

## **Law Library Annual Report Fiscal Year 2012-2013**

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 collections. The technical services law library faculty and support staff concentrate on the acquisition, maintenance, and generalized access to those collections. The public services law library faculty and support staff provides the more particularized interface to those collections by providing the necessary human interface in meeting the specific informational needs of faculty and students. While some of these goals can be directly measured, many of these objectives cannot be directly quantified (See Key Performance Indicators attached as Appendix A).

### **Law Library Collection**

The library continued the trend of resource cancellation in an effort to combat stagnant budgetary support and increasing costs. The most dramatic of these cancellations were cuts to all regional reporters except for Southern Reporter and the cancellation of 15 state's statutes in February of 2013. This was done after researching the USNWR top 100 schools catalogs to see current reporter holdings and consulting a myriad of resources regarding state statute holdings including the Law Library Director's listerv to determine national trends. A complete list of cancellations is found in Appendix B.

Monographic and treatise orders were curtailed significantly after December 2012. Many of those that were purchased during the early part of FY 13 were those held from FY12 and the curtailing of purchasing at that time. Faculty requests were generally honored and key monographs and treaties were purchased, but selection of other monographs was reduced substantially and many of those even selected were held to be purchased at a later date.

The issue of budgetary influence on collection development was well discussed in the College of Law Library and Technology Committee during the process of developing the Library 360 Review report. This 360 report and its finding are available in Appendix F.

### **Staffing**

Staffing of the law library saw one change during fiscal year 2012-2013 as Michelle Morlier, Assistant to the Director was shifted from the library to the Law School business office. Ms. Morlier continues to assist with some library budgetary matters but her duties now include assisting multiple law school departments. Staffing at the end of FY 2012-13 underwent dramatic change with the retirements of Suzy Foster, Celine Sullivan and Linda Wilder from the staff. Additionally, on July 31<sup>st</sup> Director P. Michael Whipple, and librarians Nona Beisenherz and Etheldra Scoggin retired from the Loyola Law Library. Librarian Fran Norton also left Loyola on July 31<sup>st</sup> for a position at the Louisiana State Law Library. Coverage and related staffing issues moving past these retirements will be addressed in the FY13-14 annual report.

## **Law Library Budget**

The Law Library had been essentially operating with acquisitions and operating budgets that are pegged to the 2009-2010 fiscal year. In each of the past few years there have been substantial decanal transfers to the Law Library in order to fund end of fiscal year shortfalls. At the start of FY12-13 that was the continuing trend but mid-year a 10% reduction in budget was mandated and there-by absorbed by the law library. An end of year status report for the Acquisitions Budget has been attached as Appendix C. Appendix D is a similar report on the Law Library's Operating Expenses.

### **Budgetary Needs for the Upcoming and Future Fiscal Years**

The costs of both print and online legal resources continue to increase well in excess of general consumer prices. The allocated Law Library Budget continued to be pegged at 2009-2010 levels. However, in January 2013 the administration asked for a 10% reduction for the current year and the law library adjusted acquisitions to attempt to meet this request. This is in light of previous requests that the library should receive programmatic increases in its acquisitions budget of 5% to attempt to maintain the current level of collection development. As this report is being written in September of FY 13-14 it can be noted that additional funding is not being provided, in fact operating expenses were forced to be cut over 22% as will be reflected in the FY13-14 Annual Report. These budgetary issues dominate any question of need as the library is not able to maintain its past collection standards due to these fiscal restraints.

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

### **Continuing Law Library Activities**

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 E. These continuing law library activities include:

- Selection and acquisition of traditional and print library resources
- Processing, maintenance, and binding of hard-copy library resources
- Cataloging and indexing of traditional and electronic library resources
- Circulation control of monographic and reserve materials
- Ready-reference and in-depth reference services to students and faculty
- Informal and formal bibliographic instruction in the use of traditional print and on-line resources

### **New Initiatives and Developments FY 2013-14**

- If the administration allows, hiring of a new Library Director and other faculty and staff to replace retirement losses should be a primary initiative for the law library

- Undergo comprehensive staff training and cross-training as our newly smaller staff is now asked to complete a much wider area of tasks
- If budgetary issues allow it would be beneficial to expand the libraries compact shelving area as was originally planned when the first stage of compact shelving was constructed.
- Improve student relations and experience in the computer labs that were previously not run by the Loyola Law Library
- Revisiting some library use policies in an effort to be more “student friendly”
- Development of a Media / Recording Lab

### **Ongoing Initiatives and Developments FY 2012-13**

- Completion of the Rare Books Room renovation and installation of furnishings
- Training to be able to absorb staffing losses

### **APPENDICES**

- Appendix A. Selected Key Performance Indicators
- Appendix B. Cancellations FY 12-13
- Appendix C. Acquisitions Budget Expenses
- Appendix D. Operating Budget Expenses
- Appendix E. Cataloging and bindery statistics
- Appendix F. Final Version of the Library 360 Review

## **APPENDIX A**

**Law Library – Selected Key Performance Indicators**

**Hours per Week with Professional Librarians on Duty**

<b>Fiscal Year</b>	<b>Hours per Week</b>	<b>Comparative Ranking</b>
FY 2010-2011	68	84
FY 2011-2012	68	72
FY 2012-2013	68	NYA

**Total Dollars Spent for Monographs**

<b>Fiscal Year</b>	<b>Dollars Spent</b>	<b>Comparative Ranking</b>
FY 2010-2011	88,805	90
FY 2011-2012	76,789	101
FY 2012-2013	85,517	NYA

**Total Dollars Spent for Law Library Materials**

<b>Fiscal Year</b>	<b>Dollars Spent</b>	<b>Comparative Ranking</b>
FY 2010-2011	1,335,149	70
FY 2011-2012	1,477,494	68
FY 2012-2013	1,367,228	NYA

**Total Dollars Spent for Law Library Materials per JD FTE Student**

<b>Fiscal Year</b>	<b>Dollars Spent</b>	<b>Comparative Ranking</b>
FY 2010-2011	1,707	107
FY 2011-2012	2,072	N/A
FY 2012-2013	NYA	NYA

**Total Dollars Spent on Law Library**

<b>Fiscal Year</b>	<b>Total Dollars Spent</b>	<b>Comparative Ranking</b>
FY 2010-2011	2,620,667	85
FY 2011-2012	2,703,578	77
FY 2012-2013	NYA	NYA

**Percentage of Total Law School Budget Represented by Total Law Library Expenditures**

<b>Fiscal Year</b>	<b>Percentage of Law School Budget</b>	<b>Comparative Ranking</b>
FY 2010-2011	9.5%	93
FY 2011-2012	9.0%	104
FY 2012-2013	NYA	NYA

*Inasmuch as the ABA Statistical Reports are submitted in fall after the close of the fiscal year and comparative rankings are distributed the following spring, the PKI comparative rankings as well as some fiscal figures are always one year behind.*

## **APPENDIX B**

Cancellation FY12-13 - Title	Cost 13
The New Columbia Encyclopedia	100
American Correctional Assoc Directory	141
Law and History Review	216
Antitrust & Trade Reg - BNA	2634
Benefits Practice Center / Employee Benefits Cases - BNA	2357
Media Law Reporter - BNA	2622
US Patents Quarterly - BNA	3696
The Digest, Annotated British Commonwealth and EU cases	8681
Consumer Credit Guide	2611
American Bar	582
Annual Review of Irish Law	492
EU Competition Law Handbook	338
Federal Law Review	232
Laws of Australia	9079
Sydney Law Review	280
Windsor Yearbook of Access to Justice	222
CFR	1806
CFR - Microfiche	406
Federal Register	929
LSA List for CFR Paper	35
American Journal of Law and Medicine	286
Common Law World Review	394
Denning Law Journal	167
European Journal of Law Reform	303
Global Legal Post	700
International Labour Review	378
Journal of Health Politics, Policy and Law	519
Journal of International Criminal Justice	816
Journal of Law, Medicine and Ethics	564
Journal of Legal Medicine	557
Justice Quarterly	1116
Juvenile and Family Court Journal	338
Law and Literature	262
Melbourne U Law Review	277
National Civic Review	248
New Criminal Law Review	250
Penn State Enviro Law Review	32
Psychology, Public Policy and Law	645
Revue Quebecoise de Droit International	221
U of New South Wales Law Journal	213
University of Tasmania Law Review	148
LABI Workers Comp Desk Book	99
Federal Yellow Book	499
Judicial Yellow Book	400
Federal Evidence Tactics	148
Shipping and Trade Law	1911



Banking Law	3670
Brown, Law of Oil and Gas	411
Business Torts	996
Commercial Damages	1117
Court Awarded Attorney Fees	1294
Court Martial Procedure	128
Defense of Narcotics Cases	566
Employee Rights Litigation: Pleading and Practice	322
Employment Law Deskbook	216
Kuntz, Law of Oil and Gas	523
Land Use Law	114
Law of Federal Oil and Gas Leases	581
Law of Pooling and Unitization	892
Modern Child Custody Practice	233
New Appleman Insurance Law Practice Guide	498
Prosecution and Defense of Criminal Conspiracy Cases	358
Prosecution and Defense of Forfeiture Cases	620
Prosecution and Defense of Sex Crimes	456
Sports Law Practice	102
USCS	2202
What's It Worth	255
William and Meyers Oil and Gas Law	911
Halsbury Law of Eng Annual Abridgement	550
Halsbury Laws	25710
Halsbury Statutes	22440
UN Treaty Series	3614
Chicago Manual of Style Online	700
Alr 6th Supps	1673
ALR 6th Volumes	3170
ALR Fed	4867
Atlantic Reporter	9613
Attorney-Client Privilege in the US	471
Bruner, Construction Law Treatise	340
California Judicial Council Forms	161
California Reporter	5416
Constitutional Rights of the Accused	639
Criminal Law Bulletin	657
Criminal Practice Manual	1251
Expert Witness Checklists	398
Federal Postconviction Remedies and Relief Handbook	196
Federal Reporter	9400
Federal Rules Decision	1869
Federal Supplement	18565
Law of Easements and Licenses in Land	558
Lewin on Trust (Sweet and Maxwell)	160
Litigating Age Discrimination Cases	376
Local Government Law	1417

New York Pattern Jury Instruction	790
North Eastern Reporter	7562
North Western Reporter	5050
NY Supplement Reporter	6134
Pacific Reporter	7367
Practical Guide to Document Authentication	196
Preparing for Settlement and Trial	1373
Rothstein, Occupational Safety and Health Law	140
Search in Public Schools Checklists	465
South Eastern Reporter	5428
South Western Reporter	11080
Southeastern Digest 2d	8363
Space Law	336
State Postconviction Remedies and Relief	516
Tex Rules of Evidence ann. (Roach)	111
Texas Civil Practice 2d (McDonald and Carlson)	727
Texas Trial Handbook	647
Trademarks and Unfair Competition 4th	3028
USCA in faculty lounge	9150
USCANN	1229
Walker (Moys) Patents 4th	738
West's Federal Administrative Practice	692
Words and Phrases	1814
Alaska rules of court	40
Alaska statutes, 1962	1128
ALR 2nd	1012
ALR 3rd	1757
Alr 4th	1416
ALR 5th	613
ALR Blue Book	147
Idaho code	794
Idaho Code. Idaho court rules	26
Kansas statutes annotated	117
Kluwer Arbitration	4714
Michie's Hawaii revised statutes annotated	1144
Michie's Hawaii revised statutes annotated. Court rules annotated	106
Michie's Nevada revised statutes, annotated	1048
Montana code annotated	400
Montana code annotated : (annotations)	315
Nebraska rules of court annotated	118
Nevada revised statutes, annotated. Court rules, annotated	38
New Mexico rules annotated	347
New Mexico statutes, 1978 annotated	347
North Dakota century code	343
North Dakota court rules annotated	68
Oregon revised statutes	4560
Oregon rules of civil procedure annotated	189

Revised statutes of Nebraska annotated	676
Revised statutes of Nebraska annotated. Advance code service.	162
South Dakota codified laws	277
Utah code annotated 1953	1091
Utah court rules	115
Virgin Islands code, annotated	299
Virgin Islands court rules annotated	119
Wyoming court rules annotated	35
Wyoming statutes, annotated	246
	276369

## **APPENDIX C**

**STATUS REPORT ON BOOKS, PERIODICALS BINDING**  
**July 22, 2013**

**2012-2013 BUDGET**

**\$1,219,575.00**

**Weekly Expenditures**

Continuations	\$3,868.77
Book Fines	\$0.00
Monographs	\$528.01
Microforms: Continuations	\$0.00
Microforms: Monographs	\$0.00
Audio-Visuals	\$0.00
Binding	\$0.00
Electronic Databases	\$3,533.09
City Tax:	\$0.00

**WEEKLY EXPENDITURES TOTAL**

**\$7,929.87**

**YTD Expenditures**

Continuations	\$968,182.89
Monographs	\$78,321.90
Microforms: Continuations	\$3,237.00
Microforms: Monographs	\$0.00
Audio-Visuals	\$5,572.65
Binding	\$21,293.92
Electronic Databases	\$175,970.66
City Tax:	\$20,810.99

**YTD EXPENDITURES TOTAL**

**\$1,273,390.01**

**BALANCE TO DATE**

**-\$53,815.01**

<b><i>Operating</i></b>	\$53,818.20
<b><i>Balance =</i></b>	\$3.19

## **APPENDIX D**

**STATUS REPORT ON OPERATING BUDGET  
JULY 2013**

**ORIGINAL 2012-2013 OPERATING BUDGET** **\$165,425.00**

**Monthly Expenditures**

Supplies/Instructional Supplies/Operating Pool	\$256.00	\$288.38
LYRASIS	\$1,215.10	
Equipment/Furniture Lease/Purchase/Service Contract	\$0.00	
Computer Software/Hardware	\$0.00	
Computer Maintenance	\$0.00	
Advertising/Telephone/Postage/Reproduction	\$0.00	\$100.00
Moving Expenses	\$0.00	
Faculty/Staff Development (T & E and Dues)	\$696.60	\$4,010.88
Leasehold Improvements	\$0.00	
Miscellaneous	\$0.00	
Tax/Credits/Bank Card Fees	\$0.00	
<b>MONTHLY EXPENDITURES TOTAL</b>	<b>\$2,167.70</b>	

**Outstanding Encumbrances**

\$4,399.26

**YTD Expenditures**

Supplies/Instructional Supplies/Operating Pool	\$8,774.89	
LYRASIS	\$15,793.14	
Equipment/Furniture Lease/Purchase/Service Contract	\$0.00	
Computer Software/Hardware	\$818.87	
Computer Maintenance	\$34,337.00	
Advertising/Telephone/Postage/Reproduction	\$1,183.38	
Moving Expenses	\$0.00	
Faculty/Staff Development (T & E and Dues)	\$28,331.09	
Leasehold Improvements	\$460.00	
Miscellaneous	\$0.00	
Tax/Credits/Bank Card Fees	\$9.17	
(Transfer to Monroe Library)	\$7,500.00	
(Transfer to Student Acct #1920)	\$10,000.00	
<b>YTD EXPENDITURES TOTAL</b>		<b>\$107,207.54</b>

**TOTAL EXPENDITURES FROM YTD + ENCUMBRANCES** **\$111,606.80**

**BALANCE LESS ENCUMBRANCES** **\$53,818.20**

<b>BOOKS =</b>	-\$53,815.01
	\$3.19

## **APPENDIX E**



## CATALOGING STATISTICS

(ADD)

2012 - 2013

	TITLES										VOLUMES/UNITS						
	PRINT	PRINT	MICRO	MICRO	AUDIO	VIDEO/	CD-ROM	CD-ROM	EU		PRINT	PRINT	AUDIO	VIDEO/	CD-ROM	CD-ROM	EU
	REG	FED	REG	FED		DVD	REG	FED	DOCS		REG	FED		DVD	REG	FED	DOCS
AUG	107	0	0	148	0	0	0	0	0		160	0	0	0	2	1	0
SEPT	126	19	1	79	0	11	2	0	6		156	19	0	23	4	0	7
OCT	153	75	0	141	0	13	0	0	0		210	75	0	39	0	0	0
NOV	53	19	0	248	0	1	0	0	10		61	21	0	1	0	0	13
DEC	78	4	34	87	0	4	0	1	1		90	4	0	4	0	1	2
JAN	144	4	0	102	0	0	8	0	11		210	5	0	0	7	9	13
FEB	60	1	37	110	0	0	0	1	0		65	1	0	1	0	0	0
MAR	49	1	0	178	0	0	1	0	0		54	1	0	0	3	0	0
APR	54	0	11	146	0	1	0	0	1		71	2	0	1	0	0	1
MAY	56	7	0	181	0	0	0	0	2		61	8	0	0	0	0	2
JUN	49	2	0	133	0	2	1	0	1		50	2	0	2	1	0	2
JUL	24	0	0	84	0	0	0	0	0		28	0	0	0	1	0	0
TOTAL	953	132	83	1637	0	32	12	2	32		1,216	138	0	71	18	11	40
AVERAGE	79	11	7	136	0	3	1	0	3		101	12	0	6	2	1	3

**CATALOGING STATISTICS**

(WITHDRAWN)

**2012 - 2013**

**2012 - 2013**

	TITLES									VOLUMES/UNITS						
	PRINT	PRINT	MICRO	MICRO	AUDIO	VIDEO/	CD-ROM	CD-ROM	EU	PRINT	PRINT	AUDIO	VIDEO/	CD-ROM	CD-ROM	EU
	REG	FED	REG	FED		DVD	REG	FED	DOCS	REG	FED		DVD	REG	FED	DOCS
AUG	9	1	0	0	0	0	0	0	0	5	1	0	0	0	0	0
SEPT	7	1	0	0	0	0	0	0	0	9	1	0	0	0	0	0
OCT	4	0	0	0	0	0	0	0	0	14	0	0	0	0	0	0
NOV	7	2	0	0	0	0	0	0	0	13	3	0	0	0	0	0
DEC	4	0	0	0	0	0	0	2	0	4	0	0	0	0	2	0
JAN	1	0	0	61	0	0	0	0	0	12	0	0	0	0	0	0
FEB	2	0	0	2	0	0	0	0	0	16	0	0	0	0	0	0
MAR	1	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0
APR	12	0	0	0	0	0	0	0	0	12	0	0	0	0	0	0
MAY	2	0	0	0	0	0	0	0	0	103	0	0	0	0	0	0
JUN	3	0	0	0	0	0	0	0	0	31	0	0	0	0	0	0
JUL	0	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0
TOTAL	52	4	0	63	0	0	0	2	0	258	5	0	0	0	2	0
AVERAGE	4	0	0	5	0	0	0	0	0	22	0	0	0	0	0	0

<b>BOUND SERIALS</b>		
<b>AND</b>		
<b>BINDERY STATISTICS</b>		
<b>2012 - 2013</b>		
	<b>VOLUMES/UNITS</b>	
	<b>PRINT REG</b>	<b>PRINT FED</b>
AUG	305	3
SEPT	291	3
OCT	241	72
NOV	192	1
DEC	183	0
JAN	268	2
FEB	169	10
MAR	203	1
APR	354	74
MAY	265	2
JUN	251	14
JUL	151	3
TOTAL	2,873	185
AVERAGE	239	15

## **APPENDIX F**

**Report on the College of Law Library  
Prepared by the Faculty  
Library and Technology Committee  
360° Review**

**February 04, 2013**

I.	Introduction .....	1
II.	Compliance with the ABA and AALS Standards .....	1
III.	Comparative ABA Data .....	1
IV.	Summary of Law Library Operations .....	2
	A. Services Provided .....	2
	B. Budget .....	5
	C. Collection .....	12
	D. Hours of Operation, Staffing, and Salaries .....	15
	1. Hours of Operation .....	15
	2. Staffing .....	16
	3. Comparative Professional Salaries in the Law Library .....	21
V.	Conclusion and Recommendations .....	23
	Appendix A: ABA Standards .....	A - 1
	Appendix B: AALS By-Laws .....	B - 1
	Appendix C: Summary Job Descriptions of Law Library Director, Law Library Faculty, and Circulation Coordinator .....	C - 1

## I. Introduction

This review of the Loyola University New Orleans College of Law Library has been produced by the faculty Law Library and Technology Committee at the request of the College of Law administration. This review examines the organization, operation, and funding of the Law Library, and provides a detailed examination of the current state of the Law Library. It concludes with recommendations and possible directions for the Law Library to pursue in the future of expected reduced student enrollment. The Committee emphasizes that any decisions about the future of the Law Library should be contingent upon the anticipated strategic plan for the future of the entire College of Law.

## II. Compliance with the ABA and AALS Standards

Both the ABA and AALS set minimal standards for law school libraries. These standards are all closely tied to meeting the specific informational needs of a particularized faculty and student body at a unique institution. Under both standards, the level of appropriate law library support is directly linked to the specific educational mission and strategic goals of any individual law school and the informational needs those goals require. Thus, compliance with the standards can only be based upon a clear picture of the College of Law's mission and its strategic goals and objectives for the future.

The full text of the ABA Standards and the AALS By-laws on law libraries can be found in Appendix A and Appendix B, respectively, at the end of this report.

## III. Comparative ABA Data

This report contains numerous comparisons among the College of Law and seventeen other law schools. These include the twelve law schools in the University's "College of Law Reference Group":<sup>1</sup> Catholic U., Creighton, DePaul, Drake, Loyola Los Angeles, Mercer, Santa Clara, Stetson, U. of San Francisco, Valparaiso, Villanova, and William Mitchell. The committee also added the other three law schools in Louisiana, as well as the law schools at Indiana-Indianapolis and Gonzaga because they are the immediate predecessor institutions of the current Dean and Provost.

The comparisons among these schools use data from the American Bar Association Section on Legal Education and Bar Admissions. Every October, all ABA accredited law schools complete a questionnaire containing detailed statistical and fiscal data about their operations. The ABA consolidates all this information into comparative statistical and fiscal reports (the ABA "Take-Offs") that allow each law school to see where it ranks, according to various factors, among all 201 fully and provisionally accredited ABA law schools.

---

<sup>1</sup>*Reference Groups*, in University Fact Book, <http://academicaffairs.loyno.edu/research/2012-2013-fact-book> (last visited Jan. 15, 2012).

Each year's ABA Take-Offs are distributed in April and contain data from the previous October's questionnaire, which includes information from the previous fiscal and academic years.. Thus, the 2012 Take-Offs, used in this report, consist of data collected in October 2011 and reflect information about the 2010-2011 fiscal and academic years. Comparative statistical tables for the 2011-2012 academic and fiscal years will not be available until Spring 2013.

While the schools referenced above are listed in the following comparisons, most of the following tables also provide the rank of each of these eighteen schools among all 201 ABA accredited law schools. When available, the ABA statistical mean and median have been provided.

#### IV. Summary of Law Library Operations

##### A. Services Provided

The Law Library offers a wide range of services to both the faculty and students of the College of Law as well as to other patrons throughout the University and the broader New Orleans community, including members of the bar, the bench, and the general public. The Law Library's Mission Statement sets forth its dual commitment of building both a collection and the human interface to enable its patrons to make effective use of the collection:

##### *Law Library Mission*

*The mission of the Loyola University College of Law Library is to meet both the curricular and research informational needs of the College's faculty and students. The Law Library achieves this mission through development of a carefully selected collection of traditional and electronic resources and a proactive program of efficiently and effectively delivering access to these collections.*

The Law Library faculty provides one-on-one assistance at the reference desk sixty-eight hours a week.<sup>2</sup> In addition, the reference librarians work with individual faculty members as part of the faculty liaison program, keeping abreast of each faculty member's general research interests and current research projects. A similar liaison program is also offered to each of the College's law reviews and journals. The reference librarians and foreign and international law librarian also regularly teach in the College of Law Skills Curriculum. They also offer tours of the Law Library during orientation week and teach one session each fall in the Legal Research and Writing course. Upon request, the reference librarians also provide legal research presentations in selected specialized courses and seminars.

Circulation is the most visible department of the Law Library and provides check-out

---

<sup>2</sup> The reference desk is staffed from 8:30 a.m. to 4:30 p.m., and 5 p.m. to 9 p.m. Monday to Thursday 8:30 a.m. to 4:30 p.m., Friday, and 1 p.m. to 6 p.m., Saturday and Sunday. *See also infra* Part IV-D-1, p. 15.

services for circulating and reserve materials at the Circulation/Reserve desk on the first floor during the 106 hours a week that the Law Library is open.<sup>3</sup> The circulation staff also puts items on course reserve, supplements loose-leaf services and other updated serial publications, maintains the faculty library on the fourth floor, and processes all interlibrary loan requests.

The technical services department is responsible for ordering, receiving, recording, cataloging, and processing all the library resources either purchased or received as a document depository library each year. While the services rendered by the technical services department are not as obvious to either faculty or student patrons as circulation and reference services, , these operations are no less valuable. The workflow of the department usually starts with the decision to purchase a library resource, be it a monograph or serial publication in any format (paper, microform, physical electronic form, online electronic format). The request for the library resource goes to the deputy director who, together with the acquisitions assistant, decides what vendor will be used to purchase the item. The acquisitions assistant orders the material from the vendor, usually by means of a multi-part order form, and records the information in the library's integrated purchasing and collection management system. Once the items are delivered to the library, the acquisitions assistant verifies that the correct item was received, records its receipt in the system, and notes any changes in pricing or shipping cost estimates..

If the item received is a serial, it is then passed on to the serials assistant for processing. A serial is a book or set that is periodically updated in an established pattern. Serials include reporters, statutes, supplements, and multi-volume treatises. These serials must be updated with new volumes, replacement volumes, and pocket parts. The serials assistant checks-in the material on the library system, stamps the book, adds an antitheft magnetic strip, and places a call number and volume designation label on the spine, and then passes the material along to the circulation staff who shelves the item and removes any redundant material from the shelf. The serials assistant also checks in journals and passes them along to the bindery assistant who shelves them. As journal volumes become complete, the bindery assistant pulls individual issues, organizes them, and packages them to be shipped to a commercial bindery. When bound volumes are returned, the bindery assistant records the completed volumes in the integrated library system and physically processes them before they are sent to the shelf.

If an item is a monograph, it is passed from the acquisitions assistant to the cataloging assistant. If the item is an addition to something the library has previously cataloged (for example, a new issue of a journal or a new volume in a series), the cataloging assistant creates an item record for it in the system and physically prepares it for shelving. If the item is new to the library, the catalog assistant searches the OCLC bibliographic database to locate a cataloging record that matches the new item and downloads that record. That electronic record is then transferred to our local system, location information is added, and the item is physically processed (stamped, labeled, etc.). If an acceptable electronic record is not available on OCLC,

---

<sup>3</sup> The library is open, and the circulation/reserve desk is staffed, from 7:30 a.m. to midnight, Monday through Thursday, 7:30 a.m. to 9 p.m. on Friday, 9 a.m. to 10 p.m. no Saturday, and 10 a.m. to 11 p.m. on Sunday. See *infra* Part IV-D-1, p. 15.



then the material is passed to the catalog librarian for original cataloging. In addition to all the above procedures, any paperback resources received by the library are passed to the bindery assistant who arranges to have the commercial bindery reinforce the material with Mylar binding.

The library is a select depository for documents from the United States government, the Louisiana state government, and the European Union. The library receives law and law-related materials from these three depository programs and is obligated to handle the materials in accordance with the procedures established by the issuing entity. Once selected, material is received in batches with itemized shipping lists. The acquisitions assistant confirms receipt of paper materials, microforms, CD-ROMs, and DVDs by comparing shipping lists to contents and noting the document number on each piece. Paper materials are then given to the serials assistant for system check-in, and then passed on to the bindery assistant for physical processing or binding. Documents in microform format are passed on to the cataloging assistant who confirms receipt, makes notes on each item, and follows the cataloging procedure for new monographs. Serial microform documents are passed to the serial assistant who checks them in on the library system. The serials/government documents librarian oversees this process, researches and resolves problems that arise with both serials and government document materials, claims missing materials, adds links to records for electronic documents, maintains holding records for items not formally added to the collection, and offers duplicate or unwanted items to other libraries.

The final step in technical services is payment for the items received by the library. The acquisitions assistant opens mail, collects invoices and packing slips that come either with the item or at a later date. That assistant, in turn, verifies that invoiced items have been ordered and received. The assistant then records them in the library system and resolves any discrepancies in the order price, shipping, or handling (the deputy director is alerted to major deviations between order and receipt pricing). After encoding, the approved invoices are, in turn, passed on to the director's assistant who prepares a multi-part paper voucher for the director's signature and cross-checks them. Those vouchers are then forwarded to the university financial affairs office for payment. Both the director's assistant and the deputy director check and reconcile any discrepancies between the library internal financial records and the university financial system (FRS).

The technical services department also maintains records of the special faculty collection development allocation program. This program allows each faculty member to request up to \$2000 of specialized materials idiosyncratic to his or her research interests. These materials are ordered and paid for as a part of the Law Library's budget and may be permanently checked out to the requesting faculty member. Few law schools offer such a comparable allocation.

One measure of the Law Library's success in providing quality services to students is demonstrated by the 2012 Graduating Student Survey. In the measurement of student satisfaction with various services and resources at the College of Law, students gave "Library resources" a

mean score of 3.88 on a five-point scale and “Library service” a mean score of 3.93.<sup>4</sup> Of the eleven categories in this part of the survey, only “Overall quality of instruction,” with a mean score of 4.03, was rated higher than the two survey items about the Law Library.<sup>5</sup>

The following sections offer comparisons among the College of Law and the comparison group law schools for areas in which comprehensive data is collected by the ABA.

## B. Budget

The Law Library’s total budget for Fiscal Year 2010-2011 was \$2,620,667. The breakdown of its three major components is shown in the following graph. (The 2011-2012 total library budget was \$2,703,578; the acquisitions component was \$1,392,720, the operations component was \$84,772, and the salaries and fringe benefits component was \$1,226,084.)

# Law Library Budget, FY 2010-2011

Total Budget: \$2,620,667

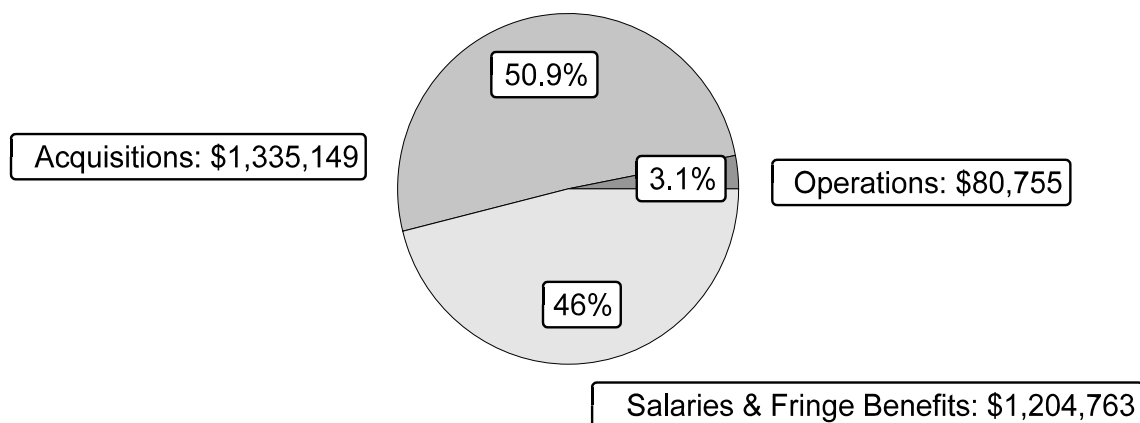


Table 1, on the next page, lists the College of Law and its comparison schools and provides the total expenditures for each law school, the budget for each school’s library, and the library’s percentage of each school’s entire budget. For mid-range law schools, an operational benchmark for library expenditures is between nine and eleven percent of total law school expenditures. ABA mean and median figures support this benchmark. Thus during FY 2010-2011 the Law Library fell securely within that range at 9.5% of the College of Law’s total

---

<sup>4</sup>Loyola University New Orleans Office of Institutional Research and Effectiveness, College of Law Graduating Student Survey: Spring 2012 Survey Reports, at 19.

<sup>5</sup>*Id.*

expenditures, ranking 93rd among all ABA schools by this measure. Total law library spending includes all librarian, support staff, and student assistant salaries, all acquisition expenditures, as well as all operational expenses.

**Table 1: Total Law Library Budget Compared to Total Law School Budget  
(Ranked by Percentage of Law School Budget)**

	School	Total Law School Budget	Total Law Library Budget		Library's Percentage of Law School Budget	
			Amount	ABA Rank	Percentage	ABA Rank
1	Southern	\$13,186,456	\$2,104,113	129	16.0%	25
2	Creighton	\$18,560,235	\$2,500,886	96	13.5%	34
3	Gonzaga	\$17,359,205	\$2,092,247	130	12.1%	48
4	Drake	\$17,659,504	\$2,114,994	125	12.0%	51
5	San Francisco	\$30,670,496	\$3,399,615	41	11.1%	63
6	Valparaiso	\$19,081,216	\$2,085,225	133	10.9%	66
	<b>ABA - Mean</b>	<b>n/a</b>	<b>\$3,599,179</b>	<b>n/a</b>	<b>10.9%</b>	<b>n/a</b>
7	Santa Clara	\$38,965,704	\$3,983,121	28	10.2%	80
8	Mercer	\$19,617,662	\$1,949,360	143	9.9%	89
9	LSU	\$22,341,057	\$2,195,907	117	9.8%	90
10	Loyola New Orleans	\$27,480,357	\$2,620,667	85	9.5%	93
11	Catholic U	\$33,438,304	\$3,126,699	56	9.4%	95
12	Villanova	\$29,365,756	\$2,725,353	80	9.3%	99
	<b>ABA - Median</b>	<b>n/a</b>	<b>\$2,406,521</b>	<b>n/a</b>	<b>9.2%</b>	<b>n/a</b>
13	Indiana-Indianapolis	\$30,271,950	\$2,747,690	79	9.1%	101
14	Loyola Los Angeles	\$56,015,938	\$4,690,981	17	8.4%	118
15	Stetson	\$41,383,612	\$3,174,666	51	7.7%	134
16	William Mitchell	\$37,242,121	\$2,379,064	103	6.4%	162
17	Tulane	\$40,280,795	\$2,179,012	118	5.4%	180
18	DePaul	\$48,101,855	\$2,350,073	106	4.9%	187

Table 2, on the next page, sets forth total library spending, total spending on library materials, and library materials spending per FTE student. Total spending on library materials includes spending for books, journals and other serials, microforms, audio-visual materials in all formats, and CD-ROMs, as well as all bindery costs.

**Table 2: Total Law Library Materials Spending  
Compared to Total Law Library Budget  
(Ranked by Library Materials Spending per FTE JD Student)**

School		Total Law Library Budget		Library Spending, Materials		Library Spending, Materials, per FTE JD Student	
		Amount	ABA Rank	Amount	ABA Rank	Amount	ABA Rank
1	Creighton	\$2,500,886	96	\$1,505,082	44	\$3,222	10
2	San Francisco	\$3,399,615	41	\$1,658,262	31	\$2,413	42
3	Drake	\$2,114,994	125	\$1,091,713	103	\$2,373	47
	<b>ABA - Mean</b>	<b>\$3,599,179</b>	<b>n/a</b>	<b>\$1,500,938</b>	<b>n/a</b>	<b>\$2,258</b>	<b>n/a</b>
4	Loyola Los Angeles	\$4,690,981	17	\$2,476,623	11	\$2,072	65
5	Catholic U	\$3,126,699	56	\$1,473,341	50	\$1,946	73
6	Gonzaga	\$2,092,247	130	\$951,298	132	\$1,880	81
7	Mercer	\$1,949,360	143	\$801,033	166	\$1,824	89
8	Valparaiso	\$2,085,225	133	\$990,092	123	\$1,787	95
	<b>ABA - Median</b>	<b>\$2,406,521</b>	<b>n/a</b>	<b>\$1,099,694</b>	<b>n/a</b>	<b>\$1,743</b>	<b>n/a</b>
9	Loyola New Orleans	\$2,620,667	85	\$1,335,149	70	\$1,707	107
10	Stetson	\$3,174,666	51	\$1,610,573	36	\$1,630	126
11	Santa Clara	\$3,983,121	28	\$1,493,774	47	\$1,625	127
12	LSU	\$2,195,907	117	\$1,003,242	116	\$1,600	131
13	Villanova	\$2,725,353	80	\$1,161,390	89	\$1,518	145
14	Tulane	\$2,179,012	118	\$1,101,765	100	\$1,447	149
15	Indiana-Indianapolis	\$2,747,690	79	\$1,117,423	98	\$1,382	157
16	Southern	\$2,104,113	129	\$871,415	150	\$1,359	161
17	William Mitchell	\$2,379,064	103	\$1,094,015	102	\$1,222	176
18	DePaul	\$2,350,073	106	\$1,196,968	84	\$1,212	178

The figures in Table 2 demonstrate that the College of Law was, during FY 2010-2011, above the ABA median but below the ABA mean for total library spending in raw dollar amount but, with a ratio of library material spending per FTE JD student of \$1707, was slightly below the median for all ABA schools, well below the mean for all ABA schools, and in the middle of our comparison group. If comparative library expenditures figures remain stable, with decreased enrollments, the library materials per student would rise in real dollar terms and in comparative rankings.

Table 3, on the next page, provides spending on library materials per faculty.

**Table 3: Total Law Library Materials Spending, Per FTE Faculty**

School		Library Spending, Materials, per FTE Faculty	
		Amount	ABA Rank
1	Creighton	\$54,532	3
2	San Francisco	\$36,365	34
3	Drake	\$34,991	40
4	Loyola Los Angeles	\$30,804	53
5	Valparaiso	\$30,558	54
6	Gonzaga	\$30,490	55
7	Villanova	\$30,245	58
8	LSU	\$28,829	68
9	Loyola New Orleans	\$27,816	79
	<b>Mean</b>	<b>\$26,966</b>	
10	Mercer	\$25,674	95
	<b>Median</b>	<b>\$25,004</b>	
11	Catholic U	\$23,611	113
12	William Mitchell	\$23,376	115
13	Stetson	\$23,140	117
14	Indiana-Indianapolis	\$22,171	125
15	Tulane	\$21,352	138
16	Santa Clara	\$20,407	143
17	Southern	\$18,620	161
	DePaul	\$18,472	162

During the Hurricane Katrina year (FY 2005-2006), the Law Library sustained no cuts to the acquisitions budget, but no additional funding was granted to meet inflationary pressures. In the following year (FT 2006-2007), the acquisitions budget received an increase that included a partial “catch-up” from the Katrina year.

Beginning with FY 2007-2008, a College of Law budgetary model was developed that included an annual programmatic increase of 5% in the Law Library acquisitions budget designed to partially offset severe inflationary increases in legal publications and electronic databases.<sup>6</sup> Even with 5% increases and needed decanal fund transfers,<sup>7</sup> the Law Library has had

---

<sup>6</sup>According to the most recent report of the American Association of Law Libraries Price Index for Legal Publications Committee, the 2010-2011 average price increase for legal materials, print and electronic, was 8.2%. See 2011 AALL Price Index for Legal Publications, <http://www.aallnet.org/main-menu/Publications/products/pub-price/Price-Index-2011.html> (last visited Jan. 15, 2013). By comparison, the Consumer Price Index for 2010-2011 was 3.2%. See Bureau of Labor Statistics, Consumer Price Index: Annual Average Indexes, 2011, <http://www.bls.gov/cpi/tables.htm> (last visited Jan. 15, 2012).

<sup>7</sup>In FY 2007-2008, the programmatic increase was \$50,000 and the Law Library received a decanal transfer of \$100,000; in FY 2008-2009 there was a 10% programmatic “catch-up” of \$151,000 to help make up for the post-Katrina acquisitions budget freeze; in FY 2009-2010, the programmatic increase was \$58,575; in FY 2010-2011 the programmatic increase was \$60,500; in FY 2011-2012 there was no programmatic increase, but there were two

to make substantial cuts in serial publications which have averaged \$100,000 annually for the last four years.<sup>8</sup> Receiving the 5% programmatic increases to the acquisitions budget has enabled the Law Library to avoid even more cuts to its serial publications and allowed it to continue to maintain a respectable monographic collection.

Beginning in FY 2011-12 the Law Library received no increase in its base acquisitions budget and initially received only the same base budget it had in FY 2009-2010. Although the Law Library received \$105,000 in decanal transfer funds toward the end of FY 2011-12, currently the acquisitions budget for FY 2012-2013 remains at FY 2009-2010 levels.

Table 4, on the next page, shows how the library *would* have fared without this annual additional five percent programmatic increase during the previous three fiscal years.

---

decanal transfers totaling \$105,000.

<sup>8</sup>See *infra* pp. 13-15, for recent titles cut from the Law Library collection.

**Table 4: Total Law Library Materials Spending Compared to Total Law School Budget, Hypothetically, in Absence of 5% Annual Programmatic Increases for FY 08-09 through FY 10-11 (Ranked by Library Materials Spending per FTE JD Student)**

School		Library Spending, Materials		Library Spending, Materials, Per FTE JD Student	
		Amount	ABA Rank	Amount	ABA Rank
1	Creighton	\$1,505,082	44	\$3,222	10
2	San Francisco	\$1,658,262	31	\$2,413	42
3	Drake	\$1,091,713	103	\$2,373	47
	<b>ABA - Mean</b>	<b>\$1,500,938</b>	<b>n/a</b>	<b>\$2,258</b>	<b>n/a</b>
4	Loyola Los Angeles	\$2,476,623	11	\$2,072	65
5	Catholic U	\$1,473,341	50	\$1,946	73
6	Gonzaga	\$951,298	132	\$1,880	81
7	Mercer	\$801,033	166	\$1,824	89
8	Valparaiso	\$990,092	123	\$1,787	95
	<b>ABA - Median</b>	<b>\$1,099,694</b>	<b>n/a</b>	<b>\$1,743</b>	<b>n/a</b>
9	Stetson	\$1,610,573	36	\$1,630	126
10	Santa Clara	\$1,493,774	47	\$1,625	127
11	LSU	\$1,003,242	116	\$1,600	131
12	Villanova	\$1,161,390	89	\$1,518	145
13	Tulane	\$1,101,765	100	\$1,447	149
14	Indiana-Indianapolis	\$1,117,423	98	\$1,382	157
15	Southern	\$871,415	150	\$1,359	161
16	Loyola New Orleans	\$1,010,000	115	\$1,292	169
17	William Mitchell	\$1,094,015	102	\$1,222	176
18	DePaul	\$1,196,968	84	\$1,212	178

As shown in Table 4 above, without the 5% budget increase for the past three fiscal years since 2008, the Law Library *would* now be sixteenth out of the eighteen comparison schools in total spending on library materials, and instead of being ranked 70th out of all ABA schools, it would be 115th. In the ratio of library materials spending per student, the Law Library *would* have fallen from 107th to 169th. (Compare the Law Library’s hypothetical numbers and rankings, above, with the actual figures in Table 2, on page 7.)

Table 5, on the next page, provides this same hypothetical scenario for library materials spending per FTE faculty.

**Table 5: Total Law Library Materials Spending, per FTE Faculty, Hypothetically, in Absence of 5% Annual Programmatic Increases for FY 08-09 through FY 10-11**

School		Library Spending, Materials, per FTE Faculty	
		Amount	ABA Rank
1	Creighton	\$54,532	3
2	San Francisco	\$36,365	34
3	Drake	\$34,991	40
4	Loyola Los Angeles	\$30,804	53
5	Valparaiso	\$30,558	54
6	Gonzaga	\$30,490	55
7	Villanova	\$30,245	58
8	LSU	\$28,829	68
	<b>Mean</b>	<b>\$26,966</b>	
9	Mercer	\$25,674	95
	<b>Median</b>	<b>\$25,004</b>	
10	Catholic U	\$23,611	113
11	William Mitchell	\$23,376	115
12	Stetson	\$23,140	117
13	Indiana-Indianapolis	\$22,171	125
14	Tulane	\$21,352	138
15	Loyola New Orleans	\$20,528	142
16	Santa Clara	\$20,407	143
17	Southern	\$18,620	161
18	DePaul	\$18,472	162

Without the three years of 5% programmatic increased spending on library materials, the College of Law Library *would* rank 15th, instead of 9th, among the eighteen comparison group schools, and be 142nd, instead of 79th, out of all ABA school. (Compare the Law Library's hypothetical spending per FTE Faculty, above, with the actual figures in Table 3, on page 8.)



C. Collection

In an effort to deal with acquisitions budgetary issues, the Law Library has cancelled significant portions of the collection in recent years. The latest substantial cut was the cancellation of all regional reporters (except the Southern Reporter), along with the California Reporter and the New York Supplement. These cuts do not affect our federal reporters at this time. These cuts were made in light of financial restraints, a survey of the top 100 law schools per U.S. News to see which law school libraries had taken similar actions, the ability to access equivalent content on platforms such as Westlaw, LexisNexis, Fastcase, and court web sites, and discussions with librarians at other law schools.

The price of these eight cancelled reporters increased by 19.9% from 2010 to 2011 (from \$44,505 to \$53,382). Additionally, if the Law Library projects an additional increase of 8% for the current fiscal year the cost savings for the College of Law costs would be \$57,652. This would have been a 29.5% increase in a two year period during which programmatic increases in the acquisitions budget are uncertain.

**Table 6: Recent Price Increases for National Reporter Components**

	2010 Price	2011 Price	Projected 12-13 Savings on 8% Increase
Atlantic Reporter	\$7,429	\$8,901	\$9,613
Cal Reporter	\$4,165	\$5,015	\$5,416
NY Supp	\$4,740	\$5,680	\$6,134
North Eastern Reporter	\$5,832	\$7,002	\$7,562
North Western Reporter	\$3,906	\$4,676	\$5,050
Pacific Reporter	\$5,688	\$6,822	\$7,368
South Eastern Reporter	\$4,186	\$5,026	\$5,428
South Western Reporter	\$8,559	\$10,260	\$11,081
<b>Total</b>	\$44,505	\$53,382	\$57,653

On the next page, in Table 7, are examples of well-known legal treatises and their cost increases from 2008 through 2012. The prices for legal treatises have not risen as dramatically as reporter prices, but in some instances the price increases still outpace the previous 5% annual programmatic increases the Law Library received pre-2011. (The pricing in Table 7 is from Appendix H of the 2012 Legal Information Guide and Reference Manual by Kendall Svengalis.)

**Table 7: Recent Price Increases for Select Legal Treatises**

Title	2008	2009	2010	2011	2012	% Increase (Cumulative)
Benedict on Admiralty	\$3,300	\$3,498	\$3,638	\$3,747	\$3,972	20.4%
Banking Law	\$2,653	\$2,865	\$2,937	\$3,099	\$3,330	25.5%
Williston/Lord on Contracts	\$1,603	\$1,833	\$2,017	\$2,343	-	46.2%
Appleman Law of Liability Insurance	\$1,797	\$1,977	\$2,145	\$2,145	\$2,220	23.5%
Merten's Federal Income Taxation	\$3,936	\$4,176	\$5,066	\$4,218	-	7.2%
Larson's Law of Workmen's Comp.	\$3,000	\$3,180	\$3,180	\$3,212	\$3,324	10.8%
Federal Practice and Procedure	\$2,414	\$2,210	\$2,743	\$2,704	-	12.0%
Antieau on Local Government Law	\$1,370	\$1,466	\$1,495	\$1,570	\$1,664	21.5%

Several other legacy titles have been cancelled from the collection in an effort to combat the acquisitions budget situation including the following cancellations from December 2011 that saved a projected \$116,000:

Alabama Digest	Federal Rules Service
Am Jur Trials	Florida Digest
American Correctional Assoc Dir	Gilson on Trademarks
American law of Torts	Grad - Treatise on Environmental Law
American Libraries Dir.	Headquarters USA
American Maritime Cases	International Who's Who
Antieau on Govt	Law of Federal Oil and Gas Leases
Automobile Law and Practice (Blashfield)	Law of Oil and Gas (Summers)
Bender's Federal Practice Forms	Modern Federal Jury Instructions
Broadcasting and Cable	Moy's Walker on Patents
Callmann - Law of Unfair Competition, Trademarks	National Trade and Prof. Assoc Dir.
Child Custody & Visitation Law and Practice	Oppression of Minority Shareholders
Computer Law	Patent, Trademark, Copyright Journal
Condo Law Practice and Forms	Police Civil Liability
Congressional Yellowbook	Professional Corporations and Associations
Countries of the World	Shepard's Federal Tax
Dominion Law Reports	Shepard's Popular Name
Employment Discrimination	Shepard's Prof. and Judicial Conduct
Encyc. Of Associations	Shepard's US Admin.
Encyc. Of Government Advisory Orgs	Texas Digest
Encyc. Of International Orgs	Texas Jurisprudence
Encyc. Of Regional Orgs (SE + SC)	Thompson on Real Property
Entertainment Industry Contracts	U of Miami Estate Planning
Federal Practice Digest (Fac. Library Copy)	UCC Case Digest
Federal Regulatory Dir.	UCC Reporting Service
Federal Reporter (Faculty Library Copy)	Washington Information Dir.
Federal Rules of Evidence Digest	Water and Water Rights
	Who's Who in America

Who's Who in American Law  
Who's Who in SE

Who's Who in the World  
World Intell. Property Rights/Remedies  
World Trademark Law and Practice

So far in FY 2012-23 the Law Library has already cancelled or not renewed the titles below for savings of approximately \$145,000:

ALR Fed  
American Bar  
American Correctional Assoc Directory  
American Journal of Law and Medicine  
Annual Review of Irish Law  
Attorney-Client Privilege in the US  
Banking Law  
Brown, Law of Oil and Gas  
Bruner, Construction Law Treatise  
Business Torts  
California Judicial Council Forms  
CFR (print and microfiche copies)  
Chicago Manual of Style Online  
Commercial Damages  
Common Law World Review  
Constitutional Rights of the Accused  
Consumer Credit Guide  
Court Awarded Attorney Fees  
Court Martial Procedure  
Criminal Law Bulletin  
Criminal Practice Manual  
Defense of Narcotics Cases  
Employee Rights Litigation: Pleading and Practice  
Employment Law Deskbook  
EU Competition Law Handbook  
European Journal of Law Reform  
Expert Witness Checklists  
Federal Law Review  
Federal Postconviction Remedies and Relief Handbook  
Federal Yellow Book  
Global Legal Post  
International Labour Review  
Journal of Health Politics, Policy and Law  
Journal of International Criminal Justice

Journal of Law, Medicine and Ethics  
Judicial Yellow Book  
Kuntz, Law of Oil and Gas  
LABI Workers Comp Desk Book  
Land Use Law  
Law and History Review  
Law of Easements and Licenses in Land  
Law of Federal Oil and Gas Leases  
Law of Pooling and Unitization  
Laws of Australia  
Lewin on Trust (Sweet and Maxwell)  
Litigating Age Discrimination Cases  
Local Government Law  
Modern Child Custody Practice  
New Appleman Insurance Law Guide  
New Criminal Law Review  
New York Pattern Jury Instruction  
Penn State Environmental Law Review  
Practical Guide to Document Authentication  
Preparing for Settlement and Trial  
Prosecution and Defense of Criminal Conspiracy Cases  
Prosecution and Defense of Forfeiture Cases  
Prosecution and Defense of Sex Crimes  
Psychology, Public Policy and Law  
Regional Reporters  
Reveye Quebecoise de Droit International  
Rothstein, Occupational Safety and Health Law  
Search in Public Schools Checklists  
Shipping and Trade Law  
Southeastern Digest 2d  
Space Law  
Sports Law Practice  
State Postconviction Remedies and Relief  
Sydney Law Review

Tex Rules of Evidence Ann. (Roach)  
 Texas Civil Practice 2d  
 Texas Trial Handbook  
 The New Columbia Encyclopedia  
 Trademarks and Unfair Competition 4th  
 U of New South Wales Law Journal  
 UN Treaty Series  
 University of Tasmania Law Review

USCA (faculty library copy)  
 USCANN  
 USCS  
 Walker (Moys) Patents 4th  
 West's Federal Administrative Practice  
 What's It Worth  
 William and Meyers Oil and Gas Law  
 Windsor Yearbook of Access to Justice  
 Words and Phrases

D. Hours of Operation, Staffing, and Salaries

1. Hours of Operation

Tables 8 and 9, below and on the next page, show the total hours per week that the law libraries are open, and during which a professional librarian is on duty at the reference desk, for all eighteen comparison group schools.

**Table 8: Total Hours Per Week When Law Library is Open**

School		Total Hours Open	
		Hours	Rank
1	Catholic U	115	18
1	Tulane	115	18
3	Valparaiso	112	29
4	Gonzaga	111	33
5	Villanova	110	38
6	William Mitchell	109	45
6	Drake	109	45
8	Loyola Los Angeles	108	53
9	Santa Clara	106	66
9	Loyola New Orleans	106	66
11	Indiana-Indianapolis	105	78
12	Creighton	103	95
	<b>ABA - Median</b>	<b>102</b>	<b>n/a</b>
	<b>ABA - Mean</b>	<b>102</b>	<b>n/a</b>
13	LSU	100	118
14	San Francisco	98	133
15	DePaul	94	158
16	Southern	91	168
17	Stetson	87	173
18	Mercer	68	195

For total hours open, the College of Law Library is above both the ABA Mean and Median, is tied for ninth among the eighteen comparison schools, and tied for 66th overall among all ABA schools.

**Table 9: Hours Per Week with Professional Librarian Working**

School		Hours With Professional Librarian Working	
		Hours	Rank
1	Loyola Los Angeles	83	15
1	Southern	83	15
3	Stetson	80	24
4	Santa Clara	78	38
4	Indiana-Indianapolis	78	38
6	DePaul	75	52
7	Catholic U	74	55
7	Tulane	74	55
7	William Mitchell	74	55
10	Villanova	72	66
11	Loyola New Orleans	68	84
12	Creighton	67	89
	<b>ABA - Median</b>	<b>66</b>	<b>n/a</b>
	<b>ABA - Mean</b>	<b>66</b>	<b>n/a</b>
13	San Francisco	66	96
14	Valparaiso	65	103
15	LSU	64	110
16	Drake	61	110
17	Mercer	59	133
18	Gonzaga	48	183

The College of Law Library is slightly above the ABA Mean and Median for hours per week with a professional librarian on duty, is eleventh out of the eighteen schools in the comparison group, and 84th out of all ABA schools.

## 2. Staffing

The ABA Take-Offs provide the number of both professional librarians and library support staff working at all ABA accredited law school libraries. The following tables provide those numbers and a comparison of the ratios of librarians and support staff to both faculty and students here at the College of Law and the comparison group schools. Summary job descriptions for the Law Library Director, the Law Library faculty, and the circulation department coordinator can be found in Appendix C, starting on page C-1 at the end of this report.

Table 10 provides the raw numbers, ranked by professional librarians. Note that the College of Law is slightly below the ABA Median.

**Table 10: Professional Librarians and Support Staff  
(Ranked by Total Number of Professional Librarians)**

School	FTE Students		FT Faculty	Prof. Librarians		Support Staff	
	Number	ABA Rank		Number	ABA Rank	Number	ABA Rank
1 Loyola Los Angeles	1191	16	80.4	12.0	33	16.0	12
2 Catholic U	679	83	62.4	11.8	38	9.0	68
3 Indiana-Indianapolis	852	26	50.4	10.0	57	12.0	31
3 Stetson	989	45	69.6	10.0	57	12.0	31
<b>ABA - Mean</b>	<b>637</b>	<b>n/a</b>	<b>49.9</b>	<b>9.1</b>	<b>n/a</b>	<b>8.6</b>	<b>n/a</b>
5 LSU	679	38	34.8	9.0	81	13.0	23
5 Villanova	725	73	38.4	9.0	81	8.0	86
5 Santa Clara	884	83	73.2	9.0	81	3.0	181
<b>ABA - Median</b>	<b>696</b>	<b>n/a</b>	<b>n/a</b>	<b>8.4</b>	<b>n/a</b>	<b>7.5</b>	<b>n/a</b>
8 Tulane	765	32	51.6	8.0	105	10.0	56
8 Loyola New Orleans	769	64	48.0	8.0	105	9.0	68
8 William Mitchell	896	35	46.8	8.0	105	6.1	124
8 DePaul	955	63	64.8	8.0	105	9.0	68
12 San Francisco	668	34	45.6	7.5	122	6.5	121
13 Drake	443	157	31.2	7.0	130	7.2	102
14 Creighton	437	161	27.6	6.0	156	6.0	125
14 Gonzaga	506	137	31.2	6.0	156	7.0	103
16 Mercer	451	125	31.2	5.0	167	6.0	125
16 Valparaiso	558	155	32.4	5.0	167	7.0	103
18 Southern	645	95	46.8	3.0	192	12.0	31

Tables 11 and 12, on the following two pages, provide rankings that show the number of professional librarians per 100 FTE JD students (Table 11) and per 10 FTE Faculty (Table 12).

**Table 11: Ratio of Professional Librarians to Students  
(Ranked by Professional Librarians Per 100 FTE JD Students)**

School		FTE JD Students		Professional Librarians		Professional Librarians Per 100 FTE JD Students	
		Number	ABA Rank	Number	ABA Rank	Number	ABA Rank
1	Catholic U	679	83	11.8	38	1.74	40
2	Drake	443	157	7	130	1.58	54
	<b>ABA - Mean</b>	<b>637</b>	<b>n/a</b>	<b>9.1</b>	<b>n/a</b>	<b>1.41</b>	<b>n/a</b>
3	Creighton	437	161	6	156	1.37	96
4	LSU	679	83	9	81	1.33	98
	<b>ABA - Median</b>	<b>696</b>	<b>n/a</b>	<b>8.4</b>	<b>n/a</b>	<b>1.32</b>	<b>n/a</b>
5	Villanova	725	73	9	81	1.24	115
6	Gonzaga	506	137	6	156	1.19	121
7	Indiana-Indianapolis	852	45	10	57	1.17	125
8	San Francisco	668	34	7.5	122	1.12	136
9	Mercer	451	155	5	167	1.11	138
10	Tulane	765	64	8	105	1.05	149
11	Loyola New Orleans	769	63	8	105	1.04	151
12	Santa Clara	884	38	9	81	1.02	152
13	Loyola Los Angeles	1191	16	12	33	1.01	153
13	Stetson	989	26	10	57	1.01	153
15	Valparaiso	558	125	5	167	0.90	168
16	William Mitchell	896	35	8	105	0.89	170
17	DePaul	955	32	8	105	0.84	178
18	Southern	645	95	3	192	0.47	198

The College of Law is below the ABA Mean and Median, is 11th among the eighteen comparison schools, and is 151st amongst all ABA schools in the ratio of professional librarians per 100 FTE JD students.

**Table 12: Ratio of Professional Librarians to Faculty  
(Ranked by Professional Librarians Per 10 FT Faculty)**

School		FT Faculty	Professional Librarians		Professional Librarians Per 10 FTE Faculty	
			Number	ABA Rank	Number	ABA Rank
1	LSU	34.8	9	81	3.10	33
2	Creighton	27.6	6	156	2.86	45
3	Villanova	38.4	9	81	2.81	51
4	Drake	31.2	7	130	2.69	64
5	Indiana-Indianapolis	50.4	10	57	2.63	71
	<b>ABA - Mean</b>	<b>49.9</b>	<b>9.1</b>	<b>n/a</b>	<b>2.45</b>	<b>n/a</b>
6	Catholic U	62.4	11.8	38	2.36	89
7	William Mitchell	46.8	8	105	2.29	95
	<b>ABA - Median</b>	<b>n/a</b>	<b>8.4</b>	<b>n/a</b>	<b>2.19</b>	<b>n/a</b>
8	Gonzaga	31.2	6	156	2.14	111
9	San Francisco	45.6	7.5	122	1.97	127
10	Loyola Los Angeles	80.4	12	33	1.88	138
11	Mercer	31.2	5	167	1.85	141
11	Stetson	69.6	10	57	1.85	141
13	Tulane	51.6	8	105	1.70	161
14	Loyola New Orleans	48.0	8	105	1.66	159
15	Valparaiso	32.4	5	167	1.61	169
16	Santa Clara	73.2	9	81	1.41	187
17	DePaul	64.8	8	105	1.36	188
18	Southern	46.8	3	192	0.83	199

The College of Law is below the ABA Median and Mean, is 14th out of the eighteen comparison law schools, and is 159th among all ABA schools in the ratio of professional librarians per 10 FT faculty.

Tables 13 and 14, on the next two pages, provide comparisons of law library support staff per student and per faculty and indicates significant under-staffing at the College of Law for library support staff.



**Table 13: Ratio of Library Support Staff to Students  
(Ranked by Support Staff Per 100 FTE JD Students)**

School		FTE JD Students		Law Library Support Staff		Support Staff Per 100 FTE JD Students	
		Number	ABA Rank	Number	ABA Rank	Number	ABA Rank
1	Drake	443	157	14.4	126	3.2	53
2	Catholic U	679	83	20.8	54	3.0	67
3	Creighton	437	161	13.0	147	2.9	74
	<b>ABA - Mean</b>	<b>637</b>	<b>n/a</b>	<b>18.5</b>	<b>n/a</b>	<b>2.8</b>	<b>n/a</b>
4	Gonzaga	506	137	14.0	129	2.7	90
	<b>ABA - Median</b>	<b>696</b>	<b>n/a</b>	<b>17.0</b>	<b>n/a</b>	<b>2.6</b>	<b>n/a</b>
5	Mercer	451	155	12.0	155	2.6	101
6	Indiana-Indianapolis	852	45	22.0	41	2.5	107
7	Santa Clara	884	38	22.0	41	2.4	117
8	Southern	645	95	15.0	121	2.3	132
8	Loyola Los Angeles	1191	16	16.0	12	2.3	130
8	Villanova	725	73	17.0	101	2.3	131
11	Tulane	765	64	17.0	101	2.2	141
11	Stetson	989	26	22.0	41	2.2	140
13	San Francisco	668	34	14.0	129	2.0	150
14	Valparaiso	558	125	11.0	170	1.9	160
15	DePaul	955	32	18.0	85	1.8	170
16	LSU	679	83	12.0	155	1.7	178
17	William Mitchell	896	35	14.1	128	1.5	186
18	Loyola New Orleans	769	63	10.0	178	1.2	197

As this table shows, the College of Law is last among the eighteen comparison schools and is 197th among all ABA schools in the ratio of law library support staff per students.

**Table 14: Ratio of Library Support Staff to Faculty  
(Ranked by Support Staff Per 10 FT Faculty)**

School		Law Library Support Staff		Library Support Staff Per 10 FTE Faculty	
		Number	ABA Rank	Number	ABA Rank
1	Creighton	13.0	147	6.1	32
2	Indiana-Indianapolis	22.0	41	5.7	40
3	Drake	14.4	126	5.5	47
4	Villanova	17.0	101	5.3	55
5	Gonzaga	14.0	129	5.0	67
	<b>ABA - Mean</b>	<b>18.5</b>	<b>n/a</b>	<b>4.8</b>	<b>n/a</b>
	<b>ABA - Median</b>	<b>17.0</b>	<b>n/a</b>	<b>4.4</b>	<b>n/a</b>
6	Mercer	12.0	155	4.4	97
7	Loyola Los Angeles	16.0	12	4.3	103
8	LSU	12.0	155	4.1	125
8	Catholic U	20.8	54	4.1	122
8	Southern	15.0	121	4.1	120
11	William Mitchell	14.1	128	4.0	134
11	Stetson	22.0	41	4.0	132
13	Tulane	17.0	101	3.6	157
13	San Francisco	14.0	129	3.6	149
15	Valparaiso	11.0	170	3.5	163
16	Santa Clara	22.0	41	3.4	169
17	Depaul	18.0	85	3.0	185
18	Loyola New Orleans	10.0	178	2.5	196

The College of Law is also last among the eighteen comparison schools in the ratio of law library support staff per faculty, and is 196th among all ABA schools. When considering support staffing levels, the fact that the Law Library’s circulation/reserve desk is staffed 106 hours per week, more than any other budgetary unit within the College of Law, should be taken into account. This relatively low level of support staffing causes substantial difficulties in scheduling vacations as well as maintaining circulation desk coverage during unpredictable occurrences such as sick leave and jury duty.

### 3. Comparative Professional Salaries in the Law Library

Due to the antitrust consent decree that the ABA Section on Legal Education entered into with the U.S. Department of Justice several years ago, the ABA may no longer collect salary information from ABA accredited law schools or those law schools seeking accreditation. As a result of that, the task of collecting such data has fallen on other organizations which must rely on voluntary surveys for compiling comparative statistics relating to salaries. The American Association of Law Libraries (“AALL”) conducts a biennial salary survey that collects salary information from its three major component member groups: academic law libraries, private law libraries (including law firms and corporate law offices), and state, court, and county law

libraries. The latest of these surveys covered salaries as of July 2010 (FY 2010-2011 for most academic libraries). For this most recent survey, AALL received a 64% participation rate among academic law libraries. The information detailed below represents information from the academic law library section of the report.

The Law Library's last annual report distributed to the committee and the College of Law administration previously indicated that at least two members of the Law Library faculty should be accorded an equity salary adjustment. Closer examination of the data actually revealed that one additional member of the Law Library faculty should also be accorded an equity adjustment. During the last period of equity adjustments, librarians (both at Monroe Library and the Law Library) and the clinical faculty were specifically excluded by university mandate from any equity adjustments.

**Table 15: AALL Approximate Salary Percentile for Loyola University  
New Orleans College of Law Professional Librarians**

<b>Librarian Position (AALL Survey category)</b>	<b>Percentile</b>
Law Library Director (directors at the rank of full professor)	At approximately the 60th percentile
Deputy Law Library Director (deputies at schools with 650+ FTE students)	At approximately the 60th percentile
Senior Reference Librarian (section heads/supervisors at schools with 650+ FTE students)	At approximately the 55th percentile
Reference Librarians #2 and #3 (at schools with 650+ FTE students)	At approximately the 35th percentile
Foreign and International Law Librarian (at school with 650+ FTE students and w/o JD)	At approximately the 50th percentile
Catalog Librarian (catalogers at schools with 650+ FTE students)	At approximately the 45th percentile
Government Documents/Serials Librarian (at schools with 650+ FTE students and w/o JD)	For government documents librarian: at approximately the 35th percentile  For serials librarian: at approximately the 35th percentile

(The approximate percentiles above are estimates based upon extrapolations from the salary survey's 25% percentile, median, and 75% percentile listings.)

If the university decides to include librarians as eligible for equity adjustments in the next round of evaluations, it is recommended that reference librarians #2 and #3 as well as the government documents/serial librarian receive supplemental salary increases. To bring the two reference librarians up to median levels would necessitate an increase of about \$3,000 each. To bring the government documents/serials librarians up to median level would mean an increase of approximately \$3,800.

## V. Conclusion and Recommendations

Acknowledging that the direction of the law library must reflect the overall mission and character of the law school, the faculty Library and Technology Committee encourages the whole faculty to advance its discussions toward formulating that strategic statement. This Committee has been asked to provide this report as soon as possible, and thus the report does not have the benefit of the faculty's specific guidance in that form. Nonetheless, while the Committee cannot predict precisely what mission statement the full faculty will adopt, the Committee by consensus agrees that such a statement likely will propose, in some form, that the law school strive to retain its essential character and identity as a Jesuit university law school and remain committed to service to the community. Further, the law school, though likely smaller in size, should aspire to achieve high quality teaching, learning outcomes, and scholarship.

With those general aspirations as the focus of the committee's review, it follows reasonably that the law library should be directed and funded to support those essential functions and characteristics of the law school. As the law school prepares for lower enrollment and hence lower income, the administration and the faculty must embrace the institutional objectives of the College of Law as a whole to make informed decisions concerning the Law Library individually.

At present and as a general matter, the Law Library ranks in the middle of its peer institutions in most benchmarks. Some benchmarks under which we lag significantly behind our peer schools are affected by student enrollment. As our class size decreases, the ratio of librarians and support staff per student will improve, but it is difficult to predict how the College of Law will compare with its peer schools, which are likely experiencing declining enrollment as well.

We must note the fundamental reality that library costs will not decrease proportionately to the decrease in students. Some costs of operating a library are fixed, regardless of enrollment. Informed choices must be made.

Publication pricing in recent years makes clear, moreover, that the costs of acquisitions will continue to increase and the library budget will need to meet those needs. The conversion to exclusively electronic format for selected legal publications has been ongoing for the last several years. That trend toward offering the library user only one format, i.e., an electronic version of the publication, will undoubtedly continue. The vision of an exclusively electronic law library

that fulfills the needs of the academic user is not currently achievable. For many types of publications, electronic formats are unavailable and for others such as statutes, regulations, and frequently consulted multi-volume treatises, the electronic format may not provide the most efficient and user-friendly research interface. ABA Rule Interpretation 606-2 recognizes this reality in stating: The appropriate mixture of collection formats depends on the needs of the library and its clientele. A collection that consists of single format may violate Standard 606.

As for personnel, while the data indicate that the law school library ranks above the ABA median and mean for raw number of support staff, and just below the mean and median for the number of professional librarians, the library is below the median and mean for professional librarians and support staff, in both the per-faculty and per-student ratios. From a practical matter, the law library circulation/reserve desk is staffed 106 hours per week. Without necessary support staff, that level of service cannot be provided without causing significant scheduling problems.

As the law school's overall budget declines, the library budget will decline, assuming the library's percentage of the law school budget remains relatively the same (currently 9.5%). While the library can make additional cuts to its collection, at some point, the library services provided to the students, alumni, and the community as a whole will suffer. Law library administration is continuing to engage in dialogue with other institutions to determine new and creative ways to deal with budgetary cuts. Once institutional decisions are made about the short and long term focus of the law school, this Committee is hopeful that the College of Law and law library administrations will be better able to make further reasoned decisions concerning the Law Library based on the data presented in this report.

### Recommendations

In the meantime, the following recommendations are offered for faculty and administration consideration, with the overall theme of facing the future of challenging economic times with thoughtful and informed deliberations, framed with a positive perspective. The law library today serves the law school and community well, thus strengthening the law school's ability to face the future.

- 1) The committee fully endorses the central importance of the law library as essential to any authentic university and institution of legal education.
- 2) The core, essential aspects of the law library's service and collection should be maintained to support and promote the integrity and specific character of the Loyola University New Orleans College of Law.
- 3) Support for the law school's service in the Jesuit tradition, to the legal and general community, should be held firm.
- 4) The present quality support for law faculty scholarship should be maintained.

- 5) Consideration should be given to supporting student learning outcomes, including bar passage, and providing employment search resources.
- 6) Funding for the law library should be maintained, in the face of declining enrollments and declining overall law school budget, to the extent reasonable to maintain the current percentage of 9.5 of the overall law school budget. In absolute dollar terms, this will result in significant cuts to the library budget.
- 7) In considering anticipated cuts, the library should continue the transition to electronic format and explore entering into cooperative collection development agreements with other law libraries. Future non-electronic acquisitions should focus on the particularized research needs of the faculty.
- 8) In terms of personnel, the Law Library has already reconfigured staffing to eliminate one staff person from its budget. Given the current number and status of law library faculty, no changes in this area are recommended in the short term. As hard-copy acquisitions decline in favor of electronic format and as enrollment declines, reductions to support staff may be feasible in the intermediate term.
- 9) The Committee encourages the administration and faculty to keep focus on the reality of legal education today. Except for the elite, most law schools face the same challenges today. Those institutions that navigate these difficult times prudently will find advantage and will emerge from the downturn in improved positions.

## Appendix A: ABA Standards

### 2012-2013 ABA Standards and Rules of Procedure for Approval of Law Schools

#### Chapter 6: Library and Information Resources

##### **Standard 601. GENERAL PROVISIONS**

- (a) A law school shall maintain a law library that is an active and responsive force in the educational life of the law school. A law library's effective support of the school's teaching, scholarship, research and service programs requires a direct, continuing and informed relationship with the faculty, students and administration of the law school.
- (b) A law library shall have sufficient financial resources to support the law school's teaching, scholarship, research, and service programs. These resources shall be supplied on a consistent basis.
- (c) A law school shall keep its library abreast of contemporary technology and adopt it when appropriate.

##### **Interpretation 601-1**

*Cooperative agreements may be considered when determining whether faculty and students have efficient and effective access to the resources necessary to meet the law school's educational needs. Standard 601 is not satisfied solely by arranging for students and faculty to have access to other law libraries within the region, or by providing electronic access.*

##### **Standard 602. ADMINISTRATION**

- (a) A law school shall have sufficient administrative autonomy to direct the growth and development of the law library and to control the use of its resources.
- (b) The dean and the director of the law library, in consultation with the faculty of the law school, shall determine library policy.
- (c) The director of the law library and the dean are responsible for the selection and retention of personnel, the provision of library services, and collection development and maintenance.
- (d) The budget for the law library should be determined as part of, and administered in the same manner as, the law school budget.

### **Interpretation 602-1**

*This Standard recognizes that substantial operating autonomy rests with the dean, the director of the law library and the faculty of a law school with regard to the operation of the law school library. The Standards require that decisions that materially affect the law library be enlightened by the needs of the law school educational program. This envisions law library participation in university library decisions that may affect the law library. While the preferred structure for administration of a law school library is one of law school administration, a law school library may be administered as part of a general university library system if the dean, the director of the law library, and faculty are responsible for the determination of basic law library policies.*

### **Standard 603. DIRECTOR OF THE LAW LIBRARY**

- (a) A law library shall be administered by a full-time director whose principal responsibility is the management of the law library.
- (b) The selection and retention of the director of the law library shall be determined by the law school.
- (c) A director of a law library should have a law degree and a degree in library or information science and shall have a sound knowledge of and experience in library administration.
- (d) Except in extraordinary circumstances, a law library director shall hold a law faculty appointment with security of faculty position.

### **Interpretation 603-1**

*The director of the law library is responsible for all aspects of the management of the law library including budgeting, staff, collections, services and facilities.*

### **Interpretation 603-2**

*The dean and faculty of the law school shall select the director of the law library.*

### **Interpretation 603-3**

*The granting of faculty appointment to the director of the law library under this Standard normally is a tenure or tenure-track appointment. If a director is granted tenure, this tenure is not in the administrative position of director.*

### **Interpretation 603-4**

*It is not a violation of Standard 603(a) for the director of the law library also to have other administrative or teaching responsibilities, provided sufficient resources and staff support are available to ensure effective management of library operations.*



#### **ABA Standard 604. PERSONNEL**

The law library shall have a competent staff, sufficient in number to provide appropriate library and informational resource services.

##### **Interpretation 604-1**

*Factors relevant to the number of librarians and informational resource staff needed to meet this Standard include the following: the number of faculty and students, research programs of faculty and students, a dual division program in the school, graduate programs of the school, size and growth rate of the collection, range of services offered by the staff, formal teaching assignments of staff members, and responsibilities for providing informational resource services.*

#### **ABA Standard 605. SERVICES**

A law library shall provide the appropriate range and depth of reference, instructional, bibliographic, and other services to meet the needs of the law school's teaching, scholarship, research, and service programs.

##### **Interpretation 605-1**

*Appropriate services include having adequate reference services, providing access (such as indexing, cataloging, and development of search terms and methodologies) to the library's collection and other information resources, offering interlibrary loan and other forms of document delivery, enhancing the research and bibliographic skills of students, producing library publications, and creating other services to further the law school's mission.*

#### **Standard 606. COLLECTION**

- (a) The law library shall provide a core collection of essential materials accessible in the law library.
- (b) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,
  - (1) meets the research needs of the law school's students, satisfies the demands of the law school curriculum, and facilitates the education of its students;
  - (2) supports the teaching, scholarship, research, and service interests of the faculty; and
  - (3) serves the law school's special teaching, scholarship, research, and service objectives.

- (c) A law library shall formulate and periodically update a written plan for development of the collection.
- (d) A law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.

**Interpretation 606-1**

*All materials necessary to the programs of the law school shall be complete and current and in sufficient quantity or with sufficient access to meet faculty and student needs. The library shall ensure continuing access to all information necessary to the law school's programs.*

**Interpretation 606-2**

*The appropriate mixture of collection formats depends on the needs of the library and its clientele. A collection that consists of a single format may violate Standard 606.*

**Interpretation 606-3**

*Agreements for the sharing of information resources, except for the core collection, satisfy Standard 606 if:*

- (1) *the agreements are in writing; and*
- (2) *the agreements provide faculty and students with the ease of access and availability necessary to support the programs of the law school.*

**Interpretation 606-4**

*Off-site storage for non-essential material does not violate the Standards so long as the material is organized and readily accessible in a timely manner.*

**Interpretation 606-5**

*A law library core collection shall include the following:*

- (1) *all reported federal court decisions and reported decisions of the highest appellate court of each state;*
- (2) *all federal codes and session laws, and at least one current annotated code for each state;*
- (3) *all current published treaties and international agreements of the United States;*
- (4) *all current published regulations (codified and uncodified) of the federal government and the codified regulations of the state in which the law school is located;*

- (5) *those federal and state administrative decisions appropriate to the programs of the law school;*
- (6) *U.S. Congressional materials appropriate to the programs of the law school;*
- (7) *significant secondary works necessary to support the programs of the law school, and*
- (8) *those tools, such as citators and periodical indexes, necessary to identify primary and secondary legal information and update primary legal information.*

**Interpretation 606-6**

*The dean, faculty, and director of the law library should cooperate in formulation of the collection development plan.*

**Interpretation 606-7**

*This Standard requires the law library to furnish the equipment to print microform and electronic documents and to view and listen to audio-visual materials in the collection.*

## **Appendix B: AALS By-Laws**

### **AALS By-Laws and Executive Committee Regulations Related to Law Libraries**

#### **Bylaw Section 6-8. Library**

- a. A member school shall maintain a library adequate to support and encourage the instruction and research of its faculty and students. A law library of a member school shall possess or have ready access to a physical collection and other information resources that substantially:
  - (I) meet the research needs of its students, satisfy the demands of its curricular offerings, particularly in those respects in which student research is expected, and allows for the training of its students in the use of various research methodologies;
  - (ii) support the individual research interests of its faculty members;
  - (iii) serve any special research and educational objectives expressed by the school or implicit in its chosen role in legal education.
- b. The library is an integral part of the law school and shall be organized and administered to perform its educational function and to assure a high standard of service.
- c. A member school shall have a full-time librarian and a staff of sufficient number and with sufficient training to develop and maintain a high level of service to the program.

#### **Executive Committee Regulations Pertaining to Bylaw 6-8**

##### **6-8.1 Library Governance.**

- a. In order to ensure that the library policies appropriately reflect and advance the teaching and research objectives of the law school, the library shall formulate its policies with faculty participation.
- b. The law library shall have sufficient autonomy within the university in matters of administration, including budget and personnel, to assure a high standard of service.

#### 6-8.2 Planning.

A member school, with the participation of the librarian and faculty, shall prepare, periodically review, and implement a written plan of library development, identifying in detail steps appropriate and resources sufficient to achieve its objectives, including appropriate growth of the collection, sufficient personnel to provide services, suitable physical facilities, and an effective system for facilitating access to materials.

#### 6-8.3 Maintaining Physical Condition of Collection.

The law library shall assure the preservation of its collection, including binding, restoring, and microforming. It shall also have a preservation program to maintain any unique hard copy materials it possesses.

#### 6-8.4 Access to Information Resources.

In order to support and encourage the instruction and research of its faculty and students, the law library shall offer reasonable access in terms of time and form to a wide array of matters including central collections, databases, jointly held special collections, numerous supportive interdisciplinary materials, and other types of off-site auxiliary resources.

#### 6-8.5 Conditions Conducive to Library Use.

a. The law library shall be designed, organized, equipped, operated, and have adequate space to contribute to efficient, comfortable, and productive use by its patrons, and to provide access to appropriate research technology.

b. The law library shall be designed, organized, and equipped to enable its staff to carry out their research, teaching, and administrative responsibilities. The director of the library shall be provided with a separate and conveniently located office to allow for interaction between the director and staff and students.

#### 6-8.6 Staffing of the Library.

a. The director of the library should have both legal and library education and should be a full participating member of the faculty.

b. A member school shall have at least one professional librarian in attendance at all times when there is substantial use of the library.

## **Appendix C: Summary Job Descriptions of Law Library Director, Law Library Faculty, and Circulation Coordinator**

### Director (P. Michael Whipple)

1. Oversee all operations of the library, including indirect supervision of all library personnel.
2. Engage in long, intermediate, and short-term planning.
3. Prepare and monitor library budgets.
4. Develop the library collection in all formats, taking into account curricular emphases and faculty research interests.
5. Collaborate with the librarians in order to encourage and foster new library services and projects.
6. Interact with faculty and students, through the library committee and informal contacts, to assess their most critical legal information needs.

### Deputy Director (Brian Barnes)

1. Coordinate the daily operations of the library.
2. Provide advice and assistance to the director on intermediate and short-term planning
3. Evaluate new acquisitions formats and provides input to the director on the balance of print and online resources.
4. Monitor, along with the director, library budgets.
5. Assess emerging technologies and advise on their implementation with a focus on expansion of library services.
6. Develop, along with the director, plans for renovation of physical facilities and directly supervise ongoing projects.
7. Directly supervise acquisitions assistant, bindery assistant, and circulation coordinator.
8. Act as interim director in the director's absence.

#### Catalog Librarian (Catherine Wagar)

1. Oversee all cataloging functions.
2. Create original cataloging records and revise copy cataloging records in all formats using OCLC.
3. Create authority records as needed.
4. Supervise cataloging assistant in searching and editing copy cataloging records as well as the physical processing of newly acquired materials.
5. Perform system maintenance on the integrated library system, including all system upgrades and back-ups. Resolve system problems in all modules (cataloging, serials, acquisitions, and circulation), working with library staff and system vendor representatives.
6. Supervise transfer and withdrawal of library resources in order to ensure accuracy of holdings information.
7. Maintain database integrity. Periodically run reports to correct selected fixed fields, headings, record links, and indexing.
8. Provide reference assistance to library patrons during selected hours.

#### Serials/Government Documents Librarian (Michele Pope)

1. Oversee overall control of serials publications in all formats.
2. Create and maintain serials records in integrated library system.
3. Oversee the United States, Louisiana, WTO, and EU depository programs.
4. Coordinate serials functions with other units of the library.
5. Supervise serials assistant in maintaining current holdings information and initiating claims.
6. Provide reference assistance to library patron during selected hours.

Senior Reference Librarian (Brian Huddleston)

1. Provide reference assistance to library patrons.
2. Coordinate and participate in the librarian/faculty liaison program.
3. Collaborate with the director and deputy director in collection development.
4. Promote the use of library resources in all formats through bibliographic instruction in a variety of contexts. Prepare pathfinders and bibliographies.

Reference Librarian (Francis Norton)

1. Provide reference assistance to library patrons.
2. Participate in the librarian/faculty liaison program.
3. Collaborate with the director and deputy director in collection development.
4. Promote the use of library resources in all formats through bibliographic instruction in a variety of contexts. Prepare pathfinders and bibliographies.
5. Coordinate the reference desk schedule.
6. Collaborate with library staff in developing and revising the integrated library system interface and the library's web presence.

Reference Librarian (Etheldra Scoggin)

1. Provide reference assistance to library patrons.
2. Participate in the librarian/faculty liaison program.
3. Collaborate with the director and deputy director in collection development.
4. Promote the use of library resources in all formats through bibliographic instruction in a variety of contexts. Prepare pathfinders and bibliographies.
5. Coordinate and promote the use of library audio-visual resources.

Foreign and International law librarian {Nona Beisenherz}

1. Provide reference service to library patrons, concentrating on the areas of comparative, foreign, public, and private international law.
2. Promote the use of foreign and international law resources through bibliographic instruction in a variety of contexts. Prepare pathfinders and bibliographies related to foreign and international law.



3. Collaborate in collection development of foreign and international law collections.
4. Participate in the librarian/faculty liaison program.
5. Provide general reference service to library patrons.

Circulation/Reserve Coordinator (Rosetta Francois)

1. Oversee daily operations of the circulation/reserve department.
2. Supervise three circulation assistants as well as several student assistants. Train these individuals and well as assigns job duties to them.
3. Establish schedule for circulation/reserve operations. Substitute for any circulation staff member or student worker as necessary to maintain operation.
4. Participate in circulation policy-making and implementation.
5. Monitor daily integrated system circulation module.
6. Report overdue charges to student finance office, collect overdue fines, resolve conflicts over fines.
7. Supervise loose-leaf filing and other serials supplementation.
8. Supervise circulation assistant in interlibrary loan process.
9. Oversee stack maintenance.