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Academic Year: 2001-2002

New York Law School

**New York Law School
Mendik Library**



**Annual Report
2001/2002**

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I. INTRODUCTION

As readers of this annual report will quickly see, the activities of our past year were greatly affected by the events of Sept. 11, 2001. Our proximity to the site of the World Trade Center meant that we were witnesses to and participants in the events of that terrible day. But beyond that day, our activities for many weeks and months following were influenced by our need and desire to help our community recover.

One immediate need was to help students who had lost books and other course materials in the destruction. Through the Library, lists of lost books were compiled and faculty and publishers were contacted to provide replacements. All students who needed new books received them.

Many local law firms and legal organizations in our neighborhood had either lost their offices entirely or were without access indefinitely, and we opened our doors to dozens of new patrons who needed access to legal materials. The New York County Lawyers™ Association issued a special proclamation thanking NYLS Library for our assistance during this difficult time.

Perhaps most important was the fact that the Library and the staff provided stability and constancy during this most turbulent period. Students commented on the importance and value of having the Library available as a sort of sanctuary with familiar faces all around.

I have often taken pride in the accomplishment of our excellent library staff over the years, but I have never felt prouder of everyone than in the past year. Staff members put aside their own pain and trauma to return to work as quickly as we were allowed to and to help the law school provide a welcoming atmosphere for the returning students. Those were difficult times for everyone, but I never heard a single word of complaint from any of our outstanding staff. It is to them that I dedicate this annual report.

Professor Joyce Saltalamachia

II. LIBRARY COMMUNITY, FACILITIES AND OPERATIONS

A. Library Clientele:

The core clientele of the Library is made up of members of the law school community: faculty, students and staff; as well NYLS Alumni/Alumnae. In recent years access to the Mendik Library has become an increasingly valuable benefit to our Alumni/Alumnae. Alumni have always had access to student computer lab workstations and high-speed laser printers when these are not in use by students. This access has been enhanced by new subscriptions to Web-based research sources, accessible only at computers in NYLS buildings. These Web-based subscriptions increase in number and research scope every year. In addition, plans for the Wireless Network (discussed below) would extend the availability of these resources to Alumni/Alumnae who bring Wi-Fi configured laptops into the Mendik Library. It is noteworthy that access to these valuable resources is now a completely free benefit to our Alumni/Alumnae, in light of the Alumni Association's decision in 2001 to abolish its membership dues.

Several clientele groups extend beyond New York Law School. By agreement with the other member institutions of the Joint International Law Project, Brooklyn Law School and CUNY Law School, each school's library is open to students and faculty of all three schools. 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 who are referred by member libraries of the METRO consortium, upon identification of particular items held by our Library that are unavailable in the referring library. In addition, members of the general public are permitted to use our U.S. Government Documents collection, under the terms of our Depository agreement.

Since 1993 we have participated in an agreement with most other New York metropolitan area law school libraries under which each school is permitted to refer a reasonable number of students, and faculty in any number, to a participating school's library for convenient use. The institutions involved include all the law schools in New York City, Westchester, Nassau, and suburban New Jersey, with the exception of Columbia and New York University Law Schools. This agreement was intended to benefit students and faculty who attend one law school, but reside in closer proximity to another

Researchers who are not affiliated with New York Law School, or referred through reciprocal agreement, may gain access to our Library by procuring a NYLS Library Reader's Pass. In addition to Library access, the pass also permits its holder to use computer and photocopy equipment in the Library, but pass holders may not borrow books. The Reader's Pass program serves a dual purpose, as a revenue-raising device and as a mechanism for admitting legitimate users who do not hold a NYLS ID card. The ordinary price of a Reader's Pass to a non-affiliated attorney is \$100 for a pass that is

good for a four-month period. For non-affiliated users studying for the New York state bar exam, we offer a \$50 pass.

The Library admits attorneys employed by non-profit, public interest institutions by selling Reader's Passes to these attorneys at a deeply discounted price. Under an agreement with the NAACP Legal Defense and Educational Fund, we sell this organization our Reader's Passes at \$1 each, and their library sells the passes to public interest lawyers at a slight mark-up. This mutually beneficial arrangement enables us to open the Library to the public interest bar at a minimal administrative cost to NYLS.

We also distribute complimentary passes to certain categories of users. Major donors to NYLS and guests of our faculty and administration are given Reader's Passes. Courtesy Passes, valid for no more than a few days, are offered to lawyers visiting from out-of-town. They provide the same privileges as Reader's Passes. Copies were sent to the concierge at the Tribeca Grand Hotel for distribution to guests in appropriate circumstances.

B. Schedule and Hours of Operation

For the Fall and Spring semesters the Library is open 98 hours per week to core clientele. During both semesters' examination periods we add 21 hours to our schedule for the benefit of our students only. During these "Study Hall" periods students may use the Library beyond regular closing time until 2 a.m. each morning to prepare for their final examinations. No Library staff remain on duty after closing time, but the Library facility is patrolled by law school security guards. We remain open during Spring Break, with slightly reduced hours.

During intersession periods Library schedules are scaled back, generally to 55 hours per week, and the Library is closed on weekends. However, on the last intersession weekend before each semester starts, we open for eight hours each day to accommodate students who have purchased their textbooks and are working on assignments for their first classes.

Over the summer the Library remains open 87 hours per week, including weekends. Our summer schedule supports both the curricular needs of the Summer Session and the study needs of our recent graduates in preparing for bar examinations. The Library's summer schedule ends on the last day of Summer semester examinations or the last day of the New York state bar exam, whichever comes last.

To accommodate the needs of our core clientele, the Library is open every major holiday except New Year's Day, Rev. Martin Luther King, Jr. Day, Memorial Day weekend, Independence Day, Labor Day, Thanksgiving Day and Christmas. (We have continued our policy of opening reduced hours on the Friday after Thanksgiving, and

have drawn a significant number of users.) The holidays for which the Library is closed generally coincide with academic breaks and intersessions.

C. Computing Resources:

Maintenance and improvement of computing resources for students and other patrons are planned and executed by the Library staff, with technical assistance from the Office of Information Technology.

The Library houses five computer laboratories: two general purpose labs, two learning center labs, and one research computer lab. In the general purpose labs students have access to networked word processing and other productivity applications, Lexis, Westlaw, Web browsing via Netscape and Internet Explorer, E-mail via Pegasus, and instructional software from the Center for Computer Assisted Legal Instruction. In the "Learning Center" labs, students have access to LEXIS and WESTLAW. LEXIS provided the PCs for one Learning Center lab, and WESTLAW provided the computers for the other Learning Center lab. These labs are used for Lexis and Westlaw classes but are open to patrons when classes are not in session. The "research computers" lab is located on the Library's first floor adjacent to the Reference Desk. This lab provides access to LEXIS and WESTLAW proprietary software as well as web access to those services. Internet access in this lab opens an ever-wider array of Web-based information and subscription services to our user clientele. The proximity of this lab to our staff of trained reference librarians facilitates continuous "learning by doing."

There are 52 access points for various types of computer-based research in the Library. These include fourteen workstations in the "general purpose" student labs. The "Learning Center" labs hold a total of twenty computers at which users have high-speed networked access to Lexis's and Westlaw's suites of research and productivity software, as well as Web browsing. The "research computers" lab contains eight Lexis and Westlaw computers, as well as three networked computers that offer access to information products based in our CD-ROM tower. Also spread throughout the Library are seven PC-based computers dedicated to our own On-Line Catalog.

Users of the Library's research computers can print documents to networked Océ printer-copiers, located in each lab room, which provide high-speed letter-quality printing. Printing is charged at 8¢ a page using the same VendaCard system that we use for our photocopiers.

During the current fiscal year, members of the Library staff participated with the Office of Information Technology in planning the deployment of a Wireless Network, based on the popular 802.11b (or Wi-Fi) standard of wireless telecommunication. At its inception, the Wireless Network is planned to reach the C Building cafeteria and public areas on all floors of the Mendik Library. Network users throughout these areas will be able to access the Internet using their laptop computers, with no need to plug into a

network jack. Students wishing to tap the Wireless Network will be required to procure, install and configure a Wi-Fi card in their laptops. During the Summer of 2002 transmitters were installed in the ceilings of the Mendik Library, and as the fiscal year closed testing was under way, with the intention to “go live” during the Fall 2002 semester.

The Wireless Network will be a boon to our users, who face increased contention for the limited computing resources in the Mendik Library. In its initial phase the network will offer only Internet access, but the potential exists for adding other types of functionality as well. In particular, the ability to initiate print jobs to the networked Océ printers in the labs would represent a substantial benefit. With network printing enabled, Library users’ personal laptops would be able to perform nearly all of the major uses to which the lab workstations are put. This would result in a significant easing of traffic in the labs, as well as a convenience to our students. The addition of networked printing functionality will be at the top of the planning agenda for the next phase of the Wireless Network project.

D. Web-Based Resources

The continuing dominance of World Wide Web-based research databases for law and related disciplines has pushed the only other computer-based option, CD-ROM, to the brink of extinction in our library. While we still maintain our CD-ROM tower, which offers several information products in this medium, we notice that it sees only negligible use by our patrons. We have thus scaled back from three to one the number of workstations that access this tower, and we continue to maintain only a handful of CD-ROM-based subscriptions. Meanwhile, the scope and variety of Web-based information resources continues to grow, and to become more popular among our users.

The NYLS Library staff has produced a variety of information resources designed specifically for the NYLS community, and we make these accessible on the Web. We have scanned our archive of past years’ examinations into Adobe Acrobat computer files, which students can download for exam preparation. Several selections from our venerable Bibliography Series have also been made Web-accessible; recent additions include a guide to research in corporate and securities law, and a bibliography of U.S. government documents on the Web. In addition, our popular list of legal publishers and our guides to Library services for NYLS Faculty and members of NYLS journals have been made Web-accessible.

We support and promote user access to Web-based resources through our own Web pages, which are linked to from our On-line Catalog and from the Library portion of the NYLS Intranet. Our “WebPac Group” is a task force of senior Library staff who meet regularly to plan and review the design and content of our pages. The pages organize links to our in-house bibliographic tools, to our subscription databases, and to generally accessible legal information resources on the Web.

An increasing number of value-added databases and research compilations in law and related fields are being offered in Web-based versions that are available by paid subscription. The Library has long maintained several such subscriptions. Most vendors of Web-based subscription services for libraries restrict networked use of those services by permitting access only through on-site Internet servers. (This is commonly referred to as "IP-based access.") Through the end of the fiscal year, members of our community could access our IP-based subscription services only through computers located within the NYLS building complex, by means of our Local Area Network [LAN].

For several years, the Library has been struggling to provide members of the NYLS community with Web access to our IP-based subscriptions from computers outside of our buildings by means of "proxy server" technology. The proxy server requires entry of a password before it will permit a remote computer to gain access to resources on the LAN server. Proxy server technology has proven slow to develop and complicated to deploy. Our first attempts at offering remote access to our IP-based subscriptions failed because the proxy server method of access was too difficult and unreliable for our users. But finally, during the Summer of 2002, we are putting the finishing touches on a new proxy server module that we purchased from our On-Line Catalog contractor, Innovative Interfaces. The new proxy server will require the user to enter as authentication the barcode number that appears on his or her NYLS ID card. (This is the same identification number that is used for circulation of books.) As virtually all of our users already have barcode numbers, the authentication system is already in place. Preliminary testing by our staff shows that the new proxy server module is simple and reliable, eliminating the problems of the past. We thus look forward to finally being able to offer NYLS users Web access to our IP-based research subscriptions from remote computers beginning in the Fall of 2002.

E. Facilities and Collection Management

Over the past several years we have maintained a conservative approach toward effecting physical changes to the Mendik Library facility. This approach is predicated in the imminent possibility of the Law School's pursuing a capital improvements strategy that would result in either a major renovation of our present building or a complete relocation of our Library to another building. During the current fiscal year, we continued this approach, with the result that only a few minor physical enhancements were made to the Library.

One phenomenon that sparked an acute need for physical improvements to our Library has been the mushrooming use of laptop computers by our students. By the Spring of 2002 the need for more electrical outlets for laptops became obvious, as we navigated around webs of extension cords that students strung across our reading rooms. In the Summer, we had new electrical outlets installed under four worktables on the first floor, in twenty-four carrels on the third floor, and under seventeen worktables on the

fourth floor. We thus created sixty-six new places where users can plug in laptop computers, amounting to nearly three times as many as we'd had before.

Our book collections, of course, never cease to grow; and in recent years we have begun to box and transfer into storage sets of books that we deemed non-essential. This year we erected a new stack of shelving in the last empty space in our Library that could possibly accommodate such shelving, a corner of the fourth floor. This added only 168 linear feet of shelf space, which we plan to fill in a major shift of collections on the third and fourth floors to gain a few more years' worth of growth space.

This year we needed to create an office for our new professional colleague, the Instructional and Technology Librarian. We did this by displacing microform reader-printer equipment that had formerly occupied an alcove on the Lower Level. We transformed this alcove into an office, and moved the equipment to a corner of a reading room on that same floor. Through carefully planned rearrangement of furniture, we were able to accomplish this displacement without sacrificing any study seats for our users, and the reader-printer equipment is now closer to the microform collections with which it is used. However, the equipment now sits next to the reading room, and as there is no sound barrier it can be a distraction to adjacent users. If we are to remain in our current building for any length of time, we will have to confront this facilities problem.

F. September 11, 2001

Occurring toward the beginning of the fiscal year, the terrible events of September 11 had a devastating effect on so many aspects of all of our lives. Luckily, the Mendik Library and its contents were spared physical damage. In fact, our side of the NYLS building complex was the least affected in that we never lost electrical service, and the few phone lines that terminate in the Library building continued to operate. However, when staff returned to the Library, we were still faced with disruption of crucial services in that the main phone switch was still out, as were the telecommunications lines that we needed for Lexis, Westlaw and Internet services. Working steadily with staff from OIT and our vendors, we were fortunate to see all of these services restored within just a few days, leaving us for some time as one of the few functioning law libraries south of Canal Street.

One of our first actions, as soon as it became clear that we had sustained no damage, was to call our colleagues at the other major law libraries in the downtown area to offer the use of our facilities for their lawyers. These included the libraries of the New York County Lawyers' Association, the New York Law Institute, the Legal Aid Society, and the U.S. Court of Appeals for the 2nd Circuit. Other local organizations contacted us, including the NYC Corporation Counsel, the DC 37 municipal employees' union, and the NY State Court of Claims, whose law library had been utterly destroyed.

As the days and weeks passed, we received numerous calls from lawyers in the downtown community. In response, we fashioned a limited "open door" policy affording free access to the Mendik Library for any lawyer who appeared at our door claiming to have been displaced by the events of 9/11. Such lawyers were asked to sign in and leave their business card. Our staff was instructed to be liberal in admitting these patrons. They were given a brochure describing our open door policy and detailing their option to purchase a Reader's Pass, which would apply once the emergency was over. In the period from October 4, 2001 through April 16, 2002 our displaced visitors' log showed 243 signatures. On November 13 2001, the Board of Trustees of the New York County Lawyers' Association adopted a resolution thanking us, among others, for admitting their members.

The Library staff also played an important role in welcoming back students. In the days before classes resumed, we worked to foster an atmosphere of order and normalcy in the face of unprecedented disruption and loss.

III. REFERENCE DEPARTMENT

The primary responsibility of the Reference Department is to provide quality, professional research assistance and instruction to the faculty, students, staff, alumni and attorney patrons of New York Law School. A review of the activities of the past year clearly show that reference services continue to extend far beyond the physical and logistical confines of staffing the reference desk. Librarians on the NYLS reference staff work as liaisons for the NYLS faculty and deans, coordinate and teach computer assisted legal research instruction classes, provide bibliographic instruction both in the library and in the classroom, provide research and library support to the NYLS student journal publications and moot court teams, supervise and manage the government documents collection, manage and maintain the microform collection, update and maintain the current issues file, contribute to the development and maintenance of the Law School's world wide web site, and participate in the professional activities of the American Association of Law Libraries (AALL) and the Law Library Association of Greater New York (LLAGNY) and the New York City METRO Consortium.

This report is divided into major sections loosely based on the above list. In each section, activities of the past year are highlighted. A few areas deserve special mention: (a) librarians are working with more faculty members than ever before to incorporate research sessions into class syllabi; (b) librarians are teaching more students than ever (99% of the first year class) in the required LEXIS and WESTLAW training sessions, and (c) attendance at library sponsored research and training sessions continues to increase.

A. General Reference Services

1. Staff

The Reference Department includes six full-time librarians and one reference assistant. The Associate Librarian and Head of Public Services also participate in providing reference services. Each librarian is responsible for reference desk duty as well as other specific projects. The reference assistant provides reference desk assistance but is primarily responsible for coordinating interlibrary loans, faculty photocopy requests, and document delivery.

In January, Rosalie Sanderson joined the reference staff as the Instructional and Technology Librarian. Rosalie was previously the Associate Librarian at Emory University Law School. She adds an incredible amount of depth to the reference department.

2. Reference Desk

A reference librarian is on duty at the reference desk for a minimum of 72 hours each week. Reference desk hours are 9 a.m. to 9 p.m. Monday -- Thursday; 9 a.m. to 7 p.m. on Friday and 11 a.m. to 6 p.m. on Saturday and Sunday.

Librarians record statistics on the number of questions asked during the course of a reference shift. The statistics include questions asked in person, on the telephone or by e-mail. The largest portion of questions are asked by patrons at the reference desk. Telephone inquiries, including those initiated by patrons using the in-house phones that are located on each library floor and those from outside callers, accounted for a substantial number of questions. Since most faculty members and students contact librarians through their personal accounts, the reference e-mail address continues to account for the smallest portion of the daily activity.

In addition to staffing the central reference desk, librarians were also available throughout the week for individual appointments with faculty and students to discuss research projects in more depth. Marta Kiszely, the Government Documents Librarian, provided assistance in the use of the documents and microform collections as part of her daily duties. Each librarian spent at least one hour each week in the library stacks on collection maintenance activities. The events of September 11, 2001, caused the cancellation of law school classes for a two week period. Among other things, telecommunication services were lost disrupting telephone, modem and internet access. As a result, the Library's and Writing Program's plans to provide introductory CALR training to 1st year students during the fall semester were cancelled. The reference librarians took the opportunity to spend many hours working with and teaching the students to use paper sources for their research projects. On average 100-125

questions per week, approximately 6000 questions, were answered away from the reference desk.

Between July and December, 2001 approximately 7099 questions were answered at the reference desk. From January to June, 2002 approximately 6518 questions were answered for an annual total of 13,617. The busiest months of the Fall remain October and November. April was the busiest month of the spring. See below for a detailed breakdown of reference desk activity for each month, based on day of the week and hour of the day. The statistical breakdown of recorded questions is beginning to provide a glimpse of the impact of computers, the Internet and personal Lexis / Westlaw passwords on "traditional" reference service. Students have increasing access to a number of database services from home. In theory, that should mean a continuing decrease in the number of patrons asking questions at the reference desk. The visibility of the librarians in the law school community and in the classroom, kept students coming to the reference desk and asking for help.

Reference Desk Statistics – By Month & By Hour

HOURS	Jul-01	Aug-02	Sep-01	Oct-01	Nov-01	Dec-01	Jan-02	Feb-02	Mar-02	Apr-02	May-02	Jun-02	Total
8 - 9													
9 - 10	80	87	59	134	127	47	82	83	130	110	100	77	1116
10 - 11	75	93	72	167	152	64	95	87	115	120	114	90	1248
11 - 12	96	109	78	190	166	68	86	90	111	154	75	92	1315
12 - 1	89	129	96	233	147	85	85	142	130	171	69	82	1458
1 - 2	80	103	100	192	202	69	118	144	113	192	69	106	1488
2 - 3	87	79	81	186	229	78	108	145	96	190	57	93	1429
3 - 4	90	94	76	215	274	87	100	139	130	187	92	88	1572
4 - 5	74	84	83	208	271	70	104	147	109	170	69	64	1459
5 - 6	60	41	72	144	198	46	90	100	95	142	38	55	981
6 - 7	32	33	40	117	136	17	31	69	53	93	20	34	675
7 - 8	20	23	33	95	87	15	46	35	36	69	21	24	504
8 - 9	8	8	16	37	55	11	13	21	28	55	9	21	282
									July - December, 2001 Total:				7099
									January - June, 2002 Total:				6518
Total	791	883	806	1918	2044	657	958	1202	1146	1653	733	826	13,617
									Grand Total, July 2001 - June 2002:				13,617

Figure 1

13,523

B. Faculty Reference Services

1. Library Liaison Program

The liaison program links each faculty member with a librarian who serves as a principle contact for library needs and requests. Liaisons assisted in research, performed citation checking, helped prepare materials for classroom use and located and obtained library materials for their assigned faculty members.

2. Bibliographic Instruction/Instructional Outreach

Over the past year, Camille Broussard, the Head of Reference Services, continued to work with faculty members to incorporate bibliographic instruction into classroom teaching. The reference librarians provided teaching assistance, included lectures on research techniques and sources; developing subject-specific

bibliographies; subject tailored training sessions on Lexis/Westlaw/the Internet; assistance in using new technologies in the classroom; specially designed instructional tours of the library; assistance in preparing and coordinating library assignments, to many faculty members throughout the year.

In addition, reference librarians provided support and training to faculty members using either the Lexis-Nexis webcourse product or TWEN (The West Educational Network). Although individual websites varied, most included course syllabi, reading materials, and links to other internet sources. These internet options provided an easy way for faculty members to communicate with their students through both e-mail distribution lists and online discussion forums.

Nine faculty members included one or more research sessions in thirteen upper division courses and two first classes. This allowed the reference staff to address over 600 students in a substantive classroom setting. This is down slightly from last year's fourteen faculty members and seventeen classes. The difference in numbers can be accounted for: September 11th disrupted the entire fall 2001 schedule, some faculty members were on sabbatical, and some of the classes that normally include a library session were not offered during the 2001-2002 academic year. Bibliographic instruction sessions include discussion of the research process using an outline and bibliography prepared for each subject area. The discussion of paper resources is integrated with a demonstration of the Library's Intranet page, that includes links to the Library's electronic subscriptions, and other important Internet, Lexis and Westlaw sources.

Four faculty members offered more than one research related session. In five classes, Bankruptcy, Commercial Transactions and Contracts with Professor Karen Gross; Property with Professor Bill LaPiana and Property with Professor Pamela Champine, students were required to complete a library research assignment. The librarians worked with the faculty members to design assignments that incorporated the use of both online and paper research sources. Reference librarians offered Lexis, Westlaw and Internet training sessions which focused on the questions asked and they were available during specified times to provide additional assistance to the approximately 400 students completing the assignments.

The numbers of in class research sessions offered with the faculty has remained stable over the past few years. Almost all of the faculty members listed in the chart on Classroom Instruction Activities, have incorporated library /research instruction sessions into their syllabus every time the class is taught. Many of the sessions are team taught with the faculty member. The team taught classes offer the students the valuable benefit of both the librarian's and the professor's perspective on the various sources as well as on the approaches to particular problems.

The fall of 2001 was the first time librarians offered a class specifically designed to help journal students write legal scholarship. Sarah Valentine prepared an outline entitled "Finding and Researching Topics for Journal Comments and Notes," and she and Michael McCarthy addressed the three sections of the class at two points during the semester. In early September, they worked with the students on topic selection and the basics of legal research. Later in the semester, sessions were held on citation and blue-booking specifics. During the course of the semester, many of the students made individual appointments with the reference librarians to work on their individual writing topics.

2001-2002 UPPER DIVISION CLASSROOM INSTRUCTION ACTIVITIES

Faculty Member	Class	Activity
Champine	Property	Bib. Instruct. / Lib. Assignment
Chen	Introduction to International Law	Bib. Instruct.
	United Nations & World Order	Bib. Instruct.
Cone	WTO Dispute Settlements	Bib. Instruct.
Gross	Bankruptcy Law	Bib. Instruct. / Lib. Assignment
	Commercial Transactions	Bib. Instruct. / Lib. Assignment
	Contracts	Bib. Instruct. / Lib. Assignment
LaPiana	Property	Bib. Instruct. / Lib. Assignment
Sinclair	Statutory Construction	Bib. Instruct.
Stracher	Writing Legal Scholarship	Bib. Instruct. (2 sessions)
	(Journal students / 3 sections)	
Teitel	Comparative Law Seminar	Bib. Instruct. (2 sessions)
	Int'l Human Rights Sem.	Bib. Instruct. (2 sessions)
Thomas	Closely Held Businesses	Bib. Instruct.

Figure 2

3. Citation Tracking

The citation tracking service "Faculty Citings," introduced in 1993, uses LEXIS and WESTLAW searches of the journal and text databases 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. During the past year, the works of NYLS faculty were cited in approximately 900 different journal works that are included in the standard online databases. This is a slight drop from the 2000-2001 figure of 950.

4. Faculty Publications Bibliography

The Library compiled the updated faculty publications bibliography for the April 3, 2002 Faculty Presentations Day event at the law school. The bibliography listed material published by all full-time faculty through April 1, 2002. The annual listing of materials published between July 1, 2001 and April 1, 2003 contained a total of seventy-one different works, including twenty-six law review articles, five chapters in books, seven new books and two revised or newly-issued paperback reprints. NYLS faculty also prepared appellate briefs, served on panels from which their remarks were printed, and contributed articles and opinion pieces to numerous newspapers and non-legal media. In addition, NYLS professors served as editors or contributing editors for three journals and publications.

5. Faculty Committee Support

The Reference Staff is often called upon by various faculty committees for bibliographic support. Bill Mills served as an ex-officio member of the Student Affairs Committee. Camille continued as an ex-officio member of the Instructional Technology Committee.

C. Library Sponsored Research Classes

The Library offered a wide range of research classes for NYLS students. In addition to the computer research training discussed below, the Library offered Research Review Sessions as well as NYLS legal research courses for credit.

1. Research Review Sessions

The events of September 11, 2001 severely interrupted the regular offering of research review sessions. Due to the disruptions in telephone and internet services, we were not able to offer any computer based classes. The majority of the sessions offered in the late fall were designed to give 1L students additional opportunities to supplement their curriculum based research class. Between October 22 and November 20, 2001, the reference staff offered twelve research review sessions for all students. The "Research Fundamentals" sessions discussed the benefits of using secondary sources for getting started and a review of using annotated statutory codes and digests to find case law. Other sessions included: "Finding Statutes and Administrative Materials," "Researching Federal Legislative History," "Basics of New York Legal Research" and an "Introduction to International Law Research." Each class was offered twice, once during a

lunch slot and again in the early evening to allow both day and evening students the opportunity to attend. Twelve students attended the fall lecture series.

Although the statutory and legislative history sessions were repeated and a few sessions reviewing Shepard's and KeyCite were offered, in the Spring, the reference librarians introduced a new series "BYOP" (Bring Your own Project). The BYOP sessions were the most popular offerings of the semester. The only portion scheduled was the room in which one or two of the reference librarians would sit for the designated hour. The librarians were available to answer questions or help students work on individual projects. Out of the thirty-two students attending sessions during the Spring, sixteen of them attended BYOPs.

Summer research sessions were offered between May 20 and July 4, 2002. The summer offerings are designed to help students gain the confidence and skills needed to maximize their summer work experience. In addition to Lexis, Westlaw and Internet refresher classes workshop sessions were offered on finding Federal and New York legislative and agency materials, using looseleaf services and other practice materials, using the Bluebook citation manual, and getting the most from Shepard's and KeyCite. Each class was offered on two occasions in an early evening time slot. This was the fourth year that the reference staff offered the practice workshops and the attendance figures are beginning to support the staff's teaching commitment. Eighty-eight students attended one or more of the various summer sessions. This was an incredible rebound in attendance from both the regular semester and from the previous summer. During the 2000-2001 summer session only nine students took advantage of the series. We continue to work on ways of enhancing both the course offerings and the student attendance at the sessions.

The Library offered a wide range of research classes for NYLS students. In addition to the computer research training discussed below, a number of lecture sessions were provided. One of the new offerings from the reference librarians, were sessions called BYOP's: Bring Your Own Projects. Using the computer training rooms as meeting places, librarians were available at advertised times to meet, discuss and help with individual research problems.

2. Legal Research courses in the formal credit curriculum

Librarians were also responsible for the following legal research courses in the formal law school curriculum.

a. Advanced Legal Research Seminar

Bill Mills and Camille Broussard taught two sections, one day section and one evening section, of the Advanced Legal Research seminar in the Spring Semester. The class is an elective for upper division

students. Twenty-two students enrolled in the two classes. One section of the Advanced Legal Research seminar was offered to sixteen students during the Summer 2002 semester.

b. Research Skills for Law Practice

Sarah Valentine, Michael McCarthy and Rosalie Sanderson prepared a course proposal for this one credit graded course. The faculty approved the proposal, scheduled the course for Fall 2002, and appointed the librarians to the adjunct faculty.

D. Computer Assisted Legal Research

1. General

The Library supports fifteen dedicated Lexis terminals, fourteen dedicated Westlaw terminals and three terminals connected to the forty-two drive CD-ROM mini-network. The terminals dedicated to Lexis and Westlaw also provide access to the Internet so that users have a complete research workstation. The Westlaw and Lexis software is installed on the Law School network making these services available throughout the law school. In addition to providing increased availability of workstations for CALR, network access allowed the Library to insure that the most current versions of software and accessories are made available to the NYLS community. The 2001 - 2002 academic year was the first year that student training on the Lexis and Westlaw was taught exclusively using the internet version. Students use the internet versions almost exclusively, while the majority of NYLS faculty continue to use the software.

During the 2001/2002 fiscal year, NYLS students and faculty used a total of 48,300 hours of Lexis/Nexis and Westlaw online computer time. This figure represents an increase in total use of 11,883 hours or approximately 25% from the 2000/2001 figures of 36,417 hours. The 2000/2001 numbers showed a 24% increase over the previous year. The past two years are very different that the 1999/2000 use of 29,337 hours, a figure that was only 9% higher than the prior year. In addition, 1999/2000 was the first increase in NYLS use in four years. Prior to the 1999/2000 academic year, NYLS annual use figures had been decreasing by about 5% per year. Different reasons were offered to account for the decrease in use: new computer equipment and telephone access upgrades (T-1 lines) allowed higher processing and data transfer speeds. The dramatic increase in use since the 2000/2001 year can probably be attributed to a combination of factors. Both Lexis and Westlaw offer rewards – cash and prizes – for using their systems, but most importantly it seems that the ‘learning curve’ associated with programmed software has been significantly reduced, if not eliminated, for the

new generation of students who come to law school internet comfortable. The interface is just more transparent.

The actual hours of use of the Lexis and Westlaw online services continue to rise each year. Westlaw use for 2001/2002 academic year was 23,511 hours compared to 18,912 hours in 2000/2001. Lexis/Nexis use was 24,789 hours as compared to 17,505 in 2000/2001. Although the comparative hours of use have remained relatively close for the last two years, the 2001-2002 academic year is the first year in over five years that Lexis use has surpassed Westlaw use at NYLS. In fact, the increase in Lexis use figures has been quite dramatic. Students have responded positively to the new web interface Lexis introduced during the 1999/2000 year. It is easy to use and is a substantial improvement over the older versions of its software. The hours of Lexis use by NYLS researchers jumped from 13,894 in 1999/2000 to 17,505 in 2000/2001 to the current total of 24,789. Overall, a 56% percent increase since 1999. (See chart below)

Statistics on Use in Hours of LEXIS-WESTLAW

	1999-2000	2000-2001	2001-2002
LEXIS (hours)	13894	17005	24789
WESTLAW (hours)	15443	18912	23511
Total (hours)	29337	36417	48300

Figure 3

2. Training

The Library offered training sessions on Westlaw, Lexis, Loislaw and the Internet at introductory, refresher and advanced levels. Internet training which included courses on basic legal research strategies, international legal research, finding government documents and statistics as well as other subjects is completely incorporated into the Library's formal training structure. Loislaw, originally a CD-Rom based service providing access to state case law, is now a new internet based competitor to Lexis and Westlaw provided at much lower cost. The Library subscribed to Loislaw during the summer of 2000. This new service is by no means as comprehensive as the two major CALR providers; but it is important that NYLS students get exposure to the service. Most training sessions are 50 minutes in length and are held in the 1:00 - 1:50 or the 5:10 - 6:00 time slots.

During the 2000/2001 academic year, 86 Lexis/Nexis, 79 Westlaw, 6 Loislaw and 22 Internet training sessions were taught by the reference librarians for a total of 193 online sessions. 1055 students attended the sessions. In the

1999/2000 academic year, the Library offered 228 sessions to 1159 students. The number of students taking library sponsored training sessions has dropped slightly each of the past three years.

a. Introductory Training Sessions for First Year Students

To insure that all students are exposed to both of the major CALR systems, introductory training sessions on Lexis and Westlaw are mandatory. To receive a password for using a system, students must attend the introductory training sessions. The Library staff worked very closely with the Legal Writing program to coordinate the training program. The original plan was to provide an initial mandatory training session on Westlaw of approximately 1½ hours beginning in mid-September. Follow-up sessions on the Lexis system would be offered early in the Spring semester. The events of September 11, 2001 prevented the early September training. It became impossible to offer any CALR training to first year students before the turn of the year.

Lexis and Westlaw sessions were offered simultaneously during the spring, 2002. Approximately forty-two instruction sessions of one hour and twenty minutes were offered for each system beginning January 9 and running through the end of February. After the initial training period, introductory sessions were offered as part of the overall training calendar. The teaching script used for the sessions was based on a research problem used by the Writing Program so that the students would have familiarity with the issues and cases. The teaching script was prepared by the Senior Reference Librarian and then tested and worked on by the entire reference staff. Although vendor representatives participated in the training, the majority of sessions were taught by the reference librarians. Assuming the primary teaching role allows the librarians to meet the students in a teaching role as well as to retain better control over the training structure and content.

Of the 467 1st year students, 462 students (98.9%) attended a session on at least one of the systems. Only 7 students (1%) did not attend a session on either system. The numbers of students trained indicate that mandated training has resulted in consistently higher training numbers for both systems.

Lexis / Westlaw: # of 1st Year Students Trained

YEAR	LEXIS	WESTLAW
2002	462	462
2001	383	433
2000	425	408
1999	388	456
1998	435	367
1997	228	397
1996	275	289
1995	443	320

Figure 4

b. Upper Division Training

Basic, refresher and advanced training sessions on both Lexis and Westlaw were offered throughout the year. In late August/early September, a large number of basic and refresher courses were offered. One class for each system was taught on a weekly basis throughout the remainder of the year. The content of those classes was based on the knowledge or questions of those who attended. Subject-specific courses were offered during the middle/latter part of each semester. The subject areas were chosen to complement seminar and workshop classes. Special courses were also offered for journal students, moot court competitors, research assistants and students with judicial clerkships or summer associate positions. The majority of upper division training sessions were taught by the reference librarians.

3. Faculty CALR Support

The reference librarians are available to provide individual training for faculty members on Lexis, Westlaw, and the Internet. Most faculty sessions were of short duration and often focused on a very specific time-dependent search need. Many sessions were conducted over the telephone at the time the information was needed. During the past year, a number of these sessions were conducted. Although requests for assistance on the Internet continued to increase, the majority were Lexis and Westlaw sessions.

E. Student Publications Support

1. Meetings with Journal Executive Boards

During July and August, Camille Broussard and Michael McCarthy met with members of the executive boards of each of the three law journals to discuss library services, procedures and subsequent staff training. The meetings, which lasted about 1 to 1½ hours, provided an opportunity to discuss not only administrative details but also research strategies, recent changes in publishing and other areas that can help the executive board members in their editorial endeavors. This was the eighth year that these meetings have been held. As a result, the working relationship between the Journal and Library staffs has developed into a productive partnership. Very few communication or other problems arose during the year.

Members of the reference staff attended the annual Journal dinners and end of the year awards ceremonies. Two or three librarians attended each of the three dinners.

2. Enhanced Training Structure

In addition to the general reference assistance available at the Reference Desk, the Library provided enhanced support to the student journals. Michael McCarthy, served as the Journal's library liaison. Michael also assisted in the Law Review's and Human Right's journals pre-semester (Advance Week) new member orientation. He coordinated special Lexis and Westlaw training sessions for all of the new journal members. As mentioned earlier, Michael McCarthy and Sarah Valentine addressed the three sections of the class at two points during the semester. In early September, they worked with the students on topic selection and the basics of legal research. Later in the semester, sessions were held on citation and blue-booking specifics. During the course of the semester, many of the students made individual appointments with the reference librarians to work on their individual writing topics. In addition, as the Journal's liaison, Michael performed intensive bibliographic computer searching, primarily on OCLC, and provided assistance in locating sources for citation checking.

F. Government Documents and Microforms

1. Microform Collection

The Guide to Microform Collections was updated during the year to reflect accurate holdings information.

2. Government Documents Collection

The library receives 1122 U.S. Government depository items. This is approximately 17.5% of the total number of items available for selection. 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*. This past year, significant progress was made on the Marchive project. Over sixteen thousand government document records were loaded onto the Innovation system. The staff began the process of checking the records against our current holdings and correcting all information.

G. Interlibrary Loan and Document Delivery

Larry Reeves, the Reference Assistant, and Roy Basit, the Evening/Weekend Librarian, were responsible for all borrowing and lending of materials through the interlibrary loan program. They also worked with faculty liaisons to coordinate faculty requests for photocopying, document retrieval and delivery.

In 2001/2002, NYLS borrowed 890 items, an increase from 594 items borrowed the year before. In contrast, the number of items loaned by NYLS in 2001/2002 dropped only slightly to 771 from the 777 items loaned in 2000/2001. The large surge in borrowing in 2001/2002, a 49% increase, can be attributed to the continued increase of multidisciplinary scholarship projects of NYLS faculty. This past year we borrowed a significant number of historical, taxation and accounting items.

Arrangements are also made for our students and faculty to go to another library to use materials or for patrons of other libraries to come to NYLS to use specific materials. During the past year, we issued twenty-eight daily passes for our students and faculty to visit other institutions. We accepted thirty-seven passes from other institutions. For the second year, the numbers in both segments continued to drop. In 2000/2001 we provided forty-eight daily passes for our students and faculty to visit other institutions. We accepted forty-five passes from other institutions. In addition, as participants in the Law Library Consortium of Greater New York, we gave forty-four of our students who live near another academic law library "convenience" passes. In 1999/2000, we issued fifty-four study passes to area law schools. These passes allow the use of the other library for study on a regular basis. Convenience passes are valid only for one semester. Therefore, many of the forty-four passes could be for the same student obtaining a pass for each semester.

Interlibrary Loan Statistics

	2000-2001	2001-2002
Items Borrowed by NYLS	594	890
Items Loaned by NYLS	777	771

Figure 5

H. Collection Maintenance

Sarah Valentine, Collection Management Librarian, continued to review the collection for space and shelving needs. She supervised a major shifting of materials in the Second Floor West collection of the Library. All materials in that room are now totally integrated by Library of Congress call number. Previously, the stacks containing ono-international call numbers were separately shelved. In addition to a more logical flow to the collection, the new arrangement opened up another year of much needed growth space.

I. Special Reference Projects

1. Library Intranet Page

The Library's Intranet page continued to grow in content and in usability. Grace Lee worked with the librarians from all departments to add new link throughout the year. In addition to the new electronic database subscriptions discussed in the collection development section, resource files were added to the Research Guides and Outlines section. Marta Kiszely prepared a list of over 200 Government Document sources available on the web. The list can be searched by authoring agency or by title. Grace and Roy Basit compiled a list of Bar Examination resources. The reference staff also added the "Corporate and Securities Law" research guide, the first in a series of subject research guides that will be added to the intranet. The series will include a research strategy outline, a bibliography of sources and a list of internet links.

2. Bibliographies/Publications

New editions of the Bankruptcy Law Research, International Law Research, New York Law Research, and Securities Law Research were completed.

3. Internet Address Directories

a. General Legal Sites

In 1997, the first edition of a rolodex file with addresses to over 500 legal websites was developed. The rolodex is a dynamic resource that is updated and corrected continuously by the entire reference staff. This past year, Michael McCarthy checked the URL's and reproduced the rolodex directory as a file which resides on the reference drive on the NYLS network. Each URL is a hypertext link which can be used directly from the network file.

b. U.S. Government Document Sites

Marta Kiszely updated and revised the listing of U.S. Government Documents on the Web, which is included on the Library's Intranet page. The list includes over 200 frequently requested titles with informational scope notes and hypertext links to the Internet addresses.

4. Current Issues File

The Current Issues File (CIF) located in the Reserve Area of the Library continued to be used during the year to place materials for professors' library assignments or paper topics. On many topics the CIF might be the only place where current information may be found. The index was updated to include information on possible Internet sites, including URLs.

IV. PUBLIC SERVICES—2001-2002

The primary responsibilities of the Public Services Department are to circulate books and materials, to maintain and circulate reserve books and materials, to open and close the library, to provide circulation staff during hours of operation, and to monitor the facility through the "quality of life" program to insure that the library environment is pleasant, safe and conducive to study and research. This year the Public Services Department has managed all of these responsibilities while revamping some major services to make them more useful and efficient for our students and faculty.

A. User Services and Enhancements

During the past year, the department managed a total of 27,071 circulation transactions. This figure includes traditional print as well as non-print material such as audiocassettes and videocassettes. The total number of transactions include the transaction to check out a book, as well as the transaction to check in the book when it is returned. Both checking out and checking in require staff time as well as online activity

records. Placing a hold on an item or renewing an item are other types of circulation transactions which are included in the total number of circulation statistics. Reserve materials continue to be a major part of the circulating collection, accounting for 66% of all circulation. Of the 27,071 circulation transactions, 17,968 are for reserve materials.

Public Services staff manage the opening and closing of the library and staff the Circulation Desk during all hours except the "Study Hall" hours during exam periods. During "Study Hall" hours students may use the Library beyond regular closing time until 2 a.m. each morning.

Highlights of new initiatives and enhancements to services this year include the following:

- The staff became more familiar with the new Millennium circulation system and were able to use it to compile useful statistical information.
- Law examinations from past semesters were added to the intranet for easy access by students onsite as well as offsite; paper exam packets are no longer available.
- Student ID cards are distributed to entering students with bar codes already affixed. In the past students had to take an additional step of visiting the circulation desk to have the bar code added before books could be checked out.
- The Office of Information Technology agreed to hire students assist library patrons with IT and printing problems in the computer labs.

Circulation Statistics (July 2001-June 2002)

Circulation Statistics by *Location* (July 2001-June2002)

Location	Checkins	Checkouts	Renewals	Holds	Total	Percentage
Main	2929	3055	1478	25	7490	27.6%
Reserve	8141	8344	1465	18	17968	66.3%
Periodical	450	529	13	2	994	3.6%
Reference	37	48	3	0	88	.3%
Popular Reading	219	239	70	3	531	1.9%
					27071	100%

- Please note that only those locations with significant statistics have been represented
- Figure 6**

Circulation Statistics by *Item Type* (July 2001-June 2002)

Item Type	Total Circulated	Percentage
Monograph	8003	65.2%
Treatise	913	7.4%
Primary Source	2109	17.2%
Bound Periodical	336	2.7%
Audiocassette (3hour)	11	0.1%
Videocassette (3 hour)	141	1.1%
Unbound Periodical	195	1.6%
Course Material	24	0.2%
Examination	429	3.5%
Computer Password	55	0.4%
Videocassette (1 day)	42	0.3%
Videocassette (2 days)	7	0.1%
Audiocassette (1 day)	1	0.0%
Total	12266	100.0%

Figure 7

Circulation Statistics by *Patron Type* (July 2001-June 2002)

Patron Type	Checkouts	Percentage
Student	297	2.4%
First Year Student	9145	74.6%
Faculty	906	7.4%
Staff/Instructional	291	2.4%
Assistant/Faculty	146	1.2%
Assistant/Staff	93	0.8%
Co-Curricular	639	5.2%
Visitor	72	0.6%
Copy Center	110	0.9%
Borrowing Library	287	2.3%
Library Office	1	0.0%
Adjunct Faculty	46	0.4%
Firm Library	233	1.9%
Total	12266	100.0%

Figure 8

Circulation Transactions **by Hour** (July 2001-June 2002)

Hour	Number of Transactions	Percentage
8-9 am	726	2.7 %
9-10 am	770	2.8 %
10-11 am	2118	7.8 %
11am-12pm	1832	6.7 %
12-1 pm	2591	9.5 %
1-2pm	2906	10.7 %
2-3 pm	2223	8.2%
3-4 pm	3409	12.5 %
4-5 pm	2295	8.4%
5-6 pm	3006	11.1 %
6-7 pm	1438	5.3%
7-8 pm	1984	7.3 %
8-9 pm	878	3.2 %
9-10 pm	773	2.8 %
10-11 pm	248	0.9 %
TOTAL	27197	100.0 %

Figure 9

B. Physical Plant, Facilities and Equipment

During the past year there were a number of improvements in the physical plant, equipment and facilities to enhance the study environment including the following:

- **Improved lighting** - Installation of fluorescent lighting on the 2nd floor west room and in the periodical collection area of the 4th floor.
- **Improved electrical access for library users** - Replacement of obtrusive “dog house” outlets with flat, three-pronged plugs throughout the library for the convenience of laptop users.
- **Improved compact shelving** - Hired new contractor for regular repairs and refurbishing of compact shelving on the lower level of the library.
- **Improved access to change for copiers** - Acquired new card dispensers for library copiers which accept new bills and require fewer services calls.

- **Improved copy service** - Senior library staff held series of meetings with Oce management representatives to clarify service objectives and strategies.
- **Improved security of library materials** - Acquired a second “checkpoint” alert system at the library entrance door and replaced older, cumbersome apparatus.
- **Improved safety and appearance of stairs** - Changed railings and stair coverings to enhance safety and appearance of stairway to the library administration suite on the first floor.

C. Staff Changes and Activities

This year brought major changes to the Public Services staff. The year began with the arrival of Ping Tian as Circulation Librarian in July 2001. Ping, an experienced librarian from the Queens Borough Public Library, arrived with extensive experience. Ms. Tian is a supervisor who had previously managed a department with a number of librarians and library technical aids. She also had extensive experience in automated circulation systems which proved invaluable as New York Law School continued to implement the new Millennium Circulation Module.

One of Ms. Tian’s first challenges was replacing veteran Circulation Assistant Troy Hinkson, who left after many years of excellent work to accept a position at Fordham Law School. In March 2002 Christopher McDill assumed the position formerly held by Mr. Hinkson. Mr. McDill arrived armed with experience as a Circulation Assistant at Columbia University’s Butler Library. After only a few months, Mr. McDill left to pursue a library degree in Maryland.

The library continued the growing trend to employ a large number of work-study students. The number of work-study students increased in part at least to the sudden dearth of off-campus jobs following the World Trade Center tragedy. All library departments benefited from this surfeit of student workers. However, this increased availability of student workers lead to a reduction in the number of non-student temporary part-time workers.

The staff enjoyed traditional social activities including pizza parties, a bowling outing, and the winter holiday party, although the party was somewhat subdued in the aftermath of 9/11. In lieu of the annual “grab bag” event staff decided to contribute to a fund for victims of the attacks.

D. Quality of Life

The Public Service Department began the Quality of Life program several years ago. The purpose of the program is to ensure that the library provides a comfortable environment for study and research. The program evolved from a simple policing effort devoted to finding students who were eating or creating noisy disturbances to a facilities management program devoted to troubleshooting and first alert activities.

To ensure that the library provides a comfortable study environment, a staff member physically walks through the library about once each hour to search for potential problems before they disturb the library environment. Circulation staff spot potential problems such as loud talking, eating and drinking. They also notice building problems, such as malfunctioning lights or air-conditioning, which they can relay to the Facilities Management Office. In addition, staff identify problems with printers, copiers or computers long before they might otherwise surface.

There are also pedagogical benefits from the "Quality of Life" program. Students recognize the librarians on their hourly "tours" and often use them as "roving reference resources" directing questions to them as they pass. In addition, when groups of students are clustered together working on a common research problem, the "rover" alerts colleagues and is joined by other staff members to help the students.

V. TECHNICAL SERVICES DEPARTMENT

The primary responsibilities of the Technical Services Department are acquiring print and electronic information resources for the library collection and making these resources accessible to the NYLS community through high quality electronic catalog records. Acquiring information resources involves a number of functions such as searching bibliographic records, ordering materials, receiving materials, paying and maintaining records of payment for purchases, processing materials for the library, binding periodicals and other materials, and finally, making them accessible through catalog records. In addition to these functions, the Technical Services Department also prepares several publications to keep the NYLS community informed about new acquisitions and law review articles.

A. Staff

The services of a technologically sophisticated staff are essential to performing the technical services functions described above. There are three professional librarians in the Technical Services Department and five support staff. The full-time staff is supplemented by a part-time employee working 18 hours per week and work-study help when available. The full-time staff has been at the current level for the past fifteen years; a part-time position was added in Summer 1991, and in 1997/98 a temporary, part-time professional cataloging position was added.

The work of the Technical Services Department staff is focused on these tasks:

1. Acquisitions

One full-time support staff person and a part-time assistant perform a large variety of acquisitions tasks. These tasks include pre-order searching, ordering, claiming, checking in of all monographic materials, searching for preliminary catalog records, downloading these records from OCLC, an on-line cataloging utility, to INNOPAC, our on-line public catalog, processing all monographic invoices, recording payment on the INNOVACQ acquisitions subsystem, recording and processing all gifts, binding pamphlets, producing a monthly New Acquisitions List, and maintaining paper files of invoices, correspondence, publisher and dealer catalogs, and order authorizations. Since the last half of 1996/97, the part-time assistant was moved to Cataloging to help with a growing backlog. We have had enough work-study help to keep Acquisitions up to date.

2. Serials Management

Serials are managed by one professional librarian, who supervises three support staff. Serials usually require special handling in law libraries because serial publications are generally the largest part of any law library collection. A serial is simply a publication issued in successive parts, such as a law journal or an annual directory or a case reporter. Law libraries receive serials published on a regular schedule, as well as serials published on an irregular basis. For example, quarterly journals are published on a regular basis, but case reporters are irregular serial publications. Case reporters are published when the case content has reached critical mass rather than at specific times during a year. Ordering, receiving, claiming, routing, processing and binding serials requires substantial staff effort. Serial publications include law reviews, other periodicals, newsletters, loose-leaf services, court reporters, statutes, annuals, and all other supplemented materials, as well as all non-U.S. Government Depository microfilm and microfiche.

Serials personnel perform a number of functions. They open all library mail, check-in serials on the INNOVACQ serials check-in subsystem, create additional check-in records on INNOVACQ, claim all materials which fail to arrive or are damaged, set up item records and attach bar code labels to all serial volumes and law review issues, copy and route materials to faculty and staff, and perform all binding functions. Serials staff prepare all law reviews for commercial binding, prepare paperback monographs for commercial binding, and manage an in-house binding operation for assorted additional materials. The serials staff also publishes the library's weekly "Table of Contents Pages" and monthly "JILP Table of Contents Pages."

3. Cataloging

One professional librarian supervises one full-time support staff and a part-time professional librarian in the catalog unit. They catalog all material, editing records from OCLC and downloading them to INNOPAC. They are responsible for the integrity of the on-line catalog. They maintain subject and name authorities to ensure that all access points to monographic and serial records are present and in correct form so that records are fully searchable. A large part of the professional cataloger's job is problem solving. This includes most importantly, but by no means solely, the identification of the errors and omissions of fifty years of manual cataloging, which are now so easily noticed by staff and users alike in the on-line catalog. These problems must be corrected in a timely manner because they can easily affect searches on the system. The Cataloging Department also creates item records and affixes bar code labels to all monographic volumes being added to the collection.

As mentioned above, additional staff were added to the Cataloging Department several years ago. A part-time assistant position was transferred from Acquisitions to Cataloging in fiscal year 1997. During fiscal year 1998 a temporary part-time professional catalog position was added. The additional personnel were added to load remaining microform records onto the public access catalog and to complete several smaller projects. The additional staff added approximately 2,200 bibliographic records to the library catalog, checked authorities and added all necessary additional records. This successful project lead to a decision to continue the part-time catalog staff.

The entire Technical Services Department is administered by the Technical Service Coordinator who is responsible for the smooth running of the department, as well as relations with publishers and dealers, the accumulation of all departmental statistics, and oversight. This person serves as the Library's contact with Innovative Interfaces, our online vender.

B. The NYLS On-Line Catalog (INNOPAC)

The online catalog is now available to the NYLS community and other interested parties on INNOPAC via the Internet. The U.S. Government Documents collection is available via records loaded monthly onto the OPAC via File Transfer Software from Marcive, Inc. In 2002-2003 the department plans to download the Congressional Information Service bibliographic records to provide access to the entire collection of U.S. Congressional microforms. In addition the department is planning to catalog pertinent Internet sites. If current estimates prevail, by the end of fiscal year 2002-2003 the online catalog will contain well over 100,000 bibliographic records, providing access to the entire collection in all formats: paper, microform, and electronic.

In fiscal year 1998-99 the Technical Services Department earmarked budget funds to acquire Innovative Interface's Millennium Circulation module, and installed the module during 1999-2000. This Java-based product replaced the old character-based system and provided much more flexibility, including the ability to use internet-based applications. The installation of the Millennium Circulation module required that dumb terminals used by Technical Services personnel be replaced by personal computers. The module has been running smoothly for several years. The next step in the Millennium implementation will be adding the remainder of the Millennium suite of modules—Acquisitions, Serials and Cataloging, as well as various support systems, such as the Java-based data management system. During the next two fiscal years, 2002-03 and 2003-04 the Technical Services Department will install these modules while upgrading workstations of Technical Services staff.

One task remaining is providing efficient remote access to electronic subscriptions services for faculty and students. Providing remote access requires the use of a proxy server. The proxy server will provide access to NYLS users while denying access to other users. Innovative Interfaces has developed a proxy service product, and NYLS will be a beta site testing the product next year. The Technical Services Department expects to have a working proxy server fit to the unique specifications of NYLS by Fall 2002.)

C. Publications

The Technical Services Department produces several publications to be sure that faculty and students know about new acquisitions and current law journal articles:

1. New Acquisitions List

A monthly list of new monographic titles in the NYLS collection; updated twice a month on the library web site.

2. Contents of Current Legal Periodicals

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

3. New York Joint International Law Project Contents of Periodicals Received

A monthly compilation of contents pages from current international, foreign, and comparative law periodicals in the NYLS, Brooklyn Law, and CUNY Law collections.

4. **A List of Law Publishers, Vendors, and Their Local Representatives** –

A list of publishers distributed annually to faculty and students; available on the library web site.

5. **Summer Reading List**

An annual list of popular reading materials and general legal monographs.

6. **Occasional lists**

A list of materials titles added to the Popular Reading Collection.

D. Significant Purchases

During the past year the Library purchased a number of large sets. These included: *Encyclopedia of Crime and Justice*, 2nd ed., edited by Dressler (New York: Macmillan, 2002. 4v.), *Great American Trials*, 2nd ed., edited by Knappman, et al. (Detroit: Gale, 2002. 2v.), *Children and the Law*, edited by Steverson (New York: Routledge, 2002. 3v.), and *Legal Systems of the World*, edited by Kritzer (Santa Barbara: ABC-CLIO, 2002. 4v.)

Also, a number of legislative histories, edited by Bernard Reams and published by Hein, were added to the collection: *Federal Copyright Law: The Legislative Histories of the Major Enactments of the 105th Congress*, (1999, 5v.), *Insider Trading and Securities Fraud: A Legislative History of the Insider Trading and Securities Fraud Enforcement Act of 1988*. (1989, 6v.), *Government Securities Law: A Legislative history of the Government Securities Act of 1986*. (1989, 10v.), and *The Law of E-SIGN: A Legislative History of the Electronic Signatures in Global and National Commerce Act*. (2000, 7v.). Also from Hein we added *Hopwood v. Texas Litigation Documents* edited by Kumar Percy (2002 5v.).

Additionally the Library acquired several non-legal, multi-volume encyclopedias for the Reference Collection during FY2001-02 including *Complete American Presidents Sourcebook* (Detroit: UXL, 2001. 5v.), *Encyclopedia of Drugs, Alcohol and Addictive Behavior*, 2nd ed., edited by Carson-DeWitt (New York: Macmillan, 2002. 4v.), *Encyclopedia of Communications and Information*, edited by Schement (New York: Macmillan, 2002. 3v.), *African-American Culture and History: A Student's Guide*, edited by Salzman (New York: Macmillan, 2001. 4v.), *Censorship: A World Encyclopedia*, edited by James (Chicago: Fitzroy Dearborn, 2001. 4v.), *Encyclopedia of Public Health*, edited by Breslow (New York: Macmillan, 2002. 4v.), *Encyclopedia of Ethics*, 2nd ed., edited by Becker and Becker (New York: Routledge, 2001. 3v.), and *Encyclopedia of the*

United States in the 19th Century, edited by Finkelman (New York: Scribner's, 2001. 3v.).

The library's growth over the past several years can be attributed in large part to the growth of its microform collection. Since fiscal year 1990-91 the microfilm and microfiche volume count has risen from 180,088 to 251,180, an increase of almost 35%. Likewise, the title count has risen from 36,236 to 167,548, a significant jump of over 300%. During fiscal year 2001-02 we added the *Yale Blackstone Collection*. This is a collection of various editions of Blackstone's *Commentaries* from the collection of the Yale Law School Library consisting of over 6,000 microfiche and published by the Law Library Microform Consortium. Additionally, over the past twelve months Hein has published five more installments in its microfiche collection *Law Books Recommended for Libraries*. Included among these 1118 microfiche were collections of titles in the area of Administrative Law, the Legal Profession, and Constitutional Law.

E. Collection Statistics

	97-98	98-99	99-00	00-01	01-02
Volumes Added	8,985	8,909	8,604	7,685	7,103
Titles Added	2,990	3,090	2,582	2,709	2,259
Micro Pieces Added	48,521	34,375	28,676	21,524	28,682
Micro Volumes Added	8,600	6,336	5,084	4,061	5,071
Micro Titles Added	3,880	4,759	1,792	1,897	1,239
Total Book Volumes	220,573	226,785	233,139	238,631	242,437
Total Book Titles	66,737	69,792	72,337	74,992	77,178
Total Volumes	451,175	463,750	475,188	486,396*	495,284
Total Titles	135,598	143,412	147,749	152,629*	245,057

Figure 10

F. Expenditure by Type of Library Material

	97/98	98/99	99/00	00/01	01/02
Books	\$130,981.90*	\$117,911.79	\$108,035.75	\$117,383.88	\$107,436.90
Periodicals	67,824.16	65,533.55	71,659.91	76,360.52	\$77,940.02
Serials	632,897.84*	688,816.79	742,581.48	751,348.98	\$837,306.21
Microforms	46,538.94	64,597.57	39,676.99	35,293.52	\$45,430.22
Audiotapes	89.00	353.40	167.00	151.80	\$0.00
Videotapes	-	-	81.79	509.80	\$435.00
Newspapers	11,287.98	11,692.66	11,884.75	12,576.50	\$12,929.42
CD-ROMS/					
Computer Disks	16,538.13*	29,906.96	8,625.66	4,967.21	\$4,579.37
Online Access	na	na	26,590.14**	26,820.37	\$34,186.35

*Corrected numbers. Entered 7/00.

^Corrected number. Entered 7/99.

^^Corrected number. Entered 7/02.

**We instituted this "type" as access to many titles began to change from CD-ROM to the Internet.

Figure 11

G. Cataloging and Binding Statistics

	FY97-98	FY98-99	FY99-00	FY00-01	FY01-02
Titles Catalogued (incl. Reclasses)	3970	3907	2523	2706	2132
OCLC Searches	4971	4070	2679	3037	2575
Cataloging User Queries	213	163	50	34	31
Paperback Vols. Bound	920	936	735	784	791
Periodical Vols. Bound	786	878	868	739	792

* Corrected number. Entered 7/98.

Figure 12

H. Cost of Replacements

This is money spent to replace missing issues of law reviews, missing or dilapidated loose-leaf binders; and or damaged books, serials, loose-leaf pages, or microforms.

97/98	98/99	99/00	00/01	01/02
\$11,696.72	\$21,121.47	\$7,821.93	\$13,008	\$6,659.24

Figure 13

VI. PROFESSIONAL ACTIVITIES AND CONTINUING EDUCATION

New York Law School librarians participated fully in a variety of professional associations and continued to teach or participate in numerous educational programs. This year Joyce Saltalamachia and Margaret (Peggy) Perrin participated in an especially meaningful library community endeavor. Joyce and Peggy presented poignant commentary in the remarkable video, *Loss and Recovery: Librarians Bear Witness to September 11, 2001*, published by Library Video Network of Towson Maryland. On the video librarians who worked near the World Trade Center and Pentagon discuss their experiences of September 11, 2002, and how they recovered, professionally and personally.

A. American Association Of Law Libraries (AALL)

All members of the professional staff are members of AALL. Camille Broussard, Marta Kiszely, Michael McCarthy, Bill Mills, and Margaret Perrin (hereinafter Peggy Perrin) attended the annual educational meeting in Minneapolis in July 2001. Some staff members had special AALL or special interest section responsibilities at the Minneapolis meeting. Michael McCarthy updated the *Sources of Assistance List* for the FCIL-SIS and put it in electronic format. At the annual meeting the FCIL-SIS gave Michael special recognition for his contributions to the SIS.

Camille was appointed to the Law Library Journal / AALL Spectrum Editorial Board and Advisory Committee for the July, 2001- July 2002 AALL year. She attended the Editorial Board meeting in October in Chicago. Camille served on the CONELL "Meet the Experts" panel at the annual meeting in Minneapolis. Camille was a member of the Education Committee of the Academic Law Libraries SIS.

Peggy Perrin is a member of the Online Bibliographic Services Special Interest Section (OBS-SIS), the Technical Services Special Interest Section (TS-SIS), and the Description and Entry Subcommittee. She attended all of their meetings. Paul and Peggy also attended the Innovative Interfaces Law Users Group (ILUG) meeting on the Saturday before the start of the general conference.

Rosalie Sanderson, who joined the staff of the law library in January 2002, is a longtime member of AALL. Before her arrival at New York Law School she was elected vice-chair, chair-elect of the Academic Law Libraries Special Interest Section (ALL-SIS). Her term as chair began at the July 2001 annual meeting, so she was in the midst of her term as chair when she arrived at NYLS. During her tenure as chair of the ALL-SIS she was quite busy establishing several task forces to examine core academic law library issues such as legal research instruction, collection development and library services to law journals. Of note was a chair's column on the special role of the Mendik Law Library in the New York legal community following the 9/11 disaster: "Chair's Column," 21 *AALL Newsletter* 1 (Spring, 2002). She also wrote "Taking Action to Make Libraries Relevant to Today's Law Students," 21 *AALL Newsletter* 1 (Summer, 2002).

B. Law Library Association of Greater New York (LLAGNY)

Camille Broussard served as the Chair of the 2001-2002 Nominations Committee. She presented the ballot to the membership for the annual April vote. At the annual meeting in June she presented the ballots and her report to the membership.

NYLS hosted a reverse site visit with the ASPEN publishing company executives on April 23, 2002. Over twenty-five librarians attended to discuss current issues and problems with Aspen products. Rosalie, Camille, Bill and Paul attended from NYLS. Bill Mills wrote the minutes of the meeting. They were later published in the AALL Spectrum as part of the CRIV Sheet column and in the LLAGNY newsletter. Paul Mastrangelo gave the Aspen representatives a tour of the Library's technical services department and answered questions about academic library procedures, needs and special problems.

Sarah Valentine was a member of the organizing committee for LLAGNY's annual BRIDGE THE GAP program designed to help law students prepare to work as summer or first year associates. She was responsible for preparing the handout materials. On the day of the program, she answered questions on New York and Federal law. Approximately 80 students from throughout the New York City area attended the very successful day-long program.

C. New York Metropolitan Reference and Research Library Agency (METRO)

NYLS Library continued to participate in the METRO Law Hotline, 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.

Marta Kiszely was a member of Metro's Government Documents Interest Group (GODIG) and Roy Basit and Larry Reeves were members of the Interlibrary Loan Interest Group. Grace Lee and Rosalie Sanderson attended Metro sponsored training for the OCLC Ask a Librarian email reference program in April 2002.

D. CALI

Grace Lee attended the annual CALI conference in June at Chicago Kent College of Law in Chicago and made a joint presentation with Troy Johnson of Creighton University on ebooks for the Palm.

E. OCLC/NYLINK

NYLINK is an OCLC-affiliated network, which offers a range of cataloging, resource sharing services, training and other support to libraries. Peggy Perrin has served on NYLINK's Advisory Group for Collections and Technical Services since 1997. She attended its annual meeting April 15-16, 2002 in Albany.

F. Innovative Users Group (IUG)

The IUG annual meeting is an opportunity for members of the Library staff to meet with fellow users of our Library's integrated system. The Innovative Interfaces system is used by libraries worldwide, including over 100 law libraries. The users group meeting lasts for three days and draws over 1000 librarians from around the world. It consists of a plenary session at which Innovative Interfaces, Inc. (III) personnel report on the state of the company, the current status of the system and future plans. There are tutorials by Innovative staff, symposia by users concerning various aspects of the III modules, sessions about forthcoming enhancements to the system, and a computer room where librarians can see and test upcoming improvements.

This year Paul Mastrangelo, Peggy Perrin, Grace Lee and Ping Tian attended the meeting in Houston, TX, on April 28-30, 2002.

G. New York Technical Services Law Librarians (NYTSLL)

Both Paul Mastrangelo and Peggy Perrin attended the twice yearly NYTSLL dinner lectures on Nov. 2, 2001 and May 10, 2002. Technical services librarians from public, academic and law firm libraires in the metropolitan area attend these meetings which feature outstanding speakers on relevant technical and technology issues.

H. New York Library Club

Bill Mills is a member of the governing Council of the New York Library Club. He worked on a project to incorporate and gain tax-exempt status for the club as a public charity.

I. Miscellaneous Programs and Training

Bill presented a paper on the changing nature of the publishing of court opinions at the first NYLS Faculty Presentation Day on April 3, 2002.

Camille was a panelist at a Practising Law Institute program entitled THE LAW LIBRARY 2002: SKILLS, STRATEGIES & SOLUTIONS FOR TODAY'S CHALLENGING LEGAL ENVIRONMENT. The panel: The State of Legal Research Instruction in Law Schools and Law Firms. Her "Legal Research Strategies: A Teaching Outline," was published as *Chapter 2* in the program materials, THE LAW LIBRARY 2002: SKILLS, STRATEGIES & SOLUTIONS FOR TODAY'S CHALLENGING LEGAL ENVIRONMENT at 25-44 (Practising Law Institute, 2002).

Camille was a member of the NYLS Career Services interview panel for the New York City Bar Minority Scholarship program. She reviewed the memoranda of law and interviewed students to recommend to the Bar for placement in their prestigious summer placement program.

Admissions Open Houses: Camille Broussard attended two Admissions Open Houses in the Spring. She was available to answer questions about the library and services to students.

NYLS Moot Court Program: Camille Broussard, Michael McCarthy, Sarah Valentine 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.

New York Legislative Service: Camille continues to serve on the Board of Directors of the New York Legislative Service, a organization that provides New York

legislative history research to the legal community. She was elected Treasurer at the January, 2002 Annual Meeting.

In-House NYLS Courses and Training Sessions: Staff members have taken advantage of a variety of in-house training and programs including courses on LEXIS and WESTLAW and various information technology training classes.

Community Library Activities: Peggy Perrin is a member of the Hunter College High School Library Task Force representing its Alumnae Association. The Task Force consists of parents, teachers, alumni and students. It is charged with improving and supporting library service and technological development for Hunter College, one of the premier New York high schools.

Bar CLE Courses: Sarah Valentine completed CLE classes necessary to maintain bar membership.

During the past year NYLS librarians participated in a variety of professional organizations, national, regional and local. The librarians attended training sessions, workshops and meetings. They made presentations and assumed leadership roles. Through this activity the librarians not only increased their own library and technology skills, but also enhanced the training and information resources they bring to the entire NYLS community of faculty and students.

While all members of the library staff strive year after year to enrich the educational life of students and to strengthen the information resources available to faculty, students, and alumni in the New York Law School community, this year was a truly exceptional year. In addition to meeting the normal demands of a thriving, busy law school community, the entire library staff was called on to make additional contributions to meet the added demands created by the devastation of 9/11. Librarians opened doors and hearts to attorneys displaced and left without electronic and communication services in the days and weeks following the tragedy. The librarians also worked to get through a semester and a year with training schedules and other routines shattered by the tragedy. Library staff were pleased to work as partners with the entire New York Law School community as they strive to do every year.



