The Use of Annual Reports in Law Libraries: an Annotated Bibliography

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This bibliography was compiled by Tobe Liebert, Director of Special Projects at the Tarlton Law Library, University of Texas at Austin School of Law. It consists of books and articles published from 1980 forward. The bibliography addresses literature addressing the creation and use of annual reports in libraries of all types. Searching in both online and print resources produced a relatively small number of entries, although it is quite easy to find actual copies of library annual reports on the Internet.

The following resources were consulted: Index to Legal Periodicals, Current Law Index, Expanded Academic ASAP, Academic Search Premiere, RLIN, Library and Information Science Abstracts and general searching on the Internet.

The citations include searching completed through the end of January 2003.

Articles:

Callison, Daniel. *Annual Report*. 20 SCHOOL LIBRARY MEDIA ACTIVITIES MONTHLY 40 (November 2003)

The author provides information on creating annual reports for library media centers. Includes discussion of reports that can be arranged by instructional objectives or program missions and goals.

Desmond, Peter. Reputation Builds Success: Tomorrow's Annual Report. 5 CORPORATE COMMUNICATIONS: AN INTERNATIONAL JOURNAL 168 (2000)

Article takes issue with the typical corporate annual report, which only provides the information required by law. The author believes that the corporate annual report should be "sooner, sharper, and simpler."

Holcomb, Jean M. *The Annual Report: An Overlooked Opportunity to Tell the Library's Story.* 7 AALL SPECTRUM 10 (June 2003)

In addition to the obvious benefits of publicity, this article stresses the annual report as a way of justifying its budget in times of fiscal scarcity. Discusses the steps to take when producing a successful annual report, including defining the audience, creating a theme, assigning tasks and editing. The author uses the King County Law Library's experience with annual reports as a guide.

Inglis, Kari. How Did That Year Stack Up? 53 OHIO MEDIA SPECTRUM 28 (Summer/Fall 2001)

Discusses the value of compiling an annual report for a school library. Emphasis is on libraries that serve media patrons.

Siess, Judith. *How to Write an Annual Report*. 15 ONE PERSON LIBRARY 3 (December 1998)

The author discusses the mechanics of writing an annual report for the solo librarian and the uses the report might serve.

Siess, Judith. *Have You Written Your Annual Report Yet?*. 17 ONE PERSON LIBRARY 9 (January 2001)

Provides advice to the solo librarian on how create and use an annual report for a variety of purposes, including marketing, planning and budgeting.

Strojny, Duane A. *The Annual Report: a Culmination of the Year-Long Planning Process.* 5 AALL Spectrum 34 (March 2001)

Discusses the use of the annual report as a product of a year-long planning process. The finished product should be both a public relations tool and a document to help in planning for the next year. The entire staff should be involved in the process of producing the report.

Book chapters:

American Association of Law Libraries. State, Court, and County Law Libraries Special Interest Section. Trustees Development Committee. SOURCEBOOK FOR LAW LIBRARY GOVERNING BOARDS AND COMMITTEES (1994)

Chapter VI provides sample reports from state, county and court law libraries. There are sections on financial reporting, proposed budgets and reprints of full annual reports. The libraries featured include the Jenkins Memorial Law Library, the Social Law Library, the U.S. Sixth Circuit Court of Appeals Library System, the San Diego County Law Library, and the Merced County Law Library. This resource does not offer much in the way of analysis of the annual report, but is valuable for showing the variety of approaches that may be considered when drafting annual reports.

Bradley, Jana and Larry Bradley. *Annual Reports*, in IMPROVING WRITTEN COMMUNICATION IN LIBRARIES (Chicago, IL: American Library Association, 1988).

The authors present an entire chapter for the annual report, using the following divisions: (1) purposes for annual reports; (2) determining your purposes for annual reporting; (3) understanding your audience; (4) developing your approach to annual reporting; (6) developing the content of your annual report; (7) organizing your annual report; (8) test your skills; and (9) checklist for writing annual reports.

Bryson, Jo. *Managing and Communicating Information in the Corporate Environment*, in Effective Library and Information Centre Management (Brookfield, Vt. : Gower,1999)

A portion of a chapter is dedicated to examining the creation and usefulness of the annual report in a corporate library setting.

Leerburger, Benedict A. *Basic Publicity Techniques for Public Libraries* in Issues in Library Management: A Reader for the Professional Librarian (White Plains, NY: Knowledge Industry Publications, 1984).

The author discusses the role that the annual report can play in the public library, emphasizing the importance it can play in communicating with public library patrons.

Mersky, Roy M. *Administration of Academic Law Libraries*, in 1 LAW LIBRARIANSHIP: A HANDBOOK 33 (Heinz P. Mueller and Patrick E. Kehoe, eds., 1983)

Professor Mersky discusses the uses of the annual report in an academic law library and makes suggestions about what information to include. First, the annual report can be used as a way to increase the visibility of the law library by showcasing the library's achievements and services. Second, the annual report may be used as a method for justifying requests for additional budgetary support for the library when statistics and other library measures are set forth and contrasted with other institutions. The audience for the annual report is not just the wider library and university community, but also the administration that is responsible for allocating resources for the library.

Stevens, Norman D. *Formal Internal Communication* in COMMUNICATION THROUGHOUT LIBRARIES (Metuchen, NJ: Scarecrow Press, 1983)

Discussion focuses on the use of the annual report for as a formal means of communication within a library. Provides a review of the suggested range of information to include in a report.