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UNM School of Law Library Annual Report 2010-2011

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**University of New Mexico School of Law Library Annual Report
July 1, 2010-June 30, 2011**

Prepared By: Carol A. Parker, Associate Dean

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 department is staff by approximately two dozen permanent employees and an equal number of student employees. This section reports activities of the Law Library only. Please see separate sections for the IT Department and the Journals.

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 CHANGES

Library Faculty

Marquita Harnett was hired as a Lecturer III to serve as the Business Operations Librarian, effective July 1, 2010. Eileen Cohen began to serve as Head of the Library Technical Services Department effective January 1, 2011. Sherri Thomas underwent a mid-probationary review and was retained and promoted to Associate Professor of Law Librarianship.

Staff

Ramona Garcia was promoted to Administrative Assistant to the Dean, effective July 1, 2010. Andrea Lujan was hired as an Accountant I effective July 24, 2010. JoAnn Lucero, who retired late last year, returned to work 10 hours a week assisting with business operations. Alexandra Siek was hired as a Library Services Coordinator effective September 1, 2010. Carolyn Kelly, who had served as Head of Technical Services, retired on January 1, 2011. Carolyn returned to work 10 hours a week cataloging materials. Ruth Singer who retired from the law school several years ago, returned to work 10 hours a week processing the Utton Archives. Moses Moya assumed responsibility for library facilities needs in the spring of 2011 and undertook a career ladder for a promotion to Library Information Specialist 3, which should be completed in fall of 2011.

LIBRARY ACTIVITIES & SERVICES

Public Service, Instruction, and Outreach

The Library was open to the public an average of 83 hours per week. The Library gate counted 98,909 patron visits. This number is 847 visits higher than last year. This number 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, 156 law students had completed the 24/7 Access training and received the access code. The Library checked out or renewed 6,930 items and loaned 187 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, 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 and 2011 when only Monday-Friday reference service was provided. In the Summer of 2011, based on a review of reference statistics it was decided to eliminate Sunday Reference permanently due to the lack of use and the other commitments of the librarians including a new required two-credit Legal Research course for 2Ls to be taught in multiple sections every semester, including the summer semester. The breakdown of the reference questions taken at the Reference Desk was as follows: 793 Law students (22.49%), 1328 members of the public (37.66%), 888 bar members (25.18%), 121 Law Faculty members (3.43%), 144 Paralegal students (4.08%), and 252 other patrons (7.15%), for a total of 3,526 questions answered at the Reference Desk.

Services provided to Law faculty away from the Reference Desk were separately counted. The Law Librarians completed 117 requests for faculty research assistance. The Law Library also delivered 422 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 55 items for Law faculty. The library staff processed materials for placement on Course Reserve for a total of 105 classes. The ILL team processed a total of 671 requests.

Law faculty assistance, ILL work, and general reference questions totaled at least 4,736 instances of support provided by the Law librarians and the Library staff in 2010-11, not counting instruction.

The Librarians taught Legal Research classes within the law school curriculum, and offered 108 presentations, tours, and research lectures for more than 1,522 attendees last year, including paralegal students from other schools and colleges. Bibliographic instruction sessions included guest lectures by Eileen Cohen on Source Checking for the Tribal Law Journal, the New Mexico Law Review and the Natural Resources Journal; and bibliographic instruction for Prof. Denise Fort's class on state and Federal Regulatory Research. Sherri Thomas offered bibliographic instruction for adjunct professors preparing to teach the Tribal Courts seminar in Spring 2011, and Professor Laura Gomez's Advanced Constitutional Rights class also in Spring 2011.

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 commitment to community outreach programs working with the New Mexico Supreme Court Law Librarians to provide basic legal research sessions to citizens throughout the state and via Continuing Legal Education workshops. On November 5, 2010, Ann Hemmens gave a presentation on Library Services to Members of the Bar at the NM State Bar Business Law Section's 2010 Annual Business Law Institute. On December 17, 2010, three Law librarians, Sherri Thomas, Eileen Cohen, and Theresa Strike, provided the Fundamentals of Online Legal Research CLE at the Law Library. This 2.5 general CLE credit session was co-sponsored by the Senior Lawyers Division of the NM State Bar. 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 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 the Access to Justice Program was

awarded a \$50,000 grant from the State Justice Institute that will give the judiciary 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 next two years.

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 2010-11, 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 at the end of 2010-11 was 403,430, 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 this collection. 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; this will occur sometime next year following a thorough review of the Reference Collection.

The librarians completed a much needed update to our Library Fund Codes List used for monographic collection development. The implementation of these new codes has resulted in a more cost-effective and efficient process for obtaining relevant books for the collection with our vendor, YBP.

During the past year, the Technical Services Department resumed responsibility for ordering monographic titles; worked with Access Services to train staff on withdrawing and reprocessing materials; and worked with Public Services to revise the handling of government documents. Technical Services also worked with the Business Services librarian to review and change print routing to electronic routing when possible. The change entailed changing approximately 75% to electronic routing. Technical Services also updated order/serial records for titles flagged during the Treatise Review project. The Head of Technical Services took the lead in coordinating the purchase and loading of the catalog records for the treatise titles available on Lexis and Westlaw.

The Collection Maintenance department implemented the Law librarians withdraw/discard decisions for select materials in the Compact Shelving area to make room for New Mexico materials. This location provides more security for the important New Mexico materials, in accord with our Emergency Response-Disaster Preparedness plan for the collection. She also withdrew other print titles, available electronically to all patrons, in the Lower Floor collection allowing her to plan and coordinate a major shift of the collection 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. The librarians reviewed lists of over 245 missing/lost titles and either purchased replacement copies or removed the records, cleaning up the library catalog to more accurately reflect the collection.

As the Federal Documents Coordinator, Ann Hemmens completed a Public Access Assessment, conducted by staff at the Government Printing Office via phone interview and review of our website and documentation. According to the Assessment, "as of 03/30/2011, GPO has found that the UNM Law Library is in full compliance of its responsibilities to provide access to and services for Federal Depository Library resources as 44 U.S.C. § 19 and the Federal Depository Library Handbook require." Additionally we officially terminated Selective Housing Agreements from 1991 and 1995 that were no longer in effect.

To improve access to our audio visual collection, we updated the location records and labels to reflect the AV collection and to allow the items to circulate to our patrons.

The librarians worked with the Clinic faculty on a thorough review, weeding, and reorganization of the Clinic Library collection. Additional print copies of the NMSA 1978 were added as were practitioner-oriented titles on tax, immigration, and other topics. The librarians worked with the Clinic faculty to develop a small collection of clinical law materials and works of the UNM clinical faculty for the Clinic Conference Room.

Archivist, David Myers, worked with Ruth Singer to create Law School Archives in conjunction with all of the research David provided for the Law School's 60 for 60 anniversary celebration and book. The Law School Archives is now completely organized into two large file cabinets and twenty five boxes—the Law School Archives also include the following video oral histories: Fred Hart, Robert Desiderio, Ted Parnall, Leo Romero, Suellyn Scarnecchia and William MacPherson.

In addition, the following manuscript collections have all been completely organized, processed, indexed and catalogued during the past year, and are now open for research:

- Alice King Papers—the papers of the former first lady—which are especially good on children's issues, the creation of CYFD, and her work in education and medical issues and her work on poverty <http://rmoa.unm.edu/docviewer.php?docId=nmu-lmssking,alice.xml>
- Pamela B. Minzner Papers—former UNM School of Law professor, NM Court of Appeals judge and Chief Justice of the NM Supreme Court—this is an especially rich collection which includes her correspondence and speeches <http://rmoa.unm.edu/docviewer.php?docId=nmu-lmssminzner,pamela.xml>
- Jerrold Walden Papers—Long time UNM Law School professor which is strong in correspondence files and his research files for his books and articles. They include the materials he used in writing an important article on the illegal activities of the CIA <http://rmoa.unm.edu/docviewer.php?docId=nmu-lmsswalden,jerrold.xml>
- Henry Weifhofen Papers—Another long time law school professor—who taught from 1948 (the second year the law school was open) until 1979. He was a leading national expert on law and psychiatry and wrote the standard text on legal writing. The correspondence files are extensive and cover the years from 1948 to 1988 <http://rmoa.unm.edu/docviewer.php?docId=nmu-lmssweihofen.xml>

Ruth Singer is nearing the end of processing the voluminous Al Utton collection which contains a great deal of valuable material about the law school, water law and boundary issues. It will have an online index when completed.

Ernesto Longa is near completion in processing the Mack Easley papers. Easley was a very important political figure in the 1950s and 1960—he served as speaker of the NM House of Representatives—as lieutenant governor and as chief justice of the NM Supreme Court [will have an online index when completed]. The cataloguing and processing of the William A. Keleher legal collection is almost complete thanks to Carolyn Kelly, Vickie Burt and Alex Siek. It will be housed in its entirety in the rare book room. Finally, Tony Anderson of Media Services found a 16mm reel of a movie entitled “In Pursuit of the Law” which is about the law school in 1958. It will be converted to a DVD format. The only down side is that it is a silent film. It is supposed to have an accompanying text, but we have not been able to find it.

Library Technology and Electronic Resources

The Library continues to offer nearly 100 separately licensed databases for library patrons in 2010-2011. 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 August, 2010, the lower level received new carpet. The law student computer lab was subsequently relocated to an open area on the lower floor of the Law Library (12 computers, two network printers, and two vendor printers for Westlaw and Lexis). A nearby custodial closet was converted to storage space for Westlaw and Lexis, all in time for the beginning of the Fall Semester. During the winter, the old computer lab was converted to a conference room which also serves as a reading room for the Law School Archives. In August 2010, as part of our 24/7 access program for Law Students, the Law Library had two surveillance cameras installed to monitor a section of the lower floor where the 24/7 access door is located. During the Spring Semester, two library faculty offices were relocated to create student study rooms and offices for student organizations on the upper floor of the library, primarily housing the student Tax Club, just in time to provide office space for the Club’s low income tax return preparation work during the 2011 tax season.

LIBRARY FACULTY ACTIVITIES

Law School Teaching:

The entire Law Library faculty worked with 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. 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 three sections in Fall and Spring semesters 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. In order to facilitate and plan future library instruction needs, Sherri Thomas was appointed as Instruction Coordinator in Spring 2011.

Ann Hemmens taught Legal Research 2 (Fall semester 2010) and provided several guest lectures (Clinic; International Human Rights; Interviewing, Counseling, Negotiation).

Theresa Strike taught the inaugural section of the newly required 2 cr. Legal Research class Summer semester 2011.

Sherri Thomas taught a section on Specialized Legal Research in Indian Law in Fall 2010.

Publications:

Carol Parker published: Author, Tenure Advice for Law Librarians and Their Directors, 103:2 Law Library Journal 199-217 (2011)

Ann Hemmens published: “Services to Members of the New Mexico Bar” insert in CLE materials for 2010 Business Law Institute.

Theresa Strike published: The New Social Policy: One law school's experience in creating a social networking policy, AALL Spectrum, September/October 2010 at 24; You Don't Have to Be Brand New to Still Be Newer, ALL-SIS Newsletter, Fall 2010
http://www.aallnet.org/sis/allsis/newsletter/30_1/new.html; and “The Middle Rio Grande: A Scholar's Guide to the Law, Science, Literature, and Citizens of the River” <http://lawschool.unm.edu/rio-grande/index.php> (co-authored with Prof. Denise Fort).

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 room 2404, turning the Old Moot Courtroom into a large classroom. She also chaired an Ad Hoc Law Faculty Committee on Law Reviews and Journals. In January 1, 2011, she began to serve as the Law School's Associate Dean for Finance and Administration.

Ann Hemmens served on the Academic Support Committee.

Ernesto Longa 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.

University Service:

Carol Parker served on the Faculty Senate Budget Committee and the Office of E-Scholarship 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.

Outside Professional Activities:

Carol Parker served as a board member of the Desert States Law Library Consortium. She also served on the AALL Academic Law Libraries Section's Committee on Tenure/Continuous Appointment, and on the AALL Leadership Development Committee. Finally she served on the Legal Information Preservation Alliance Marketing Committee.

Ann Hemmens made a November 2010 Luncheon presentation about library services to the Business Law section of the State Bar, and promoted a December 2010 CLE on Basic Online Legal Research taught at the Law Library by the Law librarians. She attended the AALL Management Institute in Chicago April 7-9, 2011. Ann attended the AALL Annual Meeting in Philadelphia July 22-26, 2011, at which she coordinated and moderated the Joint SIS Roundtable on Services to Pro Se Patrons & Prisoners; served on the AALL, Social Responsibilities Special Interest Section – Standing Committee on Services to Institution Residents (Prisoners), and updated the Directory of Law Libraries Serving Prisoners. Ann also served on the AALL Academic Law Libraries Special Interest Section – Student Services Committee: moderating online discussion of marketing library services to law students. She continues to serve as Secretary for Friends for the Public Library, a nonprofit organization supporting the Albuquerque/Bernalillo County Library System. Finally, she continues to serve as peer-reviewer for Government Information Quarterly.

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. Sherri presented at three conferences during the 2010-2011 academic year. She presented at the American Association of Law Libraries Annual Meeting in Denver Colorado, on two different panels. First at the sold-out Pre-Conference Workshop on Tribal Law, presenting with David Selden of the National Indian Law Library and Jill Tompkins who is the Director of the Indian Law Program and the University of Denver, and then as a panelist on the Reference, Instruction and Patron Services-Special Interest Section Program - Topical Forum: To Serve Man? Patron Services to the Disadvantaged During and after the Downturn. In November 2011, Sherri did a presentation on the Southwest Inter-Tribal Court of Appeals (SWITCA) Appellate Rules of Procedure at the SWITCA Quarterly Meeting. Sherri also presented at the 4th Annual Tribal Leaders Conference, on "TRANSITIONS: New Directions in Tribal Leadership," held at the Santa Ana Pueblo, N.M., in March 2011, giving a case update to tribal judges and practitioners on recent developments in federal, state and tribal case law.

11/10/11