

DEFINITIONS & INSTRUCTIONS

A. Definitions

Electronic Title

An electronic title is a “separate bibliographic whole” owned, licensed, or selected by your library and accessible via the online catalog (excluding CD-ROMs and DVD-ROMs). It may include a catalog entry for an electronic resource such as Making of Modern Law or HeinOnline.

Electronic Resources

Electronic resources are web-based resources that are either owned or licensed, including databases, aggregators, electronic books and electronic journals (e.g. BNA web products, CALI, Journal of International Arbitration, LegalTrac, Lexis/Nexis, LSN, MOML, NetLibrary, and Westlaw).

Full-Time Equivalent

Full-time equivalency should be computed according to whatever length of work week is in effect at the reporting institution. Show to one decimal place.

Librarians

Individuals doing work that requires professional education (the Master's degree in library science, the J.D. degree, or the equivalents) in the theoretical aspects of librarianship or law.

Non-book Title

Include in this category manuscripts, photographs, audiotapes, videotapes, CD-ROMS, and DVD titles. Do not include electronic or web-based titles or products.

Number of hours per week the library is open (Regular Schedule/Abbreviated Schedule)

If more than one abbreviated schedule exists, report the hours for the most common or typical abbreviated schedule.

Other Professional Staff

Includes all persons, other than librarians and information technology staff, holding professional positions in the library (e.g. financial, Human Resources).

Title

A title is a “separate bibliographic whole”, whether issued in one or several volumes and regardless of format. Titles are defined in the Anglo-American Cataloguing Rules (or its successor). This heading includes both monograph and serial titles.

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Volume A physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, cataloged, classified or otherwise made ready for use. For unbound periodicals, use the bibliographic or publisher's volume count. Each linear foot of other materials not meeting the criteria of this definition equals five volumes. Government documents are included.

Volume equivalent of microform

Volume equivalent of microfilm (reel x 5)

+

Volume equivalent of microfiche/cards (fiche. 6)

=

Volume equivalent of microform

B. Instructions

Questions 1 – 5

Count titles in each format (print, microform, electronic, and other non-print) that have a bibliographic record in the online catalog regardless of whether the record is unique for each format or is shared by all formats for the same title. Do not count duplicate titles in the same format. Include counts for all law library branches and remote storage facilities not already reported in this survey.

For multi-media titles, count only the dominant format. For example, for print or microform titles that include electronic or multimedia material as part of the title (i.e., intended to supplement the print content), count the title here as a print or microform title. Do not also count it as an electronic title. Include counts for all law library branches and remote storage facilities not already reported in this survey.

In the case of a catalog or website shared with other libraries on campus, the law library will count print, microform and non-book titles held by the law library.

Question 3

Count electronic titles owned, licensed, or selected by the law library that are available via links in the online catalog whether by individual bibliographic records or URL's in a single bibliographic record.

Selected electronic titles are freely accessible titles for which the library provides catalog records in the online catalog.

In a shared catalog environment, count electronic titles owned, licensed or selected by the law library. In cases where there are campus-wide acquisitions, count only electronic titles for which the law library has primary responsibility for the purchase, license or selection. (The objective of this question is to count electronic titles owned, licensed or selected by the library; include in that count titles for which other campus libraries might have made a modest financial contribution. Do not count electronic titles primarily managed by other campus libraries even if the law library made a modest financial

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contribution to the purchase. Such contributions should be included in Part 6 G, Question 3).

Question 4

Include in this category, manuscripts, photographs, audiotapes, videotapes, audio CDs, CD-ROMs, video DVD, and DVD-ROM titles. Do not include electronic or web-based titles or products.

Question 10

The purpose of this question is to gather data on the ways that libraries collect title counts. After a period of assessment of the data, a prescribed methodology for collecting title counts may be developed.

Question 11

Report here interlibrary loan requests (formal or informal) sent to other libraries by law library staff. If your library is part of a multi-institution network which allows law faculty and students to place their own interlibrary loan requests with other libraries, you may report those figures here as well, noting that fact in the comments. You may also report borrowing requests sent by library staff (or law faculty and students) to other libraries on your home campus, if it is possible to do so, noting that fact (and the quantity) in the comments.

Question 12

Report here interlibrary loan requests (formal or informal) received from other libraries. If your library is part of a multi-institution network which allows faculty and students from other institutions to place their own interlibrary loan requests with your library, you may report those figures here as well, noting that fact in the comments. You may also report borrowing requests received by library staff from other libraries on your home campus, if it is possible to do so, noting that fact (and the quantity) in the comments.

Question 17

Provide the number of hours considered to be a standard work week (e.g., 35, 37.5, 40) for support staff members at your institution.

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Director's Name

Mailing Address _____

City _____ State _____ Zip _____

Office Tel No. (____) _____ - _____ Extension _____

Fax No. (____) _____ - _____

Email Address _____

Name of Person to
Receive Inquiries

Title of Person to
Receive Inquiries

Telephone Number

(____) _____ -
_____ Ext. _____

FAX Number

(____) _____ -

Internet Address of Person to
Receive Inquiries

Ending Month of Library Fiscal Year
(Number of Month)

SECTION 1 – INFORMATION RESOURCES
(2007-08 Fiscal Year)

- | | a.
Added during
fiscal year | b.
Withdrawn
during fiscal
year | c.
Held at end of
fiscal year |
|---|-----------------------------------|--|-------------------------------------|
| 1. Print titles | | | |
| 2. Microform titles | | | |
| 3. Electronic titles | | | |
| 4. Other non-book titles | | | |
| 5. Total titles (1+2+3+4) | | | |
| 6. Volumes (excluding microforms) | | | |
| 7. Volume equivalent microforms | | | |
| 8. Total volumes and volume equivalents held (6+7) | | | |
| 9. Does your library's online catalog or website include links to electronic resources made available by another campus library or consortia? Yes__No__ | | | |
| 10. How does your library collect statistics for title counts? (Check all that apply) | | | |

	Titles Added	Titles Held
Through the ILS	_____	_____
Manually	_____	_____
Other (please describe)	_____	_____

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18. Indicate the number of full-time librarians who do not teach or hold faculty rank for the 2008 calendar year. This question should be completed in consultation with the individual at the law school responsible for completing Part 5 – Profiles and determining the teaching and faculty status of the individual librarians. Full-time librarians included in Part 5 – Profiles should not be counted in this section. Do not double count full-time librarians in this section:

Male	Director	Deputy Director/Associate Director/Assistant Director	Division Head/Department Head	Other
Black American				
American Indian/Alaskan Native				
Asian or Pacific Islander				
Mexican American				
Puerto Rican				
Other Hispanic				
Subtotal				
Foreign National				
White, Not Hispanic Origin				
Race/Ethnicity Unknown				

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		Deputy Director/Associate Director/Assistant Director	Division Head/Department Head	
Female	Director			Other
Black American				
American Indian/Alaskan Native				
Asian or Pacific Islander				
Mexican American				
Puerto Rican				
Other Hispanic				
Subtotal				
Foreign National				
White, Not Hispanic Origin				
Race/Ethnicity Unknown				

SECTION 4 - LIBRARY PHYSICAL FACILITIES

19. Net square feet of space assigned for library purposes:
20. Linear feet of shelving capacity:
a. Total feet of shelving capacity available for library materials
b. Linear feet currently occupied by library materials
21. Number of volumes in the collection counted in Question 8 which are stored off-site and systematically retrievable:
22. Number of volumes counted in Question 8 which are stored off-site and are not systematically retrievable:
23. Total seats available for library users:

SECTION 5 - HOURS OF LIBRARY OPERATION & REFERENCE SERVICE

- | | Regular
Schedule | Abbreviated
Schedule |
|---|---------------------|-------------------------|
| 24. Number of hours per week library is open: | _____ | _____ |
| a. Hours per week professional staff on duty: | _____ | _____ |
| b. Hours per week only full-time support staff on duty: | _____ | _____ |
| c. Hours per week only students or other part-time staff on duty: | _____ | _____ |
| 25. Number of hours of reference service provided per week: | _____ | _____ |
| 26. Number of weeks per year library operates on: | | |
| a. Abbreviated Schedule _____ | | |
| b. Expanded Schedule _____ | | |

SECTION 7 - COMMENTS

27. Include here any descriptive information or comments you wish to make regarding the data entered in this questionnaire.