

## Annual Report FY 2009-2010

In the circulation department, Lauren Lentz resigned in December 2009 in order to pursue her legal studies full-time. Hiram Molina replaced her in February 2010. A number of on-site interviews were conducted for the deputy law library director and Brian Barnes was offered the position.

Although the Law Library received a 5% inflationary increase in acquisitions funding, the tremendous increases in serial publication costs necessitated cuts of approximately \$100,000.

*See attached ABA Annual Report.*

LOYOLA UNIVERSITY-NEW ORLEANS - 2010

7214 St. Charles Avenue Box 901

Phone : 504-861-5550

New Orleans, LA 70118

Website : www.law.loyno.edu



Section of Legal Education  
and Admissions to the Bar

**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** pmwhippl@loyno.edu

**Name of Person to receive inquiries** P. Michael Whipple

**Title of Person to receive inquiries** Director of the Law Library and Professor of Law

**Telephone Number** (504) 861-5543 **Ext:** \_\_\_\_\_

**Fax Number** (504) 861-5895

**Internet Address of Person to receive inquiries** pmwhippl@loyno.edu

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

**SECTION 1 PERSONNEL**

<b>1. Number (in FTE's) of part-time librarians:</b>	<u>0</u>
<b>2. Number (in FTE's) of full - time and part - time library support staff (excluding hourly students and other temporary support staff):</b>	<u>9</u>
<b>3. Number (in FTE's) of other full or part-time professional staff (excluding librarians) in the library:</b>	<u>0</u>
<b>4. Number of hours worked by hourly students and other temporary employees, last fiscal year:</b>	<u>1661</u>
<b>5. Number of hours in a standard work week for full - time support staff:</b>	<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

	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

	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
106	57
68	51
38	6
Ø	Ø
68	51

7. **Number of hours per week library is open:**  
 a. Hours per week professional staff on duty:  
 b. Hours per week only full-time support staff on duty:  
 c. Hours per week only students or other part-time staff on duty:

8. **Number of hours of reference service provided per week:**

9. **Number of weeks per year library operates on:**

- a. Abbreviated Schedule  
 b. Expanded Schedule

6  
6  
Yes

10. **Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia?**

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 384                      b. Filled 377

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

a. Received 327                      b. Filled 180

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 2009

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

**SECTION 3 LIBRARY FACILITIES**

<b>16. Net square feet of space assigned for library purposes:</b>	<u>50,135</u>
<b>17. Linear feet of shelving capacity:</b>	
a. Total feet of shelving capacity available for library materials	<u>40,341</u>
b. Linear feet currently occupied by library materials	<u>31,898</u>
<b>18. Total seats available for library users:</b>	<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 donation in kind of twelve microcomputers to the Law Library. The cost of these computers was \$11,450.88 billed directly to the donor and therefore not reflected in the library's fiscal report.

## LIBRARY OPERATION

### 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.

<b>1. Serial subscriptions (excluding web based resources but including DVD's and CD-ROM's)</b>	
a. Print	\$ 1,017,359
b. Microforms	\$ 491
c. Non-print	\$ 0
<b>Sub - total</b>	<b>\$ 1,017,850</b>
<b>2. Monographs (excluding web-based resources but including DVDs and CD-ROMs, audio and video)</b>	
a. Print	\$ 107,368
b. Microforms	\$ 0
c. Non-print	\$ 1,320
<b>Sub - total</b>	<b>\$ 108,688</b>
<b>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.</b>	
a. Electronic resources purchased during the fiscal year	\$ 0
b. Electronic resources licensed for the fiscal year	\$ 139,868
<b>Sub - total</b>	<b>\$ 139,868</b>
<b>4. Interlibrary loan and document delivery borrowing expenses (e.g. charges paid to lending libraries)</b>	\$ 100
<b>5. Binding and rebinding</b>	\$ 21,627
<b>6. Preservation activities (including converting materials to digital formats for the purpose of preservation)</b>	\$ 677
<b>7. Library collection management applications or services (e.g.,OCLC, Marcive,integrated library systems,Serials Solutions)</b>	\$ 53,298
<b>8. Amount spent from law library budget for library computing (including software, hardware, outsource contracts, consulting services) .</b>	\$ 1,064



- 9. Library equipment (purchase, rental, repair, maintenance; do not include amounts reported in G.8) \$ 148
  - 10. Library supplies, publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in Section H.) \$ 22,751
  - 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). \$ 24,663
  - 12. Other Expenses \$ 0
- Self Total G \$ 1,390,734

Other Expenses	Amount
<b>NO OTHER EXPENSES</b>	
Total \$	