

Annual Report

Judge Kathryn J. DuFour Law Library

The Catholic University of America

Academic Year
2007 — 2008



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I. Introductory Summary

The **Reference Department** continues to refine its services and research results to better meet faculty and student requirements. The librarians estimate that they undertook 1,200 student and faculty questions of a substantial nature during 2007-2008. Associate Director Beth Edinger completed her first full year on the staff and has already made some significant changes. Chiefly among them has been developing more student centric library services such as introducing “live chat reference assistance” and creating a more welcoming atmosphere by installing a plainly visible patron reference desk.

This was also the year that Steve Young “took to the road” by teaching in the *American Law Program* in Cracow, Poland. In addition, the Public Services’ staff actively participated in drafting various documents required for the American Bar Association accreditation visit scheduled for March 8-11, 2009. In particular, Young, working with Director Margeton, spearheaded the *Strategic Planning Process*, while Edinger led the group working on the library’s *Mission Statement*.

The **Circulation Department**, always eager to respond to faculty and student requests, borrowed 520 items for faculty and students through interlibrary loan. The staff also lent some 417 books and journals to outside libraries and local law firms. The library’s in-house statistics reveal that some 10,258 books and periodicals were charged out at the circulation counter during the year. The Department also completed its first year of encouraging students and faculty to use *MyColumbo* software that permits patrons to manage their own library accounts. By all reports the system has been very successful. Head of Access Services librarian, Frances Brillantine, graciously accepted the responsibility of co-chairing (with Cataloger, Emily Evans) the team that oversaw the drafting of the library’s *Questionnaire* and *Self-Study Narrative* required for the American Bar Association accreditation process.

The **Technical Services Department** continued its important role in reviewing all continuing library subscriptions and making recommendations for eliminating services that were appropriate. The staff implemented *Millennium WebPac Pro* software to make searching and presenting online catalog results more useful. The staff is pleased to report that 21,300 electronic titles, known as *Making of Modern American Law* collection, were added to Columbo as was cataloging for these and other electronic titles. In addition, Associate Director and Head of Technical Services, Mary Strouse, lead a team that completely revised the *Collection Development Manual*, a task last undertaken in detail in 2005, and also a requirement preceding the site inspection.

Len Davidson, the **Systems Librarian**, continued to upgrade library equipment where necessary, and he replaced several computers in classroom podiums. A major project for the year was reconfiguring the large library computer lab (room 318) into space usable for traditional classes and lab use. Although the work was postponed until the next academic year, the groundwork was completed by summer 2008.

Media Services Director, Greg Stack, concentrated on instructing more faculty on the use of classroom technology. He also contracted for the podium hardware and software

necessary for the computer lab makeover, which essentially copied technology installed in other classrooms. Because of the increase in faculty requests for recording and webcasting, Media Service staff also logged many hours in the Byron Auditorium and Slowinski Courtroom supporting special events.

II. MILESTONES 2007 – 2008

- Added 3,656 new print and microform titles to the online catalog;
- Purchased the Making of Modern American Law electronic titles, adding 21,300 electronic titles (electronic books) to the online catalog, which now includes some 174,066 unique items;
- Added 4468 volumes resulting in hard copy count at 215,346 volumes;
- Added 2,542 microfiche volume equivalents to the collection, which now includes a total of 212,777 microfiche volume equivalents;
- Reported that combined hard copy and microfiche volume equivalent count in the law library is now 428,123 volumes;
- Cataloged the law school's early dissertation (1920-1950) collection;
- Continued Cataloging the *Archives of Clinical Legal Education* Oral Histories;
- Continued Cataloging the *Archives of Clinical Legal Education* Oral Histories;
- Completed some 1,100 faculty and student requests of a substantial nature for reference and research assistance;
- Circulated more than 10,258 books and reserve items to students and faculty;
- Borrowed 520 volumes and copies of journal articles for faculty and students between September 1, 2007 and August 31, 2008;
- Lent 714 volumes and copies of articles to other institutions between September 1, 2007 and August 31, 2008;
- Filled 463 requests to assist with classroom technology; supported 85 major special events ranging from an afternoon lecture to conferences of several days;
- Completed drafting a five-year Strategic Plan

III. Services

A. Public Services — Reference Department

1. Reference Staff and Student Interaction

Beth Edinger completed her first full-year as Associate Director and Head of Public Services. She quickly went about evaluating the library services and made many useful suggestions for improving services and the physical layout. Among the most successful changes was the reconfiguration of the reference area by adding a new “walkup” reference desk. The new desk appears to have removed the students’ psychological barrier with regard to approaching the librarians for research help. The desk setup has resulted in substantially more student/staff interaction. “Live chat” reference service has also been initiated, however, this services is catching slowly and will need some time to germinate.

2. Reference Staff Contribution to the Self-Study Process

A considerable amount of reference staff time was taken up with preparing the many documents and studies that were necessary to prepare for the American Bar Association accreditation visit scheduled for March 2009. Among the requirements is updating the *Collection Development Manual*, last significantly revised in 2005. The process began in spring 2007 and was completed by May 2008. Just about every section of the manual was visited with particular attention to ensuring that rules reflect actual practices. At this time, the foreign law section also was revised substantially.

Beth Edinger spearheaded the drafting of the library mission statement during the fall with Frances Brillantine and Mary Strouse. The reference staff also contributed to the site inspection questionnaire and narrative self-study throughout the year-long drafting process.

Steve Young partnered with the Library Director in leading the entire staff in the strategic planning process. This work was kicked off with a planning luncheon and brain storming session in early December 2007 where staff was encouraged to brainstorm at a series a group sessions. Throughout the winter/spring the leaders followed typical strategic planning routines that included an environmental study, sought out additional ideas and comments, and collapsed the numerous staff suggestions in three main goals – to *provide a consistent, high quality level of service* – to *promote responsible stewardship* – and to *support ad environment conducive to staff development*. The planning process was completed in July with a plan appraisal luncheon. The complete strategic plan is included as **Appendix A**.

3. Reference and Research

During academic year 2007-2008 faculty liaison teams were again reshuffled to accommodate faculty preferences and balance out the amount of work each librarian received. The staff estimates that they worked on approximately 1,200 reference and research requests of a substantial nature. As in the past, some were quick projects; others more complicated and time consuming. A list of sample representative questions follows:

Which MLB players have admitted using steroids?

Which ABA ethics rules govern bartering for legal services?

Can a U.S. Air Force Reservist hold a Vatican passport?

Where can I find a summary of the Supreme Court's tax cases?

What has been written about piercing the corporate veil in international law?

Which proposed federal rules amendments have been rejected by Congress?

What are the party affiliations of the 50 state legislatures?

4. Teaching

The reference staff continued to make themselves available for special subject lectures in the classroom at the request of faculty. A list of the lecture topics can be found at the end of the report under each librarian's name. The fall lectures included a session with law review staffs (how to use the library for cite checking) and library overview lectures for the incoming first-year students. Steve Young also taught American legal research to students of the Jagiellonian University through the American Law Program in Cracow Poland.

5. Addition of New Electronic Titles to the Library Catalog

In May 2008 the library purchased *Making of Modern American Law*, a collection of 21,300 electronic books covering the American legal scene from 1800 to 1920. Along with access to these fully searchable, electronic volumes, cataloging records were downloaded into Columbo, significantly increasing the number of cataloging records in the system. Each of these books can be accessed through the online catalog and also through the database list at the library's webpage.

B. Public Services — Circulation Department

1. Circulation Staffing

There were no changes to the Circulation staff during the academic year. However, Graduate Pre-Professional Christine McMahon graduated from the School of Library and Information Science in July 2008 and the hiring process to replace her began during the summer.

2. Circulation Activity

During academic year 2007-2008 the staff circulated some 10,258 books and journals within the law school community. Interlibrary loan activity with other institutions included the borrowing of 520 items for faculty and students, and the lending of 714 items to outside

institutions, many of whom are Washington, D.C. academic law libraries and local area law firms.

3. Use of Online Library Request Form

After a full year of permitting students and faculty to request items from other libraries on a new electronic request form, the staff reports that the Millennium software is working very well and most borrowing requests now are transmitted to the librarians using the new system.

4. Online Study Room Reservation System

The recently developed online student study room reservation system worked flawlessly for the year, relieving staff of the burden of recording and reserving each of six study rooms throughout the year. The system permits students to reserve a study room anytime, day or night, from any computer with Internet access.

5. Security

In effort to beef up security in the library, carrel locking docks were installed in 2007 to secure laptops in the library. Thirty security cables are available at the circulation desk. During academic year 2007-2008 the laptop security cables were charged out at the circulation desk 2,330 times.

6. Surveys

The biennial *Student Survey* and *Faculty Survey* were undertaken in March 2008. A brief report on the results of the *Student Survey* is in **Appendix B**.

7. Law School/Library Displays

A highlight in the University year was the visit of Pope Benedict XVI to campus in April 2007. Frances Brillantine developed several beautiful and informative displays for the atrium wall cases to celebrate the Pope's visit. Steve Young also prepared a library display entitled *1908-2008: Celebrating One Hundred Years of the Canons of Legal Ethics* commemorating 100 years of evolving codes of legal ethics, culminating in today's *Model Rules of Professional Conduct*.

8. Law Library Self-Study

Head of Access Services, Frances Brillantine, and Cataloger, Emily Evans, prepared and co-edited materials for both the American Bar Association site visit *Questionnaire* and the library *Self-Study Narrative*. They were assisted by library staff members and worked with Professor Geoff Watson, the coordinator/drafter of the law school's responses; the work was completed on time and within the allotted page count. Ms. Brillantine also assisted with drafting of the mission statement and revising the *Collection Development Manual*.

C. Technical Services Department

1. Technical Services Staffing

Following the December 2007 graduations of Kelli Garvey and Tiffany Showman, Magdalena Dobrev (Serials/Binding Assistant) and Francesca Bruno (Cataloging Assistant) joined the Graduate Library Preprofessional Assistant program in January 2008.

2. Processing Statistics (Sept. 2007-August 2008)

Cataloging

- a. Cataloged new titles (includes batch-loaded records): 27,971
 1. Print, AV and microform: 3,688
 2. Internet/online: 24,283
- b. Added new volumes: 9,482
 1. Print: 6,940
 2. Microform equivalents: 2,542

Acquisitions

- c. New orders placed: 1,967
- d. Orders received: 1,760
- e. Payments processed: 4,315

Serials

- f. Physical items checked in (Sept 2007- August 2008):
 - 1,463 advance sheets
 - 6,594 journal issues
 - 2,693 looseleaf releases
 - 1,078 sets of pocket parts
 - 2,395 replacement volumes
 - 4,448 other serials
 - 24 CD-ROMs
- g. Microform pieces received (Sept. 2007-August 2008)
 - 14,024 microfiche
 - 41 Microfilm rolls
- h. Total volumes bound:
 - Journal volumes: 1,243
 - Non-journals: 45

3. Title and volume Count (taken from Sept. 2008 ABA Questionnaire Report)

- a. Total titles: 174,066
Print: 52,601

Microform: 85,796
Electronic: 34,694
Other non-print: 975

- b. Total volumes: 428,123
Print: 215,346
Microform equivalent: 212,777

4. Collection Development

- Purchased *Making of Modern Law Legal Treatises Collection* (1800-1920) on a three-year contract (April 2008)
- Added *Harvard Research in International Law* and *Subject Compilation of State Laws* subsets to HeinOnline (Sept. 2008).
- Added CQ Press *Federal Collection* database (Congressional, Federal and Judicial staff directories) to replace the cancelled Leadership directories database (“yellow books”) (May 2008).
- Cancelled various Canadian primary materials for a savings of \$7,000 per year (Fall 2007).
- Cancelled one Matthew Bender title and one Shepards title for a savings of \$3, 090 (May 2008).
- Conducted a major review of print journal collections, cancelling 73 titles for a savings of \$16,700 (January 2008).

5. Projects & Milestones

- Added 21,300 records for *Making of Modern Legal Treatise Collection*
- Continued cataloging of *Archive of Clinical Legal Education* oral history interviews
- Continued cataloging the library’s archive of Columbus School of Law publications
- Began retrospective cataloging of law school early dissertations collection, 1920-1950
- Began cataloging of Alvord & Alvord legislative histories collection
- Reclassified indexes and finding aids to microfiche collections
- Completed Federal Depository Library program biennial survey (Fall 2007).

D. Systems Librarian and Automation Services

1. Staffing

Director Len Davidson was successful in hiring more students to work evenings and weekends during the academic year. He helped with Media Services Department requests during the absence of Director Greg Stack in the spring. Davidson also enlisted the assistance of staff member Philip Venable to remove and replace equipment throughout the year.

2. Hardware and Software Upgrades

The Systems Librarian coordinated the purchase and/or installation of the following equipment and software during academic year 2007-2008:

- Instructor PCs at podiums in classrooms 211, 303, 305
- Duplex printing for students on all floors
- “Chat” software in the Reference Area
- Software for *Reference Advising Reservation System*
- HP 8150DN laptop printer for students
- Three new staff PCs
- “Widgets” software to make searching the Online Catalog easier
- Scanner for the Circulation Department
- Kurzweil equipment (upgraded)
- Designed library vacation calendaring system software
- HP 4000 (donated) in Technical Services Department

3. Web Access

As a result of the law school’s migration to a new webpage format the library staff undertook a review of the library’s webpages. Davidson, Strouse, Brillantine and Edinger made some minor suggestions to revise the “look,” but for the part kept the changes minimal. Statistics on how many times the various library webpages have been accessed can be found at **Appendix C**.

4. Reconfigure Large Computer Lab 318 into Shared Classroom

During spring semester 2008 Davidson spearheaded the team that began planning to reconfigure the large computer lab (room 318) into a classroom that could be scheduled for both law school classes and computer instruction. The change-over envisioned removing built-in counters and installing 21 individual workstations with LCD monitors mounted under glass desktops.

E. Media Services Department

1. Staffing

The two Media Services Department staff members responded to 548 requests. During March and April, Media Coordinator David Luce manned the office alone (with the help of Len Davidson) because Director Greg Stack experienced a family emergency. In the Media Director’s absence, the University’s Center for Planning and Technology also helped coordinate several webcasts, including a major conference that examined the jurisprudence of Justice Sandra Day O’Connor. The O’Connor program included a teleconference presentation from the keynote speaker. Media Services Department statistics can be found at **Appendix D**.

2. Equipment

There were few major equipment purchases during academic year 2007-2008. However, Director Stack did buy a small computer configured as a portable encoding station that can easily be wheeled to venues for digital recording/encoding and simultaneous transmission over the Internet. In addition, the staff purchased a second digital camera, as well as LCD televisions and combination VCR/DVD players for use in two former telephone booths that were converted to video viewing stations.

3. Bar Preparation and Academic Excellence Initiatives

Media Services continued to support both the Bar Preparation and Academic Excellence initiatives by working weekends and evenings recording programs designed by faculty to prepare students for both academic achievement in law school and success when taking their state bar exams. Many of these programs are media intensive, and all require video recording, digital encoding and relatively quick web accessibility.

4. Outfitting New Classroom 318

The Media Services Department, working with vendor *RTZ*, designed the smart podiums, which would include all the same technology incorporated in the major classrooms. Although the work was scheduled for the summer, the project was postponed until late fall 2008.

5. Faculty Training and New Lifeline

The results of the bi-annual *Faculty Survey* undertaken by the library staff in March 2008 indicated a preference for more faculty training in using classroom technology, and a desire to have some easier method of contacting Stack, Luce or student assistants for immediate assistance in the classroom. In response, staff members Stack, Luce and Davidson offered individual training sessions throughout May and June to faculty interested in learning more about classroom systems, or simply wishing to hone their skills.

In order to provide quick Media staff assistance when needed, 16 telephones were installed in classrooms, courtrooms, and seminar rooms along with emergency telephone numbers.

IV. GIFTS AND DONATIONS

During the academic year 2007-2008 the library received a number of donations for the collection. Among gifts were several important additions to the law school archive.

| Donor | Gift |
|--|--|
| 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 |
| Deacon Bissenden from the Diocese of Bridgeport Archives | The tryals of Sir George Wakeman, Barronet, William Marshall, William Rumley, and James Corker, Benedictine monks, for high treason, for conspiring the death of the King, subversion of the government, and Protestant religion : at the Sessions in the Old-Baily, holden for London and Middlesex, on Fryday the 18th of July 1679. |

V. EQUIPMENT ADDED

- 7 new Dell Optiplex 745 computers with 2 gig of RAM, and 7 LCD Monitors (installed in classroom podium and staff locations)
- Scanner in Circulation Department
- *Smart Technology*TM portable *Symposium*TM tablet PC for office use.
- 5 Duplexers for student double-sided printing
- HP 8150 standalone laptop printer for student use
- Donated HP 4000 printer for Technical Services Department
- 16 telephones in classrooms, courtrooms and seminar rooms to be used for contacting the Media Services Department
- Gaylord Library Reference Desk furniture
- 2 ten inch flat panel LCD televisions and 2 combination VCR/DVD players
- Digital camera, light and rechargeable battery pack

VI. STAFF MEMBERS

A. Degrees

Administration

| Name | 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

| | |
|--|--------------|
| Elizabeth A. Edinger - Associate Director & Head of Public Services University of Washington Seattle, WA | M.Libr. 1995 |
| State University of New York Buffalo, NY | J.D. 1994 |
| State University of New York Buffalo, NY | B.A. 1994 |
| Yvette Brown – Reference Librarian University of Maryland College Park, MD | M.L.S. 1991 |

| Name | Degree | |
|---|----------|-------------|
| University of Texas School of Law Austin, TX | J.D. | 1988 |
| University of Texas Austin, TX | B.A. | 1985 |
| 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 |
| Glynnis La Garde – Circulation Assistant (GLP) | | |
| The Catholic University of America Washington, DC | M.S.L.S | In Progress |
| The Catholic University of America Washington, DC | B.A. | 2000 |

| Name | Degree | |
|--|-----------------|----------------------------------|
| 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 |
| 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 |

| Name | Degree | |
|--|---------------------------------|-------------|
| J. Sargeant Reynolds Comm. Coll. Richmond, VA | A.S. | 1982 |
| Emily Evans – Cataloging Librarian | M.A. | 1979 |
| University of Oregon Eugene, OR | | |
| The Catholic University of America Washington, DC | M.S.L.S. | 1976 |
| American University Washington, DC | B.S. | 1970 |
| Francesca Bruno — Cataloging Assistant (GLP) | M.S.L.S. | In progress |
| The Catholic University of America Washington, DC | | |
| The College of Saint Rose Albany, NY | B.A. | 2007 |
| Sarah Elliott – Serials Assistant | Bachelor of Law & Society | 2003 |
| American University Washington, DC | | |
| Magdalena Dobrev - Serials/Binding Assistant (GLP) | M.S.L.S. | In progress |
| The Catholic University of America Washington, DC | | |
| Sofia University “St. Kliment Ohridski” Sofia, Bulgaria | M.A. | 2006 |
| Sofia University “St. Kliment Ohridski” Sofia, Bulgaria | B.A. | 2003 |
| Lynn Monkres – Government Documents/Acquisitions Librarian | M.S.L.S. | 1994 |
| The Catholic University of America Washington, DC | | |

| Name | Degree | |
|--|----------------------------------|-------------|
| The Catholic University of America Washington, DC | D.M.A. | 1991 |
| Central State University Edmond, OK | Teacher Certif. | 1977/79 |
| University of Oklahoma Norman, OK | M. Mus. | 1976 |
| Vanderbilt University Nashville, TN | B.S. | 1973 |
| Benjamin Almoite – Acquisitions Assistant | | |
| The Catholic University of America Washington, DC | M.S.L.S. | In progress |
| 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 |

| Name | Degree | |
|---|-------------------|------|
| The Catholic University of America Washington, DC | J.D. | 1985 |
| Yale University New Haven, CT | B.A. Sociology | 1968 |
| Emily Black – Part-Time Evening Reference Librarian | | |
| 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 |
| Cassandra Harper – Part-Time Evening Reference Librarian | | |
| 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 |
| Christina M. McMahon - Part-Time Reference Librarian | | |
| The Catholic University of America Washington, DC | M.S.L.S. | 2008 |
| Boston University Boston, MA | B.A. | 2006 |
| Patrick Petit - Part-Time Reference Librarian | | |
| The Catholic University of America Washington, DC | J.D | 1978 |
| University of Maryland College Park, MD | M.L.S. | 1973 |

| Name | Degree | |
|--|---------------|------|
| Illinois Benedictine College Lisle, IL | B.A. | 1966 |
| 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 2007-2008

1. Additions

| | | |
|-----------------------|---------------------------------------|---------|
| Magdalena Dobrev | Serials/Binding Assistant (GLP) | 1/7/08 |
| Francesca Bruno | Cataloging Assistant (GLP) | 1/9/08 |
| McMahon, Christina M. | Part-time Evening Reference Librarian | 8/31/08 |

2. Departures

| | | |
|-----------------------|---------------------------------------|----------|
| Tiffany Showman | Cataloging Assistant (GLP) | 12/31/07 |
| Kelli Garvey | Serials/Binding Assistant (GLP) | 12/31/07 |
| Erin Haggerty | Part-time Evening Reference Librarian | 6/1/08 |
| Linda Baltrusch | Part-time Evening Reference Librarian | 6/1/08 |
| McMahon, Christina M. | Circulation Assistant (GLP) | 8/31/08 |

C. Teaching and Presentations by Librarians

Steve Margeton

Moderated panel entitled *Internationalization and Globalization of U.S. Law School Curriculums* at the Joint Study Institute sponsored by the American Association Law Libraries and similar organizations from Canada, Great Britain, Australia and New Zealand held at Hotung International Law Building, Georgetown Law School, Washington, DC.

Elizabeth A. Edinger

Presented a class on finding documents and people to Innocence Project Clinic (September 2007).

Presented a class on researching conflict issues to Professor Destro's Conflicts of Law class (October 2007).

Presented a class on finding primary sources of law to the undergraduate Introduction to Law and Politics POL 220 class.

Frances Brillantine

Co-presented *Beyond Volume Count: Exploring the Evolving Tools for Evaluating Library Quality* at the American Association of Law Libraries Annual Conference in Portland, OR (July 2008) (with Kumar Percy Jayasuriya and Kim Vassiliadis).

Mary Strouse

Presented "Stalking the Wily URL: Millennium URL Checker Reconsidered" at New User's Preconference, Innovative Users Group Annual Meeting, Washington, DC (April 2008).

Presented "Can Subject Searching Be Saved?" at Innovative Users Group Annual Meeting, Washington, DC (April 2008).

Presented "What's New in Create Lists?" at Innovative Law Users Group Meeting, Portland, OR (July 2008).

Steve Young

Presented "Law Library Resources" to Staff of the Law Journals (August 2007).

Presented "Welcome to the Law Library" to 1L Day and Night Student Orientation (August 2007).

Presented "Introduction to the Law Library" to Visiting Faculty (August 2007).

Presented "Electronic Resources" to Lawyering Skills Program (September 2007).

Presented “Researching Legal Ethics” to Professor Destro’s Professional Responsibility class (October 2007).

Presented “Legal Research Using the Internet” to Professor Petit’s Advanced Legal Research & Writing class (October 2007).

Taught ‘American Legal Research’ in the *American Law Program* at the Jagiellonian University, Cracow, Poland (October 2007).

Presented “Researching Comparative National Security Law” to Professor Noone’s Comparative Law seminar (January 2008).

Presented “Internet Legal Research” to Professor Kane’s Advanced Legal Research & Writing class (February 2008).

Presented “Using HeinOnline” to Mullen Library Reference Staff (February 2008).

Panel Presentation entitled “Researching Legal Ethics” at the American Association of Law Libraries Annual Meeting, Portland, OR (July 2008).

Yvette Brown

Taught sessions on Researching D.C. Law to Elder Law Clinic students (fall, spring, summer).

Dawn Sobol

Co-Presented Library *Orientation* to the Day 1L student body (August 2008) with Steve Young.

Moderator, Career Panel for MLS Students at the Law Library: *Career Paths and Job Search Strategies for New Librarians*, Catholic University, Columbus School of Law (November 2007).

Greg Stack

Presented instructional lectures and consulted with new and existing faculty on how to use new classroom presentation technology. Instruction included tutorials on how to operate the *Symposium*TM software and hardware (fall 2007, spring and summer 2008).

Produced and created a presentation to support Professor Louis Barracato’s *Inns of Court Dinner* (fall 2007).

Len Davidson

Presented “RSS & Widgets: How to put your law school on iGoogle, My Yahoo, and Facebook” presentation at CALI Conference for Law School Computing, Baltimore MD, June 2008.

Presented “RSS & XML: Everything about News Feeds” presentation at IUG Annual Meeting, Washington DC, April 2008.

Presented “Using Javascript to format URLs for the Proxy Rewrite Method” poster session at IUG Annual Meeting, Washington DC, April 2008.

D. Professional Activity and Publications

1. Appointments

Steve Margeton

Member Faculty Budget Committee.

Member Faculty Committee of Appointments and Promotions (2005-2008).

Member American Bar Association, Law School Facilities Committee.

Member of Bricks, Bytes and Continuing Renovation Planning Committee organizing March 2010 Conference on law school design.

Member of the Planning Committee for the Joint Study Institute sponsored by the American Association Law Libraries and similar organizations in Canada, Great Britain, Australia and New Zealand held at Hotung International Law Building, Georgetown Law School, Washington, DC, June 2008.

Elizabeth Edinger

Member, Editorial Board, *Perspectives: Teaching Legal Research and Writing* (Thomson-West).

AALL Representative to the *National Equal Justice Library*.

Mary Strouse

Secretary-Treasurer, Online Bibliographic Systems SIS (OBS-SIS), American Association of Law Libraries, 2007-2009.

Frances Brillantine

President, Law Librarians’ Society of Washington, DC, 2008-2009.

Member, Academic Law Librarians’ Special Interest Section Membership Committee, American Association of Law Libraries, 2008-2009.

Member, Legal Research Institute Planning Committee, Law Librarians’ Society of Washington, DC, 2007.

Member, Planning Committee, Joint Southeastern Association of Law Libraries / Law Librarians' Society of Washington, DC Annual Meeting, 2007-2008.

Chair, Registration Committee, Joint Southeastern Association of Law Libraries / Law Librarians' Society of Washington, DC Annual Meeting, 2007-2008.

Member, Academic Law Librarians' Special Interest Section Awards Committee, American Association of Law Libraries, 2007-2008. Tour coordinator for tour of the National Archives and Records Administration, Joint Study Institute sponsored by the American Association Law Libraries and similar organizations in Canada, Great Britain, Australia and New Zealand held at Hotung International Law Building, Georgetown Law School, Washington, D.C., June 2008.

Yvette Brown

Continued her duties as a certified Notary Public.

Member, CUA Law School Conference Management Team.

Dawn Sobol

Chair, Job Placement, Law Librarians' Society of Washington, DC, 2008.

Tour coordinator for tour of United States Justice Department Library sponsored by the American Association Law Libraries and similar organizations in Canada, Great Britain, Australia and New Zealand held at Hotung International Law Building, Georgetown Law School, Washington, DC, June 2008.

2. Programs Attended

Steve Margeton

Attended the Association of American Law Schools Annual Meeting in New York City (January 2008).

Attended Joint Study Institute sponsored by the American Association Law Libraries and similar organizations in Canada, Great Britain, Australia and New Zealand held at Hotung International Law Building, Georgetown Law School, Washington, DC, June 2008.

Elizabeth A. Edinger

Attended the American Association of Law Libraries Annual Meeting in Portland, OR (July 2008).

Mary Strouse

Attended Innovative Users Group Annual Meeting, Washington, DC (April 2008).

Attended Innovative Law Users Group Annual Meeting, Portland, OR (July 2008).

Attended American Association of Law Libraries Annual Meeting, Portland, OR (July 2008).

Frances Brillantine

Attended the Law Librarians' Society of Washington DC / Southeastern Association of the American Association of Law Libraries joint conference in Alexandria, VA (March 2008).

Attended the Innovative Users' Group Annual Meeting in Washington, DC (April 2008).

Attended the American Association of Law Libraries Chapter Leadership Workshop (July 2008).

Attended the American Association of Law Libraries Annual Conference in Portland, OR (July 2008).

Steve Young

Attended the Northeast Regional Law Libraries Meeting, Toronto, Ontario (October 2007).

Attended the American Association of Law Libraries Annual Meeting, Portland, OR (July 2008).

Yvette Brown

Attended the 13th Biennial Conference Legal Writing Institute at Indiana University School of Law (July 2008).

Dawn Sobol

Attended the Sixth Annual Northwest Interlibrary Loan and Resource Sharing Conference, Portland, OR (September 2007).

Attended the American Association of Law Libraries Annual Conference in Portland, OR (July 2008).

Emily H. Evans

Attended a workshop entitled *Cataloging Non-Book Materials* held at OCLC Eastern, Washington, D.C. (March 2008).

Attended the Innovative Users' Group Annual Meeting in Washington, DC (April 2008).

American Association of Law Libraries Joint Conference in Alexandria, VA (March 2008).

Attended a workshop entitled *Basic Serials Cataloging held at OCLC Eastern*, Washington, D.C. (May 2008).

Lynn Monkres

Attended the American Association of Law Libraries Annual Meeting in Portland, OR (July 2008).

Attended the Federal Depository Libraries Conference and Council Meeting, Arlington, VA (October 2007).

Greg Stack

Attended POD Camp, American University, Washington, DC (November 2007).

Attended CALI Conference, Baltimore (June 2008).

Len Davidson

Attended the Innovative Users Group (IUG) Annual Meeting in Washington, DC (April 2008).

Attended the *Computers In Libraries* conference, Washington, DC (April 2008).

Attended CALI Conference, Baltimore (June 2008).

Sarah Elliott

Attended the Mid-Atlantic Innovative User Group Conference, NJ (fall 2007).

Attended innovative User Group Conference, Washington, DC (spring 2008).

Francesca Bruno

Attended a workshop entitled *MARC Basics held at OCLC Eastern*, Washington, DC (March 2008).

Attended a workshop entitled *Copy Cataloging held at OCLC Eastern*, Washington, DC (April 2008).

Attended a workshop entitled *Basic Subject Cataloging held at OCLC Eastern*, Washington, DC (April 2008).

Magdalena Dobrev

Attended a workshop entitled *MARC Basics* held at OCLC Eastern, Washington, DC (March 2008).

Attended a workshop entitled *Copy Cataloging* held at OCLC Eastern, Washington, DC (April 2008).

Attended the Special Libraries Association Spring Workshop (April 2008).

3. Research and Writing

Steve Margeton

Introduction to *Design for Law and Other Academic Libraries: Reflection and Change*. 2nd ed. Buffalo: William S. Hein & Co., Inc., 2007.

Elizabeth A. Edinger

Column Editor, *Perspectives: Teaching Legal Research and Writing*
(<http://west.thomson.com/newsletters/perspectives/>)

Responsible for leading the team that drafted the library's *Mission Statement*.

Mary Strouse

Responsible for leading the team that revised the library's *Collection Development Manual*.

Patrick Petit

"Must Reading" (bibliography of current books and articles in communications law) *ABA Communications Lawyer: The Journal of Media, Information and Communications Law* 25 (Fall 2007): 12.

"Must Reading" (bibliography of current books and articles in communications law) *ABA Communications Lawyer: The Journal of Media, Information and Communications Law* 25 (July 2008): 17.

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

Steve Young

"Researching Legal Ethics." *Perspectives: Teaching Legal Research and Writing* 16 (Fall 2007): 29.

“Researching the Law of the Vatican City State.” *GlobaLex.org*, November 2007
<<http://www.nyulawglobal.org/globalex/Vatican.htm>> (with Alison Shea).

Developed library display entitled *1908-2008: Celebrating One Hundred Years of the Canons of Legal Ethics*.

Responsible for Co-Chairing (with the Library Director) the library’s strategic planning process and drafting the final plan.

Frances Brillantine

Responsible for Co-Chairing (with Cataloger, Emily Evans) the library’s effort to answer questions and draft the library’s self-study required for the ABA accreditation process. The entire staff also contributed to the self-study.

“Pressed for Space: Is Movable Compact Shelving the Solution?” *51 Law Library Lights* 7 (2008).

Developed atrium displays in honor of Pope Benedict XVI entitled *Catholic University of America Welcomes Pope Benedict XVI* (celebrating the Pope’s visit to campus in April 2008).

Emily Evans

Responsible for Co-Chairing (with Head of Access Services Frances Brillantine) the library’s effort to answer questions and draft the library’s self-study required for the ABA accreditation process. The entire staff also contributed to the self-study.

Goals for 2008 – 2009

- Prepare a library strategic plan
- Complete the library self-study for ABA site visit in 2009
- Investigate requirements for library furniture cleaning and waxing
- Continue work on the third edition of *The Catholic Dimension of Legal Study*
- Continue focus on foreign jurisdiction collection development
- Continue review of continuations to eliminate unnecessary titles
- Begin preparations to upgrade the Slowinski Courtroom
- Continue training faculty on *Smart* technology and *Symposium*
- Continue downloading catalog records for microform collections
- Update library research guides on foreign law jurisdictions
- Complete reconfiguration of computer lab into classroom/lab
- Spruce up the library for ABA Inspection



Strategic Plan — Appendix A

GOAL I - TO PROVIDE A CONSISTENT, HIGH QUALITY LEVEL OF SERVICE

Objective A. – To Improve Communication with Library Constituencies

- i. Action item – Promote existing Library services and resources to primary constituencies.
- ii. Action item – Introduce new services that provide the opportunity for more interaction between students and Library staff.
- iii. Action item – Administer periodic surveys to students and faculty.

Objective B. – To Increase the Visibility of the Law Library and its Services

- i. Action item – Offer live chat reference service.
- ii. Action item – Assume active role in research component of LSP.
- iii. Action item – Enhance Media Department instruction to faculty.
- iv. Action item – Formalize point of service instruction in the reading room.
- v. Action item – Develop professional quality promotional materials.

Objective C. – To Encourage Efficiency in Patron Services

- i. Action item – Examine ways to increase digital offerings.
- ii. Action item – Regularly survey and improve existing hardware and software.
- iii. Action item – Create a printing fileserver for laptop printing.
- iv. Action item – Develop a Law School Alumni library card.
- v. Action item – Initiate customization and modernization of Library's online catalog by implementing existing capabilities.



GOAL II – TO PROMOTE RESPONSIBLE STEWARDSHIP

Objective A. – To Strengthen the Collection

- i. Action item -- Explore technologies that measure patron use of electronic resources.
- ii. Action item -- Formalize ongoing review and update of Collection Development Manual.
- iii. Action item -- Incorporate new directions in research and curricular interests into the collection development process.
- iv. Action item -- Prepare a plan to address the issues raised by competing formats (e.g. access v. ownership).

Objective B. – To Improve the Infrastructure

- i. Action item -- Examine how to resolve Heating/Cooling issues in the building.
- ii. Action item -- Install telephone system in classrooms to contact media services.
- iii. Action item -- Improve the lighting in select areas.
- iv. Action item -- Achieve a “greener” library.
- v. Action item -- Improve efficient use and distribution of equipment and supplies to staff and faculty.

Objective C. – To More Efficiently Allocate Space

- i. Action item -- Explore how to improve media staff office space, equipment storage and access to classrooms.
- ii. Action item -- Increase group study room space.
- iii. Action item -- Analyze the allocation of space for printers versus copiers.
- iv. Action item -- Provide office space for all F-T Professional Librarians.
- v. Action item -- Examine shelf space allocated to bound and unbound journals in light of online availability.



GOAL III – TO SUPPORT AN ENVIRONMENT CONDUCTIVE TO STAFF DEVELOPMENT

Objective A. – To Improve Communication within the Institution

- i. Action item -- Clarify institutional policies on pay, staff grades, taking classes, tuition, travel, etc.
- ii. Action item – Monitor changes to staff salaries both within and outside the institution.
- iii. Action item -- Explore the idea of a staff retreat.
- iv. Action item -- Improve dialog with professional colleagues across campus (e.g. CPIT, Library School, Mullen Library).

Objective B. – To Encourage Individual Involvement in Law School Activities

- i. Action item -- Attend social and academic law school functions.
- ii. Action item -- Host one or two functions per year to encourage staff interaction with key constituencies (e.g. a welcome event for new faculty).
- iii. Action item -- Increase library staff presence on law school committees.

Objective C. – To Improve Staff Efficiency

- i. Action item -- Provide and promote opportunities for staff to learn new skills.
- ii. Action item -- Examine existing positions, and consider splitting/merging positions.
- iii. Action item -- Utilize available technologies (e.g. Intranet) to assist with staff communication.
- iv. Action item – Initiate an annual review of the Strategic Plan.



DuFour Law Library Student Survey — Appendix B

From January 25th through February 11th 2008, the DuFour Law Library conducted a survey to determine how the law students perceive library services and facilities. A total of 271 students participated in the survey, over 30% of the total law school population. 33% of the law school's day students completed the survey, while 24% of evening students completed the survey.

The survey measured three general areas:

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

Overall we are pleased to report that in almost all categories the students rated library services either excellent or very good. The library's print and online collections together with the Library webpage also received high ratings. Pertaining to the library collection and webpage, students appear to want further instruction in the resources that are available. The majority of students rated the library facilities as comfortable and conducive to studying; however, the issues of temperature (too cold) and noise (too loud) surfaced in the respondents' comments. In addition, a number of both day and evening students raised issues regarding laptop printing.

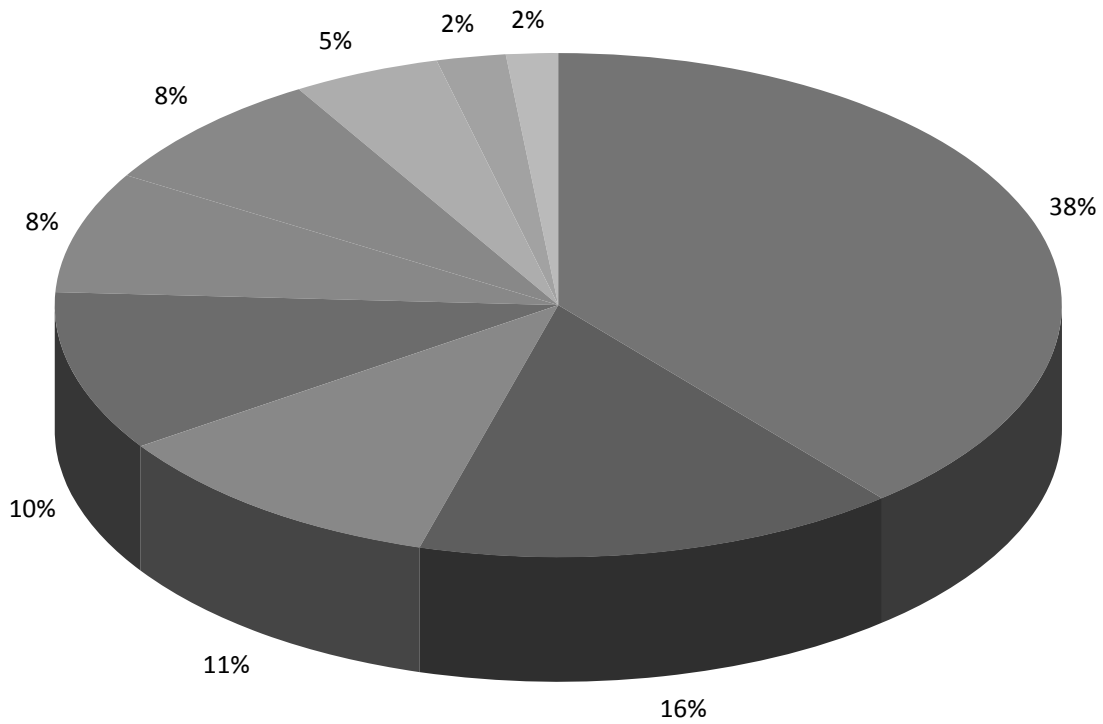
The survey was illuminating in showing the library how it is perceived by our student patrons, and provides a roadmap for future improvements and strategic planning.

Full survey results, analysis and library response are located here:

<http://lib.law.cua.edu/home/libpubs/Surveys/survey2008.htm>.

Library Website Statistics — Appendix C

- Main Library Page - 39%
- Research Database Page - 15%
- Library Catalog - 11%
- Catholic Dimensions of Legal Study Bibliography - 10%
- Current Faculty Bibliography - 8%
- Faculty Bibliography 1897-1997 - 8%
- Exams - 5%
- Library Information - 2%
- Annual Reports - 2%



Library Media Statistics — Appendix D

