

**ALL-SIS STATISTICS COMMITTEE 2009 SUPPLEMENTAL ANNUAL  
QUESTIONNAIRE  
(2008-2009 Fiscal Year)  
Draft 06-30-08**

**INSTRUCTIONS**

**Instructions**

Question 1

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.

Question 3e

IM is considered to include instant messaging and commercial chat reference services, including LiveHelp. It does not include text messaging/SMS.

Questions 4

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.

Reference questions generally have brief answers, such as the citation for a case, a statistic, or help finding books on a topic.

Research is when the question requires more in-depth substantive analysis, such as finding cases on a particular topic compiling a bibliography of relevant articles from different databases, or other work that involves synthesis of information.

Yes, answering a reference question can require research.

Include research completed by both library staff and others directly supervised by library staff.

Question 7

Include tasks completed by either library staff or those directly supervised by library staff.

Question 11

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

Questions 14-23

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 18

Include distance courses here, as well as counting them in Questions 14-17, if they were distance courses

Question 19-20

Include all students taught, not just law students.

## GENERAL LIBRARY INFORMATION

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

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 \_\_\_\_\_

### REFERENCE TRANSACTIONS (see instructions)

1. Does your library keep any Reference statistics?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (Skip to Q. 3 )
  - a. If so, do you \_\_\_\_\_ Sample \_\_\_\_\_ Track Continuously \_\_\_\_\_ Other

If Other, please explain:

2. 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 \_\_\_\_\_

3. Does your Library
- a. Have more than one reference desk  Yes  No
  - b.
  - c. Have formal roaming reference  Yes  No
  - d. Use non-librarians to provide reference service  Yes  No
  - e. Promote E-mail Reference  Yes  No
  - f. Promote IM (instant messaging) Reference  Yes  No
  - g. Promote Reference other than in person, phone, e-mail, and IM  
 Yes  No

If so, please explain:

**FACULTY RESEARCH SUPPORT**  
(see instructions)

4. Number of research projects completed for Law School Faculty & Staff  
\_\_\_\_\_ or  Data Not Collected
5. Amount of time spent on research projects for law school faculty & staff under #4  
\_\_\_\_\_ or  Data Not Collected
6. Does your library have a maximum length of time you will spend on a faculty research project, if so what is it?  \_\_\_\_\_ or  No Limit
7. Does your library
- a. Provide analysis of legal issues/multiple cases  Yes  No
  - b. Put entire articles into Bluebook format?  Yes  No
  - c. Offer a Faculty Liaison Program  Yes  No

d. Have Dedicated Faculty Services Librarians    \_\_\_Yes \_\_\_No

e. Deliver library materials to faculty offices    \_\_\_ Yes \_\_\_ No

8. 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:

9. Are there other limitations on faculty research projects?    \_\_\_Yes \_\_\_No

If so, please explain:

10. Does your Library offer the following services?

a. Primary Training of faculty RAs    \_\_\_Yes \_\_\_No

b. Primary Supervision of library RAs    \_\_\_Yes \_\_\_No

c. Hiring of faculty or library RAs    \_\_\_Yes \_\_\_No

### **LAW REVIEWS AND STUDENT ORGANIZATIONS**

11. How many law reviews and law journals does your school have? \_\_\_\_

12. Do you provide any special services to students on the law reviews, such as different loan periods, additional reference services, etc.    \_\_\_ Yes \_\_\_ No

If so, please explain:

13. Do you provide any special services to any other student organizations?  
\_\_\_ Yes \_\_\_ No

If so, please explain:

**LAW LIBRARY INSTRUCTION**  
(see instructions)

14. Number of for-credit law school
- a. class sessions taught by library staff \_\_\_\_\_ or \_\_\_ Unknown
  - b. semester course hours taught by library staff  
\_\_\_\_\_ or \_\_\_ Unknown
15. Number of not-for-credit law school
- a. class sessions taught by library staff \_\_\_\_\_ or \_\_\_ Unknown
  - b. semester course hours taught by library staff  
\_\_\_\_\_ or \_\_\_ Unknown
16. Number of other university
- a. class sessions taught by library staff \_\_\_\_\_ or \_\_\_ Unknown
  - b. semester course hours taught by library staff  
\_\_\_\_\_ or \_\_\_ Unknown
17. Number of non-university
- a. class sessions taught by library staff \_\_\_\_\_ or \_\_\_ Unknown
  - b. semester course hours taught by library staff  
\_\_\_\_\_ or \_\_\_ Unknown

18. Distance Education

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

b. semester course hours taught by library staff

\_\_\_\_\_ or \_\_\_Unknown

19. Total number of students taught by library staff in all classes

\_\_\_\_\_ or \_\_\_ Unknown

20. Total number of hours spent teaching by library staff in all classes

\_\_\_\_\_ or \_\_\_ Unknown

21. Is Legal Research & Writing taught in the first year?

\_\_\_Yes \_\_\_No \_\_\_N/A

22. Are librarians heavily involved in teaching legal research in the LR&W program?

\_\_\_Yes \_\_\_No \_\_\_N/A

23. Please include any additional comments regarding law library staff and teaching.

**ELECTRONIC RESOURCES**  
(see instructions)

24. Which major databases does your library own/subscribe to? One per line

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25. Do you track hits on the Law Library's website? \_\_\_Yes \_\_\_No

26. 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)

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:

How much do the library's **services** contribute to your **scholarship**?

A great deal    Some    A bit    Not at all

How much do the library's **collection and databases** contribute to your **scholarship**?

A great deal    Some    A bit    Not at all

How much do the library's **services** contribute to your **teaching/learning**?

A great deal    Some    A bit    Not at all

How much do the library's **collection and databases** contribute to your **teaching/learning**?

A great deal    Some    A bit    Not at all

How much does the library's **space** contribute to your **work**?

A great deal    Some    A bit    Not at all

Please include any additional comments or suggestions for future questions.