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## W&L Law Library Annual Report 2022-2023

The Law Library at Washington and Lee University School of Law  
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## Annual Report of the Washington and Lee Law Library: July 2022 - June 2023

### Introduction

The Law Library is pleased to present the 2022-2023 Annual Report of the Washington and Lee Law Library. Throughout this academic year, the Law Library remained committed to its mission of supporting the academic and research needs of our faculty, staff, and students through excellent service and timely resources.

Several new employees were hired this year: Michelle Cosby, Brittany Fix, Ashley Evans, and Emma Martone. Additionally, Andrew Christensen was promoted to Deputy Director. A complete list of employees is below:

- Michelle Cosby, JD, MLS (she/her) - Assistant Dean of Legal Information Services and Professor of Practice
- Andrew Christensen, JD, MLIS (he/him) - Deputy Director of the Law Library
- Ashley Evans, JD, MSIS (she/her) - Head of Collection Services
- Jenny Mitchell, MA, MLIS (she/her) - Archivist and Special Collections Librarian
- Brittany Fix (she/her) - Library Assistant II
- Victoria Johnston (she/her) - Library Assistant II
- Emma Martone (she/her) - Administrative Assistant II
- Milea Webb (she/her) - Library Assistant & Circulation Lead
- Donald Sensabaugh, MSI (he/him) - Part-Time Metadata Services Librarian

### Public Services

Our Public Services department provides research support, circulation services, including interlibrary loan, class instruction, and digital services to our community. During the 2022-2023 academic year, the law librarians and research assistants answered almost 700 reference questions for students, faculty, staff, and the general W&L community. Additionally, over 1000 items were checked out from our Circulation Desk during this period.

### Instruction

New this year, the required 1L Legal Research course collaborated with the Office of Career Strategy to teach the first-year students on the ethics and responsible use of social media.

In March and April, the Law Library held a series of training sessions for students to prepare them for research and technology in summer employment. Sessions were held by Procertas,

Lexis, Westlaw, and Bloomberg for students. Additionally, the vendors had training sessions for faculty and staff. We also collaborated with the Office of Career Strategy to host "Spring into Summer Success," providing expert insights on research, ethics, and communicating with summer legal employers.

In addition to teaching the Legal Research course to first-year law students, a new course was approved by the faculty: Introduction to Technology in Legal Practice. This survey course covers trends, tools, and resources used by legal practitioners. The course will be taught in Spring 2024.

### **Notable Acquisitions & Initiatives**

Providing high-quality services and resources is something that the Law Library takes great pride in. We are excited to provide access to the resources below:

- Meescan: In partnership with Leyburn Library, we provide access to Meescan, a system that allows patrons to check material out on their own. Patrons can use the Meescan station at the Law Library Circulation Desk or download the mobile app.
- Procertas: Procertas is a tool that teaches students how to use Microsoft Office products efficiently for the practice of law. This year, Legal Writing used the Memo and Brief modules.
- Quimbee: Study aids are an essential part of law school learning. The Law Library provides all W&L Law students access to a Quimbee account to continue their learning outside of the classroom.
- Creation of the Law School Success Collection: This collection focuses on grit and resilience, effective study habits, and well-being while in law school.

The Law Library also hosted the Fall Scholarship Celebration, an event that highlights the scholarly achievements of W&L Law.

Additionally, Notary Services are now available in the Law Library from Monday to Friday, 9:00 am – 3:00 pm, for the W&L community.

### **Digital Initiatives**

The [W&L Law Scholarly Commons](#), the Law School's open-access institutional repository, received over 483,000 downloads from 225 countries and regions. Additionally, over 350 works of faculty scholarship, *W&L Law Review* articles, *JCRSJ* articles, and archival items were added to Scholarly Commons during the 2022-2023 academic year.

### **Powell Archives and Special Collections**

The Powell Archives had a successful year in 2022-2023. The archives hosted 5 researchers for in-person visits, gave 4 tours, and answered over 30 research questions from both the W&L and general communities. The archives also participated in a number of special events, including the

inaugural Powell Archives Spring Showcase. The Spring Showcase was a tremendous success, highlighting materials from our manuscript and rare book collections. Materials included Justice Powell's case file for *Regents of the University of California v. Bakke* which was recently cited in an [article for \*The New York Times Magazine\*](#).

Work on collections management is ongoing, including projects aimed at enhancing housing for the Charles Laughlin papers and the law school faculty records. Progress was also made on improving location and space management in the stacks.

### **Collection Services**

Collection Services acquires new material and makes it findable for our patrons. Over the past year, the Collection Services department has achieved several significant milestones. New physical processing procedures were implemented, streamlining the workflow and ensuring greater efficiency in handling library materials. Additionally, a new ordering process was established using GOBI, a procurement system that has improved the acquisition and management of resources. This change also reduced the cost of many book purchases.

Another noteworthy achievement was improving off-campus user access to electronic resources through the conversion of EZProxy links to OpenAthens. A collaboration with Leyburn Library.

The Collection Services department also participated in the highly productive Collection Services Retreat with Leyburn. During this retreat valuable insights were gained and collaborative strategies were developed.

### **Finance and Administration**

Over the past fiscal year, the Law Library has achieved notable budget accomplishments. By regularly reviewing the budget, the Law Library was able to reduce unnecessary expenses and optimize budget utilization. Through diligent financial management and planning, the Law Library successfully expanded its collection of physical and electronic books, library services, and online databases, such as Meescan and Procertas.

Additionally, the Law Library was able to utilize its funds to host events such as the Powell Archives Spring Showcase and the Fall Scholarship Celebration, which enhanced community outreach. These achievements underscore the Law Library's dedication to delivering exceptional value to its patrons while remaining financially prudent.

The Law Library values the feedback of our patrons. One way we solicit feedback is through the [Student Library Advisory Committee](#). By meeting with this group, the Law Library made several space improvements, purchased Quimbee, and acquired updates to our print study aids collections during the 2022-2023 academic year.

The Law Library also regularly engages in strategic discussions and team-building activities. In June, we had the opportunity to showcase our creative sides at Mulberry DIY by painting [custom creations as a team](#).

## Special Events

Outreach to the W&L Law and University communities is highly valued by the Law Library. Below are the events the Law Library hosted or participated in during the 2022-2023 academic year.

- August 23, 2022: 1L Orientation Presentation
- October 6, 2022: Fall Scholarship Celebration\*
- December 2022: Fall Exam Break
- March 28, 2023: Powell Archives Spring Showcase\*
- April 4, 2023: Spring into Summer Success\*
- April 14-16, 2023: Law Alumni Weekend
- Spring 2023: Spring Exam Break

*Events with the asterisk\* are hosted by the Law Library*

## Professional Development and Service

- **Brittany Fix, Victoria Johnston, Emma Martone, and Milea Webb** were sworn in as Notaries for the Commonwealth of Virginia.
- **Andrew Christensen**, Deputy Director, became Vice President/President-Elect of the Virginia Association of Law Libraries (VALL) and Vice Chair of the Committee on Relations with Information Vendors (CRIV) of the American Association of Law Libraries (AALL). Andrew presented at the Spring VALL meeting as part of the panel *Rightsizing Library Services*.
- **Ashley Evans**, Head of Collection Services, actively engaged in professional development by participating in conferences including SEAALL, VALL, and CALM, as well as taking part in informational webinars.
- **Jenny Mitchell**, Archivist and Special Collections Librarian, was selected through a competitive process to attend Rare Books School. She was also elected to serve as chair of the Nominations and Elections Committee for the Mid-Atlantic Regional Archives Conference and was a member of the Leyburn/Law Libraries DEI Cohort.
- **Michelle Cosby**, Assistant Dean of Legal Information Services, was a featured speaker at the Association Luncheon for the AALL Annual Meeting in Denver, Co. She was selected as a participant for the *Harvard Institutes for Higher Education Leadership Institutes for Academic Librarians* and as a Board Member for the Law Archive Advisory Board. She also served as Chair of the AALL Nominations Committee. Additionally, in June 2023, she was co-coordinator and moderator, for the AALL Webinar *Advocating the Value of the Law Library to Non-Librarian Stakeholders*.

## **Opportunities Faced**

Lean staffing necessitated creative approaches to maintain high-quality services. The Law Library is in the process of searching for a new librarian colleague in our Public Services department.

## **Conclusion**

The W&L Law Library has maintained its commitment to excellence in supporting legal research, education, and community engagement during the 2022-2023 academic year. We extend our appreciation to our dedicated team, the law school, and university partners for their contributions to our achievements.

As we look to the future, the Law Library will continue to adapt, innovate, and collaborate to meet the evolving needs of our patrons. Our mission remains steadfast, ensuring that we continue to be a valuable resource hub for legal research, education, and community support.