

**University of New Mexico School of Law  
Law Library and Information Technology Department Annual Report  
July 1, 2009-June 30, 2010**

**Prepared By: Carol A. Parker, Associate Dean**

The Law Library, and the Information Technology Department, were combined into a single administrative unit as of July 1, 2009, led by Associate Dean, Carol Parker. On May 1, 2010, the Library assumed responsibility for providing administrative support for the school's student-edited journal publications. The department now consists of 24 permanent employees and an equal number of student employees.

**PERSONNEL CHANGES**

**Faculty**

Carol Parker was promoted to Associate Dean for Library and Information Technology on July 1, 2009. Michelle Rigual, Associate Director of the Law Library, resigned in August 2009, to become the Director of the Texas Wesleyan Law Library. Law Librarian Eileen Cohen served as Interim Head of Public Services until Ann Hemmens was hired on November 1, 2009, as an Associate Professor of Law Librarianship and Assistant Director for Public Services. Ann previously worked as Head of Reference at the University of Washington Law Library. On December 1, 2009, David Myers was appointed to a Lecturer III faculty position and continued to serve as our archivist and now also special collections librarian. Keeta Harnett, who had been serving as a Visiting Librarian, was appointed to a Lecturer III faculty position in May 2010 to serve in the newly created position of Business Operations Librarian. Keeta assumed responsibility for overseeing the journals' subscriptions and operating expenses, the library and IT operating expenses, and the library subscription management work Keeta previous did as a Visitor. Sherri Thomas, Ernesto Longa, and Theresa Strike continued to serve on the library faculty. Ernesto Longa underwent a mid-probationary review and was retained and promoted to Associate Professor of Law Librarianship. The library faculty participated widely in professional development activities throughout the year.

**Staff**

At the end of the previous academic year, the IT department staff assumed responsibility for providing IT support for IPL as well as the Law School and Law Library. On July 1, 2009, JoAnn Lucero, Unit Administrator 3, assumed responsibility for managing the IT Department's operating expenses in addition to the library's operating expenses she already managed. Jeannette Hennie, Circulation Manager and Library Information Specialist 2, resigned on July 6, 2009. She was replaced as Circulation Manager by Moses Moya. The IT Systems Administrator vacancy created by the retirement of David Anstine in the previous year was filled by David Farris, who was hired in August, 2009. Adam Byrd returned to full-time status and was promoted to the Law School Website Administrator on October 1, 2009. Adam was officially reclassified to hold this title on April 1, 2010. Moses Moya was promoted to Library Information Specialist 2, on January 30, 2010, following his successful completion of a Career Ladder. Nha Nguyen, Library Information Specialist-2, resigned March 26, 2010. As of May 2010, the IT staff transitioned away from providing IT support for IPL and helped IPL hire their own information staff persons. JoAnn Lucero celebrated her 20<sup>th</sup> anniversary with the university this year, and then retired April 30, 2010, but

will continue to work in an on-call capacity to help us through the transition of our finance, personnel and facilities work. Andrea Lujan completed her Accounting degree at UNM, and was subsequently transferred from the Library Technical Services unit to Library and IT Administration to help with the financial work of the department. Marylin Jaramillo-Garcia, Library Information Specialist 3, celebrated her 30<sup>th</sup> anniversary with the university this year, and also retired June 30, 2010. Lynne Arany, Managing Editor of the journals, and Jessica Leary, journals Business Manager, were transferred to the Law Library staff on May 1, 2010. Jessica Leary also retired on June 30, 2010. A reception for JoAnn, Marylin and Jessica was held in the King Room to celebrate their contributions to the law school over these many years.

## **LAW LIBRARY**

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.

### **Public Service, Instruction, and Outreach Activities**

The Library checked out or renewed 7,197 items and loaned 211 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 Library was open to the public an average of 93 hours per week. The Library gate tallied 98,062 patron visits. This number is lower than recent years, but may be accounted for by the implementation of a new 24/7 Library Access for Law Students pilot project which began in March 2010 and continues. The project was implemented at the request of the UNM School of Law's Student Bar Association, and with the approval of Dean Washburn. Law students may now enter the UNM Law Library via an after-hours entrance when the library is closed to other patrons [law faculty already had this ability]. The student response to this project has been positive.

The Law librarians provided service at the Reference Desk from 9:00 a.m. to 6:00 p.m. Mondays-Fridays, and from 12:00 p.m. to 4:00 p.m. on Sundays, for a total of 49 hours per week, with the exception of Summer 2010 when only Monday-Friday reference service was provided. The breakdown of the reference questions taken at the Reference Desk was as follows: 498 Law students (21.71%), 911 members of the public (39.71%), 521 bar members (22.71%), 88 Law Faculty members (3.84%), 82 Paralegal students (3.57%), and 190 other patrons (8.28%), for a total of 2,294 questions answered at the Reference Desk.

Services provided to Law faculty away from the Reference Desk were separately counted. The Law Librarians completed 191 requests for faculty research assistance. The Law Library also delivered 731 books and articles to Law faculty during this year and processed 18 Course Reserve requests from faculty. This work was supported in part by the Law Library interlibrary loan (ILL) team, which placed requests for 47 items for Law faculty. The ILL team processed a total of 337 requests

for Law faculty, students, and members of the Bar and 523 requests from other libraries to borrow our materials, totaling 860 requests processed this year. The library also expanded its document delivery service to members of the Bar, filling 113 requests in the process.

Law faculty assistance, ILL work, and general reference questions totaled at least 4,076 instances of support provided by the Law librarians and the Library staff in 2009-10, not counting instruction.

The Law library continued to offer a range of research instruction opportunities for Law School faculty and students, and for other groups. The Law librarians and Library Director taught five sections of a required Legal Research 1 class for first year law students in the Spring 2010 semester and one section of the elective Legal Research 1 for upper level students. In addition, in the Fall 2009 semester the librarians and Library Director taught one section of the elective Specialized Legal Research: International Law class and two sections of the elective Legal Research I for upper level students. The Law librarians provided research instruction on New Mexico practice and primary materials and Indian Law resources as part of the Law School Clinic orientations. Training sessions also included tours and informational classes for paralegal students from several local colleges and Universities and for undergraduate and graduate students from other programs at the University. In their role as educators, the Law Library faculty provided a total of 121 distinct training sessions in 2009-10, for a total of 1,911 attendees.

In the Spring of 2010, the Law School Faculty voted to institute a required two-credit legal research class for all students, beginning with the class of 2013, to be taught by the librarians and taken during the students' second year. This two-credit class replaces the one-credit class and the librarians will teach at least one section of it each summer, beginning Summer 2011, and then at least two sections in Fall and Spring semesters the subsequent year.

Although the Law Library continues to provide many services for citizens who come to the building to use the collection and databases, the Library also continued its community outreach program in 2009-10 to increase citizen access to legal information. As part of the program, Eileen Cohen visited Moriarty, N.M. in March of 2010.

The Law librarians 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 local Metro court system. These forms are available to the public from the Law Library and Court Clerk offices.

### **Technical Services, Collections and Archives**

The UNM Law Library continues to house the largest academic legal research collection in the State of New Mexico. In 2009-10, 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 print and microform format collection increased by 3,243 volumes during the year and it now holds 433,929 volumes in print and microform formats, placing it in the "large" library category by ABA accreditation standards.

The librarians continued to evaluate the print treatise collection and identified additional subscriptions to be added to our holdings, funds permitting. Also, due to a mandate by the fire marshal, all books on the top shelf of the lower level stacks were removed and integrated into the lower level collection. This required several months of moving, shifting, weeding, and cleaning.

Work on the Desert States Law Library Consortium's inventory of pre-statehood and primary legal materials continued. This project is managed by our archivist, David Myers. Ruth Singer's work of processing and indexing of the Utton collection continued. In addition, David Myers started processing the Alice King collection, and added two oral histories to the King collection: Larry Gordon, founder of the New Mexico EPA and a King administration secretary; and Aubrey Dunn—a state senator during the King years.

By far the largest Archives project during the year was the establishment of a robust law school archives which was heavily used by David in the work he did for the "60 for 60" project. David served as the lead writer and historical researcher for the *60 for 60* book. David was ably assisted by Ruth Singer in soliciting and gathering all extant material available to build up what had previously been a meager collection. The greatly expanded law school archives now consist of papers, publications, photographs, miscellaneous material. Much of it was contributed by Peggy Lovato when she retired as the Law School Administrator, and by numerous law faculty members who had collected the material over the years. In addition, collections of papers from law faculty which were already on hand were preliminarily sorted. These include Jerrold Walden papers and Henry Weifhofen papers. Oral histories of Fred Hart and Robert Desiderio were completed. The law faculty publications collection was physically moved to the Law Archives storage area on the lower level of the library. David Myers also inventoried the holdings and established a process to update the collection

The work of establishing a dark archive of New Mexico Primary Legal Materials was also advanced by David Myers with the help of Keeta Harnett. This project is part of ongoing work associated with the Desert States project. A full inventory of our New Mexico holdings was completed and steps taken to replace missing volumes. At least one copy of New Mexico primary material was moved to the rare book room.

### **Library Technology and Electronic Resources**

The Law Library continues to be a leader among academic libraries nationally in spending on electronic legal information licenses, making nearly 100 separately licensed databases available to library patrons in 2009-10. The Library continues to offer many licenses for legal research databases to the public, which can be accessed via eight PCs in the library, in addition to providing word processing and Internet access for the public. Many of the Law Library's licenses are also listed in the University Libraries' database management system to ensure campus-wide—and in some cases branch library—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 (DSpace) as a means of preserving electronic scholarly and teaching materials created by the Law and Library faculties. The UNM repository was renamed "LoboVault" and it was reorganized to reflect items related to administration, scholarship, teaching and service. The Law Library and Law School together now have a total of 389 digital items archived in this repository. A growing number of faculty members are archiving their scholarship in the repository, as well as in the bePress and SSRN legal repositories. The Law School also established a Research Paper Series (RPS) in SSRN to promote readership of faculty scholarship. Librarian Ernesto Longa has been instrumental in

encouraging faculty to use repositories and he also serves as the school's editor of its RPS. He also tracked all faculty publications for the law school's archives, annual reports and future self studies.

### **Library Facilities**

Bracing for the library shelving was installed with the help of the university's risk management office after the need for such bracing had previously been identified as part of our ongoing risk assessment and disaster recovery strategy.

### **Library Faculty Publications**

Ernesto A. Longa's book, "Anarchist Periodicals in English Published in the United States (1833-1955): An Annotated Guide," was published in November, 2009.

Carol Parker wrote three articles: *Challenges Associated with Providing Tenure and Continuous Appointment Opportunities for Academic Law Librarians*, forthcoming in 103:2 *L. Libr. J.* \_\_\_ (Spring 2011); *The Need for Faculty Status and Uniform Tenure Requirements for Law Librarians*, forthcoming in 103:1 *L. Libr. J.* \_\_\_ (Winter 2011); and *Leadership Development Programs for Academic Law Librarians* (in special issue entitled, "Our Commitment to Building Leaders: Programs for Leadership in Academic and Special Libraries"), 49:8 *J. Libr. Admin.* 881-85 (2009). She was a contributing editor for a book during the past year: Contributing Editor, *Academic Libraries: Looking Toward the Future*, in [ACADEMIC LIBRARIANSHIP](#) (Neal-Shuman Publishers, Inc.: New York City 2010). Carol Parker was also the winner of the 2010 American Association of Law Libraries LexisNexis Call for Papers Award, Open Division, for her article on tenure requirements for law librarians.

### **Law School Service Activities of Library Faculty**

Carol Parker served on the Dean's Management Team, was the project manager for the Hart Wing Moot Courtroom remodels, chaired the Building and Safety Committee, chaired the Law Library Assistant Director Search Committee, served on the Law College Administrator Search Committee, and chaired the Art Committee.

Eileen Cohen traveled and provided Library Outreach to Moriarty and Edgewood Public Libraries in March 2010, providing training to six staff from the two libraries. She also served on the Law School Faculty Natural Resources Comm. We continued to update the Natural Resources Web page, discussed proposed changes to NRJ and outlined future goals. Eileen was one of 3 members on Ernesto Longa's Probationary Review Comm. We performed a comprehensive review process and recommended renewal and promotion to Associate Prof.

Sherri Thomas served on the search committee for the as Law Library Assistant Director for Public Services, 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. In her capacity as a member of the Indian Law

Certificate Committee, Sherri presented at an information session in November 2009, giving the attendees an overview of the Indian Law Certificate program and curriculum.

Ernesto Longa served on the Writing Curriculum Assessment Committee which made recommendations for significant changes to the school's writing and research curriculum. The committee was tasked with, among other things, considering whether the law school should continue to require the one-credit legal research class in the second semester of the students' first year (begun in Spring 2010). As a result the school adopted a requirement that law students take a two credit legal research class during their second year.

Theresa Strike played a key role in developing the law school's new social networking policies, both the policy for students and the one for faculty and staff. She researched example policies and existing case law on schools regulating social networking, and combined these with feedback from members of the law school community, including the Library Director, the IT Director and members of Admissions, to create the policies. She maintains the Facebook page for the law library and assisted Admissions in setting up a Facebook page for the incoming class of 2010. She also served on the Academic Support Committee. In addition to looking at the support needs of the students, the committee started looking into the idea of offering support for faculty as well, by doing a survey on what the faculty would like to know more about for instruction.

David Myers served in many capacities of the "60 for 60" project: initial organizer, chair of the nominations process, outreach to alumni and leading legal figures, staff to advisory committee for history and research; lead researcher and writer for entries. He also provided reference service to dean, development officer, and publications specialist for the project. He served as a source person for Antoinette Sedillo Lopez's Oral History Project on Women in the Law; conducting training and providing a lecture on the mechanics of oral history.

### **University Service Activities of Library Faculty**

The Law librarians continued to collaborate with the librarians at the Health Sciences Library and Informatics Center and University Libraries System, and served on various University committees.

Carol Parker served on the Faculty Senate Computer Use Committee, served in an ex officio capacity on the Faculty Senate Libraries Committee, served on the CIO's E-Mail Steering Committee, and served on the E-Scholarship Committee.

Ernesto Longa served on the eScholarship Committee, as well as its D-Space Task Force, working to develop the new organizational hierarchy for the university repository.

Ann Hemmens served on the [Faculty Senate Teaching Enhancement Committee](#) and the [Faculty Senate Library Committee](#).

Theresa Strike shared the law school's experience in developing a social networking policy with the University's IT committee on October 13, 2009. She gave a presentation on an overview of the current legal situation for schools' regulating student use of social networking at the college and university level and the process the law school had used in developing their policies.

Sherri Thomas served as a support librarian for one of the Freshman Learning Community Courses, Advocating for Animals. She provided support for the law school faculty member, Marsha Baum, by introducing legal research techniques to the undergraduate students, as well as helping to create and maintain a research guide for the course by working with one of the University Librarians, Charlotte Walters.

David Myers worked on building closer working relationships with the Center for Southwest Research and developing strategies for sharing information with the Center.

### **Outside Professional Activities of Library Faculty**

Carol Parker attended the 2009 Boulder Conference on Legal Information and co-authored *The Boulder Statement on Legal Research Education*, which was developed by conference participants. She also presented "Tenured Librarians: For Better or For Worse," at the SWALL Annual Meeting in Waco, TX, in April 2010. Carol also served on the IPA Communications and Marketing Committee, and the LIPA State Representatives Committee. She continued to serve as a board member of the Desert States Law Library Consortium, and the Social Sciences Research Network, Legal Information and Technology e-Journal Advisory Board. She served on the SWALL 2010 Annual Meeting Programming Committee. She also served as an outside reviewer on faculty promotion and tenure committees for the University of Utah Law Library and the University of Wyoming Law Library.

Ann Hemmens continued to serve on the American Association of Law Libraries Special Interest Section Standing Committee on Library Service to Institution Residents and the Academic Law Libraries Special Interest Section's Student Services Committee. She served as an essay judge for the New Mexico Human Rights Project for grades 6-12 on the topic of "Stereotyping: From Anne Frank to the Present", for the Albuquerque/Bernalillo County Library System. She also served on their Friends for the Public Library Board as secretary. She served as a peer-reviewer for the journal, *Government Information Quarterly*.

Eileen Cohen continued to serve as a member of the Desert States Resource Sharing Committee, the New Mexico AARL Document Delivery Committee, and the New Mexico AARL Resource Sharing Committee.

Sherri Thomas continued her roles as a committee member of the Federal Bar Association Indian Law on State Bar Exams Committee and as the Chair of the American Association of Law Libraries' Native Peoples Law Caucus. She added two more responsibilities, including becoming the Publications Chair of the Southwest Association of Law Libraries, as well as serving on the nominating committee of the American Association of Law Libraries' Online Bibliographic Services Special Interest Section. In addition, Sherri presented at two conferences during the 2009-2010 academic year. She presented at the American Association of Law Libraries Annual Meeting in Washington D.C., in July 2009, on two different panels. First at the Social Responsibilities Section's Diversity Symposium, presenting on the mission and agenda of the Native Peoples Law Caucus, and then as a panelist on Legal Research Questions on the Bar Exam, which focused on the movement toward putting legal research on state bar exams and how to implement teaching methods geared toward preparing law students for the bar exam. Sherri also presented at the 3<sup>rd</sup> Annual Tribal Leaders Conference, on "TRANSITIONS: New Directions in Tribal Leadership," held at the Santa Ana Pueblo, N.M., in March 2010, giving a case update to tribal judges and practitioners on recent developments in federal, state and tribal case law.

Theresa Strike presented a program on developing a social networking policy at the New Mexico Technology in Education Conference in Ruidoso, NM, in October, 2009.

David Myers served as a board member and chair of the Awards Committee for the Historical Society of New Mexico. David also chaired a session at the Annual Meeting on the uses of local history.

## **INFORMATION TECHNOLOGY AND MEDIA CENTER**

The Information Technology and Media Center Department's mission is to effectively support faculty, students and staff in their use of technology with the objective of enhancing their work in the areas of teaching and learning, research and scholarship, service, and communication. Led by Assistant Dean, Cyndi Johnson, the staff is responsible for providing essential technology and media support services for all of the Law School departments and personnel.

### **Service**

Requests for audio and video recording and posting to the law school's media server more than tripled in the last two years. Typical requests include audio recordings for students who have missed classes, posting videos of outside speakers, student-hosted class review sessions, and special events such as the Ramo lecture and CLE events. Oral histories and the King Series lectures were videographed and produced. Media Center employees hired and trained several new student employees and helped faculty members learn how to utilize classroom technology.

Karen Talley, IT User Support Analyst, conducted Legal Technology classes to three semesters of clinical law students and provided one-on-one training to faculty with particular issues during the transition to Office 2007. She also created and distributed CD writing instructions and added many software help guides to the IT Services section of the Intranet.

School of Law IT Manager Cyndi Johnson began managing both the law school and IPL IT personnel and User Support Analyst Karen Talley provided user support for both departments.

At the end of the year, we stopped supporting IPL and helped them hire their own information professional to manage their IT needs.

David provided system administration for IPL servers as well as the law school servers, under an agreement reached with IPL for management of IPL's computing department.

### **Hardware**

IT staff configured, purchased, imaged, and installed 51 workstations, seven laptops, eight printers (networked and personal), several scanners, 30+ flat panel monitors, an LTO 3 tape backup unit, and a server to replace two obsolete file servers. A server/appliance was purchased in anticipation of upgrading the law school's workstation management software, Altiris Deployment Solution. Several classrooms had technology upgrades installed for a total of 11 law school classrooms (out of 16 classrooms) with integrated technology, providing a robust multimedia educational environment.



The law school and IPL network infrastructures were moved off the old network core and onto the new core as part of the Resilient Core Tiered Implementation Project.

The role of the Media Center has become increasingly important to the educational mission of the law school with more and more faculty members incorporating technology into their classes. To accommodate this growth, additional Media Center equipment was purchased and/or existing equipment upgraded. This included transitioning from a Microsoft Windows-based video editing system to Mac Pro workstations running Adobe Final Cut Professional. A professional-grade Panasonic mini-DV camcorder is now used to record law school special events. Digital audio recorders replaced older mini-cassette recorders (primarily used in the Clinical Law program) while all classrooms now have built-in microphones running to the Media Center's audio head-end room, providing automated class audio recording. Additional equipment purchased includes a Sennheiser wireless lavalier microphone system, Canon miniDV camcorders, a lighting kit, and a Nikon SLR digital still camera. Updating the equipment has allowed the Media Center staff to provide a higher quality of service to the law school constituents and the public.

The Institute of Public Law (IPL) computing hardware was assessed and a four-year replacement plan was presented to Director Paul Biderman. One "kiosk" computer was purchased and one desktop was replaced with a laptop. Eight other workstations had memory upgrades installed. All hardware was inventoried and documented in an Access database.

## **Software**

The School of Law implemented the Enterprise FastInfo system with "answers" provided by Admissions, Career Services, Law Library, Media Center and Information Technology. All IT staff were trained on the Administrative client and are currently monitoring incoming questions from UNM constituents and the public.

IT staff researched client management software to replace our outdated implementation of Altiris Deployment Solution and ultimately decided to upgrade to Symantec Deployment Solution Suite (DSS). DSS will provide inventory management, remote client access, remote software installation, and patch management. The software will be installed during the fall of 2010.

The current of BackupExec, server backup software, was purchased to be installed on nine law school servers.

All workstations at the Institute of Public Law were upgraded to Office 2007. Additionally, IPL software (over 100 CDs) was collected and catalogued into a software library. All software installed on IPL computers was documented and licensing issues were resolved. A standard IPL base image was determined and created for specific workstation and laptop models. IPL computers were renamed to comply with the Enterprise Active Directory naming convention in anticipation of a future migration.

## **Upcoming IT Projects**

The law school plans to migrate to Main Campus' IT Enterprise Active Directory for accounts and the Enterprise Exchange email system in May of 2011. This project was delayed due to indecision

about an Enterprise Messaging system. The Enterprise wireless network access points will be upgraded to the new "N" standard in the fall of 2010. The Media Center will be reorganized into two areas (Academic Technology Services and Production Services) to accommodate increasing demands for media services. Additional training on use of classroom technology will be provided for law school faculty. As noted earlier, the Symantec Deployment Solution Suite will be installed on a new NetX appliance specifically configured for that purpose. An aging web server will be decommissioned from its current role and web sites will be moved to a new Windows 2008 server. An Open Journals System project (joint with the law library and University Libraries) will go live, using a law school server.

### **Professional Development**

IT staff participated in various committees and presentations throughout the year. Cyndi Johnson attended the Law School Admissions Council Electronic Services conference, held in Las Vegas, NV. She also participated in UNM IT Agent meetings, is a member of the Digital Signage Working Group, and was a member of the law school's Building and Safety and the Library and Instructional Technology Committees. Janet Roupas, Web Designer, regularly attended UNM Information Architect meetings.

Cyndi Johnson attended an Information Technology Infrastructure Library (ITIL) Service Management class, passed the examination, and is now ITILSM certified.

11/19/10