

6-1993

Academic Year: 1992-1993

Mendik Library

Mendik Library
New York Law School



Annual Report to the Dean and Faculty
1992/1993

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and the Staff of the Library

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the number of access points for this format in our library with minimal additional investment in equipment.

Last Summer we completed a project that resulted in the creation of 210 linear feet of additional shelf space for our growing collections. In only two years, our second floor collections of bankruptcy, antitrust and securities law books had become extremely crowded. To alleviate this problem, we erected a new stack of bookshelves on the third floor and shifted a large section of media law books from the second to the third floor. Then we spread the tightly packed areas into the newly empty second floor shelf space. Library users on both floors were no doubt pleased with the results.

3. ORIENTATION OF INCOMING STUDENTS

At the beginning of the Fall semester we offered introductory tours of the Mendik Library for incoming students. This past year we promoted sign-ups for 20 tour slots at times convenient to the schedules of first year students in both the day and evening divisions. The tours were conducted by members of the library's professional staff. We estimate that over half of the incoming class availed themselves of our tour offer.

In conjunction with the general Orientation organized by the Dean of Students' Office, the library also distributes several informative items to incoming students. One item we routinely distribute is the *Library Infosheet*, our bimonthly publication which contains key information about library hours, services, and organization of collections.

Last Fall we also prepared and distributed to all incoming students a *Computer Fact Sheet and Survey*, which contained detailed information about the computing and word processing environment in the Mendik Library. This document was intended to provide accurate answers to several questions about our computer services which are repeatedly directed to library staff members by incoming students. The survey component of the document asked students about their experience and preferences in computer equipment and applications. The tabulated results of this survey describe a highly computer literate group of incoming students. A summary of these results is attached as Appendix B. We plan to issue an updated fact sheet and survey with this year's orientation materials.

4. SECURITY INCIDENTS

In the late months of 1992 the library experienced several security incidents that took the form of thefts of equipment from offices and public areas. In an incident that occurred during the Fall semester, a CD-ROM player valued at \$680 was stolen from the lower level reading room by thieves who either entered or remained in the library after closing time.

During the Labor Day weekend, when the library was closed and no guard was present, thieves broke into the library's first floor suite of administrative offices and stole a computer equipment valued at \$1,817, and a telephone answering machine valued at \$69.

Over the long weekend of December 31, 1992 through January 4, 1993, when the library was again closed and unguarded, thieves entered, apparently through one of the doors or windows on Leonard Street, and took computer, video and telephone equipment as detailed below:

EQUIPMENT	PURCHASE PRICE
Compaq Deskpro Computer, Model 20	\$2,805
3 Hitachi CD-ROM Players	\$2,040
JVC Pro-Video Television	\$485
Panasonic VHS VCR, Model C-1483UM	\$1,400
Telephone answering machine	\$69
TOTAL LOSS:	\$6,799

In the wake of these incidents, security bars were installed at the Leonard Street entrance and windows to Professor Saltalamachia's office. We have also requested that the school regularly provide security patrols in the library during holiday weekends when the building is closed.

II. REFERENCE DEPARTMENT

The Reference Department has had a very busy and productive year. Certainly, the major duty is to provide reference assistance to the faculty, students, staff, alumni and attorney patrons of The New York Law School, but reference services extend far beyond the physical and logistical confines of staffing the reference desk. Some of the additional services we provide include: working as faculty liaisons for the NYLS faculty and deans, coordinating computer assisted legal research, providing bibliographic instruction both in the library and in conjunction with faculty members, managing the government documents collection, updating and maintaining the current issues file, providing research and library support to the NYLS student publications and moot court teams, participating in the New York City Metro Program in which law librarians assist public librarians in providing library services to New York City area residents, and participating in the professional activities of the American Association of Law Libraries (AALL) and the Law Library Association of Greater New York (LLAGNY).

This report is divided into major sections loosely based on the above list. In each section, major activities of the past year are highlighted. Appendixes have been attached to include

statistical and other referenced information. Goals for the 1993-94 year are included in a separate section.

1. GENERAL REFERENCE SERVICES

The Reference Department includes five full-time librarians. In addition, the Associate Librarian and Head of Public Services participate in providing reference services. Each librarian is responsible for reference desk duty and specific projects which will be addressed in more detail in subsequent sections.

A major staffing change occurred in October 1992 when Kate McLeod joined the staff as the new Lawyer/Librarian. She replaced Al Dong, who left in February of 1992 and had been at NYLS for three years. Kate joined the library staff after working as a Reference Librarian at the University of Connecticut since 1990. In the Lawyer/Librarian position, she works with the Head of Reference Services to coordinate computer assisted legal research services, services to student journals and moot court teams, and library publications, such as bibliographies and research guides.

This year the work of the reference staff was complemented by a reference intern and a part-time student assistant. In May 1993, Deborah Paulus a 1993 graduate of NYLS joined the staff as a part-time Reference Intern. Deborah will begin the Master's of Library Science degree in the Fall of 1993. Under the direction of the Head of Reference Services, she worked on projects in the various departments of the library. The training program is designed to help her gain law library experience to compliment her graduate studies. Sandra Karcher, a first year student, worked on a number of projects including the faculty publications bibliography.

2. REFERENCE DESK

A reference librarian is on duty to staff the reference desk for a minimum of 74 hours each week. Reference librarians are on duty from 9 a.m. to 9 p.m. Monday through Thursday; 9 a.m. to 7 p.m. on Friday and 10 a.m. to 6 p.m. on Saturday and Sunday. Librarians are, of course, available throughout the week for individual appointments with faculty and students to discuss research projects in more depth.

Between July and December of 1992 approximately 9,152 questions were answered at the reference desk. From January to June, 1993 approximately 7675 questions were answered for an annual total of 16,827. These statistics are recorded by each librarian during the course of his or her shift. As such, they are approximate and if inaccurate, probably underestimate the number of questions answered. (Copies of the statistical compilation, tabulated by month and hour of the day, for the 1992-93 year are attached as **Appendix C.**)

3. FACULTY REFERENCE SERVICES

Each professional librarian participates in the library's faculty liaison program. The liaison program links each faculty member to a librarian who serves as the professor's principle contact person for library needs and requests. A few new liaison activities are highlighted.

Citation Tracking: This year the library introduced a special liaison service called "Faculty Citings." This citation tracking service is an endeavor to provide information to faculty members about when, where and by whom their scholarly works are being cited. The results are delivered to the faculty members by their liaison.

Each month a search for every faculty member's name is run in the legal texts and periodicals databases of both LEXIS and WESTLAW. Everytime a faculty name appears in an article, the citation to that article is retrieved. The resulting list of citations provides information on the number of times a work is cited and by whom. The information sent to the faculty member includes the title and citation to the article and a portion of the text surrounding the place where the faculty name appears. If a faculty member wishes to see the full-text of any of the articles, they contact their liaison. To date, the service has been well received. We are continually monitoring and evaluating the results to insure that we are providing the most beneficial service possible.

Bibliographic Instruction: Over the past year, the Head of Reference Services and the Lawyer/Librarian have been working with faculty members on ways to incorporate bibliographic instruction, including computer research, into traditional classroom teaching. 1992-93 teaching activities of this nature have included:

Courses with Bibliographic Instruction				
PROFESSOR	CLASS	SEMESTER	STUDENTS	DESCRIPTION
Gross, K.	Bankruptcy Policy	S '93	20	Research Sources Lecture
Hammond, A.	Telecom Seminar	S '92	10	LEXIS Training
		S '93	6	LEXIS Training
Maravel, A.	Int'l Bus. Trans.	F '92	8	LEXIS Training
		S '93	15	Assistance with NAFTA Library Exercise
Schoenbrod D.	Environmental Law	S '92	10	WESTLAW Training
		F '92	10	LEXIS Training
Sinclair, M.	Statutory Interp.	F '92	10	(1) Finding Statues Lecture
		S '93	10	(2)Legislative History Lecture

4. FACULTY PUBLICATIONS BIBLIOGRAPHY

In 1993, the Library took over the responsibility for compiling and producing the annual faculty publications bibliography. The bibliography is prepared and printed for use at a reception honoring the faculty authors. In addition, other law school departments use the bibliography for a variety of public relations purposes. For example, Admissions distributes the bibliography to prospective students.

5. COMPUTER ASSISTED LEGAL RESEARCH

Introductory Training Sessions for First Year Students

Introductory training sessions in LEXIS and WESTLAW, computer assisted legal research databases, are offered to first year students by the Library at the beginning of the Spring semester of each year. Although the Head of Reference and the Lawyer/Librarian both teach a number of classes, the majority of the sessions are conducted by representatives from the respective vendors. The training is not a mandatory part of the NYLS curriculum, but the Library works with the Legal Writing program to inform and encourage students to take the opportunity to begin learning to incorporate computer assisted legal research into their overall legal research strategies.

During the Spring of 1993 classes for each system were offered in consecutive three week time periods. The sessions for WESTLAW began on Tuesday, January 19 and continued through Saturday, February 6, 1993. LEXIS classes began on Monday, February 15 and continued through Saturday, March 6, 1993. Approximately 50 sessions are scheduled for each three week period. Several instruction sessions, 1 1/2 hours in length were offered each day, including many evening and weekend sessions. (See **Appendixes D1 & D2** for a schedule of classes.)

Attendance at each session is limited to ten students so that each student will have a terminal to work on. The schedule of times and sign-up sheets are located at the Library Circulation desk. Personal passwords and software for home computer access are made available at the conclusion of each session.

This year the numbers of students trained on each system varied greatly. WESTLAW trained a total 418 students, LEXIS trained 291. By comparison, in the Spring of 1992 when both vendors were giving training sessions at the same time, WESTLAW trained 380 students while LEXIS trained 366. The results are still being evaluated to determine possible reasons for the significant discrepancy and the comparatively low LEXIS turnout. Perhaps, the fact that LEXIS was offered after the WESTLAW sessions was the major factor; or it is possible that many students were laboring under the misconception that the systems were the same and one was enough. Hopefully, the 1994 numbers will be closer.

LEXIS/WESTLAW First Year Training Statistics

YEAR	LEXIS	WESTLAW
1993	291	418
1992	366	380
1991	350	200

6. UPPER DIVISION TRAINING

Academic year: General, refresher and advanced training sessions on both LEXIS and WESTLAW are offered throughout the year. This past year, a more formal training schedule was introduced. Basic and refresher courses were taught in the early part of each semester and more advanced courses covering specific subject areas were offered as the semester progressed. The subject areas used for specialized training being those in which classes were offered during that particular semester. (A sample list of advanced subject is attached as **Appendixes E1 & E2.**)

During the Fall semester of 1992, LEXIS refreshers were offered the week of September 7 and advanced sessions were offered the week of October 12. WESTLAW refresher training was scheduled the week of September 21 and advanced training was held the week of October 26. In the Spring, WESTLAW offered a mixture of refresher and advanced sessions the week of March 15. During the last two weeks of April, WESTLAW held specials sessions for students who would be working as summer associates and judicial clerks. LEXIS offered the very similar training programs for upper division students during March and April.

Several instructional sessions were scheduled for each day during the training period. Announcements were placed in *The Counselor*, schedules were posted around the law school and faculty members teaching courses in the specific subject areas were sent memos about the courses and asked to remind students. Some sessions were well attended and others were canceled because of lack of attendance. Since this more formal approach is new, we are evaluating the results to identify ways of increasing attendance and/or restructuring the program.

Summer Training: From June 3 through July 2, 1993, two classes a week were scheduled. These one hour sessions were held at noon on Thursdays and at 5:15 p.m. on Tuesdays. All sessions were taught by Kate McLeod, Lawyer/Librarian. Although sign-up sheets were kept at the Circulation Desk, walk-ins were encouraged. On the average 2 to 3 students are being trained at each session with only one session canceled for lack of attendance.

LEXIS/WESTLAW Upper Division Training Statistics*
1992/93

SEMESTER	LEXIS	WESTLAW	Total
Fall	29	25	54
Spring**	25	60	85
Summer(1993)	18	14	32

*numbers are approximate

**includes Summer Associate and Clerkship training

7. FACULTY SUPPORT

The Head of Reference Services and the Lawyer/Librarian are available to provide individual training for faculty members on both LEXIS and WESTLAW. Sessions are tailored to meet the faculty member's specific research needs. During the past year, approximately 13 such sessions have been conducted. If requested, meetings with vendor representatives can be scheduled for a faculty member.

8. STUDENT PUBLICATIONS SUPPORT

Library Sponsored Reception for Journal Boards

On April 29, the Dean joined the library in hosting a reception in honor of new executive board members of the three journals. Immediately following the reception, there was a brief, but more formal meeting, between the librarians and the editors to discuss instituting a more formal training structure for the journal staffs. (A memo regarding the suggested training program is attached as **Appendix F**).

Enhanced Training Structure

In addition to general reference assistance which is always available at the Reference Desk, the Library provides enhanced support to the student journals. Orientation and bibliographic instruction sessions are available as is computer searching and assistance in locating sources for citation checking. In an effort to develop ways to work more closely with the journal executive boards, the Library through the Office of Academic Affairs began working on a more formal training structure for incoming journal students.

As the training proposal states, the executive boards of each journal will meet separately with the Head of Reference Services and the Lawyer/Librarian prior to August 1. To date, meetings with two of the Journals (International and Human Rights) to discuss library services, procedures and subsequent staff training have been held. The meeting with the Law Review Executive Board has been scheduled for July 24, 1993.

9. GOVERNMENT DOCUMENTS COLLECTION

In May 1993, the Government Documents collection was inspected by a representative from the Federal Library Depository Program. As a depository library, NYLS is responsible for maintaining certain standards in the management of its government documents collection and complying with the guidelines outlined in Title 44 of the United States Code. Each depository library is inspected every few years to gauge compliance. A written report should be received shortly, but it should be noted that the Inspector was very impressed by the NYLS collection maintained by Diana Sheffield, the Government Documents Librarian.

10. SPECIAL REFERENCE PROJECTS

Bibliographies/Publications: The library staff has created a number of bibliographies and research guides over the past few years. This year the *Guide to New York Legal Research in New York Law School Library*, an annotated guide to New York legal materials was updated and a bibliography on major research in Bankruptcy Law was prepared. Work has begun on the update to *International Legal Research in New York Law School Library* and on a new bibliography on professional responsibility.

Current Issues File: The Current Issues File is located in the Reserve Area of the Mendik Library. This valuable collection of current, topical information is designed to supplement the Library's collection, and to help researchers find material which is often difficult to locate. The File contains materials of interest to law students, legal researchers and faculty, such as articles, announcements, newspaper clippings, bibliographies, book reviews, legal practice guides, government documents and statistical information.

The information contained in the *Current Issues File* is arranged by subject, with topics ranging from Abortion and AIDS to WIPO and Women and the Law. Subject headings, such as Environmental Law contain material on cutting-edge issues like "environmental racism." The File also has publications of the NYLS faculty, filed separately by the faculty member's name.

Commentaries on the current and recent terms of the U.S. Supreme Court are collected in the File, along with biographical information on Justices past and present. On many topics the *Current Issues File* might be the only place where current information may be found. It is quickly becoming a valuable library resource.

Art and Educational Exhibits: During the past year, the Library hosted two art exhibits which were touring nationally under the auspices of the Schomburg Center for Research in Black Culture of the New York Public Library. In addition, the Reference Staff maintains the bulletin board displays in the entry way to the library and the faculty publications display cases.

SPIRITUAL HOME OF BLACK AMERICA: HARLEM 1900-1929
February, 1993. The exhibit was a photographic epic covered three of the most

turbulent decades in African-American history to reveal a visual chronicle of the social and political events in the community of Harlem between 1900 and 1929.

ANTI-APARTHEID INTERNATIONAL: A GRAPHIC STATEMENT ON APARTHEID April/May, 1993. The selection of posters illustrated the conditions affecting the lives of Blacks in South Africa and the world demand for ending the apartheid system. The graphic images reflected, in symbolic and pictorial language, the unequivocal and committed attitude of various countries and societies towards the eradication of racism throughout the world. The exhibit was a visual chronicle which provided both an intellectual and emotional framework in which to view the international struggle against injustice and apartheid.

The Reference Staff also maintains the Bulletin Board displays in the entry way to the Library and the faculty publications display cases. This past year the following bulletin board topics were displayed:

Bulletin Board Themes 1992 - 1993	
In 1992	
June	Lesbian and Gay Issues
July/August	New York Law School: School & Faculty
September/October	The United States Supreme Court
November	The Presidency & Presidential Elections
December	Social Issues & Social Change
In 1993	
January	Martin Luther King, Jr.
February	African-American History Month
March	Women's History Month
	Tribute to Justice Thurgood Marshall
May/June	Commencement 1993
	Lawyering & The Practice of Law

Faculty Committee Support: The Reference Staff is often called upon by various faculty committees for bibliographic support. This past year Reference has prepared biographies and bibliographies of candidates for the Appointments Committee and also prepared bibliographies on different topics for the Curriculum Committee, etc.

Library Tours: The Reference Staff leads tours during the Law School's Orientation program in the Fall and during Admitted Students Day in the Spring.

11. MISCELLANEOUS PROGRAMS AND TRAINING

In addition to the activities listed above, the reference librarians attend various conferences, trainings and continuing education programs each year for continued professional development.

WESTLAW: An in-house training session for the NYLS staff was held in July 1992; Bill Mills and Kate McLeod attended a training session on WIN (natural language searching) in October 1992; Camille Broussard and Kate McLeod attended a system enhancement and update session in April 1993.

LEXIS: An in-house training session for NYLS staff was held in September 1992. Joyce Saltalamachia, Camille Broussard and Kate McLeod attended a system enhancement and update session in June 1993.

OCLC: Camille Broussard attended system enhancement and update meetings in November 1992 and May 1993.

NASIG: Camille Broussard attended the annual conference of the North American Serials Interest Group in June 1993.

12. 1993-94 GOALS

During the new year, the Reference Department will place particular concentration in the following areas.

General Reference Services

Updating of the Reference Procedures Manual

Faculty Reference Services

Bibliographic Instruction: We will continue to work with the faculty to increase the number of classes which include library instruction components or library exercises.

Faculty Publications Bibliography: The faculty bibliography will continue to be produced by the Library. Work will begin on producing a comprehensive database of all faculty publications.

Computer Assisted Legal Research

First Year Training: As stated in the above report, training on LEXIS and WESTLAW is not a mandatory part of the NYLS first year curriculum. The trend at many law schools is to make such training mandatory. The Head of Reference and Lawyer/Librarian will begin working

more closely with the Legal Writing program to assess the use of CALR in the current curriculum and investigate ways of working toward mandatory training of 1st year students.

Upper Division Training: We will continue reviewing our training programs for upper divisions students and develop ways to increase participation. Among other issues, schedules, marketing, number of sessions offered will be reviewed.

Student Publications Support

Library Training: Work on effective implementation of the library training proposal developed during 1992-93 will continue.

Enhanced Services: The Reference Department will review the services offered to the journals and develop ideas for continuing to offer support to make the journals the best they can be.

Special Reference Projects

Library Publications: We will review the existing publications to determine those that need to be updated. The International Law Guide update and the new Professional Responsibility Bibliography will have top priority and should be completed.

Current Issues File: Work to make this file a valuable resource will continue and ways of making patrons aware of its existence will be developed.

Professional Activities and Continuing Education

Staff Development: In-house training programs will be developed and enhanced. Other opportunities for librarians will be identified.

Professional Activities: The Reference Librarians will be encouraged to become more active in professional associations.

IV. TECHNICAL SERVICES DEPARTMENT

1. STAFF

There are three professional librarians in the Technical Services Department and five support staff. Additionally, we have a part-time person working 15 hours per week and

workstudy help when available. The full-time staff has been at the current level for the past six years, but we have had the part-time position only since the Summer of 1991.

This part-time position, as well as the occasional work-study help, has enabled the department to catch up on several long-standing projects. We have labeled almost all of the volumes in the Library. This was a project which had languished for many years. Now, only some foreign law sets remain to be labeled, and they too will be completely processed by the end of this calendar year. Also, we are now able to pamphlet bind all reports, pamphlets and other materials which are too thin to be commercially bound, as part of the natural work flow and not as a low priority project.

The Technical Services Department can be separated into three major areas:

Acquisitions: (one full-time support staff person and a part-time assistant) They perform all pre-order searching; ordering, claiming, and checking in all monographic materials; searching for and downloading preliminary cataloging records from OCLC, our on-line cataloging utility, to INNOPAC, our on-line catalog; processing all monographic invoices and recording payment on our INNOVACQ acquisitions subsystem; recording and processing all gifts; pamphlet binding; and maintaining our paper files of invoices, correspondence, publisher and dealer catalogs, and order authorizations.

Serials: (one professional librarian supervising three support staff) They open all Library mail; check in, on our INNOVACQ serials check-in subsystem, all serial publications, i.e. periodicals, newsletters, loose-leaf services, court reporters, statutes, and all other supplemented materials, as well as all non-U.S. Government Depository microfilm and microfiche; creating additional check-in records on INNOVACQ; claiming all damaged and unreceived materials; copying and routing materials to staff and faculty; and performing all binding functions, i.e. preparing all law reviews for our commercial bindery, preparing paperback monographs for our commercial bindery, and binding other materials on our in-house binding machines. The Library's weekly Table of Contents pages and monthly JILP Table of Contents pages are produced here as well.

Cataloging: (one professional librarian supervises one support staff) They catalog all material, editing records from OCLC and downloading them to INNOPAC. They are responsible for the integrity of our on-line catalog, maintaining our subject and name authorities (this ensures that all access points to our monographic and serial records are present and in their correct form so that our records are fully searchable and clear to the users).

The entire Technical Services Department is administered by the Technical Services Coordinator who is responsible for the smooth running of the department, as well as relations with publishers and dealers.

2. PUBLICATIONS

The Technical Services Department produces the following publications:

New Acquisitions List: a monthly listing of new monographic titles in the NYLS collection
Contents of Current Legal Periodicals - a weekly compilation of contents pages from newly received periodical issues in the NYLS collection

Contents of Periodicals Received: A monthly compilation of contents pages from newly received international, foreign, and comparative law periodicals in the NYLS, Brooklyn Law, and CUNY Law collections.

A List of Law Publishers, Vendors, and Their Local Representatives annually distributed to Faculty and students

Summer Reading List: An annual list of popular reading materials and general legal monographs. Occasional lists of materials added to the Popular Reading Collection

3. THE NYLS ON-LINE CATALOG (INNOPAC)

During the Spring and Summer of 1992, the Technical Services Department was very busy preparing for the conversion of our card catalog to an on-line system. In June of 1992 all of our existing cataloging records up to that time were downloaded onto INNOPAC, our on-line catalog. And, at the beginning of the 1992/93 fiscal year, all of those records which we had created during the months-long preparation and clean up of our machine-readable records were themselves downloaded. So that at the beginning of the Fall 1992 semester, almost all of our records were available on INNOPAC.

Since then we have set up procedures and begun to enter all of our remaining U.S. Government documents onto the system, either entering individual records or creating simplified generic records (for such things as House and Senate reports and documents). And we have created records for most of our serial (i.e. periodicals, newsletters, etc.) microform titles.

Our monographic microform titles are another matter. These include large sets of individual titles, all of which have to be individually cataloged in order to be accessible to students and faculty on INNOPAC. There are literally thousands of titles, which would cost considerable time and money to catalog the traditional way. Happily, a large percentage of the titles we need to catalog are available to us quite inexpensively now that we have an on-line system. We can purchase tapes of the records we wish from OCLC, our cataloging network, have them massaged, and converted to cartridge format. They can then be downloaded directly onto INNOPAC. This will cost us less than one dollar per record. If we cataloged them ourselves, it would cost us upwards of \$50 a record in staff time, cataloging costs and telecommunications fees. We could not have availed ourselves of this service had we not automated our catalog.

4. ACCESS TO INNOPAC

We now have 17 INNOPAC terminals in the Library for both public and staff use. Additionally, it is possible to access our catalog via a modem from a personal computer. Any faculty member who wishes to can now access our on-line catalog from their personal computers.

Additionally, we are preparing to mount the *Index to Legal Periodicals* on INNOPAC. When installed, users will be able to search the ILP from any of the INNOPAC terminals in the Library, as well as from faculty computers via modem. The ILP will be linked to our records, meaning that at one keystroke the user can determine if we have the periodical in our collection. They will see our complete holdings information including which issue was last received by the Library and when. This will be available by the start of the Fall 1993.

We are also preparing to install the Gateway Software on INNOPAC. This will enable users to access the catalogs of our fellow Joint International Law Program libraries, Brooklyn Law School and CUNY Law School. This will be accomplished once both of these schools have successfully loaded their collections onto their own on-line systems. We hope to begin this service early next year.

5. HARDWARE UPGRADES

Over the past fiscal year we have added a new personal computer and laser printer to the Technical Services Department. It has been loaded with WordPerfect 5.2, as well as LEXIS and WESTLAW and is used by the entire staff. We can also access OCLC on this computer, enabling the staff to access that database when our two dedicated OCLC terminals are in use or happen to go down. Also, we now have access to the on-line catalogs of Fordham Law School, Columbia Law School, and the CUNY system via this computer.

We now have two interfaces between OCLC, our cataloging database, and INNOPAC. One is used to download bibliographic records at the point of acquisition (informing staff and users alike which titles are currently on order). The other is used to download full bibliographic records once the titles have been cataloged.

6. COLLECTION STATISTICS

STATISTICS			
	90/91	91/92	92/93
Volumes Added	5,785	4,729	5,266
Titles Added	1,954	2,032	2,153
Micro Pieces Added	32,440	94,719	10,217
Micro Volumes Added	5,929	16,308	2,655
Micro Titles Added	3,148	9,615	9,419
Total Book Volumes	184,386	189,115	194,381
Total Book Titles	48,082	50,114	52,267
Total Volumes	348,166	369,203	377,124
Total Titles	74,703	86,350	97,922

V. PUBLIC SERVICES

1. GENERAL ACTIVITIES

Many physical changes in the library's collection occurred during 1992-1993. The most ambitious project completed during this time was the removal of the entire contents of the faculty library, located on the fourth floor of the "C" building, and the transfer of these materials elsewhere. The space formerly occupied by the Faculty Library is being renovated and will be converted into classroom space and a lounge area. Several "faculty" sets were used to replace their worn or missing counterparts in the main collection. Other volumes were placed in the library's storage area, for possible sale or later use. Selected loose-leaf services, such as the *Federal Securities Law Reporter*, the *Standard Federal Tax Reporter*, the *Uniform Commercial Code Reporting Service*, *The McKinney's Consolidated Laws of New York*, and selected volumes of the Code of Federal Regulations, were routed to faculty members who previously had expressed a particular interest in them.

In addition, law reviews, indexes to legal periodicals, and Shepard's Citations, formerly from faculty library, were integrated into the main collection, as well as the ultra-fiche version of the Federal Reporter, and a micro-media reader-printer.

To address the need for the redistribution of shelf space in certain areas, several volume shifts were done throughout the collection. Among the most notable were the shift of the EEC (European Economic Community) materials in the foreign and international room on the second floor, to accommodate the addition of several newly bound volumes; the creation of additional shelf space in the South African section in order to house the recently arrived revised statutes; a shift of the international trade materials, the securities materials and the bankruptcy materials, to ensure that the proliferation of volumes in those areas would be met with adequate growth space. Similar shifts were done for the regional reporter materials on the lower level, in order to better apportion space needs and facilitate use of the American Law Reports and their related services. Finally, a shift was done in the "state statutes and reports" section of the lower level in order to create needed space for our expanding government documents collection, whose volumes follow the state section.

Allocating additional space was not the only area addressed to facilitate use of the library's collection. Measures were taken to replace worn volumes with new ones; this, in addition to the replacement project described above in conjunction with the transfer of volumes from the faculty library. The extremely worn early volumes of the New York Court of Appeals Reports on the third floor were replaced by newly bound volumes. Several worn volumes from loose-leaf services were similarly replaced. The Consolidated Laws of New York, the Annotated Statutes of New Jersey and the *United States Code Annotated* were evaluated to ensure that the library's subscriptions were all complete.

On another note, all the library's seven copy machines were completely refurbished, virtually restoring them to the same condition as when they were brand new. The library storage

area on the lower level was reorganized, facilitating retrieval of volumes, supplies and equipment temporarily housed there. Unbound periodicals, located behind the reserve/circulation desk, were all placed in new, metal "Princeton" files.

Communications/Media materials were removed from the reserve area and transferred to the lower level. A project to classify several New York State legislative sets was begun and is now near completion. Once classified, these volumes are being integrated into their proper statutory or administrative sections.

Special identification cards were created and issued to the staff members of the school's journals to enable them to sign out library materials and allow them to keep their school I.D. cards for display, conforming to the school's new policy. The Head of Public Services and the Coordinator of Technical Services met with faculty members from the school's clinical program to reevaluate the library's routing certain materials to them and reevaluate their collection in general. Similar meetings were held to update the clinic's housing collection. The library has caught up on its loose-leaf service filing and has deployed specific staff members to ensure that the filing remains current. This has resulted in a good amount of space freed up in the reference office on the first floor. The space is devoted to retaining computer manuals and various instructional guides. Finally, the library continues to sell its exam packets to first year students. This obviates the students spending countless hours photocopying relevant exams.

2. STAFF

The Public Services Department has three full time support personnel and one administrative staff member. Though there are areas of responsibility which are common to all of them, each staff member is primarily responsible for particular tasks which are not usually shared by their colleagues.

The Department has a Circulation Assistant who is primarily responsible for filling requests made by the faculty. These can range from simple photocopying requests of cases or law review articles to relatively sophisticated computer-assisted legal research.

The position of Library Assistant divides its time between circulation/reserve and government documents. This person is responsible for preparing the library for opening each morning. This staff member begins his day one hour before the library officially opens its doors, so that, when it is time to open for business, patrons will find the library "up and running". The Library Assistant is also responsible for effecting the various shifts of volumes which are necessary from time to time.

The Reserve Assistant is primarily responsible for the operation of the Library's reserve/circulation desk. This involves ensuring that the reserve collection is current and in keeping with the various casebooks, hornbooks and supplementary reading materials assigned throughout the year. The Reserve Assistant also coordinates the library's exam sale, where exam packets are made available for purchase by first year students. The position's other responsibilities

included inputting information on the library's computerized interlibrary loan system, enabling the library to borrow from and lend to other libraries throughout the country.

Finally, another Library Assistant is responsible for the distribution of the U.S. and interoffice mail throughout the library.

Full-time support staff also share common responsibilities, such as filing loose-leaf services, staffing the reserve desk, shelving and shelf-reading. This latter function involves putting volumes on the shelves in correct call number and numerical order, dusting, making certain that volumes are neatly arranged on the shelves, and removing worn or damaged volumes for possible repair or replacement.

Though the staff members whose job descriptions were related above occasionally work evening and weekend hours, they basically work Monday through Friday, during the daytime. Consequently, due to the large number of hours which the library is open each week, it is necessary to supplement our full-time staff with part-time employees. These employees are largely comprised of New York Law School students who have been awarded "work-study" grants, and students from neighboring undergraduate institutions, such as Pace University and The Borough of Manhattan Community College. Recently our work-study "pool" has accounted for an average of 85 hours worked per week, or a Full-Time Equivalent of 2.5. The other part-timers have accounted for an average of 130 hours per week, or the Full Time Equivalent of 3.8. The library employs this latter category of employee to work exclusively during late evening and weekend hours. Though the amount of workstudy awards has been somewhat disappointing in the past, the number of recent awards has been encouraging.

Most part-time employees perform basic functions which are crucial to the daily (and nightly) operation of the library: shelving, filing and working at the circulation desk. With the recent proliferation of work-study personnel, an increasing amount of part-timers have been assigned tasks in other library departments, such as Reference and Technical Services.

Finally, as noted above, the Library employs for some of its loose-leaf filing an "update" service to maintain particularly voluminous and complicated publications, such as the Administrative Codes of New York and New Jersey and the *Tax Management Series*.

3. CIRCULATION STATISTICS

The Library's heavy use by its primary patrons is reflected in the number of its borrowing and lending transactions. During the past year, our two-hour reserve/circulation transactions totaled nearly 15,000; this represents reserve materials which are used in the library for a limited amount of time. Our "home use" (volumes actually signed out of the library for two weeks) transactions for students and faculty totaled nearly 5,000.

Regarding interlibrary loan, the library lent a little over 300 items to other institutions around the country and borrowed a little in excess of 800. The number of patrons using the library on an average day has been calculated to be 800.

VI. STAFF ACTIVITIES

American Association of Law Libraries (AALL)

All members of the professional staff are members of AALL. This year, Bill Mills served on the American Association of Law Libraries' Indexing of Periodical Literature Advisory Committee. He has been appointed as Chair of this committee for 1993-94. Camille Broussard, Head of Reference Services, served as 1992-93 Chair of the Contemporary Social Problems Section of the Association. Camille will also be speaking at the Association's 1993 Annual Meeting in Boston in July on a panel titled "Electronic Networking: Bringing Everyone Into the Next Generation." Kate McLeod, Lawyer/Librarian will be attending the AALL Institute on International Law at Harvard University, July 6-9, 1993. Many members of the staff will be attending the annual meeting and educational program in July.

Law Library Association of Greater New York (LLAGNY)

A chapter of AALL, LLAGNY activities are centered on the local area. Bill Mills served as a faculty member for Legal Research for the Legal Assistant, a continuing education program organized by the Law Library Association of Greater New York. He gave a lecture and conducted a laboratory session on bankruptcy research techniques in conjunction with this program. This year, Kate McLeod served on the Union List committee. This committee was responsible for the formidable task of updating the list of all serial titles held by New York law libraries and current holdings information. The list is an extremely valuable tool in locating journals in the greater New York area for our patrons. LLAGNY also sponsors continuing education programs throughout the year.

New York Metropolitan Reference and Research Library Agency (METRO)

Camille Broussard is a member of the Law Related Continuing Education Taskforce. The Taskforce coordinated a Spring session on "Researching New York City Law" which was held in April. Barry Seaver, Evening/Weekend Reference Librarian, spoke on the Municipal Archives and research into New York City historical documents. The workshop was attended by Joe Molinari and Kate McLeod of the reference staff. Diana Sheffield is a member of the Metro's Government Documents Interest Group (GoDIG). The group is planning an educational program

on issues affecting Federal depository libraries for library directors and other administrators. The program is planned for Fall, 1993.

New York Law School Library also participates in the METRO Law Hotline which is a service provided by the metropolitan academic law libraries. Each law library has designated days on which the professional staff of any METRO member library may call for help involving legal reference questions. Law librarians suggest ways that the question might be answered by sources owned by the caller's library or may suggest a referral to an academic law library.

American Library Association (ALA)

The Technical Services Coordinator, Paul Mastrangelo, is also a member of the American Library Association (ALA). He attended the 1992 ALA Annual Meeting in San Francisco last June, as well as the 1993 meeting in New Orleans, June 25-29, 1993. He was a driving force in the creation of the local users group of Innovative Interfaces, Inc., the vendor of our INNOPAC and INNOVACQ on-line systems. The first meeting of this group was held here at NYLS in 1991, as well as the most recent meeting in the fall of 1992. He is a member of the AALL Technical Services Special Interest Section's Acquisitions Standing Committee for 1993/94 and was previously a member of the AALL's Committee on Relations with Publishers and Dealers. A speech he gave at the "Lawyers and Popular Culture Program" at the University of Texas at Austin's Tarlton Law Library in January of 1992 will soon be published along with a bibliography of lawyers on film.

Margaret Perrin, the Head of Cataloging, is also a member of ALA, as well as its sub-group, ACRL (Academic and Research Librarians). Additionally, she is a member of the Special Libraries Association (SLA), and the New York Technical Services Librarians (NYTSL). Peggy is also active in Beta Phi Mu, the international library honor society, as well as the Queens College Library School Alumni Association. Over the last year she has represented the Library at several SUNY/OCLC meetings and has attended several of their workshops and training sessions, as well. She was instrumental in planning the first meeting of New York City legal catalogers, held under the aegis of LLAGNY, the local chapter of AALL, on May 27, 1993. She also attended, in December of 1992, the winter meeting and dinner of NYTSL.

Miscellaneous Activities

Joe Molinari served on the Law School's Public Service Committee during the past year. This committee was responsible for coordinating the school's food drive at Thanksgiving, the toy drive during the Holiday season and the Spring blood drive. In addition, Karen Cooper, has been serving on the school's Personnel Manual Committee.

APPENDIX A

Library Reader's Passes Statistics Four Year Review

		1990/91		1991/92		1992/93		1993/94	
SPRING									
	\$100	8	\$800.00	15	\$1,500.00	15	\$1,500.00	16	\$1,600.00
	\$75	8	\$600.00	6	\$450.00	10	\$750.00	0	\$0.00
	\$50	12	\$600.00	6	\$300.00	2	\$100.00	1	\$50.00
	Public Interest	30	\$30.00	45	\$45.00	80	\$80.00	101	\$101.00
	Complimentary	4	\$0.00	42	\$0.00	20	\$0.00	19	\$0.00
	TOTAL		\$2,030.00		\$2,295.00		\$2,430.00		\$1,751.00
SUMMER									
	\$100	10	\$1,000.00	7	\$700.00	12	\$1,200.00	11	\$1,100.00
	\$75	7	\$525.00	4	\$300.00	5	\$375.00	7	\$525.00
	\$50	2	\$100.00	9	\$450.00	6	\$300.00	6	\$300.00
	Public Interest	46	\$46.00	79	\$79.00	150	\$150.00	142	\$142.00
	Complimentary	3	\$0.00	19	\$0.00	85	\$0.00	7	\$0.00
	TOTAL		\$1,671.00		\$1,529.00		\$2,025.00		\$2,067.00
FALL									
	\$100	10	\$1,000.00	18	\$1,800.00	14	\$1,400.00		
	\$75	3	\$225.00	7	\$525.00	11	\$825.00		
	\$50	9	\$450.00	2	\$100.00	6	\$300.00		
	Public Interest	54	\$54.00	60	\$60.00	105	\$105.00		
	Complimentary	37	\$0.00		\$0.00	26	\$0.00		
	TOTAL		\$1,729.00		\$2,485.00		\$2,630.00		

APPENDIX B

COMPUTER SURVEY OF 1992 ENTERING CLASS

ENTERING CLASS	450	
RESPONDING	380	
No experience	74	19.5%
Less than 5 years experience	148	38.9%
5 or more years experience	158	41.6%
 <i>Average number of years experience</i>	 6.5316	
		Percentage of all responding
Have access to PC at Home	174	45.7%
... with a modem	72	18.9%
Plan to purchase equipment	143	37.6%
Have done computer research	65	17.1%
Have no access to PC at Home	206	
... but plan to buy one	91	44.2% of those with no PC at home
 Experienced with Operating System...		Percentage of experienced users
MS-DOS	214	69.9%
Apple Macintosh	153	50.0%
Windows	119	38.8%
 Comfortable with...		
WordPerfect	197	64.4%
Microsoft Word	55	18.0%

APPENDIX C

Reference Department Daily Statistics Number of Questions Asked

HOUR	JUL 92	AUG 92	SEP 92	OCT 92	NOV 92	DEC 92	JAN 93	FEB 93	MAR 93	APR 93	MAY 93	JUN 93	TOTAL**
8:00 - 9:00	-	4	-	-	2	-	6	111	-	-	-	-	123
9:00 - 10:00	95	159	199	141	97	92	88	131	162	127	132	129	1,552
10:00 - 11:00	141	181	294	180	103	90	129	130	168	137	116	137	1,806
11:00 - 12:00	147	184	205	170	125	101	130	161	175	116	101	157	1,772
12:00 - 1:00	194	160	234	203	138	93	162	154	158	138	92	145	1,871
1:00 - 2:00	147	143	176	201	130	107	134	124	135	123	105	118	1,643
2:00 - 3:00	159	90	167	191	125	85	108	103	114	84	85	105	1,416
3:00 - 4:00	152	113	163	239	171	147	123	144	168	116	92	134	1,762
4:00 - 5:00	131	89	173	203	167	92	111	140	139	107	99	139	1,590
5:00 - 6:00	120	88	153	197	114	71	93	102	109	99	73	136	1,355
6:00 - 7:00	92	69	102	125	74	55	63	71	86	75	58	49	919
7:00 - 8:00	57	41	98	82	62	41	30	44	55	44	36	31	621
8:00 - 9:00	44	21	52	56	47	28	19	26	32	46	18	23	412
9:00 - 10:00	-	-	-	-	-	-	-	-	-	-	-	-	-
10:00 - 11:00	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL*	1,479	1,342	2,016	1,988	1,355	1,002	1,196	1,441	1,501	1,212	1,007	1,303	16,842***

* Cumulative number of questions asked per hour for the month.

** Cumulative number of questions asked per hour from July 1992 through June 1993

*** Total number of questions asked from July 1992 through June 1993

APPENDIX E1

NEW YORK LAW SCHOOL LIBRARY

**WESTLAW AND LEXIS TRAINING
for FIRST YEAR STUDENTS**

Introductory training sessions in LEXIS and WESTLAW, computer assisted legal research databases, will be offered to first year students by the Library at the beginning of the Spring semester. Classes for each system will be offered in consecutive time periods with the sessions for WESTLAW beginning on Tuesday, January 19th and continuing through Saturday, February 6, 1993. LEXIS classes will begin on Monday, February 15th and continue through Saturday, March 6, 1993. Several instruction sessions, 1 1/2 hours in length will be offered each day.

Attendance at each session is limited to ten students. The schedule of times and sign-up sheets are located at the Library Circulation desk. Although not required, students are welcomed to pick up and read the introductory training materials prior to attending the class. Training materials are available in the 1st floor computer room of the Library. Personal passwords and software for home computer access will be available at the conclusion of the session.

The Library would like to encourage all students to take this opportunity to begin learning to incorporate computer assisted legal research into their overall legal research strategies. If there are any questions, no one should hesitate to contact a Reference Librarian.

APPENDIX E1

LEXIS/NEXIS TRAINING

October 12 to October 17, 1992

TUESDAY, October 13

- 4:30 to 5:30 p.m.: Labor & Employment Law
- 6:00 to 7:00 p.m.: Refresher/Basic Skills

WEDNESDAY, October 14

- 11:00 to 12 Noon: Environmental Law
- 3:30 to 4:30 p.m.: International Legal Materials

THURSDAY, October 15

- 2:30 to 4:00 p.m.: Refresher/Basic Skills
- 4:00 to 5:00 p.m.: New York Materials

FRIDAY, October 16

- 4:00 to 5:15 p.m.: Refresher/Basic Skills
- 5:30 to 6:45 p.m.: Refresher/Basic Skills

SATURDAY, October 17

- 12 Noon to 1:15 p.m.: Refresher/Basic Skills

SIGN UP AT THE CIRCULATION DESK
ROOM WILL BE CLOSED TO OTHER USE DURING SESSIONS.

APPENDIX E2

**LEXIS TRAINING
MARCH 23 to March 26, 1993**

TUESDAY, March 23

- 1:00 p.m. to 2:00 p.m.: Telecommunications Law
- 3:30 p.m. to 4:30 p.m.: Taxation Materials
- 5:00 p.m. to 6:00 p.m.: General Training

WEDNESDAY, March 24

- 1:00 p.m. to 2:00 p.m.: Bankruptcy
- 3:00 p.m. to 4:00 p.m.: General Training
- 5:00 p.m. to 6:00 p.m.: General Training

THURSDAY, March 25

- 12:30 p.m. to 1:30 p.m.: International Legal Materials
- 2:00 p.m. to 3:00 p.m.: Environmental Law
- 4:00 p.m. to 5:00 p.m.: Employment / Labor Law

FRIDAY, March 26

- 12:30 p.m. to 1:30 p.m.: General Training
- 2:00 p.m. to 3:00 p.m.: General Training
- 3:30 p.m. to 4:30 p.m.: General Training

**SIGN UP AT THE CIRCULATION DESK
ROOM WILL BE CLOSED TO OTHER USE DURING SESSIONS.**

APPENDIX F

LIBRARY TRAINING FOR NYLS JOURNAL STUDENTS

I. Library Sponsored Reception for Journal Boards

Journal members working on pieces for publication are entitled to many library services that we do not provide to other patrons on a regular basis. In order to provide appropriate and necessary services, it is important that we in the Library know the journal members. To this end, we propose the following as an introductory step.

As soon as they are elected in the Spring, the Dean will join the Library in hosting a reception in honor of new board members and senior editors. Immediately following the reception, there will be a meeting with the Librarian and selected Library staff. Attendance at this meeting will be mandatory for the Editors in Chief and "highly encouraged" for other senior staff.

The meeting will accomplish the following:

- (1) Introductions of the librarians, in particular those with whom the students will be working most closely during the year, i.e., the Head of Reference Services and the Lawyer/Librarian;
- (2) a review of the overall training strategy and requirements.

II. Meetings with Editors and Editors in Chief

During the summer and prior to August 1st, the editorial boards of each journal will meet separately with the Head of Reference Services and the Lawyer/ Librarian. The editors should work with the Coordinator of Cocurricular Programs to schedule the meetings. The three individual meetings would be scheduled for approximately 1 1/2 to 2 hours in length and will consist of the following activities:

- (1) Library tour: design; layout of collections; use of on-line catalog;
- (2) Review of library services and procedures & discussion of the organization of cite-checking projects
 - a. discussion of on-line bibliographic databases: procedures for using OCLC and RLIN; training for designated members
 - b. checking books out; photocopying, etc.
 - c. access to other libraries in New York
- (3) Design and schedule training/orientation sessions for staff members in early the Fall semester Library Training Proposal
- (4) Discuss and lay the ground work for meeting with Article Editors as described in section III below.

LIBRARY TRAINING FOR NYLS JOURNAL STUDENTS

page 2

III. Individual Meetings with Article Editors

Prior to commencing work on a particular article, individual editors would meet with the Head of Reference Services or the Lawyer/Librarian, as appropriate. The editors should work with the Coordinator of Cocurricular Programs to schedule the meetings. Meetings will be approximately 1/2 hour in length and will consist of the following activities:

- (1) Review of this library's resources in the subject area
- (2) Review of organization and procedures with particular import to the article
- (3) Schedule time to provide additional OCLC training to the editor
- (4) Discuss scheduling and design of subject-specific bibliographic training sessions, i.e.,
 - a. LEXIS/WESTLAW sessions
 - b. UN materials
 - c. Statutory and Administrative research
 - d. Legislative History
 - e. Government Documents

IV. Orientation for New Staff Members

During the week before the semester starts or within the first week of school, all new staff members will be scheduled to attend a library orientation given by either the Lawyer/Librarian or Head of Reference Services. The Coordinator of Cocurricular Programs will work with the Editors and Librarians to schedule the training sessions. Each session will last approximately 1 hour and will include:

- (1) A Library tour: layout of collections and use of on-line catalog
- (2) Distribution of the **Student Journal's Guide**
- (3) Discussion of policies and procedures
 - a. checking books out; photocopying, etc.
 - b. access to other libraries in New York
 - c. discussion of on-line bibliographic databases: procedures for using OCLC and RLIN; training for designated members

New York Law School

Mendik Library Organizational Chart

1992/93



