

Mendik Library: By the Numbers

The Mendik Library

7-2014

Academic Year: 2013-2014

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Academic Year 2013-2014

**An annual report prepared by
Associate Dean Camille Broussard and
the Staff of the Mendik Library**

Library Community, Facilities, and Operations

Introduction

The Library plays a vital role in the intellectual life of NYLS. As documented in the sections that follow, the Library staff is committed to anticipating, understanding and meeting the needs of the faculty, the students and the broader NYLS community so that we can provide both excellent service and a valuable complement to the scholarly and research components of the teaching and practice of law. Recognizing the need to be flexible and adaptable to the changing nature of legal publishing and technology, we strive to collect, organize and make accessible legal resources in every available format and to develop the services necessary to instruct and assist students and professors in their use.

Schedule and Hours of Operation



During calendar year 2013, the Library was open on 342 days; the reference desk was staffed on 339 of those days.

The Library is open 98 hours per week during the fall and spring semesters. During the two-week “Study Hall” period preceding final exams, students may access the Library until 2:00 a.m., three hours beyond the normal weekday closing time and four hours beyond the normal weekend closing time. No library employees are on duty after regular closing time (law school security guards patrol the space).

During intersession periods library hours are reduced to 76 hours per week and the Library is closed on weekends. The last intersession weekend before each semester starts, the Library is open to accommodate students preparing for their first classes. Over the summer the Library is open 87 hours per week, including weekends, supporting the curricular and study needs of the Summer Session and the study needs of our recent graduates preparing for the bar. The Library also offers extended hours each February to accommodate those preparing for the February bar exam.

Reference Services

General Reference Services

Access to the collection and to information services begins in the reference area of the Library. The reference staff includes five full-time reference librarians. The Associate Librarians, the Director and our Assistant Director for Acquisitions and Collection Control also participate in providing reference services. Our Reference Librarians provide professional research assistance and instruction to faculty, students, staff, alumni and attorney patrons. They provide research instruction both in the Library and in the classroom. They work with the Legal Practice program to develop, coordinate and teach legal research classes to the 1L students. The Librarians serve as liaisons for NYLS faculty and deans, our academic centers, the Law Review and other journals, as well as the Moot Court Association, Dispute Resolution Team and other student organizations. The reference staff coordinate all interlibrary loan and document delivery activity, participate in collection management activities, and contribute content to the Library web pages, the *Mendik Matters* blog and the award-winning *Elevator Ed* series of *Learn While You Ride TripTips*. All of the librarians are active members of the American Association of Law Libraries (AALL), the Law Library Association of Greater New York (LLAGNY), and the New York City Metropolitan Library Consortium (METRO).

The Reference Desk



Reference desk hours extend from 9 a.m. to 9 p.m. Monday through Thursday; 9 a.m. to 6 p.m. on Friday; and 11 a.m. to 6 p.m. on Saturday and Sunday, a total of 71 hours per week.

Librarians maintain statistics on the number and type of questions asked (in person, by telephone, by e-mail, by text, and by IM (Instant Message)) during the course of a reference shift. As noted below, the statistics also reflect certain auxiliary services, including cell phone charging and earplugs for students.

2013 – 2014 Reference Transactions

BY LOCATION	
Reference Desk	7,627
Librarian's Office	2,344
Library (other)	443
Outside Library (classrooms, Commons, home, etc)	877
TOTAL	11,291

BY TYPE	
Info/Directions	6,022
Substantive	3,033
Tutorial (15+ mins)	835
Faculty Project	418
Other	983
TOTAL	11,291

BY PATRON TYPE	
NYLS Student (1,063 FTE)	5,110
Faculty	2,283
Alum	865
NYLS Staff	1,308
Non-Mendik Librarian	147
General Public	276
Mendik Staff	408
Non-NYLS Student	295
Referred Patron	141
Attorneys (Non-Alum)	80
Bar Review	73
Other	305
TOTAL	11,291

BY METHOD	
In Person	6,927
By Phone	1,329
By Email	2,755
By IM	85
Other	195
TOTAL	11,291



Earplugs: 178



Phone charging transactions: 303

Services to Faculty

Library Liaison Program

The cornerstone of our faculty services is the Library Liaison program, which links each faculty member with a librarian who serves as a principal contact for library needs and requests. Liaisons meet periodically with their faculty members to stay apprised of their research and teaching needs. They also assist in research, citation checking, helping prepare materials for classroom use, training research fellows, and locating library materials. Each librarian works with five to seven faculty members.

Faculty Reference Services

We offer a wide-range of services to faculty members. All services are described in the Library's *Faculty Services Manual*, which is updated and distributed annually to each professor electronically and is always available from the Library's web page. Briefly, our faculty services include:

- Current awareness routing
 - Monthly distribution of *New Book Acquisition*, *Contents of Current Legal Periodicals* and *International Law Journals Contents*
- Individual subscriptions to *U.S. Law Week* and the *Preview of U.S. Supreme Court Cases*.
- Library liaison program
- Instructional outreach
- Citation tracking
- Current Awareness monitoring
- Faculty committee support
- Classroom teaching support
- Scholarship support through research and provision of resources
- Support for service to the Law School and the legal community

2013-2014 Faculty Reference Transactions

QUESTIONS BY LOCATION	
Reference Desk	584
Librarians' Office	1,261
Library (other)	34
Outside Library (classrooms, Commons, home, etc)	404
TOTAL	2,283

QUESTIONS BY TYPE	
Informational / Directional	528
Substantive	1,192
Tutorial (15+ minutes)	59
Faculty Project	415
Other	89
TOTAL	2,283

QUESTIONS BY METHOD	
In Person	416
By Phone	140
By Email	1,582
By IM	3
Other	142
TOTAL	2,283

As part of these services, we provided faculty members with **2,075** journal articles and **488** books from our own collections in addition to materials obtained through interlibrary loan.

Instructional Outreach

We continue to work with faculty to incorporate research instruction into classroom teaching. Reference librarians provided teaching assistance throughout the year to **20** faculty members in a total of **19** classes enabling them to address hundreds of students in a substantive classroom setting. Many of the sessions are team-taught with the faculty member, affording students the valuable benefit of both the librarian's and the professor's perspectives on various sources as well as on different approaches to particular problems.

2013-2014 CLASSROOM INSTRUCTION

Faculty Member	Class	Fall Students	Spring Students
Appel	International Tax Seminar	12	
Barnhart	Legal Practice	20	
Barry	Securities for Corp Tax Planning Seminar		2
Benson	Immigration		15
Bloch	Tech Lab		3
Bress	Criminal Law Clinic Bootcamp	14	
Chen	Intl Law in Contemporary Perspectives		20
Crowell	State and Local Government Law		16
Filler	Financial Services Law		16
Ellmann	NYC Externships/3 rd year in practice	2	
Goldstein	Legal Practice	20	
Hogan/Becherer	Professional Development Seminars (5 sessions)		All 1Ls
Munger	Administrative Law	36	
Pantin/Meyers	Transactional Law Clinic	8	
Su	American Business Law	8	
Teitel	Legal Research: International Law	15	
Teitel	Transactional Justice Network	7	
Teitel	International Human Rights	7	
Thomas	Regulatory Research for the Tax Research Writing Seminar	20	20
Zierler	LASIS seminar	6	
		175	92 plus all 1L

Faculty Citation Tracking

Each month Lexis and Westlaw searches are run to provide information to faculty members about when, where, and by whom their scholarly works are being cited. The results are forwarded to the faculty members by their liaison.

Faculty Publications: Bibliography, Display Cases, New Books

The Library compiles the annual faculty publications bibliography. The bibliography is prepared and printed for use at the Law School's Fall semester reception honoring faculty authors. It is also used by other NYLS departments for a variety of public relations purposes. The Office of Marketing and Communications includes the bibliography and links to publications on the faculty pages of the School's website.

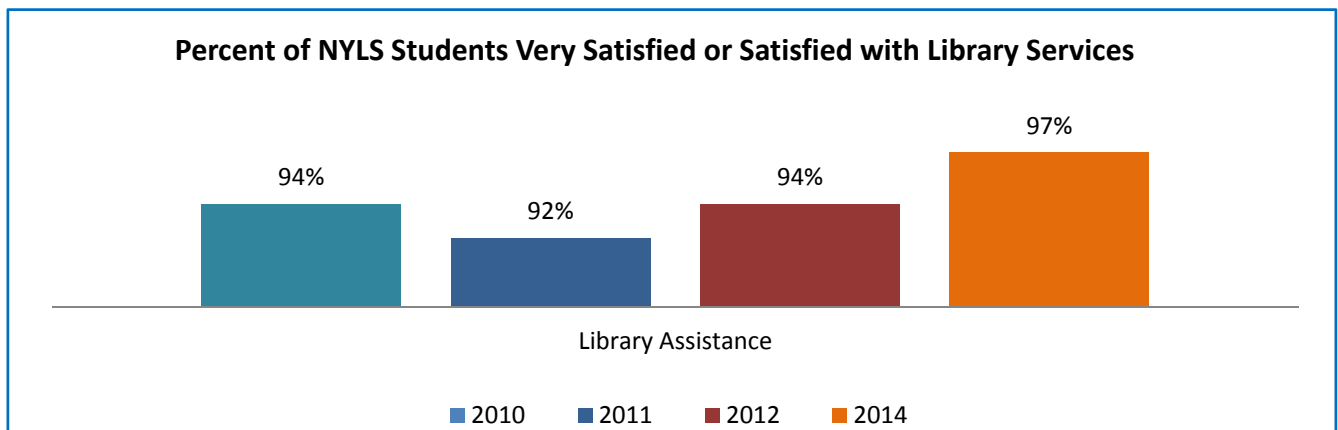
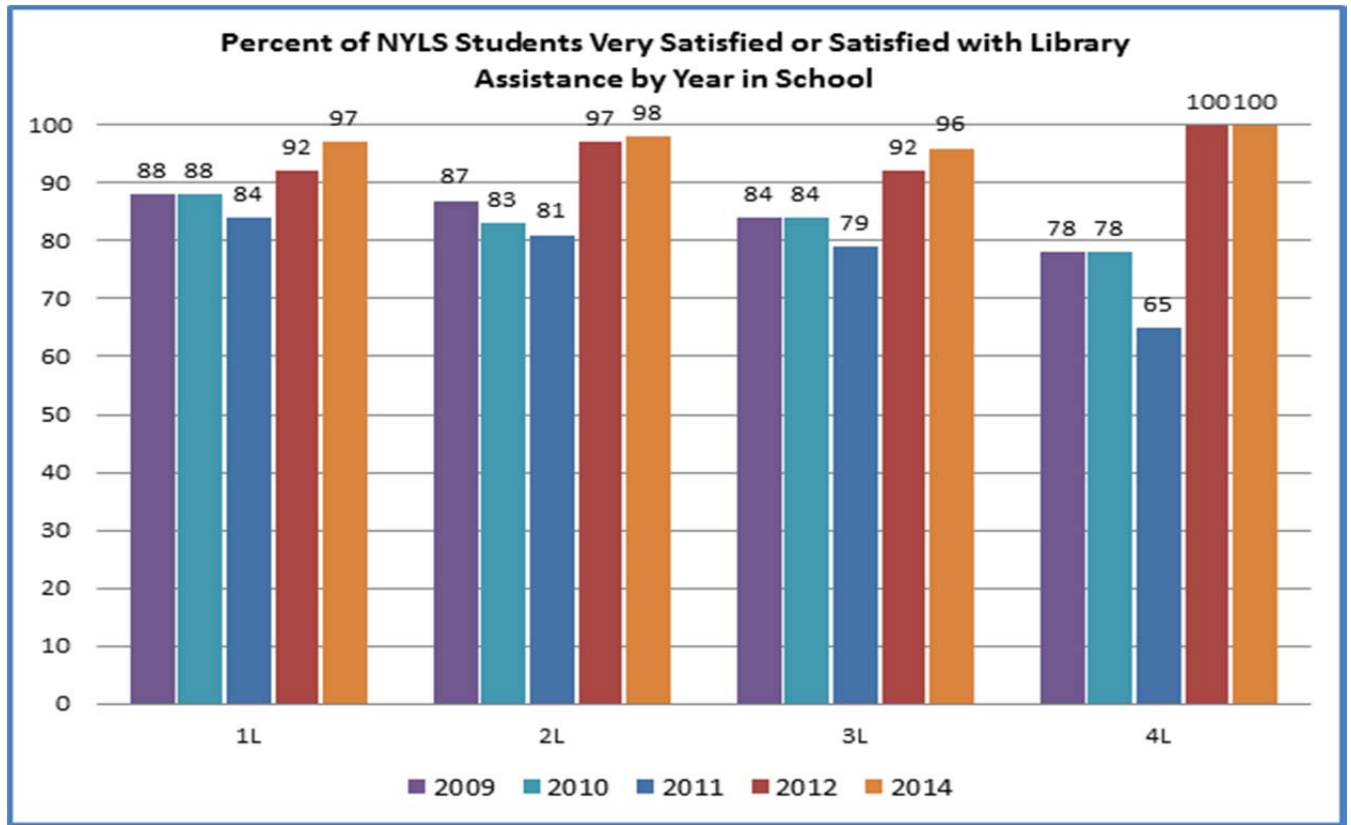
The latest edition, which listed material published from July 1, 2013 to June 30, 2014, contained a total of over 150 different works, including 11 new books, 43 law review articles, 10 chapters in books, and more than 100 newspaper articles, amicus briefs, and other publications.

The Library also maintains public display cases of newly published faculty books and earlier books that have won awards, as well as law review reprints and other publications.

Services to Students

The Librarians recognize that the law library quickly becomes a prominent feature in most law students' educational lives; we are committed to making that experience a rewarding one. One of the professional staff's main goals is to provide support and instruction in using information sources in all formats to help students make meaningful and contextual connections between classroom learning, research skills and the practice of law. The results from the 2014 LSSSE Library Consortium Survey reflect students' very high levels of satisfaction with the Library's services.

Student Satisfaction with NYLS Support Services (data from Law School Survey of Student Engagement (LSSSE) survey)



Reference Services to Students

On a daily basis, the reference librarians serve as a crucial resource for students in search of answers. Whether the questions relate to legal research, Bluebooking, exam preparation, directions, or basic law school information, the reference librarians are a resourceful and reliable friend to inquiring students.

2013 – 2014 Student Reference Transactions (FTE 1,063)

QUESTIONS BY LOCATION		QUESTIONS BY TYPE		QUESTIONS BY METHOD	
Reference Desk	3,979	Info/Directions	2,967	In Person	4,215
Librarian's Office	535	Substantive	1,258	By Phone	298
Library (other)	280	Tutorial (15+ mins)	557	By Email	521
Class or Presentation	66	Faculty Project		By IM	60
Outside Library (classrooms, Commons, home, etc)	250	Other	328	Other	16
TOTAL	5,110	TOTAL	5,110	TOTAL	5,110

Legal Research Classes



Reference Librarians offer training in the use of all legal research resources throughout the year. They also teach courses in the formal credit curriculum, present research sessions in doctrinal courses, and regularly offer skills workshops on the use of electronic and print resources.

Research instruction actually begins during First Week orientation. All 1L students are required to attend a library tour introducing them to the library and providing an early introduction to resources and techniques of basic legal research.

First Week Library Tours Fall 2013

Number of Tours	Number of Day Students who participated in tours	Number of Evening Students who participated in tours	Number of Transfer and LLM Students who participated in tours
13	245	73	10

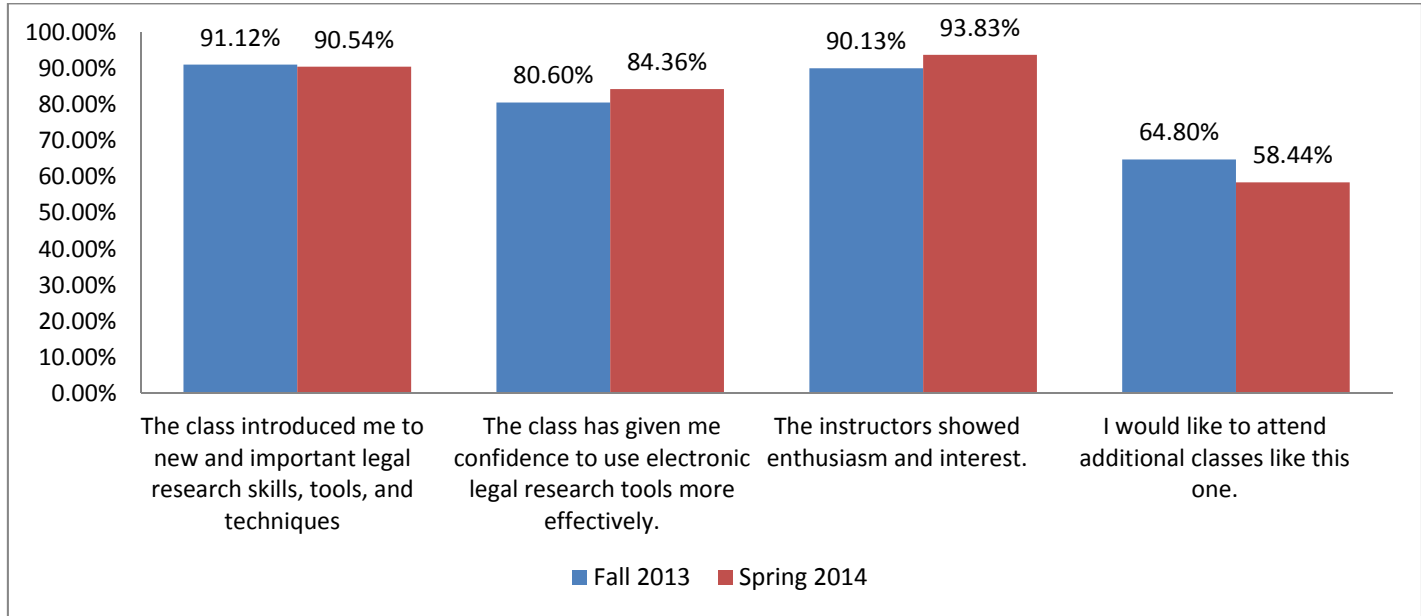
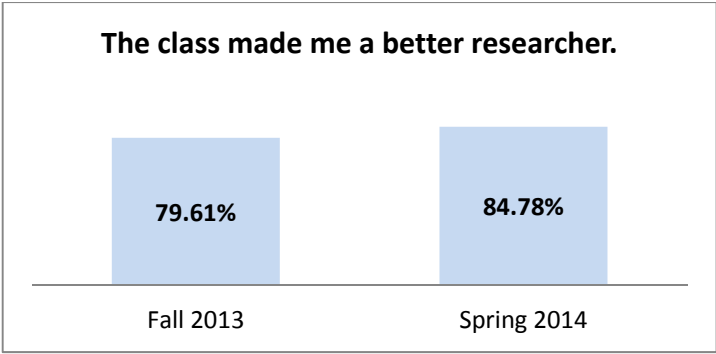
Our most intensive teaching efforts for 1L students are directed to their two required Electronic Legal Research classes.

1L Required Electronic Legal Research

Fall 2013		Spring 2014	
# of attendees	# of classes	# of attendees	# of classes
297	19	292	22

These 75-minute classes cover Lexis and Westlaw. We are at the discussion and planning stages for integrating instruction relating to other ELR sources, possibly including Bloomberg Law and Bloomberg BNA, Fastcase, and Google Scholar, into these (or additional) classes. The Library works very closely with the Legal Practice Program to insure we expose all students to the major electronic legal research services in a consistent and pedagogically sound manner.

To help librarians improve, Student Evaluation and Feedback forms are distributed after each class. Last year’s feedback is reflected in the following charts.



Research Workshops

We have worked closely with the Legal Practice Program to develop a series of Research Skills Workshops that supplement in-class learning. All first-year students are required to complete at least three such workshops in both the fall and spring semesters (though they may substitute certain pre-approved CALI lessons or Lexis, Westlaw, or Bloomberg Law training sessions, for one of the three workshops). The workshop classes range from 40 to 50 minutes in length and are open to upper division students as well, many of whom take them as refreshers or to supplement and enhance their legal research skills. We also offer many of these same classes during the summer semester.

Library Research Skills Workshops (Academic Year 2013-2014)

	Number OF ATTENDEES	Number OF CLASSES
Agency Law: Rules, Regulations & More	7	3
Anatomy of a Lawsuit: What Happens Next?	75	9
Jurisdiction & Authority	47	12
Note-Taking for Legal Research	74	9
Power Googling	70	9
Starting a Federal Legal Research Project	12	4
Starting a NY Legal Research Project	38	9
Statutory Research	25	4
Reliable Free Online Sources for Legal Research	37	7
The Bluebook in Legal Practice	119	14
Using Citators to Make Sure your Research is Up to Date	38	8
TOTAL	542	88

Summer Research Challenge

During June and July, we encourage students to participate in the “Summer Research Challenge,” designed to improve their research skills and learn more about the tools they will use in practice. These classes are two-hours long and focus on problem solving. Students who complete all four classes receive a certificate signed by the Library Director and the Associate Dean for Academic Affairs.

Summer 2014	# of students
Researching Congressional Documents: Statutes and Legislative History	5
Navigating the Regulatory Maze: Research in Administrative Law	3
Research on the Road to Trial: Discovery Requests, Expert Witnesses, Jury Instructions and More	4
Where in the World is the Law: Identifying Tools and Strategies for Researching Problems in International Law	2

Two students attended all 4 research challenges to receive the certificate.

Classes in the JD Curriculum

Advanced Legal Research

Bill Mills and Camille Broussard each teach a three-credit Advanced Legal Research class for upper division students. This class focuses on advanced techniques using the latest online and print resources. One section is offered in the spring and one section is generally offered in the fall, alternating between day and evening sessions.

Legal Research Practical Skills

This one-credit intermediate level legal research class builds on the skills introduced in the first year Legal Practice course. Each semester, the course is typically offered in two varieties: as a general research class and as a research class focusing on an area of law of one of our centers or curriculum concentrations:

- Corporate and Business Law
- Family Law
- Intellectual Property Law
- Labor and Employment Law
- Real Estate Law

Enrollment in these more intensive research skills classes is capped at eighteen students. During the academic year the offerings and enrollment were:

Semester	Course Taught	Number of Students
2013 Fall	Advanced Legal Research	10
2013 Fall	Legal Research Practical Skills	14
2013 Fall	Legal Research Practical Skills: Intellectual Property	13
2014 Spring	Legal Research Practical Skills	18
2014 Spring	Legal Research Practical Skills: Corporate & Business Law	11
	Total	66

Other Courses

Semester	Course Taught	Number of Students
2013 Fall	Introduction to the Legal Process [First Week]	ALL 1Ls
2014 Spring	Judicial Externship Seminar	26

Computer-Assisted Legal Instruction

The center for Computer-Assisted Legal Instruction (CALI) offers interactive online tutorials in legal subjects. Reference Librarians actively promote these tutorials and provide students with access and assistance.

TOTAL CALI USAGE BY ALL STUDENTS (1,063 FTE)

CALI LESSONS	# of CALI Lessons Taken
Administrative Law	228
Aviation Law	1
Business Associations	54
Civil Procedure	174
Commercial Transactions	49
Constitutional Law	34
Contracts	441
Corporations	68
Cost of Legal Research	25
Criminal Law	158
Criminal Procedure	230
Employment Discrimination	11
Environmental Law	6
Evaluating Web Sites	59
Evidence	309
Family Law	65
Federal Courts	4
Forms of Federal Statutory Publication	26
Games	4
Hold 'em, Fold 'em, Walk Away or Run: When to Stop the Search	22
How to Find Case Law Using the Digests	14
Intellectual Property	5
Internet Legal Resources:- Free Resources	42
Introduction to Search Logic and Strategies	21
Introduction to State and Federal Statutes	26
Legal Concepts & Skills	44
Legal Encyclopedias	8
Legal Research	817
Legal Research 101: The Tools of the Trade	22
Legal Research Methodology	7
Legal Writing	26
Negotiable Instruments / Payment Systems	8
New York Primary Legal Research	31
Patent Law	8
Professional Responsibility	160
Property Law	472
Real Estate Transactions	10
Remedies	34
Rulemaking: Federal Register and CFR	4
Sales	2
Securities	11
Tax Law	116
The Legal Research Game: Fee or Free Edition	24
Torts	206
Trademark	24
Updating Federal and State Statutes	2
Updating/Validating Case Law Using Citators	5
Using the Restatements of the Law	37
Wills & Trusts	102
TOTAL	4,256

Upper Division Training

In addition to attending the classes listed above, many upper division students tend to request help at their point of need rather than take optional classes not linked to courses or assignments. The Reference Librarians work with many students one-on-one, or in groups of two or three, helping the student immediately or setting up an appointment to work on specific problems. Special classes are also offered for journal students, moot court competitors, research assistants, and students with judicial clerkships or other summer positions.

Student Publications Support

Meetings with Law Review Executive Board

Prior to the start of classes, the Library's liaison to the Law Review (Michael McCarthy) works with members of the E-Board to familiarize them with library services and procedures and to discuss administrative details, research strategies, recent changes in publishing, and other matters that can help in their editorial endeavors. The working relationship between the Law Review and library staff continues to be a productive partnership and four Mendik Librarians attended the Law Review's annual dinner and awards ceremony.

Supplemental Training

Beyond his work with the E-Board, Michael provides an orientation session for new law review members during First Week and coordinates specialized Lexis, Westlaw and Bloomberg Law training sessions over the course of the semester. He also conducts workshops on Bluebook Citation Skills.

Info Hunts

Students enter our Info Hunt contests as a way to hone their research skills while simultaneously having some fun and winning various prizes (e.g., Lexis and Westlaw points, study aids and OneCards). Students complete a short series of themed legal research questions (usually five or six). We provide step-by-step instructions on our blog, *Mendik Matters*, illustrating how to use library resources to find the correct answers. We hold four Info Hunts annually, each organized around a particular theme: *Legally Clueless* during First Week, *Haunted Halloween* for Halloween, *Find Love in the Library* for Valentine's Day and *The Jester's Wild* for April Fool's Day.



	<i>Legally Clueless</i> Entrants	<i>Haunted Halloween</i> Entrants	<i>Find Love in the Library</i> Entrants	<i>The Jester's Wild</i> Entrants
Fall 2012 – Spring 2013	28	18	30	13
Fall 2013 – Spring 2014	68	28	45	20

Mendik Mobile



Mendik Mobile, our free, award-winning app (2012 American Association of Law Libraries *Best Use of Technology* award), provides smartphone and tablet access to some of the Library's key services. During 2013–2014 there were **1,002** unique *Mendik Mobile* users who generated a total of **25,544** queries (an average of **2,129** per month).

Library Web Pages

The Library's home page and its many sub-pages are an important complement to our collection of resources. The home page serves as a portal to our collection of electronic research resources as well as to the many research tools and guides created and curated by our Librarians. Usage statistics relating to the principal library web pages are not yet available to us. However, the Law School's overall Digital Traffic Reports reflect the significant role they play in the law school community.

For each of the months December 2013 and January through April 2014, the Library's home page was identified as the second most trafficked page within www.nyls.edu, with an average of 5,583 page views per month. Only the Law School's own homepage received more traffic.

For the months of May and June, during most of which classes were not in session, the Library's home page remained within the top five trafficked pages, averaging 3,745 page views per month.

(www.nyls.edu/library)

Month	Page Views	Rank
Jun-14	3,488	5
May-14	4,003	5
April-14	5,782	2
Mar-14	6,304	2
Feb-14	4,869	2
Jan-14	6,549	2
Dec-13	4,411	2

Mendik Matters Library Blog

Our blog – *Mendik Matters* – publishes items of interests about significant legal developments and history as well as serving as an important source of library-related announcements and information for the law school community. The blog alerts faculty and students about new legal research tools and resources and provides an important form of continuing legal research education. The blog, which appears on our home page, is also available as an email subscription through Feedblitz. During 2013-2014, we posted 45 items on *Mendik Matters*, which reached an audience of more than 2,000 subscribers.



Average number of blog subscribers:

July 2012 - June 2013: 1,755

July 2013 - June 2014: 2,001

Elevator Ed



The winner of the 2013 American Association of Law Libraries' *Excellence in Marketing, Best Campaign*, Elevator Ed is designed to help students "learn while they ride." A series of weekly "TripTips" about legal research or library resources is posted in the library elevators. Ed offered **28** TripTips during the 2013-2014 academic year.

Facebook



Our Facebook page provides virtual library resources within Facebook. Students are able to access many of the Library's online offerings without leaving the Facebook environment. Through July 2014, our page has received **401** Facebook likes and **394** visits.

Services to Alumni

Alumni have free, non-circulating access to the Library's book, microform and media collections as well as on-campus access to all of our subscription databases other than Lexis, Bloomberg Law, and the full scope of Westlaw under our academic contract. They also have full access to our PC workstations and networked laser printers, scanners and copiers. During the year, our librarians assisted Alumni with **865** reference transactions.

We provide a link describing our services in the Alumni tab on the NYLS homepage and we encourage Alumni to take advantage of all the Library has to offer.

Access to Westlaw and Westlaw Next

The Library pays a separate annual subscription fee to provide Alumni access to a tailored universe of databases through Westlaw and WestlawNext. The following chart illustrates our Alumni's academic year usage of the most used databases.

Alumni Use of Westlaw and Westlaw Next

	Total Transactions	Percentage
Administrative Decisions and Guidance	66	0.59%
Briefs, Forms, Trial Court Documents and Transcripts	667	5.13%
Cases	6,380	56.79%
KeyCite	1,709	15.21%
Journals, Law Reviews, Practice Guides and Jury Instructions	591	5.26%
Model & Uniform Laws, Statutes and Court Rules	863	7.68%
National, State and Analytical Specialty Titles	799	7.11%
Proposed and Enacted/Adopted Regulations	156	1.39%

Use of Library Resources

Circulation Checkout Transactions

Print resources continue to have a large role in students' and faculty's study and research needs. The following charts capture the extent of demand for and usage of print materials.

2013/2014 (1,063 FTE JD)

Student	16,696
Faculty	440
Adjunct Faculty	179
Faculty Assistant	29
Co Curricular	71
Borrowing Library	218
Firm Library	60
Library Staff	276
TOTAL	17,969*

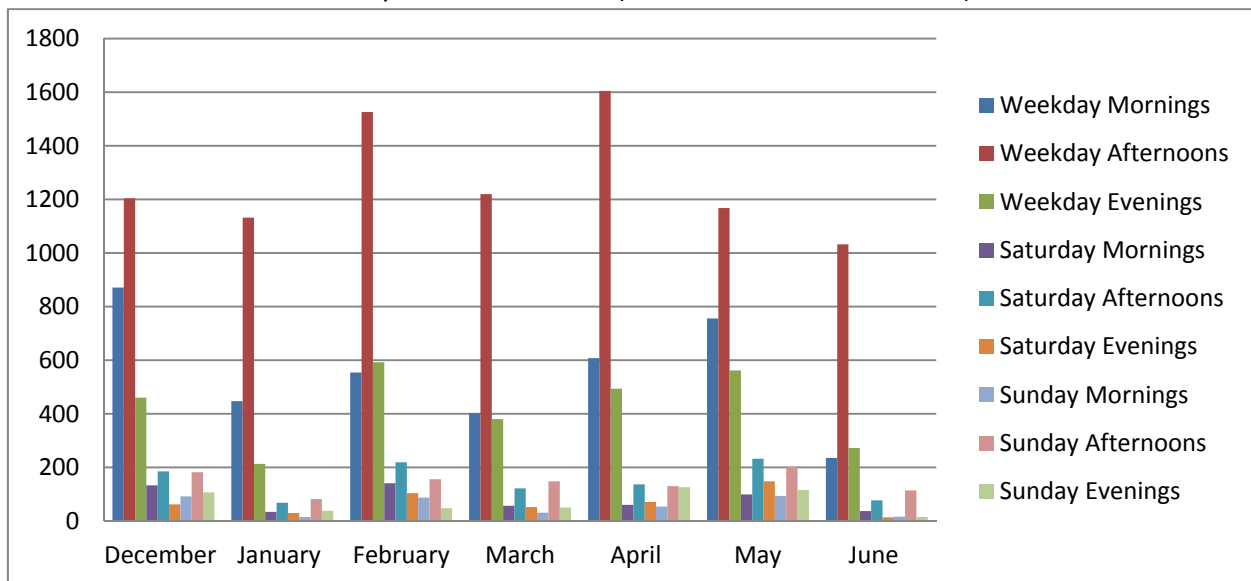
Monograph	13,976
Treatise	2,422
Primary Source	1,442
Bound Periodical	7
Videocassette	8
Computer Media	8
Unbound Periodical	106
TOTAL	17,969*

2013 – 2014 In-House usage: **1,565** (# of volumes reshelfed after in-library use)

* The overwhelming majority (86%) of checkout transactions are for materials in the Reserve Collection.

Mendik Library Physical Headcount Statistics

Monthly Headcount Totals (December 2013 – June 2014)



* Physical headcounts are conducted each day at 11 am, 1 pm, 3 pm, 5:30 pm and 8 pm. Headcounts began on December 2013.

Monthly Headcount Detail December 2013 – June 2014

Month	Count	Weekday Mornings	Weekday Afternoons	Weekday Evenings	Saturday Mornings	Saturday Afternoons	Saturday Evenings	Sunday Mornings	Sunday Afternoons	Sunday Evenings
December ¹	Total	871	1204	460	133	185	62	92	182	107
	Average	51	71	31	67	93	31	31	61	36
January ²	Total	447	1132	213	34	68	30	15	82	38
	Average	22	57	15	17	23	15	5	27	19
February ³	Total	554	1526	592	141	219	104	87	156	48
	Average	23	66	26	35	55	25	22	39	12
March ⁴	Total	402	1220	380	57	122	52	31	148	50
	Average	19	58	18	19	24	17	10	30	17
April ⁵	Total	608	1605	494	60	137	71	54	130	126
	Average	28	73	22	15	34	18	14	33	32
May ⁶	Total	756	1168	562	99	232	148	94	202	116
	Average	36	56	28	50	58	74	47	67	58
June ⁷	Total	235	1032	272	37	77	14	16	114	15
	Average	11	49	13	9	19	4	3	22	3

¹ The Library was closed for 9 days in December (Sat, Dec 21 – Wed, Dec 25 and Sat, Dec 28 – Wed, Tues, Dec 31); the Library closed at 6 pm on Thursday, Dec 26 and Friday, Dec 27, so there was no evening count for those days.

² The Library was closed for 5 days in January (Wed, Jan 1 (New Year's), Fri, Jan 3 (snow day), Sat, Jan 4 and Sun, Jan 5, and Mon, Jan 20 (MLK)). The Library closed early on Thurs, Jan 2, Mon, Jan 6 – Sunday, Jan 12 and Tues, Jan 21 (snow day), so there was no evening count for 9 days. The Library opened at noon on Sat, Jan 11 and Sun, Jan 12, so there was no morning count for 2 days.

³ The Library closed early on Mon, Feb 3 (snow day)

⁴ Saturday, March 8 – Sunday, March 16 was Spring Break (9 days).

⁵ There were no classes on Wed, April 2 (Faculty Presentation Day), Tue, April 15, Fri, April 18; there were no classes after 4 p.m. on Mon, April 14.

⁶ The Library was closed for 3 days in May (Sat, May 24 – Mon, May 26 (Memorial Day Weekend)). The Library closed early on Sat, May 17, Sun, May 18, and Sat, May 31. The Library opened late on Sat, May 17, Sun, May 18, and Sat, May 31.

⁷ The Library opened late on Sunday, June 1.

Interlibrary Loan

For the 2013 – 2014 Academic Year, we initiated **692** requests on behalf of faculty, students, and staff, to borrow books or journal articles from other libraries. Of those requests, **520** were filled. The breakdown of New York Law School community borrowers by category is set out below. During the same academic year, we loaned **217** items to other libraries.

2013/2014	
Items Borrowed by NYLS	
The Mendik Library requested 692 titles from other libraries, 520 were filled, 172 were unfilled.	
Faculty	382
Students	99
Staff	19
Law Review	20
TOTAL	520
Items Loaned by NYLS: 217	

Access to and from Other Libraries

We participate in an agreement with all but two New York metropolitan area law schools that permits us to refer students and faculty to a participating school's library for semester-long convenience study. For the year 2013-2014:

- We provided **8** introduction letters for New York Law School students
- We accepted **25** introduction letters from area law schools

Letters of Introduction provided to NYLS Students to Study at other Law Schools			
	Fall 2013	Spring 2014	Summer 2014
Cardozo	2		
Fordham	1		
Pace	1		
St. John's	2	2	
TOTAL	6	2	

Letters of Introduction Received from Students of Other Law Schools to Study at NYLS			
	Fall 2013	Spring 2014	Summer 2014
Cardozo	4	7	
Fordham	1	1	
Hofstra		1	
Pace	1		
St. John's	1	2	
Touro	1	1	
Other		3	2
TOTAL	8	15	2

The Library also makes some of its resources available to certain members of other law school communities in the New York Metropolitan area as well as public interest groups. We admit students and faculty from area law schools using "Green Letters" to access materials not available in their Library. Last year we issued **27** Green Letters to our students and we accepted **9** Green Letters from other libraries. The Library also admits students from out-of-town law schools as a reciprocal courtesy to institutions whose libraries admit our students.

Under another reciprocal arrangement, we admit users referred by member libraries of the METRO consortium to access items not available in the referring library.



During the past year the Library accepted **10** METRO Passes from users through the METRO system and distributed **79** METRO Passes to NYLS students and faculty admitting them to other area libraries.

Through an arrangement with the NAACP Legal Defense and Education Fund, we provide 50 Reader's Passes at a nominal cost to attorneys affiliated with public interest employers. We also distribute Reader's Passes on a complimentary basis to faculty guests and visiting scholars.

Legal Research Database Usage

The tables below detail the number of students and faculty with access to Lexis, Westlaw, Bloomberg Law and Bloomberg BNA and their usage of the respective systems during the 2013-2014 academic year. (Bloomberg Law does not provide usage statistics beyond the number of users.)

Provider	Number of Users	Number of Transactions	Hours of Usage			Transactions by Type		
			TOTAL	Students	Faculty	Documents Accessed Directly	Searches	Shepard's Requests
Bloomberg Law	937	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Lexis*	1,851	n/a	n/a	n/a	n/a	170,361	162,017	29,114
Westlaw	1,615	599,314	3,931,338	3,920,352	10,986	n/a	n/a	n/a
Bloomberg BNA	Email Alerts: 772		Visits: 2,416		Page Views: 28,049			

*Lexis Advance only – does not include Lexis.com

The following table lists the total number of page views for each of the various American Lawyer Media publications to which we subscribe.

American Lawyer Media Usage 2013-2014

Title	Page Views
New York Law Journal	11,965
National Law Journal	3,999
The American Lawyer	2,748
Law Tech News	853
Law.com	621
Corporate Counsel	625
New Jersey Law Journal	647
Ancillary and other ALM Publications	1,209

Technical Services Department

Staff

The Technical Services Department focuses on both acquisitions of new materials (online as well as print) and, more importantly, the maintenance and organization of the Library's entire collection. The latter efforts entail the design and regular revision of the systems and services necessary for our patrons to access and use all of our resources effectively. Those systems include the Library's online catalog and the variety of Library web pages that afford access to our many electronic resources.

The NYLS Online Catalog

During the 2013-2014 academic year, the Technical Services department created or added 11,743 records to the online catalog. They also made the necessary modifications (updates, revisions, etc.) to 68,285 records and withdrew 488 items from the collection.

COLLECTION STATISTICS

Titles Owned		Volumes and Volume Equivalents Owned	
Print	87,761	Print	260,297
Microform	188,088	Microform	295,534
Electronic (owned)	275,966		
A/V	784		
Total	552,599	Total	556,747

In addition to the Library's ownership of these materials, we also subscribe to 134 online journals as well as databases (e.g., Lexis, Westlaw) that provide access to thousands more titles and volumes.

What is not readily reflected in these collection statistics is the extraordinary technical services effort required to facilitate the law school community's access to our online resources, particularly as those resources continue to expand in volume and format at an ever-increasing pace. That expansion necessitates vigilant monitoring, modifying, and updating of our comprehensive [A to Z list](#) of E-Journals, as well as our complementary *Electronic Resources* web [page](#). The Technical Services team also continues to upgrade and enhance the functionality of our award-winning *Mendik Mobile* app and is embarking on the integration of electronic books into our collection through "demand driven acquisition" (DDA). DDA will enable us to offer significantly more book titles and content to users without the traditional front-end purchase; access to or acquisition of specific titles will flow from actual expressions of interest for particular titles.

Library Publications

The Library publishes a number of works each year, many produced on a regular basis. Several are in the nature of current awareness alerts, providing a continual flow of information about recent articles or new acquisitions of interest to faculty. Other publications include an expanding collection of research and reference guides which are periodically updated.

- **Contents of Current Legal Periodicals**

A weekly compilation of contents pages from current periodical issues in the NYLS collection.

- **Faculty Publications Bibliography**

Camille Broussard compiles the annual faculty publications bibliography for inclusion in the faculty pages of the NYLS website. These listings are integrated into the complete *Faculty Publications Bibliography*.

- **Faculty Library Services Manual**

The *Faculty Library Services Manual* details library services offered to all faculty members including support for research and teaching, electronic resources, interlibrary loan and document delivery services. This manual is provided to all faculty members and is available on the Library website.

http://www.nyls.edu/documents/library/faculty_liaison_program/faculty-lib-services-manual-final-2012-2013.doc

- **Guide to Microform Collections**

Lists all titles available in microform in our collection and location references for each title.

http://www.nyls.edu/library/research_tools_and_sources/nyls_microforms/

- **Law School 411: Books and Films on Law and Law School**

Law School 411 is a multimedia bibliography of sources for prospective and current law students. It offers listings for books, websites, and movies on law or lawyers, including a large section on excelling in law school. <http://libguides.nyls.edu/lawschool411>

- **New Titles List**

A monthly list of new books or other monographic titles added to our collection.

<http://lawlib.nyls.edu/screens/booklist.html>

- **Research Guides**

Mendik librarians have produced a variety of web-based research tools for the NYLS community.

<http://libguides.nyls.edu/browse.php>

- **Other**

Scarecrow Press published *Law Librarianship in the Digital Age* in November 2013. Bill Mills authored the chapter *Tablets and Mobile Device Management*, and Camille Broussard authored the chapter *Law Library Management*. The book won the AALL's 2014 *Joseph Andrews Legal Literature Award*, which recognizes a significant textual contribution to legal literature.

Professional Activities and Continuing Education

Committed to legal education, the Mendik Librarians work to help students develop research skills necessary to practice law. In order to do so effectively in the dynamic legal environment, the librarians recognize the need to remain active in professional organizations and to take advantage of continuing education opportunities and professional networking.

Library and Related Professional Organizations

The librarians participated in a variety of organizations as officers, board members, or speakers. They also attended a number of programs that will further enhance their contributions and value to the NYLS community.

American Association of Law Libraries (AALL)

All members of the professional staff are members of AALL. Camille Broussard, Bill Mills, Joe Molinari and Chris Pamboukes attended the annual educational meeting in San Antonio in July 2014. Bill also participated in a panel presentation on "Law Librarianship in the Digital Age" at the conference. Joe assumed his duties as vice-chair of Research and Publications Committee in July of 2013.

Librarians are active in a variety of AALL's Special Interest Sections (SISs). Camille Broussard, Michael McCarthy, Bill Mills, Joe Molinari, and Michael Roffer are members of the Academic Law Libraries SIS (ALL-SIS). Other Special Interest Sections the librarians are involved in are:

- Computing Services (Camille and Joe)
- Foreign, Comparative, and International Law (Carolyn)
- Government Documents (Michael Roffer and Chris Pamboukes)
- Legal Services Information to the Public (Joe)
- Online Bibliographic Services (Camille, Joe, Victoria Sukhol)
- Research Instruction and Patron Services (Camille, Michael McCarthy, Joe, Michael Roffer, Elina Oyola, Ping Tian, Carolyn Schoepe)
- Technical Services (Victoria and Ping).

Law Library Association of Greater New York (LLAGNY)

Bill, Michael Roffer, Ping, Elina, Chris, Joe, and Carolyn are members of the Law Library Association of Greater New York (LLAGNY), the local chapter of AALL. Bill Mills served on the Board of Directors and was past president.

New York Legislative Service

Camille Broussard continued to serve on the Board of Directors of the New York Legislative Service, an organization that provides New York legislative history research to the legal community. She also holds the office of Treasurer.

Computer-Assisted Legal Instruction (CALI)

CALI is a non-profit consortium of law schools that researches and develops computer-mediated legal instruction and supports institutions and individuals using technology in legal education. Grace Lee and Michael McCarthy attended the CALI conference at Harvard Law School in the Spring.

Legal Information Preservation Alliance (LIPA)

LIPA is a non-profit consortium of academic, federal, state and public law libraries working on projects to preserve print and electronic legal information. It provides the opportunity for libraries to work collaboratively on preservation projects at lower cost and to take advantage of the partnerships created by the organization. Camille Broussard serves as Treasurer.

Washington University in St. Louis Libraries National Council

Michael Roffer continues to serve as a member of this advisory board.

Additional Professional Activities

- In the Fall of 2013 and the Spring of 2014, Camille Broussard taught Academic Law Library Administration for Pratt Library School
- In January 2014, Camille and Grace Lee gave a presentation *on Archive-IT* for the Legal Information Preservation Alliance at the AALS Meeting in New York.
- In January 2014, Bill Mills gave a presentation on *"Empowering Librarians with iPads and Other Mobile Devices"* at LLAGNY's 75th Anniversary Education Conference.
- In February 2014, Bill participated in a panel presentation on *Law Librarianship in the Digital Age* as part of Ark Group's annual *Best Practices and Management Strategies for Law Firm Library, Research & Information program*
- In Spring, 2014, Camille taught Academic Law Library Administration for St. John's Library School.

Services to the Law School Community

New York Law School Activities

Beyond the Library, our Librarians have been actively engaged in a wide-range of NYLS community programs and activities, including Admission's Office Open Houses and Scholar Days and Office of Student Life's First Week Programs. Michael McCarthy, Michael Roffer, and Bill Mills all participated as judges in the Froessel Moot Court Competition in the Fall semester and in the Wagner Labor Law Moot Court Competition in the Spring semester. Grace Lee spoke at a Career Planning panel presentation on "Writing for Publication." Michael Roffer has been active in Alumni events, including the Law School Gala, the Scholarship Benefit Dinner and various Reunion Events. Grace Lee and Carolyn Schoepe assisted at Commencement exercises in May 2014. Camille Broussard read names at the Ceremony.

All librarians participated in First Week activities. Most librarians gave orientation tours to new students, transfer students, and LLM students.

Committee Memberships

Several librarians held appointments to law school committees:

- 125th Anniversary Committee (Camille Broussard, Michael Roffer)
- Academic Responsibility Committee (Michael McCarthy)
- Academic Status Committee (Bill Mills)
- Administrative Technology Committee (Grace Lee)
- Assessment Committee (Camille Broussard, chair)
- Bar Exam Mentors (Michael Roffer, Christos Pamboukes, Camille Broussard)
- Curriculum Committee (Michael Roffer)
- Faculty Advisors (Camille Broussard, Michael McCarthy, Bill Mills, and Michael Roffer)
- Faculty Coordinating Committee (Camille Broussard)
- Faculty Meeting (Camille, Secretary)
- 2013 First-Year Under- and Over-Performers Project (Michael McCarthy)
- Principles of Legal Analysis Taskforce (Camille Broussard)
- Social Media Committee (Carolyn Schoepe)
- Commencement Soloist Selection Committee (Grace Lee)

Hon. Roger J Miner '56 Events

Michael Roffer helped arranged and prepare for two well-attended events focused on the Honorable Roger J. Miner '56 Reading Room. The July 10, 2013 dedication of the Reading Room was attended by more than 100 guests and contributed to raising approximately \$60,000 to be used for continued development and maintenance of Judge Miner's archival papers. Approximately 35 guests attended the March 5, 2014 Reception for Judges of the Second Circuit.

Exam Proctoring

All librarians served as proctors for both the Fall and Spring semesters.

Admissions

Librarians participated in the various Admission events, such as the Open House/Faculty Outreach Programs for Admitted Students in October 2013, and other Open House events. Camille Broussard lectured on "Finding Legal Information in the Digital Age" for prospective students.

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The 2014-2015 academic year having begun, we are engaged in a variety of efforts to continue targeting, tailoring, and refining the library's resources and services to best serve the law school community amid the changing landscape of legal education and the ongoing evolution of law practice.