigned web page, created in partnership with the Law School Information Technology Department. Previously, the Law Library web page had been created in-house, but the Library's web work was moved to IT as part of the Library reorganization. As a consequence of the redesign, the Law Library can now boast that its website is fully compliant with the accessibility requirements of Section 508 (29 U.S.C. 794d). The Library is one of the first academic law libraries to have a fully compliant website. Section 508, which is mandated for government agency websites, but is at this point only recommended for educational sites, requires that information technology be accessible to people with disabilities.

During 2004-05, the Law Library licensed literally dozens of new legal research databases, most of which are also available to the public, including a public license for Westlaw. The Law Library also worked with IT to implement a proxy server to provide remote access to its new databases for Law faculty and students. Through another IT initiative completed at the end of June 2005, the Library implemented a web page hit counter that generates usage statistics of the various databases.

In January 2005, another successful collaboration with IT resulted in the release of a new Faculty Research Requests database. The custom-designed, web-based database enables members of the Law faculty to initiate library service requests and monitor their status. It offers web request forms that automatically route a request to Library staff for action. This tool gives all librarians access to information about pending faculty requests, facilitates teamwork, and generates statistics on the processed work requests.

In 2004-05, the Law Library continued to make eight PCs available for public access to its legal research databases, for word processing, and for Internet access, but most of them were moved downstairs to be near the front desk, to make it easier for patrons to seek assistance.

UNIVERSITY ACTIVITIES

The Law Library continued to collaborate with the University Libraries System and other libraries in the LIBROS consortium. Law librarians served on various University and Law School committees. The Law library Director served ex officio on the Faculty Senate Library Committee and served on the Planning Committee for the 3rd annual UNM Scholarly Communications Symposium. Law librarian, Barbara Lah, sponsored a booth at the UNM Peace Studies Peace Fair. Law librarian, Michelle Rigual, served as a member of the LIBROS Advisory Board and attended that board meeting in May 2005.

OUTSIDE PROFESSIONAL ACTIVITIES OF LIBRARY FACULTY

Carol Parker attended the 2004 American Association of Law Libraries (AALL) meeting in Boston. She also served on the New Mexico Compilation Commission Advisory Committee, the Board of the Association of Academic Research Libraries of New Mexico, and the Legislative Committee of the New Mexico Consortium of Academic Libraries. In addition, she presented on the topic of open access and institutional repositories at the annual conference on Computer Assisted Legal Instruction in Chicago in June 2005, and she presented a Continuing Legal Education session for the State Bar of New Mexico in Silver City in June 2005.

Eileen Cohen served as the Law Library representative on the Desert States Law Library Consortium Interlibrary Loan Committee and on the Association of Academic Research Libraries of New Mexico Document Delivery and Collection Development Committees. All three of these newly-formed committees were very active in recommending procedures to improve regional and state-wide resource sharing. Eileen also represented the Law Library at the annual Southwest Association of Law Libraries Annual Meeting in Little Rock, and she presented a three-hour program at the New Mexico Library Association Annual Meeting, focused on locating New

Mexico and federal primary legal sources on the web for academic and public librarians. She also attended the New Mexico Library Association conference in May 2005.

Barbara Lah attended the 2004 AALL meeting in Boston. She was also elected to serve as a member of the Board of the New Mexico Library Foundation and to serve as secretary of the Board. Barbara also organized, together with Ron Wheeler, a national book drive to collect books for school libraries on behalf of the American Association of Law Libraries (AALL) Special Interest Section on Social Responsibility. She also attended the New Mexico Library Association conference in May 2005.

Lorraine Lester attended the AALL meeting in Boston, the Federal Depository Council Meeting in Albuquerque in April 2004, and the New Mexico Library Association conference in May 2005.

Michelle Rigual attended the 2004 AALL meeting in Boston, where she also coordinated and moderated a program on Salary Negotiation Skills, and served on the Placement Committee. An audio recording of her program was subsequently streamed from the Association's website—a technological first for AALL. Michelle co-chaired the local Hospitality Committee for the 2005 AALL meeting, which will be held in San Antonio. Michelle also served on the Association of Academic Research Libraries of New Mexico Systems Committee. In the Fall of 2004, Michelle attended the Rocky Mountain Regional Innovative Users Group (RMRIUG). While in Denver, she visited the University of Denver Law Library Technical Services Department. She also attended the Federal Depository Council Meeting in Albuquerque in April 2005, and the New Mexico Library Association conference in May 2005.

Ron Wheeler attended the 2004 AALL meeting in Boston and attended a conference in Chicago in May 2005 on the Future of Legal Research. Ron also served as Secretary/Treasurer of the AALL Special Interest Section on Social Responsibility, Member-at-Large of the Special Interest Section on Research Instruction, and served on the AALL Placement Committee. Ron also served as the Secretary/Treasurer of the AALL Special Interest Section on Social Responsibility Standing Committee on Lesbian and Gay Issues, and as such, played a key role in planning the annual Standing Committee on Lesbian and Gay Issues Reception held at the AALL Annual Meeting. He also served as the listserv moderator of the African-American Law Librarians' Listserv, which springs from the AALL African-American Law Librarians' Caucus. Finally, Ron was chosen to receive the AALL Minority Leadership Development Award for 2005.

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