Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 243 Law Library Administration

Bulletin Description: [25 words maximum]
This course covers aspects of law library administration from strategic and short-term planning to budgeting, personnel management, facilities planning, organizational structures and technology integration.

Prerequisite(s): None
Co-requisite(s): None

Course Objectives:
- Learn the basics of library budgeting in the context of law firm economics
- Examine the wide range of staffing models used in libraries today
- Learn the fundamentals of legal project management
- Understand the management, financial and personnel issues as well as collection development in academic law libraries
- Understand the management of law firm libraries
- Learn the process of vendor negotiations

Program Goals and Outcomes:
8A) Understanding the principles of planning and budgeting in libraries and other information agencies, as well as developing effective personnel practices and human resources.
8B) Understanding the concepts behind, issues relating to, and methods for the following: assessment and evaluation of library services and their outcomes, developing partnerships, collaborations, networks, and other structures, and principled, transformational leadership.

Units of Instruction:

Week 1:

Management of Law Firm Library-Conflict Management –
  ➤ New Matter Intake, Anti-Money Laundering/Know Your Client Requirements, Insider Register Requirements, Ethical Walls, Client Waivers, Securities Transaction/Insider Trading/Internal Do Not Purchase Lists, Business Development.

Week 2:

  Management of Law Firm Library – Collection Development
➤ Collection Development – Collection development in the age of the Virtual Law Firm Library – Managing legal information is a complex act that must balance diverse user needs, format choices and financial

concerns, creating the right collections, with the most current material in appropriate formats at the right price.

➢ Implementing EBooks Collection in a Law Library

Compare and evaluate e-book platforms, the ins and outs of pricing models-including demand-driven acquisitions, functionality unique to this format, and vendor types, as well as the questions you should ask about technical requirements. Become knowledgeable about the key challenges and benefits of launching an e-book initiative in your law library, as well as alternatives to purchasing e-books. Understand the various e-book vendor types, sales and pricing models- including demand-driven acquisitions, and functionality of major

Week 3:

Management of Law Firm Library – Financial and Personnel Management

➢ Financial Management – Learn the basics of library budgeting in the context of law firm economics, including how to create a budget, manage and monitor expenses, and evaluate resources in light of budgetary constraints. Emphasis will be placed on best practices for proposing, procuring, promoting and paying for the right resources for your organization

➢ Talent Management – Examine the wide range of staffing models used in libraries today, including embedding research librarians in practice groups or administrative departments, subject specialization, centralizing functional responsibilities, staffing a multi-office organization & outsourcing. Discussion will include professional development and continuing education.

Week 4:

➢ Legal Project Management Basics

Employers and clients increasingly expect lawyers to deliver legal services with greater efficiency and effectiveness. You can learn how to do so, and gain competitive advantages in the marketplace, by learning process improvement and legal project management.

Process improvement uses a disciplined approach and structure that helps us determine the best way to carry out a certain kind of work to achieve efficiency, excellent quality of work and service, a high probability of successful outcomes, and predictability. Project management is a method for ensuring that, for a particular project (e.g., a litigation matter or a transaction), we use the "best process" to manage schedules, staff, and deliverables (e.g., documents). Key methodologies, approaches, and tools will be covered in a manner where both the concepts and the application of them will be addressed. Using examples, and case studies found in the law firms and legal departments, this course will explore how lawyers can use process improvement and legal project management to price, perform, and deliver legal services more efficiently and effectively. Project Management is the application of knowledge, skills, tools and techniques to meet project objectives . Librarians use these attributes informally on a daily basis. The challenge is formulizing what is done informally. Discover the techniques and guidelines that have helped others succeed at this seemingly impossible task.

Week 5:

Academic Law Libraries

➢ Overview of management, financial and personnel issues as well as collection development in academic law libraries. Collection development in academic libraries is evolving, driven by new definition of "collections', electronic resources and emphasis on interdisciplinary research. Evaluation of faculty-liaison programs. (Remote location for class at New York Law School)

Week 6:

Corporate Legal Department
  ➢ Overview of structure, governance, budgeting and integration into larger corporate information center.
  ➢ Continuing Legal Education – Role of Library Director as CLE Director- Self-Certified Programs in Law Firms or Corporate Legal Departments

Week 7:

Vendor Negotiations
  ➢ Finely tuned negotiation skills are crucial for law librarians. Every day presents opportunities for bargaining human resources, space planning, vendor relations, and contract leveraging. You will discuss how to approach the negotiation process as one of strengthening relationships. We outline specific steps to follow before, during and after negotiations, and alert you to common mistakes that sabotage the process. A mini role- playing session will enhance the actual process of negotiations

Bibliography:

Law Librarianship in the Digital Age
Edited by Ellyssa Kroski
The Scarecrow Press.
  Collection Development, Mooly E. Brownfield, Chapter 21, pages 361-371, *Law Librarianship in the Digital Age, 2014*

  E-Books in Law Libraries , Ellyssa Kroski, Chapter 8, pages 123 – 138, *Law Librarianship in the Digital Agr, 2014.*

  Law Library Management, Camille Broussard, Ralph Monaco, Gitlee Seer, Chap 6, Law Library Management, *Law Librarianship in the Digital Age, pages, 89-106, 2014.*

  Embedded Librarianship, Thomas J. Striepe and Mary Talley, Chap 2 pages 13 -29, *Law Librarianship in the Digital Age.*

New York State Education Department Requirements

1. Contact Hours – 30 hours
   Comprised of the following:
   • Periodic announcements/discussion posts by the instructor
   • Lecture (online or face to face)
   • Monitoring group discussions
   • Reviewing assignments
   • Advising on semester projects
   • Email interaction

2. Supplementary Hours – 120 hours
   Comprised of the following:
   • Assigned reading
   • Weekly assignments (individual and group)
   • Research for semester projects
   • Presentations (online or face to face)

- Academic Service-Learning projects (where appropriate)