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Annual Report 2017-2018

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ANNUAL REPORT

2017-2018

WILBUR C. HALL LAW LIBRARY

WASHINGTON AND LEE

UNIVERSITY

SCHOOL OF LAW

Introduction

This annual report covers the 2017 fiscal year, July 1, 2017 through June 30, 2018, and is prepared pursuant to the ABA Standards and Rules of Procedure for Approval of Law Schools 601(a)(3). This report serves as a record of the innovative work of the Wilbur C. Hall Law Library at Washington and Lee University School of Law. It summarizes notable accomplishments, acquisitions, events, personnel, and key facts and figures for the 2017 fiscal year. In preparing this report, I document the unique mix of academic and administrative services and functions that are a vital component of the intellectual life of the Law Library and Law School. Included in this report is data regarding the Law Library's physical space, resources, collection, programs, and services. This annual report is a tool to evaluate the adequacy of our Law Library's resources and services.

Significant milestones of the fiscal year include: (1) a significant redesign of the Law Library's website; (2) migration and redesign of the nationally and internationally recognized law journal rankings project; and (3) a successful migration of the library's integrated library system which includes the back-office library workflows and new user interface allowing library users to discover content in the new system.

Students, faculty, administrators, and the bench and bar continue to look to the Law Library to fill a variety of information needs. The unique blend of services provided by the Law Library include, without limitation, service in support of scholarship, teaching, education, and providing inviting learning spaces for collaboration and study. The Law Library's digital initiative is also robust promoting and archiving the scholarship and intellectual output of the faculty and students of the law school in addition to supporting initiatives that benefit the Commonwealth of Virginia through the Bar Exam archive and digitization of the Virginia Supreme Court Records. The Law Library is essential in identifying, filling, and anticipating the needs of our faculty, students, the University community, our alumni, the bench and bar, and the academy.

In conclusion, I extend my thanks to the people who make up the Library at Washington and Lee School of Law for their tireless work in support of education at Washington and Lee.

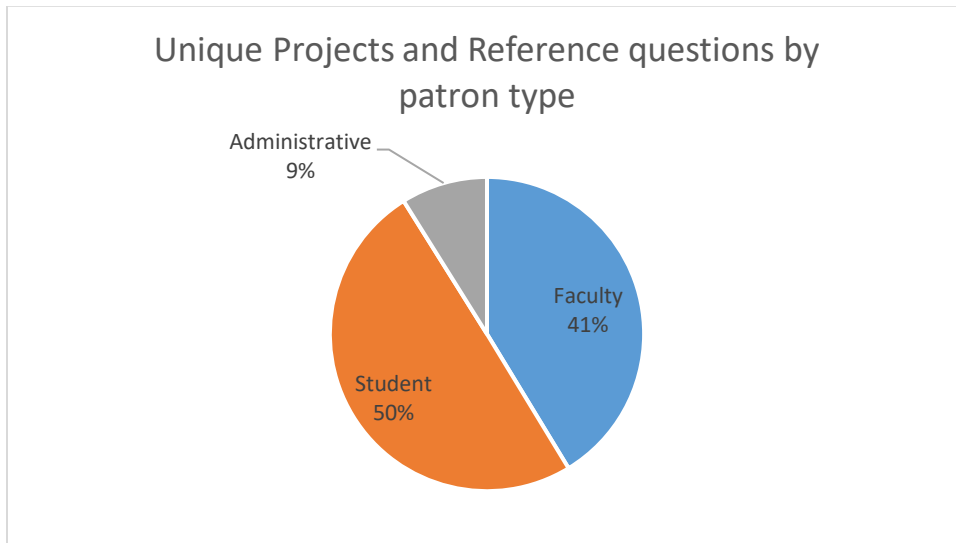
Caroline L. Osborne, Esq.
Assistant Dean for Legal Information Services and Professor of Legal Research

June 29, 2018

Reference

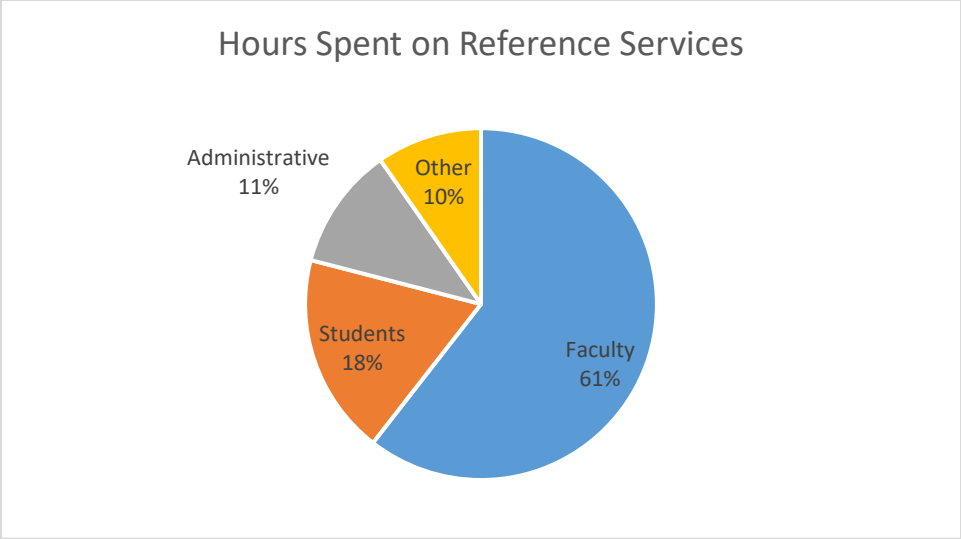
Reference to Students

Reference services to faculty, students, bench and bar, and the greater University community are staples of the work of the Law Library. Reference to students is highly desired in the goal to graduate information literate students ready to enter the practice law. Designed without a reference desk, multiple approaches to provide outreach to students have been tried over the last decade. Reference-to-Go, a program that took librarians to the Brief Stop for reference during the lunch hour on specific days and Comfort Reference which deployed reference librarians to specifically designated areas in the library at designated times all showed some promise but failed to meet desired expectations. A library liaison program assigning first-year students to a librarian with targeted events throughout the year also showed some promise. The seminar support program based on direct librarian contact with students enrolled in an upper level writing seminar created reference contacts with students and proved to be the most successful approach prior to the creation of the first-year research class. Reference to students increased over the past three academic years with the most notable increase this year. This increase is attributed to three years of contact with students beginning with 2015-2016 academic year. Student outreach is an important educational opportunity supporting the mission to provide practice ready students to the profession of law. This success is significant.



Reference in support of Faculty and Others

Reference librarians provided 1,365.25 hours in support of 592 unique projects to faculty, administration, and others. This work supports the scholarship and educational mission of the law school.



Space

The Law Library study spaces continue to represent dynamic and highly coveted spaces within the law school community. Now our third academic year in our fully renovated space, students continue to embrace the library spaces electing the open study seating over the assigned carrels.

With a large first-year class, carrel space was at a premium. Temporary carrels were built on the fourth and second floors of the law school to provide all first-year students with a permanent carrel. All existing library carrels were also allocated to the first-year students, eliminating the option for second and third-year students to participate in a carrel lottery for the limited number of carrels floor 1 traditionally reserved for such purposes. The library fielded concerns from second and third-year students in regards to the allocation of carrels. September 23-29, 2017 and March 18-24, 2018 library staff evaluated the use of carrels. Each day, at 9:00 a.m., 3:00 p.m., and 8:00 p.m., library staff counted the number of occupied carrels on level 1, level 2, and level 4. The results of the carrel use survey suggest that it is time to revisit the policy of guaranteeing each first-year student a carrel. At the Spring 2018 Student Library Association Committee meeting the carrel policy enjoyed a robust conversation with multiple suggestions for change.

The results below reflect the average number of students in each space, at each time, over the course of the survey week. A total of 166 carrels were available in this academic year. The highest level of occupancy in both the fall and spring semesters occurred at 3:00 p.m. on Mondays at which time the carrels were occupied at a rate of 16% and 18% respectively.

FALL 2017	Level 1	Level 2	Level 4
9:00 a.m.	1	4	0
3:00 p.m.	3	12	2
8:00 p.m.	2	5	1
SPRING 2018	Level 1	Level 2	Level 4
9:00 a.m.	1	4	0
3:00 p.m.	3	12	2
8:00 p.m.	2	5	1

At the beginning of the academic year and, in part, due to the loss of the Carrell lottery, the library also fielded a number of inquiries and requests for quiet study space. The third floor reading room is specifically designated to maximize quiet study. People using the third floor reading room are asked to limit conversation and speak in subdued tones. All portable electronic devices, including mobile phones, must be muted or used with headphones. In an effort to make the library space accessible to all, the library staff expanded our study of how the library is used with daily counts as to use and occupancy. For the purposes of this evaluation, we defined capacity as the maximum number of seats available for use by students for study. Occupancy discounts the number of seats present and focuses on the number of students who may individually study in a space in comfort. Occupancy addresses the question of whether a student will use an empty seat in a space when that space is already in use by others.

	Capacity	Occupancy
August 2017	10%	16%
September 2017	15%	23%
March 2018	18%	29%
April 2018	20%	31%

During the survey period, study spaces in the main reading room and third-floor reading rooms consistently showed the highest occupancy rates indicating a strong preference for these areas of the Law Library. This shows a shift in the pattern of use from the prior year where the third-floor loft, History Room, and level 1A were heavily occupied.

Consistent with the University's implementation of 25Live for room reservations, the Law Library transitioned its six study rooms from our prior reservation system to 25Live. The study rooms continue to be popular with students including white board and technology features.

The Lewis F. Powell, Jr. Archives

The Powell Archives is a dynamic resource for the Law School and the Law Library. The Powell Archives comprises the Papers of Lewis F. Powell, Jr., other manuscript collections, the rare book collection, and the archives of the Law School. John Jacob is an acclaimed archivist and expert on the Supreme Court. Guided by his knowledge and expertise, we continue to acquire important collections in support of teaching and research, to provide record management services to our clinics, and preserve the history of the Law School.

The Powell Archives began its second quarter-century of service this year. Following a period that included ambitious digitization projects, design and installation of permanent exhibits, conversion of patron, donor and collection records to a profession standard automated system, these recent months have been a period of consolidation with an emphasis on archival management basics.

Mr. Jacob completed the long-term project of transferring all of the paper records of the Powell Papers from one cubic foot record cartons to five-inch document boxes. This effort, long deferred so as to be able to give the earliest possible access to the greatest number of researchers, is an important preservation step. As well, researchers may now give precise citation to a unique box and folder number, confident that it will not change. In addition to the time consuming physical transfers, the location information in each of the several guides to the papers was updated.

This last effort included the revision of the Encoded Archival Description ("EAD") online guide to the Powell Papers. Indeed, all of the EAD guides to all of the manuscript collections, some of them how almost two decades old, were reviewed and re-coded as needed.

More complete processing of other forms of records -- photographic, motion picture, video, audio, and artifacts -- has now begun. Necessary preservation work, both in-house and possible outsourcing, is being determined.

This emphasis has by no means slowed efforts in other areas. Justice Powell's Supreme Court cases file digitization continued at the same pace as in recent years. There are now 539 complete case files online. They are downloaded daily across the United States and around the world. In the past year, donations to the Rare Book Collection were the highest in decades. The estate of one of M. Caldwell Butler's children bequeathed significant additions to the Congressman's already rich papers. This gift documents much more of the personal and family life of Butler and is a compliment to the political and professional papers previously gifted

Programming and Instruction

Programming targeted to our students is a high priority of the Law Library. In addition to the highly successful soup and salad exam breaks, students took advantage of a variety of programming offered by the Law Library. The annual spring semester workshop, *Spring into Summer Success*, was held on Saturday, March 17, 2017. The workshop focused on preparing students for a successful summer internship and continued the format begun the prior year with breakout sessions targeted to legislative and agency information, transactional practice materials, technology for organization and litigation, and free and low-cost resources. Twenty-two students attended the program and twenty completed the legal research certification exam.

The fourth annual W&L Law Community Read occurred on February 8, 2017 following a promotional campaign inviting students to guess the book. Aimed at encouraging reading for pleasure, the program featured *Argo* by Antonio Mendez and Matt Baglio. In lieu of a panel presentation, the 2012 film *Argo* was screened. The program drew approximately fifteen attendees.

In connection with the Burks Scholar program, three lunchtime programs focusing on writing issues were held. Conducted by the Burks Scholar Writing Fellow, *Framing the Issue in Your Favor*, *Getting your Sample to the Top of the Pile*, and *Clean up the Clutter* were offered with record attendance of forty or more students at each session. The library provided Kenny's Chicken, Foothill Momma's BBQ and Chick-Fil-A for lunch.

Legal Research I

Ms. Mart-Rice, Miller, and Osborne offered Legal Research I for the third year to all first-year law students. Legal Research I is a one credit year-long class taught by three of the four lawyer-librarians. The course employs a flipped classroom model with e-Learning modules and readings consumed by students before class. Class time is devoted to hands-on workshops, review, and evaluations. A pre- and post-test, weekly workshops, a midterm oral exam, a Bluebook final, and a final legal research plan are administered to assess the mastery of basic information literacy necessary for today's attorney and the effectiveness of the course in accordance with the Law School's adopted student learning outcomes for legal analysis and reasoning, problem-solving, and critical thinking.

Personnel Changes

A number of retirements and departures will take place as of June 30, 2018. Retiring as of June 30, 2018 are: Bonnie Gates, Library Assistant, Linda Newell, Senior Library Assistant, Joan Kasper, Administrative Assistant and Macy Coffey Administrative Assistant. These are significant retirements for the library and the law school. Collectively these individuals have more than 100 years of contributions to the law school and the library. Their institutional knowledge is significant but pales when considered in the context of the service to the law school.

Other departures as of June 30, 2018 include the Assistant Director, Stephanie Miller, and

Assistant Dean for Legal Information Services and Professor of Legal Research, Caroline Osborne.

Job postings for the position of Faculty Services Librarian and Library Director were active as of May, 2018.

Donald Sensabaugh was promoted to the position of Senior Library Assistant in April and will assume responsibility for Inter Library Loan and Course Reserves upon the retirement of Linda Newell.

Scholarly Commons

Scholarly Commons, the Law School's institutional repository, remains a dynamic tool to provide access to the intellectual content of the Law School. We continue to expand the availability of the Supreme Court (Powell) case files in a digital format and are in the process of making our Virginia Supreme Court records available to the public in a digital format. The repository contains 15,917 unique documents downloaded 2,318,636 times on six continents and 224 countries around the world. Scholarly Commons continues to promote the work of our faculty, students, and library.

The Law Journal Rankings

The Law Journal Rankings project (LJR), launched over a decade ago, is recognized nationally and internationally as a preeminent source for law journal citation data and rankings. The LJR is a citation data project updated annually each spring. This year brought significant change to the front-end aesthetics and back-end functionality of the rankings. The substance and utility of the tool remains the same. In partnership with university ITS, LJR was migrated to a new server and re-built to support web-based updating and maintenance. This move ensures the long-term stability of the tool.

The database contains records of over 1,700 law journals. LJR is a resource for scholars to locate journals by subject, country of publication or ranking (when available), to display journal editorial information, and to facilitate an author's article submission decision. The site currently ranks journals based on citation data from the 2010-2017-survey period. The legal academy is the primary user of this resource. Journal editors use this as a tool for self-evaluation and faculty throughout the academy rely on LJR in placing their work.

Historically, the LJR site receives in excess of 655,000 page views from over 100,000 unique users around the globe including the United States, the United Kingdom, Australia, Canada, India, Germany, Israel, Hong Kong, and China.

The law journal rankings are available at <http://go.wlu.edu/lawjournals>.

Scholarship Support – By the Numbers
July 1, 2016 – June 30, 2017

Number of unique faculty and administrative projects completed: 592

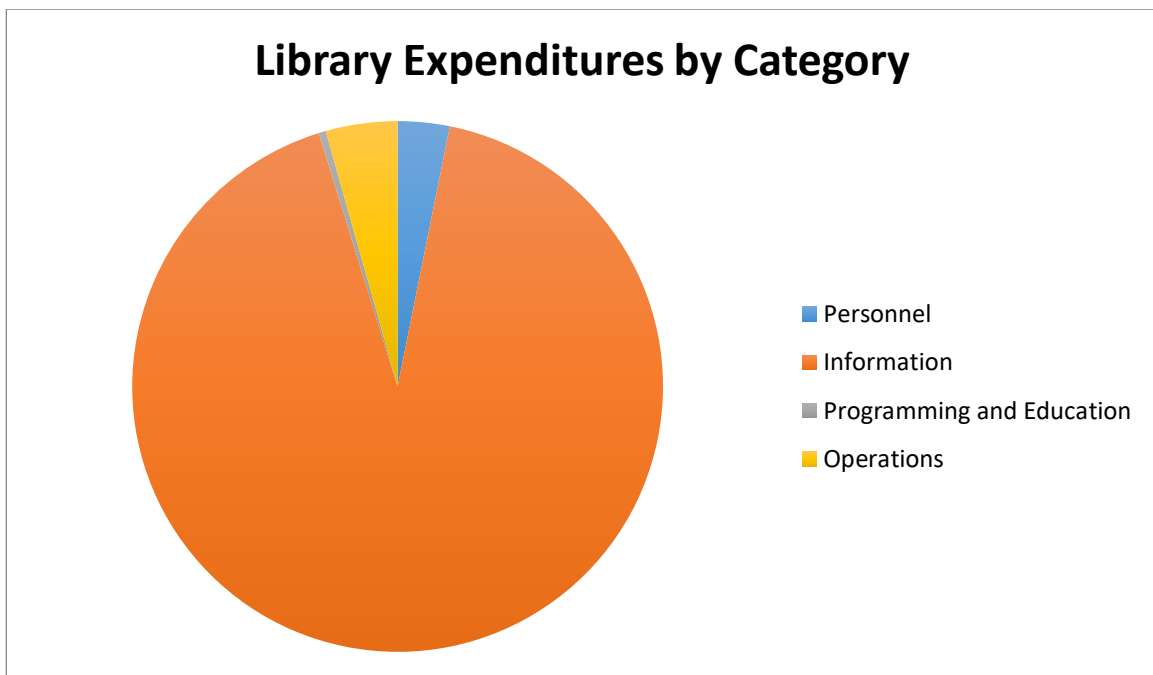
Total unique faculty projects: 463

Total number of public patrons assisted: 156

Presentations (exclusive of library programming): 25

Faculty special requests purchased: 100%

Library Expenditures calculated as of June 20, 2018.



Resources

Full-time staff: 11

Student Assistants: 1

Part-time staff: 5

Items added this year: 6,684 items added; of these, 730 are new titles

Items circulated: 5,072 checkouts, 3,277 renewals

ILL: 259 requests filled

Space

Public space: 23,400 square feet

Seating: 473

Open hours each week: 168 hours

Staffed hours: 76 hours per week

Reference hours per week: 57 hours (45 hours abbreviated weeks)