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UNM School of Law Library Annual Report 2002-2003

School of Law Library Director

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For more information, please contact
amywinter@unm.edu, lsloane@salud.unm.edu,
sahrk@unm.edu.

Law Library
Ron Wheeler and Michelle Rigual, Co-Interim Directors

LIBRARY STAFF

The Law Library hired a Reference Librarian and a Visiting Reference Librarian. At the close of the fiscal year, a search was in progress for a permanent librarian to replace the visitor (visiting position ends 10/31/03). The new permanent position will be a Technical/Systems Librarian, responsible for coordinating cross-departmental systems issues but with Reference Service and Technical Service duties as needed.

In Access Services, an LIS II and an LIS III resigned. In response, an LIS I was promoted to LIS II, and a new LIS I was hired.

An Administrative Assistant II's term appointment expired, and another Administrative Assistant II transferred to another University department. A search for a new Administrative Assistant II was in progress at the end of the fiscal year.

In Technical Services, a Temporary staff person converted to a full time LIS I. This LIS I has responsibilities in collection development. The LIS III Serials Supervisor became ill and was granted Leave Without Pay. She was later granted Catastrophic Leave. Ultimately, her Retirement With Disability was approved, retroactive to April 1, 2003.

Due to the ongoing illness of the Serials Supervisor, the Serials unit continued to experience a significant backlog of materials for check-in during 2002/2003. 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 2002/2003. A search for a new LIS III Serials Supervisor was in progress at the end of the fiscal year.

The Law Library staff participated widely in training and professional/career development activities. A Reference Librarian attended the American Association of Law Libraries (AALL) *Boot Camp for Teachers of Electronic Research*. An LIS III attended the *ALCTS AACR2 2002 and Metadata Institute* for training on new and revised cataloging concepts including metadata for Web resources. Additionally, staff members attended various workshops and conferences including computer training classes and annual meetings of the Southwest Association of Law Libraries and AALL.

A Reference Librarian received two grants to attend the AALL 2002 annual meeting in Orlando, FL: the *AALL Annual Meeting Grant* and the *Alan Holoch Memorial Travel Grant* administered by the Social Responsibilities Special Interest Section's Standing Committee on Lesbian and Gay Issues. Additionally, a Reference Librarian is in the midst of a three-year appointment to the AALL Placement Committee.

Reference Librarians published several research related articles in the NM Bar Journal during fiscal 2002/2003 on topics such as online reference sources for legal writing, and vendor neutral citation in New Mexico. Additionally, a reference librarian published an opinion piece on tenure for librarians in the newsletter of the Research, Instruction and Patron Services Special Interest Section of AALL.

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. All Law Library service points continued to be staffed only with permanent library staff, eliminating the reliance on student workers for desk coverage.

Law Librarians provided the following training sessions:

- New Mexico Law on Disk - part of the Judicial Education Center's Magistrate Training.
- Bill Tracking - Legislative and Administrative Process class.
- Secondary Sources – Legal Research Reasoning and Writing (LRRW) class.
- Statutory Research – LRRW class.
- Cases, Digests, and Shepards – LRRW class.
- Administrative Regulations – LRRW class.
- New Mexico Practice and Primary Materials – provided to all law students in the Clinic and now included as a component of the Clinic Orientation instruction.
- Specialized research trainings for the following law school courses: Environmental Law, Natural Resources Journal Seminar, Commercial Transactions, Legislative and Administrative Practice, International Environmental Resources, and Indian Law.
- Hands-on Lexis and Westlaw research trainings.
- Loislaw, Versus Law, New Mexico Law on Disk and free Internet legal research trainings.
- Pre-Law Summer Institute research training.
- UNM Law School PREPP student training.
- Law Review research training

- Three training tours and informal classes for UNM undergraduate and graduate students
- Seven training tours and informal classes for paralegal students/classes from TVI, College of Santa Fe, and Metro College and New Mexico Highlands.

In addition, Law Librarians taught the Advanced Legal Research seminar each semester during 2002/2003. The course was taught in Fall 2002 by Eileen Cohen, in Spring 2003 by Ron Wheeler, and in Summer 2003 by Michelle Rigual.

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 selected monographic titles during 2002/2003. 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.

FUTURE PLANS

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

In the area of Law Library staff, the goals are to hire well-qualified, highly motivated individuals in the positions that are currently open; cross-train staff to enhance their performance in their own positions and so that they are able to perform additional functions; increase training and professional development opportunities through local, online, and selected off-site programs; promote staff educational goals by promoting use of flextime; and continue training staff on legal materials.

The Law Library's service goals include collaboration with the Law School IT Department to maximize the value of Law Library technology for all patron groups. In particular, better use will be made of the computer lab for research and training. A general clean up of the facility is planned to make it more appealing and useful to patrons. The number of group study rooms available to students will be increased as storage areas are emptied. Construction of a new, research-oriented web page is underway and should be introduced in the upcoming fiscal year. This page will include a substantial research guide to water law. The Utton Transboundary Resources Center is providing expertise and planning for the water law guide. The Utton Center and the Library are also working together on collecting, archiving, and providing access to the papers of Al Utton. Finally, the Library will continue its efforts to catch up with the Serials backlog as well as rationalize Serials records and system-wide processes.

Funding the library collection becomes more difficult every year as the cost of library materials far outpaces inflation. In this area, the goals are to investigate consortial purchasing and borrowing arrangements with other Law Libraries. This will enhance offerings to faculty and students while controlling expenditures on serials and monographs. Furthermore, work will continue on reviewing all materials received by the Library – paying special attention to the extremely expensive but difficult to use CD-ROM materials.