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Academic Year: 1997-1998

Mendik Library

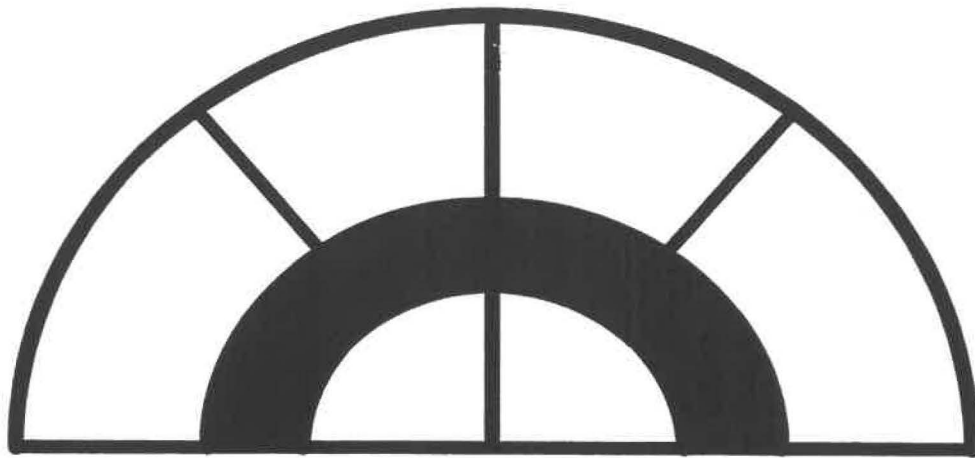
New York Law School Mendik Library



Sir Moses & M^{rs}. Turnbull

**Annual Report
1997/1998**

Mendik Library
New York Law School



**Annual Report to the Dean and Faculty
1997/1998**

Prepared by Professor Saltalamachia
and the staff of the library

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I. INTRODUCTION

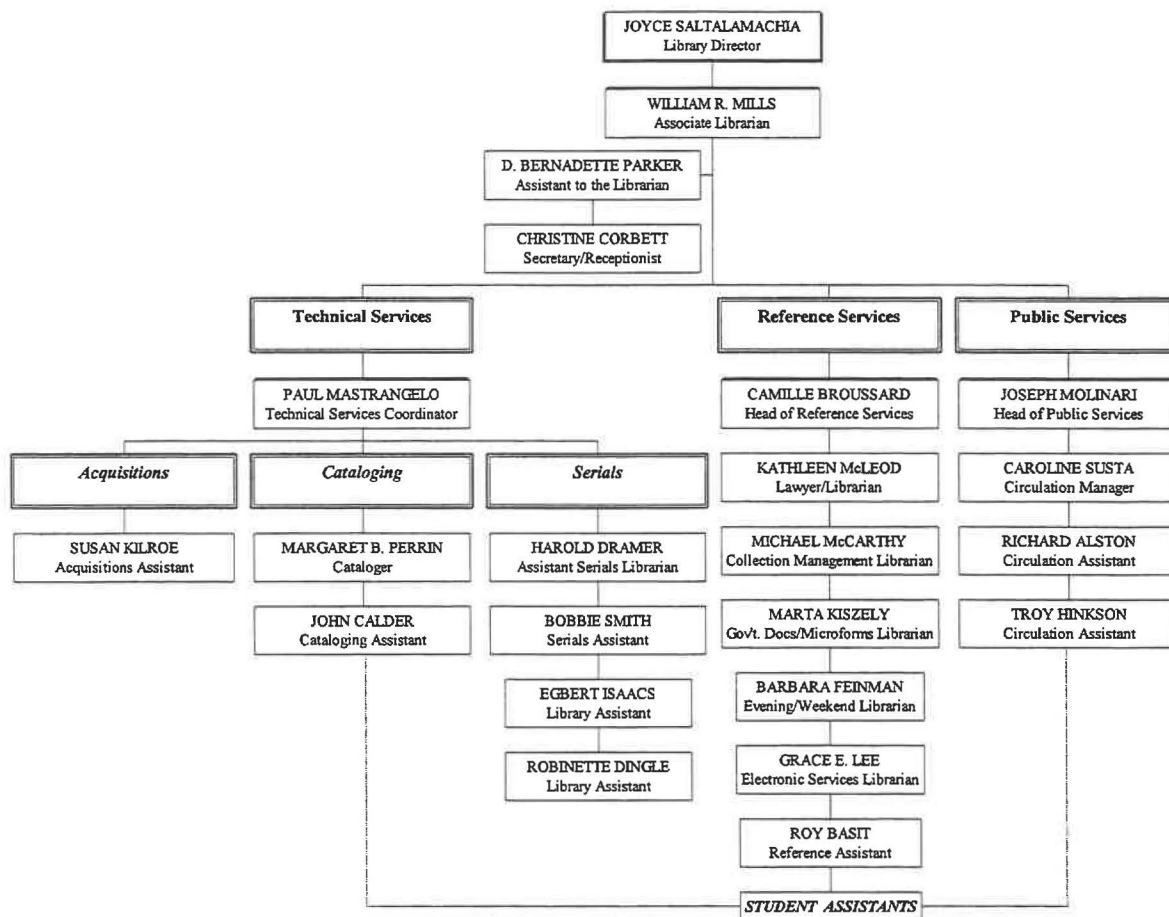
As in past years, I am pleased to present this annual report to the Dean and Faculty of New York Law School. This report is truly the collaborative work product of the entire staff, and chronicles a year's worth of achievements, activities, and the occasional frustration. But while the annual report is intended to be a record of our activities for the outside world to see, the process of writing one also becomes a valuable lesson for those on the inside. It is important for any organization to stop and take note of achievements as well as of disappointments. Without doing so, it is far too easy to lose sight of ultimate goals and successes.

Last November the law school participated in its regular ABA sabbatical site evaluation. This is a time for the entire law school to have a period of self-evaluation and reflection, and the library eagerly participated in this exercise. During the self-study process we were gratified to hear the number of extremely positive comments from the faculty, who were clearly satisfied with the service and assistance they have been receiving from the library staff. All of the members of site-evaluation team commented on the obvious success of the library's liaison program, as well as its other service components. It was truly a satisfying and encouraging experience.

My one concern about the substance of this annual report is that it tends to give the impression that we are "all work and no play." On the contrary, from our staff boat trip around lower Manhattan to start the school year through our highly successful annual holiday party, along with numerous pizza parties, contests, and lottery pools, the library staff managed to combine work with lighter moments. In addition, I am particularly pleased this year to welcome new staff members Christine Corbett, Administrative Assistant; Barbara Feinman, Evening/Weekend Reference; and Caroline Susta, Circulation Manager to the ranks of our full-time staff.

Joyce Saltalamachia
Professor of Law & Library Director

ORGANIZATIONAL CHART NEW YORK LAW SCHOOL MENDIK LIBRARY ORGANIZATIONAL CHART 1997-1998



II. GENERAL ACTIVITIES

A. Access Policies:

The core clientele of the Library is made up of members of the law school community: faculty, students and staff; as well as members of the NYLS Alumni Association. 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 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 convenience 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. Reader's Passes are sold or distributed to several classes of the Library's users. 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 the law school.

We also distribute complimentary Reader's Passes to certain categories of users, such as major donors to New York Law School and guests of members of our faculty and administration. Administration of the Reader's Pass program is coordinated by the Assistant to the Librarian, who keeps records and statistics for the program. Statistics for the number of passes issued and revenues collected during the current year are attached as [Appendix A.]

A significant challenge over the next several years will be the extension of computer-based services to users who are not affiliated with NYLS. At present, such users have access to

certain services on an informal and unmonitored basis. They make free use of those Library computers that remain unprotected by passwords. On the other hand, only Lexis/Nexis and Westlaw subscribers who provide their own passwords may utilize those services on our Library's computers. As Library workstations become passworded on the law school's local area network, and as printing charges are initiated, we must decide which services we will continue to offer outsiders, and explore how these services will be charged.

B. Schedules 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 itself is patrolled by law school security guards.

Over Summer semesters the Library is open 87 hours per week. 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. Spring graduates of NYLS retain their library privileges through the Summer. 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 almost every major holiday. Closings generally coincide with academic breaks and intersessions. We remain open during Spring Break, as well as all weekends except those which fall during the winter and summer intersessions.

C. Automation Developments:

1. Networked Research and Productivity Services:

During 1997-98 we completed the project of linking all of the Library's Lexis/Nexis and Westlaw workstations, as well as all of our student PC workstations, to the law school's local area network. Fourteen student PC workstations now provide access to networked word processing, World Wide Web browsing via the Netscape program, on-campus e-mail through the Pegasus program, and instructional software from the Center for Computer Assisted Legal Instruction. At thirteen Lexis/Nexis workstations, users have networked high-speed access to Lexis/Nexis and the World Wide Web, as well as to Lexis's database management (Folio Views) and cite checking software. Twelve Westlaw workstations now offer high-speed networked access to Westlaw, Web browsing, and West's own suite of database management (Premise) and cite-checking software programs.

In addition, the Library continues to provide seven terminals dedicated to our own on-line catalog, and three networked PC workstations that offer information products based on our CD-ROM tower.

We have made major strides during the past year in adding Library services to the law school's local area network. High-speed links to Lexis/Nexis and Westlaw via the latest versions of both services' research software are now available not only in the Library, but throughout the law school. The same is true for access to the Library's on-line catalog, through the telnet program. However, the benefits of these advances have been slow in arriving for their primary target group, the faculty. Most faculty office desktop computers do not yet run the networked services mentioned above because of logistical difficulties in installing the necessary software. We continue to work with the Office of Information Technology to deploy these services where they are needed, and to publicize them to faculty who would benefit from their availability.

Two related developments from the past year involve the Library's on-line catalog. With the addition of this resource to the law school's network, we gained the technical potential of making the on-line catalog generally accessible over the Internet. Under the guidance of our Electronic Services Librarian and our Technical Services Department, we are putting the finishing touches on the World Wide Web version of our catalog. By the beginning of the Fall '98 semester, our catalog will be searchable on the Web by virtually anyone who has Internet access and a browser program.

Our new Internet connection is a two-way street, allowing us not only to make our Library's resources visible to others by means of our networked catalog, but also to make other institutions' catalogs visible to us. We have recently begun to exploit this potential by purchasing the Partners and Gateway software programs produced by Innovative Interfaces, the company that maintains our on-line catalog. Through Partners and Gateway, users of our catalog can now search the computerized catalog of Brooklyn Law School automatically and instantaneously using the same computer commands that are used in searching our own catalog. A growing number of institutions, including major law schools both locally and nationwide, are mounting their libraries' catalogs on the Internet in this same fashion. We expect that the next several years will see us forge links with many of these libraries to provide reciprocal automatic access to their catalogs, much as we have today with Brooklyn.

2. Lexis-Nexis, Westlaw, and Related Services

During the past year Lexis/Nexis and Westlaw completed their previously announced withdrawal of support in two areas: maintenance of equipment, and provision of "consumables" (paper and toner) for student printing. Through the end of 1996, both vendors had owned and maintained all dedicated hardware, including PC workstations and printers. The vendors had also provided "consumables" in unlimited quantities at no charge beyond our annual subscription fee. Beginning in the first half of 1997, ownership of most of this equipment was turned over to NYLS, and vendor-provided maintenance of this equipment ceased. The only remaining hardware owned and supported by the vendors are their network telecommunications lines and equipment; laser printers for faculty use; and fourteen Lexis/Nexis workstations, not including printers, which were provided as an afterthought to enable us to run a new version of the Lexis/Nexis research software. Furthermore, NYLS is now underwriting the cost of paper and toner to provide student printing from Lexis and Westlaw workstations in the Library.

The most immediate and noteworthy result of the vendors' move was a widespread breakdown of student printing from both the Lexis/Nexis and Westlaw systems. Within a few

months of the vendors' withdrawal of support, more than half of the inkjet printers that they had turned over to us had failed. In retrospect, this was not surprising, as many of these printers were into their fourth or fifth year of service. Still, we were unprepared for a breakdown of this magnitude, and many students experienced justifiable frustrations. The principal reason that we had not purchased new inkjet printers immediately was that we hoped we would soon be moving to a networked laser printing environment for Lexis and Westlaw documents, and instituting a policy of charging students for printing using the PCounter accounting program. But when the inkjets broke down we were still several months away from the dawn of laser printing, and so we were obliged to purchase replacement inkjets. This incident points out the need for better planning and closer coordination between the Library and the Office of Information Technology.

3. CD-ROM Information Products:

Over the past year, the pace of development of CD-ROM-based information products for the legal market continued its decline. The popularity of the CD-ROM format in law libraries has been eroded by enhancements to on-line services, and by the advent of competing services available through the Internet. As a major example, Congressional Information Service has announced its intention to cease production this year of the CD-ROM-based index, Congressional Masterfile, and replace it with Congressional Universe, a World Wide Web-based subscription service. Compared to Lexis/Nexis, Westlaw, and Web-based services, CD-ROM is slow, and often proves difficult to deploy in a networked environment.

This has, in fact, been our experience. Although we have invested prodigious efforts in developing a reliable system of CD-ROM-based information products, these efforts have paid few dividends. Our CD-ROM tower is still prone to frequent crashes, and often runs at an unacceptably slow pace. We have set up a mini-network of three PC workstations that access information from the tower through a server. Although the tower's server could, theoretically, be added to the law school's Local Area Network, we have opted not to do so because of the technical problems that plague the system. We continue to hope that specialized attention from the staff of the Office of Information Technology may turn the situation around this year.

Our tower system runs four major information products: Law Desk, which provides full-text access to several primary and secondary source publications from West Group; Shepard's Citations; and the legal periodical indexes LegalTrac and Wilson Disc. All of these products are available in alternative formats elsewhere in our Library. In addition, we run Congressional Masterfile, and CD-ROM-based indexes of treaties and United Nations documents. None of the CD-ROM-based products that are available in other formats see heavy use in at our tower workstations, largely because of the problems outlined above. Lexis/Nexis, Westlaw, and the World Wide Web, as well as hard-copy alternative sources, remain considerably more popular than the CD-ROMs.

D. Other Library Improvements

This year we replaced the furnishings in all of the Library's computer rooms. Most of the tables and chairs we replaced had been moved over from the pre-Mendik Library facility, and had not been designed for use with computer equipment in the first place. The new furniture is

much more comfortable and appropriate to the uses to which it is being put. We also added needed amenities to these rooms, such as coat racks, storage cabinets, and erasable whiteboards.

We were fortunate to be able to choose replacement tables that were smaller than their predecessors, as each computer workstation will be losing its inkjet printer. In every room, a single networked printer will soon replace the multiple inkjets. The resulting saving of space provided a significant side benefit. We were able to rearrange each room in such a way as to make it more amenable to group teaching.

During the year we also purchased a new microform reader-printer to support use of this format, which continues to be popular. Our new reader-printer replaces an eleven-year-old model whose printing system had failed. In addition, we bought maintenance kits to prolong the life of two other reader-printers that are entering double-digit years of service.

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. As one reviews the activities of the past year, it is clear 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, manage the government documents collection, manage the microform collection, update and maintain the current issues file, provide research and library support to the NYLS student publications and moot court teams, and contribute to the development and maintenance of the Law School's world wide web site.

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) the Library introduced a new research review lecture series; and (c) significantly more students are attending library sponsored training sessions.

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 is primarily responsible for coordinating interlibrary loans, faculty photocopy requests, and document delivery.

On August 25, Barbara Feinman joined the reference staff as the Evening/Weekend Librarian. Prior to coming to NYLS, Barbara was a Corporate Information Specialist at Cravath,

Swaine & Moore. Barbara's experience in securities and tax law research added considerable depth in these areas to the professional staff.

2. Reference Desk

A reference librarian is on duty at the reference desk for a minimum of 74 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 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.

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. The e-mail alternative, introduced in July 1997, is still a relatively new method for our users and the number of questions submitted electronically accounted for a very small portion of the daily activity.

Between July and December, 1997 approximately 9,629 questions were answered at the reference desk. From January to June, 1998 approximately 9,030 questions were answered for an annual total of 18,659. Appendix B provides a more detailed breakdown of the reference desk activity for each month, based on day of the week and hour of the day. The busiest months of the year are September, October, February and March.

Marta Kiszely, the Government Documents Librarian, provided assistance in the use of the documents and microform collections as part of her daily duties. In addition, each librarian spent at least one hour each week in the library stacks on collection maintenance activities. During this time, they were also available to provide research assistance. An average of 75-100 questions per week were answered in this manner. This additional reference assistance adds approximately 4000 questions to the above total.

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. Teaching assistance provided 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; specially designed instructional tours of the library and assistance in preparing library assignments.

Fifteen faculty members included one or more research sessions in their upper division courses. This allowed the reference staff to meet with over 400 students in a substantive classroom setting. (see chart below). Four new faculty members added a library component to their syllabus. Seven faculty members offered more than one research related session. In five of these seven classes, the second session consisted of Lexis/Nexis, Westlaw or Internet training in the topic area.

For the first time this past year, three Lawyering Program professors worked with Camille on an in-class reasoning and writing problem. As the professors discussed the process of outlining and drafting a legal memo, Camille provided word processing assistance to project the outline, sentences and subsequent editorial changes onto a large screen. The students were able to see the result of changes and additions to the sentences and paragraphs under consideration. Librarians also visited all of the first year legal writing sections to discuss general library services and support provided to students.

1997-1998 Upper Division Classroom Instruction Activities

FACULTY MEMBER	CLASS	ACTIVITY
Benson	Immigration Policy	Bib. Instruction
Cone	International Trade Disputes	Bib. Instruction
Dubinsky	European Community Law	Bib./LEXIS Instruction
Estreicher	Securities Regulation (1 class/5 CALR sessions)	Bib./LEXIS Instruction
George	Comparative Law (1 class/ 1 CALR session)	Bib./Internet Instruction
Gross	Bankruptcy Policy (1 Class/4 CALR sessions)	Bib./ CALR Instruction
Jonakait	Advanced Evidence	Bib. Instruction/CALR (Demo)
Kahn	Corp & Sec Law Wkshp (2 class sessions)	Bib. Instruction
LaPiana	Wills, Trusts, Estates (2 class sections)	Bib. Instruction/Internet (Demo)
Maravel	Int'l Bus Trans	Lexis Instruction
Samuels	Copyright	Bib. Instruction/ Internet (Demo)
Sinclair	Statutory Interp	Bib. Instruction
Strossen	Human Rights (2 class sessions)	Bib. Instruction
Teitel	Comparative Con. Law	Bib. Instruction
Teitel	Int'l Human Rights	Bib. Instruction
Thomas	Comparative Tax Law	Bib./Internet Instruction

3. Citation Tracking

The citation tracking service "Faculty Citings" introduced in 1993, uses Lexis/Nexis 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 860 different journal works.

4. Faculty Publications Bibliography

The Library compiled the annual faculty publications bibliography. The bibliography was prepared and printed for use at the Law School's Fall semester reception honoring faculty authors. The bibliography was also used by other NYLS departments for a variety of public relations purposes. In March, Grace Lee, the Electronic Services Librarian, loaded the bibliography onto the Law School's web site.

The 1996/97 edition, which listed material published from July 1 to July 1, contained a total of 136 different works, including forty law review articles, twenty-seven chapters in books, four new books and two newly-issued paperback reprints. In addition, NYLS professors served as editors for five journals and publications.

5. Faculty Committee Support

The Reference Staff is often called upon by various faculty committees for bibliographic support. This past year, Bill Mills continued to serve as an ex-officio member of the 1st Year Curriculum Committee and the Student Affairs Committee. Camille Broussard continued as an ex-officio member of the Student Publications Committee and the Academic Computing Committee.

C. Library Sponsored Legal Research Classes

1. Advanced Legal Research Seminar

Bill Mills, and Camille Broussard taught the Advanced Legal Research Seminar in the Spring Semester. The class is an elective for upper division students. Twenty-five students enrolled in the two sections that were offered.

2. Research Review Sessions

The reference staff offered three research review sessions in the Spring semester. In January, Kate McLeod, the Lawyer/Librarian, offered classes on "International Law Research for the General Practitioner." In February, Camille Broussard gave lectures on "Compiling Legislative Histories," and in March, Kate McLeod and Barbara Feinman taught sessions on "Tax Law Research." Each class was offered during a lunch slot and again in the early evening

to allow both day and evening students the opportunity to attend. Seventeen students attended the lecture series.

During the first two weeks in June, the Library sponsored a research lecture series in addition to the regular selection of Lexis/Nexis, Westlaw and Internet classes. The package was advertised as "Summer Jump Start: Research Skills Review." (see Appendix C) To help students gain the confidence and skills needed to maximize their summer work experience, classes were offered on finding legislative and agency materials, compiling legislative histories, using looseleaf services, form books, litigation aids and other practice materials. A total of eight students attended these lectures.

D. Computer Assisted Legal Research

1. General

The Library supports fifteen dedicated Lexis/Nexis terminals, fourteen dedicated Westlaw terminals and three terminals connected to the forty-two drive CD-ROM mini-network. In December of 1996, Lexis/Nexis transferred title of all of its computer equipment to NYLS. In September, 1997 we reverted to the more traditional Lexis equipment agreement. Under a three year service agreement, Lexis/Nexis provided the law library with fifteen pentium Compaq computers. The Westlaw and CD-ROM equipment belongs to NYLS.

The terminals dedicated to Lexis/Nexis and Westlaw also provide access to the Internet so that users have a complete research workstation. In addition, Grace Lee coordinated the installation of the Westlaw and Lexis/Nexis software onto the Law School Network making these services available throughout the law school. Network access increased the availability of workstations for CALR, and it allowed the Library to insure that the most current versions of software and accessories are made available to the NYLS community.

During the 1997/98 fiscal year, NYLS students and faculty used a total of 28,344 hours of Lexis/Nexis and Westlaw online computer time. This figure represents a decrease in total use of 5642 hours or approximately 16.5% from the 1996/97 figures. Our annual use figures have been decreasing by about 5% per year for the last three years. Both vendors are reporting that law school use figures are decreasing nationwide. Different reasons have been offered to account for the decrease in use. Computer equipment has been upgraded so that processing speeds are considerably higher. Both Lexis/Nexis and Westlaw access is provided over dedicated 56K telephone lines so that data transfer speeds are much higher than in the past. The system programming for printing has been changed. In the past, a user's online session was not terminated until all print jobs had been completed. At this time, print jobs are sent directly to the local PC, spooled in the print queue and online access terminated.

Lexis/Nexis use was 14,189 hours as compared to 16,677 in 1996/97. Westlaw use was 14,155 hours in 1997/98 compared to 17,309 hours the previous year. The comparative hours of use are the closest they have been in a number of years. As has been noted, though, it is hard to explore direct comparisons of system use and preference based on hours of use. The aggregate figures for each system are calculated using different methods. Lexis/Nexis includes time spent

downloading documents in their annual figures while Westlaw does not. 1997/98 was, however, the first year that both systems provided information on the number of lines that were printed/downloaded from each system. 45,584,031 lines were printed/downloaded from Lexis and 58,045,948 from Westlaw for a total of 103,629,979 lines. The additional 12,461,917 lines retrieved from Westlaw may be an a more accurate indicator that NYLS users do have a preference for Westlaw over Lexis/Nexis.

1. Training

The Library offered training sessions on Westlaw, Lexis/Nexis 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 was completely incorporated into the Library's formal training structure. During the 1997/98 academic year, 122 Lexis/Nexis, 115 Westlaw and 29 Internet training sessions were offered. The increased number of training classes in Lexis/Nexis resulted from the sessions offered as part of faculty classroom instruction. 1450 students attended the Lexis/Nexis and Westlaw sessions, an increase of 242 students from 1996-97 marking a 20% increase in overall attendance. A total of 92 students attended Internet training classes.

(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/Nexis and Westlaw were 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. In November, Camille Broussard gave an introductory lecture on CALR to each of the four large legal writing sections. Hands-on training sessions were then scheduled for each of the twenty-nine small legal writing groups. In addition to the sessions scheduled for each legal writing section, open enrollment sessions, including many evening and weekend sessions, were offered. Approximately 40 instruction sessions, 1½ hours in length, were offered for each system during the initial training period. After the initial training period, introductory sessions were offered as part of the overall training calendar.

Lexis/Nexis sessions were conducted over a three week period in late November/early December. Westlaw sessions were scheduled in late January/February of the Spring semester. Although vendor representatives participated in the training, almost all of the sessions were taught by the reference librarians. By teaching the majority of the courses, the librarians retained better control over the training structure and content. The overall numbers indicate that mandating training has resulted in consistently higher training numbers for both systems.

Of the 462 1st year students, 444 students (96.10%) attended a session on at least one of the systems. 435 students (94.15%) attended Lexis/Nexis training and 367 students (79.43%) attended Westlaw sessions. Only 18 students (3.9%) did not attend a session on either system. The higher numbers for Lexis/Nexis are probably accounted for by the fact that Lexis/Nexis was the first system offered. A general consensus among students seems to be that the Westlaw software interface is more intuitive than Lexis/Nexis. If that assumption is correct, a large

number of students will take the introductory Westlaw courses in the Fall, 1998 semester to correct the current imbalance.

LEXIS/WESTLAW: # of 1st Year Students Trained

<u>YEAR</u>	<u>LEXIS</u>	<u>WESTLAW</u>
1998	435	367
1997	228	397
1996	275	289
1995	443	320
1994	363	317

(B) Upper Division Training

Basic, refresher and advanced training sessions on both Lexis/Nexis 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. More advanced 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 Kate McLeod and Michael McCarthy

Upper Division CALR Training Statistics

	LEXIS	WESTLAW	INTERNET	TOTALS
	Classes/Students	Classes/Students	Classes/Students	Classes/Students
FALL	56 / 320	42 / 202	14 / 66	112 / 588
SPRING	15 / 63	16 / 48	10 / 20	41 / 131
SUMMER	4 / 10	5 / 5	5 / 6	14 / 21
TOTALS	75 / 393	63 / 255	29 / 92	167 / 740

3. Faculty CALR Support

Lexis/Nexis and Westlaw: The reference librarians are available to provide individual training for faculty members on Lexis/Nexis, Westlaw, Folio Views and the Internet. Sessions are tailored to meet the faculty member's specific research needs. During the past year, approximately twenty such sessions were conducted. Although requests for assistance on the Internet are increasing, the majority of these sessions focused on Lexis/Nexis and Westlaw.

E. Student Publications Support

1. Library Sponsored Reception for Journal Boards

On April 28, 1998, Dean Wellington and other members of the NYLS administrative staff joined the Library in hosting a reception to honor new executive board members of the three journals. During July and August, Camille Broussard and Kate McLeod met with each of the executive boards 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 fifth year that these meetings have been held. As a result, the working relationship between the Journal and Library staff has developed into a productive partnership.

Librarians were invited to and attended the annual Journal dinners and end of the year awards ceremonies. At least 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. Kate McLeod served as the student journal library liaison. She conducted ten orientation tours which were attended by approximately seventy-five new journal members. Two special international law research lectures were attended by twenty-five members of the Journal of International and Comparative Law (ILJ). Fourteen members of ILJ also attended four special Internet sessions. In addition, Kate provided tailored bibliographic instruction to various article editors. She also performed intensive bibliographic computer searching and provided assistance in locating sources for citation checking.

F. Government Documents and Microforms

1. Microform Collection: The Guide to Microform Collections was updated twice during the year to reflect accurate holdings information. Added to the collection were The Grotius Collection of the Peace Palace; English Legal Sources pre-1800; and New York State Attorney General Reports and Opinions 1777-1978. Our historical coverage of the New York Attorney General materials is now complete. For more efficient use of shelf space, we continued to convert retrospective coverage of The Official Journal of the European Union to microfiche. Our holdings on microfiche now cover 1952-1997. The Library will continue to carry the current year of the Official Journal in paper copy. The Technical Services department has begun cataloging a number of major microform sets that had not been accessible bibliographically before. Over 1300 titles, including the Council on Foreign Relations Archive Publications and A Collection of Trials on Microfiche, have already been added to the Library's on-line catalog.

2. Government Documents Collection

The Library receives 15% of the available U.S. depository items. To alert users to the wealth of materials available from the U.S. Government, we added a number of general

informational records to the on-line catalog in 1994/95. In July, 1996, we purchased cataloging records from MARCIVE for all of the uncataloged government document titles. The profiling of the NYLS collection was completed during the 1997/98 academic year. The information was forwarded to the MARCIVE service for processing and bibliographic record preparation. The addition of these new records, during the 1998/99 academic year, will give researchers increased access to the many valuable documents that are available in the Depository Collection.

G. Interlibrary Loan and Document Delivery

Roy Basit, the Reference Assistant, was responsible for all borrowing and lending of materials through the Interlibrary Loan program. He also worked with faculty liaisons to coordinate faculty requests for photocopying, document retrieval and delivery. This past year was Roy's second complete year in the Reference Assistant position.

In 1997/98, NYLS borrowed 771 items and loaned 673 items. The number of items borrowed increased by approximately 9%. The 9% increase between 1996/97 borrowing and the current year borrowing matches the 9% increase of the previous year. The majority of items borrowed are non-legal items needed to support the continued multi-disciplinary scholarship of the NYLS faculty. The number of items loaned has also continued to increase. We loaned to other libraries approximately 8% more items in 1997/98 than we did in 1996/97. The increase may well reflect the continued stability in the Interlibrary Loan Department as well as the growing depth of our collection.

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 85 passes for our students and faculty to go to other institutions. We accepted 50 passes from other institutions. In addition, as participants in the Law Library Consortium of Greater New York, we gave 81 of our students who live near another academic law library "convenience" passes. These passes allow the use of the other library for study on a regular basis. New York Law School accepted a total of 29 convenience passes from other law schools during the year.

H. Special Reference Projects

1. Bibliographies/Publications

New editions of the Bankruptcy Law Research, International Law Research, New York Law Research, and the Securities Law Research bibliographies were completed. Bibliographies to accompany the classroom instruction in Copyright Law, Corporate Law and Wills, Trusts & Estates were started and will be completed for use in the Fall, 1998 semester.

2. Internet Address Directories

In 1997, Kate McLeod produced the first edition of a rolodex file with addresses to over 500 legal websites. The rolodex is a dynamic resource that is updated and corrected continuously by the entire reference staff. Marta Kiszely compiled a list of Internet addresses to

frequently requested government documents to help librarians and researchers quickly locate documents, particularly those that are migrating from paper to electronic format.

3. Collection Maintenance

Michael McCarthy, Collection Management Librarian, completed a major shift of the periodicals collection on the 4th floor of the Library. Additional growth space was provided for various titles and a large number of German language periodicals from the Steifel collection were incorporated. He continued to work on reviewing the collection and training staff shelf-readers to use the Shelving and Retention Policy that was prepared during 1996/97.

4. Current Issues File

The Current Issues File (CIF) located in the Reserve Area of the Library continued to develop into a valuable library resource. On many topics the CIF might be the only place where current information may be found. The index to the CIF was updated during the year to provide new information on topics covered and to insure accurate URLs to web sites and other materials available on the Internet.

5. Library Tours

The Reference Staff conducted tours of the Library during the Law School's orientation program, Admitted Students Day and other open houses during the year. During the 1st year orientation program, the library gave approximately 50 tours for over 300 incoming students. In March and April, Camille Broussard, participated in three Admissions Department Open Houses for prospective law students. She answered questions about the facility and library resources.

IV. TECHNICAL SERVICES DEPARTMENT

A. Staff

There are three professional librarians in the Technical Services Department and five support staff. Additionally, we have a part-time person working 18 hours per week and work-study help when available. The full-time staff has been at the current level for the past ten years, the part-time position since the Summer of 1991. For 1997/98 we have added a temporary, part-time professional position in Cataloging.

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

1. Acquisitions

(One full-time support staff and a part-time assistant.) They perform all pre-order searching, ordering claiming, checking in of all monographic materials, searching for and downloading preliminary cataloging records from OCLC, our on-line cataloging utility, to INNOPAC, our on-line public catalog, processing all monographic invoices and recording

payment on our INNOVACQ acquisitions subsystem, recording and processing all gifts, pamphlet binding, producing our monthly New Acquisitions List, and maintaining out 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.

2. 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; create additional check-in records on INNOVACQ, claim all damaged and unreceived materials, set up item records and attach bar code labels to all serial volumes, as well as law review issues, as they are received and processed through the department; copy and route materials to faculty and staff, and perform 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.

3. 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 by 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 the 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 since they can easily effect 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, the part-time assistant position was moved from Acquisitions to Cataloging in the middle of 1996-97. For 1997-98 we added a temporary part-time professional cataloger position. The purpose was to help us get our remaining microform records onto the catalog, as well as deal with several smaller projects. This has been a very successful experiment (the person we hired has contributed approximately 2,200 bibliographic records to our database while checking authorities and adding any necessary additional records). In fact, so successful that we have extended this line for FY1998-99.

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

B. The NYLS On-Line Catalog (INNOPAC)

INNOPAC is now well entrenched, and most of our collection is searchable. During the past year the temporary part-time cataloger has helped us enter over 2,200 microform records to the on-line catalog. We hope that by the end of FY1998-99 we will have our entire collection available on-line for the first time.

The Cataloging Department, in concert with the Documents/Microform Librarian, is preparing to upload U.S. Documents records from OCLC via MARCIVE, Inc. in Fall 1998. These records will be loaded onto our OPAC via the new File Transfer Software we have purchased. Additionally, we will be loading MARCIVE document records along with their attached Library of Congress authorized name, series and subject heading authority records on a monthly basis.

Perhaps the most important technological action taken by the Library in 1997-98 was the connection of the INNOPAC computer to the Law School's local area network. This has allowed us to take advantage of several software systems we had purchased from Innovative Interfaces over the past several years (FTS, Gateway, and Partners), but also purchase and install the Webpac software.

The FTS (File Transfer Software) enables us to send and receive records over the Internet instead of via tape which must be transferred from one format to another and shipped via the mails. The Gateway software allows a user of the NYLS on-line catalog to search the catalog of another library by simply making several key strokes of the computer keyboard. The Partners software allows the user whose search on our catalog has come up empty to make the same search on another library's catalog with a single keystroke. (It goes without saying that both Gateway and Partners works only with libraries which have agreed to this partnership with us).

The Webpac software was purchased and installed in 1997-98. It will enable us to mount our catalog on the Law School's web page enabling faculty, students and staff, as well as searchers in other law schools, etc., to search the NYLS on-line catalog from their home or office computers via the Internet. Everything has been installed, additional ports have been purchased and Library staff are adapting it for our use. It will be available to our users at the beginning of the Fall 1998 semester.

C. Publications

The Technical Services Department produces the following publications:

1. New Acquisitions List - a monthly listing of new monographic titles in the NYLS collection.
2. Contents of Current Legal Periodicals - a weekly compilation of contents pages from newly received periodical issues in the NYLS collection.
3. 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.

4. A List of Law Publishers, Vendors, and Their Local Representatives - annually distributed to Faculty and students.
5. Summer Reading List - an annual list of popular reading materials and general legal monographs.
6. Occasional lists of materials added to the Popular Reading Collection.

D. Statistics

	1995-1996	1996-1997	1997-1998
Items Catalogued (including re-classes, etc.)	2,323	2,642	3,970
OCLC Searches	2,337	2,892	4,971
Reference Questions	341	279	213
Periodicals Bound	690	889	786
Paperbacks Bound	794	831	920
Volumes Withdrawn	2,167	2,591	1,608
Titles Withdrawn	126	75	39
Volumes Added	5,485*	6,819*	8,985
Titles Added	2,265*	2,836*	2,990
Micro Pieces Added	24,710*	33,030*	48,521
Micro. Vols. Added	4,564*	7,576*	8,600
Micro. Titles Added	6*	1*	3,880

These figures do not include documents statistics.

COLLECTION STATISTICS

	<u>93-94</u>	<u>94-95</u>	<u>95-96</u>	<u>96-97</u>	<u>97-98</u>
Volumes Added	5,723	6,032	6,761	8,493	8,985
Titles Added	2,704	2,961	2,628	3,219	2,990
Micro Pieces Added	90,800	32,454	32,058	2,485	48,521
Micro Volumes Added	15,998	5,961	5,789	9,309	8,600
Micro Titles Added	7,766	6,601	4,217	4,338	3,880
Total Book Volumes	197,592	202,700	207,294	213,196	220,573
Total Book Titles	55,276	58,155	60,656	63,786	66,737
Total Volumes	398,736	409,631	419,987	435,198	451,175
Total Titles	105,092	114,581	121,299	128,767	135,598

EXPENDITURE BY TYPE OF LIBRARY MATERIAL

	<u>93-94</u>	<u>94-95</u>	<u>95-96</u>	<u>96-97</u>	<u>97-98</u>
Books	\$90,559.22	\$105,197.20	\$104,969.29	\$115,064.01	\$131,475.59
Periodicals	43,929.04	80,078.61	66,044.10	60,492.33	67,824.16
Serials	537,029.88	462,599.49	598,373.89	587,877.33	633,344.15
Microforms	94,245.48	64,204.60	43,672.64	115,702.36	46,538.94
Audiotapes	333.10	154.12	416.16	310.20	89.00
Videotapes	225.00	0.00	179.35	200.00	0.00
Newspapers	14,778.20	10,387.66	9,629.44	11,015.41	11,287.89
CD-ROMs/ Computer Disks	15,332.55	15,459.23	38,238.05	20,870.66	15,598.55

CATALOGING & BINDING STATISTICS

	<u>FY95-96</u>	<u>FY96-97</u>	<u>FY97-98</u>
Titles Cataloged (incl. Reclasses)	2323	2840	3970
OCLC Searches	2337	2892	4971
Cataloging User Queries	341	279	213
Paperback Vols. Bound	794	831	920
Periodical Vols. Bound	690	889	786

E. Significant Purchases

Over the past year the Library purchased a number of large sets for the Reference Collection. Included were the latest editions of both The New Encyclopaedia Britannica (15th edition, 1998) and The Encyclopedia Americana (International edition, 1998). Both sets were accompanied by a CD-ROM version, as well. Additionally, we purchased the Historic Documents set published by Congressional Quarterly. It contains, in 26 volumes plus an index, a collection of international documents both official and unofficial dating from 1972 through 1996.

Several other titles were added to the Reference Collection: the Routledge Encyclopedia of Philosophy (London: Routledge, 1998. 10 v.); The International Encyclopedia of Sexuality

(New York: Continuum, 1998. 3 v.); The Columbia Gazetteer of the World (New York: Columbia Univ., 1998. 3 v.); the Encyclopedia of Mental Health (San Diego: Academic, 1998. 3v.); the Encyclopedia of Occupational Health and Safety, 4th ed. (Geneva: International Labour Office, 1998. 4 v.); and the Encyclopedia of Africa South of the Sahara (New York: Scribner's, 1997. 4 v.)

Several large legal sets were added the the Library's collections as well. Included were such titles as The International Library of Essays in Law & Legal Theory, a collection of some 32 volumes published by the NYU Press, and Notable British Trials, a 37 volume set republished, in uniform bindings, by William Gaunt, Inc. Additionally, two Garland Press sets which collect notable articles and essays on different legal topic were purchased: The Bill of Rights and American Legal History (15 v.), and Articles in American Slavery (18 v.). Also, the new edition of West's Encyclopedia of American Law (12 v.) published this year, was purchased.

The Library made some significant additions to the collection this past fiscal year in microfiche and microfilm. Two new titles were purchased: the International Law Project - a set of major English language international law titles (3,129 microfiche); and Women and Law (40 microfilm reels), legal materials from the Women's History Research Center. Additionally, the Library acquired via donation a collection of the New York Appellate Division Records and Briefs for the 1st, 2nd, & 4th departments for the years 1984-86 (14, 227 microfiche).

Our collection of New York State Attorney General Reports was extended retrospectively, adding the material from 1777 through 1978 (19 microfilm reels). And our holdings of Martindale Hubbell's New York Directory and Martindale Hubbell's New York Digest were extended back by adding the editions from 1868 to 1980 in microfiche. These two sets totaled 1,116 microfiche. Also, the Congressional Research Service Major Studies and Issues Briefs set was extended, adding the material for 1994 and 1995 amounting to 779 microfiche.

Additionally, to save shelf space, the Library replaced bound volumes of two sets with their microform equivalents. Volumes 753 through 1100 of the United Nations Treaty Series was replaced with 1,682 microfiche. And, we removed the bound volumes of the Official Journal of the European Communities, including the Information & Notices series, and Legislation series, replacing them with 5,936 microfiche covering the years 1952-1988 and 1993-1995.

V. PUBLIC SERVICES DEPARTMENT

This portion of the Annual Report will describe the activities of the Public Services Department during the past year. It will detail the progress of our barcoding and item record creation project, as well as relate changes and enhancements in patron services and departmental procedures, established to better respond to the needs of our clientele. A summary of changes in our collection, both physical and substantive, as well as those in our plant and equipment, will follow.

The Public Services section of the Annual Report will conclude with the provision of circulation statistics for the period covered.

A. Barcoding and Item Record Project

Since the introduction of our on-line INNOPAC circulation subsystem, an intensive retrospective barcoding and item record creation project was inaugurated, and continues today. Barcodes are attached to individual volumes already on our shelves and the item records, which are created using the coded information as a guide, enabling us to "link" the two bibliographic components in our on-line circulation system. This project is nearly 80% complete and should be finished next year. Multi-volume sets, until recently not barcoded, have been included, and item record creation continues in excess of 3,000 per month, including resolving problems left over from last year. This undertaking has involved virtually every staff member in the Public Services Department. Its approaching conclusion is an important milestone.

B. Patron Services

The most important function of the Public Services Department is to provide our patrons with excellent service. To achieve this objective, we have initiated several measures and made significant procedural changes over the past year. The following does not pretend to be an exhaustive listing, but merely provides a representative sample of what we have implemented to better meet patron needs:

- The number of visits by professional filers to update selected loose-leaf services were increased to keep pace with more frequent update mailings from the publishers.

- Notices were sent to faculty members for overdue items checked out for an excessively long period of time.

- Improvements to the "book search request" form were made, in conjunction with the Collection Management Librarian.

- Archival files of previously sold exam packets were maintained so that students, who failed to purchase the packets while they were on sale, could peruse or photocopy them later on.

- The steps that would be entailed in eventually putting past exams on the network were investigated.

- Barcodes were affixed to student ID cards before their being laminated, thereby speeding up the process when these barcodes were linked to their records at the Circulation Desk.

- The procedure by which faculty research assistants and co-curricular students borrow materials was refined by issuing them special library cards to be barcoded and linked to their patron records in the system.

-Stamped cards will be placed in books indicating due dates in place of previously used printed receipts.

-Rules governing the use of the study rooms were clarified to avoid misunderstandings between patrons.

-A program for searching shelves for volumes taken out using the previously employed paper checkout system was implemented. As a result, a significant number of volumes were found. They were barcoded, and item records were created for them.

- Supplemented casebooks, formerly on reserve and integrated in the main collection, were made more available to students by revising the rules of circulation relating to them.

C. The Collection

No portrayal of the endeavors by staff relating to the collection would be complete without mentioning the quest to create more space for our expanding collection. Efforts to create space not only involve physically expanding our space capacity by erecting new shelving, but also shifting volumes from more heavily congested areas to those less so, in order to make room for a new influx of volumes. Both methods were employed last year. Shelves were erected on the third floor of the Library to accommodate expanding New York materials and to eventually free space on the entire floor.

Not so dramatic were the routine shifts employed throughout the Library, including the Foreign and International Room, where shifts were done to make room for the large amount of Asian material received during the year. A complete shift of the reference collection on the first floor was made possible by the consolidation of the newspapers housed in the hanging files in the first aisle, near the Popular Reading Room. Two major shifts were also done in the Reserve area.

Other enhancements to the collection included replacing old and battered United States Reports and New York Reports volumes and implementing an ongoing project of checking and maintaining serial subject publications (e.g. BNA, Anti-trust and Trade Regulation Reports), so that, among other things, binders are created for their inevitable expansion.

Finally, it should be noted that, in anticipation of our ABA site inspection this past November, an extra intensive shelf reading was done by the entire Library staff. Though shelf reading is performed throughout the year, the efforts expended to prepare the Library for the inspection were truly noteworthy.

D. Physical Plant and Equipment Improvements

Among the physical improvements made in the Library during the past year was the installation of energy-efficient lighting throughout. This project, extending over a period of several weeks, entailed replacing existing lighting with a brighter, improved version. Additionally, "canned" lighting was installed over the vestibule areas of the Library. In selected areas, like the restrooms and the photocopy rooms, "movement-sensitive" lights were installed.

It should be noted that this lighting project was not limited to the Library, but shared by the law school as well.

Over the course of the Spring, extensive work was done on the fire alarm system, with the installation of new and sophisticated equipment. Modifications were done to our 3M Tattletale Security System, so that it is able to function at an optimal level, despite the potential interference posed by the new lighting and fire alarm systems. As mentioned in another section of the Report, new shelving was erected on the third floor.

E. Staff Updates, Changes, and Activities

After an extensive search, the Library hired a new Circulation Manager, Caroline Susta, who started work shortly before the beginning of the Fall semester. Caroline, who has a MLS degree, brings a wide variety of academic law library experience to her new position, having worked in technical services as well as public services. She also has had familiarity with the Innovative on-line system and was able to learn its nuances as they applied to our Library. Thus, we feel fortunate to have retained someone of Caroline's caliber for this pivotal position.

Since joining us, Caroline, in addition to her circulation/reserve duties, which includes supervising our support staff, has worked weekday, evening, and weekend reference shifts.

As in past years, we have had to contend with a relatively high turnover in our temporary part-time staff. These staff members work predominately in the evenings and weekends. Despite the difficulty of constantly having to train new people, both temporary part-time and work-study, we feel that the staff we have at present represents one of high quality and commitment to service.

F. Quality of Life

Maintaining an atmosphere appropriate to quiet study and conducive to scholarly pursuits has been a perennial goal of the public services staff, indeed of the Library staff in general. Accordingly, a staff member, usually the Head of Public Services, made hourly "tours" of the Library during the past year. These tours, ostensibly to maintain silence and look for and avert food and drink violations, serve other important functions as well. By walking around the Library, the staff member is made available to patrons, who might want to ask reference questions. In addition, the tour affords the opportunity to identify problems in the physical plant, such as malfunctioning lights or jammed photocopy machines. Thus, these tours, with their multi-faceted benefits, will remain an integral part of the Library staff's responsibility.

G. Statistics

As indicated in the Introduction, we will provide circulation statistics for the past year. They will provide a summary of the volume and types of transactions, which characterize our operation.

CIRCULATION TRANSACTIONS PER HOUR

HOUR	NUMBER OF TRANSACTIONS	PERCENT OF TOTAL
7:00-8:00 AM	33	0.1%
8:00-9:00 AM	577	1.7%
9:00-10:00 AM	1025	2.9%
10:00-11:00 AM	2773	8.0%
11:00-12:00 PM	2572	7.4%
12:00-1:00 PM	3411	9.8%
1:00-2:00 PM	3364	9.7%
2:00-3:00 PM	2648	7.6%
3:00-4:00 PM	4562	13.1%
4:00-5:00 PM	3067	8.8%
5:00-6:00 PM	3906	11.2%
6:00-7:00 PM	2181	6.3%
7:00-8:00 PM	2399	6.9%
8:00-9:00 PM	1028	2.9%
9:00-10:00 PM	1009	2.9%
10:00-11:00 PM	266	0.8%
TOTAL	34830	100.0%

VI. STAFF ACTIVITIES

Professional Activities and Continuing Education

1. American Association Of Law Libraries (AALL)

All members of the professional staff are members of AALL. Camille Broussard completed the second year of a two year term on the Nominations Committee. In April, Kate McLeod was appointed to the Indexing of Periodical Literature Committee. This committee makes recommendations to the Information Access Company concerning the inclusion and scope of indexing of published periodicals.

The Technical Services Coordinator, Paul Mastrangelo, is also a member of the American Library Association (ALA). In May 1998 he attended the annual meeting of the Innovative Users Group (IUG) at Nashville, Tennessee.

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 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 both the Winter and Summer SUNY/OCLC meetings in New York City, and the annual meeting in Albany, N.Y. of the SUNY/OCLC Collections and Technical Services Advisory Group of which she is a committee member. Additionally, she attended the Nashville, Tenn. meeting of the IUG in May 1998.

Camille Broussard, Marta Kiszely, Kate McLeod, Bill Mills, Paul Mastrangelo, Peggy Perrin, and Joyce Saltalamachia attended the AALL annual meeting and educational program in Anaheim in July. Marta Kiszely was a panelist on the program: "Discover a New Horizon for Government Information Resources--Use of Federal Government Sources in Foreign and International Legal Research."

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

Camille Broussard served on the Educational Programming Committee of LLAGNY. She coordinated a program entitled: "Transitions: Assisting Students in Making the Move From Law School to Law Firm." The discussion was designed to encourage law firm librarians and academic librarians to work more closely together in teaching law students necessary and practical legal research skills. The program was held at NYLS in May was attended by over 45 librarians from both law school and law firm libraries. Camille also attended the library school students mentoring luncheon in April.

This year, Bill served as Chair of the Public Relations Committee of the Law Library Association of Greater New York. He has been re-appointed to chair this committee through 1999.

Kate McLeod and Marta Kiszely served as International law specialists at the annual Bridge the Gap Program. This LLAGNY program is full-day legal research and skills seminar for new summer associates.

Michael McCarthy and Kate McLeod continued as members of the Union List Committee which is responsible for maintaining an accurate list of legal periodicals and serials held by law libraries in the New York metropolitan area.

Members of the library staff also attended a number of LLAGNY educational programs throughout the year.

3. 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 was a member of the Interlibrary Loan Interest Group.

4. Miscellaneous Programs and Training

(a) NYLS DEAN'S DAY: Camille Broussard participated in the 1996 NYLS Dean's Day Program: Lawyering and the Internet on November 1, 1997. She joined Professor Armando Belly on a panel to discuss "Litigating on the Computer." Her comments were directed to legal research, particularly Lexis/Nexis, Westlaw and the Internet. Camille also gave luncheon remarks on technology and legal education. Kate McLeod and Grace Lee worked with Professors Benson and Sherwin to develop handouts for the "Surfing Lessons" session.

(b) CALI: Camille Broussard and Grace Lee attended the Computer Assisted Legal Instruction (CALI) conference in Chicago at the end of June, 1998. The major theme of the conference was "Preparing for the Road Ahead."

(c) LEXIS: On May 15th, Bill Mills and Joyce Saltalamachia attended a preview session of new Lexis/Nexis software and products scheduled for release during the 1998/99 academic year. In-house training sessions and system updates for the NYLS reference staff were held on October 1, 1997 and February 26, 1998.

(d) WESTLAW: Joyce Saltalamachia attended a system enhancement and update luncheon in late May. An in-house training session and system update for the NYLS reference staff was held on September 8, 1997.

(e) NYLS Moot Court Program: Camille Broussard, Michael McCarthy, Kate McLeod 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.

(f) Joint International Law Project (JILP): In April, Kate McLeod and Marta Kiszely met with the librarians of Brooklyn and CUNY Law Schools to discuss coordinated reference services using the JILP collections.

(g) NYLS Network Training: Members of the library staff attended network application training sessions in Excel, Pegasus, PowerPoint and WordPerfect offered by the InfoTech Department.

APPENDIX A

Library Reader's Passes Statistics: Three Year Review

	1995/96		1996/97		1997/98	
SPRING						
\$100	19	\$1,900	14	\$1,400	12	\$1,200
\$75	9	\$675	5	\$375	5	\$375
\$50	0	\$0	4	\$200	1	\$50
Public Interest	150	\$150	105	\$105	152	\$152
Complimentary	21	\$0	12	\$0	11	\$0
TOTAL		\$2,725.00		\$2,080.00		\$1,777.00
SUMMER						
\$100	18	\$1,800	19	\$1,900	15	\$1,500
\$75	5	\$375	6	\$675	6	\$450
\$50	10	\$750	3	\$0	3	\$150
Public Interest	121	\$121	105	\$105	152	\$152
Complimentary	11	\$0	12	\$0	7	\$0
TOTAL		\$3,046.00		\$2,680.00		\$2,252.00
FALL						
\$100	24	\$2,400	11	\$1,100		
\$75	4	\$300	2	\$150		
\$50	1	\$50	5	\$250		
Public Interest	150	\$150	107	\$107		
Complimentary	22	\$0	22	\$0		
TOTAL		\$2,900.00		\$1,607.00		

APPENDIX B

REFERENCE DEPARTMENT DAILY STATISTICS Number of Questions Asked from July 1997 through June 1998

HOURS	Jul-97	Aug-97	Sep-97	Oct-97	Nov-97	Dec-97	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	TOTAL*
8:00-9:00													
9:00-10:00	114	91	136	139	131	92	109	131	140	113	108	98	1402
10:00-11:00	138	109	184	189	189	110	135	153	143	145	132	138	1765
11:00-12:00	158	131	166	196	185	122	132	205	188	168	96	128	1875
12:00-1:00	157	134	198	224	227	113	145	265	220	177	113	137	2110
1:00-2:00	140	137	214	298	207	119	170	295	240	175	106	144	2245
2:00-3:00	155	130	298	173	145	115	160	215	298	185	97	133	2104
3:00-4:00	160	149	246	294	206	105	147	205	184	202	93	112	2103
4:00-5:00	136	106	225	191	191	101	131	255	213	195	113	104	1961
5:00-6:00	106	38	207	252	215	78	78	165	198	143	41	74	1595
6:00-7:00	36	29	115	142	75	45	44	88	101	72	18	38	803
7:00-8:00	60	21	56	65	32	22	29	39	61	20	14	21	440
8:00-9:00	0	15	47	52	37	10	7	22	22	25	8	11	256
Total*	1360	1090	2092	2215	1840	1032	1287	2038	2008	1620	939	1138	18659

*Cumulative number of questions asked per hour per month

**Cumulative number of questions asked per hour from July 97 through June 98

SUMMER TRAINING SCHEDULE LEXIS – WESTLAW – INTERNET JUMP START RESEARCH REVIEW

Lexis

Introductory /Basic	Refresher
June 16 th 5:30 pm	June 3 rd 1:00 pm
	June 24 th 5:30 pm
Lexis Advanced	June 29 th 5:30 pm
June 10 th 1:00 pm	
June 18 th 5:30 pm	

Westlaw

Introductory/Basic	Refresher
June 15 th 5:30 pm	June 4 th 1:00 pm
	June 9 th 1:00 pm
Westlaw Advanced	June 22 nd 5:30 pm
June 11 th 1:00 pm	
June 30 th 5:30 pm	

Internet

Legal Research on the Internet		
June 2 nd	1:00 pm	
June 11 th	5:30 pm	
June 17 th	5:30 pm	

International Internet		
June 8 th	1:00 pm	
June 23 rd	5:30 pm	

Jump Start Research Review

Legislative Sources	June 2 nd and 8 th	6-8 pm
Looseleaf Services	June 3 rd and 9 th	6-8 pm
Practice Materials	June 4 th and 10 th	6-8 pm

SIGN UP FOR A SESSION TODAY

AT THE

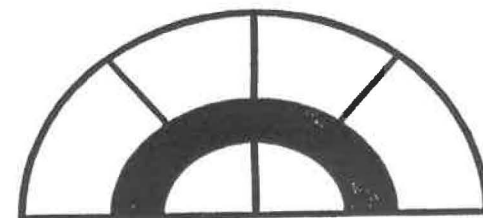
LIBRARY CIRCULATION DESK

OR

CALL (212) 431 - 2332

Mendik Library
New York Law School
240 Church Street
New York, NY 10013
(212)-431-2332

Summer Research Skills Review



Jump Start Your Summer Job

JUMP START RESEARCH REVIEW

Mendik Library's Reference Staff is offering a series of Research Review Sessions focusing on the research skills most legal employers require.

- ♦ **Our Goal** is to help you gain the confidence and skills needed to maximize your summer work experience.
- ♦ **What topics** are included? We will focus on locating primary sources, researching legislative history, and using looseleaf services and practice oriented materials.
- ♦ **When and where** are the sessions? The sessions will be held in the library the first two weeks of June, from 6 to 8 pm. Each session will be repeated according to the schedule below.
- ♦ **Sign up** for as many sessions as you would like at the circulation desk.

Legislative & Agency Materials: Finding Statutes, Legislative Histories and Administrative Materials. Tues, June 2nd and Mon, June 8th

Subject Specific Materials: Using looseleaf services, one of the primary practice oriented materials. Wed, June 3rd and Tues, June 9th

Practice Materials: Finding and using form books, litigation aids, jury instructions and other secondary sources. Thurs, June 4th and Wed, June 10th

WESTLAW AND LEXIS

Online research skills are an integral part of a legal research strategy. To help you build these essential skills, we offer one hour Westlaw and Lexis sessions at three levels:

- ♦ **Introductory/Basic** sessions are designed for first time users and those wanting a complete orientation to the system. Topics covered include: system commands, developing search strategies, selection of connectors and using citation services.
- ♦ **Refresher** sessions are designed for users who want a quick review of basics and an introduction to advanced features. Topics covered include: database selection, review of terms and connector searching and an introduction to segments and fields.
- ♦ **Advanced** sessions are designed for experienced users. Topics covered include: advanced connectors, field and segment searching, command stacking and cost effective research strategies.
- ♦ **Subject Specific** sessions are offered on both the refresher and advanced levels. Interested in a particular subject? Call Kate McLeod (431-2385), to arrange special group sessions.

LEGAL RESEARCH ON THE INTERNET

Internet availability of reliable legal materials is increasing exponentially. Legal researchers must now learn to master an additional online medium and use it to their best advantage. Mendik Library offers sessions at both basic and intermediate levels.

- ♦ **Legal Research on the Internet** is our basic introductory training to the use of the Web, focusing on the Internet skills and the beginning of legal research. Topics include: bookmarks, addresses, search engines and index sites.
- ♦ **Intermediate/Subject Specific** sessions are available on a variety of topics ranging from law school study materials to foreign and international legal materials. These sessions are designed for students with some Internet experience ready to learn more advanced Internet use or looking for materials on a specific topic or area.