

# 2020-2021 LAW LIBRARY ACHIEVEMENTS

## ANALYSIS OF 2020-2021 FISCAL YEAR GOALS

### GOALS MET BY SERVICE AREA

This report shows how we achieved our 2020-2021 Goals, organized by the four Service Areas for FIU Law Library.

Service Area	Goal	Actions Taken
Library Services	ILS Migration to Alma: Train, Collaborate and Coordinate with FIU Libraries and State-wide Stakeholders	<ul style="list-style-type: none"> <li>Created Team Wiki for all ILS Migration Information Sharing and Knowledge Management Activities</li> <li>Collaborated and coordinated with with FIU Libraries and FALSC for training, cleanup projects, and special topics required and recommended.</li> <li>Ensured all FIU Law Library staff engaged in Alma trainings.</li> <li>Transitioned U Borrow and course reserve functions in collaboration with FIU Libraries.</li> </ul>
	Maintain Telework and Remote Learning Operations	<ul style="list-style-type: none"> <li>Leveraged Teams and Planner to engage with FIU Law Library and maintain team environment.</li> <li>Engaged in Next is Now Literacy training to ensure tech competency necessary to perform well remotely.</li> <li>Shared work locations via Sharepoint-based Law Library Calendar</li> </ul>
	Establish & Implement eReserves System	<ul style="list-style-type: none"> <li>Weeded the physical Reserves collections to prepare the smooth migration to Alma.</li> <li>Provided pages via Canvas courses as requested by faculty.</li> </ul>
	Participate in FIU Space Reservation System, improve EMS Operations	<ul style="list-style-type: none"> <li>Was first on-campus space to offer study spaces via the FIU Space Reservation system in Fall 2020.</li> <li>Trained staff in and acted as administrator of FIU Law Library study space reservation system.</li> <li>Coordinated with FIU Reserve Space for the College of Law.</li> <li>Implemented EMS in the daily operations of the department.</li> </ul>

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Library Services		<ul style="list-style-type: none"> <li>• Reported EMS use daily for COVID tracking and general use purposes.</li> <li>• Ensured staff updated the daily reports on SharePoint.</li> </ul>
	Increase Affordability Counts Savings for Law Students	<ul style="list-style-type: none"> <li>• Saved Students \$195,858.61.</li> <li>• With Law Library-subsidized electronic resource expenditures of \$64,970.82, we achieved a 201% ROI.</li> </ul>
	Overhaul FIU Law Booklist Process	<ul style="list-style-type: none"> <li>• FIU Law Library is responsible for managing, inputting, and providing the Booklist for JD, LLM and JM programs, including coordination with Affordability Counts Task Force to ensure timely compliance with Florida Statute-based provision of adopted course materials.</li> <li>• Incorporated course list from FIU Law Registrar into Booklist process.</li> <li>• Developed and implemented booklist survey for law to capture their book adoptions.</li> <li>• Coordinated and updated the book lists on SharePoint.</li> <li>• Uploaded lists to FIU Law website. Created systematic approach to ensure overlay of old lists to avoid user confusion.</li> <li>• Shared adoptions with FIU Bookstore.</li> </ul>
	Overhaul LibGuides and A-Z eResource Lists	<ul style="list-style-type: none"> <li>• Major overhaul of eResource and Guides incorporating Subjects, Vendors, and Types.</li> <li>• Established system to updated eResource list with commercially or freely available eresources as relevant and responsive to the curriculum of COL.</li> <li>• Workflow established between Library Services and Digital Initiatives for acquisition of eresources and ebooks, including loading of MARC records.</li> <li>• Maintain subjects, keywords, terms, vendors and document types.</li> </ul>
	Create BLM/Racial Justice Guide	<ul style="list-style-type: none"> <li>• Worked with Dean Page on content and best practices for presenting the work of FIU Law.</li> <li>• Worked with Faculty Library Committee and Diversity Committee on content.</li> <li>• Published Guide: <a href="https://libguides.law.fiu.edu/racialjustice">https://libguides.law.fiu.edu/racialjustice</a></li> </ul>

Service Area	Goal	Actions Taken
Library Services	TWEEN-Canvas Migration	<ul style="list-style-type: none"> <li>Established TWEEN to Canvas Migration Team for knowledge management and communication.</li> <li>Worked collaboratively with FIU Online, FIU ETS, and FIU Law stakeholders to ensure smooth migration.</li> <li>Trained student workers on migrating content between systems.</li> <li>Continued support to faculty in both TWEEN and Canvas.</li> </ul>
	Work with Journals on training and utilization of library resources	<ul style="list-style-type: none"> <li>Provided research instruction to FIU Law Review, WAMR and Journal of African Legal Studies on cite checking, source filing, and U.S. and foreign legal sources.</li> <li>Streamlined Interlibrary loan (ILL) requests for foreign resources.</li> <li>Trained staff on finding foreign sources not available in the United States to support source filing.</li> </ul>
	Support FIU Law Moots and Teams	<ul style="list-style-type: none"> <li>Provided instruction to students in teams for international moots, researching the issues in the problems, finding sources of law relevant to the issues, for the following international moots: <ul style="list-style-type: none"> <li>International Commercial Arbitration (VIS) Moot,</li> <li>Madrid Moot, teams from FIU and the University of Costa Rica Law School.</li> </ul> </li> </ul>
	Continue & Increase Implementation & Use of Law Library Teams and Planner	<ul style="list-style-type: none"> <li>Used Teams to keep Law Library staff connected and engaged during remote operations.</li> <li>Created ILS Migration Wiki, current.</li> <li>Leveraged Planner create ILS Migration Plan.</li> <li>Department-specific Teams and Plans also created for discrete projects and team-building tasks.</li> </ul>
Collection Services	ILS Migration to Alma: Train, Collaborate and Coordinate with FIU Libraries and State-wide Stakeholders	<ul style="list-style-type: none"> <li>Coordinated efforts with FALSC for central loading of eResources.</li> <li>Continued efforts with FALSC to de-dup bibliographic records centrally loaded for FSUS consortia – LLMC, Cassidy.</li> <li>Coordinating efforts with FIU Libraries for de-duping project of exported bib records.</li> <li>Deleted around 150 ceased or no longer part of MARC records for Bloomberg.</li> </ul>

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	Maintain Telework and Remote Learning Operations	<ul style="list-style-type: none"> <li>• Ensured staff hardware and software needs were fulfilled.</li> <li>• Maintained communications leveraging Teams and cloud-based communication tools.</li> <li>• Established protocol for off-campus materials processing.</li> </ul>
	Load MARC Records for Databases; establish overlay system	<ul style="list-style-type: none"> <li>• Loaded MARC Records for existing collections except Lexis Digital Library</li> <li>• Coordinated with FALSC for central loading of West Academic.</li> <li>• Loaded the records for Elgar Advanced Introductions and Elgar Online eBooks</li> <li>• Loaded MARC records for Wolters Kluwer Study Aids Library locally</li> <li>• Established GOBI Gold level purchasing, shelf-ready and cataloging eOCR program.</li> </ul>
	Ensure Data Cleanup for FIU Law Library in ILS Migration	<ul style="list-style-type: none"> <li>• Used Collection Development ticket queue to organize, assign and transfer acquisition tasks.</li> <li>• Leveraged existing GOBI accounts in queue.</li> </ul>
	GOBI EOCR Implementation	<ul style="list-style-type: none"> <li>• Implemented GOBI – EOCR service.</li> <li>• Used FIU Libraries FTP server for FIU Law Library’s needs, leveraging existing FIU Libraries IT support model.</li> <li>• Streamlined process to access FTP files and load in ILS.</li> </ul>
	Improve OCLC Record Management Process	<ul style="list-style-type: none"> <li>• Implemented GOBI – OCLC Plus service by loading full level catalog records</li> <li>• Coordinated and streamlined processes to access MARC records provided by vendors – West Academic, Wolters Kluwer from OCLC Collection Manger.</li> <li>• Streamlined processes to access FTP files for MARC records to load into ILS.</li> </ul>
	Continue & Increase Implementation & Use of Law Library Teams and Planner	<ul style="list-style-type: none"> <li>• Leveraged Teams for routine communication with staff, messaging through posts and convene meetings using both audio and video calls.</li> <li>• Leveraged Planner to assign tasks to staff.</li> </ul>
	Engage in Record Maintenance	<ul style="list-style-type: none"> <li>• Overhauled Acquisitions archive of invoices, vendors, and workflows.</li> <li>• Established Invoicing processing procedure with FIU Libraries to support invoice payments in pSoft.</li> </ul>
	Improve / Realign Reporting	<ul style="list-style-type: none"> <li>• Monthly budget reports to reconcile expenditures between ALEPH and pSoft to stay on budget.</li> <li>• OCO reporting updated to incorporate new</li> </ul>

Service Area	Goal	Actions Taken
		<ul style="list-style-type: none"> <li>reconciliation for purchases via pCard.</li> <li>Ran reports for resource clean-up projects.</li> </ul>
	Complete Cataloging of Special Collections – Original and MDC Monographs	<ul style="list-style-type: none"> <li>Completed original cataloging of 500+ titles backlogged for more than 10 years.</li> </ul>
Digital Initiatives & Scholarly Communication	ILS Migration to Alma: Train, Collaborate and Coordinate with FIU Libraries and State-wide Stakeholders	<ul style="list-style-type: none"> <li>Participated in eResource Management Training</li> <li>Contributed to shared eResource activation spreadsheet with FIU Libraries via Team</li> <li>Tested consortium-level Collections for utilization in Discovery of Law Library collections</li> <li>Cleaned up eResource records for ILS migration</li> </ul>
	Maintain Telework and Remote Learning Operations	<ul style="list-style-type: none"> <li>Digital Initiatives staff can work 100% remote.</li> <li>Leverage Digital Initiatives Team and Planner to stay on task.</li> <li>Established remote work digitization protocol.</li> <li>Leveraged VPN to ensure authentication to local servers.</li> </ul>
	Continue to Increase Scholarly Impact of FIU Law	<ul style="list-style-type: none"> <li>Published 12 Scholarly Impact Reports and additional Special Reports to highlight FIU Law Review and SSRN publications.</li> <li>Placed Digital Object Identifiers (DOI) for all FIU Law Review articles.</li> <li>Sharepoint documents organized and streamlined by department and activity.</li> <li>Worked with faculty to create ORCID.</li> <li>Launched Perma.cc and faculty accounts to manage research citations.</li> <li>Increased uploads to SSRN.</li> </ul>
	Put FIU Law in Scholars@FIU	<ul style="list-style-type: none"> <li>Obtained Admin access to Scholars @ FIU</li> <li>Updated Faculty Publishing Guide with list of law journals indexed in SCOPUS and Web of Science.</li> </ul>
	Leverage perma.cc for all Faculty Grey Literature	<ul style="list-style-type: none"> <li><i>Moved to Goals for 2021-2022</i></li> <li>Could not manage in this year due to hiccups in establishing perma.cc generally</li> </ul>
	Establish FIU Law Symposia Site	<ul style="list-style-type: none"> <li><i>Removed from Goals for 2020-2021</i></li> <li><i>No longer a strategic goal for FIU Law</i></li> </ul>
	Migrate to Open Athens from ezProxy Authentication	<ul style="list-style-type: none"> <li>Setup completed.</li> <li>Migration to take place during Fall 2021 post-LSV research assignments.</li> </ul>
	Continue & Increase Implementation & Use of Law Library Teams and Planner	<ul style="list-style-type: none"> <li>Created and leveraged Digital Initiatives Team</li> </ul>

Service Area	Goal	Actions Taken
Special Collections		<ul style="list-style-type: none"> <li>• Used Planner to communicate projects and stay on task</li> <li>• Used to generate team environment for remote operations.</li> </ul>
	Cleanup LibApps: LibGuides, A-Z List, LibAnswers; establish controlled vocabulary	<ul style="list-style-type: none"> <li>• Overhauled A-Z List with new subjects, topics, key words, types, and vendor metadata.</li> <li>• Created following guides: <ul style="list-style-type: none"> <li>○ Well-Being at FIU Law, <a href="https://law.fiu.edu/students/well-being-at-fiu-law/">https://law.fiu.edu/students/well-being-at-fiu-law/</a></li> <li>○ Advancing Racial Justice @ FIU Law, <a href="https://libguides.law.fiu.edu/racialjustice">https://libguides.law.fiu.edu/racialjustice</a></li> <li>○ Remote Teaching Resources for Law Faculty, <a href="https://libguides.law.fiu.edu/remoteteachingsupport">https://libguides.law.fiu.edu/remoteteachingsupport</a></li> </ul> </li> </ul>
	Cleanup Electronic Resource Management	<ul style="list-style-type: none"> <li>• Cleaned Up Sharepoint folders and filed</li> <li>• Cleaned up ERM spreadsheets</li> <li>• Established vendor lists</li> </ul>
Special Collections	Maintain Telework and Remote Learning Operations	<ul style="list-style-type: none"> <li>• Established and streamlined work of student assistant for Mario Diaz Cruz Pamphlets, sharing documents as well as communication</li> <li>• Established and streamlined workflows for remote processing and metadata creation and uploading metadata of images and pamphlets.</li> </ul>
	Complete Donations, Acquisitions and CAJ Backlog Cataloging Project	<ul style="list-style-type: none"> <li>• All items in backlog classified (copy cataloging, OCLC record, and original cataloging), organized and processed.</li> <li>• 302 titles were processed and added to the collection, metadata uploaded to Aleph and OCLC.</li> </ul>
	Complete Elaine Bloom Library Awards	<ul style="list-style-type: none"> <li>• <i>On hold, inventory of records requires in presence analysis, inventory and verification.</i></li> <li>• Continued through Digital Initiatives cleaning and uploading images and metadata of awards.</li> <li>• <i>On hold purchase of display cabinet to showcase content from this collection.</i></li> </ul>
	Continue Growth of LAC Collection	<ul style="list-style-type: none"> <li>• 78 LAC titles added</li> <li>• \$6,123.90 Higher Education Title VI Grant Funds</li> </ul>

Service Area	Goal	Actions Taken
Special Collections	Continue Cataloging Remaining CAJ Documents Collection	<ul style="list-style-type: none"> <li>Completed processing of monographic titles added to the collection.</li> <li>Weeded journal titles and selected a few for second evaluation. <i>On hold for processing when resources available.</i></li> <li>Manuscripts on hold requires in person analysis, evaluation and weeding.</li> </ul>
	Continue Preservation Activities	<ul style="list-style-type: none"> <li>Established a remote metadata and classification protocol during COVID operations.</li> </ul>
	Continue Cataloging and Preservation of Mario Diaz Cruz Library	<ul style="list-style-type: none"> <li>Continued uploading metadata of pamphlets, adding content to the data through keywords and subjects.</li> <li>Continued physical processing and encasing of pamphlets.</li> </ul>
	Continue & Increase Implementation & Use of Law Library Teams and Planner	<ul style="list-style-type: none"> <li>Special Collection Team Created</li> <li>Leveraged Teams to communicate and share documents.</li> </ul>

## ADDITIONAL ACHIEVEMENTS

During 2020-2021, the law library additionally achieved the following:

- Coronavirus Telework Operations.** Law Library successfully migrated to telework operations within 48 hours after FIU closed due to the Coronavirus Pandemic. This success was built on an infrastructure designed to provide virtual services 365/24/7 for years prior to the pandemic. We also provided:
  - Dedicated FAQ for evolving services based on Coronavirus response, <https://libanswers.law.fiu.edu/search/?t=0&g=200&topics=Coronavirus&adv=1>
  - Remote Teaching Resources Guide for FIU Law Faculty, <https://libguides.law.fiu.edu/remoteteachingsupport>
- Patronage:**
  - Total Patron Transactions Increased **32%** from prior year.
  - Lexis Digital Libraries **up 161%** from last year at 6,425 requests from patrons.
  - West Academic **up 71%** from last year at 14,920 requests from patrons
  - Total FAQ views **up 29%** from last year at 5,678 views.
- Academic Excellence:**
  - Developed and implemented plan to support Florida Bar examination for October and February exams in the law library.
- Affordability Counts:**

- Law librarian sits on Task Force to reduce the cost of required course materials for students, focusing on provision of materials via library-provided databases and/or discounts from publishers; based on Florida statutory requirements/recommendations for low-cost education.
- **FIU Ad Hoc Interprofessional Committee:**
  - Invited to participated on committee developing online content to engage faculty in cross-disciplinary research, publishing, grants, etc. pursuits.

## PERSONNEL SUMMARY

Summary of requested personnel during 2020-2021 fiscal year:

**1. Library Services - Head of Instructional Services**

Approved. Search and Screen Committee completed its work in late August 2021, candidate to start October 4, 2021.

**2. Collection Services – Adjunct Law Librarian to Provide Special Collections and Donations Cataloging Services**

Continued from January 2020; renewed at .5 FTE for FY 2021-2022 to complete project.

**3. Library Services – Law Practice Librarian to Provide Support for Clinical and Experiential Learning**

Approved pending funding. Revisit for FY 2021-2022.

**4. Library Services – Replace Outreach Library Services Specialist**

Approved. *pending* FY 2021-2022 hire under new Head of Instructional Services Law Librarian.

## BUDGET SUMMARY

The Library budget was reallocated in 2020-2021 to reflect changes in funding; additional funding was provided to support increases in collection costs due to inflation.

The following Tech Fees were requested by Library Operations and a portion was allocated to the Law Library:

- 20-027 Law Library Legal Technology Classroom, \$53,097.59 (RDB 1081)
- 20-031 Tech Lending @ the Library Continuation 2020, \$325,135.27 (with FIU Libraries)