

## **Law Library Annual Report Fiscal Year 2013-2014**

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 a large budgetary decrease, stagnant budgetary support and increasing costs. Loyola University instituted a 30% operating budget cut across all campus colleges and departments which resulted in a loss of 22% of the library's acquisitions budget and resulting cancellations. The most dramatic of these cancellations were cuts to state statutes and British and Canadian materials such as Halsbury's and the British Digest. A complete list of cancellations is found in Appendix B.

Monographic and treatise orders were curtailed significantly much like FY 12-13. Faculty requests were generally honored and key monographs and treaties were purchased, but selection of other monographs is severely restricted compared to past years.

### **Staffing**

Staffing changes in 2013-14 numbered two as Rosetta Francois, Circulation Coordinator, accepted a voluntary severance package effective January 2, 2014. The other staff change was the hiring of Zanada Joyner as Reference Associate October 15, 2013. This position is a staff position created in the absence of reference librarians Scoggin, Beisenherz, and Norton who left at the end of FY 12-13. These position changes, in addition to those of July 2013, caused the shifting of many duties within the library. Rebecca Nunn, formerly Bindery Assistant, was reassigned to a new position of Technical Services Associate and tasked with many of the responsibilities of the technical services assistants who left in July 2013. This includes acquisitions handling, check in of materials, handling a reduced bindery load, and many other small tasks. Some of these technical services activities were absorbed by the librarians, Cathy Wagar, Michele Pope, and Brian Barnes, who previous supervised the now empty assistant positions.

Brian Barnes, formerly Deputy Director, is now acting as Interim Law Library Director as a replacement for Mike Whipple. There was no attempt by the administration to look for a permanent director or to replace the spot left vacant in the deputy position when Prof. Barnes moved up to Interim. The Circulation Department is handling the loss of the Circulation

Coordinator by shifting to team structure with direct oversight of the Circulation Assistants by the Interim Director. The Interim Director handles scheduling, hiring, and most policy decisions in the Circulation Coordinator's absence. Zanada Joyner, in her Reference Associate position, assists with circulation coverage on Sundays to allow for the library to open earlier to students on Sundays.

### **Law Library Budget**

The Law Library budget saw a dramatic change in FY 13-14 with regards to both the staffing budget and the operations budget. Regarding staff the FY 13-14 budget ended up expending \$483,820 as compared to FY 12-13 when \$946,730 was spent.<sup>1</sup> Additionally, \$1,054,988 was spent on the law library operations budget (including materials collection) in FY 13-14.<sup>2</sup> Comparatively \$1,367,491 was spent in FY 12-13.<sup>3</sup> 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.

The Law Library also made two commitments during FY 13-14 with major budgetary impact. First, the Law Library agreed to upgrade the ILS from Innovative Millennium to Innovative Sierra and moving to ILS cloud servers with costs spread out over two years. This decision was influenced by the rising cost of maintaining Millennium, the expiration of warranty on our existing server, and concern about the ability to do this action in following years with budgetary restraints. Second, the Law Library brought the database BloombergBNA to Loyola New Orleans with an agreement that included a purchase plan of ¼ cost in year one, ½ cost in year two, 1/3 cost in year three and full cost in year four. The agreement has the possibility to be cancelled after year three.

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

The library desires funding in line with 2009-2010 levels, as requested last year. The non-salary budgetary outlay for FY 12-13 ended at \$1,367,491 and the outlay ended at \$1,054,988 for FY 13-14.<sup>4</sup> The Law School administration has indicated that the FY 14-15 budget outlay will be substantially similar to FY 13-14. Even with a static budgetary outlay the law library recognizes that cancellations will have to occur to offset inflation. Additionally, the library continues to shift resources from print only to print and electronic or electronic only.

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

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<sup>1</sup> These numbers are as reflected in FRS.

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## **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 2014-15**

- 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
- Continued staff cross-training as our staff is now asked to complete a much wider area of tasks
- Previous requests for expansion of compact shelving in the library is now less relevant than in years past as print materials will probably no longer expand but shrink in coming years. Improve student relations and experience in the computer labs that were previously not run by the Loyola Law Library
- Continue to develop a more “student friendly” atmosphere
- Look to expand consortia and other cost-sharing ideas with regard to purchasing or borrowing with greater scale.
- Receipt and working with the papers of Chief Justice Pascal Calogero

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

- Training to be able to absorb staffing losses
- Creation of the Loyola Law Library / Tulane Law Library Reciprocal Agreement

## **APPENDICES**

Appendix A. Selected Key Performance Indicators  
Appendix B. Cancellations FY 13-14  
Appendix C. Acquisitions Budget Expenses  
Appendix D. Operating Budget Expenses  
Appendix E. Cataloging and bindery statistics

# Appendix A

## Law Library – Selected Key Performance Indicators

### Hours per Week with Assistance at the Reference Desk – Takeoff #29a

Fiscal Year	Hours per Week	Comparative Ranking
FY 2010-2011	68	84
FY 2011-2012	68	72
FY 2012-2013	Misreported in Takeoff	Unknown
FY 2013-2014		Unknown

### Total Dollars Spent for Monographs – Takeoff #35

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	88,805	90
FY 2011-2012	76,789	101
FY 2012-2013	85,517	87
FY 2013-2014	45,865	Unknown

### Total Dollars Spent for Law Library Materials – Takeoff #44

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	1,335,149	70
FY 2011-2012	1,477,494	68
FY 2012-2013	1,367,228	73
FY 2013-2014	957,627	Unknown

### Total Dollars Spent for Law Library Materials per JD FTE Student – Take off #14

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	1,707	107
FY 2011-2012	Not reported	Not Reported
FY 2012-2013	1,796	102
FY 2013-2014	Unknown	Unknown

**Total Dollars Spent on Law Library – Take off #45**

<b>Fiscal Year</b>	<b>Dollars Spent</b>	<b>Comparative Ranking</b>
<b>FY 2010-2011</b>	<b>2,620,667</b>	<b>85</b>
<b>FY 2011-2012</b>	<b>2,703,578</b>	<b>77</b>
<b>FY 2012-2013</b>	<b>Not Reported</b>	<b>Not Reported</b>
<b>FY 2013-2014</b>	<b>Unknown</b>	<b>Unknown</b>

**Percentage of Total Law School Budget Represented by Total Law Library Expenditures  
Take off #45a**

<b>Fiscal Year</b>	<b>Percentage of Law School Budget</b>	<b>Comparative Ranking</b>
<b>FY 2010-2011</b>	<b>9.5%</b>	<b>93</b>
<b>FY 2011-2012</b>	<b>9.0%</b>	<b>104</b>
<b>FY 2012-2013</b>	<b>Not Reported</b>	<b>Not Reported</b>
<b>FY 2013-2014</b>	<b>Unknown</b>	<b>Unknown</b>

**Total Dollars Spent on Operating Budget Items – from internal statistics**

<b>Fiscal Year</b>	<b>Dollars Spent</b>	<b>Change</b>
<b>FY 2010-2011</b>	<b>Unknown</b>	<b>--</b>
<b>FY 2011-2012</b>	<b>112,338</b>	<b>--</b>
<b>FY 2012-2013</b>	<b>111,606</b>	<b>-.01 %</b>
<b>FY 2013-2014</b>	<b>112, 954</b>	<b>+.02 %</b>

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

# Appendix B

All England Law Reports Annual Review  
American Reference Books Annual  
AmJur  
Bar Activities Inventory  
Bender's Forms of Discovery  
Bender's Tax return manual for  
BUCC Reporter Digest  
California Court Rules - Fed DC  
California Court Rules - State  
California Court Rules- Fed BK  
Supreme Court Digest Copy 2  
Court Clerks Directory  
Current publications in legal and related  
Dictionary of American Regional English  
Digest of Commercial Laws  
Encyclopedia of Intl Commercial Litigation Supps  
Federal Staet Court Directory  
Amnesty International - Fiche  
Hein Bar Journal Service - Fiche  
Law books recommended for libraries - Fiche  
Gaunt Journals with no Embargo  
Hein checklist of statutes  
Hein Law School Catalogs - Fiche  
Hein Legal Theses and Dissertations - Fiche  
Hein's State report checklist  
Laws of South Africa  
Legal Classics Library  
Legal issues of Economic Integration  
Louisiana Administrative Code  
Major Tax - USC 65th Annual  
Martindale Hubbell  
Mississippi Code Superceded - Fiche  
Nebraska Advance Code Service  
Nichols on Eminent Domain  
Notable Trials Library  
PDR  
PDR for nonprescription drugs  
Recueil de Jurisprudence de Quebec  
Revue D'Histoire Des Facultes De Droit  
Revue Internationale Des Droits De L'Antiquite  
Shepard - CFR Citations  
Shepard - La Citations  
Shepard - Law Review Citations  
Shepard - Restatement Citations  
Shepard - So. Rep Citations  
Shepard - US Citations  
State and local bar dues, fees and members



Strouds Judicial Dictionary of Word and Phrases  
Supreme Court of Canada Reports Service  
Symposium on Elder Law  
Tax Treaties  
The Banking Law Journal  
The Canadian Abridgement  
The Lawyers Almanac  
The World Almanac & Book of Facts  
Time - 1 copy  
TX Code Superceded - Fiche  
Washington Ct Rules - Federal  
Washington Ct Rules - Local  
Washington Ct Rules - State  
West's Tax Law Dictionary  
Wisconsin Ct Rules - Federal  
Wisconsin Ct Rules - Local  
Wisconsin Ct Rules - State  
Directories and Indexes  
Hein Journals with no embargo

# 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**

*Operating*      \$53,818.20

**Balance =**      **\$3.19**

# STATUS REPORT ON BOOKS, PERIODICALS BINDING

July 24, 2014

**2013-2014 BUDGET**

**\$995,000.00**

## Weekly Expenditures

Continuations	\$4,027.07
Book Refund - BNA	-\$13,742.10
Monographs	\$0.00
Microforms: Continuations	\$0.00
Microforms: Monographs	\$0.00
Audio-Visuals	\$0.00
Binding	\$312.09
Electronic Databases	\$6,185.00
City Tax:	\$0.00

**WEEKLY EXPENDITURES TOTAL**

**-\$3,217.94**

## YTD Expenditures

Continuations	\$789,014.68
Monographs	\$45,865.04
Microforms: Continuations	\$0.00
Microforms: Monographs	\$0.00
Audio-Visuals	\$1,032.64
Binding	\$15,841.18
Electronic Databases	\$175,374.17
City Tax:	\$20,150.78
<i>Financial Affairs - PREPAID credits</i>	-\$20,854.00
<i>Financial Affairs - PREPAID credits (West)</i>	-\$3,849.00
<i>Financial Affairs - PREPAID credits (West)</i>	-\$9,669.00
<i>Financial Affairs - PREPAID credits (Proquest)</i>	-\$5,279.00
<i>Transfer</i>	-\$30,000.00
<i>Transfer</i>	-\$20,000.00

**YTD EXPENDITURES TOTAL**

**\$957,627.49**

**BALANCE TO DATE**

**\$37,372.51**

# 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**

**BOOKS =** -\$53,815.01

**\$3.19**

**STATUS REPORT ON OPERATING BUDGET  
JULY 2014**

**ORIGINAL 2013-2014 OPERATING BUDGET** **\$90,000.00**

**Monthly Expenditures**

Supplies/Instructional Supplies/Operating Pool	\$832.03
LYRISIS	\$1,648.01
Equipment/Furniture Lease/Purchase/Service Contract	\$0.00
Computer Software/Hardware	\$272.00
Computer Maintenance	\$0.00
Advertising/Telephone/Postage/Reproduction	\$0.00
Moving Expenses	\$0.00
Faculty/Staff Development (T & E and Dues)	\$2,485.26
Leasehold Improvements	\$0.00
Miscellaneous	\$0.00
Tax/Credits/Bank Card Fees	\$0.00
<b>MONTHLY EXPENDITURES TOTAL</b>	<b>\$5,237.30</b>

**Outstanding Encumbrances**

*\$0.00*

**YTD Expenditures**

Supplies/Instructional Supplies/Operating Pool	\$39,205.79
LYRISIS	\$16,111.86
Equipment/Furniture Lease/Purchase/Service Contract	\$0.00
Computer Software/Hardware	\$272.00
Computer Maintenance	\$36,282.00
Advertising/Telephone/Postage/Reproduction	\$727.30
Moving Expenses	\$0.00
Faculty/Staff Development (T & E and Dues)	\$17,353.52
Leasehold Improvements	\$0.00
Miscellaneous	\$2,983.11
Tax/Credits/Bank Card Fees	\$19.14

**YTD EXPENDITURES TOTAL** **\$112,954.72**

**TOTAL EXPENDITURES FROM YTD + ENCUMBRANCES** **\$112,954.72**

**BALANCE LESS ENCUMBRANCES** **-\$22,954.72**

# Appendix E



## CATALOGING STATISTICS

(ADD)

2013 - 2014

	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	72	7	0	145	0	1	0	0	0	82	7	0	1	0	0	0	
SEPT	79	2	7	156	0	0	0	0	0	116	2	0	0	0	0	0	
OCT	31	22	56	70	0	2	0	0	1	52	22	0	3	0	0	11	
NOV	56	2	0	34	0	0	0	0	4	89	2	0	0	0	0	4	
DEC	34	45	2	43	0	0	0	0	0	69	28	0	0	0	0	0	
JAN	43	1	0	60	0	1	0	0	0	97	1	0	1	1	0	0	
FEB	59	34	61	56	0	3	0	0	0	86	34	0	3	0	0	0	
MAR	34	3	0	127	0	2	0	0	0	59	8	0	2	0	0	3	
APR	61	47	0	44	0	1	0	0	4	86	51	0	1	0	0	7	
MAY	46	7	0	0	0	1	0	0	0	74	7	0	1	0	0	0	
JUN	57	2	0	127	0	0	0	0	0	98	2	0	0	0	0	0	
JUL	10	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	
TOTAL	582	172	126	862	0	11	0	0	9	918	164	0	12	1	0	25	
AVERAGE	49	14	11	72	0	1	0	0	1	77	14	0	1	0	0	2	

CATALOGING STATISTICS																
(WITHDRAWN)																
2013 - 2014										2013 - 2014						
	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	4	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0
SEPT	10	0	0	0	0	0	0	0	0	82	0	0	0	0	0	0
OCT	5	0	0	0	0	0	0	0	0	176	0	0	0	0	0	0
NOV	3	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0
DEC	5	0	0	4	0	0	0	0	0	36	0	0	0	0	0	0
JAN	2	17	0	0	0	0	0	0	0	13	17	0	0	0	0	0
FEB	15	6	0	0	0	0	0	0	0	16	6	0	0	0	0	0
MAR	2	1	0	0	0	0	0	0	0	3	1	0	0	0	0	0
APR	1	1	0	0	0	0	0	0	0	5	1	0	0	0	0	0
MAY	2	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0
JUN	1	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	50	25	0	4	0	0	0	0	0	374	25	0	0	0	0	0
AVERAGE	4	2	0	0	0	0	0	0	0	31	2	0	0	0	0	0

<b>BOUND SERIALS</b>		
<b>AND</b>		
<b>BINDERY STATISTICS</b>		
<b>2013 - 2014</b>		
	<b>VOLUMES/UNITS</b>	
	<b>PRINT REG</b>	<b>PRINT FED</b>
AUG	107	4
SEPT	152	7
OCT	87	23
NOV	113	0
DEC	166	4
JAN	170	0
FEB	110	10
MAR	165	81
APR	216	28
MAY	129	10
JUN	149	10
JUL	50	0
TOTAL	1,614	177
AVERAGE	135	15