

Law Library Annual Report

FY 2017-2018

Executive Summary (1)

The mission of the Law Library is to meet both the curricular and research informational needs of the College's faculty and students. The Law Library achieves this goal through the acquisition, development, and maintenance of a carefully selected collection of traditional print and electronic resources and a proactive program of delivering meaningful access to these resources. The technical services law library faculty and support staff concentrate on acquisition, maintenance, and generalized access to those collections. The public services provided by the law library faculty and staff center on the specific informational needs of law students and law faculty.

Student Data (2)

Not applicable

Staffing Data (3)

The faculty headcount at the end of FY17 was 5: Brian Barnes, Brian Huddleston, Janet Kearney, Michele Pope, and Brandon Wright.¹ This is an increase in one from FY16 as Brandon Wright was hired as a librarian, and the staff position of research associate was eliminated. The staff headcount at the end of FY 17 is 3: Steve Grant, Margaret Johnson, and Ana Korec. At the end of FY17 there are two less staff persons than the end of FY16 as Hiram Molina left August 1, 2017 to further his education and the reference associate position was replaced as a librarian.

¹ This changed August 1, 2018 as Brandon Wright changed to part-time, and then August 31, 2018 Janet Kearney left Loyola.

Strategic Planning (4)

Goals for the Current Academic Year

The majority of activities in an academic law library are ongoing in nature. Cataloging and bindery statistics for the past fiscal year are included as Appendix C. These continuing law library activities include:

Ongoing Initiatives and Developments FY 17-18

- Selection and acquisition of traditional and print library resources
- Processing, maintenance, and binding of print library resources
- Cataloging of traditional and electronic library resources
- Circulation control of monographic, serial, and reserve materials
- Ready-reference for all library users and in-depth reference services to students and faculty
- Informal and formal bibliographic instruction in the use of traditional print and online resources
- Producing “Fuel for Finals”, a 3 day event each Fall and Spring semester that supports students stressed by final exams by providing coffee, donuts, fruit, highlighters, and other treats²
- Providing library tours upon request³
- Providing educational or archival displays and display content⁴
- Developing a more “student friendly” atmosphere
- Teaching Advanced Legal Research, a 3 credit class for upper-level law students.⁵

Law Library Collection

As in past years, the library continued the trend of print resource cancellation in an effort to combat budgetary issues and increasing costs. Appendix B contains a cancellation list. Cancellation of subscriptions by their nature do not match up well to fiscal years as the cancellation is often conveyed to the vendor in one year but not effective until the following year. At a minimum, Appendix B will provide a listing of some of the titles that have been cancelled.

² Many of these items for students were donated by library vendors.

³ One example of this is the Nunez Community College Paralegal program usually tours the library.

⁴ One new display is on the first-floor across from the Circulation Department. Librarian Michele Pope did a display on the Loyola Street Law Program with materials from the College of Law Archives.

⁵ This class is experiential in nature and qualifies for student experiential credit as well.

Monographic and treatise orders remained at low levels (similar to the previous years), and it is anticipated to remain in this status. Monographic purchases are primarily selected via specific requests from faculty, via package plan, or selection by the library director. Faculty request for items were generally honored, and key monographs were purchased. The faculty allocation program was maintained at a level of \$1500 per faculty member.

Budget (5)

The Law Library budget was not stable in FY18. The Law Library began the year with an operating budget of \$900,000 in consultation with the Law Dean and Law Finance Director. In March of 2018, the University Administration asked each College or unit to reduce expenses with the result being a \$100,000 reduction in the Law Library budget for FY18. Since this reduction happened late in the year dramatic cuts were made to seemingly everything that could be cancelled with the idea to meet the FY18 goal and decide what is needed and can be repurchased in FY19. At the end of FY17 the Law Library expended \$778,600.⁶ In addition to the reduction the Law Library budget was underfunded from Academic Affairs and despite notice by the Finance Director that the funds were not appearing in FRS⁷ this was not remedied. This led to the Law Dean's Account and other Law gift accounts "covering" part of Law Library expenses outside of Account No. 213460. These expenses outside of account 213460 were not able to be seen by the Law Library Director and may cause confusion regarding total expenses in the future. An end of year status report for the Law Library's Acquisitions and Operating Expenses budgets are attached as Appendix D.

Budgetary Needs for the Upcoming and Future Fiscal Years

The Law Library plans on adhering to a budget of \$800,000 for FY19. Many of the needed reductions will have been done in FY18 but will not go into effect until FY19 making this \$800,000 budget achievable. However, some resources that were delayed in late FY18 to be able to achieve the \$100,000 reduction must be purchased in FY18 to maintain continuity in some sets. Loyola University New Orleans has made it known that FY19 will be a lean year budget-wise and as such the library does not intend on any major purchases of databases or equipment. As it has done in the past several years the library will continue to shift resources from

⁶ This is per the check request submissions and tallied by Michelle Morlier.

⁷ FRS is the University accounting software.

print only to print and electronic or electronic only as appropriate. In fiscal years beyond FY19 the Law Library anticipates slowly declining budgetary outlays.

This report, again, notes that if university equity adjustments are opened to librarians this coming academic year (as they were to law ordinary faculty five years prior), librarians who are at relatively low comparative salaries should be considered for such adjustment.

Assessment of Expected Outcomes (6)

The assessment of outcomes in some numerical or external capacity can prove difficult, but some examples do exist.

- The Law Library surveyed students in Spring 2018. This survey is included in Appendix E. According to this feedback our student patrons are, overall, very happy with library services.

Summary of Achievements

- Librarians taught the first two classes of Advanced Legal Research
- Conversion of Integrated Library System (ILS) from III to SirsiDynix
- Conversion of online exam database to Google Drive
- Teaching in the Skills program by Profs. Barnes and Kearney
- Lecturing in classes when requested (i.e. Internship class, Tax classes)
- Received papers and other objects related to Judge James Comiskey from his family to be added to the Law Archives
- Creation of alumni display in First Floor Reading Room
- Creation of Street Law display in Circulation area using archival materials
- Creation of new displays and talking points regarding the Rodstrum Rare Books Room.
- Creation of other new displays including one of incoming Dean Landrieu, one highlighting faculty, and one displaying new titles to the collection.
- Addition of Ping Pong table as a student wellness tool
- Recarpeting of First Floor Reading Room
- Librarian Brian Huddleston published a book through the ABA, Fastcase: The Definitive Guide

Supporting Documents (7)

Appendix A. Statistics of Note

Appendix B. Partial Cancellation List

Appendix C. Cataloging and Bindery Statistics

Appendix D. Acquisitions & Operating Budget Expenses

Appendix E. Student Satisfaction Surveys