UNM School of Law Library Annual Report 1971-1972

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To: Dean Frederick Hart

FROM: Myron Fink

SUBJECT: Annual Report of the Law Librarian from May 1, 1971 to May 1, 1972

This Annual Report covers a period from the last Annual Report (May 1, 1971) to May 1, 1972. The last Annual Report was submitted as of May 1 at the request of Dean Christopher and was supplemented in the summer of 1971 by statistics covering that fiscal year. Because vacations are normally taken in the summer beginning June 1, we have found it more practical to again submit an Annual Report this year which ends May 1, 1972 and to again plan to add supplemental statistics covering the fiscal year when these figures are available in the summer. This will probably continue to be the practice in the future years.

In May of 1971, a "settling-in" and adjustment process was just coming to a close after the excitement and effort of the building move. Everything in the law library was new in Semester II, the first school semester in the new building, so that our main effort was directed to orienting our staff and law school faculty and student body to the new facility. In May 1971, we began once again to look beyond immediate problems to the kind of library we wanted in the new building.

As we have done in the past, we organized an ambitious list of summer projects for the summer of 1971. A description of what we were able to accomplish this past summer is covered in Exhibit A, attached to this report.

As I stated on page 13 of the last Annual Report under "Goals for Next Year", the two projects given highest priority this past year were the Faculty Library and the upgrading of service at the Library Circulation Desk. Work on the Faculty Library was substantially completed during the summer (see Exhibit A). In September, I developed and implemented plans for the quality upgrading at the Desk and for the development of an Audio-Visual Room in the library. Descriptions of these efforts are summarized on the first pages of the Circulation Desk Report (attached as Exhibit B). Both the training program at the Desk and the organization of the Audio-Visual Room were my main concerns during Semester I in 1971. The Assistant Librarian worked under my direction in both these areas and we completed our work by the end of Semester I.

It should be understood that, unlike Technical Services which had been under Mrs. Duncan's direction for at least 5 years, the Circulation Desk had to start from scratch in the new building. Jinny Summers, the Circulation Assistant, was new at her job when we moved and Joe Sabatini,
the Assistant Librarian, had never worked behind the Circulation Desk in old building. There were few if any established procedures for the Desk and the whole concept of double-coverage using permanent part-time Clerks, rather than law student help, was then untried. Thus, it can be seen that the adjustment of personnel at the Desk during Semester II in the Spring of 1971 and the training program which I developed for the Desk in Semester I in the Fall of 1971 were matters of the greatest concern to me.

The development of an Audio-Visual Room in the library was also a matter I spent considerable time with in the Fall of 1971. The lack of such a facility in the old building meant that here again, we had to start from scratch for the most part although we had the core of a good collection in microform on hand when we moved.

Another problem area that concerned me last May and during the summer of 1971 was the recruiting and training of a replacement for Mrs. Nina Duncan who advised me of her decision to retire at the completion of fiscal year 1971-72. I call this a problem area because, at that time, Mrs. Dorothy Warden, our Acquisitions Librarian, had advised me of her intention of asking for a Leave of Absence to attend Library School and there was no guarantee that she would return when she had her degree. A further complication was the fact that the position of Cataloger vacated by Miss Dorothy Hall about this time provided for a salary which was lower than the entrance salary at Zimmerman Library.

Our recruitment effort to fill Miss Hall's position was very successful. Two good replacements were found who were agreeable to working for us at the salary level for the one Catalog position then open. We decided to offer the position to Mrs. Sandra Coleman but also to retain and pay out of other moneys the other candidate, Miss Karen Morgan, on our staff so that she too could take advantage of the training program to be offered by Mrs. Duncan. Thus, during this past year, we have had the services of two professionals in Technical Services who have both had the personal training and supervision of Mrs. Duncan in the work of cataloging and classification.

Another bit of luck was that we were able to replace Mrs. Warden for the one year she was away on leave, by Mrs. Patricia Snell, a professional Librarian, who was living in Albuquerque for just this one year for family reasons. Mrs. Snell did a fine job for us in Acquisitions this past year. A copy of her report to me covering her work is attached as Exhibit C.

To top it off, Mrs. Warden has recently advised that she would like to return to our staff as of September 1 as a part-time Acquisitions Librarian and we have provided for her to work 3/4 time for us this next fiscal year.
This brings developments in our Technical Services Department up-to-date as of May 1972. Exhibit D (attached) is a report prepared by Mrs. Nina Duncan for this department. It makes clear once again the debt we owe to her for carrying the burden of developing our Technical Services to the level it now operates on. Mrs. Duncan has trained Mrs. Coleman and Miss Morgan so that we now have two professionals who can carry on the work of cataloging and classification in our library. In fiscal year 1972-73, Mrs. Coleman will assume the new position of Technical Services Librarian with overall responsibilities which embrace not only what she had been trained to do, but also all work done by Technical Services including acquisitions, processing, responsibility for all clerical and student help in this department, etc. Miss Morgan will step into the position of Cataloger now occupied by Mrs. Coleman.

Exhibit E (attached) is a report from Mrs. Helen Carter, our Research Librarian. It includes for the first time a breakdown of how she spent her working hours this past year. I am satisfied that Mrs. Carter and the law students working under her direct supervision are operating effectively in the library and in the law school. Sometime in the near future, it may be necessary to expand the number of professional hours devoted to this office but I am not making any recommendations at this time because of other expansion needs.

**EXPENDITURES AND ACCOUNT TRANSFERS**

As of May 1 (the date of this Report), we spent the following from library budgets:

<table>
<thead>
<tr>
<th>Account</th>
<th>Budgeted 1971-72</th>
<th>Actual Expenditures to 5/1/72</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$98,750.00</td>
<td>$84,234.85</td>
</tr>
<tr>
<td>Expense</td>
<td>$10,600.00</td>
<td>$12,162.09</td>
</tr>
<tr>
<td>+ $2,000</td>
<td>$12,600.00</td>
<td>$14,162.09</td>
</tr>
<tr>
<td>Equipment</td>
<td>$4,250.00</td>
<td>$3,928.06</td>
</tr>
<tr>
<td>Travel</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Books, General</td>
<td>$73,500.00</td>
<td>$64,650.78</td>
</tr>
<tr>
<td>Books, special</td>
<td>$800.00</td>
<td>$736.07</td>
</tr>
<tr>
<td>Retirement</td>
<td>$5,500.00</td>
<td>$3,340.71</td>
</tr>
<tr>
<td>Social Security</td>
<td>$3,500.00</td>
<td>$2,857.16</td>
</tr>
<tr>
<td>Group Insurance</td>
<td>$1,000.00</td>
<td>$814.45</td>
</tr>
<tr>
<td>Incident Expense</td>
<td>$2,273.55</td>
<td>$2,273.55</td>
</tr>
</tbody>
</table>
As of June 1, we recorded the following transfers to and from library budgets:

1. April 1972. Transferred $2,000 from our Applied Expense to our Supplies and Expense account. Reasons: In August 1971, we had to pay two delayed bills from the previous fiscal year in the amount of $1400. The other $600 was needed for increased rental cost of Xerox (as of January 1, cost per copy went up 5 mills) and additional supplies needed because of increased use of xerox machine.


3. May 1972. $3000 transferred out of various library accounts by the Dean to meet administrative needs of Law School. ($1600 transferred out of our General Book account, and $1400 transferred out of our Applied Expense account.)

4. June 9. Steps being taken to transfer about $500 from our Applied Expense account to our Salary account. Reason: To cover anticipated deficit in this account.

LIBRARY XEROX

Library xerox machine revenue from July 1971 to about May 15, 1972 was $5309 with the possibility of collecting another $200 by the end of June. We paid out until May 15 of this fiscal year, $7316 for rental (of which $1000 was a carryover from previous year), and $811 for supplies. In a period just under 10 months, we made 173,233 copies. About 1/3 of these copies were made by our faculty and staff by use of the pass key. We believe that if faculty and staff had each paid 5¢ per copy, we would break even. We have had a large number of breakdowns of the machine due to heavy usage but the repair service is excellent and a breakdown is usually repaired in a matter of hours. We are in hopes of being able to replace the present machine by a smaller, faster one but have not done so because the coin equipment is not available for this at present. When the coin equipment can be had with this new machine, we might consider getting two machines if the cost per use works out the same as now.

INDIAN LAW COLLECTION

This was a year of slow growth and continued heavy usage for the
Indian collection. About 90 books were purchased through the special books budget on Indian law. The collection now numbers about 1,100 titles. The library's multiple copies of Felix Cohens "Handbook of Federal Indian Law", reprinted by U.N.M. Press in 1970, were used extensively. In April, an acquisition list of major additions to the collection during 1971 was published and distributed to faculty, Indian law students and other interested persons. We also published a revised edition of a Selective Bibliography of our Indian Law holdings, which will be distributed to interested subscribers to the American Indian Law Newsletter.

DUPLICATE BOOK EXCHANGE

During Semester II in 1972, the Law Library participated in an AALL duplicate exchange program covering state court reports. This exchange was timely for us because we were in the process of organizing our collection of state reports which had previously been in storage in the basement of Hokona Hall. We were able to offer many volumes to other law libraries on exchange where we already had sufficient copies in our library. Although the exchange covered all state court reports, we limited our offerings to duplicate state reports which ran parallel to the National Reporter System. We consider our holdings of duplicate state court reports which precede the National Reporter System to have a special value and are holding these duplicates for special exchange or for sale.

In the exchange, we gave to other law libraries 1150 volumes and received in exchange 199 state report volumes we needed and a set of Vol. 1-300 of the New York Supplement. Also being received under this exchange by us is about $400 from the New England College of Law for books we sent to them including some duplicate state reports preceding the National Reporter System.

During the exchange process, we sent "want lists" to other law libraries for gaps in our Faculty Library collection and in our lower floor collection. These lists covering National Reporter volumes and federal reports needed here may help us fill some of these gaps in the near future.

NOISE PROBLEMS IN LIBRARY

In terms of the number of complaints received and known to me, the noise problem might not be regarded as too serious. However, most users of our library do not complain about noise on the upper floor because our
Library has many other compensations and the noise that does occur is largely recognized as inherent in the structure of the upper floor.

During the summer of 1971, I brought this problem to the attention of the proper people but voiced my concern then that I would not want to see the attractiveness and openness of the upper floor diminished unless this was the only alternative. Accordingly, it was decided to try to mask the noise on this floor and otherwise reduce it by taking steps to introduce onto this floor scientifically controlled noise and to build covers for typewriter stations in the lobby areas for typing which had to be done in these areas. These steps were taken during this past year and I am pleased so far with the results. The level of noise introduced on this floor is now lower than I was told it would be in the months immediately ahead since the accoustical engineers who installed it (Purcell, Noppe & Parnell Associates Inc.) want to get patrons of the library accustomed to some noise before the noise level is raised. I remain hopeful that this will do the trick if we continue to operate with care in the lobby area. However, it must be admitted that students and library staff are quite inhibited in their conversations at the Circulation Desk which I regret since this is an important area for information exchange. If complaints continue, we will investigate the possibility of installing a baffle system from the ceiling over the upper floor to catch some of the noise. This will be expensive but not so expensive or undesirable as enclosing the entire lobby area on this level.

FIRST YEAR STUDENT EVALUATION OF LAW LIBRARY

During this past year, the first year class of the Law School participated in a survey conducted by Educational Testing Service. Part of the survey dealt with the feeling of these students about our Law Library. Shown below is an exact description of these feelings:

<table>
<thead>
<tr>
<th>Library and Facilities</th>
<th>Unsatisfactory</th>
<th>Adequate</th>
<th>Very Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library books in field</td>
<td>2</td>
<td>18</td>
<td>54</td>
</tr>
<tr>
<td>Library books outside field</td>
<td>34</td>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td>Library journals in field</td>
<td>1</td>
<td>18</td>
<td>52</td>
</tr>
<tr>
<td>Library hours</td>
<td>0</td>
<td>12</td>
<td>62</td>
</tr>
<tr>
<td>Service from library staff</td>
<td>0</td>
<td>10</td>
<td>56</td>
</tr>
<tr>
<td>Availability of laboratory facilities</td>
<td>3</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>Quality of laboratory facilities</td>
<td>3</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Study &amp; lounge space</td>
<td>2</td>
<td>14</td>
<td>57</td>
</tr>
<tr>
<td>Equipment for class work</td>
<td>2</td>
<td>11</td>
<td>24</td>
</tr>
<tr>
<td>Access to computer facilities</td>
<td>9</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Quality of computer facilities</td>
<td>7</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>
SOME FACTS ABOUT LAW LIBRARY

On July 1, 1971, I submitted to Dean Hart a completed questionnaire for ABA-AALS accreditation which contained among other facts, the following facts of interest about our Law Library as of that date:

Total number of volumes in library: 93,298
Reels of microfilm: 300
Physical units of other microtext: 9,000
States for which we have state reports prior to National Reporter System:
Complete reports: 40
Partially complete reports: 9
Legal Periodicals:
Complete sets: 318
Partially complete sets: 392
Number of titles subscribed to: 491
Study spaces in library for students: 173
Hours library is open: 110 per week
Hours library is open when no professional librarian is on duty: 65 per week (5 p.m. to midnight, plus Saturday and Sunday)

PLANS FOR NEXT YEAR

The most important change planned for 1972-73 is the restructuring of responsibility in the Law Library. We have taken the first step already with the creation of a Technical Services Librarian position to center overall responsibility for the performance of work in this area in one person. Beginning September 1972, public services in the library will be similarly structured so that one person, the Assistant Librarian, will take overall responsibility for this department. Mrs. Coleman, the new Technical Services Librarian, and Mr. Sabatini, the Assistant Librarian, will be directly responsible for the performance, planning, evaluation of personnel, budgeting and reporting in their departments.
In Semester I in 1972, I will once again supervise a training program for Desk personnel and see to it that Mr. Sabatini understands his responsibilities at the Desk. Legal research services under Mrs. Carter will continue as a separate division and will be closely coordinated with Desk activities. The restructuring and tightening up of responsibility at the Desk together with the continued training and improvement of our cadre of part-time Desk Clerks should give us in time a Public Services Department the equal of our already fine Technical Services Department.
1. Reclassification of duplicate treatises.

Under the planning and supervision of Mrs. Duncan, the cataloging staff reclassified and re-processed over nine hundred titles from the treatise classification into the LC classification. This eliminated the entire "duplicate treatise" group which had caused confusion since the first copies of treatise books were taped and restricted. Over 5000 cards were removed from the catalog, classifications changed and refiled. Six staff members worked all summer on this project. Constant use was made of the 10 volume California-Davis Law Catalog and the Library of Congress shelflist to obtain L.C. classification numbers.

2. Reclassification of duplicate reporters.

All duplicate copies of the National Reporter System, Lawyers Edition and U.S. Court of Claims were cataloged and reclassified into the L.C. classification.

3. Reclassification of lower floor periodicals.

Many of the duplicate sets of law reviews were cataloged and reclassified, as were many of the non-indexed periodicals. These books were moved to their proper location within the L.C. classification, and work is continuing on cataloging and reclassifying the rest of them. We would not have been able to do this job if we had not had the service of a professional librarian who volunteered her time, Mrs. Eva Baerwald.

4. Re-arrangement of the lower floor.

With the elimination of the duplicate treatises, periodicals, and reporter's classifications, those collections were integrated into the L.C. collection. This caused us to shift almost all of the books on the lower floor. We have about two-thirds of our lower floor collection cataloged and in the L.C. classification. We were also able to consolidate and put in order the ABA materials and the U.S. and state documents collection. The foreign law section was also spaced out to allow for growth of active sets.

5. Other cataloging projects

In addition to the tremendous job of reclassification of treatises, periodicals and reporters, the catalog department did several other projects, as well as keeping up with their normal work load. They
cataloged the bibliographies in the stack next to the public card catalog. Many U.S. documents were reclassified and cataloged into L.C. The subject heading book project was completed, with numerous corrections being made to subject entries in the public catalog.

6. Faculty Library.

All sets in the faculty library were processed and serials records prepared. A charge-out system and rules for usage were established, so that the faculty library is ready for use in the fall semester.


Extensive work was done on revision of the circulation desk manual. To accommodate the new situation in the new building, maps and guides were prepared, assisting library users in finding library material. An inventory was taken for all books checked out to professors' offices and the circulation card file was re-organized and simplified.

8. Upper floor.

Periodicals were spaced out into two additional stacks, thus giving more room for expansion. Loose leaf services were consolidated into one stack and shelves were labeled.
CIRCULATION DESK REPORT

This report covers the period from July 1, 1971, through May 1, 1972.

Although the Circulation Desk has not undertaken any major projects over the past year, it has accomplished many small tasks and has helped other departments with their work. Two of our largest tasks were the Staff Training Program and the establishment of the Audio-Visual Room.

In 1971-72, our first full year in the new building, the Circulation Department took major steps to upgrade the quality of service at the desk. A Staff Training program was instituted during the Fall semester, in which the Desk Clerks, the Circulation Librarian, and other staff members participated. They attended the Freshman Legal Research course given by the Law Librarian, and did library homework assignments. These were turned in to the Assistant Librarian who graded them and discussed the answers with each participant. A final quiz was also given at the conclusion of the course. Desk personnel also received two lectures on the Card Catalog from Nina Duncan, two lectures on government documents from Sandra Coleman, and individual training in the use of Audio-Visual equipment from Joe Sabatini. The legal research lectures were put on cassette tapes and new desk employees were required to take the course and do the homework. We believe that this training course has increased the ability of our Desk employees to respond to all types of reference questions.

This year was also the first full year of operation for our Audio-Visual Room. We began a program to publicize the new facilities to potential users. Freshman law students were given a brief demonstration and discussion of available microforms and readers. Each member of the faculty was invited to have a more extensive demonstration of the facility, and so far, nine of them have taken the tour. Increasing use was noted of the three cassette tape recorders which the library made available for circulation. The Cataloging Staff developed a notebook listing current holdings in the room; they plan to transfer this holding to a rotary file. On the attached page is a current listing of the major machines and collections we have in the Audio-Visual Room.

In September 1971, the Circulation Desk helped to put out a list of services and facilities available to the patrons. See attached page.

We have recently acquired a new rotary location guide which has a capacity for 16,000 titles.

The Circulation Librarian, in collaboration with the Law Librarian, completed a Manual for the Desk. The Manual sets forth all rules, regulations and procedures which are needed for desk attendants and patrons. This book will constantly be updated and revised to keep with current
Sound-proof boxes were installed over the Circulation Librarian's desk and two work stations at the desk to enable employees to get more work out by typing at night and on weekends, which they could not do before, due to the noise.

A change was made in the location of the Federal and United States Shepards so they would be found easier by patrons on the upper floor.

The Desk has aided Helen Carter in putting up six displays in the library display case.

We took care of the Faculty Library and sent out rules and policies for that library to all faculty.

We helped the Serials Department maintain the Small Reading Room which opened this year. Attached is a list of periodicals found in that room as well as in the rest of the building.

We have started a "permanent reserve" section behind the Desk termed "Desk Reserve". These are materials which are in constant demand and need to be available in the building to everybody.

A large map of the Lower Floor was prepared by Joe Sabatini and was placed on the Lower Floor bulletin board to help patrons and to save their time in not having to return to the Desk map.

Two of the Circulation Desk clerks were responsible for cataloging and filing the Appellate Briefs which came from Santa Fe. These included the Supreme Court briefs (civil), and the Court of Appeals briefs (civil and criminal). The library has just this year started to acquire the Court of Appeals Criminal briefs. This project is practically a full-time job, as we receive approximately 300 briefs a year.

We have been putting "Desk" labels on all materials kept behind the Circulation Desk to insure their return to the proper place. This includes exams, reviews, ordinances, etc.

A revision has been made this year in the procedure of checking for missing books on the shelves. There is now a continual shelf reading process going on. Each desk clerk is assigned to a certain section of the library to straighten the shelves, put the books in proper order, and fill out cards for books which are missing. Each section is read approximately every three weeks. Prior to this new procedure, the shelves were checked only once a year in the summer. A record of these missing books has been kept since January 1, 1972, by the Acquisitions Librarian.
This year, too, the Circulation Librarian has made appointments with all of the faculty to check their offices for books they have checked out. This enables the Desk to make a more thorough inventory of faculty offices with their help, and also aids in the search for missing books.

This year the Desk has placed great emphasis on offering personal help to the faculty. We take books to their offices and pick them up. The interlibrary loan is also a service used by many of them.

Statistics for the Desk (Sept. 1971-June 1972) are as follows:

- Cassettes borrowed: 11
- Reserve books borrowed: 4399
- Other books checked out: 9591
- Interlibrary loans -
  - Request to us: 91
  - Requests by us: 107
The Audio-Visual room is located on the upper floor of the law library in Room 231. The room contains the following equipment and materials at the present time:

1. **Microfilm reader-printer:** for use with The New York Times on microfilm (library has January 1970 to present on film; bound indexes to the New York Times from 1960 -). Library also has on film the Session Laws from each state from its beginning to about 1900. Charge for each print made will be 10¢.

2. **Microcard reader:** for use with the U.S. Supreme Court Appellate Briefs & Records (library has most years from 1935 to present).

3. **Microfiche reader:** for use with recent years of the U.S. Appellate Briefs & Records. Library also has U.S. Congress Legislative Histories for major bills from 1953 to present on fiche; also U.S. Commissioner of Indian Affairs Reports 1824 - 1949 and U.S. Bureau of American Ethnology Annual Reports. 1879 - 1964 on fiche.

4. **Cassette deck with headset:** for use with 1970-71 U.S. Supreme Court Term cassettes (David W. Louisell, Author/Narrator)*

In addition to the four kinds of equipment above and the materials presently available in this room for use with this equipment, there is also stored in the Audio-visual room a 16 mm film projector for use with the Roscoe Pound-American Trial Lawyers Foundation Film Series (library has The Adversaries,(Criminal Law) and The Civil Advocate Series).

**Rules for Use of Room**

The room will be kept locked when not in use. To use the room, ask at the Circulation Desk. Attendant will unlock the room and assist you in finding materials and using equipment. Advise Attendant when you are finished so room can be locked and materials shelved.

* Library now has a cassette deck-earphone set for use in Audio-visual room only and a cassette deck player for circulation in the law school building. The circulation player and individual cassettes may be checked out at the Circulation Desk for use in the building.
TO: LAW STUDENTS
RE: LAW Library Services and Facilities

1. Reference and Bibliographical Services

These services are centered in the Research Librarian’s office in Room 224A. The Research Librarian is on duty each weekday morning during the regular academic year and is assisted by part-time law students who man the office in her absence during the day. During the summer, the office is manned part-time by law students.

The office is responsible for faculty research assistance, legal reference inquiries from any source, preparation of bibliographies and other library publications.

2. Copying Service

A coin-operated Xerox machine is available in Room 221B off the typing room. Cost is five cents per exposure.

3. Typewriters

Typewriters may only be used in the typing room in Room 221. Storage shelves are provided in this room for persons to leave their machines overnight at their own risk.

4. Oral-Study

A small room (221C) located off the typing room is available for conferences and oral study.

5. Browsing

Newspapers: Daily issues of newspapers are kept on the front counter shelf on upper floor; back issues are kept for a week in Room 221F located off the typing room.

Popular Magazines: Current issues are shelved on racks located in the forum of the Law school and in Room 221F; back issues of magazines are stored in racks in Room 221F.

Legal Periodicals: Current issues are shelved on a rack in the lobby of the library.

Law Books: A selection of books recently received by the library is shelved in the lobby. They are available for immediate check-out.

Special Serials: Subscriptions to serials of special interest are displayed on a rack in Room 221F.

6. Audior-

The library collections of film, microcards and microfiche are stored in Room 221, together with readers for these materials. Also available in this room is a collection of cassette tapes and a listening station. Inquire at the Circulation Desk for use of these materials.

7. New Mexico Documents and Rare Books

Room 224 on the upper floor contains the library’s New Mexico Documents collection and a cage area for rare books and other special materials. Inquire at the Circulation Desk for materials kept in the cage.

8. School Law Library Catalogs

Catalogs are shelved in Room 233A, the office of the Law Librarian. Catalogs are kept behind the Circulation Desk.
9. **Book Searches**

A patron who is unable to locate material in the library should check with the Circulation Librarian. If the book is checked out, a hold can be placed on it, and the patron will be notified when the book is returned. If the book is missing, a search can be made for it, and the patron can be advised when the book is found or replaced.

10. **Reserve Books and Old Examinations**

These are available from the Circulation Desk.

11. **Inter-Library Borrowing**

The Law Library can borrow material from other libraries on campus and from other law libraries. We have catalogs and union lists of periodicals from other law libraries for reference. Ask the Circulation Librarian to request materials on inter-library loan.

12. **Project Carrels**

A law student may request a project carrel for his exclusive use for a limited period of time so that he may keep books and other materials at his carrel for work on a project. Requests should be made to the Circulation Librarian.
Forum - current issue is displayed in the forum

Atlantic monthly
Atlantic
Business week
The economist
Forums
Life magazine
National geographic
National Review

Small Reading Room - Items on magazine rack.
Shelves lift up for back issues. See labels.

Black law journal
The Center magazine
Clearinghouse review
College law bulletin
Consumer reports
Environment
Ethics
Harvard law record
Journal of legal studies
Justice magazine
New Dimensions in legislation
New Mexico magazine
New Mexico review and legislative journal

New Republic
 Ramparts
 Saturday Review
 Scientific American
 Sports illustrated
 Taxes observer
 Time magazine
 U.S. News and world report
 Vogue

Small Reading Room - Items on shelves

Christian science monitor
Civil liberties
The great speckled bird
El grito del norte
The hard times
The health city sun
El Independiente
International herald tribune

Los Angeles times*
 Medical committee for human rights.
 Health rights news.
 New York Times*
 News chieftain
 Santa Fe New Mexican**
 Times literary supplement (London)
 Wall street journal*

Small Reading Room - Items in notebooks

American indian law newsletter
Friends committee on legislation. Newsletter.
L.P. Stone's Bi-weekly. (discontinued 1/72)
Law reform review
Law students civil rights research council. Newsletter.
Steinleman civil liberties library. Acquisitions.
Mexican American legal defense and educational fund. Newsletter.
National environmental law society. Newsletter.
Reporter for conscience' sake
Traffic for social responsibility in science. Newsletter.
Welfare law news.
What's not in the law
Women today
Women's rights law reporter

Small Reading Room - Items in magafiles

Columbia survey of human rights law
Legal aid review
EXHIBIT C

Report of the Acquisitions Librarian

The Acquisitions Librarian from July 1, 1971 to May 15, 1972 has divided her time to carry on various activities. As well as doing the normal ordering of current publications, both monographs and serials, special orders for various types of material have been sent, gifts have been processed and sometimes evaluated, a procedure and policy manual has been written for Acquisitions and Serials, and various files have been organized in order to save time.

During the 1971-72 fiscal year, we were active in adding materials to our collection, as well as discarding some obsolete items. During April 1972, we accessioned our 100,000th volume, but since we haven't retained everything we have accessioned, by May 1, 1972, we had 98,378 accessioned books and bound periodicals. Following is a month by month breakdown of the number of added and discarded materials:

<table>
<thead>
<tr>
<th>Month</th>
<th>Add</th>
<th>Discard</th>
<th>Month</th>
<th>Add</th>
<th>Discard</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1971</td>
<td>625</td>
<td>50</td>
<td>January 1972</td>
<td>595</td>
<td>49</td>
</tr>
<tr>
<td>August 1971</td>
<td>573</td>
<td>26</td>
<td>February 1972</td>
<td>396</td>
<td>68</td>
</tr>
<tr>
<td>September 1971</td>
<td>462</td>
<td>135</td>
<td>March 1972</td>
<td>869</td>
<td>310</td>
</tr>
<tr>
<td>October 1971</td>
<td>629</td>
<td>149</td>
<td>April 1972</td>
<td>647</td>
<td>21</td>
</tr>
<tr>
<td>November 1971</td>
<td>456</td>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 1971</td>
<td>547</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First 10 months total added - 5,799
First 10 months total discarded - 878

From 6/18/71 to 5/12/72, 614 periodicals and 25 books were sent to the New Mexico Book Binders to be bound.

In addition to our regular orders, a number of special purchases were made, which are briefly discussed in the next few paragraphs.

Firstly, during the fall of 1971, we entered new second subscriptions to all the periodicals included and indexed in the Index to Legal Periodicals. This amounts to about 270 new subscriptions; a few of which we are getting on a New Mexico Law Review exchange. Before the volumes are complete and bound, they are shelved in the NRJ Office, and after binding they are shelved on the lower floor. Approximate cost was $2700.

Secondly, much time, effort and expense has been expended for the development of the Faculty Library this fiscal year. We have current subscriptions for all portions of the National Reporter System, as well as back runs for many of them: a complete and current CIS, Am Jur. Supreme Court Reports (Lawyers ed), Supreme Court Reports, U.S. Code Annotated, Am Jur Forms, Am Jur Proof of Facts, all but 2 volumes of ALR, all of A.R. Federal, Index to Legal Periodicals, NM Statutes Annotated, NM Digest, NM Reports, NM Shepards, etc. Current periodical subscriptions were entered for 25 selected periodicals to be included in the Faculty Library.
Thirdly, we have started to purchase selected cassette tapes for our audio-visual collection. So far this fiscal year, we have ordered about 11 cassette sets. (List attached.)

Fourthly, 37 additional binders were purchased and put into use for currently periodical issues which are shelved on the upper floor. These are intended to preserve the issues from loss and abuse until they are complete and sent to the bindery. A large number of these had been purchased last fiscal year.

During the 1971-72 fiscal year, the law library received a number of gifts, both in money and law books. (List attached.) Some of the larger gifts of books included gifts from Senator Joseph M. Montoya, George Rembold and Allen Cornwall, Mrs. Waldo Speiss, Scott Mabry, Milton Saligman, Bradford Zeikus, Frank Westerfield for the heirs of Ernest A. Polansky, and Bruce Keith. Monetary contributions were made in order to purchase books in memory of Daniel R. Brenton; and other memorial gifts of money were presented. The Friends of the Unm Libraries gave the law library a sum of money to purchase books.

During the past year, a manual including general procedures and policies was written covering the Acquisitions and Serials Departments. Specific instructions for processors to follow in their processing of materials is now being written, and should be completed before the end of the fiscal year. A number of significant changes have been put into effect during the past year, which have been included in the manual. One of these changes involves adding an additional order slip when ordering new materials. When the book comes, the slip is placed in a file called "Receipts in Process" and is a record of the items which have come, and which are in the Cataloging and Processing Depts., thus enabling us to have a record of materials currently being cataloged and processed. (This closes the gap which existed when there were no visible records of our having the material - just after the material is received.)

Some organization of material has been done in the Acquisitions Dept., so that time is saved when searching for catalogs, brochures or letters. The catalogs and brochures both in the publisher catalog file and the purchase order file (1972, 1973 orders), have been alphabetized by publisher or dealer; and the correspondence file has similarly been alphabetized.
<table>
<thead>
<tr>
<th>Title</th>
<th>Source</th>
<th>Number of Cassettes</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Supreme Court 1971-72 term</td>
<td>Lawyers Coop.</td>
<td>on order</td>
<td>$120.00</td>
</tr>
<tr>
<td>(4 cassettes received so far)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing your client to testify</td>
<td>State Bar of Calif. Cont. Educ. of the Bar</td>
<td>1</td>
<td>$9.00</td>
</tr>
<tr>
<td>Emerging importance of the U.S. Arbitration Act, and its impact on domestic contracts, international transactions &amp; labor agreements</td>
<td>Jt. Comm. on Cont. Legal Educ.--ALI-ABA</td>
<td>1</td>
<td>$9.00</td>
</tr>
<tr>
<td>Environmental law</td>
<td>Jt. Comm. on Cont. Legal Educ.--ALI-ABA</td>
<td>12</td>
<td>$125.00</td>
</tr>
<tr>
<td>(Introduction to) federal income tax policy &amp; practice and the tax reform act of 1969, part 1</td>
<td>Jt. Comm. on Cont. Legal Educ.--ALI-ABA</td>
<td>1</td>
<td>$40.00</td>
</tr>
<tr>
<td>Handling a criminal defense</td>
<td>St. Bar of Calif. Cont. Edu. of the Bar</td>
<td>4</td>
<td>$30.00</td>
</tr>
<tr>
<td>Federal discovery; techniques for today</td>
<td>Bancroft-Whitney</td>
<td>3</td>
<td>$34.50</td>
</tr>
<tr>
<td>Consumer credit in the 70's</td>
<td>Jt. Comm.--ALI-ABA</td>
<td>8</td>
<td>$76.75</td>
</tr>
<tr>
<td>How to handle a criminal case in federal courts</td>
<td>Jt. Comm.--ALI-ABA</td>
<td>?</td>
<td>$65.00</td>
</tr>
<tr>
<td>Revised UCC article 9 on secured transactions</td>
<td>Jt. Comm.--ALI-ABA</td>
<td>3</td>
<td>$30.00</td>
</tr>
<tr>
<td>UCC: course-contracts, criminal law, evidence, real property, torts</td>
<td>Multi-State Media, Inc.</td>
<td>12</td>
<td>$95.00</td>
</tr>
<tr>
<td>total</td>
<td></td>
<td></td>
<td>$634.25</td>
</tr>
<tr>
<td>Donor</td>
<td>Gift of Books</td>
<td>Gift of Money</td>
<td>Value of Books</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Daniel R. Brenton Fund</td>
<td>$265.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrice, Wanda and Jerry Rhodes</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In memory of Martha Durbin Amsden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jerry P. Rhodes</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In memory of Robert W. Reidy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends of the UNM Libraries</td>
<td>$1240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Rombold and Allen Cornwell</td>
<td>131 law books and 26 periodicals</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>Murray Crosse</td>
<td>Jones on Evidence 4v.</td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td>David Boyd</td>
<td>law books - 111 vols.</td>
<td></td>
<td>$190.00</td>
</tr>
<tr>
<td>Senator Joseph M. Montoya</td>
<td>200 surplus federal law books</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>Mrs. Waldo Speiss</td>
<td>40 N.M. Session laws &amp; 3 other law books</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>Wendell Hagood</td>
<td>16 Pacific Reporter 2d</td>
<td></td>
<td>$160.00</td>
</tr>
<tr>
<td>Gerald Goodman</td>
<td>law books - 4 vols.</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Sam Arnold</td>
<td>law books - 5 vols.</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Lorenzo Chavez</td>
<td>law books - 7 vols.</td>
<td></td>
<td>$140.00</td>
</tr>
<tr>
<td>Prof. Willis Ellis</td>
<td>20 publications on Water Law</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Law Firm of Sutin, Thayer, &amp; Browne</td>
<td>RIA Tax Coordinator (7v)</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Scott H. Xabry</td>
<td>law books &amp; stenorette machines - 72 vols. &amp; 2 machines</td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td>Hilton Seligman</td>
<td>law books - 174</td>
<td></td>
<td>$624.00</td>
</tr>
<tr>
<td>Bradford Zeikus</td>
<td>15 law books</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Mr. U.N. Rose</td>
<td>2 vols New Mexico Reports</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Donor</td>
<td>Gift of Books</td>
<td>Gift of Money</td>
<td>Value of Books</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Heirs of Ernest A. Polansky</td>
<td>approximately 350 law books</td>
<td></td>
<td>$619.00</td>
</tr>
<tr>
<td>c/o Frank A. Westerfield</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Mrs. W.M. Thaxton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In memory of Victor C. Breen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leo Kanowitz</td>
<td>5 law books</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Bruce Keith</td>
<td>7 law books</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Jay Miller</td>
<td>4 law books</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTALS</strong></td>
<td><strong>$1,548.00</strong></td>
<td><strong>$3,633.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL $5,173.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. PERSONNEL

Technical Services had an almost complete change in personnel during our first academic year in the new Bratton Hall. Mrs. Dorothy Warden, acquisitions librarian, has been on a leave of absence for a year to complete work on her master's degree. Her position was filled by Mrs. Patricia Snell with a temporary one year appointment. On July 1st, Mrs. Snell is going to the Los Angeles County Law Library as acquisitions librarian. Miss Dorothy Hall, cataloger resigned effective July 1, 1971. Her position was not filled until October when Mrs. Sandra S. Coleman came. Mrs. Nina B. Duncan, senior cataloger, was the only professional librarian held over. As a result, she assumed the supervision over the students and clerical personnel which Mrs. Warden had previously exercised.

The clerical assistant responsible for the serials record, Mrs. Mickie Conry, resigned as of December 1, 1971. We were very fortunate in being able to turn that file over to a professional librarian, Miss Karen Morgan, who had begun work in Technical Services in the summer of 1971 with the treatise reclassification project. She had at that time taken over the revision of the work of the catalog typists and the processors.

In March 1972, Charles Evans, a capable student in charge of incoming book mail, had to quit his position here. In view of the responsibilities involved, it was decided to replace him with a part-time Acquisitions Clerk. Mrs. Julia Pompei was hired to fill this position as a half-time Clerk. In addition to incoming books mail, Mrs. Pompei is being trained to assist the Acquisitions Librarian with the more routine order work. This is in keeping with our policy of gradually replacing students in responsible positions with part-time permanent clerical help as our budget permits this. Another example under this same policy was the hiring of Mrs. Janice Daniel as a half-time Catalog Typist in July 1971. Mrs. Daniel had previously worked for us a student for two years.

This past fiscal year was the first in the new building and caused some minor problems for our Work-Study student help in their scheduling and commuting. Last summer, we undertook rather ambitious summer projects which we saw to completion despite a reduction in our summer W-S quota to four 15 hour per week students. In September, our quota went up to 10 and went back to 8 in April of this year. The fluctuations in the quota caused problems in retaining our student help. Another problem created by the low summer quota was that we hired non-Work-Study students for our project which cost us more money than we had estimated.

Last summer the department attempted to use five high school students under the Model Cities program. The results were very unsatisfactory. It took time to work with them, and we received no real help.

However, during the summer and fall we had the great help of a volunteer professional librarian, Mrs. Eva Baerveld. She took charge
of the project for cataloging and classifying periodicals into the Library of Congress classification. Because of serious illness she did not quite complete the project. She worked with over 200 periodical titles, and 157 have now been cataloged and classified.

The Senior Cataloger is retiring May 26th. She goes with the satisfactory knowledge that she is leaving the technical services department in excellent hands. Sandra Coleman becomes Director of Technical Services. Karen Morgan will be Cataloger. Dorothy Warden returns as Acquisitions Librarian in September.

2. USER INSTRUCTION, INSERVICE TRAINING AND PUBLIC RELATIONS

Because of the changes in personnel this year, the Senior Cataloger has spent much of her time in teaching the practices of the catalog department in this library to the Cataloger and to the Serials Librarian. Policies in regard to our special collections, as well as procedures for the department, have been written for the catalog manual by her.

Orientation of Law Students. The Senior Cataloger took part in the orientation of new law students by preparation of a Guide to the Library and the Use of the Catalog. She also spoke to the new students.

In-service Training Course: The Senior Cataloger conducted two sessions of the In-Service Training Course for Desk Personnel and others in the fall. The Cataloger gave a two session course for them in the spring on the reference use of U.S. Congressional documents.

User Aids: Among the work carried on in this area, the following are particularly important:

Audio-visual Materials: The Cataloger prepared a catalog in notebook form for the Audio-Visual Room indicating our holdings in this area with their location. A duplicate notebook was placed at the catalog files. This was a time-consuming project but should make this valuable material more readily available.

Guides to the KT Classification: An alphabetical subject approach to KT is in preparation and will shortly be posted on the bulletin board on the lower floor so that patrons working on the lower floor will not have to go up to the catalog so often.

Tours: Technical Services prepared an information sheet and conducted tours of the Law Library offered during the New Mexico Library Association Annual Meeting, April 26-27, 1972. Approximately fifty librarians from across the state toured our library at this time.

3. PROJECTS

At the end of our first academic year in the new Bratton Hall, Technical Services can report several accomplishments.
Reclassification: First, in order of time, was the reclassification of the treatise collection into the Library of Congress classification. The only volumes not changed were those non-circulating ones on the upper floor. It was noted on the pockets of those volumes if there were also circulation copies on the lower floor. The number of titles reclassified was 1063, and the number of volumes handled was 1620. This was done as a special project in the summer with the help of two extra clerical assistants.

In addition to the treatise and periodical reclassification noted above, two other special reclassification projects have been going on and will continue during the next year. The first group is that of the American Bar Association material. Most of that has now been cataloged in L.C. It is hoped that the A.B.A. project will be completed this summer. Then the State Bar Association group will be done. The other group is that of the U.S. Documents. Those materials in the old U.S. classification are gradually being classified into L.C. No new material is being added to the old U.S. document collection.

Books in the old LM classification which were found in the California Law Catalog with KF classification were also transferred to the Library of Congress classification. Most of the rest of the books in the old LM classification must await the preparation of class K, Comparative Law, by the Library of Congress.

Serials Project: A major revision of the serials record was begun this year by the Serials Librarian and the Cataloger in an attempt to correlate entries used on the serials record with official serial entries used in our card catalog. Increased serial cataloging had emphasized the difficulties of using variant entries for serials, both for the patron and for the library staff. Entries are being revised to conform to Library of Congress entries and the filing order to the A.L.A. Rules for Filing.

Catalog Cards: In many cases new cards have been typed for the serial records with more information, e.g., frequency and subscription price included on them.

A separate serial title file was begun at this time as an aid to users of the serial record. It provides the user access to the official serial entry when only the serial title is known.

Manuals: A processing manual to accompany the typists' manual completed last year is in preparation. Written by Mrs. Travis Hardee, the processing clerk, it will be completed before July 1st.

Book Preservation: Mrs. Hardee initiated and completed a pilot project in the preservation of some of the older volumes in our collection. After consultation with the Special Collections Librarian at Zimmerman, approximately fifty volumes were treated and oiled in an attempt to explore the feasibility of an extensive preservation project.
Microforms: At the request of the Dean of the Law School, Frederick M. Hart, Technical Services professional personnel and the Assistant Librarian have been working on a project to consider the role of microforms in the Law Library. The preliminary aspects of the project are expected to be completed in June 1972 and will be submitted to the Law Librarian without recommendations. It is expected that the Law Librarian will make further investigations and write a final report with recommendations for the Dean this summer.

4. STATISTICS

In addition to the projects mentioned above, the regular work of the department, cataloging and classifying new books, has, of course, continued. The statistics to May 1st are 1462 new titles cataloged, of which 264 were original cataloging. 1775 were reclassified, of which 1063 were the summer treatise reclassification project. The statistics of the Acquisitions Department are in a separate report.

5. FUTURE NEEDS

The next step in the efficient operation of Technical Services is the acquisition of some mechanical means of reproducing catalog cards. Cards can then be reproduced from the proof slips or original cataloging without the necessity for xeroxing them at Zimmerman, a procedure which seems to be more and more unsatisfactory. Ordering Library of Congress cards this year has been frustrating. Sometimes we receive the cards in less than three weeks; other times we wait for months. According to the Library of Congress, only 6% of orders received by them are held up because the L.C. card number has not been assigned in advance of cataloging, yet we have found that we have more and more books waiting for cards.

6. STAFF PROFESSIONAL ACTIVITIES

G.A.L.A. (Greater Albuquerque Library Association): At least one member of the department attended every one of the four meetings held this year. At some meetings, all the professional librarians were there, and one of the clerical employees also attended two meetings.

New Mexico Library Association: The Senior Cataloger served as Chairman of the committee to formulate requirements for honorary memberships. She was also secretary of the University, College, and Special Libraries Division. The Cataloger and Acquisitions Library attended the Annual Meeting of the N.M.L.A. in April.

Special Libraries Association, Rio Grande Chapter: At the suggestion of the Senior Cataloger, the Cataloger joined this active professional group. The Acquisitions Librarian attended a colloquium which was held in Florissant, Colorado, on May 5, 6 and 7, sponsored by the Rio Grande Chapter and the Colorado Chapter of the Special Libraries Association, whose theme was "Libraries in the Year 2000".

The Cataloger was elected secretary of the Rio Grande Chapter for 1972-73.
A.A.L.L. (American Association of Law Libraries): The Cataloger and Serials Librarian have each received from the A.A.L.S. Scholarship Committee $200 grants to attend the Institute on Legal Bibliography and the Annual Convention to be held in Chicago, June 25th to July 5th, 1972.

7. **SUMMARY**

This has been a year of personnel changes which have resulted in a group who have worked together harmoniously. More projects have been carried out than ever before. Technical Services has participated to the fullest extent of its ability to make the library function as smoothly as possible for the other members of the library staff and the user of the Library.

Submitted by Nina B. Duncan, Senior Cataloger.
I have attempted this year a subject breakdown of the types of jobs handled by this office. My records show that the percentage of time I spent in each category averages as follows:

- 40% -- assistance to Law Professors
- 32% -- assistance to Law Students
- 30% -- assistance to other students
- 5%  -- assistance to Attorneys and Judges
- 11% -- assistance to other UNM Professors, officials and administrative personnel
- 4%  -- professional reading
- 9%  -- answering questions from persons who phone in or come in to the Law Library for assistance
- 4%  -- answering letters, including requests for assistance from penitentiary inmates
- 20% -- Law Library questions and administrative work

Most of the jobs included in the subject categories listed above are of a daily, or weekly, continuing, or recurring, type. Included are all kinds of research for Law Professors, answering letters from penitentiary inmates, (also, this year I participated in a survey of services, offered to penal inmates by law libraries, which was conducted by the American Association of Law Libraries Special Committee on Law Library Services to Prisoners), selecting government documents to be ordered by the Law Library, and selecting subject headings for items on the acquisitions lists.

Some of my other activities this year were assisting Joe Sabatini and Nina Duncan in their Fall class for circulation desk and technical services employees; mailing the supplement pages for A Compilation of the Laws Governing the University of New Mexico, as well as conducting a survey of the users of this publication, then consulting with the Law Librarian, the Dean of the School of Law, and other University of New Mexico administrative officials in a determination that this service of supplemental pages would no longer be provided due to rapidly spiralling costs and lack of concrete evidence of sufficient usage of the publication to justify continuation, then notifying those on the mailing list of this decision; mailing a letter of invitation to use the Law Library services to a selected list of 120 UNM professors, deans, and heads of departments, then giving one-to-two hour tours explaining the use of the Law Library and its research materials to those professors and students desiring them, (tours given this year were for Professor Kendall Schlenker's Tax class from the Business School; Professor Harold Bober's Pharmacy class; students from classes in Political Science, Labor Law, and School Law; delegates attending the New Mexico Library Association meeting in Albuquerque; new Law Library employees, St. Pius High School Business Law classes; and the Eldorado High School debate team); and working with and providing research for the ISRAD Center for Environmental Research and Development, the City of Albuquerque Ad-Hoc Committee on the Environment, the Albuquerque Chapter of the American Civil Liberties Union, and the New Mexico Library Association. I have prepared bibliographies on Abortion, Women in the Law, Contract Form Books, and Environmental Law. I have put up, with assistance from Jinnie Summers, displays in the Law Library display case. These were for Women in the Law, Environmental Law (for the seminar sponsored jointly by the School of Law and the Federal Bar), Law Students Civil Rights Research Council, and the U.S.-Mexican Conference on Pollution.

Helen S. Carter

Mrs. Helen S. Carter
To: Mr. Hyron Fink  
From: David O. Jelley  

Subject: Statistics for 1971-72

Dean John Harvey has asked me to prepare the annual report for the past year. Will you please give me the usual statistical information? This is used throughout the year for various reports, etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>1971-72</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of cataloged volumes on June 30, 1971</td>
<td>93,286</td>
</tr>
<tr>
<td>Number of volumes added (net)</td>
<td>7,758</td>
</tr>
<tr>
<td>Number of cataloged volumes on June 30, 1972</td>
<td>101,056</td>
</tr>
<tr>
<td>Number of periodical titles being received at end of year</td>
<td>570</td>
</tr>
<tr>
<td>Number of other serial titles being received at end of year</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Other processed materials added, such as:

- Govt. publications (if not included above)
- Maps
- Microfilm
- Microcards
- Microfiche
- Sound recordings
- Tape recordings
- Slides
- Other

Number of new titles cataloged: 1,543

Number of volumes added:
- By purchase: 7,258
- By gift & exchange: 5,237
- By binding of periodicals: 649

Number of titles recataloged: 1,778

Expenditures:

- Books & other materials: 73,639.19
- Supplies & expense: 13,211.56
- Equipment: 4,357.57
- Binding: 83,013.30
- Salaries: 18,621.39
- Student assistance: 12,621.39
- Other: 9,594.46
- Total: 196,782.47

Photographic services:
- Xerox prints: 190,020
- Other: 0

Hours of student assistance: 11,036 1/2

- On Library Budget: 5,254 1/2
- On Work-Study: 5,781 1/4

Number of regular staff members: FTE

- Professional: 6
- Sub-professional: 1 1/4
- Clerical: 6