

Law Library Annual Report Fiscal Year 2011-2012

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 provide the more particularized interface to those collections by providing the necessary human interface in meeting the specific information needs of faculty and students. While some of these goals can be directly measured, many of these mission objectives cannot be directly quantified. (See Key Performance Indicators attached as Appendix A.)

Law Library Collection

Up until the 2011-2012 fiscal year, the Law Library had received programmatic increases in its acquisitions budget in order to partially offset the effects of inflation. Even with these 5% increases, it has been necessary to make significant reductions in continuing subscriptions amounting to approximately \$100,000 yearly. When the Law Library received notice that these programmatic increases would not be forthcoming, serial cancellations were increased to approximately \$125,000 as a means of compensating for this funding shortfall. (A list of these newly cancelled publications is included as Appendix B.) In addition, monograph and treatise orders were curtailed significantly after October 2011. Faculty requests were generally honored and key monographs and treatises were purchased, but selection of other monographs was reduced substantially and even those selections were held to be purchased at a later date. As of the end of the fiscal year, these "non-ordered" monographs totaled \$21,820.

The issue of discontinuing the 5% programmatic increases was presented to the College of Law Library and Technology Committee which considered the matter in the fall semester. That committee was supportive of continuing those increases but was also aware that the issue involved the overall budget of the College of Law and suggested that the Budget Committee also consider the matter. The Budget Committee met and discussed the issue without making any specific recommendations to the Dean.

Law Library Budget

The Law Library has 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. This is far from an ideal solution to a continuing problem which detrimentally affects strategic budgetary planning for current and

future year needs. 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 continues to be pegged at 2009-2010 levels and this will necessitate even more dramatic cuts and curtailed new acquisitions of both print and electronic publications. Without additional funding, the Law Library will be forced to cancel an additional \$150,000 in serial publications. While some of these publications are also duplicated in online services, for many patrons, online access would not be considered the optimal format of choice. To prevent even more draconian cuts than in past years, the Law Library should receive programmatic increases in its acquisitions budget of 5%.

If university equity adjustments are opened to librarians this coming academic year, several of the librarians who are at relatively low comparative salaries should be considered for such raises.

Continuing Law Library Activities

The majority of activities in an academic law library are ongoing in nature. Cataloging and bindery statistics 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 faculty and students
- Informal and formal bibliographic instruction in the use of traditional print and on-line resources

New Initiatives and Developments FY 2011-2012

- Development of Law Library Key Performance Indicators
- Initiation of SSRN College of Law Paper Series
- Integration of Westlaw Next for students
- Initiation of Law Review and Journal Liaison Program
- Subscription to Oxford University Press e-books (online monographic titles)
- Subscription to FastCase legal information system
- Completion of major physical shift of law review collection
- Klos Constitution Day display
- Latinos/as in the Law display

- Mardi Gras and the Law display
- Launch of Law Library Facebook page
- Creation and continuing contribution to Law Library blog
- Recarpeting of selected areas of the Law Library

Ongoing Initiatives and Developments

- Redesign of online catalog interface
- Identification and updating of cataloging records of federal documents with format changes
- Identification and reclassification of miscellaneous selected foreign and international titles
- Preparation for RDA conversion (first new cataloging code in over 30 years)
- Preparation of audio-visual user guide
- Implementation of Lexis Advance for students
- Revision and consolidation of technical service procedure and policies
- Development of a virtual Law Library tour
- Index to College of Law final examinations
- Begin comprehensive collection development assessment
- Complete site preparation and furnishings for Rare Book Room

Appendix A

Law Library -- Selected Key Performance Indicators

Hours per Week with Professional Librarians on Duty

Fiscal Year	Hours per Week	Comparative Ranking
FY 2010-2011	68	84
FY 2011-2012	68	NYA

Total Dollars Spent for Monographs

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	88,805	90
FY 2011-2012	72,795	NYA

Total Dollars Spent for Law Library Materials

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	1,335,149	70
FY 2011-2012	1,275,662	NYA

Total Dollars Spent for Law Library Materials per JD FTE Student

Fiscal Year	Dollars Spent	Comparative Ranking
FY 2010-2011	1,707	107
FY 2011-2012	NYA	NYA

Total Dollars Spent on Law Library

Fiscal Year	Total Dollars Spent	Comparative Ranking
FY 2010-2011	2,620,667	85
FY 2011-2012	NYA	NYA

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

Fiscal Year	Percentage of Law School Budget	Comparative Ranking
FY 2010-2011	9.5 %	93
FY 2011-2012	NYA	NYA

Inasmuch as the ABA Statistical Reports are submitted in fall after the 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

Cancelled Serial Titles 2011 - 2012

Title	Publisher	2010-2011 Cost	Estimated Savings 2011-2012
Federal Practice Digest (Faculty Library Copy)	West	\$11,576	\$12,285
Federal Trademark, Copyright Journal	BNA	\$870	\$1,048
Alabama Digest	West	\$2,488	\$2,628
Am Jur Trials	West	\$4,181	\$4,528
American Bar of Tort	West	\$1,700	\$1,984
Antitortoise Law and Practice (Blackfold)	West	\$1,888	\$1,738
Federal Reporter (Faculty Library Copy)	West	\$6,344	\$4,948
Federal Rules of Evidence Digest	West	\$8,088	\$8,888
Federal Rules Service	West	\$6,571	\$6,017
Florida Digest	West	\$4,920	\$5,288
Opportunities of Minority Shareholders	West	\$488	\$500
Texas Digest	West	\$8,888	\$4,888
Texas Jurisprudence	West	\$8,488	\$4,128
UCE Case Digest	West	\$4,888	\$4,888
UCE Reporting Service	West	\$7,481	\$8,078
Law of CE and CE (Domestic)	West	\$488	\$832
Callwin - Law of Health Competition, Trademarks	West	\$2,788	\$2,878
May's Practice in Patents	West	\$478	\$728
Statutes in Reports	Cavendish-West	\$8,788	\$4,888
Professional Corporations and Associations	Leds	\$2,188	\$2,888
CMS Country & District Law and Practice	Leds	\$1,388	\$4,488
Canada Law Practice and Forms	Leds	\$2,178	\$2,848
Corporate Law	Leds	\$848	\$1,888
Antitrust Law	Leds	\$1,848	\$1,788
Bank of Tennessee	Leds	\$1,577	\$1,788
Shaw-Walker	Leds	\$1,128	\$1,288
Shaw-Walker	Leds	\$1,488	\$1,528
Shaw-Walker	Leds	\$1,888	\$1,288
Shaw-Walker	Leds	\$888	\$1,888
Shaw-Walker	Leds	\$1,488	\$1,888
Shaw-Walker	Leds	\$1,888	\$1,888
Shaw-Walker	Leds	\$778	\$888
Shaw-Walker	Leds	\$888	\$888
Shaw-Walker	Leds	\$848	\$1,888
Shaw-Walker	Leds	\$878	\$778
Shaw-Walker	Leds	\$1,388	\$1,488
Shaw-Walker	Leds	\$1,188	\$1,288
Shaw-Walker	Leds	\$1,428	\$1,288
Shaw-Walker	Leds	\$4,428	\$1,788
Shaw-Walker	Leds	\$1,528	\$1,688
Shaw-Walker	Leds	\$348	\$788
Shaw-Walker	Leds	\$128	\$888
Shaw-Walker	Leds	\$8,288	\$1,488
Shaw-Walker	Leds	\$828	\$888
Shaw-Walker	AMC	\$1,188	\$1,288
Shaw-Walker	West	\$1,288	\$1,288
Shaw-Walker	Comptrols	\$187	\$288
Shaw-Walker	ACA	\$288	\$167
Shaw-Walker	Columbia	\$284	\$887
Shaw-Walker	Info Today	\$887	\$888
Shaw-Walker	Gale	\$888	\$1,078
Shaw-Walker	Gale	\$421	\$488
Shaw-Walker	Sage	\$178	\$288
Shaw-Walker	Routledge	\$788	\$821
Shaw-Walker	Marquis	\$848	\$815
Shaw-Walker	Marquis	\$888	\$888
Shaw-Walker	Marquis	\$878	\$488
Shaw-Walker	Marquis	\$878	\$488
Shaw-Walker	Gale	\$1,141	\$1,222
Shaw-Walker	Gale	\$822	\$884
Shaw-Walker	Gale	\$888	\$1,028
Shaw-Walker	Cong Quarterly	\$188	\$214
TOTAL		\$116,178	\$128,478

Appendix C

STATUS REPORT ON BOOKS, PERIODICALS BINDING
JULY 31, 2012 - End of the Year

2011-2012 BUDGET	\$1,219,575.00
Decanal Transfer 06/18/12	\$65,000.00
Decanal Transfer 06/28/12	\$40,000.00
From: Operating 07/17/12	\$2,500.00
From: Operating 07/18/12	\$500.00
From: Operating 07/19/12	\$53,086.73
	<hr/> \$1,275,651.73

YTD Expenditures

Continuations	\$1,107,646.02
Monographs	\$72,756.44
Microforms: Continuations	\$0.00
Microforms: Monographs	\$39.00
Audio-Visuals	\$2,625.80
Binding	\$21,491.79
Electronic Databases	\$151,234.50
City Tax:	\$21,853.14

BALANCE TO DATE

\$15.04

Appendix D

**STATUS REPORT ON OPERATING BUDGET
JULY 2012 - End of the Year**

ORIGINAL 2011-2012 OPERATING BUDGET		\$165,425.00
TO: Books 07/17/12		\$2,500.00
TO: Books 07/18/12		\$500.00
TO: Books 07/19/12		\$53,086.73
		<u>\$112,338.27</u>
<u>YTD Expenditures</u>		
Supplies/Instructional Supplies/Operating Pool	\$10,223.99	
LYRISIS	\$15,261.07	
Equipment/Furniture Lease/Purchase/Service Contract	\$1,121.76	
Computer Software/Hardware	\$1,324.95	
Computer Maintenance	\$33,921.50	
Advertising/Telephone/Postage/Reproduction	\$2,125.13	
Moving Expenses	\$0.00	
Faculty/Staff Development (T & E and Dues)	\$28,597.98	
Leasehold Improvements	\$0.00	
Miscellaneous	\$223.13	
Tax/Credits/Bank Card Fees	\$0.00	
(Transfer to Monroe Library)	\$7,500.00	
(Transfer to Student Acct #1920)	\$15,000.00	
YTD EXPENDITURES TOTAL		\$112,299.51
TOTAL EXPENDITURES FROM YTD + ENCUMBRANCES		\$112,338.27
BALANCE LESS ENCUMBRANCES		\$0.00

Appendix E

CATALOGING STATISTICS

(ADD)

2011 - 20112

2011 - 2012

	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	269	1	0	59	0	0	1	0	0	308	1	0	0	2	0	0
SEPT	145	59	138	222	1	10	1	2	0	148	61	1	12	11	0	0
OCT	78	33	0	101	0	1	1	1	0	89	32	0	1	1	1	0
NOV	59	22	0	167	0	0	0	0	0	67	21	0	0	2	0	0
DEC	38	26	0	118	0	0	0	0	0	53	27	0	0	0	0	0
JAN	74	4	6	145	0	0	0	0	0	154	4	0	0	0	0	0
FEB	34	4	0	159	0	0	0	0	15	38	4	0	0	0	0	16
MAR	47	9	2	257	0	1	0	0	5	56	11	0	1	3	0	19
APR	68	6	0	90	0	2	0	0	0	88	6	0	2	0	0	0
MAY	75	6	18	101	0	2	3	0	32	77	6	0	2	5	0	35
JUN	30	6	0	73	0	0	1	0	18	38	14	0	0	7	0	38
JUL	33	0	0	160	0	0	0	0	0	34	0	0	0	1	0	0
TOTAL	950	176	164	1652	1	16	7	3	70	1,150	187	1	18	32	1	108
AVERAGE	79	15	14	138	0	1	1	0	6	96	16	0	2	3	0	9

CATALOGING STATISTICS

(WITHDRAWN)

2011 - 2012

2011 - 2012

	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	69	0	0	0	0	0	0	0	0	343	0	0	0	0	0	0	
SEPT	19	2	0	0	0	0	0	0	0	22	2	0	0	0	0	0	
OCT	2	10	0	0	0	0	0	0	0	3	14	0	0	0	0	0	
NOV	16	4	1	0	0	0	0	0	0	20	3	0	0	0	0	0	
DEC	3	0	0	0	0	0	0	0	0	468	0	0	0	0	0	0	
JAN	9	0	0	1	0	1	0	0	0	57	0	0	1	0	0	0	
FEB	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MAR	5	0	0	2	0	0	1	0	0	20	0	0	0	1	0	0	
APR	11	0	0	0	1	1	0	1	0	12	0	3	1	0	1	0	
MAY	5	2	0	6	0	0	0	0	0	6	1	0	0	0	0	0	
JUN	22	0	0	0	0	0	0	0	0	770	0	0	0	0	0	0	
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	161	19	1	9	1	2	1	1	0	1721	20	3	2	1	1	0	
AVERAGE	13	2	0	1	0	0	0	0	0	143	2	0	0	0	0	0	

BOUND SERIALS		
AND		
BINDERY STATISTICS		
2011 - 2012		
	VOLUMES/UNITS	
	PRINT REG	PRINT FED
AUG	448	3
SEPT	243	4
OCT	216	1
NOV	168	0
DEC	252	6
JAN	316	2
FEB	220	1
MAR	369	1
APR	299	3
MAY	316	6
JUN	315	4
JUL	216	1
TOTAL	3,378	32
AVERAGE	282	3