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**ALEXANDER CAMPBELL KING LAW LIBRARY
STRATEGIC PLAN
Revised 12/17/08**

Goal I: Strengthen and promote the Law Library as an innovative and effective organization that enhances the excellence of the Law School.

Objective A: Improve internal and external public relations by undertaking two public relations opportunities per semester.

Strategy 1: Prepare packets containing Law Library materials for 1L Orientation each year.

Strategy 2: Ensure that one librarian attends each law school faculty colloquium.

Strategy 3: Publicize two library activities or achievements a year in external publications.

Strategy 4: Provide proactive Law Library service for one Law School conference or program annually.

Objective B: Refine the Law Library's team management structure annually.

Strategy 1: Utilize annual Steering Group retreat to evaluate and refine the team structure.

Strategy 2: Hold an all library workshop on team building by August, 2008.

Strategy 3: Include staff members from varied departments as appropriate in teams, subteams and temporary work teams.

Strategy 4: Communicate regularly, in a timely manner and utilizing the appropriate tools, among staff, work teams and the Steering Group.

Objective C: Have at least two Librarians active in external professional activities annually.

Strategy 1: Include a standing item on the Steering Group agenda to exchange information about opportunities for professional activities.

Strategy 2: Each librarian will accept one volunteer activity every three years.

Goal II: Develop, organize, preserve and make available the most comprehensive collection of materials about law and legal systems that can be assembled using the resources available to the Law Library.

Objective A: Develop a law library collection appropriate to a top 20 law school by 2010.

Strategy 1: Press to increase funding in baseline budget.

Strategy 2: Continue to identify and purchase electronic collections of monographs.

Strategy 3: Continue to identify and purchase databases that make available current primary law in an expanding number of foreign jurisdictions.

Strategy 4: Expand Yankee Book Peddler monographic approval plan to include a significant number of monographic series on legal topics.

Strategy 5: Meet with faculty to identify new areas for collection.

Strategy 6: Use WorldCat Collection Analysis service to assess collection against current top 20 law library collections.

Objective B: Ensure that all resources available through the Law Library will be cataloged and classified and all physical items barcoded and tagged by 2012.

Strategy 1: Complete smart barcode cleanup project.

Action Plan: Finish cataloging and processing projects associated with TechPro projects.

Strategy 2: Conduct, with participation of all staff, a total inventory of the collection as part of the final barcode cleanup.

Strategy 3: Plan and start up an ongoing inventory maintenance program utilizing the wand RFID reader.

Strategy 4: Purchase cataloging for sets of materials, when available, to assure timely access to new purchases in the collection.

Objective C. Make certain essential resources in the Law Library will be available in perpetuity by implementing two preservation opportunities annually.

Strategy 1: Complete and institute a disaster recovery plan that includes

regularly scheduled inspections of emerging hazards.

Strategy 2: Create and implement a workflow for repair and/or commercial binding of damaged materials.

Strategy 3: Identify and prepare for the relocation of materials for repository storage and for the relocation of significant, unique, archival, or rare materials for special collection storage in the new Special Collections Library Building before groundbreaking for that building.

Strategy 4: Cooperate with library organizations, information providers and publishers to assure the continued access to information in electronic format.

Strategy 5: Implement an institutional repository.

Action Plan: Increase content in Digital Commons content to a total of 500 documents by the end of 2007.

Objective D: Investigate annually at least two new technologies to expand anytime/anywhere access to resources available through the Law Library.

Strategy 1: Complete setup of WebBridge.

Strategy 2: Evaluate and promote use of MetaFind.

Strategy 3: Assess website usability and revise the website accordingly.

Strategy 4: Implement Encore software.

Goal III: Provide services that anticipate and meet the needs of our community and empower our library users to become lifelong learners.

Objective A: Be a contributing partner to faculty members in their instruction and research by individualizing services, reviewing individual plans annually, and presenting at least two group learning opportunities per year.

Strategy 1: Encourage and support all faculty to use electronic dissemination of course materials.

Strategy 2: Track citation of faculty scholarship.

Action Plan: Collate retrieved citations from bibliographic databases and send to faculty.

Strategy 3: Expand Research Assistant Program.

Action Plan: Add a second Research Assistant in 2007.

Objective B: Create a positive, supportive culture in which law students thrive by providing and evaluating five services or opportunities annually.

Strategy 1: Make all library employees aware of student pressures such as exam time or brief deadlines and provide stress-busters such as jigsaw puzzles, brainteasers or worry dolls to alleviate student tension.

Strategy 2: Improve Computing Services' website self-help opportunities by creating tools such as a FAQ dealing with the top 20 most frequently asked problems.

Strategy 3: Expand the librarians' role in promoting advanced legal research skills.

Action Plan: Offer brown bag lunches on research topics.

Strategy 4: Improve and expand liaisons with curricular and extracurricular student organizations.

Strategy 5: Offer at least one informal refreshment break for all the law students during each academic year.

Strategy 6: In some form, survey students every three years.

Action Plan: Conduct an online survey of students in Spring 2007.

Objective C: Evaluate and deliver optimal reference, research, and instructional services for all Law Library users annually.

Strategy 1: Program structured learning opportunities about library mediated resources, especially newly acquired databases, for users outside the law school community.

Strategy 2: Evaluate whether to implement a Subject Guide database.

Strategy 3: Increase reference coverage to equal or surpass the mean of the top 20 academic law libraries by title count. ABA Q35-1: Currently UGA is ranked 169 with 53 hrs/week of reference in the regular schedule. The average on this question for the top twenty law libraries by title count is 70.67 hrs/week.

Strategy 4: Increase the hours the Law Library is open to equal or surpass the mean of the hours of the top 20 academic law libraries by title count.

Strategy 5: Decrease the number of hours that the library is open with only student or parttime workers so that our library is no longer in the top twenty in this category. ABA Q34c-1: Currently UGA is ranked 64, with 26 hrs/week. This is a category in which it is better to be in the bottom, not the top. Among the top twenty libraries by title count, only 12 responded to this question. The average of those reporting is 21.58 hrs/week.

Goal IV: Provide state-of-the-art physical facilities and an environment that inspires study and research.

Objective A: Provide and maintain safe, comfortable, appropriately equipped and clean work spaces for library users and staff by identifying one needed improvement annually.

Strategy 1: Allocate funding to a separate budget line specifically for facilities improvement.

Strategy 2: Work cooperatively with the Law School to improve security, perception of security, and communication about security concerns among patrons and staff.

Strategy 3: Provide proper lighting, appropriate temperature, healthy air quality, comfortable seating and furniture, and an adequate number of accessible bathrooms.

Strategy 4: Develop and maintain a positive working relationship with custodial staff.

Strategy 5: Survey all available space in the library buildings and optimize for patron and staff use.

Strategy 6: Clearly designate and regularly monitor the Annex as a quiet study area within the library.

Objective B: Plan, reorganize, and renovate the facility to improve physical accessibility by identifying one needed improvement annually.

Strategy 1: Continue to improve disability access based on regular building surveys and communication with campus disability services.

Strategy 2: Develop a coordinated, consistent and highly visible system of signs and maps to facilitate the use of collections and services.

Strategy 3: Establish flat surfaces within the library stacks so that library users may quickly consult library materials.

Strategy 4: Eliminate boxes from basement aisles.

Strategy 5: Provide bags with the Law Library logo for patrons to carry library materials if needed.

Objective C: Investigate annually one state of the art technology to facilitate and inspire the use of research resources.

Strategy 1: Bolster the technology infrastructure to meet current and future needs of patrons and staff.

Action Plan: Purchase, implement, and promote Encore.

Strategy 2: Provide ability to access materials included in GAVEL from any location within the library.

Strategy 3: Investigate the possibility of digital reference.

Strategy 4: Establish a media lab to develop court competition materials.

Goal V: Recruit, develop, and retain a diverse, well-qualified staff.

Objective A: By 2015, increase the number of professional and support staff to approximate the average staff size among academic law libraries in the top 20 by title count.

Analysis of the 2006 ABA statistics shows the top 20 libraries (excluding Harvard and Georgetown) have an average staff size of 28.1. Harvard and Georgetown were excluded because they are sui generis and including them would give an inaccurate picture of staffing levels. As of July 1, 2006, UGA has a staff of 21 (FTE 20, since two are half-time). The Douglas Bell position has been added since the ABA Report was submitted.

Strategy 1: Restore and fund the two unfilled librarian positions.

Strategy 2: Create and fill two additional reference librarian positions, one of which is an evening and weekend librarian. (Time frame: one in 2008, one in 2011)

Strategy 3: Create and fill a classified Stacks Manager position. (Time frame: 2006)

Strategy 4: Create and fill a classified Electronic Resources Manager position. (Time frame: 2015)

Strategy 5: Create and fill two classified Circulation Assistant positions, one or both of whom would work evenings and/or weekends, with a view to having full time employees on duty substantially all the hours the law library is open. Time frame: one in 2006, one in 2008)

Strategy 6: Advocate for creation of a Director of IT position so that the Computing Services Librarian can devote full time to Law Library computing needs.

Objective B: Provide competitive salaries for staff and librarians as measured by recognized professional salary surveys by 2015.

Strategy 1: Pay support staff at least 15% above base salary for their classification grade.

Strategy 2: Stay abreast of and track market salaries for both support and professional staff as compared to our salaries.

Objective C: Provide sufficient travel and training budget, and release time to allow each librarian to attend a minimum of two professional meetings or

workshops per year, and to allow support staff to attend a minimum of one off campus workshop or meeting per year.

Strategy 1: Advocate to Law School administration for UGA Law Library representation at various professional meetings, workshops and courses, to justify increased financial support.

Strategy 2: Restore travel budget to its former level or increase it.

Strategy 3: Encourage and support all staff to participate in professional organizations and programs.

Objective D: Provide two opportunities per year for continued staff and librarian learning.

Strategy 1: Encourage (and provide release time to) support staff and librarians to attend Lyrisis e-workshops and UGA training and development courses which have no travel cost, as well as other low cost learning opportunities such as on campus speakers and Element K online courses.

Strategy 2: Plan an in-house or bring in an outside speaker for an education, information or cross-training session two to three times a year.

Action Plan: Hold an in service learning opportunity using the FISH program.

Objective E: Maintain our current collegial and flexible work environment by annually evaluating our communications, policies, and social interactions.

Strategy 1: Schedule at least quarterly varied opportunities to socialize with the entire staff.

Strategy 2: Continue to allow and encourage staff to have flexible schedules according to University and Law Library policies.

Strategy 3: Maintain our current excellent relationship with Computing Services so that they are aware of our needs and we are aware of their constraints.