

UNM School of Law  
Faculty Meeting  
October 29, 1973  
4:00, Conference Room

MINUTES

Present: Dean Hart; Associate Dean Desiderio; Assistant Dean Geer; Professors Bingaman, Daniels, Ellis, Goldberg, MacPherson, Minzner, Muir, Norwood, Olivarez, Parnall, Reynoso, Romero, Simson, Teitelbaum, Utton, Walker; Students Foy, Milne, Myers.

The meeting was called to order by Dean Hart and attention was given to the following:

1. Minutes of the meeting of October 11, 1973, were approved.
2. The faculty elected Dean Hart as representative and Associate Dean Desiderio as alternate representative to the Association of American Law Schools at the annual meeting to be held in New Orleans in December.
3. There was discussion concerning the use of audio-visual and other teaching aids. Dean Hart will pursue the implementation of such a program.
4. Regarding the Report of the Special Committee on the Professional Status of Librarians, which had been distributed previously, action was postponed until the presence of Professors Fink and Walden can contribute to a fuller discussion.

The next meeting will be held November 5, 1973.

The meeting was adjourned.

Respectfully submitted,

*Louise R. Camp*

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Secretary

Major Responsibilities:

1. Administration of

Reference Services

Circulation of library materials

Legal Research services

Use and Condition of law library and the faculty library

Audio-Visual services

Interlibrary loans

NOTE: This includes the interviewing, hiring and training of new public services staff, continual in-service reference training of existing staff, teaching Legal Research in the First Semester of each year to a section of the library staff (coordinated with lectures and written work in the Advocacy I course) and assisting in the coordination of law student tutorial sections and library assignments in the legal research part of Advocacy I, evaluating the performance and supervising the work of the following public services staff:

18 persons in 10 FTE positions

1.25 professional librarians

1 para-professional assistant

4 clerks

1.50 Circulation Desk students (60 hours per week)

2.25 Legal Research office students (90 hours per week)

2. Provides professional reference services as needed.

3. Budget preparation and expenditure supervision including planning of future staff for public services and preparation of annual reports and statistical data for both staff and services.

4. Development and Extension of law library public services

The Public Services Librarian initiates and plans exhibits, tours, coordinates services with other libraries, assumes responsibility for the continued development of services to our student body and faculty, to our university, to the New Mexico legal community and the public at large.

5. Assists the law librarian in the selection of government documents and reference materials; responsibility for special projects involving public services.

Major Responsibilities:

1. Administration of

Acquisitions

Cataloging and classification (including catalog card production)

Serials

Book processing and binding

Gifts and Exchanges

Special collections

Bookkeeping and records

NOTE: This includes the interviewing, hiring and training of new technical services staff, continual in-service training of all library staff in technical service procedures, participation with Public Services Librarian in teaching Legal Research in the First Semester of each year to a section of the library staff (coordinated with lectures and written work in the Advocacy I course), evaluating the performance and supervising the work of the following technical services staff:

22 persons in 13.75 FTE positions

1.75 professional librarians

3.50 para-professional assistants

5.25 clerks

3.25 students (135 hours per week)

2. Catalogs selected serials and monographs

3. Budget preparation and expenditure supervision including planning of future staff for technical services and preparation of annual reports and statistical data for both staff and services.

4. Assists the law librarian in the selection of audio-visual materials and equipment, especially microform; responsibility for special projects involving technical services such as collection reclassification, retrospective collection building, collection inventory.



DATE: October 29, 1973

TO: Faculty

FROM: F.M. Hart

SUBJECT: Faculty Meeting

At the faculty meeting this afternoon I wish to discuss teacher evaluation and improvement.

Hopefully, we will also get to a preliminary consideration of the inclosed report on the status of our professional librarians.

THE UNIVERSITY OF NEW MEXICO

DATE: October 26, 1973

TO: Dean Hart

FROM: Jerrold Walden

SUBJECT: Report of the Special Committee on the  
Professional Status of Librarians

The Committee has met several times pursuant to the call of the Chairman and has agreed upon the following resolution which it would like placed on the agenda of the law faculty at some meeting in the not too distant future. Attached are numerous copies should you wish to make a preliminary distribution.



The UNM School of Law faculty approves the following policies for the School of Law Library:

- I. It shall be the policy of the UNM School of Law Faculty to give faculty rank and teaching faculty status under the Faculty Handbook to professional librarians who hold the positions in the law library of Public Services Librarian or Technical Services Librarian. Criteria and procedures for appointment, promotion, tenure and sabbaticals for professional librarians who hold these positions shall be recommended to the law faculty not later than January 1975.
- II. The faculty of the law school reiterates its policy that the chief librarian in the law library shall be a member of the law school faculty and will have both a law degree and be a professional librarian. He or she shall have one of the titles normally used by the law school in appointing faculty members. Other professionals in the law library shall not be members of the law faculty unless specifically given such status by action of the law faculty and appropriate university officials. Normally, appointments to the law faculty shall be made only where an individual has both a law degree, is a professional librarian and is occupying a position such as Assistant or Associate Law Librarian.
- III. It is understood that professional librarians employed in the law library on other than a temporary or visiting basis shall continue to have faculty status within the university and shall be governed by the Faculty Handbook. Such persons shall be given the title of "Associate in Law Librarianship", a non-teaching title. Tenure rights and sabbaticals shall not be available to persons receiving this title.
- IV. All policies and powers made and exercised by the chief librarian or members of the staff of the law library are to be made with the express or implied approval of the law school faculty.