

Annual Report FY 2006-2007

The Law Library experienced several significant support personnel changes in FY 2006-2007. Rebecca Nunn was hired August 2006 as the Processing/Bindery Assistant. She replaced the previous assistant who had not returned to New Orleans following Hurricane Katrina. The two evening circulation department positions saw changes as well. Steven Grant was hired in August 2006 but left in April 2007 to accept a library position in Washington, D.C. Steven returned to the circulation department in July, replacing Albert Lusnia who left to accept a professional librarian position in a seminary library.

The Law Library continued to deal with the aftermath of serial publication interruptions resulting from Katrina. By the end of the fiscal year, the overwhelming number of subscriptions were up-to-date with almost all lacunae filled in. Modest reductions were made in both serial subscriptions and monographic purchasing due to the flat base budget for acquisitions.

Collections were shifted in connection with the construction of the second floor addition and the Law Library increased its shelving capacity by 1300 linear feet.

See attached ABA Annual Report.

GENERAL LIBRARY INFORMATION

Law School Name Loyola University N. O. College of Law

City New Orleans State: Louisiana

Director's Name P. Michael Whipple

E-mail Address pmwhipl@loyno.edu

Name of Person to Receive Inquiries Elizabeth L. Moore

Title of Person to Receive Inquiries Deputy Law Library Director

Telephone Number 504-861-5637 Ext: _____

Fax Number 504-861-5895

Internet Address of Person to Receive Enquiries emoore@loyno.edu

Ending Month of Library Fiscal Year (Number of Month) 7

INFORMATION RESOURCES

FOR PROFILING PURPOSES 2006 - 2007 FISCAL YEAR

	a. Added during fiscal year	b. Withdrawn during fiscal year	c. Held at end of fiscal year
1. Print titles	1577	61	76605
2. Microform titles	1975	0	67050
3. Electronic titles (owned)	5	0	5
4. Other non-book titles	24	0	805
5. Total titles (1+2+3+4)	3581	61	144465
6. Electronic databases	164	0	164
7. Volumes (excluding microforms)	6923	2359	212507
8. Volumes equivalent of microforms	2469	0	159168
9. Total volumes and volume equivalents held (7+8)	9392	2359	371675

INFORMATION ACCESS

10. Does your library's online catalog or website include links to electronic titles owned via an electronic resources database (e.g. MOML)? Yes
11. Does your library's online catalog or website include links to electronic titles or databases made available by another campus library or consortia? Yes
12. How does your library collect statistics for title counts? (check all that apply)?

	Titles Added	Titles Held
<input type="checkbox"/> Through the ILS	_____	_____
<input checked="" type="checkbox"/> Manually	_____	_____
<input type="checkbox"/> Both	_____	_____
<input type="checkbox"/> Other(Please describe)	_____	_____

13. How many requests for material, to all libraries, were sent by the law library, or law school faculty, students and staff last fiscal year?

a. Sent 229 b. Filled 222

14. How many requests for material, from all libraries, were handled by the law library last fiscal year?

a. Received 439 b. Filled 188

PERSONNEL

15. Number (in FTE's) of part-time librarians: 0.00

(Do NOT include full-time librarians here; they are included in Part V Profiles):

16. Number (in FTE's) of full-time and part-time library support staff
(excluding hourly students and other temporary support staff): 9.000

17. Number (in FTE's) of other part-time professional staff in the library. 0.000

18. Number of hours worked by hourly students and other temporary
employees, last fiscal year: 1814

19. Number of hours in a standard work week for full-time support staff: 37.500

Full-Time Library Staff

20. Indicate the number of full-time library staff who do not teach or do not hold faculty rank for the 2007 calendar year. Do not double-count administrators in this section.

Full-Time Male Library Staff

Male	Director	Deputy Director	Division Head	Dept Head	Public Service
Black American					1
American Indian/Alaskan Native					
Asian/Pacific Islander					
Mexican American					
Puerto Rican					
Other Hispanic American					
Sub Total	0	0	0	0	1
Foreign National					
White,Not Hispanic Origin					
Race/Ethnicity Unknown					
Total	0	0	0	0	1

Full-Time Library Staff

20. Indicate the number of full-time library staff who do not teach or do not hold faculty rank for the 2007 calendar year. Do not double-count administrators in this section.

Full-Time Female Library Staff

Female	Director	Deputy Director	Division Head	Dept Head	Public Service
Black American					1
American Indian/Alaskan Native					
Asian/Pacific Islander					
Mexican American					
Puerto Rican					
Other Hispanic American					
Sub Total	0	0	0	0	1
Foreign National					
White,Not Hispanic Origin					2
Race/Ethnicity Unknown					
Total	0	0	0	0	3

Full-Time Library Staff

20. Indicate the number of full-time library staff who do not teach or do not hold faculty rank for the 2007 calendar year. Do not double-count administrators in this section.

Male Specialist

Male	Tech Services	Computer Specialist	Document Specialist	Foreign/ International Specialist	Administrator
Black American					
American Indian/Alaskan Native					
Asian/Pacific Islander					
Mexican American					
Puerto Rican					
Other Hispanic American					
Sub Total					
Foreign National					
White,Not Hispanic Origin					
Race/Ethnicity Unknown					
Total					

Full-Time Library Staff

20. Indicate the number of full-time library staff who do not teach or do not hold faculty rank for the 2007 calendar year. Do not double-count administrators in this section.

Female Specialist

Female	Tech Services	Computer Specialist	Document Specialist	Foreign/ International Specialist	Administrator
Black American					1
American Indian/Alaskan Native					
Asian/Pacific Islander					
Mexican American					
Puerto Rican					
Other Hispanic American	1				
Sub Total	1	0	0	0	1
Foreign National					
White,Not Hispanic Origin	3				
Race/Ethnicity Unknown					
Total	4	0	0	0	1

LIBRARY FACILITIES

21. Net square feet of space assigned for library purposes:	<u>50356</u>
22. Linear feet of shelving capacity:	
a. Total feet of shelving capacity available for library materials	<u>40341</u>
b. Linear feet currently occupied by library materials	<u>32956</u>
23. Number of volumes in the collection counted in Question 10 which are stored off-site and systematically retrievable:	<u>0</u>
24. Number of volumes counted in Question 10, which are stored off-site and are not systematically retrievable:	<u>0</u>
25. Number of carrel seats available for library users:	<u>117</u>
26. Number of non-carrel seats available for library users:	<u>249</u>
27. Total seats available for library users (Question 25 + Question 26):	<u>366</u>

HOURS OF LIBRARY OPERATION

	<u>Regular Schedule</u>	<u>Abbreviated Schedule</u>
28. <u>Number of hours per week library is open:</u>	<u>106</u>	<u>57</u>
a. <u>Hours per week professional staff on duty:</u>	<u>68</u>	<u>51</u>
b. <u>Hours per week only full-time support staff on duty:</u>	<u>38</u>	<u>6</u>
c. <u>Hours per week only students or other part-time staff on duty:</u>	<u>0</u>	<u>0</u>
29. <u>Number of hours of reference service provided per week:</u>	<u>68</u>	<u>51</u>
30. <u>Number of weeks per year library operates on:</u>		
a. <u>Abbreviated Schedule</u>	<u>6</u>	b. <u>Expanded Schedule</u>
		<u>6</u>

Part III - Comments

D. Library Salaries

1. Professional law librarians, including the director (see instruction)	\$ <u>551376</u>
2. Support staff salaries (non-professionals)	\$ <u>247299</u>
3. Temporary employees (other than students)	\$ <u>0</u>
4. Student Employees	
a. Non-work study students	\$ <u>12379</u>
b. Work-study students (include both fed. and inst. contribution)	\$ <u>0</u>
5. Other professional personnel, including non-librarian professional staff	\$ <u>0</u>

Use the " Other " category only if it is not reasonable to include in any category listed above .

6. Other (explain)	\$ <u>0</u>
--------------------	-------------

Self Total D \$ 811054

<u>Other Expenses</u>	<u>Amount</u>
-----------------------	---------------

NO OTHER EXPENSES	0
--------------------------	----------

G. Library Operations ((Be careful to avoid double counting. Expenditures included here should not also be included in the general law school expenditure section - Section H.)
 NOTE: This section must be completed in consultation with the Director of the Law Library.

1.	Serial subscriptions (excluding web based licenses but including DVD's and CD-ROM's owned by the library)		
	a	Print	\$ <u>848672</u>
	b	Non-Print	\$ <u>20522</u>
		Sub - Total	\$ <u>869194</u>
2.	Monographs (including electronic titled owned by the library, DVD's and CD-ROM's, audio and video)		
	a	Print	\$ <u>98545</u>
	b	Non-Print	\$ <u>1592</u>
		Sub - Total	\$ <u>100137</u>
3.	Electronic databases licensed (including expenditures for all web-based resources, Lexis/Nexis, Westlaw, CALI, LSN, NetLibrary, etc. and contributions or payments to consortiums or the University library.) Do not include payments for bibliographic services. Do not include expenditures for DVDs or CD-ROMs		\$ <u>93618</u>
4.	Interlibrary loan and document delivery borrowing expenses (e.g. charges paid to lending libraries)		\$ <u>42</u>
5.	Binding and rebinding		\$ <u>16446</u>

6.	Preservation activities (including converting materials to digital formats for the purpose of preservation)	\$ <u> 0</u>
7.	Library Collection Management Applications (OCLC, Marcive, integrated library systems)	\$ <u> 40542</u>
8.	Amount spent from law library budget for computing (including hardware, software, outsource contracts, consulting services)	\$ <u> 0</u>
9.	Library equipment (purchase, rental, repair, maintenance; do not include amounts reported in G.8)	\$ <u> 4385</u>
10.	Library supplies, publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in Section H.)	\$ <u> 14684</u>
11.	Professional staff development, including dues and memberships (do not include memberships maintained solely for the purpose of receiving journals or other library resources); registration fees and travel and food expenses for professional activities; staff development expenses. Do not include recruitment related expenses (expenses for advertising positions, travel, and other related expenses for candidates.)	\$ <u> 21869</u>

Use the " Other " category only if it is not reasonable to include in any category listed above .

12.	Other (please describe)	\$ <u> 0</u>
	Self Total	G
		\$ <u> 1160917</u>

<u>Other Expenses</u>	<u>Amount</u>
NO OTHER EXPENSES	\$ 0
NO OTHER EXPENSES	