Mendik Library: By the Numbers
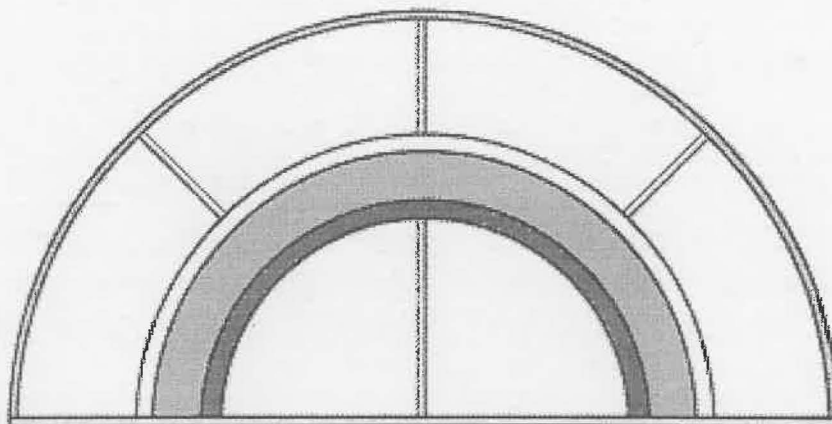
The Mendik Library

1999

Academic Year: 1999-2000

Mendik Library

THE MENDIK LIBRARY

Annual Report to the Dean and Faculty
1999 / 2000

Prepared by Professor Saltalamachia
and the staff of the Library

NEW YORK
LAW SCHOOL

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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 facility 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, irrespective of whether they have joined the Alumni Association. 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. (In 1999, for the first time, we will open for limited hours on the Friday after Thanksgiving.) The holidays for which the Library is closed generally coincide with academic breaks and intersessions. We remain open during Spring Break, as well as all weekends except those that fall during the winter and summer intersessions.

C. Automation Developments:

The Library houses five computer laboratories, which fall into three categories: Two of these rooms are "general purpose" labs for NYLS students. In these 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. The Library also maintains two "Learning Center" labs, one dedicated to Lexis and the other to Westlaw. The "Learning Centers," with ten computers each, are used for Lexis and Westlaw classes, but are generally open to patrons using these systems when classes are not in session. Finally, there is one "research computers" lab located on the Library's first floor, adjacent to the Reference Desk. 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 also use for our photocopiers.

Maintenance and improvement of computer resources for students and other patrons are planned and executed by the Library with technical assistance the Office of Information Technology. During 1999-2000 we made major strides in upgrading several of these resources.

The Lexis computers in the Library, as well as those in the Journal Offices in "A" Building, have long been provided to us at no cost by the vendor company, Lexis-Nexis, under an arrangement where the vendor retains title to the equipment. By early 2000, our Lexis equipment was entering its fifth year of service, and thus nearing the end of its useful life. We had first been advised that Lexis-Nexis company policies had changed, so that when the time came to upgrade we would have to provide our own replacement equipment. However, at the Annual Meeting of the American Association of Law Libraries in July, Lexis announced a new round of "equipment give-aways." As we were quick to take the vendor up on their offer, we received thirteen new Pentium III-based Compaq "I-paq" computers, ten of which were installed our Lexis Learning Center, while the others went to other locations in NYLS. We upgraded the remaining four Lexis computers, located in our first floor lab, with computers that we purchased ourselves.

During the summer of 2000 we made improvements to nineteen study carels on the Library's 2nd and 4th floors to accommodate the ever-growing use of laptop computers by our students. This project, which was undertaken with the assistance of NYLS Facilities Management and OIT, involved wiring the carels with electrical outlets, and also with data jacks. At these locations, students may now power their laptops, and also access the Internet and our e-mail server through the NYLS Local Area Network. In planning this project, we chose existing carels in locations from which the clicking sound of laptop keyboards would be least likely to disturb adjacent users of quiet study areas. Subsequent observation of student laptop use patterns reveals, however, that many students prefer to use their laptops on open tables near windows. Our future planning for locating additional laptop stations will take these preferences into consideration.

Another significant upgrade that took place during 1999-2000 involved the deployment of new technology at the Library's public access computers for our On-Line Catalog. Beginning in 1993, when we first inaugurated the electronic catalog, we had made it accessible to Library users on Wyse 50 terminals located in public areas throughout the Mendik Library. In recent years, our catalog vendor, Innovative Interfaces, developed a Web-based interface for the catalog which we have made available over the Internet since 1998.

During the summer of 2000 we replaced our public Wyse 50 terminals with PC-based computers that access the Web-based catalog interface through the NYLS Local Area Network using Microsoft Internet Explorer. The new catalog workstations, with their flat-screen monitors, are attractive and friendly, especially to Library patrons who are accustomed to using the Web. Plus, since they draw upon the full Internet, they offer many more features than their

"dumb terminal" predecessors. From our On-Line Catalog's home page, a user can link to pages of general Library information (such as our hours of operation and organization of collections,) to other law libraries' Web-based catalogs, and to Web-based subscription databases (such as the Readex U.N. Documents Index and CIS Congressional Universe.)

The inauguration of a public catalog resource based in the World Wide Web posed new challenges for our staff. We were faced with the task of creating a new set of Web pages that creatively incorporated a far broader spectrum of features than a conventional library catalog. From the outset, we were determined not to downsize this resource to a mere HTML replication of what our On-Line Catalog had been. Still, we had to consider issues of network security and appropriate content for computers that are located in public Library locations. To meet these challenges of Web design, we formed a "WebPac Group" that included senior staff from all three Library departments: Technical Services, Public Services and Reference Services. This group continues to meet on a regular basis to revise and perfect the Web resource that we have created.

A marked trend over the past few years has been the increasing dominance of World Wide Web-based research databases for law and related disciplines. Many publishers who had previously marketed electronic versions of their print publications in CD-ROM format have now migrated these publications to the Web. Others have produced new information services that are exclusively Web-based. These developments have made a significant impact on our overall collection development plan. Many of the primary source legal materials that we hold in hard copy, microform or CD-ROM are now duplicated, in whole or in part, on the World Wide Web. In addition, many value-added databases and compilations are being offered in Web-based versions that are available only by paid subscription. In the past year, we initiated subscriptions to several of these, notably including the Hein-on-Line database of legal periodicals, CIS Statistical Universe, and the Legal Scholarship Network. Undoubtedly the future holds many more services that we will be purchasing in their Web-based versions.

In light of these developments, we have turned our attention to issues involved in providing access to our Web-based subscription services to faculty and students through computers in their homes and other remote locations. Most vendors of Web-based subscription services restrict use of those services by permitting access only through on-site servers, as defined by server "IP addresses." Thus, members of our community can access these services only through computers wired to the NYLS Local Area Network [LAN]. While, theoretically, our LAN server could easily be made accessible at computers outside of NYLS, this would seriously compromise the security of our LAN. Indeed, a "firewall" is maintained on the LAN to prevent this sort of access. The conventional method of permitting "friendly" remote computers to breach a firewall is through a mechanism called a "proxy server." The proxy server requires entry of a password before it will permit a remote computer to gain access to the resources available on the LAN server. At present, NYLS does not maintain a proxy server on its LAN. We are currently investigating several proxy server options, including a packaged proxy server module that is marketed by our catalog vendor, Innovative Interfaces. In the next fiscal year, we hope to be able to offer NYLS students and faculty remote access to Web-based information resources by utilizing the security of a proxy server.

D. Collection Management Developments:

January 2000 marked the tenth anniversary of our moving into the Mendik Library. The careful planning that took place before we occupied the facility has permitted our collections to grow throughout the years with only minor shifts and small additions of shelving stacks. However, in our tenth year we began to encounter tight situations where the growth of certain collections could not be accommodated by simple shifts. We took several measures to remedy these situations.

Our foreign law collection in the west wing of our second floor has been among the fastest growing portion of our hard copy collections. The organization of collections in this wing had also been user unfriendly, due in part to its long and narrow room space. Of course, we were unable to alter the shape of the room, but in the summer of 2000 we did perform a shift that completely reorganized the organization of call numbers within the wing. This shift makes the room easier to use, and also improves the efficiency of the area, relocating many empty shelves that now provide a few years' growth space for the foreign law collection.

Another area of our second floor stacks had been growing tight for several years, and by the summer of 2000 had reached a critical stage. Among the items in these collections were several stacks' worth of federal agency reports that we had acquired through the U.S. Government Depository program, but that had obviously remained virtually untouched by our users over the years. We knew, in addition, that all of these agency reports were duplicated elsewhere in our Library, either in microformat, or in computer databases, or in both. In light of these facts, we decided to box these agency reports and place them into our rooftop storage room. There are now approximately 5,000 volumes in storage, all of which have been inventoried and can easily be accessed by Library staff. This marks the first time that we have been obliged to move portions of the main Mendik Library collection into storage.

Finally, we received two new cabinets to receive expansion of our growing microform collections on the Lower Level. When we measured, we discovered that several existing cabinets and carels would have to be moved to preserve a viable workspace. We thus did a major reorganization of this space, too. Fortunately, there was already ample empty floor space in this area; so the resulting reorganization does not sacrifice any library seating, nor does it feel cramped to the user.

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 publications and moot court teams, supervise

and manage the general, government documents, and 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) the Library introduced a new research review lecture series; (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 provides reference desk assistance but is primarily responsible for coordinating interlibrary loans, faculty photocopy requests, and document delivery.

The reference department underwent a few changes over the year. In mid-November, Kate McLeod left NYLS to become the Associate Director for Public Services at Fordham University Law School Library. Kate was the Senior Reference Librarian since October 1993. Michael McCarthy was promoted to replace Kate late in November. Sarah Valentine joined the reference staff as the Collection Management Librarian on June 1, 2000. Sarah came to NYLS after practicing for ten years at the Rockland County Legal Services Corporation. She has her law and library degrees from Florida State University. At the end of June, Cynthia Berry, the Evening/Weekend Librarian, left NYLS to spend more time with her new born daughter. The search for her replacement began at the Annual Meeting of AALL in Philadelphia.

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 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 accounted 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. During this time, they were available to provide research assistance. An average of 75-100 questions per week, approximately 4000 questions, were answered in this manner.

Between July and December, 1999 approximately 8,633 questions were answered at the reference desk. From January to June, 2000 approximately 6,225 questions were answered for an annual total of 14,858. The busiest months of the year were September, October, November, December, February and March. 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.

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 and coordinating library assignments.

During the past year, thirteen faculty members used the Web Course in a Box (WCB) virtual classroom product through Lexis and one used 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. Camille Broussard and Grace Lee worked with the WCB users throughout the year to provide the support and training necessary for effective use of the web course product.

Twelve faculty members included one or more research sessions in fourteen upper division courses. This allowed the reference staff to meet with over 600 second and third year students in a substantive classroom setting. 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 and other important Internet, Lexis and Westlaw sources. Four faculty members offered more

than one research related session. Two of these additional sessions included Lexis and/or Westlaw training. In three classes, Bankruptcy and Commercial Transactions with Professor Karen Gross and Property with Professor Bill LaPiana required the students to complete a library research assignment. 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 approximately 300 students completing the assignments.

For the third 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.

1999-2000 UPPER DIVISION CLASSROOM INSTRUCTION ACTIVITIES

FACULTY MEMBER	CLASS	ACTIVITY
Benson	Immigration Policy	Bib. Instruct
Chen	International Law	Bib. Instruct.
Cone	WTO Dispute Settlements	Bib. Instruct
Dubinsky	Int'l Judgments	Bib. Instruct
Dubinsky	International Law	Bib. Instruct.
Estreicher	Securities Reg. '34 (1 class/8 CALR Sessions)	Bib./Lexis/Internet Instruction.
George	Comparative Law	Bib Instruct.
Gross	Bankruptcy Law	Bib Instruct./ Lib. Assignment
Gross	Commercial Transactions	Bib. Instruct. /Lib. Assignment
Hass	Securities Reg. '33	Bib. Instruct.
Hogan	Tax Internship	Bib. Instruct.
LaPiana	Property	Bib Instruct./Lib Assignment
LaPiana	Wills, Trusts, Estates	Bib. Instruct.
Schoenbrod	Reforming Gov't Sem.	Bib. Instruct.
Teitel	Int'l Human Rights Sem	Bib. Instruct (2 sessions)

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 750 different journal works.

4.   **Faculty Publications Bibliography:** The Library compiled the annual faculty publications bibliography. The annual listings are then moved to the overall compilation of faculty publications. Collectively, the full-time faculty members published a total of 88 different works from July 1, 1999 to July 1, 2000. Included in the listing were 40 law review articles, 14 chapters in books, 23 practice oriented and newspaper articles, three book supplements and two new books. In addition, NYLS professors served as editors for two publications and as contributing editors, authors and columnists for five other 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 Student Affairs Committee. Camille Broussard continued as an ex-officio member of the Academic Computing Committee and the Student Publications 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, a number of lecture sessions were provided.

1. **Advanced Legal Research Seminar:**

Bill Mills and Camille Broussard taught two day sections of the Advanced Legal Research Seminar in the Spring Semester. The class is an elective for upper division students. Twenty students enrolled in the two classes.

2. **Research Review Sessions:**

The reference staff offered six research review sessions during the Fall and Spring semesters and six additional sessions in June. In the Fall sessions were offered on "Finding Statutes and Administrative Materials", "Researching Legislative History," and an "Introduction to International Law Research." In the Spring, the statutory and legislative history sessions were repeated and in April a session on "Federal Tax Research" was given. 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. Fourteen students attended the lecture series.

In early June, the Library sponsored a research lecture series in addition to the selection of Lexis, Westlaw and Internet classes. The package was designed to help students gain the confidence and skills needed to maximize their summer work experience, classes were offered on finding Federal and New York legislative and agency materials, using looseleaf services and other practice materials. A total of six students attended one or all of the lectures.

This was the third year, the second full year, that these additional research review lectures were offered to the law school community. The sessions are advertised in the Library's brochure and web page along with our online class offerings. The attendance remained roughly the same as last year. As with many new programs, it can take a few rotations to become established in the institutional memory of the student body. We are working to enhance both the course offerings and the student attendance at the sessions.

3. Introductory Sessions for 1st Year Students:

To support the first year orientation program, the Library staff offered introductory sessions to the Library for all first year students between August 23 and 26. For the first time, the tours were preceded by a demonstration of the law school network and intranet, the Pegasus e-mail program, the Library online catalog and intranet page. After the demonstrations, the students were divided into groups of eight. Each of the groups were given a tour of the library and allowed to initialize their law school e-mail account. The demonstrations were coordinated by the Library and Office of Information Technology.

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.

During the 1999/2000 fiscal year, NYLS students and faculty used a total of 29,337 hours of Lexis/Nexis and Westlaw online computer time. This figure represents an increase in total use of 2395 hours or approximately 9% from the 1998/99 figures. This is the first increase in our use in four years. Our annual use figures had been decreasing by about 5% per year. As discussed in the past reports, different reasons were offered to account for the decrease in use. Computer equipment and telephone access upgrades so that processing and data transfer speeds are considerably higher.

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Lexis/Nexis use was 13,894 hours as compared to 11,217 in 1998/99. Westlaw use was 15,442 hours in 1999/2000 compared to 15725 hours the previous year. The comparative hours of use are the closest they have been in a number of years. It is hard explore direct comparisons of system use and preference based on hours of use. Westlaw has held a steady lead in hours of use over the past few years. This was the first year that their figures did not rise. The Lexis figures, however, are the most dramatic. Lexis introduced its new web interface this past year. It is easy to use and is a substantial improvement over the older versions of its software.

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 during the summer of 2000. The service is by no means as comprehensive as the two major CALR providers but it is important that NYLS students get exposure and training to the service. 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 1999/2000 academic year, 94 Lexis/Nexis, 91 Westlaw, 3 Loislaw and 30 Internet training sessions were offered. 1159 students attended the online sessions. In the 1998/99 academic year, the Library offered 265 sessions to 1332 students. Although the current year's figure represents a decrease of approximately 173 students from the 1998-99 total attendance, 47 fewer classes were offered.

(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. 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. Approximately 40 instruction sessions, 1½ hours in length, were offered for each system during the initial training period. In addition to the sessions scheduled for each legal writing section, open enrollment sessions, including many evening and weekend sessions, were offered. After the initial training period, introductory sessions were offered as part of the overall training calendar.

Lexis 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. 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. 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 454 1st year students, 445 students (98%) attended a session on at least one of the systems. 381 students (84%) attended sessions for both systems. 425 students (93.6%) attended Lexis training and 408 students (89.9%) attended Westlaw sessions. Only 9 students (2%) did not attend a session on either system. There seems to be a general consensus among students that the Westlaw interface is more intuitive than Lexis, the higher numbers for Lexis may be accounted for by the fact that it was the first system offered. As noted in the table below, the system on which training is offered first is the system which consistently receives the highest percentage of students trained in their first year.

LEXIS / WESTLAW: # OF 1ST YEAR STUDENTS TRAINED

YEAR	*LEXIS*	*WESTLAW*
2000	425	408
1999	388	456
1998	435	367
1997	228	397

(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.

1999-2000 Upper Division CALR Training Statistics

	LEXIS Classes/Students	WESTLAW Classes/Students	LOISLAW Classes/Students	INTERNET Classes/students	TOTALS Classes/students
Fall	38 /115	37/ 95		16/24	91 / 234
Spring	09 / 30	08 / 31		10/ 11	27 / 72
Summer	07 / 09	06 /03	03/ 02	04 / 01	20 / 35
Totals	54/ 154	51 / 129	3 /2	30 / 36	138 / 341

3. Faculty CALR Support

The reference librarians are available to provide individual training for faculty members on Lexis, Westlaw, and the Internet. Many faculty sessions were of short duration and often focused on a very specific time-dependent search need. 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. Library Sponsored Reception for Journal Boards:

On May 2, 2000, Dean Wellington and other members of the NYLS administrative staff joined the Library in hosting it's annual reception to honor new executive board members of the three journals. During July and August, Camille Broussard and Michael McCarthy 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 seventh 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. Kate McLeod, then Michael McCarthy, served as the Journal's library liaison. Kate assisted in the Law Review's pre-semester new member orientation and conducted ten orientation tours which were attended by approximately seventy-five new journal members. She taught eight special Internet classes to approximately fifty of the students of the International and Human Rights journals. In addition, Kate coordinated special Lexis and Westlaw training sessions for all of the new journal members. The Journal liaison 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 during the year to reflect accurate holdings information. Popular titles to various sets were added to the Guide to provide new access points. To accommodate the growing collection, three new cabinets were added to the microform area and materials were reorganized to incorporate additional titles and many retrospective holdings. One major set, the United Nations Legislative Series, was added to the collection.

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. In January, the a self-study of the Government Documents collection was prepared for inspection by the Federal Library Depository Program. As a depository library, NYLS is responsible for maintaining certain standards in the management of its government documents collection and complying with the guidelines outlined in Title 44 of the United States Code. Each depository library is inspected every few years to gauge compliance. A self-assessment and written report was completed during the 1999/2000 academic year.

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 third complete year in the Reference Assistant position.

In 1999/2000, NYLS borrowed 556 and loaned 713 items. These numbers are virtually the same as the previous year when we borrowed 545 items and loaned 771. The majority of items borrowed are non-legal items needed to support the continued multi-disciplinary scholarship of the NYLS faculty. The stabilizing of figures needed and those loaned to other

institutions may well reflect the continued stability in the ILL 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 89 daily passes for our students and faculty to visit other institutions. We accepted 65 passes from other institutions. These numbers remained consistent from 1998/99. In addition, as participants in the Law Library Consortium of Greater New York, we gave 54 of our students who live near another academic law library "convenience" passes. In 1998/99, we issued 65 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 54 passes could be for the same student obtaining a pass for each semester. '

H.   Special Reference Projects

1.   Bibliographies/Publications:

New editions of the Bankruptcy Law Research, International Law Research, New York Law Research, Securities Law Research, Copyright Law and the Wills, Trusts & Estates bibliographies were completed.

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. This past year, Michael McCarthy checked the URL's and reproduced the rolodex directory. Marta Kiszely compiled a list of Internet addresses to frequently requested government documents, particularly those that are migrating from paper to electronic format only. The *Internet Government Documents* list now includes over 300 frequently requested titles with the Internet addresses and scope notes. During the coming year, the list will be prepared for inclusion on the Library's intranet page.

3.   Collection Maintenance:

Sarah Valentine, Collection Management Librarian, and Michael McCarthy, her predecessor, continued to review the collection for space and shelving needs. Plans were formulated to begin shifting the international law collection during the next year to make it easier to use and to create needed growth space.

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 professor's 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. 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 fifteen years, the part-time position only since the Summer of 1991. In 1997/98 we have added a temporary, part-time professional position in Cataloging. This posiiton has been continued.

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. We have had enough work-study help to keep Acquisitions up to date.

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 PAC, 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). This worked so successfully that we extended the line for FY1998-99, and have continued it since then.

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.

B.   The NYLS On-Line Catalog (INNOPAC)

INNOPAC is now well entrenched, and most of our collection is searchable. During FY1997/98 the temporary part-time cataloger entered over 2,200 microform records into the online catalog. In FY1998/99 she was responsible for an additional 1925 records. This latter figure includes 1420 microform and 115 original cataloging records (both microform and hard copy records). Our microform cataloging project has been more or less completed this year. The temporary part-time cataloger has been helping us catalog a small collection of international law titles, as well as a collection of books for the Center for New York City Law.

The Cataloging Department, in concert with the Documents/Microform Librarian, has begun to upload U.S. Documents records from OCLC via Marcive, Inc. in Fall 1999. These records were loaded onto our OPAC via the File Transfer Software we purchased last fiscal year. 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 FY1998-99 was the purchase and installation of the Webpac software. It has allowed 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 Online Catalog from their home or office computers via the Internet.

Also in FY1998-99 we installed computers at the desks of all Technical Services staff, replacing, in most instances, the dumb terminals we had been using. This has enabled all staff to have access the the Law School's E-mail system. We are now all on equal footing with every other staff member in the School. And these computers allow faster and more sophisticated access to our INNOVACQ systems, as well as the online catalog.

We budgeted Innovative's Millennium Circulation module in FY1998/99. This java-based version is replacing our old character-based system and will allow much more flexibility,

including Internet-based applications. We have been testing it on-site this fiscal year and expect to install it in FY00/01. In preparation this fiscal year we budgeted for upgrades of all Library staff PCs and the replacement of the seven public terminals with PCs, enabling Internet access to our WebPAC (Internet-based online catalog), as well as Internet-based applications such as access to other law school catalogs.

This fiscal year we also budgeting for the eventual upgrade of all Innovative modules to Millennium (java-based Internet accessible). This entails purchase of Millennium versions of our Acquisitions, Serials and Cataloging systems, as well as upgraded hardware to run them.

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. New York Joint International Law Project 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.   Significant Purchases

Over the past year the Library purchased a number of large sets. These included the new 2nd ed. of the Encyclopedia of the American Constitution edited by Levy and Karst (New York: Macmillan, 2000. 6 v.) and a reprint of the University of London Legal Series (Holmes Beach, Fla.: Gaunt, 1999. 10 v.) originally published by the Athlone Press in 1953.

Several non-legal, multi-volume encyclopedias were added to the Reference Collection during FY1999-00. Among them were: the Encyclopedia of Psychology (New York: Oxford University and American Psychological Association, 2000. 8v.); St. James Encyclopedia of Popular Culture (Detroit: St. James, 2000. 5 v.); World Encyclopedia of Political Systems and Parties, 3rd ed. (New York: Facts On File, 1999. 3 v.); The Gale Encyclopedia of U.S. Economic History (Detroit: Gale, 1999. 2 v.); The Corsini Encyclopedia of Psychology and

Behaviorial Science, 3rd ed. (New York: Wiley, 2001. 4 v.); Violence in America: An Encyclopedia (New York: Scribners', 1999. 3 v.); The Encyclopedia of American Religions (Detroit: Gale, 1988-1994. 2 v.)

The Library did not purchase any significant new microform titles this fiscal year. However, we did receive a number of updates and additions to several long-standing sets. Our subscription to Law Books Recommended for Libraries, now being published by William S. Hein & Co., delivered three topics this fiscal year: Business Enterprises, Dictionaries, and the Constitutional Law 1999 update. These totaled over 1200 microfiche. Additionally, part 15 of the International Law Project was received. We also replaced volumes 1101-1500 of the United Nations Treaty Series with their microform equivalents. Over 2100 microfiche were added to the collection enabling us to remove 400 hard copy volumes from the shelves. (We shipped them to Hein and received a credit toward the microfiche purchase.) To amplify our documents collection, we added eighteen U.S. and international titles, predominantly commission reports, legislative histories, and legal serials, from the Law Library Microform Consortium. Representative titles are: Legislative History of the U.S. Tax Convention; Report of the National Commission on Obscenity and Pornography; the International Review of Criminal Policy, v.1-42, and Viner's Abridgement, v.1-24. These totaled 1213 microfiche.

In terms of the law library of the future, our most significant purchases this year were probably in the burgeoning area of online access. Many publishers of CD-ROMs are either replacing their products with online versions or are making the material available in both media, eg, the CIS Congressional Universe to which we cancelled our CD subscription and now access via the Web. Additionally, we initiated subscriptions to two new services: Hein-On-Line and netLibrary. The former features retrospective volumes of legal journals in full-text imaged from the original pages; the latter provides a wide array of books in electronic format (ebooks) which can be perused on screen, or borrowed (downloaded to disk or hard copy).

Publishers of periodicals and serials have made their titles available on the World Wide Web. Many provide free access to those who already subscribe to the hard copy. An example of this is Oxford University Press from whom we subscribe to the European Journal of International Law, The Journal of Environmental Law, The Journal of Law, Economics and Organization, The Oxford Journal of Legal Studies, Journal of International Economics Law and now have online access, as well. We also now have full-text, online access to publications of the NBER (National Bureau of Economic Research) which we subscribe to in hard copy. Alternatively, some publishers are ceasing publication of hard copy versions of their titles entirely and providing them only electronically, e.g. the Open Media Research Institute's Transitions Online, to which we now hold an online subscription.

E. Collection Statistics

	95-96	*96-97*	*97-98*	*98-99*	*99-00*
Volumes Added	6,761	8,493	8,985	8,909	8,604
Titles Added	2,628	3,219	2,990	3,090	2,582
Micro Pieces Added	32,058	42,485	48,521	34,375	28,676
Micro Vols. Added	5,789	9,309	8,600	6,336	5,084
Micro Titles Added	4,217	4,338	3,880	4,759	1,792
Total Book Volumes	207,294	213,196	220,573	226,785	233,139
Total Book Titles	60,656	63,786	66,737	69,792	72,337
Total Volumes	419,987	435,198	451,199	463,750	475,188
Total Titles	121,299	128,767	135,598	143,412	147,749

EXPENDITURE BY TYPE OF LIBRARY MATERIAL

	95/96	96/97	97/98	98/99	99/00
Books	$104,969.29	$115,064.01	$130,981.90*	$117,911.79	$108,035.75
Periodicals	66,044.10	60,492.33	67,824.16	65,533.55	71,659.91
Serials	598,373.89	587,877.33	632,897.84*	688,816.79	742,581.48
Microforms	43,672.64	115,702.36	46,538.94	64,597.57	39,676.99
Audiotapes	416.16	310.20	89.00	353.40	167.00
Videotapes	179.35	200.00	0.00	0.00	81.79
Newspapers	9,629.44	11,015.41	11,287.98	11,692.66	11,884.75
CD-ROMs/ disks	38,238.05	20,870.66	16,538.13*	29,906.96	8,625.66
Online Access	na	na	na	na	26,590.14**

*Corrected numbers. Entered 7/00.   ^Corrected number. Entered 7/99.
**We instituted this "type" as access to many titles began to change from CD-ROM to the Internet.

CATALOGING & BINDING STATISTICS

	FY95-96	FY96-97	FY97-98	FY98-99	FY99-00
Titles Cataloged (incl. Reclasses)	2323	2840*	3970	3907	2523
OCLC Searches	2337	2892	4971	4070	679
Cataloging User Queries	341	279	213	163	50
Paperback Vols. Bound	794	831	920	936	735
Periodical Vols. Bound	690	889	786	878	868

* Corrected number. Entered 7/98.

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.

95/96	96/97	97/98	98/99	99/00
$12,718.09	$27,401.35	$11,696.72	$21,121.47	$7,821.93

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. It will 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. Personnel updates, changes, and activities will be recounted next, concluded by a depiction of our multi-faceted "quality of life" program.

It is hoped that the following profile of the Public Services Department will adequately convey the excitement generated by the changes described over the past year and predict even better things for the year ahead.

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. This project is now almost complete. Except for a few uncataloged sets in the 2nd Floor West Room, the materials on all five floors of the Library have been barcoded, and the corresponding item records have

been created. Also remaining are item record problems that have not yet been dealt with, but these are becoming fewer.

In April, we began an extensive project to determine what materials were still charged out to faculty and to ascertain what materials they needed to keep. The project involved checking the shelves for any items inadvertently shelved without being properly checked in. We then sent out a memo with a list of currently charged out materials. Using the responses, we were able to update our circulation records. Many of the materials returned had no barcode and item record, so we were able to find several "missing" items through this process.

B. Patron Services

The most important function of the Public Services Department is to provide our patrons with the best service that we possibly can. 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 or what will be implemented in the near future to better meet patron needs:

At the end of the Spring 2000 semester, the Circulation Manager, using Banner, was able to place transcript holds on the records of graduating students. In the past, we would send the fine notices to the Accounting Office, who would then place holds on the records. This normally resulted in a time lag and was generally inefficient. The ability to do this in-house has streamlined the whole process, with the end result that the Library has recovered more overdue fines.

The "Exams on the Intranet" project is now complete. The Library's exam archive has been scanned in and is fully indexed on the Library's intranet site by both course and professor. We have instituted steps to receive electronic versions of future exams. We will continue to maintain paper copies of the exams of courses being taught in a given semester.

The Course Reserves Module was put into general use beginning with the Fall semester. By keying in the name of the professor or course, students are able to see a list of all materials on reserve for that professor or course. We are also able to maintain circulation statistics specifically for materials on course reserve.

The Library recently purchased from Innovative Interfaces, Inc., the Millenium Circulation product. This new, enhanced circulation system will make our circulation procedures even more streamlined and patron-friendly. Millenium Circulation was installed on the Circulation Manager's PC in mid-July. Training on the new system will begin soon after.

The Circulation Manager is the editor of a new faculty-centered newsletter, which will accompany the Monthly Recent Acquisitions List. The articles in the newsletter will present research-related information such as new electronic resources recently acquired by the Library.

The Circulation Manager has begun the process of preserving and organizing the Archives of Judge Miner, Northern District of New York. These materials will be housed in the Parker Rare Book Room.

C. Collection Changes

We continue to experience the need to periodically shift portions of our collection to accommodate growth in certain areas. This is most true of the material on our second floor, particularly the social sciences area housed in our "west wing", and, more recently, the material dealing with bankruptcy and trade regulation on the 2nd floor proper. Outdated German law material was removed to create space for the expansion of several areas of law over the past year.

In order to maintain the viability of our collection, we instituted several "shelf-reading days", times set aside so that the entire library staff may devote the day to examining, weeding, and straightening specific sections assigned to each of them. More often than not, these days were highlighted by a pizza party at noon in order to refresh and reinvigorate weary shelf-readers. On a smaller scale, staff members devote an hour on Tuesdays and Thursdays to shelf-read particularly troublesome or heavily used areas during certain times.

D. Physical Plant and Equipment Improvements

Improvements were made in our physical space during the past year, as well as equipment upgrades and enhancements. New carpeting was laid down in the reference area of the 1st floor. Our "dog house" electrical outlets were replaced by flat circular ones encased in compartments below the floor. The newer outlets have retractable switches able to accommodate both two- and three-pronged plugs and have eliminated patrons accidentally kicking or tripping over them—a problem experienced with the older outlets.

Our old tattletale security system for the reserve area was replaced by a new streamlined quieter and more efficient one. Construction was begun to accommodate new computer terminals. A new outfit was employed to maintain our compact shelving on the lower level, although we are still searching for a more permanent solution to problems that arise. New lights were installed on the 2nd floor west, and plans were made for similar lighting on the 4th floor. Finally, several shelves were secured, notably in the 2nd floor west, particularly in those sections containing our foreign and international law material.

E. Staff Updates, Changes, and Activities

The Head of Public Services Joe Molinari is an active participant on many of the library's programs and activities. Faculty-related activities in which Joe was involved included helping to organize the memorial service for Professor Andrew Simak, who passed away during the past year and assisting the Dean's Office in selecting appropriate retirement gifts for retiring Professors Quintin Johnstone and Kim Lang. Finally, in late September, Joe celebrated 25 years of service at New York Law School. This milestone was noted at the annual staff awards luncheon the following May.

The Circulation Manager, Caroline Susta, attended several conferences and workshops this year. This July she attended the AALL Annual Meeting and Conference held in Philadelphia. This year she served on the Academic Law Library Special Interest Section

Education Committee to propose program ideas and to write two program proposals for the 2001 AALL Annual Meeting. She also participated in a focus group on volunteerism for AALL's Research/Instruction/Patron Services Special Interest Section. In April she attended the IUG (Innovative Users Group) Annual Meeting, also in Philadelphia. In addition, she worked on the Steering Committee to organize the NYC-IUG workshop held in October at Columbia University. The information she brought back from these conferences has enabled her to become more proficient in her reference skills as well with the circulation system and its enhancements. This has helped overall to provide better service to our patrons. This year she was appointed to represent the Library's interests as a member of the New York Law School Administrative Staff Steering Committee. In addition to her regular duties as the Circulation Manager, she has continued to perform regular weekly and weekend reference shifts.

This year we have had little turnover in temporary part-time staff, who work predominately in the evenings and weekends. Both temporary part-time and work-study staff assisted the Public Service Department in performing ongoing projects, such as checking and maintaining serial subject publications, in addition to their regular circulation duties. We feel that the staff we have at present represents one of high quality and commitment to service.

F. Quality of Life

For the past several years, library staff members have made a concerted effort to improve the "quality of life" around the library – maintaining silence, ensuring that study areas are kept free of food and drink, and making certain that patron comport themselves in a manner befitting a place of learning. As a result of this undertaking, there has been a noticeable decrease in the amount of noise throughout the library, as well as in the number of patrons consuming food and beverages. Also, conflicts arising from different parties' claims to the library's valued study rooms have been greatly reduced. Patrons using cell phones have taken calls in stairwells and hallways and have avoided disturbing students with their conversations. Finally, patrons are more aware of the potential of extended lap-top extension cords to create a hazard for fellow library users by causing them to fall or stumble as they pass by. Though not entirely attributable to our quality of life efforts, it is evident that the aforementioned results were due in large part to our diligence in sustaining this undertaking.

G. Statistics

Circulation Statistics By Location (July 1999-June 2000)
* Please note that only those locations with significant statistics have been represented.

Location	Checkouts	Renewals	Holds	Total
Main	4078	1601	62	9773
Reserve	10464	1102	14	21938
Periodicals	677	36	10	1432
Reference	47	3	1	86
Popular Reading	346	45	3	740

Circulation Statistics By Item Type (July 1999-June 2000)

Monograph	8520	54.5%
Treatise	1708	10.9%
Primary Source	2050	13.1%
Bound Periodical	339	2.2%
Unbound Periodical	346	2.2%
Course Material	146	0.9%
Examination	1751	11.2%
Computer Password	200	1.3%
Audiocassette (3 hours)	11	0.1%
Audiocasette (1 day)	32	0.2%
Videocassette (3 hours)	74	0.5%
Videocassette (1 day)	227	1.5%
Videocassette (2 days)	27	0.2%
Journal Copy Cards	204	1.3%
TOTAL	15635	100.0%

Circulation Statistics By Patron Type (July 1999-June 2000)

Student	9410	60.2%
First Year Student	2497	16.0%
Faculty	941	6.0%
Staff/Instructional	188	1.2%
Assistant/Faculty	174	1.1%
Assistant/Staff	243	1.6%
Co-Curricular	958	6.1%
Visitor	112	0.7%
Copy Center	170	1.1%
Borrowing Library	538	3.4%
Adjunct Faculty	69	0.4%
Assistant/Adjunct	6	0.0%
Firm Library	329	2.1%
TOTAL	15635	100.0%

Hourly Circulation Transactions, including Checkouts, Checkins, Renewals, and Holds (July 1999-June 2000)

8-9 am	709	2.1%
9-10 am	1184	3.5%
10-11 am	2398	7.0%
11am-12pm	2708	8.0%
12-1 pm	3045	8.9%
1-2 pm	3363	9.9%
2-3 pm	2947	8.7%
3-4 pm	4030	11.8%
4-5 pm	3014	8.9%
5-6 pm	3723	10.9%
6-7 pm	2164	6.4%
7-8 pm	2182	6.4%
8-9 pm	1103	3.2%
9-10 pm	1110	3.3%
10-11 pm	262	0.8%
Backdated	84	0.2%
TOTAL	34026	100.0%

VI. PROFESSIONAL ACTIVITIES AND CONTINUING EDUCATION

1. American Association Of Law Libraries (AALL)

All members of the reference staff are members of AALL. Kate McLeod continued to serve on 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. Marta Kiszely served as chair of the Central and Eastern Europe working group of the Foreign, Comparative & International Law Special Interest section.

Camille Broussard, Marta Kiszely, Bill Mills, Caroline Susta, and Joe Molinari attended the AALL annual meeting and educational program in July. Camille convened a roundtable discussion on using and creating user surveys.

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

Camille Broussard served on the Educational Programming Committee of LLAGNY. Michael McCarthy continued on 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.

This year, Bill served on the Nominations Committee of the Law Library Association of Greater New York (LLAGNY), and played a role in several LLAGNY-sponsored educational programs. He also attended the Annual Meeting of the American Association of Law Libraries in Philadelphia.

In March, New York Law School hosted LLAGNY's annual <u>Bridge the Gap</u> program designed to help law students prepare to work as summer or first year associates. Michael chaired the Local Arrangements Committee. Marta was a moderator for a session on international legal research. Approximately 75 students from throughout the New York City area attended the very successful day long program.

Roy Basit and Camille attended a luncheon for newer librarian and library students sponsored by LLAGNY on March 31, 2000. Ruth Fraley of the AALL Executive Board addressed the members to discuss changes and challenges in the profession.

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) **ADMISSIONS OPEN HOUSES**: Camille Broussard attended two Admissions Open Houses in the Spring. Grace Lee and Caroline Susta who were on reference duty on those Saturdays were also available to answer questions about the library and services to students on those days.

(b) **BROOKLYN LAW SCHOOL INTERNATIONAL RESEARCH CLASS**: During the Fall semester, Kate McLeod gave a guest lecture to students in the Brooklyn Law School's International Legal Research class. Her topic was European Union materials.

(c) **CALI**: Camille Broussard and Grace Lee attended the annual CALI conference in Chicago at the end of June. Grace was a panelist on two programs: "Turbocharging Your Palm Organizer" and "60 computer tips in 60 minutes."

(d) **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.

(e) **NYLS** Staff Brown Bag Lunches: On October 28, Camille led a luncheon discussion on the possible problems and implications of Y2K.

(f) OCLC / NYLINK: Grace attended a program on HTML program sponsored by OCLC/NYLINK in September and another on JAVA script applications on March 9, 2000.

(g) WESTLAW: Kate McLeod, Michael McCarthy and Camille Broussard attended a breakfast on October 20 to discuss the West Law Librarians Support group and other new programs. In November, Grace Lee attended a luncheon presentation by the West Research and Development Team on new Westlaw.com developments.

APPENDIX A

Library Reader's Passes Statistics: Three-Year Review

| SPRING	1997/98		1998/99		1999/00	
$100	12	$1,200	15	$1500	14	$900
$75	5	$375	5	$375	5	$300
$50	1	$50	2	$100	4	$100
Public Interest	152	$152	152	$152	105	$105
Complimentary	11	$0	16	$0	12	$0
TOTAL		$1,777.00		$2,127.00		$1,405.00
SUMMER						
$100	15	$1,500	18	$1800	9	$900
$75	6	$450	1	$75	0	$0
$50	3	$150	0	$0	0	$0
Public Interest	152	$152	152	$152	152	$152
Complimentary	7	$0	12	$0	3	$0
TOTAL		$2,252.00		$2,027.00		$1,052. 00
FALL						
$100	13	$1,300	12	$1,200	14	$1,100
$75	7	$525	5	$375	2	$150
$50	3	$150	2	$100	0	0
Public Interest	0	$0	152	$152	152	$152
Complimentary	14	$0	9	$0	11	$0
TOTAL		$1,975.00		$1,827.00		$1,402.00

APPENDIX B

REFERENCE DEPARTMENT DAILY STATISTICS
Number of Questions Asked from July 1999 through June 2000

| HOURS	Jul-99	Aug-99	Sep-99	Oct.-99	Nov-99	Dec-99	Jan-00	Feb-00	Mar-00	Apr-00	May-00	Jun-00	TOTAL**
8:00-9:00													
9:00-10:00	76	104	138	99	110	111	84	88	163	95	98	121	1287
10:00-11:00	113	110	133	149	110	106	77	102	128	117	102	108	1355
11:00-12:00	121	116	175	171	121	110	93	95	124	84	85	91	1386
12:00-1:00	109	101	244	187	129	161	89	141	142	105	99	97	1604
1:00-2:00	107	129	252	194	145	155	100	142	136	90	91	94	1635
2:00-3:00	115	146	236	159	152	146	79	145	140	104	73	101	1596
3:00-4:00	106	151	235	170	132	140	89	134	170	116	108	118	1669
4:00-5:00	111	147	228	182	116	121	94	112	151	103	95	109	1569
5:00-6:00	98	95	187	163	118	82	54	88	135	72	81	75	1248
6:00-7:00	85	96	105	103	74	54	42	56	76	44	34	36	805
7:00-8:00	44	30	105	68	70	21	17	37	28	23	25	24	492
8:00-9:00	23	2	62	28	34	7	2	14	11	11	8	10	213
Total*	1108	1227	2100	1673	1311	1214	820	1154	1404	964	899	984	14,858

*Cumulative number of questions asked per hour per month
**Cumulative number of questions asked per hour from July 99 through June 00

NEW YORK LAW SCHOOL
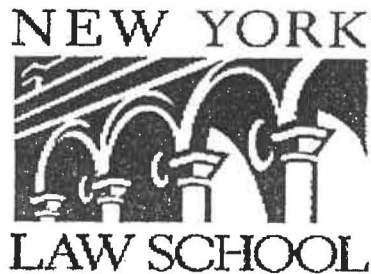
MENDIK LIBRARY

SUMMER RESEARCH SKILLS SESSIONS
(MAY 30 - JUNE 30, 2000)
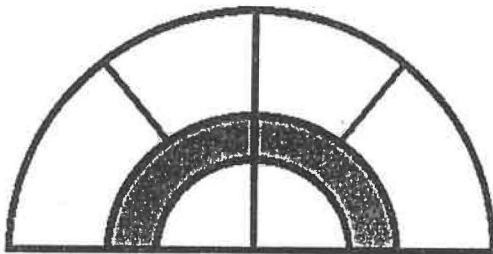
**Mendik Library
240 Church Street, NYC
212-431-2332 or http://www.nyls.edu**

Lexis & Westlaw

The Lexis and Westlaw classes are interactive sessions given in the Library's teaching labs: The Lexis Lab is on the 2nd floor of the Library; the Westlaw Lab is on the Library's 3rd floor.

NOTE: THE LEXIS AND WESTLAW CLASSES DESCRIBED BELOW ALL HAVE BOTH SOFTWARE AND INTERNET COMPONENTS.

Introductory/Basic Classes
For first-time users and those who want a complete orientation to the system. Topics covered include: system commands, developing search strategies, selection of connectors and using citation services. (This class is 75 minutes long)

Refresher/Advanced Classes*
This class will be tailored to the needs of its attendees. Topics covered can include: database selection, review of terms and connector searching, an introduction to segments and fields, advanced connectors, field and segment searching, command stacking and cost effective research strategies. (This class is 40 minutes long.)

Loislaw.com

Geared toward the solo practitioner or small firm, Loislaw is an electronic legal research system that bills itself as being a more affordable alternative to Lexis or Westlaw. The three sessions being offered will be introductory in nature. Sessions will be in the Lexis Lab (L214). (This class is 40 minutes long.)

* Before you can take a Refresher/Advanced Class, you must have already taken that system's Introductory/Basic Training. (Taking an Introductory/Basic Class will get you an ID for that system. You can then take the Refresher/Advanced Class).

Internet Training

Legal Research on the Internet
Basic introductory training on using the Web. Topics include: Search Engines, Index Sites, Bookmarks, finding addresses and using the Find Command to search within a site.

Congressional Materials on the Web
Designed for students with some Internet experience who are interested in learning how to locate and use Congressional Materials on the web.

All Internet Classes are 40 minutes long. They are generally taught in the Lexis Lab.

All New York Law School Summer School Classes start at 6:00 pm.

With the exception of the Westlaw and Lexis Intro/Basic classes, all Evening Library Research Sessions end at 5:50 pm (All Evening Library Research Sessions begin at 5:10 pm).

The Evening Westlaw and Lexis Intro/Basic classes end at 6:25 pm.

One-on-One Research Appointments
Set up a 15 or 20 minute appointment and speak with a Reference Librarian about any aspect of Legal Research not covered by a class. Contact:

Michael McCarthy
431- 2384
Office: L211
mmccarthy@nyls.edu

APPENDIX D

ABA Question #	Explanation	Number	Ranking
1a	Titles added past fiscal year	2,582	59
1c	Titles held at end of fiscal year	72,337	60
.1d	Titles added during the last fiscal year as a percentage of total titles held at end of fiscal year	3.6%	82
2a	Microform titles added during past fiscal year	1,792	47
2c	Microform titles held at end of last fiscal year	75,412	42
2d	No. of microform titles added last fiscal year as % of total of microform volume equivalents added during last fiscal year	35.2%	52
2e	No. of microform titles held at end of last fiscal year as % of total microform vol. equivalents held at end of last fiscal year	31.2%	54
3a	No. of titles of web-based products added during the last fiscal year	11	48
3c	No of titles of web-based products to which the library subscribes that were held at end of last fiscal year.	17	60
4a	Other non-book titles added during the last fiscal year	6	156
4c	Other non-book titles held at end of last fiscal year	313	132
5c	Total titles held at end of last fiscal year	148,079	50
6	No. of active serial subscriptions, including duplicates	5, 329	55
7	No. of active serial titles, excluding duplicates	5,196	48
7a	No. of serial titles as a % of serial subscriptions	97.5%	45
7b	No. of serial titles a s a % of total volumes and volume equivalents held at end of last fiscal year	1.1%	77
8	What percentage of items are selected?	18	26
9a	No of volumes added to library collection last fiscal year	8,604	56
9c	No of volumes held in library collection at end of past fiscal year	233,139	74
9d	Volumes added during the last fiscal year as a % of total volumes held at end of fiscal year	3.7%	48
10a	Microform volume equivalents added during the last fiscal year	5,084	76
10c	Microform volume equivalents held at end of last fiscal year	242,049	17
10d	Total microform volume equivalents added during last fiscal year as a % of total book vol. added during last fiscal year	59.1%	97
10e	Total microform volume equivalents held at end of last fiscal year as a % of total book volumes held at end of last fiscal year	103.8%	36
11a	Total book volumes and microform volume equivalents added during the last fiscal year	13,688	67
11c	Total book volumes and microform volume equivalents held at end of last fiscal year.	475, 188	51
11d	Total book volumes and microform volume equivalents added during the last fiscal year as a % of total book vol. and microform vol. equivalents held at end of last fiscal year.	2.9%	102
11-1	No of full-time JD students in 2000	921	20
11-1a	No. of full-time JD. Students in 1999	920	17
11-2	No of part-time J.D. students in 2000	453	5
11-2a	No. of part-time J.D. students in 1999	476	7
11-3	No of full-time equivalent part-time students in 2000	299	5
11-3a	No. of full-time equivalent part-time students in 1999	314	7
11-4	Total no of J.D. students in 2000	1,374	9
11-4a	Total no. of J.D. students in 1999	1,396	9
11-5	No. of full-time equivalent J.D. law students in 2000	1,220	11
11-5a	No. of full-time equivalent J.D. law students in 1999	1,234	10
11-6	No. of $ spent on library materials in 1999 per full-time equivalent J.D. law student in 1999	$909	171
12a	Does Library participate in OCLC?	Y	
12b	Does library participate in RLIN?	N	
13	Does the library have an integrate catalog including acquisitions, serials control, cataloging and circulation?	Y	

ABA Question #	Explanation	Number	Ranking
13-a	If No, do you expect to have one?		
13b	If your library does not have an integrated catalog, but you expect to have one, when?		
14	What % of the titles in column 5c are included in the online catalog?	98.0	116
15a	From what locations in the library can faculty and students access the online catalog?	Y	
15b	From what locations on campus can faculty and students access the online catalog?	Y	
15c	From what locations can faculty and students access the on-line catalog off campus?	Y	
16	Is the library a member of any consortia providing resource sharing, mutual access to services, cooperative collection development or other collaborative activities among the participating libraries?	Y	
17a	How many requests for material, to all libraries, were sent by the law library or law school faculty, students and staff last fiscal year?	583	67
17b	How many requests for material, from all libraries, were filled by the law library?	556	66
18a	How many requests for material, from all libraries were received by the law library last fiscal year?	1,076	66
18b	How many requests for material, from all libraries were filled by the law library last fiscal year?	724	61
19a	Usage (including off site usage) of online computer assisted legal research systems by faculty, students and staff—(hours)?	29,336	28
19b	Usage (including off site usage) of online computer assisted legal research systems by faculty, students—(Trans)	201,840	19
20	No. of professional full-time librarians.	12	17
20.1	No. of full-time equivalent part-time librarians and other professional staff members	1.0	19
20.2	No. of full-time and full-time equivalent part-time librarians	13.0	20
21	Number (in FTE's) of full-time and part-time library support staff (excluding hourly students and other temp. support staff).	10.0	67
22	No. of full-time prof. Information Technology staff in the library		
22a	No. (FTE's) of part-time professional information technology staff (Library)		
22b	Number (in FTE's) of full-time and part-time professional information technology staff (Elsewhere in law school)		
23a	Number (in FTE's) of full-time and part-time information technology support staff, excluding hourly students and other temporary support staff (Library)		
23b	No. (in FTE's) of full-time and part-time information technology support staff, excluding hourly students and other temp. support staff (elsewhere in the law school)	11.0	5
24.	No. of full-time professional administrators in the library		
24.1	No. (in FTE's) of other part-time professional staff in the library		
24.2	No. of full-time librarians and full-time equivalent part-time librarians, other full-time professional staff and full-time equivalent part-time professional staff, full-time support and full-time equivalent part-time support staff	23.0	46
25	No. of hours worked by hourly students and other temp employees, last fiscal year	18,839	14
26	No. of hours in a standard work week for full-time support staff	35	
27	Net square feet or space assigned for library purposes	48,464	74
28a	Linear feet of shelving capacity available for library materials	30,186	123
28b	Linear feet of shelving capacity occupied by library materials	25,524	104
28c	Linear feet of shelving capacity occupied by library materials as a % of total linear feet of shelving capacity	84.6	60
29	No. of vol. In the collection counted in question 11 which are stored off-site and systematically retrievable	5,900	29

ABA Question #	Explanation	Number	Ranking
30	No. of volumes in the collection counted in question 11 which are stored off-site and not systematically retrievable		
31	No. of carrel seats available for library users	114	129
32	No. of non-carrel seats available for library users	502	18
33	Total no. of carrel and non-carrel seats available for library users	616	35
33a	Total no. of seats available for library users as a percentage of FTE JD student users	50.5%	164
34a.1	No. of hours per week library operated w/ professional staff on duty, regular schedule.	79	34
34a.2	No. of hours per week library operates with professional staff on duty, abbreviated schedule	74	13
34b.1	No. of hours per week library operates with only full-time support staff on duty, regular schedule		
34 b.2	No of hours per week library operates with only full-time support staff on duty, abbreviated schedule		
34c.1	No. of hours per week library operates with only students or other part-time staff on duty, regular schedule	19	84
34c.2	No. of hours per week library operates with only students or other part-time staff on duty, abbreviated schedule	7	56
34 c.3	Hours per week professional staff on duty, regular schedule plus hours per week only full-time support staff on duty, regular schedule plus hours per support staff on duty, regular schedule plus hours per week students or other part-time staff on duty, reg. schedule.	98	128
34c.4	Hours per week professional staff is on duty, abbreviated sched. Plus hours per week only full-time support staff on duty, abbreviated schedule plus hours per week only students or other part-time staff on duty, abbreviated schedule	81	43
35-1	Number of hours of reference service provided per week, regular schedule	74	52
35-2	No. of hours of reference service provided per week, abbreviated schedule	74	11
36a	No. of weeks per year library operates on abbreviated schedule	7	129
36b	No. of weeks per year library operates on expanded schedule	11	129
37a	Who is chiefly responsible for computer operations—Library?		
37b	Who is chiefly responsible for computer operations—Law School Computer Dep't?		
37c	Who is chiefly responsible for computer operations—Both Law School and Library?	Y	
38a	No. of open, wired network connections available to students or, if the law school of library has a wireless network, the number of simultaneous users accommodated within the law library	29	119
38b	Number of open, wired network connections available to students or if the law school or law library has a wireless network, the no. of simultaneous users accommodated within class rooms	48	64
38c	No. of open, wired network connections available to students or, if the law school or law library has a wireless network, the no. of simultaneous users accommodated elsewhere in the law school.	8	74
39	Does your School require entering students to own a computer?	N	
40	How many computer workstations do you have available in the law school or law library computer lab(s)?	120	13
41	How many computer workstations do you have available in the library for your user population (excluding computers in computer labs)?	7	123
42	Dollars spent for current serial subscriptions (including microforms and CD-Roms) last fiscal year	$872,207	36
42a	Dollars spent for serial subscriptions as a % of total expenditures for library materials last fiscal year	77.7%	112
42b	Dollars spent for serial subscriptions as a % of total law library expenditures last fiscal year	31.0%	139

The Mendik Library

ABA Question #	Explanation	Number	Ranking
43	Dollars spent for online legal and non-legal databases last fiscal year	$69,922	90
43a	Dollars spent for online legal and non-legal databases as a % of total expenditures for library materials last fiscal year	6.2%	136
43b	Dollars spent for online legal and non-legal databases as a % of total expenditures for library materials last fiscal year	2.5%	149
44	Dollars spent on acquisition of other info. resources (books, non-serial microforms, audio-visual, and other formats) last fiscal year	$165,116	33
44.a	Dollars spent for other information resources as a % of total expenditures for library materials last fiscal year	14.7%	49
44.b	Dollars spent for other info resources as a % of total law library expenditures last fiscal year	5.9%	62
45	Dollars spent for binding and rebinding last fiscal year	$15,051	61
46	Amount spent on other preservation activities last fiscal year		
47	Dollars spent for library equipment and library supplies last fiscal year	$96,171	13
48	Dollars spent for computer bibliographic services last fiscal year	$24,611	44
48.a.	Dollars spent for computer bibliographic services as a % of total expenditures for library materials last fiscal year	2.2%	56
48.b.	Dollars spent for computer bibliographic services as a percentage of total law library expenditures last fiscal year	0.9%	70
49	Amount spent for automation of library operations last fiscal year	$41,034	76
50	Dollars spent for other library expenditures last fiscal year	10,705	60
50.a.	Total Dollars spent for library materials last fiscal year	$1,122,296	34
51.	Total dollars spent on law library last fiscal year	$2,817,841	25
52	% of the total law school budget represented by total library expenditures.	8.2%	168