

Annual Report FY 2007-2008

The Law Library experienced two significant personnel changes in FY 2007-2008. Elizabeth Moore resigned as Deputy Law Library Director in January 2008 in order to accept a position as foreign law bibliographer at the Library of Congress. Elizabeth had worked for many years in a number of positions in the Law Library, serving as head of technical services and system librarian, as interim director, and as deputy director. In September 2007, Laureen Lentz was hired to fill the remaining vacancy in the circulation department.

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 _____
Title of Person to Receive Inquiries _____
Telephone Number 504-861-5539 **Ext:** _____
Fax Number 504-861-5895
Internet Address of Person to Receive Enquiries _____
Ending Month of Library Fiscal Year (Number of Month) 7

INFORMATION RESOURCES FOR PROFILING PURPOSES 2007-2008 FISCAL YEAR

	a. Added during fiscal year	b. Withdrawn during fiscal year	c. Held at end of fiscal year
1. Print titles	1,053	64	77,594
2. Microform titles	922	3	67,969
3. Electronic titles (owned)	0	0	5
4. Other non-book titles	26	0	831
5. Total titles (1+2+3+4)	2,001	67	146,399
6. Electronic databases	0	0	164
7. Volumes (excluding microforms)	8,478	2,164	218,821
8. Volumes equivalent of microforms	2,455	156	161,467
9. Total volumes and volume equivalents held (7+8)	10,933	2,320	380,288

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 242 b. Filled 235

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

a. Received 366 b. Filled 179

PERSONNEL

15. Number (in FTE's) of part-time librarians: 0

(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

17. Number (in FTE's) of other part-time professional staff in the library. 0

18. Number of hours worked by hourly students and other temporary employees, last fiscal year: 2,198

19. Number of hours in a standard work week for full-time support staff: 37.5

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					
Foreign National					
White, Not Hispanic Origin					
Race/Ethnicity Unknown					
Total					1

Full-Time Library Staff

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					
Foreign National					
White, Not Hispanic Origin					2
Race/Ethnicity Unknown					
Total					3

Full-Time Library Staff

Male Specialist

Male	Tech Services	Computer Specialist	Document Specialist	Foreign/ International Specialist	Administrator
Black American					
American Indian/Alaskan Native					
<hr/>					
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

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				1

Foreign National		
White, Not Hispanic Origin	3	
Race/Ethnicity Unknown		
Total	4	1

LIBRARY FACILITIES

21. Net square feet of space assigned for library purposes:	<u>50,135</u>
22. Linear feet of shelving capacity:	
a. Total feet of shelving capacity available for library materials	<u>40,341</u>
b. Linear feet currently occupied by library materials	<u>31,693</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

	Regular Schedule	Abbreviated Schedule
28. Number of hours per week library is open:	<u>106</u>	<u>57</u>
a. Hours per week professional staff on duty:	<u>68</u>	<u>51</u>

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

Part III - Comments

GENERAL FISCAL INFORMATION

Person completing this form _____

Telephone _____

Dates of fiscal 2007 To 2008

I. LAW SCHOOL EXPENDITURE

(Includes Operating Funds Only. We are not seeking capital expenditures which are reported in Capital, Endowment, and Reserves later in this questionnaire.)

A. Instructional Salaries (Do not include deans, librarians and administrators in this section even if they teach -- they are reported in Expenditures sections C and D)

- | | | | |
|---|---|----|---|
| 1. | Full-time faculty (include tenure-track and those with 405(c) status) on academic year contracts (Total paid for <u>entire</u> fiscal year) | \$ | |
| a. | Teaching (academic year contracts) | \$ | |
| b. | Sabbatical or full-time research assignment (academic year contracts) | \$ | |
| 2. | Part-time faculty (Total paid for <u>entire</u> fiscal year.) | \$ | |
| 3. | Clinical Staff Attorneys (not on tenure-track or 405(c) status) (Total paid for <u>entire</u> fiscal year) | \$ | |
| 4. | Legal Writing/Communication Skills Instructors (Not on tenure-track or 405(c) status) (Total paid for <u>entire</u> fiscal year) | \$ | |
| 5. | Teaching Fellows or Asst. (total paid for <u>entire</u> fiscal year) | \$ | |
| <i>Use the "Other" category only if it is not reasonable to include in any category listed above.</i> | | | |
| 6. | Other (explain) | \$ | 0 |
| Self Total A | | \$ | |

Other Expenses _____ Amount _____

NO OTHER EXPENSES

D. Library Salaries

1. Professional law librarians, including the director (see instruction)	\$ <u>0</u> <u>527,658</u>
2. Support staff salaries (non-professionals)	\$ <u>0</u> <u>258,071</u>
3. Temporary employees (other than students)	\$ <u>0</u>
4. Student Employees	
a. Non-work study students	\$ <u>0</u> <u>17,097</u>
b. Work-study students (include both fed. and inst. contribution)	\$ <u>0</u> <u>2,305</u>

5. Other professional personnel, including non-librarian professional staff \$ 0

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

6. Other (explain) \$ 0

Self Total D \$ 0 805,131

Other Expenses	Amount
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NO OTHER EXPENSES	0
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G. Library Operations: Be careful to avoid double counting. Expenditures included here should not be included in the general law school expenditure section - Section H.		
1. Serial subscriptions (excluding web based licenses but including DVD's and CD-ROM's)		
a	Print	\$ <u> 0</u> <u>1,008,671</u>
b	Microforms	\$ <u> 0</u> <u>5,255</u>
c	Non-Print	\$ <u> 0</u> <u> 0</u>
	Sub - Total	\$ <u> 0</u> <u>1,013,926</u>
2. Monographs (excluding web-based resources but including DVDs and CD-ROMs, audio and video)		
a	Print	\$ <u> 0</u> <u>71,803</u>
b	Micro-forms	\$ <u> 0</u> <u> 0</u>
c	Non-Print	\$ <u> 0</u> <u>334</u>
	Sub - Total	\$ <u> 0</u> <u>72,137</u>
3. Electronic resources (including expenditures for all web-based resources, Lexis/Nexis, Westlaw, CALI, NetLibrary,LLMC-Digital etc. and contributions or payments to consortiums or the University library). "Licensed" resources include subscriptions. Do not include payments for bibliographic services. Do not include expenditures for DVDs or CD-ROMs.		
a	Electronic resources purchased during the fiscal year	\$ <u> 0</u> <u> 0</u>
b	Electronic resources licensed for the fiscal year	\$ <u> 0</u> <u>128,995</u>
	Sub - Total	\$ <u> 0</u> <u>128,995</u>
4. Interlibrary loan and document delivery borrowing expenses (e.g. charges paid to lending libraries)		
		\$ <u> 0</u> <u>367</u>
5. Binding and rebinding		
		\$ <u> 0</u> <u>21,906</u>
6. Preservation activities (including converting materials to digital formats for the purpose of preservation)		
		\$ <u> 0</u> <u> 0</u>
7. Library collection management applications or services (e.g.,OCLC, Marcive,integrated,library systems,Serials Solutions)		
		\$ <u> 0</u> <u>20,000</u>
8. Amount spent from law library budget for computing (including software, hardware, outsource contracts, consulting services).		
		\$ <u> 0</u> <u>33,262</u>
9. Library equipment (purchase, rental, repair, maintenance; do not include amounts reported in G.8)		
		\$ <u> 0</u> <u> 0</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> 0</u> <u>18,614</u>

- 11. Professional staff development, including dues and memberships; registration fees and travel and food expenses for professional activities; staff development expenses. Do not include memberships maintained solely for the purpose of receiving journals or other library resources. Do not include recruitment-related expenses (expenses for advertising positions, travel, and other related expenses for candidates). \$ 0 15,208

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

- 12. Other (please describe) \$ 0 0
Self Total G \$ 0 \$1,324,415

Other Expenses	Amount
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NO OTHER EXPENSES	\$ 0
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LAW SCHOOL EXPENSES

H. Law School Expenses (exclude library) Include expenses other than compensation.
 (First report all expenses related to lines 1, 2, 3 & 4 then report expenses for lines 5-14.
 In calculating the expenses for lines 5-14, be certain to exclude expenses already reported
 in lines 1, 2, 3 & 4.)
 (Do not include in this section library expenses reported in Section G,
 or facilities maintenance and operation expenses reported in Section K.)

- 1. Law Reviews & Journals \$ 0
- 2. Moot Court and Other Student Competitions (include travel) \$ 0
- 3. Student Organizations, Newspaper, & Travel Expenses \$ 0