

## **Robert S. Marx Law Library University of Cincinnati College of Law Annual Report: 2010-2011\***

The Law Library experienced a successful year serving the college's students, faculty and staff, and visitors. From welcoming new 1L students in the fall; through teaching legal research in both introductory and advanced classes; assisting the Appointments Committee with its search for candidates; to providing sustenance to the students during final exams; the library actively participated in the daily life of the college. We were particularly pleased by the positive remarks about library operations included in both the ABA and AALS reports submitted by the site team visitors.

### **Staffing**

Janet Smith, our catalog librarian and an employee for more than 32 years, retired at the end of 2010. Jan was a dedicated and valuable member of the library team. Fortunately we have been able to fill the vacancy with an experienced cataloger, Akram Sadeghi Pari. Akram, who had been a full-time cataloger and supervisor at the Hamilton County Law Library for several years, also previously worked with us on a contract basis for some time; she has been helping to process the donation of books from that law library's predecessor, the Cincinnati Law Library Association.

Joshua Heinrich, our media/equipment specialist, left in the early spring to take another position. Michael Mimms, who has extensive experience with media operations in an academic environment, joined us in June.

Ronald Jones, our electronic services librarian, was promoted to the rank of Associate Senior Librarian.

Rhonda Wiseman was promoted from library media-tech assistant to library associate.

### **Reference Services to Faculty & Staff**

In 2010-2011, the law librarians revitalized the faculty liaison program. In the faculty liaison program, librarians are paired with specific full-time, visiting, and adjunct faculty members to provide a variety of research services. Liaisons conducted in-depth research for faculty using law and non-law resources in a variety of formats, as well as finding and

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obtaining resources needed for faculty scholarship. Liaisons also worked with faculty research assistants. With input from the Associate Dean of Faculty, an in-depth research assistant guide was developed to offer further help for research assistants. Reference librarians handled over 300 questions from faculty from July 2010 – June 2011. In comparing last year's Jan. – June statistical period to this year's Jan. – June statistical period (statistics were not regularly kept previous to this), the number of questions recorded increased 67%. Anecdotal evidence, combined with the statistics, indicate that faculty are using the reference librarians more in their work and have been pleased with the work product.

Librarians also guest lectured this year in ten substantive law classes about research techniques and resources for a specific subject area. In conjunction with these lectures, librarians developed five in-depth research guides directly related to those classes and several video research tutorials.

Public services librarians also worked with faculty outside of the liaison program. They developed or presented in a number of faculty workshops this year: (1) Lexis Lunch & Learn; (2) Lexis Advance; (3) WestlawNext; (4) Poster session on Electronic Resources; and (5) Using Research Assistants Effectively. They also assisted faculty members with panel discussions, mediation workshops, and first-year oral arguments. Furthermore, the librarians identified potential lateral hires who met desired experience and scholarly publishing requirements for the subjects of Criminal Law, Criminal Procedure, Property Law, and Tax Law. The Faculty Recruitment Committee is currently using this list to help select candidates to fill open College of Law faculty positions.

Reference librarians worked with the Associate Dean of Faculty to publicize faculty achievements and scholarship through the Faculty News, posted faculty scholarship to the Social Science Research Network, and measured faculty scholarship activity for the Yelnosky Faculty Productivity Rankings and the Leiter Citation Rankings. This year the Library initiated a repository for faculty scholarship. The reference librarians populated the UC Law Scholarship Repository with ninety-one faculty articles written by those faculty members who gave permission to upload documents from SSRN or Hein Online. Additionally, reference librarians kept faculty up to date about calls for papers and conferences via the Faculty Conferences Blog.

Also in 2010-2011, three of the reference librarians began working with the professors of legal research and writing to incorporate librarians into first-year legal research instruction. In consultation and collaboration with the faculty, a total of eight research classes were developed which resulted in librarians teaching forty-eight research sessions. Fourteen webinars were developed for this instruction along with an additional fourteen short, video tutorials.

Public services librarians and staff have also been working with the technical services staff in the archives to better organize and update the William J. Butler papers and finding aids.

Reference librarians have worked with the Entrepreneurship and Community Development Clinic, the Center for Professional Development, and the Academic Success Program to create research instruction sessions and guides. This has led to closer relationships with College of Law Departments and staff.

## Services to Students

This past year, reference desk hours were extended until 8:00pm Monday through Thursday and Sunday hours were initiated from 2:00 – 6:00pm. Reference librarians spent fifteen hours a week at the reference desk when classes were in session. Furthermore, there are reference librarians available in the mornings before desk hours begin. Reference librarians recorded over a thousand student questions this year. In comparing last year's Jan. – June statistical period to this year's Jan. – June statistical period, the number of questions recorded increased almost 50%.

At the beginning of the year, public services participated in the Introduction to Law Week, providing Lexis & Westlaw passwords, speaking about library services, and offering tours during the Library open house. This enabled public services to begin building a relationship with first-year students. As a result, we had a record number of students reserve study carrels and use them for studying. We continued to build this relationship with all students by offering candy with library marketing slogans during special occasions, library displays that corresponded with special events, and managing the coffee house during exams. The increase in recorded student reference questions mentioned above, combined with anecdotal evidence, indicate that our relationship building exercises this year have been successful.

Public Services librarians and staff also worked with the Entrepreneurship and Community Development Clinic, the Center for Professional Development, the Academic Success Program, and the Environmental Law Society. Working with these organizations resulted in targeted guides, legal research instruction sessions, and library displays for students.

In addition to teaching in the first-year legal writing program as mentioned above, the Associate Director of Public & Research Services and the Electronic Resources & Instructional Services librarian co-taught the Advanced Legal Research class with the Library Director, Ken Hirsh. Responsibility for creating course content, providing instruction, and grading assignments and exams was shared among the instructors. Reference librarian Shannon Kemen was a guest lecturer in the class. Reference librarians also participated in the joint Summer Legal Research Boot Camp operated along with the librarians at the Samuel P. Chase College of Law at Northern Kentucky University. This two-day program, held one day at each institution, offered students of both programs a rapid, intensive refresher on legal research fundamentals and skills. The positive student evaluations attest to the continued usefulness and appreciation for this program.

Reference librarians and public services staff also worked closely with and offered specialized research training to staffs of the University of Cincinnati Law Review, Immigration and Nationality Law Review, Human Rights Quarterly, and the Freedom Center Journal. Relationships with these journals vary depending on each year's Board of Editors, but the hope is that by building close relationships with students beginning their first year, librarians can assist student journal members regardless of the formal training opportunities scheduled through the journal editors.

## Services to the Community

In addition to offering services to law school faculty, students, and staff, public services also assists the larger legal, UC, and Cincinnati community. Reference librarians recorded over 600 questions from non-law school patrons. Librarians offered library tours and instruction to several outside groups this year such as the Summer Youth Congressional Academy, visiting Armenian Lawyers, and UC Police Photography class. Reference librarians are members of the Cincinnati Bar Association's Legal Research and Information Resources Committee and have participated in CLE presentations as members of that organization. Additionally, the research guides and instructional webinars created by the reference librarians are available to the public through the Library's website. Some are specifically geared toward members of the public such as the NOLO (plain-English) Legal Guides. Furthermore, the Electronic Resources & Instructional Services Librarian maintains the Securities Lawyer's Deskbook. This important tool is heavily used by practitioners in the securities field, including members of the SEC.

## Circulation & Interlibrary Loan

The Circulation Department completed several projects and initiated a major new project this year. As part of the preparation for the ABA / AALS visit, outdated, inaccurate, and mismatched signage for the stacks was replaced. Circulation staff also shelf-read the entire collection. This is something that had not been done for some time. They straightened out and organized the shelves, shifting parts of the collection as needed. Shelf-reading has been incorporated into the regular duties of the circulation staff. This will make the collection more usable for patrons since misshelved materials will be caught sooner. A new inventory project was begun this summer. Data from the inventory project will be used for collection development, weeding, and evaluation of space needs for the print collection.

ILL and OhioLink requests continued to be handled quickly and cost-effectively. OhioLink and ILL requests filled by Circulation have an average turnaround time of one day. Law faculty and students made 135 ILL requests. We were able to fill the majority of those requests.

## Collection Development & Maintenance

Public Services continued to play a major role in collection development and maintenance. Reference librarians participated in the Law Library's Collection Development Committee. By tracking faculty interests and through their work in the liaison program, reference librarians are able to make targeted recommendations for print and online purchases. Reference librarians also participate in weeding decisions. Working with technical services library staff, reference librarians provide input on material to keep from the Cincinnati Law Library collection. Reference librarians have completed an initial review of the reference collection, reducing its size and making sure the remaining materials are relevant. Reference librarians are currently in the process of reviewing the AV collection and making recommendations of material to weed and for new AV purchases. The Head of Access Services continues to maintain the loose-leaf filing and supplement updates. Course reserve material and the periodicals were weeded.

## Technical Services

Technical Services staff continued processing materials from the Cincinnati Law Library Association (CLLA) gift that was received in 2009. Approximately 28% of the fourteen thousand volume collection has been processed. The library is working with W.S. Hein & Co. to digitize unique and rare materials in this collection. Staff also joined with Public and Research Services staff to begin a shelf inventory project. The library needs to maintain a detailed inventory of its holdings in order to prepare for the construction of a new law school building, currently anticipated to begin in 2015.

Rhonda Wiseman assumed management of the law school's archives, and began the process of reorganizing and updating the material. One of her first projects is the updating of the papers of William J. Butler, which will include making the index into a more user-friendly format.

Lisa Britt-Wernke, acquisitions librarian, was elected to a two-year term as a member of the board of directors of the Ohio Regional Chapter of the American Association of Law Libraries (ORALL).

## Information Technology

Associate Director John Hopkins and the I.T. staff accomplished several projects to meet administrative needs of the college; these included deployment of the new college web site on a Drupal platform, development of an online room reservation system, advising the director of the new Entrepreneurship and Community Development Clinic on case management systems and installing desktop systems and printers, and advising and

assisting the registrar with a transcript digitation project. The department revamped the incoming student orientation page to allow students to conduct a self-directed computer setup. Staff also continued to provide comprehensive computer support to students, as well as support of all staff and faculty office computers.

The department completed a complete A/V equipment upgrade in room 114, and improved equipment in room 104.