

**ALL-SIS STATISTICS COMMITTEE 2007 SUPPLEMENTAL ANNUAL  
QUESTIONNAIRE  
(2006-2007 Fiscal Year)  
Draft 03-28-08**

**INSTRUCTIONS**

**Instructions**

General

IM is considered to include instant messaging and text messaging.

Questions 1-4

Law Library Directors who are Law School Faculty should be included. Exclude all other Law Library Faculty and Staff. For counting faculty, count all whose primary position is with the law school. Include visitors, research faculty, active emeritus faculty, deans with faculty status, full-time lecturers, and joint appointments by apportioning the appropriate share to the law school as part-time. For example, a faculty member on sabbatical for half the year would be .5, as would a visitor there for the semester.

Question 2

Include permanent part-time as well as adjunct faculty.

Question 12

Include journals and reviews doing active research or cite checking. Exclude publications that are primarily non-scholarly.

Question 16-17

Answer yes, if more than a nominal number of courses are offered during the period in question.

Question 19

Exclude directional questions. This figure may be derived from sampling so long as the period chosen is not particularly heavy or light relative to other times of the year. The sample period should be at least a week to account for daily variances. This includes e-mail, IM (instant messaging), telephone, and face-to-face inquiries.

The total number of reference transactions should be the sum of all reference transactions generated from any patron, not just patrons affiliated with the Law School.

#### Questions 19-21

If a research project comes from an initial reference transaction, it should be counted in both categories. This figure may be derived from sampling, so long as the period chosen is not particularly heavy or light relative to other times of the year. The sample period should be at least a week to account for daily variances. This includes e-mail, IM (instant messaging), telephone, and face-to-face inquiries.

#### Questions 24-30

If a library staff member teaches a class or course as part of their law library employment, it should be counted

Library tours should only be counted if they are tied to a course where students will be required to use the library at a later date to meet course requirements or where the tour includes a significant educational component.

Courses that are team-taught such as those having a legal writing component should be included.

#### Question 28

Include distance courses here, as well as counting them in Questions 24-27, if they were distance courses

#### Question 29-30

Include all students taught, not just law students.

#### Question 32

For example, single bib record with five URLs in 856 fields counts as 5.

**GENERAL LIBRARY INFORMATION**

Law School Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Director's Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name of person to  
Receive Inquiries \_\_\_\_\_

Title of person to  
Receive Inquiries \_\_\_\_\_

Telephone Number \_\_\_\_\_ Ext: \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address of  
Person to Receive  
Inquiries \_\_\_\_\_

Ending Month of Library  
Fiscal Year (number of month) \_\_\_\_\_

**GENERAL LAW SCHOOL INFORMATION**

1. Number of full-time Law School Faculty \_\_\_\_\_
2. Number of part-time Law School Faculty \_\_\_\_\_
3. Number of full-time Law School support staff \_\_\_\_\_
4. Number of part-time Law School support staff \_\_\_\_\_
5. Number of full-time Law students \_\_\_\_\_
6. Number of part-time Law students \_\_\_\_\_
7. Number of full-time Law students in the first year class \_\_\_\_\_

8. Number of part-time Law students in the first year class \_\_\_\_\_
9. Is Legal Research & Writing taught in the first year for full-time students?  
 \_\_\_ Yes \_\_\_ No \_\_\_ N/A
10. Is Legal Research & Writing taught in the first year for part-time students?  
 \_\_\_ Yes \_\_\_ No \_\_\_ N/A
11. Number of LL.M.s and SJDs \_\_\_\_\_
12. Number of law journals and law reviews \_\_\_\_\_
13. Number of librarian FTEs \_\_\_\_\_
14. Number of hours the library is open when the law school is in session \_\_\_\_\_
15. Number of hours reference service is available when the law school is in session \_\_\_\_\_
16. Evening JD program? \_\_\_ Yes \_\_\_ No
17. Summer JD program? \_\_\_ Yes \_\_\_ No

**REFERENCE TRANSACTIONS**  
 (see instructions)

18. Does your library keep any Reference statistics? \_\_\_ Yes \_\_\_ No
- a. If so, do you \_\_\_ Sample \_\_\_ Track Continuously \_\_\_ Other

If Other, please explain:

19. Total number of Reference Transactions \_\_\_\_\_
- a. Number of reference transactions generated by your Law School Faculty & Staff \_\_\_\_\_
- b. Number of reference transactions generated by your Law Students \_\_\_\_\_

- c. Other \_\_\_\_\_
20. Does your Library offer the following services?
- a. E-mail Reference  Yes  No
  - b. IM (instant messaging) Reference  Yes  No
  - c. Reference other than in person, phone, e-mail, and IM  Yes  No

If so, please explain:

- d. Podcasts  Yes  No
- e. Video Streamcasts  Yes  No
- f. Legal Research Blog accessible outside the library  Yes  No
- g. Legal Research Wiki accessible outside the library  Yes  No

**FACULTY RESEARCH SUPPORT**  
(see instructions)

21. Number of research projects completed for Law School Faculty & Staff \_\_\_\_\_
22. Amount of time spent on research projects for law school faculty & staff under #21 \_\_\_\_\_
23. Does your Library offer the following services?
- a. Training of RAs  Yes  No
  - b. Supervision of RAs  Yes  No
  - c. Hiring of RAs  Yes  No
  - d. Maximum time for faculty research projects  Yes  No
    - i. If so, what is your maximum number of hours? \_\_\_\_\_

e. Other limitations on faculty research projects? \_\_\_Yes \_\_\_No

If so, please explain:

f. Complete analysis of legal issues/multiple cases \_\_\_Yes \_\_\_No

g. Put entire articles into Bluebook format? \_\_\_Yes \_\_\_No

h. Faculty Liaison Program \_\_\_Yes \_\_\_No

i. Dedicated Faculty Services Librarians \_\_\_Yes \_\_\_No

j. Delivery of library materials to faculty offices \_\_\_ Yes \_\_\_ No

k. Are there other services not specified in this document that you provide for law school faculty at your institution? \_\_\_ Yes \_\_\_ No

If so, please explain:

**LAW LIBRARY INSTRUCTION**  
(see instructions)

24. Number of for-credit law school

a. class sessions taught by library staff \_\_\_\_\_

b. semester course hours taught by library staff \_\_\_\_\_

25. Number of not-for-credit law school

a. class sessions taught by library staff \_\_\_\_\_

b. semester course hours taught by library staff \_\_\_\_\_

26. Number of other university

- a. class sessions taught by library staff \_\_\_\_\_
  - b. semester course hours taught by library staff \_\_\_\_\_
27. Number of non-university
- a. class sessions taught by library staff \_\_\_\_\_
  - b. semester course hours taught by library staff \_\_\_\_\_
28. Distance Education
- a. class sessions taught by library staff \_\_\_\_\_
  - b. semester course hours taught by library staff \_\_\_\_\_
29. Total number of students taught by library staff in all classes \_\_\_\_\_
30. Total number of hours spent teaching by library staff in all classes \_\_\_\_\_

**ELECTRONIC RESOURCES**  
(see instructions)

31. Does your library have access to the following titles in electronic format?
- a. Making of Modern Law: Legal Treatises \_\_\_ Yes \_\_\_ No
  - b. Making of Modern Law: Supreme Court Records & Briefs \_\_\_ Yes \_\_\_ No
  - c. CIS Hearings \_\_\_ Yes \_\_\_ No
  - d. Westlaw \_\_\_ Yes \_\_\_ No
  - e. Lexis \_\_\_ Yes \_\_\_ No
  - f. HeinOnline Law Journals Library \_\_\_ Yes \_\_\_ No
  - g. Any electronic BNA products \_\_\_ Yes \_\_\_ No
  - h. CCH \_\_\_ Yes \_\_\_ No
  - i. Lexis or Readex Serial Set \_\_\_ Yes \_\_\_ No
32. Total number of 856 fields in unsuppressed records in the OPAC \_\_\_\_\_
33. Number of electronic databases for which vendor statistics documenting hours of use or number of searches are provided to your library \_\_\_\_\_
34. Do you use these vendor-supplied usage statistics in making selection decisions?  
\_\_\_ Yes \_\_\_ No
35. Do you track hits on the Law Library's website? \_\_\_ Yes \_\_\_ No

36. Are there any questions that should be added to future surveys? \_\_\_Yes \_\_\_No

If so, please explain:



## LAW SCHOOL SURVEY

(to be administered by individual law libraries – edit to remove unavailable services)

37. The following instrument should be distributed to all Law School Faculty, Staff, and Students either in paper or electronically. Average responses for the three user groups should be reported individually using a three column spreadsheet with one row for each service and each row having three averages.

I am a:

Law School Faculty Member     
  Law School Staff Member     
  Law Student

Please rate the following library services & facilities		Excellent	Good	Fair	Poor	Not Used/Unaware of Service
a. Face-to-face reference						
b. Telephone reference						
c. E-mail reference						
d. IM (instant messaging) reference						
e. Faculty research services & support						
f. Faculty document retrieval & delivery						
g. Ease of library material checkout						
h. Inter-Library Loan						
i. Faculty liaison services						
j. Law Library Catalog						
k. Law Library Website						
l. Law Library podcasts						
m. Law Library video streamcasts						
n. Law library/legal research blog						
o. Law library/legal research wiki						
p. On-site Law Library classes/courses						
q. Distance education classes/courses						
r. Law library facility						
s. Law library collection						
t. Law library technology						
u. Law library study rooms						

Page 2 of law school faculty, students, and staff survey:

38. Please include any additional comments regarding law library staff and services.

39. Are there any questions that should be added to future surveys? \_\_\_Yes \_\_\_No

If so, please explain: