

Ehrhorn Law Library Annual Report



2012-2013

Liberty University School of Law Ehrhorn Law Library

Preface

Ehrhorn Law Library at Liberty University School of Law is the nucleus of the law school. Its collection supports the law faculty and students in their studies and research and is an important new resource for the local legal community. The law library faculty and staff stand ready to assist in accessing information from the growing universe of legal material in print, electronic, and other media.

The Ehrhorn Law Library held a Summer Retreat to take stock of our accomplishments for the year, but also to review how we are doing, and what needed to be improved in order to increase our service delivery to patrons.



Table of Contents

Preface.....	1
5-Year Strategic Initiative Plan(2013-2017).....	3
More Library Features/Services/Bar Support.....	3
Library Staff Orientation.....	3
Public Services Department.....	4
Technical Services Department.....	4
Circulation Department.....	5



5-Year Strategic Initiative Plan (2013-2017)

The law library formulated a 5-Year Strategic Initiative Plan in summer of 2013 with a view to identifying the direction and future of the law school, and how the library can position itself to best support the law school's education and scholarship. As part of the process of implementing the strategic plan, the law library will be carrying out a student survey every spring. The summer retreat previously mentioned addresses the personnel aspect of the strategic plan.

More Library Features/Services – Bar Support materials

The library has added many state bar resources (sample question and answers), as well as bar prep materials to our website. The law library also introduced flash cards as an addition for our students and bar prep material, and it was a good sale. Most students used them for preparing for finals.

Library Staff Orientation

Breakout sessions presented on topics including emergency procedures, customer service, managing student workers.



Public Services Department

- Designed “Legal Research Teach-In” kit that was published on the web by the American Association of Law Libraries.
- Taught Legal Research Intensive in January 2013 to entire 1L class
- Designed Law Library Research Assistant (RA) Program for upper class law students
- Provide ongoing faculty research assistance
- Located course materials for Israel Study Abroad program
- Completed an inventory of the entire Main Collection.
- Engaged in a current project of evaluating, moving and condensing books in the Reference Collection.
- Ordered and received new display case for Faculty publications.
- Successfully installed the Omega device enabling students to use the photocopier in the computer lab.
- Installed 3 patron cameras in the library for monitoring access and generating user data/statistics.
- Provide ongoing assistance to Dr. Reisman.
- Interviewed and in the process of hiring at least five new student workers
- Regularly shelve new books and file updates.
- Process daily Interlibrary Loan requests for students and faculty.

Technical Services Department

- Authority control project in the *Ad Fontes* catalog.
- MARC field weighting adjustment in the *Ad Fontes* catalog to improve keyword searching functionality.
- Administration and supervision of the FY rollover procedure in the Voyager Acquisitions software.
- Rush acquisition and processing of materials for Israel intensive class.
- Acquisition, cataloging and processing of new media – flashcards and bar prep materials.
- Collaborated with the ILRC to complete a major upgrade to Voyager/*Ad Fontes* software in July.



- Collaborated with the ILRC to enable simultaneous searching in both public catalogs, LUCAS and *Ad Fontes*.
- Shelf space maintenance to facilitate three more years of growth in the Serials collection.

Circulation Department

Interlibrary Loan (ILL) Activity

- Filled 112 lending requests (84 loans, 28 copies)
- Filled 449 requests to borrow from other libraries (358 loans, 91 copies)
- Attended VIVA ILL Forum
 - training student staff
 - purchase on demand
 - ILL etiquette and best practices
 - scanners and scanning best practices
 - policies best practices

Circulation Statistics

- 2,325 titles circulated 4,060 times
 - 86 audio titles (4%) circulated 305 times (8%)
 - 1,360 books from main collection (59%) circulated 1,632 times (40%)
 - 179 reserve/reference items (8%) circulated 759 times (19%)
 - 699 video/DVD items (30%) circulated 1,364 times (34%)

Other Circulation Department Activity

- Increased shelving to accommodate growing DVD collections
- Created permanent display highlighting Center for Israeli Studies
- Created permanent display highlighting faculty publications
- Developed Circulation Department Standards of Excellence

