

8-28-2002

UNM School of Law Library Annual Report 2001-2002

School of Law Library Director

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Director, School of Law Library. "UNM School of Law Library Annual Report 2001-2002." (2002).
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UNIVERSITY OF NEW MEXICO LAW LIBRARY ANNUAL REPORT 2001/2002

During 2001/2002, the Law Library continued to support the curricular and research functions of the Law School community. 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 and modestly expanded the materials available to legal researchers.

LIBRARY STAFF

During 2001/2002, the Law Library filled two reference librarian positions, one permanent and one visitor. Three additional librarian searches were undertaken in 2001/2002, two for reference librarians and one for an electronic services librarians, but no hires were completed as a result of these searches.

The Law Library went through a series of staffing changes in Access Services during 2001/2002. With the transfer of an LIS III to the Cataloging Unit, a new LIS I position in Access Services was created. A second LIS III position in Access Services was reclassified as an LIS II following the resignation of the staff member in May 2001. To fill newly defined positions and to fill vacancies as those arose during the year, the Access Services unit completed five searches during 2001/2002. During the extended search to fill various positions, two staff members from the administrative office assisted at the circulation desk to ensure coverage. In addition, in May of 2002, the term appointment staff member in the administrative office transferred to the acquisitions area to assist with backlogs in handling gift and government documents.

The Law Library continued the employment of the temporary staff person in collection development to provide support in handling a large collection of gift materials. The Collection Development unit assumed full responsibility for binding during 2001/2002.

The Serials unit experienced a significant backlog of materials for check-in during 2001/2002. Staff members from other units were trained for check-in of various types of materials to assist in moving materials out of the Serials area. This backlog still remained at the end of 2001/2002.

The Library Management Team composition was changed to provide wider representation of the staff. As a result of the transfer of Eileen Cohen from Technical Services to Access Services, the reporting structure for the head of cataloging and the head of serials changed from reporting to the Associate Librarian for Technical Services to reporting to the Director of the Law Library. This change in reporting structure created an opportunity to add the two unit heads to the Library Management Team.

With the additional input and energy of the new department heads and the addition of two new librarians, the management team undertook new initiatives to

provide better opportunities for staff input into library decision-making. The management team developed and presented to the staff for consideration a project proposal form to better prioritize library work and ensure input from all parties involved in projects. The team also created a suggestion form on email suitable for staff to offer any kinds of suggestions to the director.

The Law Library prepared and presented a video and oral presentation for the Staff Committee Luncheon Series on the Law Library's staff and services, which was very well received.

The Law Library staff participated widely in training and professional/career development activities. Staff members attended various workshops and conferences including computer training classes and the annual SWALL and AALL meetings.

The Law Library staff continued the discussions about the results of the 2000 staff survey. The staff discussions provide an opportunity for staff to identify and define issues of concern related to library operations and structure and to offer concrete and productive solutions and suggestions for addressing common concerns. To gain a current status report on staff issues and progress in finding and implementing solutions, a committee comprised of two management team members and two staff members elected by the non-management team library staff presented the staff with a survey similar to that used in 2000. The survey results demonstrated a marked improvement in job satisfaction for the Law Library. The Law Library will continue the discussions and the efforts to enhance productivity, effectiveness and job satisfaction.

The Law Library director taught Information Technology and the Law during the Fall 2001 semester and Copyright Law during the Spring 2002 semester.

UNIVERSITY ACTIVITIES

The Law Library continued to collaborate with the UNM General Library and other libraries in the INNOPAC consortium. Law Library staff members participated on various University and Law School committees. The Law Library director was included as an observer for the Faculty Senate Library Committee to help facilitate communication among libraries and also served on the University Faculty Senate Intellectual Property Committee. Lorraine Lester served the University as a member of the Faculty Senate Library Committee.

SERVICES AND TRAINING ACTIVITIES

The Law Library continued the increased level of reference service, providing service until 9 pm Mondays through Thursdays as well as weekends. Service points continued to be staffed only with permanent library staff, eliminating the reliance on student workers for desk coverage.

The Law Library staff offered a range of training opportunities for Law School faculty and staff and for other groups. The Law Library director presented a program on Internet research and ethics for the NM Bar Association in October 2001. The Law Library prepared and presented an update of the satellite CLE program on Internet research in February 2002 for the New Mexico Bar. The reference librarians provided New Mexico Law on Disk training as part of the Judicial Education Center's magistrate training in the Fall of 2001. Staff continued to provide training tours and informal classes for paralegal students from TVI and for undergraduate and graduate students from other programs at the University.

Direct offerings for law students included training on bill tracking for the Legislative and Administrative Process course. The Law Library provided research instruction on New Mexico practice and primary materials to all law students in the clinic as part of clinic orientation and is now included as a component of the clinic orientation instruction. In addition, the Advanced Legal Research seminar was offered each semester during 2001/2002; Eileen Cohen taught the Law School's Advanced Legal Research course during the Fall 2001 semester, Ron Wheeler and Barbara Lah team-taught the course during the Spring 2002 semester, and Ron Wheeler taught the course during the summer of 2002.

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

COLLECTION & FACILITIES

The Law Library continued to maintain the current collection and to concentrate on adding monographic titles during 2001/2002. While few new serials titles were purchased for the collection, the Law Library was able to maintain the current collection of continuations using soft money and funds from vacant positions.

The Law Library continued the review of the gift book backlog. The Collection Development unit also began and completed creation of brief bibliographic records for the Latin American monographs in the online catalog to provide access to these titles before the titles are fully cataloged. The Collection Development unit also assumed responsibility for handling documents received through the Federal Depository Library Program.

TECHNOLOGY AND ELECTRONIC RESOURCES

The Law Library continued to make progress in increasing access to electronic information. The Law Library's research PCs continue to be heavily used by law students, bar members, and the public to search the Internet and the Law Library CD-ROM and web subscription titles. During the summer of 2002, the Law Library regained the space previously allocated for the Law School's computer lab and began preparation of the area for creation of a research and training facility.

In 2001/2002, the Law Library continued to offer loan of a laptop computer for law students to use on group projects in Law Library study rooms. This loan program is very successful and of great demand by the students despite limited advertising and limited availability. The Law Library's printer station became operational in January 2002 and has been heavily used by the public users of the Law Library's research stations.

The Law Library created a web design team comprised of Law Library staff members who began concentrated work on development of a research-oriented web site aimed at New Mexico practitioners, as well as development of web site for water law and related issues. The Law Library continued support for the Tribal Law Journal by assigning up to twenty hours per month of a reference librarian's time to locating or publishing Internet versions of primary documents cited in articles in the journal and to developing an Indian Law research web site to which the journal provides links.

FUTURE PLANS

The Law Library is continuing to develop new training and support services. The Law Library is working with the New Mexico Bar on annual CLE offerings on legal research. The Law Library is planning to implement a faculty liaison program and is exploring expansion of the current document delivery services.

The Law Library is continuing its efforts at cross-training staff to perform multiple functions and at increasing offerings of training opportunities for staff. Adjustments to the staff organizational structure also continue as positions become vacant or as service and functional needs change. To enhance the level and quality of the service provided, the Law Library is continuing a training program for library staff on legal materials.

The Law Library will continue to explore applications of technology to research and library services. The Law Library continues to explore web-based resources as alternatives to print and CD-ROM and is experimenting with various methods for providing access to resources. The Law Library is exploring the possibility of purchases of equipment for check-out to students, including additional laptop computers and headphones for use in the computer lab.

The Law Library will continue its development of a research-oriented web page, including Indian law and water law resources. The Law Library is working with the Utton Transboundary Resources Center on collecting, archiving and providing access to the papers of Al Utton. As part of the Water Resources web page, the Law Library is also offering links to sites which are related to international and transboundary water issues.

The Law Library looks forward to continued progress in enhancing services and information access to support the mission of the Law School. Filling all vacant positions

in 2002/2003 will allow the Law Library not only to maintain current services and collections but to advance in new directions.