

Annual Report FY 2008-2009

There were no significant personnel changes in this fiscal year. The Deputy Law Library Director position remained vacant.

A long awaited upgrade to the integrated library system was purchased and implemented with funds (\$98,811) received from a donor. Although acquisitions funds received were modestly increased this year, the Law Library was forced to cancel approximately \$90,000 of serial publications in order to keep up with inflationary cost increases.

See attached ABA Annual Report.

LOYOLA UNIVERSITY-NEW ORLEANS - 2009²⁰⁰⁸

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Section of Legal Education
and Admissions to the Bar

GENERAL LIBRARY INFORMATION

Law School Name Loyola University New Orleans 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 P. Michael Whipple

Title of Person to receive inquiries Law Library Director

Telephone Number 504-861-5539 **Ext:** _____

Fax Number 504-861-5895

Internet Address of Person to receive inquiries pmwhipl@loyno.edu

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

SECTION 1 PERSONNEL

1. Number (in FTE's) of part-time librarians:	<u>0</u>
2. Number (in FTE's) of full - time and part - time library support staff (excluding hourly students and other temporary support staff):	<u>9</u>
3. Number (in FTE's) of other full or part-time professional staff (excluding librarians) in the library:	<u>0</u>
4. Number of hours worked by hourly students and other temporary employees, last fiscal year:	<u>2,469</u>
5. Number of hours in a standard work week for full - time support staff :	<u>37.5</u>

LIBRARY STAFF

6. Indicate the number of full-time librarians who do not teach or hold faculty rank for the 2009 calendar year. This question should be completed in consultation with the individual at the law school responsible for completing Part 5 – Profiles and determining the teaching and faculty status of the individual librarians. Full-time librarians included in Part 5 – Profiles should not be counted in this section. Do not double count full-time librarians in this section:

All Librarians hold Faculty Rank.
FULL TIME MALE LIBRARIANS

Male	Director	DeputyDirector/ AssociateDirector/ AssistantDirector	Division Head	Other
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 FEMALE LIBRARIANS

Female	Director	DeputyDirector/ AssociateDirector/ AssistantDirector	Division Head	Other
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				

SECTION 2 HOURS OF LIBRARY OPERATION & LIBRARY SERVICES

	Regular Schedule	Abbreviated Schedule
7. 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>
8. Number of hours of reference service provided per week:	<u>68</u>	<u>51</u>
9. Number of weeks per year library operates on:		
a. Abbreviated Schedule	<u>6</u>	
b. Expanded Schedule	<u>6</u>	
10. Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia?	<u>yes</u>	
11. 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	<u>265</u>	b. Filled
		<u>262</u>
12. How many requests for material, from all libraries, were handled by the law library last fiscal year?		
a. Received	<u>331</u>	b. Filled
		<u>169</u>

13. What methods do you use to survey student and faculty satisfaction of Library services? (Please check all that apply)

- Focus groups
- Faculty advisory committee
- Student advisory committee
- LIBQUAL
- Print or online surveys

14. When was the library's collection development plan reviewed and updated? Fall

15. List any new services for faculty or students that the library has implemented in the last year

- Added online resources.
- Became European Union Depository.

SECTION 3 LIBRARY FACILITIES

16. Net square feet of space assigned for library purposes:	<u>50,135</u>
17. 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>30,778</u>
18. Total seats available for library users:	<u>366</u>

Part 3 - Comments

19. Include any descriptive information or comments you wish to make regarding the data entered in this questionnaire.

There was a substantial upgrade to our integrated library system (\$98,811) that was directly billed to and paid for by a donor. That sum is not listed as a library expenditure.

LIBRARY SALARIES

D. Total Library Salary Expenditures	
1. Professional law librarians, including the director (see instruction)	\$ <u>500,635</u>
2. Support staff (non-professionals)	\$ <u>267,024</u>
3. Temporary employees (other than students)	\$ <u>0</u>
4. Student Employees	
a. Non-work study students	\$ <u>20,317</u>
b. Work-study students (include both federal and institutional contribution)	\$ <u>0</u>
5. Other professional personnel, including non-librarian professional staff	\$ <u>0</u>
<i>Use the "Other" category only if it is not reasonable to include in any category listed above.</i>	
6. Other	\$ <u>0</u>
Self Total D	\$ <u>787,976</u>
Other Expenses	Amount
NO OTHER EXPENSES	

LIBRARY OPERATIONS

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>1,045,029</u>
b. Microforms	\$ <u>890</u>
c. Non-print	\$ <u>0</u>
Sub - total	\$ <u>1,045,919</u>

2. Monographs (excluding web-based resources but including DVDs and CD-ROMs, audio and video)

a. Print	\$ <u>82,412</u>
b. Microforms	\$ <u>0</u>
c. Non-print	\$ <u>823</u>
Sub - total	\$ <u>83,235</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>
b. Electronic resources licensed for the fiscal year	\$ <u>144,912</u>
Sub - total	\$ <u>144,912</u>

4. Interlibrary loan and document delivery borrowing expenses (e.g. charges paid to lending libraries)

\$ 155

5. Binding and rebinding

\$ 17,518

6. Preservation activities (including converting materials to digital formats for the purpose of preservation)

\$ 0

7. Library collection management applications or services (e.g.,OCLC, Marcive,Integrated library systems,Serials Solutions)

\$ 20,000

8. Amount spent from law library budget for library computing (including software, hardware, outsource contracts, consulting services) .

\$ 37,394

9. Library equipment (purchase, rental, repair, maintenance; do not include amounts reported in G.8)

\$ 8,160

10. Library supplies, publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in Section H.)

\$ 15,714

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).	\$ <u>18,885</u>
<i>Use the "Other" category only if it is not reasonable to include in any category listed above.</i>	
12. Other	\$ <u>0</u>
Self Total G \$ <u>1,391,892</u>	
Other Expenses	Amount
NO OTHER EXPENSES	