12-1-2005

Alexander Campbell King Law Library Strategic Plan, 2005-2007

University of Georgia Law Library

LAW LIBRARY STRATEGIC PLAN

Goal I: Develop and strengthen the Law Library as an innovative organization that reflects the excellence of the Law School

Objective A: Continue to improve internal and external public relations, including visibility of staff and librarians within the Law School and out.

Strategy 1: Increase staff and librarian participation in Law School and UGA committees and projects.

Strategy 2: Establish Law Library presence and proactive outreach at Law School conferences and programs..

Strategy 3: Provide timely updates about Law Library services to the Law School community and, where appropriate, to the university community.

Strategy 4: Cooperate with University Libraries and other strategically valuable partners on and off campus.

Objective B: Develop and refine the Law Library's team management structure.

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

Strategy 2: Hold an occasional all-library in-service workshop to work on team-building.

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

Strategy 4: Ensure effective communication among staff, work teams, and Steering Group.

Objective C: Increase the Law Library's role in fund-raising endeavors.

Strategy 1: Seek out grant opportunities in areas such as preservation and collection sponsorship.

Strategy 2: Increase Law Library presence at Law School functions with donors in attendance.

LAW LIBRARY STRATEGIC PLAN

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 as appropriate.

Strategy 1: Complete barcode cleanup project.

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 carry out 3 "tagging events" involving all staff in FY2006.

Strategy 4: Plan and start up an ongoing inventory maintenance program utilizing the wand RFID reader.

Strategy 5: Purchase cataloging for sets of materials, when available, to assure timely access to new purchases in the collection.

Objective C. Make certain essential or significant resources in the Law Library will be available in perpetuity.

Strategy 1: Complete and institute a disaster recovery plan that includes regularly scheduled inspections of emerging hazards.

Strategy 2: Evaluate 20% of the collection each year for the next 5 years for materials in need of repair, binding, or special handling.

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: Continue to participate in the profession's dialog with information providers/publishers to assure the continued access to information in electronic format.

Objective D: Use new technologies to expand anytime/anywhere access to resources available through the Law Library.

Strategy 1: Complete setup of WebBridge.

Strategy 2: Complete and promote use of MetaFind.

Strategy 3: Evaluate website usability and make useful changes to the Law Library website.

Strategy 4: Purchase quality cataloging in MARC format, when available, for any databases or collections of material the library acquires.

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.

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

Strategy 2: Enable faculty to generate personalized new acquisition lists.

Strategy 3: Continue to evaluate and refine the Current Awareness Program to meet the law faculty's needs, including automating the program.

Strategy 4: Create and manage a research assistant program.

Strategy 5: Explore a faculty liaison program.

Objective B: Create a positive, supportive culture in which law students can thrive during their law school careers.

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.

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.

Objective C: Develop and support optimal reference, research, and instructional services for all Law Library users.

Strategy 1: Program structured learning opportunities about library-mediated resources, especially newly acquired databases.

Strategy 2: Complete Subject Guide database implementation.

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 167 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 68.25 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 part-time workers so that our library is no longer in the top twenty in this category.

ABA Q34c-2: Currently UGA is ranked 13, with 28 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 six responded to this question. The average of those reporting is 9.5 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.

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.

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: Provide state of the art technology to facilitate and inspire the use of research resources.

Strategy 1: Evaluate, prioritize, and implement appropriate new technologies.

Strategy 2: Maintain technology infrastructure to meet current and future needs of patrons and staff.

Strategy 3: Provide ability to access materials included in GAVEL from any location within the library.

Strategy 4: Investigate the possibility of digital reference.

Strategy 5: Establish a media lab to develop court competition materials.

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

Objective A: In the next ten years, increase the number of professional and support staff to approximately the average staff size among academic law libraries in the top 20 by title count.
Analysis of the 2004 ABA statistics shows the top 20 libraries (excluding Harvard and Georgetown) have an average staff size of 28.4. 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, 2005, UGA has a staff of 20 (FTE 19, since two are half-time), counting the two Library Assistant II positions to be filled in July 2005, and not counting the Assistant Catalog Librarian position, which will not be filled after Diana Duderwicz' retirement.*

Strategy 1: Fill the Special Collections Librarian position. (Time frame: when ground is broken on the new Special Collections building – 2010?)

Strategy 2: Fill the Assistant Catalog Librarian position. (Time frame: 2007)

Strategy 3: 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 4: Create and fill a classified Stacks Manager position. (Time frame: 2006)

Strategy 5: Create and fill a classified Electronic Resources Manager position. (Time frame: 2015)

Strategy 6: 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 7: 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 support staff and librarians.

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 in-house opportunities for continued support staff and librarian learning.

Strategy 1: Encourage (and provide release time to) support staff and librarians to attend SOLINET 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.

Objective E: Maintain our current caring, collegial and flexible work environment.

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.