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UNM Law Library Annual Report 2016-2017

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Law Library Annual Report
July 1, 2016 - June 30, 2017
Submitted by Michelle Rigual

Table of Contents

I.	PURPOSE.....	2
II.	LAW STUDENT SUPPORT.....	2
A.	Research Skills	2
B.	Student Edited Journals.....	3
C.	Study Spaces	5
III.	LAW FACULTY AND STAFF SUPPORT.....	5
IV.	ATTORNEY AND PUBLIC SUPPORT.....	7
V.	LIBRARY COLLECTION AND SYSTEMS	7
VI.	PERSONNEL	8
A.	Staffing and Work Flow Changes	8
B.	Professional Development.....	10
C.	Service - SWALL.....	11
D.	Individual Service Contributions	11
VII.	LAW SCHOOL GOVERNANCE.....	13
VIII.	PLANS AND RECOMMENDATIONS	13
A.	Last Year’s Goals	13
B.	Additional Goals	14

I. PURPOSE

The University of New Mexico Law Library provides expertise, resources, and services that assist the School of Law in fulfilling its [mission](#) and carrying out its program of legal education. In doing so, the Library seeks to meet or exceed the [AALL Competencies of Law Librarianship](#), [ABA Standards and Rules of Procedure](#), and [AALS Core Values](#). This Annual Report documents the year's activities, particularly changes and new initiatives, to facilitate operational continuity and transparency.

II. LAW STUDENT SUPPORT

A. Research Skills

Library faculty teach across the curriculum to help students graduate with foundational knowledge of the legal system and legal information sources and are able to critically evaluate information, design efficient research strategies, apply information effectively to resolve specific legal issues, and distinguish between ethical and unethical uses of information.

Every law student is required to take the 2-credit Legal Research course in their second year. In 2016-17, the Library faculty taught six sections, with two sections offered in Fall 2016, two in Spring 2017, and two in Summer 2017. One of the summer sections was offered online, the first time a required course at the Law School has been delivered in this format.

The online section was created for students who would otherwise be unable to take classes in the summer due to distance, work, or other commitments. The UNM Learn platform and asynchronous delivery were chosen to allow maximum flexibility for student participation. The proposal for the online section was approved by the Curriculum Committee in December 2016 and by the Law School faculty in January 2017.

In addition, the Librarians provided more than 20 customized legal research guest lectures in other law school courses to help students apply legal research to seminar papers and other course projects. Students in need of further assistance were urged to follow up at the Reference Desk or through consultation with a librarian during their office hours.

Customized Legal Research Lectures, 2016-17

Constitutional Rights	Federal Water Resources*	Natural Resources Journal
Consumer Law*	Human Rights I	New Mexico Law Review
Criminal Sentencing*	Human Rights II*	Oil and Gas*
Domestic Violence*	International Law	Practicum
Externship (fall, spring, summer)	Law of Indigenous People*	Tribal Law Journal
Ethics	Natural Resources & Env Law	

*Writing Seminars

Bluebook citation training was provided to students participating in the journals' write-on competition, a training session on advanced features of Word was provided to a section of Clinic students, a librarian worked with the ABA Law Student Tax Challenge team, and research training sessions were provided for UNM graduate level courses in Land Use Management and the Chinese Exclusion Act.

Though students receive an introduction to legal research in their ELA class during the first year, they are often unsure of their research skills as they undertake employment at this early stage of their legal education. In collaboration with the Office of Student and Career Services, the Library has taken a series of steps to assist rising second-year students in obtaining the legal research skills that will support them in their summer work. The first step was providing guest lectures at the beginning of Externship courses, this effort expanded the following year with the addition of a three-part Summer Research Series, which this year evolved into the [Summer Research Video Series](#). The series is comprised of short videos on legal research topics so that students have access to instruction when they need it rather than having to set aside time during work hours to attend a series of lectures.

The Library upgraded its research guides to better provide assistance to researchers on an as-needed basis and a student page was created on the library website to improve students' access to the guides as well as to research databases and information about the Library. Additionally, the Library negotiated extended access to Westlaw for recent graduates; instead of six months, new graduates now enjoy 18 months of free access.

In Spring 2017 the Experiential Learning Committee, charged with exploring ways to better prepare students for the Clinic, proposed moving Legal Research to the first year where one credit would be taught each semester. This question, and the Committee's other recommendations, will be addressed by the Curriculum Committee and the full Faculty in the upcoming academic year.

B. Student Edited Journals

The Library continued to provide administrative and fiscal support to the student-edited journals in 2016-17.

Natural Resources Journal issues 57.1 and 57.2 were published in winter and summer 2017. Issue one focused on water governance and included a foreword by John Fleck, Director of the UNM Water Resources Program and Professor of Practice in Water Policy and Governance. Matthew Ramirez and Colin McKenzie served as co-Editors-in-Chief and Richard Moore was Managing Editor. There were an additional nine editors and thirteen staff, for a total of 25 students. *NRJ*'s faculty advisor was Clifford Villa, with adjunct faculty Dan Akenhead. This year *NRJ* was added to the JSTOR¹ Sustainability Collection, increasing its readership and scholarly impact.

New Mexico Law Review issues 47.1 and 47.2 were published in winter and summer 2017. Javier B. Garcia was Editor-in-Chief, Mixcoatl Miera-Rosete was Managing Editor, and Eric Orona

¹ JSTOR is a digital database of approximately 2000 academic journals in more than 50 disciplines.

served as the inaugural Online Editor. There were an additional twelve editors and fifteen staff, for a total of 30 students. *NMLR*'s faculty advisor was Robert Desiderio, with adjunct faculty J. Walker Boyd.

NMLR undertook creation of a new website in 2016 using a small amount of funding provided by the Law School Deans. The self-managed site went live in April 2017 and the board anticipates it will include a blog; summaries of recent decisions from the New Mexico Court of Appeals and the New Mexico Supreme Court; and podcast interviews with local attorneys, professors, and students.

The goal of the upgrade was to improve interaction with the legal community. An example of *NMLR*'s scholarly impact was seen in summer 2016, when the scholarly blog: "Sentencing Law and Policy" [featured and discussed](#) Ricardo F. Roybal's student note, "Let's Talk About Sex: Defining 'Sexually Oriented or Sexually Stimulating' Material in Sex Offender Behavioral Contracts," which had been published in issue 46.2.

Both journals updated their author publication agreements to reflect the journals' open-access status. Additionally, the journals now publish new issues in UNM's Digital Repository² and are digitally archived there as well. In the six months from December 2016 to May 2017, *NRJ* had 7700 article downloads from the Digital Repository, *NMLR* had 3454 downloads.

The *United States-Mexico Law Journal*, which ceased operations several years ago, has also been digitally archived and had 1374 downloads in the same six month period.

NRJ and *NMLR* are financially stable despite radical changes in the publishing industry that have led to mass subscription cancellations.³ By the end of 2018, both Ebsco and Hein, the journals' two largest print subscription agents, will no longer manage print subscriptions for open-access journals. However, the switch to a digital printer in 2015-16 decreased printing costs enough that the journals revenues covered their combined operating and events expenses this year and generated a profit of \$7,690.⁴

As in previous years, \$1500 was transferred at the beginning of the fiscal year from the joint operations account of the *NMLR* and *NRJ* to an activities account from which the editors spend at their discretion to support recruitment events. This year they held an Open House, General Information Session, and a Write-On Information Session with a Bluebook introduction provided by a library faculty member. The events attracted approximately 70 students each.

² UNM's Digital Repository is UNM's hosted open access institutional repository.

³ Since 2009-10, subscriptions to *NRJ* have dropped by 68 percent and to *NMLR* by 70 percent. *NRJ* volume 57 had 94 domestic subscribers, 8 foreign, plus 7 gratis patrons (the previous year's volume had 225 domestic subscribers, 38 foreign, 5 gratis). For *NMLR* volume 47 there were 71 domestic subscribers, 3 foreign, plus 5 gratis patrons (the previous year's volume had 92 domestic subscribers, 3 foreign, 3 gratis).

⁴ Sources of revenue are royalties generated by online use plus print subscriptions.

The *NRJ* and *NMLR* boards continue to gain autonomy. Both journals successfully manage their printing process with Sheridan, the new digital printer.⁵ Further, to aid continuity of operations, journals processes were gathered and documented by updating the editors' manual and [journals libguide](#). Information previously stored on OneDrive was moved to a journals-only intranet page hosted by the Law School, ensuring the editors can access it from campus or remotely without additional log-in requirements. Similarly, financial processes were streamlined through FormStack which allows the students to submit purchase and reimbursement requests and supporting documentation that is automatically forwarded to the appropriate law school staff members for processing.

C. Study Spaces

The Library provides students comfortable and well-maintained spaces to engage in quiet study and research as well as group study and other forms of collaborative work.

A few years ago, dozens of bookshelves on the upper floor were shortened or removed and a dedicated Pro Se area was created on the lower floor. The result was that the upper floor became the preferred area for quiet study. Students' enthusiastic response to having a quiet space led to the upper floor being formally designated a Quiet Zone. Conversation in the Quiet Zone is extremely limited and in a low speaking voice, cell phones are placed on silent or vibrate, and headphones are used with electronics. Several pieces of furniture for individual study were purchased to complement this use of the space and a puzzle table has become a popular quiet activity for stress relief. Students now expect quiet on the upper floor, though are forgiving if provided advance notice of noisy events such as class tours or maintenance work.

On the other hand, law students working together are better served by an area where their talking won't bother anyone but that provides a more scholarly atmosphere than is found the Forum. To meet their needs, a portion of the lower floor was designated a Collaborative Zone. The tutor carrels are located in this zone so that tutors have a place to meet with their students. Additionally, new furniture that lends itself to group use, flexibility, and technology was installed. The area's café-style seating and group table with a large monitor for use with mobile devices have been the most popular additions.

Swipe card access was installed on the After Hours door this year. With the new system, students swipe their LoboCard for entry and Library staff members no longer manage a labor-intensive password system.

Finally, the Library has highlighted student scholarship on its new digital sign. The sign was placed in one of the most trafficked areas of the Law School, just outside the Library door and next to the Faculty Scholarship Display Case.

III. LAW FACULTY AND STAFF SUPPORT

⁵ This management includes referring questions to Sheridan support personnel, uploading the completed issues, calculating print numbers based on the subscriber list and staff member count, and distributing print copies to editors and staff upon their arrival.

Library faculty and staff are extremely active and well-represented on law school committees where they work alongside their law school colleagues. This integration into the life of the institution helps the Library maintain a direct, informed, and responsive relationship with the faculty and administration.

Library service to law faculty members in 2016-17 included completion of 168 research requests supporting scholarship, curricular design, coursework preparation, CLEs, FOIA requests, bar exam passage, enforcement of sunshine laws, and many other activities. These included significant projects for Professors Bobroff, Land, LaVelle, Martin, Montoya, Occhialino, Organick, Ortega, Ritchie, Steadman, Villa, and Washburn. The Library provided 287 documents/books to faculty in addition to research requests that resulted in document deliveries, 108 law faculty questions were answered at the Reference Desk, and librarians provided more than 20 customized research training sessions in law school courses. The Library edited and distributed two issues of the UNM School of Law Research Paper Series within SSRN; each issue of the Series highlights the faculty's most recent SSRN postings and reaches an audience of approximately 5,000 email subscribers.

In addition, the Library increased its focus on scholarly communications.⁶ The most significant activity was the migration of faculty and student scholarly publications from LoboVault to the [UNM Digital Repository](#). In light of the new platform's expanded features,⁷ the Library uploaded retrospective works in addition to newly-published items. These efforts resulted in more than 6,000 full-text downloads of materials from the Faculty Scholarship collection in the School of Law repository.

Onsite, a digital sign was added just outside the Library door and next to the faculty scholarship display case. The sign shares news of recent publications, including books, chapters, articles, podcasts, blog posts, and news articles while the older display case continues to showcase one article reprint or book per faculty member.

To improve the faculty's awareness of scholarly communication concerns, the Electronic Resources and Scholarly Communications Librarian presented *The Library and Faculty Branding: Resources and Services to Increase Scholarly Impact* at a faculty colloquium. The Library also added a new category of requests, Scholarly Publishing and Promotion, to the Faculty Request Portal.

⁶ Scholarly communication is the system through which research and scholarly writings are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. The system includes both traditional means of communication, such as publication in print academic journals, as well as less familiar channels made possible by digital technology.

⁷ The UNM Digital Repository, which is optimized for indexing by Google, Google Scholar, and other major search engines, offers series and author dashboards, detailed tracking and reports of downloads, and more flexible uploading and content management options than were available in LoboVault.

IV. ATTORNEY AND PUBLIC SUPPORT

The Library furthers the Law School's mission of focusing on some of New Mexico's most pressing legal needs by sharing the collection of print and electronic legal research materials with the state's legal community and the public and assisting them in using those materials.

This year the Library answered nearly 1500 questions from guest patrons and filled nearly 200 document delivery requests from local bar members. A guest page on the Library's website and a series of electronic research guides were created in 2016-17 to provide improved assistance to researchers who cannot or prefer not to consult with the Reference Desk and to help users easily find information about the Library. Pre-Law Summer Institute⁸ attendees were welcomed to the Library with a tour in June 2017 and made use of it throughout the summer. In addition, the librarians provided literacy training to high school juniors and seniors from the Native American Community Academy and training sessions for librarians at the Albuquerque Bernalillo County Public Libraries to help them better meet their patrons' legal research needs.

V. LIBRARY COLLECTION AND SYSTEMS

The Library provides a core collection of essential materials as well as more specialized materials to meet the research needs of the law school's students, satisfy the demands of the law school curriculum, facilitate the education of its students and support the teaching, scholarship, research, and service objectives of the faculty and staff. This is achieved through ownership, reliable access to authenticated and credible databases, and participation in resource sharing arrangements.

In the past few years, significant emphasis has been placed on enhanced care for the highly used and valued components of the print collection and to cull outdated materials. Unfortunately, the Library's collection has not been inventoried for at least 30 years. Inventorying the collection means checking what is on the shelves against the records in the catalog to ensure the accuracy and quality of the records. Going without an inventory for so long has created discrepancies between the library's actual holdings and its official records. In some parts of the Law Library's collection these discrepancies are so severe that users have trouble navigating without the assistance of library personnel. To correct this, the Library is attempting to simultaneously inventory the full collection and address problems with the records of discrete sub-collections.

It has taken several years of preparation for the Library to be able to undertake this collection work. Inventorying is impossible without a cataloger and the Law Library has been without one since 2011. To fill this void, the current circulation/facilities manager spent 2016-17 both training someone to take over his duties and working with the Collections Librarian to acquire the competencies of cataloging.

⁸ The Pre-Law Summer Institute is an intensive two-month program provided each summer by the American Indian Law Center. It prepares American Indian and Alaska Native individuals for law school by essentially replicating the first semester of law school.

In addition to supporting the training of a cataloger, the Library has worked through the migration to a new integrated library system (ILS). The ILS manages collection acquisitions, cataloging, processing, serials check-in and bindery, in addition to managing circulation and course reserve functions. The Library is a member of LIBROS, a consortium of academic and special libraries within the state that shares the cost of the ILS. Consortium management initiated purchase of the new ILS and all member libraries were obligated to adopt the new system. The record migration was completed in October 2014 and the new system went live in January 2015, creating the need to learn the new system, train staff on it, and update work processes. The migrated user and collection-related records required significant troubleshooting and data correction. These corrections have largely been completed by the Circulation desk students overseen by Library staff.

With both a new cataloger in training and the majority of the difficulties of the ILS migration resolved, inventory work was initiated. The pace of work has been slower than anticipated due to health issues, retirements, and the University’s staff hiring freeze, but the Library continues to have an ambitious set of collection goals.

The digital collection, particularly the Law School Archive, received attention this year with the addition of annual reports, handbooks, and bulletins to the UNM Digital Repository. The faculty meeting minutes were also digitized but will not be available online until a review of the contents of the older records for privacy considerations has been completed.

VI. PERSONNEL

A. Staffing and Work Flow Changes

More than a decade of personnel cuts have left the Library’s staffing beyond lean, but as 2016-17 began, the Library was planning for several imminent staff retirements and eagerly reimagining its workflow to better align with contemporary library operations. Unfortunately, a campus-wide moratorium on staff hiring went into effect in September 2016, derailing the Library’s strategic planning. A procedure for requesting a waiver to the moratorium was soon adopted and some rehiring approved, though not at the level previously anticipated. The additional personnel losses this year have prompted discussions about cutting back services to the public so that student and faculty services can continue with minimal interruption.

FTEs, 2004-2017

Employment Status	2004	2007	2017 (beginning)	2017 (end)
Faculty	6 FTE	7 FTE	6 FTE	6 FTE
Staff	17 FTE	12 FTE	6.25 FTE	4.6 FTE
Post Doctorate Fellow	0	0	1 FTE	1 FTE
Temp	n/a	n/a	1 FTE	0 FTE
TOTAL	23	19	14.25	11.6

Position Changes, 2016-17

August 2016	Robert Flinkman, Library Information Specialist 2, retired.
April 2017	Rea Winters, Library Information Specialist 3, retired.
May 2017	Robert Thomas, Library Information Specialist 1, converted from a temporary to permanent employment status.
June 2017	Adam Byrd, Website Administrator, separated from the University. He had worked remotely at .25 FTE since 2012.
June 2017	Marie Andrews, Administrative Assistant 3, reduced her hours from 1.0 to 0.6 FTE. She retained her duties as the Library's Communications Specialist but gave up her role as Journals Assistant.

A temporary position was created a few months before Robert Flinkman's retirement to allow assessment and fine-tuning of reorganization plans before his departure. Robert Thomas, a previous student employee, was hired for the temporary position. He assumed many circulation and facilities management duties while Moses Moya, the current circulation/facilities manager, trained to become the Library's cataloger, a position that had been vacant since 2011. Robert Flinkman's duties were split out to other faculty and staff members. Most notably, Keeta Harnett, the Business Operations Librarian, assumed responsibility for print acquisitions and Andrea Lujan added mail and receiving to her duties of checking in and processing print materials. In January, when Rea Winters announced her upcoming retirement on April 30, 2017, interlibrary loan was added to the circulation manager's duties. The adjustments were a success and Robert Thomas's temporary position became permanent in May 2017. As FY17 ended, Rea Winters had not been replaced. Another staff member with 26 years of experience, Vickie Burt, anticipates retiring in early 2018. Though she has begun documenting her work procedures, a significant amount of institutional history will inevitably be lost with her departure and there is a great deal of trepidation about whether the Library will be given permission to replace her.

The June 2017 departure of Adam Byrd, .25 FTE Website Administrator, had been anticipated for nearly two years before it took effect so many of his duties were already distributed to others by the time of his separation. In 2015-16, the most significant component of this effort was migration of the Faculty Request Portal to Spiceworks which is administered by Alexandra Siek, the Public Services Librarian, with help from Jennifer Laws, the E-Resources and Scholarly Communications Librarian. This year it required moving the library website to [UNM's web content management system](#). Marie Andrews, Communications Specialist, and Michelle Rigual, Director, took over ongoing website management. Migration of the final piece of his work, adopting a cloud-based instance of [EZproxy](#) to authenticate e-content users, is ongoing and involves several faculty and staff members. Throughout, Adam was invaluable in the training, migrating and outsourcing necessitated by his loss.

Marie Andrews' reduction in hours and relinquishment of her journals duties in June 2017 came on the heels of several years of incrementally increasing the *NRJ* and *NMLR* boards' autonomy over their operations.⁹ At the end of the fiscal year the remaining journals support duties,

⁹ See Section II.B.

primarily management of the subscriptions and finances, were being carried out by the Library Director while awaiting permission to hire an individual to replace the loss of both Marie’s 0.4 FTE and Rea’s 1.0 FTE.

A midyear challenge for the Library, as well as for the University as a whole, was the migration to new software called Chrome River for payment of invoices and purchase card transactions for travel, goods, dues, fees, etc. The University provided training sessions for Chrome River users but the learning curve for the product was significant and it took a good bit of time for the University to work out the product’s idiosyncrasies.

Significant Personnel Activities

August 2016	Logan Migliore, Post Doctorate Fellow, enrolled in San Jose State University’s online Master’s in Library and Information Science degree program.
January 2017	Sherri Thomas, Professor of Law Librarianship, underwent a medical procedure. She was on leave for approximately a month and had extended follow up appointments for a number of months thereafter
February 2017	Ernesto Longa, Professor of Law Librarianship, underwent a medical procedure. He was on leave for approximately two weeks and had extended follow up appointments for a number of months thereafter.
May 2017	Moses Moya, Library Services Coordinator, graduated from San Jose State University’s online Master’s in Library and Information Science degree program.

B. Professional Development

Marie Andrews attended the Internet Librarian conference in Monterey, California in October 2016 and the SWALL annual meeting in Albuquerque in April 2017.

Keeta Harnett co-presented *Law Library and Legal Research Resources for Public Libraries* with Jennifer Laws for the Albuquerque Bernalillo County Public Libraries in February 2017 and attended the SWALL annual meeting in Albuquerque in April 2017.

Jennifer Laws attended the AALL annual meeting in Chicago in July 2016, the NM State Bar Annual Meeting at Santa Fe in August 2016, and NMLA in Albuquerque in November 2016 where she presented *Open-Access Textbooks in Academia: A Case Study in Law* for the Digital Collections Special Interest Group. In February 2017 she co-presented *Law Library and Legal Research Resources for Public Libraries* with Keeta Harnett for the Albuquerque Bernalillo County Public Libraries and attended a class on *Constructing Effective Multiple Choice Tests* offered by the UNM Center for Teaching Excellence. She participated in UNM Extended Learning’s *Introduction to Teaching Online* from March through May 2017 and their training session on Proctorio (online remote exam proctoring software) in May. In April she attended the SWALL Annual Meeting in Albuquerque for which she developed a program and recruited speakers.

Ernesto Longa undertook a review of math and statistics to better support quantitative research, submitted a draft article on *UNM Law Librarians' Fight for Law Faculty Status* to the *Law Library Journal*, and presented his draft paper at SWALL.

Logan Migliore attended the SWALL Annual Meeting in Albuquerque in April 2017.

Moses Moya attended NMLA in Albuquerque in November 2016.

Michelle Rigual attended the AALL annual meeting in Chicago in July 2016, the Desert States Law Library Consortium meeting in Salt Lake City in November 2016, SWALL in Albuquerque in April 2017, and CALI in Phoenix in June 2017.

Alexandra Siek attended the AALL annual meeting in Chicago in July 2016, *Service Excellence in Challenging Times* through WebEx WebJunction in January 2017, and SWALL in Albuquerque in April 2017.

Robert Thomas attended NMLA in Albuquerque in November 2016 and took several OCLC World Share web training modules.

Sherri Thomas attended the AALL annual meeting in Chicago in July 2016 and SWALL in Albuquerque in April 2017.

C. Service - SWALL

The University of New Mexico Law Library hosted the Southwest Association of Law Libraries (SWALL) [annual meeting](#) which was held in Albuquerque in April 6-8, 2017 at the Sheraton Albuquerque Uptown Hotel. The theme was *Outreach and Access: No Half Measures*. “Half Measures” and “Full Measure” were the titles of two infamous episodes from *Breaking Bad*, a popular TV series set in Albuquerque. Inspired by the theme, *Breaking Bad* imagery appeared on the meeting [website](#), signage, and name tags, and attendees received baggies of the locally produced candy that served as blue meth on the show. Nearly sixty registrants and exhibitors attended.

Marie Andrews, Keeta Harnett, Jennifer Laws, Alex Siek, and Sherri Thomas served on the Local Arrangements Committee which was chaired by Michelle Rigual and all library personnel contributed to the success of the conference. Cliff Villa served as Opening Speaker presenting *Is the “Act of God” Dead?*, Ernesto Longa spoke on the *UNM Law Librarians' Fight for Law Faculty Status*, Jennifer Laws arranged and moderated a session on *The Politics of Food in the Southwest: The Complex Example of New Mexico*, Michelle Rigual moderated the *Ignite Talks*, Logan Migliore worked at the onsite registration desk, and Andrea Lujan, Moses Moya, and Robert Thomas made sure the Friday evening reception held in the Law Library was a success.

D. Individual Service Contributions

Marie Andrews

- UNM: Innovative Scholarly Initiatives Committee, Marketing and Communications Advisory Council (Digital Content subgroup)
- Professional: SWALL Local Arrangements (Hospitality & Registration subcommittees)

Vickie Burt

- UNM: Libros Advisory Group

Robert Flinkman

- Law School: Art Committee

Marquita Harnett

- Law School: Library Committee
- Professional: SWALL Local Arrangements (Hotel, Vendor, Registration subcommittees)

Jennifer Laws

- Law School: Curriculum Committee, DC Program Committee, Judicial Clerkship Committee Chair
- UNM: Innovative Scholarly Initiatives Committee, Copyright Working Group
- Professional: SWALL Executive Board, SWALL Local Arrangements (Hospitality subcommittee)

Ernesto Longa

- Law School: Experiential Learning Committee

Moses Moya

- UNM: Libros Advisory Group
- Professional: WMS Product Consultant for Minnesota-based Library Consortia

Michelle Rigual

- Law School: Assessment and Teaching Committee, Clerkship Committee, Library Committee Chair, SBA Honor Board
- UNM: Faculty Senate (Law School Representative), Faculty Senate Library Committee, Faculty Senate Ad Hoc Committee to Review Faculty Senate Committees and Representation, Innovative Scholarly Initiatives Committee Leadership Team, Provost's Committee on Assessment (Academic Program Assessment Subcommittee)
- Professional: American Association of Law Libraries Appointments Committee, Desert States Law Library Consortium Board, Legal Information Preservation Alliance Nominations Committee, SWALL Constitution and Bylaws Committee, SWALL Legal Information Services to the Public Committee, SWALL Local Arrangements Committee Chair, SWALL Program Committee, Outside reviewer for tenure/promotion candidates (Louisiana State University, St. Mary's University)

Alexandra Siek

- Law School: Indian Law Committee, Library Committee, Building and Safety Committee
- UNM: Innovative Scholarly Initiatives Committee

- Professional: SWALL Legal Information Services to the Public Committee, SWALL Local Arrangements (Hotel & Events subcommittees), Chinese and American Forum on Legal Information and Law Libraries

Robert Thomas

- Law School: Staff Advisory Committee
- UNM: University Marketing and Communications Advisory Council

Sherri Thomas

- Law School: Indian Law Committee, Natural Resources/Environmental Law Committee
- UNM: American Indian Initiatives Working Group, Faculty Senate Curricula Committee Co-chair, Libros Advisory Group, Institute for American Indian Research
- Professional: SWALL Local Arrangements (Events & Programs subcommittees)

VII. LAW SCHOOL GOVERNANCE

In January 2017, the Law School faculty adopted a new voting policy to replace a provisional voting rights policy that was scheduled to sunset in May 2017. Under the new policy, tenure-stream Law Library faculty members may vote on all matters at Law School faculty meetings, including hiring, promotion, and tenure decisions. Lecturers on the Law Library faculty may vote on all matters at Law School faculty meetings except promotion and tenure of tenure-stream Law faculty and tenure-stream Law Library faculty. The Law Library Lecturer Appointment, Review & Promotion Policy is in draft form and will be considered by the Faculty in the upcoming year.

VIII. PLANS AND RECOMMENDATIONS

A. Last Year's Goals

Library goals identified June 30, 2016 that were completed in 2016-17:

- Creating an online section of Legal Research to offer students in summer 2017 in addition to the traditional on-campus format.
- Updating and reorganizing the Library webpage to take advantage of UNM's web content management system and provide a streamlined portal to the Library's resources.
- Creating online research guides for both students and the public.
- Setting up the Law School's presence in Digital Commons and migrating the contents to it from Lobo Vault.
- Setting up card swipe access to the After Hours door.
- Creating a collaborative work zone on the lower floor.
- Providing tutor carrels in the collaborative zone.
- Formalizing the quiet zone on the upper floor.
- Setting up a digital sign in the Forum for enhanced communication and to better publicize faculty and student scholarship.
- Hosting the Southwestern Association of Law Libraries annual meeting in Spring 2017.

- Cataloging and labeling the Faculty Publications collection.
- Continuation of record cleaning due to ILS migration (barcode misreads and renewal date resets).
- Working with University Counsel to approve a licensing agreement so that the *NRJ* will be available in JSTOR's Sustainability collection.
- Migrating the *NRJ* and *NMLR* published works from the law school's web server to Digital Commons.
- Updating *NRJ* and *NMLR* publication agreement language.

Goals that continue to be in progress:

- Updating the Library's index of legal forms.
- Migrating the library's shared drive content to Sharepoint.
- Migrating e-content authentication to a cloud-based instance of EZproxy,
- Inventorying the lower floor collection.
- Weeding and cataloging of the Latin collection.
- Weeding and, where necessary, reprocessing the New Mexico collection so that the materials are appropriately placed in either the reading room or light archive,
- Adding the Indian Law Microforms to the catalog,
- Adding materials held in the Lobo Vault Institutional Repository (Law School Archive) to the catalog,
- Retrospective conversion of local holding records,
- Review of print journal subscriptions for accuracy and redundancy with electronic subscriptions.

B. Additional Goals

New goals identified June 30, 2017 to be undertaken in 2017-18:

- Offer a section of Legal Research that is scheduled so that it can be taken by students returning from Madrid.
- Provide video editing support to individuals recording lectures for flipped classrooms, the summer research video series, etc.
- Engage in law school wide discussions about the place of legal research instruction within the curriculum.
- Engage in strategic planning discussions to identify ways to continue to provide reference services to attorneys and the public despite decreased staffing and increased call for teaching and collection work.
- Improve communication and coordination between faculty authors, the Library, and the Law School's Communications team.
- Engage in strategic planning to replace retiring staff member Vickie Burt.
- Hire and train a Library Technical Assistant.
- Streamline the workflow for journals' subscriptions and individual volume orders and payments.

- Create space in Systems for the Faculty publications and AV collections.
- Get quotes for reconfiguration for Systems and Admin Suite
- Assessment of the basement collections.
- Review older digitized faculty meeting minutes for privacy considerations and make available through Digital Commons.