

Annual Report

Judge Kathryn J. DuFour Law Library

The Catholic University of America

Academic Year
2005 — 2006



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I. INTRODUCTORY SUMMARY

Once again the **Reference Department** staff had a very productive year, providing answers to more than 780 questions of a substantial nature from faculty and students. “Patron walk-ins” also kept them busy. During the fall and spring semesters Pat Petit collected items for the third edition of *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography* which will be published in winter 2007. As in past years, many staff contributed book annotations. Steve Young completed several more foreign web page research guides, and Yvette Brown organized a panel presentation for the Catholic Library Association’s annual meeting to be held in Baltimore in April 2007.

The **Circulation Department** responded to 447 faculty and student requests for interlibrary loan, and lent more than 800 items to outside libraries. In-house circulation statistics indicate that more than 9,000 items were charged out to faculty and students. During summer 2005, the staff engaged in a major clean up of library materials and collections of personal papers located in the garage storage area. Department Head, Frances Brillantine, also followed up on the 2004 *LibQual*TM survey with a new student survey in March 2006. Once again, this survey focused on library services and reading spaces.

During the 2006 academic year the **Technical Services Department** supervised a major review of serial publications with the goal to reduce redundant or little-used titles. Law journal subscriptions were also reviewed for the same purpose. Substantial headway was made on claiming missing items and completing longstanding binding problems. The staff recommended moving to Hein Electronic Green Slips to speed book selection along and purchasing *TDNet*, an electronic journal locator system. The unit also filled three technician positions, the result of normal turnover.

Xin Wang, **Computer Services Librarian**, departed in June 2005 and much of the summer was spent interviewing candidates to fill this position. By November 2005 Len Davidson joined the staff as the newly re-titled position of **Systems Librarian**, coming from DeSales University in Allentown, Pennsylvania. Davidson adjusted to his new surroundings quite well. We began by introducing a new library Internet server and working on other technology issues, most notably the development of an online student study room reservation system for the fall 2006 academic semester.

Media Services Director, Greg Stack and media coordinator David Luce saw some reduction in requests for portable equipment during the year because so many classrooms now have appropriate technology. However, training faculty on how to use these systems, as well as more requests for conference web casting, kept them quite busy. In order to be able to provide more professional-looking videos and DVDs, Stack installed new digital editing equipment in late spring. In addition to DVD distribution, the ongoing digital convergence requires encoding and transfer to servers so that our students have web access to many special lectures.

In March the media staff was asked to prepare a proposal to install new technology in four seminar rooms. This project, precipitated by the need for smaller classrooms with smart

technology, was scheduled for completion during the summer, but ultimately postponed until Christmas break.

II. MILESTONES 2005 – 2006

- Added 4,895 new titles to the online catalog, which now includes some 131,000 unique items;
- Added 6,718 volumes resulting in hard copy count at 207,080 volumes;
- Added 13,490 microfiche volume equivalents to the collection, which now includes a total of 206,905 microfiche volume equivalents;
- Reported that combined hard copy and microfiche volume equivalent count in the law library is now 413,985 volumes;
- Maintained 4,838 active serial titles;
- Received approximately 15% of all materials published through the Federal Depository System;
- Completed some 780 faculty and student requests of a substantial nature for reference and research assistance;
- Circulated more than 9,000 books and reserve items to students and faculty;
- Borrowed 447 volumes and copies of journal articles for faculty and students between July 1, 2005 and June 30, 2006;
- Lent 831 volumes and copies of articles to other institutions between July 1, 2005 and June 30, 2006;
- Serviced 915 requests for classroom media equipment and media staff assistance;
- Provided Media Department support for 35 major special events ranging from an afternoon lecture to a conference of several days;
- Hired a new Systems Librarian;
- Revised and upgraded the library's web page;
- Surveyed the entire student body about library services and study spaces;
- Began development of an online student study room reservation system.

III. SERVICES

A. Public Services – Reference Department

1. Reference Staffing

Although all reference staff positions were filled during academic year 2005-2006, considerable angst was generated by the anticipated retirement of long-time Associate Director Pat Petit. After 36 years of faithful service, Petit submitted his retirement letter in May 2006 and the search began for his replacement. The six part-time (evenings/weekends) librarians also saw one change during the year. Evening librarian Tanya Thomas moved out of the D.C. area and soon was replaced by DuFour library alumni Erin Haggerty.

2. Reference, Research and Teaching

During academic year 2005-2006 the pairing of faculty and reference librarians appeared to be quite successful based on the many compliments received by the library director. Faculty members continue to appreciate the liaison arrangement and seek to involve the staff in their various research endeavors. The reference librarians estimate that they received approximately 780 faculty and student requests for reference assistance of a substantial nature. As in the past, some were quick projects; others more complicated and time consuming. Among the topics researched were the following:

- What is the diplomatic history of the US government's recognition of the Bosnian State?
- Proper service of John Doe fathers in guardianship cases to satisfy the requirements for DC grand-parent Foster Care Payments.
- Locate the most recent amendment to the Mongolian Civil Code.
- Gays in the military: The US Don't Ask, Don't Tell Policy.
- Does "good faith" and justice prevent dismissal of case filed with incorrect party name, year, docket case number?
- Research on the Islamic Rasa'il Islamic fables from the 10th Century.
- Does aerial surveillance over Washington, DC constitute a search?
- How many times has the Supreme Court asked the Solicitor General to advise on a petition for certioria?

To support the library's instructional mission, Pat Petit (with Assistant Dean Georgia Niedzielko) and Yvette Brown (with Clinical Instructor Faith Mullen) co-taught Advanced Legal Research and Writing courses during the fall and spring semesters.

3. Reference Department Computer Upgrades

During the year student reference station computers were replaced or upgraded. Likewise, Reference staff computers were replaced along with their aging color printers/scanners. The reference staff computers also received a second monitor (facing the patron) which permits the patron to follow along when research instructions are given.

4. Addition of New Electronic Titles to Library Catalog

During 2005-2006 the Technical Services staff arranged for the cataloging of all of the electronic titles in Hein Online, Lexis and Westlaw. More than 3,500 new electronic titles were added to the library's online catalog for researchers to use, and which can be immediately accessed in full text through the catalog gateway.

5. New Electronic Tools

Two new electronic services were introduced in 2006 that opened up new opportunities to use technology as: 1) an electronic journal finding tool and 2) a vehicle for surveying students on a myriad of library service issues. During the year, Head of Technical Services Mary Strouse investigated several vendors that provide software applications which direct patrons to full-text electronic journals that are already available to the students and faculty through existing library subscriptions. By entering a journal title into a search field, one can quickly ascertain which of our various library electronic services (or other University databases) contain the item in full-text electronic format. After a long period of testing, *TDNet* was selected as the vendor of choice and plans were made to introduce the service to our patrons in fall 2006. As one would suspect, many of the full text electronic journals are in *Hein Online*, *Lexis*, and *Westlaw*.

Information about the student survey instrument can be found in **B. 3** below.

B. Public Services – Circulation Department

1. Circulation Department Staffing

Library Student Bo Ram Lee replaced Jennifer Norman as Circulation library assistant.

2. Circulation Activity

During academic year 2005-2006 the Circulation staff circulated some 9,000 items within the law school community. Interlibrary loan activity (to other institutions) included borrowing 447 items for faculty and students, and lending 831 items to other law schools and law firms in Washington, D.C. and across the United States.

3. 2006 Student Online Satisfaction Survey

During March 2006 the library conducted a student survey of library services, the collection, the web page and the facility. In response to the results of the survey, the library made several upgrades to equipment, including several new printers, additional security, an electronic journal identification system and changes to the library web page. A summary of the survey results and library actions taken can be found in **Appendix I**.

C. Public Services – Teaching

Associate Director Pat Petit co-taught *Advanced Legal Research and Writing* with Assistant Dean Georgia Niedzielko during the fall semester and *Advanced Legal Research* in the spring. He also taught *Hollywood Looks at the Law and Lawyers* with Professor Harvey Zuckman. Reference librarian Yvette Brown also co-taught *Advanced Legal Research and Writing* during the fall semester with Clinical Instructor Faith Mullen. Pat, Yvette and Steve Young also prepared a variety of special sessions for the research classes and substantive law courses. Director Steve Margeton taught *Advanced Legal Research* during fall 2005.

D. Public Services/Technical Services – Publications

1. *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*

Under the guiding hand of Pat Petit the library staff undertook work on the third edition of *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*. The bibliography is a multiyear work with considerable time spent on collecting the books and journal articles which will be summarized in 200 new annotations added to the publication. The work is planned for publication during winter/spring 2007. The bibliography, which totals some 800 entries, will be sent to all law school deans and library directors. It will also be posted at the library web page (<http://lib.law.cua.edu/Home/libpubs/libpubs.htm#cathbib>), and at the request of the International Catholic Lawyer's Society, linked to that Society's web page. Eleven staff members wrote abstracts for the bibliography.

2. *Other Publications*

The Public Services Department continues to prepare library guides for using online web services and for legal subject areas. The guides can be found in display units throughout the library, reproduced in library publications, and posted on the library's web page. Steve Young has developed several new country guides for the web page including Australia, Egypt, Israel, New Zealand and South Africa.

Librarians also prepare articles, bibliographies and book chapters for professional publications. These items are included near the end of the *Annual Report* under their individual librarian names.

E. Technical Services

1. Technical Services Staffing

- Monica Fulvio (cataloging Assistant, GLP) graduated in August 2005.
- Cyril Emery (cataloging Assistant, GLP) joined the staff in August 2005 and resigned in January 2006 to take a professional librarian position.
- Sarah Anderson (Serials Assistant) joined the staff in September 2005, replacing Xiuping Yang who left the previous April.
- Tiffany Showman (Cataloging Assistant, GLP) joined the staff in March, 2006, replacing Cyril Emery, who left in January.
- Rachel Hewett-Beah (Cataloging Librarian) resigned in May, 2006.

2. Acquisitions

- Negotiated and signed a three-year Library Maintenance Agreement (LMA) with Thomson/West for a basket of 636 core publications, effective June 1, 2006. This initiative caps annual price increases to an agreed upon percent.
- Purchased and installed electronic invoicing functionality to Millennium Acquisitions so that annual renewal invoices could be loaded and processed automatically, rather than manually posted.

3. Serials

- Purchased and installed electronic claiming functionality to Millennium Serials, allowing journal subscriptions to be prepared and sent more efficiently.
- Began claiming journal issues from EBSCO via new EBSCOnet customer service portal.

4. Government Documents

- Completed a zero-based review of Federal Depository Library Program selections for both the Law Library and Mullen Library, adding 45 new items (December 2005) and reassigning or deselecting 247 unwanted items (April 2006).

5. Cataloging

- Completed batch replacement of 18,000 name authority records.
- Added stack numbers to records for the unclassified Main Floor collection;
- Reclassified historical canon law, Jewish and Islamic law materials under the new KB schedule for ecclesiastical law.
- Completed project to search for and correct instances of the 1,800 most commonly found typographic errors in library catalogs.

- Merged compact shelving and superseded codes into a single collection (updating locations, remarking and shifting); remarked and shifted government documents print collection.
- Provided cataloging assistance to the National Archive of Clinical Legal education (*NACLE*): original cataloging (collection-level records) of the major sub-collections within the physical archive, and a record for the *NACLE* digital archive (website).
- Joined consortium of 20 law libraries in a project to have Cassidy Cataloging, Inc. create MARC records for treatises available online in *Westlaw* and *Lexis* (April 2006 – records to be delivered beginning July 2006).

6. *Columbo Online Catalog*

- Implemented staff search mode so that Library public services staff can access non-public information by logging onto Columbo directly, bypassing the Millennium interface. (March 2006).
- Investigated and tested three alternate vendors for online journal finder (A-Z Listing) services, from which public services staff selected *TDNet* (May 2006).
- Implemented SSL (Secure sockets layer) technology in the Columbo proxy server, in order to provide off-campus access to databases using secure hypertext protocol (HTTPS) (May 2006).

7. *Processing Statistics (July 2005- June 2006 unless otherwise noted)*

- a. Cataloged new titles 4,895 new titles (inc. Marcive)
- b. Added new volumes: 6,718 (to Sept. 2006)
- c. New orders placed: 1,152
- d. Orders received: 1,544
- e. Invoices processed: 5,373
- f. Physical items checked in: 18,314 (to Sept. 2006)
- g. Microform pieces received: 42,894 (to Sept. 2006)

8. *Title and volume Count (taken from Sept. 2006 ABA stats.)*

- a. Active subscriptions: 5058
- b. FDLP depository selection rate: 15%
- c. Titles: 131,079 (exclusive of internet/online)
 - i. Print 49,242
 - ii. Microform 80,940
 - iii. Audio-visual, DVD, etc. 897
 - iv. Internet/online titles cataloged (not counted by ABA) – 3,553
- d. Total volume count: 413,985
 1. print 207,080
 2. microform vol. equivalent 206,950

9. Collection Development

- a. Added *European Union Law Reporter* (looseleaf) and *Common Market law Reporter* (serial) to the collection. (April 2006).
- b. Added Hein's *Legal Theses and Dissertations* microfiche set (containing approximately 7,000 dissertations from 20 major law schools) to the collection (April 2006)
- c. The LexisNexis *US. Serial Set Digital Collection* was completed in December 2005. This digital archive contains 12,880 volumes of the *American State Papers* and the *United States Serial Set* (1789-1969), comprising 335,157 separate documents. The Law Library acquired this important archive at pre-publication prices in 2004.

New titles for the library are selected from book order slips sent by four book jobbers: *Hein*, *Blackwell North America*, *Yankee Book Peddler* and *Harrassowitz*. Each jobber has received very detailed subject selection criteria to insure that the staff reviews only those slips for books of interest to the library. During spring 2006 preparations were made to migrate from receiving *Hein* paper slips to their electronic slip service. Book reviewers include Brown, Margeton, Monkres, Petit, Sobol, Strouse, and Young. Margeton and Young also select materials in foreign law.

F. Automation Services

1. Staff

After completing four and a half years of service, Xin Wang left the law library to take a position in the federal government. The staff advertised for a new Systems Librarian and interviewed candidates throughout the summer. Finalist Leonard Davidson from DeSales University (an INNOVATIVE shop) joined the staff in November and "hit the ground running."

2. Hardware and Software

The new Systems Librarian tested a new library server (HP ProLiant ML350, 1gig Ram) and switched the main library web server over to the new machine over the winter break. During the month of January, two older servers were upgraded to the latest version of the Windows server software. After the upgrade one server was set up as the backup web server, and the second was made available to the staff as a fileserver. Software/hardware back up procedures were also upgraded.

All staff assigned to edit the library web page were set up with *Dreamweaver* software, and all library web pages were standardized using style sheets and templates. This made it much easier to rapidly modify all pages and to give them a standard look and feel.

During the academic year library printing statistics indicated that the two printers assigned for laptop printing were insufficient for student needs. By taking one existing HP 8150

from the large lab and purchasing a second 8150 machine, the staff doubled laptop printing capacity.

Systems librarian Davidson also began the process of inputting first year student identification data for patron records into the INNOVATIVE circulation system via electronic files received from the law school registrar.

3. Web Access

The library's web page was upgraded in spring 2006. New content was added to several secondary pages and the home page was tweaked a bit. Placement of content and reconfiguration of columns were also undertaken. The special feature "web sites of the month" was changed from static information to a revolving crawl. Top bar and sidebar topics were changed to provide more reflective titles and links which matched those of the law school.

G. Media Services

1. Staffing

Greg Stack, Director of Media Services, and David Luce, audiovisual coordinator, logged in more than 900 requests for classroom media equipment assistance, as well as 35 reservations for major special events technology support. With only two full-time staff members and two part-time students, the department is kept quite busy throughout the year. A statistical summary for the academic year can be found in the **Appendix II**.

2. Major Equipment Installations

During summer and fall 2005 Greg Stack continued offering tutorials to many faculty which covered *PowerPoint*[™], the use of presentation tools and technology, and *Smart*[™] technology installed by *Hoppmann Audio Visual Services* in classrooms 204, 205, 208 and 303. Stack also offered instruction on how to maximize network and Internet use from home, in the office and in the classroom.

Requests for web casting conferences increased substantially during the academic year. With the assistance of the University's Center for Planning & Information Technology, Stack was able to meet all web casting requests. Faculty also asked media services staff to record and encode a number of special classroom sessions for posting to the web, whereby students can access the lecturers at their leisure.

Due to the demand for smart classroom space, in January 2006, the law school registrar and special events coordinator requested that presentation technology be installed in some of the larger seminar rooms to accommodate small classes in which the faculty desired to use smart podiums. Media Director Stack and Library Director Margeton were able to devise an affordable package of equipment for seminar rooms 220, 311, 312D, and 313. Dean Miles concurred with this plan, and Stack met with a variety of vendors throughout the spring to obtain bids to move the project along. A summer installation schedule was anticipated, but because of the lengthy

planning and bidding process, the installation was delayed until the Christmas break. When the work in the seminar rooms is completed, the law school will have 8 classrooms and 4 seminar rooms with state-of-art presentation technology systems.

IV. GIFTS AND DONATIONS

During the academic year 2005-2006 the library received a number of donations for the collection. Among gifts were several important additions to the law school archive.

Donor	Gift (books)
Murray L. Howder	Financial Gift to the William J. Howder Memorial Fund
Professor George P. Smith II	A selection of current treatises on bioethics and other health related topics
Michael Noone	<i>Journal of military history</i> , v.53 (1989)-v.67 (2003). And index 1937-1994. <i>Revue de droit militaire et de droit de la guerre (The military law and law of war review)</i> , v.17 (1978) -v.42 (2003). <i>Journal of the Society for Army Historical Research</i> , v. 64 (1986)-v.81 (2003).
Judge John Doyle	Volumes of the Selden Society publications series Volumes of the Daily Washington Law Reporter
The law firm of <i>Arnold and Porter</i>	Several large donations of no longer required treatises removed from the firm's library collection

V. EQUIPMENT ADDED and REPAIRED; AREAS CLEANED

- Upgrade of auditorium media to provide a second channel for webcasting
- Purchased warehouse shelving for basement storage
- Replaced 135 carrel lights with new electronic ballast type equipment
- Purchased two laptops for classroom use
- Purchased a portable *Symposium*TM unit for faculty office training on *Smart*TM technology system
- Purchased software upgrades for INNOVATIVE library system
- Purchased 4 color printer scanners
- Purchased three staff computers.
- Arranged for environmental cleaning of garage storage room 168 to remove all vestiges of mold

VI. STAFF MEMBERS

A. Degrees

Name	Administration	Degree
Stephen Margeton - Director		
The Catholic University of America, Washington, DC		M.S.L.S. 1973
National Law Center George Washington University Washington, DC		J.D. 1970
Mount St. Mary's College Emmitsburg, MD		A.B. 1967
Judy Ann Blower - Secretary to Director		
The Catholic University of America Washington, DC		B.A. In progress
Notre Dame Secretarial School Montreal, QC		Exec. Sec. 1959
	Public Services	
Patrick Petit - Associate Director & Head of Public Services		
The Catholic University of America Washington, DC		J.D. 1978
University of Maryland College Park, MD		M.L.S. 1973
Illinois Benedictine College Lisle, IL		B.A. 1966
Yvette Brown – Reference Librarian		
University of Maryland College Park, MD		M.L.S. 1991
University of Texas School of Law Austin, TX		J.D. 1988
University of Texas, Austin, TX		B.A. 1985

Name	Degree	
Steve Young – Reference Librarian		
Indiana University Bloomington, IN	M.L.S.	1986
University of Kent at Canterbury Canterbury, England	B.A.	1985
Frances Brillantine – Head Access Services		
The Catholic University of America Washington, DC	M.S.L.S.	1992
George Mason University Fairfax, VA	B.A.	1990
Dawn Sobol – Interlibrary Loan/Circulation Librarian		
The Catholic University of America Washington, DC	M.S.L.S.	2000
George Mason University Fairfax, VA	B.A.	1982
Christine R. Stanley – Circulation Assistant (GLP)		
The Catholic University of America Washington, DC	M.S.L.S.	2006
University at Buffalo - State University of New York Buffalo, NY	B.A.	2004

Media Services

Greg Stack – Director Media Services		
The Catholic University of America Washington, DC	M.S.L.S.	Course work completed 1995
New York University New York, NY	M.P.S.	1992
Syracuse University Syracuse, NY	B.S.	1983

Name	Degree
David Luce – Audiovisual Coordinator	
Defense Language Institute Monterey, CA	Basic Arabic 1980
Florida State University Tallahassee, FL	B.S. Course work 1978
Brevard Community College Cocoa, FL	A.A. 1977
Systems Librarian	
Len Davidson – Systems Librarian	
Rutgers University New Brunswick, NJ	M.L.S. 1986
Rensselaer Polytechnic Institute Troy, NY	B.S. 1984
Technical Services	
Mary Strouse – Associate Director & Head of Technical Services	
University of Illinois at Urbana-Champaign Urbana, IL	M.S.L.I.S. 1997
University of Washington Seattle, WA	B.A. 1993
J. Sargeant Reynolds Comm. Coll. Richmond, VA	A.S. 1982
Rachel Hewett-Beah – Cataloging Librarian	
The Catholic University of America Washington, DC	M.S.L.S. 2001
The Catholic University of America Washington, DC	M.A. 2001
Huntington College Huntington, IN	B.A. 1989
Tiffany Showman — Cataloging Assistant (GLP)	
The Catholic University of America Washington, DC	M.S.L.S. In progress
Indiana University Bloomington, IN	B.A. 2005

Name	Degree	
Sarah Anderson – Serials Assistant American University Washington, DC	Bachelor of Law & Society	2003
Cyril Emery — Cataloging Assistant (GLP) The Catholic University of America Washington, DC	M.S.L.S.	In progress
Indiana University School of Law Bloomington, IN	J.D.	2004
Columbia University New York, NY	B.A.	2000
Monica Fulvio — Cataloging Assistant (GLP) The Catholic University of America Washington, DC	M.S.L.S.	2005
University of California Santa Cruz, CA	B.A.	2001
Shyamalika Ghoshal - Serials/Binding Assistant (GLP) The Catholic University of America Washington, DC	M.S.L.S.	2006
Calcutta University Calcutta, India	Bachelor of Library Information Science	1990
Calcutta University Calcutta, India	Bachelor of Law	1989
Calcutta University Calcutta, India	B.A.	1980
Lynn Monkres – Government Documents/Acquisitions Librarian The Catholic University of America Washington, DC	M.S.L.S.	1994
The Catholic University of America Washington, DC	D.M.A.	1991
Central State University Edmond, OK	Teacher Certif.	1977/79

Name	Degree	
University of Oklahoma Norman, OK	M. Mus.	1976
Vanderbilt University Nashville, TN	B.S.	1973
Benjamin Almoite – Acquisitions Assistant University of California, San Diego La Jolla, CA	B.A.	1995
Dominick Lombardo – Government Documents Assistant The Catholic University of America Washington, DC	Ph.D. (Politics)	In progress
The Catholic University of America Washington, DC	M.A.	1999
Brooklyn College, City University of New York Brooklyn, NY	M.F.A.	1995
Brooklyn College, City University of New York Brooklyn, NY	B.A.	1992
Part-Time Evening Reference Librarians		
William T. Amatruda – Part-Time Evening Reference Librarian Georgetown University Law Center Washington, DC	Master of Laws in Taxation	1992
The Catholic University of America Washington, DC	M.S.L.S.	1986
The Catholic University of America Washington, DC	J.D.	1985
Yale University New Haven, CT	B.A. Sociology	1968
Linda Baltrusch – Part-Time Evening Reference Librarian The Catholic University of America Washington, DC	M.S.L.S.	1993
George Mason University Arlington, VA	B.S.	1986

Name	Degree	
Emily Black – Circulation Assistant (GLP)		
The Catholic University of America Washington, D.C.	M.S.L.S.	2004
University of Virginia School of Law Charlottesville, VA	J.D.	1981
Indiana University Bloomington, IN	B.A.	1978
Sandy Brewer – Part-Time Evening Reference Librarian		
The Catholic University of America Washington, DC	M.S.L.S.	1997
Georgia State University College of Law Atlanta, GA	J.D.	1991
The University of Virginia Charlottesville, VA	B.A.	1988
Erin Haggerty – Serials Assistant (GLP)		
The Catholic University of America Washington, DC	M.S.L.S.	2004
UCLA School of Law Los Angeles, CA	J.D.	2000
Ohio University Athens, OH	B.S.	1993
Cassandra Harper		
The Catholic University of America Washington, DC	M.S.L.S.	2002
University of Maryland College Park, MD	B.S.	1997
University of Maryland College Park, MD	B.A.	1995
Susan Sallaway – Part-Time Evening Reference Librarian		
The Catholic University of America Washington, DC	M.S.L.S.	1994
University of Albany Albany, NY	B.A.	1979

Name	Degree	
Tanya Shelli Thomas – Part-Time Evening Reference Librarian		
University of Maryland College Park, MD	M.L.S.	2001
Howard University School of Law Washington, DC	J.D.	1998
Pace University White Plains, NY	B.S.	1995
Patricia A. Tobin - Part-Time Summer Reference Librarian		
The Catholic University of America Washington, DC	M.S.L.S.	1983
The University of Maryland College Park, MD	B.S.	1981

Part-Time Cataloger

Dorothy Taybron – Part-Time Cataloger

The Catholic University of America Washington, DC	M.S.L.S.	Course work completed 1982
University of the District of Columbia Washington, DC	B.A.	1976
U.S. Library of Congress Washington, DC	Certificate Intermediate Cataloging	1974

B. Staff Changes During 2005-2006

1. Additions

Anderson, Sarah	Serials Assistant	9/1/05
Black, Emily	Part-time Reference Librarian	10/10/05
Davidson, Len	Systems Librarian	11/7/05
Emery, Cyril	Cataloging Assistant (GLP)	8/22/05
Haggerty, Erin	Part-time Reference Librarian	8/9/04
Showman, Tiffany	Cataloging Assistant (GLP)	3/15/06

2. Departures

Brewer, Sandy	Part-time Reference Librarian	9/1/05
Emery, Cyril	Cataloging Assistant (GLP)	1/31/06
Fulvio, Monica	Cataloging Assistant (GLP)	9/5/05
Hewett-Beah, Rachel	Cataloger	5/19/06
Thomas, Tanya Shelli	Part-time Reference Librarian	9/1/05

C. Teaching and Presentations by Librarians

Steve Margeton

Taught *Advanced Legal Research* (Fall 2005).

Presented the *Needs Assessment and Library Programs* at the American Bar Association Bricks and Bytes Conference, University of Washington, Seattle (March 2006).

Yvette Brown

Co-taught *Advanced Legal Research and Writing* with Clinical Instructor Faith Mullen (fall 2006).

Presented *Researching District of Columbia Law* (summer 2005, fall 2005, and spring 2006) to Elder Law Clinic.

Presented *Researching District of Columbia Law* in Professor Margeton's *Advanced Legal Research* course (fall 2005).

Patrick Petit

Co-taught two-credit course entitled *Hollywood Looks at Law and Lawyering* (spring 2006) (with Professor Harvey Zuckman).

Co-taught three-credit course entitled *Advanced Legal Writing and Research* (fall 2005) (with Assistant Dean Georgia Niedzielko).

Taught *Keycite* and *Shepardizing* in *Advanced Legal Research* (fall 2005).

Lectured on *Media Law* to students at *Columbia Union College* (spring 2006).

Mary Strouse

Presented *Deep-Indexing the OPAC: Integrating Contents Information into Search Results* at the MAIUG 7th Annual Conference in Wilmington, DE (October 2005).

Panelist, “*The ABCs of TOCS: Enhancing the OPAC with Tables of Contents*” at AALL 98th Annual Meeting in San Antonio, TX (July 2005).

Steve Young

Presented *Library Resources* to the staff of the *Catholic University Law Review*.

Presented *Legal Literature: Internet Resources* to *Advanced Legal Research Class* (fall 2005 & spring 2006).

Presented *Internet Resources* to *Legal Literature Class* (fall 2005).

Presented *Foreign and International Resources* to *Legal Literature Class* (fall 2005).

Presented *United Kingdom Legal Research* to *Advanced Legal Research Class* (fall 2005).

Presented *Resources on International Business Transactions* to a *Comparative Law Seminar* (spring 2005).

Greg Stack

Presented instructional lectures to faculty on how to use new podium technology in classrooms 204, 205, 208 and 303, which included a tutorial on how to operate *Symposium*TM software and hardware.

Presented instructional lectures on how to use *PowerPoint*TM for classroom presentation.

D. Professional Activity and Publications

1. Appointments

Steve Margeton

Faculty Budget Committee

Faculty Committee of Appointments and Promotions

American Bar Association, Law School Facilities Committee

Mary Strouse

Coordinator, CIS and Eastern European Law Interest Group, Foreign, Comparative and International Law Special Interest Section (FCIL-SIS) of the American Association of Law Libraries [AALL FCIL-SIS] (2003-2005)

OBS-SIS representative, Editorial Board of *Technical Services Law Librarian* (2004-2006)

Member, Ellen Schaffer Foreign Librarian's Grant Committee, AALL FCIL SIS (2005)

Frances Brillantine

President, Academic Law Librarians' Special Interest Section , Law Librarian's Society of Washington, D.C., 2006-2007

Member, Academic Law Librarians' Special Interest Section Middle Managers' Breakfast Committee, American Association of Law Libraries 2006-2007

Board Member, Law Librarians' Society of Washington, DC, 2004-2006

Yvette Brown

Member, CUA Law School Conference Management Team (2005 – Present)

Dawn Sobol

Member, Research Instruction & Patron Services SIS of the American Association of Law Libraries, 2005-2006

2. Programs Attended

Steve Margeton

Attended the *American Association of Law Libraries* Annual Meeting in San Antonio (July 2005).

Attended the *Association of American Law Schools* Annual Meeting in Washington, DC (January 2006).

Attended the *American Bar Association* Bricks and Bytes Conference at the University of Washington, Seattle (March 2006).

Mary Strouse

Attended the *American Association of Law Libraries* Annual Meeting in San Antonio (July 2005).

Attended the *MAIUG* 8th Annual Conference in Wilmington, DE (October 2005).

Attended the *Innovative Law Users Group* Annual Meeting, Denver (May 2006).

Frances Brillantine

Attended the *American Association of Law Libraries* Annual Conference in San Antonio (July 2005).

Attended the Southeastern Chapter of the *American Association of Law Libraries* 2006 Institute: *Prepare for the Worst, Hope for the Best: Disaster Preparedness and Recovery for Law Libraries* in Raleigh, NC (April 2006).

Attended *Innovative Users' Group* Meeting in Denver, CO (May 2006).

Yvette Brown

Attended the *American Association of Law Libraries* Annual Conference in San Antonio (July 2005).

Attended *Computers in Libraries 2006* in Washington, D.C. (March 2006).

Steve Young

Attended Annual Meeting of the *Special Libraries Association* in Toronto (June 2005).

Dawn Sobol

Attended the *American Association of Law Libraries* Annual Meeting in San Antonio (July 2005).

Attended annual meeting of OCLC *CAPCON* in Washington, D.C. (June 2006).

Attended the *Law Librarian Society of Washington, DC* Joint Academic SIS & ILL SIS Meeting in Washington, D.C. (spring 2006).

Christine Stanley

Attended Workshop: *Introduction to Metadata* at OCLC *CAPCON* (March 2006).

Rachel Hewett-Beah

Attended the *American Association of Law Libraries* Annual Meeting in San Antonio (July 2005).

Attended a *AALL* Pre-Conference Program entitled "*Integrating Resources Cataloging Workshop*" (July 2004).

Lynn Monkres

Attended the *American Association of Law Libraries* Annual Meeting in San Antonio (July 2005).

Attended the *Federal Depository Library* Conference fall Meeting in Washington, D.C. (October 2006).

Attended the Regional *Federal Depository* Meeting in College Park, Maryland (November 2006).

Shyamalika Ghoshal

Attended *Computers in Libraries 2006* in Washington, D.C. (March 2006).

Tiffany Showman

Attended workshop: *MARC 21 in Your Library* at OCLC CAPCON (April 2006).

Attended workshop: *MARC Basics* at OCLC CAPCON (April 2006).

Attended workshop: *Just for CopyCats* at OCLC CAPCON (April 2006).

Cyril Emery

Attended workshop: *Searching OCLC WorldCat* at OCLC CAPCON (November 2005).

Sarah Anderson

Attended workshop: *MARC 21 in Your Library* at OCLC CAPCON (April 2006).

Len Davidson

Attended *Computers in Libraries 2006* in Washington, D.C. (April 2006).

Attended the *Computer Assisted Legal Instruction* (CALI) Conference in Ft. Lauderdale (June 2006).

Greg Stack

Attended the *Computer Assisted Legal Instruction* (CALI) Conference in Ft. Lauderdale (June 2006).

3. Research and Writing

Steve Margeton

“The Value of Experiential Learning in Law Librarian Education.” In *The Spirit of Law Librarianship: A Reader* 2nd ed. (Chicago: IL: Alert Pub., 2005).

Patrick Petit

"Bibliography of Recent Books in Communications Law," 14 *CommLaw Conspectus* (no. 2): 609-618 (with Erin M. Haggerty).

"Must Reading" (bibliography of current books and articles in communications law) 24 *ABA Communications Lawyer: The Journal of Media, Information and Communications Law* (Summer 2006): 16-17.

"Must Reading" (bibliography of current books and articles in communications law) 24 *ABA Communications Lawyer: The Journal of Media, Information and Communications Law* (Fall 2006): 25-27.

Began editorial work on third edition of *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*. Washington, D.C.: The Columbus School of Law.

Yvette Brown

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Steve Young

“Introducing the Supreme Court of the United Kingdom,” *Law Library Lights* 48 (summer 2005): 6.

“The Flying Librarian,” 48 *Law Library Lights* 6 (summer 2005).

“A Most Unlikely Servant of the Profession.” In *The Spirit of Law Librarianship: A Reader* 2nd ed. (Chicago: IL: Alert Pub., 2005).

Developed Foreign Country Resource Guides (web pages) for Australia, Egypt, Israel, New Zealand and South Africa.

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Prepared (pictures and text) and mounted new display in the Clark Reading Room Display Case: *Reporting for Duty: the Development of Military Justice in the United States*.

Frances Brillantine

“Using Technology to Assist with the Management of Student Workers.” *Law Library Lights* 50 (fall 2006): 1.

“Using Surveys to Improve Service to Students: A Comparison of LibQual™ and SurveyMonkey.” *Law Library Lights* 50 (fall 2006): 7.

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Substantially revised and updated Library Web Homepage: <http://law.cua.edu/library/> (with Len Davidson and Mary Strouse).

Prepared (pictures and text) and mounted four displays in the Atrium Display Cases:

- 1) *Columbus Community Legal Services Celebrating 35 Years*
- 2) *Columbus School of Law Institutes and Special Programs*
- 3) *Columbus School of Law Awards: History of the Moot Court Sutherland Cup Competition*
- 4) *Columbus School of Law Awards: Current Awards*

Erin Haggerty

"Bibliography of Recent Books in Communications Law," 14 *CommLaw Conspectus* (no. 2): 609-618 (with Pat Petit).

Dawn Sobol

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Lynn Monkres

Assisted with the manuscript for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Judy Ann Blower

Assisted with the manuscript for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Mary Strouse

Substantially revised and updated Library Web Homepage: <http://law.cua.edu/library/> (with Len Davidson and Frances Brillantine).

Rachel Hewett-Beah

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Len Davidson

Substantially revised and updated Library Web Homepage: <http://law.cua.edu/library/> (with Frances Brillantine and Mary Strouse).

Ben Almoite

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Monica Fulvio

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Linda Baltrusch

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Will Amatruda

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Patricia Tobin

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Felicia Maynard

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Jennifer Norman

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Goals for 2006 – 2007

- Interview and hire new Associate Director and Head of Public Services
- Select staff members to lead the library self-study for ABA site visit
- Develop procedures for charging for lab printing
- Edit and publish the third edition of *The Catholic Dimension of Legal Study* bibliography
- Continue focus on foreign jurisdiction collection development
- Replace 85 under-shelf fluorescent lights in carrels
- Investigate requirements for library furniture cleaning and waxing
- Begin early preparations to upgrade the Slowinski Courtroom
- Train all faculty on new technology in rooms 220, 311, 312D, and 313
- Continue downloading catalog records of microform collections
- Prepare library guidelines for visiting LLMS, Fulbright scholars and other foreign visitors
- Continue to revise library web page as required
- Prepare more law library research guides on foreign law jurisdictions
- Investigate the possibility of re-designing the Reference area

Appendix I

DuFour Law Library 2006 Student Survey: Results and Library Response

Introduction

As many of you know, from March 13th through March 26th, 2006, the DuFour Law Library conducted a survey to determine how you, the law students, perceive library services and facilities. First, we want to thank you for your participation in the survey. We were very pleased with the response rate; a total of 279 students participated in the survey, almost 30% of the total law school student population. In particular, we would like to extend a note of gratitude to the graduating students who responded. As a graduate you may not directly benefit from the results of the survey, however by participating you are helping to make the Library and the Law School a better facility for future CUA law students. Second, we want you to know that the responses you provided are taken very seriously. In addition to compiling your responses to the questions we have also read each and every comment submitted. As soon as we assimilated the results of the survey a number of senior library staff met to discuss how we can respond, both in the short term and in the long term, to the issues that are of concern to you. This document outlines those issues and details our plan to address them.

The survey measured three general areas, each of which will be addressed below in terms of how we will respond to your feedback:

1. Library service
2. Library collection and web page
3. Library facilities

Overall we are very pleased to report that you rated library services (Circulation and Reference) as either excellent or good. In addition, you provided very encouraging feedback on the library collection and webpage, both of which elicited mostly excellent or good responses. From your responses and comments we know that there are a number of you who would appreciate further instruction on the various library resources available to you; this is something we hope to address on an on-going basis. Turning to the Library as a facility, the majority of you rated the facilities as comfortable and conducive to studying; however we are aware that there are some issues regarding the availability and/or quality of certain types of equipment. All of these points, together with a number of other issues and our responses to them, are discussed in greater detail below.

By providing us with your feedback it is now incumbent upon those of us in the Library to respond, and in so doing together we will improve the Library services, the collection, and the facility for all our patrons. Some of these improvements we have already implemented, others we hope to carry out in the very near future, and of course there are additional improvements that will require long-range planning. Thank you again for your participation in the survey!

The library will take a number of immediate actions in response to the survey results and comments:

Equipment

- A new 8150 laptop printer was added to Floor 3. Over the summer, the Floor 2 laptop printer will be replaced with an 8150. Plans are also in place to convert the 2nd 8150 on Floor 4 to a laptop printer.
- New staplers and hole-punches will be installed in all three copy rooms and the reference room.
- The library will explore ways to better administer printing and reduce waste.

Facility

- The remaining old carrel lights will be replaced this summer. Once the new lights are installed, there will be no more buzzing problems.
- Outlets will be installed on both sides of the tables on Floors 2 and 4.
- Color-coded maps will be created and posted through-out the library during the summer.
- The library will explore options for the implementation of an online reservation system for Group Study Rooms.
- The library will consider a change to the laptop ban on Floor 3 and consider ways to provide more laptop access while retaining a quiet area to study.
- Temperature continues to be an important issue for students. However, the response to the temperature question was evenly split: 125 respondents rated the temperature as comfortable; 124 rated it as uncomfortable. Library staff will continue to monitor the temperature on a daily basis and make adjustments if necessary.

Web Page

- The library's Online Databases page will be re-designed to be more user-friendly.
- The library will explore ways to make students aware of our online databases and how to use them.
- A database that assists students in identifying which journals are available in which online service will be implemented.
- *My Columbo* will be implemented. This feature will enable students to personalize their use of the library's online catalog, *Columbo*. *My Columbo* will streamline access to online exams and facilitate management of your circulation record.

Security

Security remains an important concern for the library. In the past year, the following changes were made:

- Door guard coverage was increased to include more hours (11 am – 11:30 pm seven days a week) and also extended to cover most of the summer schedule.
- Door guards register all visitors who enter the library and assist library staff in the enforcement of visitor rules and guidelines.

Some survey respondents complained that it is cumbersome to display their IDs twice (once to open the doors and then to the door guard). This policy is necessary in case more than one person enters the library at a time.

In response to concerns about theft, the library will take the following steps:

- Install security anchors in about half of the carrels in the library. These anchors can be used to secure your laptop to the carrel.
- A limited number of laptop locks will be available for loan at the circulation desk. Laptop locks can also be purchased at the campus bookstore.
- The Law School Security Officer and library staff will continue to make regular sweeps through the library to ensure that valuables are not left unattended. We cannot stress enough the importance of safeguarding your valuables while in the library.
- The library staff will continue to post notices of thefts so that students are aware if a theft has taken place. Please help us to keep the library secure by reporting all thefts and suspicious behavior to library staff.

Library Service

The library will explore ways to improve service in all areas. In particular:

- The library will examine ways to continually provide a consistent level of service.
- The library will look at ways to improve the Government Documents / Microform Room so that it is easier to locate needed materials.
- The library will consider ways to expand and better advertise its Interlibrary Loan service.

Appendix II 2003-2006 Department of Media Services Statistics

