



**2005 – 2006**

**Clayton State University Library  
Annual Report**

**Gordon N. Baker, Ed.D.  
Director of Libraries**

## **Clayton State University Library 2005 – 2006 Annual Report**

### **Introduction**

The mission of the Clayton State University Library is to serve the students, faculty, and staff of the University. Our print and non-print collections support the curriculum as well as the academic interests and recreational interests of our patrons. In addition, the CSU Library has long recognized the concept of “learning community” and has always attempted to serve the local community by permitting residents in the CSU-service area the opportunity to use the Library’s collection and facilities for reading and research purposes.

### **Review of the Year**

The Clayton State University Library has seen its share of change during the last few years. The CSU Library had been known for its constant staff with little or no turnover, but in recent years, the two long time public services librarians left, one due to retirement and one to work in one of the local school systems. A year after these vacancies occurred, the Head of Public Services decided to retire after 30 years of service to the University. On the heels of this announcement, the husband of the Head of Technical Services was transferred to the Chicago area causing a vacancy in that department. The final blow came during this academic year when our director of 14 years, Robert Fox, accepted an administrative position at the Georgia Institute of Technology. Head of Public Services, Dr. Gordon Baker, was appointed Interim Director of Library Services until a permanent director could be named.

### **Budget**

The Library’s materials budget allocated in July 2005 totaled \$262,000. This amount reflected a \$40,000 increase over the FY2005 budget and represented a significant improvement in funding. Unfortunately it was necessary to reallocate approximately \$17,500 from the Library’s materials budget to the operating budget in order to meet all the Library’s expenses for FY2006, thus reducing the materials allocation to just over \$244,440. In addition to the funds allocated to the materials budget, the library expended over \$27,700 that was on deposit with Baker & Taylor. Combined with the other allocations, the library had an overall expenditure of \$272,212.69 on Library materials.

### **New Library & Renovations of the Present Library**

Interim Director, Gordon Baker, assisted Harun Biswas with the completion of forms for a new Library. The forms completed included: need, space, and areas of functionality.

Dr. Baker has also met with David Heflin and Harun Biswas on several occasions to discuss the renovation of the present Library facility. Action will occur once funds become available.



## **QEP**

The entire Library staff continued to work toward meeting the goals of the QEP. Both the public services and technical services departments worked to increase the Library's collection by 10% between Spring Semester 2004 and Spring Semester 2006. During this time period, the Library's budget had been increased by \$35,000 the first year and \$50,000 the second year to meet this goal. With the average cost of an academic library book being \$64.00, the Library staff continued "doing more with less" in attempting to accomplish this goal.

The Library liaisons worked tirelessly encouraging faculty to submit orders while the Technical Services Department worked tirelessly ordering and processing these materials. In addition, Technical Services began to provisionally add full bibliographic, MFHD and item records for the Dendinger Collection.

By the end of Spring Semester 2006, the Library had added 9,215 items, thus representing an increase of approximately 8.75% to our collection. We're very proud that we were able to reach this high percentage due to limitation of available funds.

Other items concerning the Library in the QEP have been addressed and met.

## **Systems Administration**

With the departure of Director Robert Fox, Head of Technical Services, Cathy Jeffrey assumed all Systems responsibility. The transition between the two has been smoothly with no bumps or hiccups. In addition to other system responsibilities, Cathy successfully lead the library through Voyager 5 upgrade and the successful implementation of the University's new social security number project. It is planned that our next full-time library position will be a systems librarian.

## **Service to the Learning Community**

Bibliographic Instruction is essential to a successful library program. This year the public services librarians have continued a long history of providing bibliographic instructions to our community. Over 1970 students received bibliographic instruction. This accounted for 103 classes.

Circulation of library materials continues to be heavy. A total of 12,883 books were circulated during the academic year. Over 16,700 reserve items were circulated.

Our Interlibrary Loan/GIL Express statistics continue to grow. The traditional ILL increased by over 26% percent with 2,547 requests. The GIL Express service increased over 100% with 1,535 items.

Requests at the reference desk continued to keep the staff on their toes. A total of 8203 questions were answered for this academic year. The busiest times for the reference staff were between 12:00 Noon and 3:59 P.M.

Our Library Liaison continued throughout this year with much success. Staff requests for materials increased dramatically during this year.

Outreach to the community continued to be a major push for the Library. In addition to providing bibliographic sessions on "How to Use an Academic Library" to middle and high school students in Clayton, Fayette, and Henry Counties, the CSU Archives partnered with the Henry County School System in the establishment of the McDonough School Museum.

### **University Archives**

University Archivist Rosemary Fischer continues to work diligently in creation of our Archives. It is amazing of how much she has accomplished since December 1, 2004. In addition to daily routine of the Archives, Rosemary has established an internship with the History Department and formed many partnerships with members of the community.

### **Conclusion**

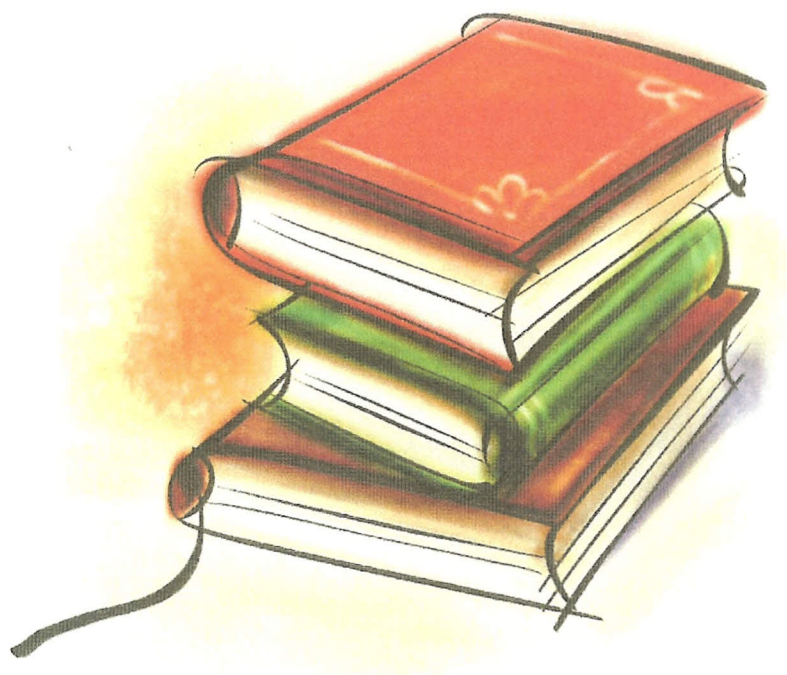
As I reflect on this academic year, the CSU Library has made great strides in meeting the needs of the members of its learning community. I am very proud of what we have accomplished.

Some of our goals for the future include:

- Implement a staff development plan for all Library Staff
- Library liaisons will receive training from The Foundation Center. Each liaison will research funding grants to add materials in their particular subject area.
- Continue to work with David Heflin and Harun Biswas on proposed renovation of current Library and proposed new Library. BOR documents have been completed and submitted to Plant Operations for the proposed new Library, specifically outlining areas of functionality.
- Research grant opportunities to assist with the funding of the renovation of the current Library and the proposed new Library.

As you continue through this document you will read detailed descriptions of the Public Services Department, the Technical Services Department, and the University Archives.

Gordon N. Baker, Ed.D.  
Director of Libraries



# **2005 – 2006 Annual Report**

*Of the  
Clayton State University Library  
Public Services Department*

Gordon N. Baker, Ed.D.  
*Head of Public Services*



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## **July 2005 – June 2006 Annual Report CSU Library Public Services Department**

### **Introduction**

The CSU Library Public Services Department has had a very busy year. We strive to meet the needs of our entire learning community on a daily basis. In addition to the successes outlined in this document, the Library also continued to expand its outreach program to students in Clayton, Fayette, and Henry Counties. Presentations were made to the library/media specialists in each of the designated school systems. Outreach sessions were conducted with students at Lovejoy Middle School, Whitewater High School, and Stockbridge High School. Furthermore, Library staff worked with students in the Clayton County College Bound program.

### **Hours**

The Library's hours which had been extended during the 2004-2005 year were continued. Students continue to request additional hours, but limited staff prevents this increase from happening. Our current hours are: Monday through Thursday, 7:00 A.M. till 11:00 P.M.; Fridays, 7:00 A.M. – 5:00 P.M.; Saturdays, 9:00 A.M. till 4:00 P.M.; and Sundays, 11:00 A.M. till 6:00 P.M. The Library is open for a total of 88 hours for students, faculty, and community use.

### **Personnel**

Department personnel remained fairly constant for this year. The entire Library was rocked by the announcement that Library Director, Bob Fox, was leaving at the end of August 2005 to accept a position at the Georgia Institute of Technology. Dr. Gordon Baker, the Library's Head of Public Services was appointed Interim Library Director until a permanent director could be hired. A director's search was instituted in October, but due to a small pool of applicants, the search was cancelled. A new search was opened in March. This pool resulted in three applicants being brought to campus and being interviewed. The applicants included library directors from New Mexico and Utah, and our own Gordon Baker. Following an intensive interview process, Dr. Baker was announced as the new director in mid-June.

With Gordon's appointment as Interim Library Director, the Public Services Department was shorthanded. Geetha Sridaran was hired as a temporary part-time public services librarian.

Carolyn Dorminy, the Library's Circulation/Reserves Assistant for approximately five years, did not return after her maternity leave. During her leave, the Library offered the position temporarily to Geetha Sridaran. Geetha continued in this position for several months until she secured a position as a public services librarian at Life University in Marietta.

With Geetha's departure, Lakisha Morgan was hired to fill the Circulation/Reserves Assistant position until a search could be conducted to fill the position. The search process resulted in a large applicant pool, with six individuals being brought in for interviews. Jennifer Duke was selected as the new Circulation/Reserves Assistant and will begin work in July 2006.

Gwen Bell and Alice Murphy continued to assist Joan Taylor and Yalonda Carson with the evening duties and weekend duties of the Library. Tim Wojcik, library/media specialist at Our Lady of Mercy High School, joined our staff to assist us with evening and weekend duties.

### **Archives**

The Clayton State Archives continues to be a work in progress. Since it's beginning on December 1, 2004, the Archives has evolved from an empty room, to a room full of history.

In October, the Provost approved the purchase of compact shelving for the Archives. With this addition, the physical storage space has more than doubled.

Rosemary Fischer, University Archivist/Public Services Librarian, is our only paid professional in the Archives. With the help of interns, Gia Gillies, Beverly Craton, and Amy Allen, Rosemary has made great strides in processing and organizing the materials in the Archives.

In October 2005, the Clayton State Archives and Rosemary Fischer were recognized by GHRAB at its annual awards presentation. The award for excellence in archival program development was presented to CSU and Rosemary.

Rosemary has made many contacts with the community. Our first Archives Outreach Project is working with the Henry County School System in the establishment of the McDonough School Museum. The Museum is located in the administrative offices of the school system. This building was constructed in 1938 as the McDonough School. With the assistance of the interns, Rosemary has worked diligently on this project. The projected opening of the Museum is November 2006.

### **Bibliographic Instruction**

The Public Services Librarians continued to promote and provide bibliographic instruction during the 2005-2006 academic year. For the first time in several years



necessary staff was in place to meet the needs of our students, both day and night students.

This year a total of 1971 students received bibliographic instruction. This was a 68% increase over the total for 2004-2005. The 1971 students comprised 103 classes. A total of 59 of these classes were daytime classes, with 44 classes were at night. Approximately 43% of the classes were English while 23.3% were either orientation or COMM classes. Joan Taylor provided bibliographic instruction for 41 classes (39.81%), Yalonda Carson, 40 classes (38.83%), and Gordon Baker, 15 classes (14.56%). The remaining classes were conducted by Gwen Bell, Geetha Sridaran, and Rosemary Fischer.

### **Circulation/Reserves**

The Circulation Department circulated a total of 12,883 books for the 2005-2006 academic year. The LC area of P/PZ (Language and Literature) had the most books circulated for a total of 3,418, followed by R/RZ (Medicine) with a total of 2011, and H/HX (Social Sciences) with 1,878.

The total count for Reserves circulated was 16,746. This number includes two-hour student reserve (1261), newspaper/magazine checkout (165), telecourse tape checkout (514), information questions (7,186), providing change (540), and providing directions (1,048). Even though the University continues to use the Smart Print system for student printing, providing change for patrons continues to be a major activity for the staff.

### **Interlibrary Loan & GIL Express**

Interlibrary Loan service at Clayton State University Library experienced dramatic growth over this past year. GIL Express / GIL Universal Catalog continued to be a great success. This system allows University System of Georgia patrons to search a single online catalog, the UC (Universal Catalog), for all University System of Georgia libraries and request delivery of books to the library of their choice. In 2005-2006, 1,535 transactions were made through GIL Express, a 100.92 percent increase from the 764 transaction made in 2004-2005. With the increased awareness of this service, the department looks forward to an increase in its use in the year to come.

Traditional Interlibrary Loan service at Clayton State University Library increased during 2005-2006. The number of interlibrary loan requests increased from 2,016 in 2004-2005 to 2,547 in 2005-2006, an overall increase of 26.34 percent. I believe this increase can be attributed to increased enrollment, increased knowledge of GALILEO databases, and the increased awareness of the Interlibrary Loan service itself.

It is the goal of the Interlibrary Loan Department to provide the faculty, staff, and students of Clayton State University timely access to materials not found in our library. Throughout 2005-2006, Clayton State University Library continued to receive and lend books and photocopies via truck deliveries by the ARCHE (Atlanta Regional Consortium

for Higher Education) van. The amount of interlibrary loan materials picked up and delivered to Clayton State University by ARCHE remains constant. Our service with ARCHE has proven to be a very timely and economical way to ship and receive interlibrary loan items.

The ILL / GIL Express Department is looking for another great year in 2006-2007. With the addition of Master Degree Programs and the continued enrollment growth, the demand for these services should continue to grow. The department looks forward to serving the Clayton State University community and sharing our resources with other institutions.

### Reference

The push to make the CSU Library more user-friendly and conducive for study continued this year. Additional shelving was purchased for the circulating and reference areas. This purchase was needed to relieve the overcrowded conditions in both collections. Shifting of the entire circulating area was accomplished during Spring Break. Kara Mullen served as project manager for this task and was assisted by Rhonda Boozer. Both Public Services and Technical Services Departments worked side-by-side to accomplish this task in five days.

In addition a new Reference desk was purchased. This specially designed desk replaces the two 30-year old secretarial desks that had been used as the reference desk. Two new chairs were also purchased. The desk is also equipped to house a second computer when funds are available.

With the addition of the new shelving, student seating had to be reconfigured. All tables located in the center reading area were either relocated to the audio-visual/computer area or discarded. The entire center reading area is now for quiet study. Students seem to be pleased with the reconfiguration. As shelving is added to accommodate collection growth, seating will continue to be reconfigured.

Our Reference Department continues to be very busy in assisting patrons. The primary use times for the Library occurred between 12:00 Noon and 3:59 P.M. The total count for this period of time was 3164 contacts, an increase of approximately 700 over last year. The total number of contacts made during 2005-2006 was 8,203.

A new reference desk statistics sheet was implemented on July 1, 2005. The previous sheet recorded contacts according to academic area. After soliciting copies of reference desk statistics sheets from other area institutions, the Public Services Department selected one and made revisions. The new sheet lists the following categories: directional questions, quick reference (less than 1 minute), reference (1-5 minutes), consultation (more than 10 minutes), and technological questions. Over 50% of the contacts dealt with either directional or technological questions.



GALILEO remains very popular with our students. GALILEO was accessed by our students 45,855 times during this academic year. In addition to the databases funded by the University System, the CSU Library continued to fund the following databases to meet the needs of our students: ABC-CLIO, J-STOR, ValueLine Online, Music Index, Classical Music Library, Facts on File, MathSciNet, Wilson Business Full-Text, Wilson Education Full-Text, General Science Full-Text, Humanities Full-Text, and Social Sciences Full-Text. The CSU Library added the following databases for our community this year: Business & Company Resource Center, RIA Checkpoint, and Philosopher's Index. Our staff continues to conduct classes and hands-on training for patrons. This service puts the students more at ease when using the databases.

The number of students using their own laptops in the Library continues to increase. Our designated "computer area" is busy much of the day, especially during the peak 12:00 Noon to 1:00 P.M. time.

The Library continues to use the "Library Liaison" model implemented during the 2003-2004 academic year. All full-time Librarians, from both public services and technical services, are assigned specific academic departments/divisions from across the campus with the charge to make contact with the faculty. This is an ongoing program to keep the faculty informed of library activities, new library materials purchased, and a means of gaining faculty input concerning library services.

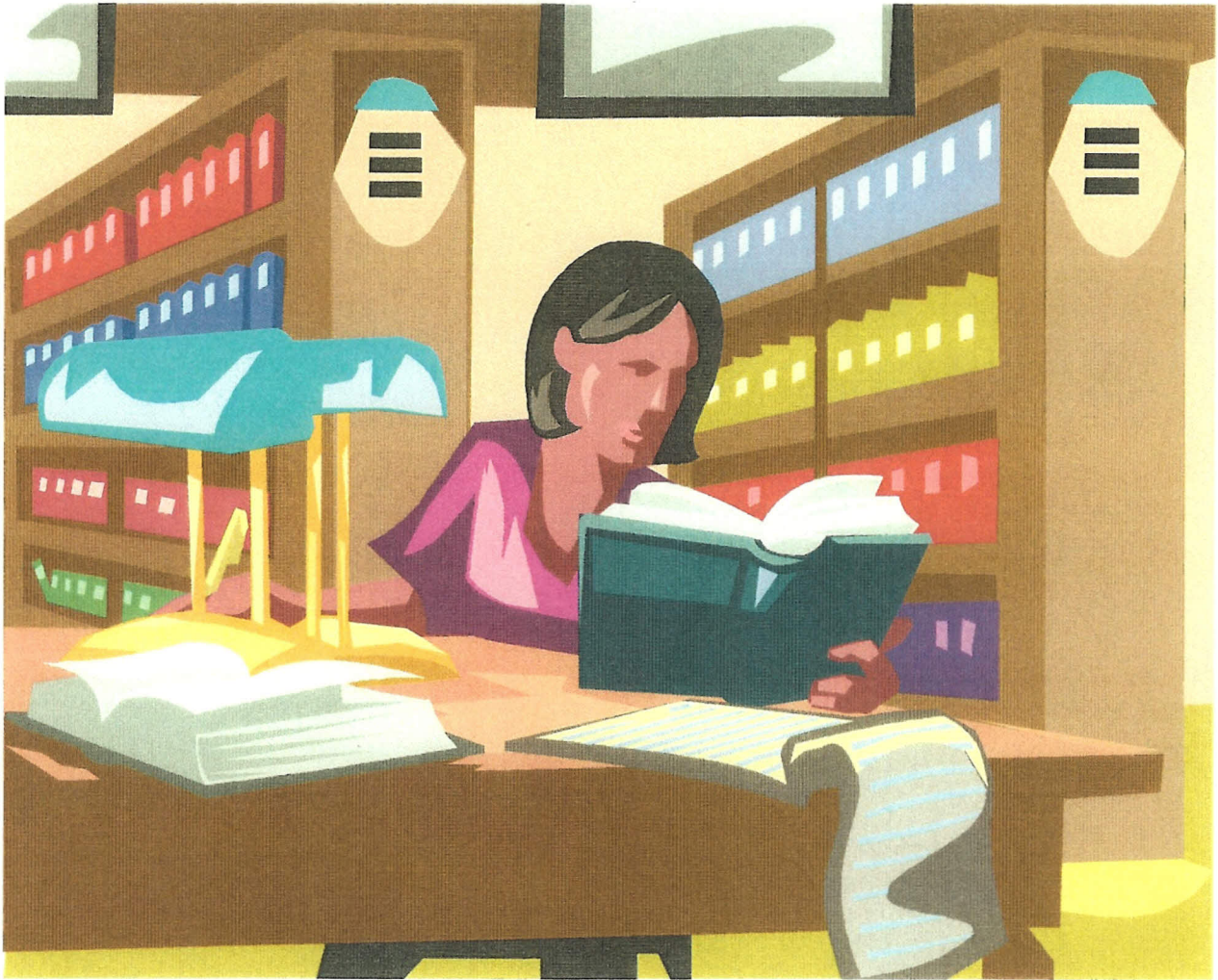
#### 2005-2006 Library Liaisons

Department	Librarian
<b><i>School of Arts &amp; Sciences</i></b>	
• <i>Department of Communicative Arts &amp; Integrated Studies</i>	Gordon Baker
• <i>Department of Language &amp; Literature</i>	Joan Taylor
• <i>Department of Music</i>	Adam Kubik
• <i>Department of Natural Sciences</i>	Adam Kubik
• <i>Department of Social Sciences</i>	Rosemary Fischer
• <i>Office of Teacher Education</i>	Gordon Baker
<b><i>School of Business</i></b>	
• <i>All Areas</i>	Yalonda Carson
<b><i>School of Health Sciences</i></b>	
• <i>All Departments</i>	Yalonda Carson
<b><i>College of Mathematics &amp; Informational Sciences</i></b>	
• <i>All Departments</i>	Cathy Jeffrey
<b><i>School of Technology</i></b>	
• <i>All Departments</i>	Joan Taylor



During the final months of 2004-2005, Rhonda Boozer, Kara Mullen, and Gordon Baker worked with Lee Ann Scott of the Office of University Image and Communications. A new CSU Library website was launched officially on July 1. In addition, this year the Library Liaisons have focused on revising the "Research by Subject" website. Each librarian has been working on updating their particular liaison area. Furthermore, members of the Library staff continue to update their individual sections. We continue to provide online materials: request forms for interlibrary loan, APA and MLA writing style guides, Library hours, research by subject websites, reserves, and frequently asked questions. Email reference is also available. Students may also retrieve information online about their individual library accounts, including GALILEO password, and a listing of recently acquired materials.

# Public Services Department Highlights



### **Public Services Department Highlights**

- A new reference desk was purchased and has been installed in Library.
- Eleven new ranges of shelving have been added to accommodate our expanding book collection.
- A display schedule has been implemented for the two display cases in the Library lobby.
- Local high school student art work has been displayed on the Library's Gallery Wall.
- Small group discussion tables have been relocated to the audio-visual/computer area of the Library.
- Addition "Quiet Study" areas have been established.
- The "legal reference" section of the reference collection has been relocated and made more user-friendly.
- A juvenile collection has been established to support the Teacher Education program.
- The FISH! Philosophy has been adopted by the CSU Library staff.
- Additional signage has been added to assist patrons.
- READ and other posters have been added to reading area of the Library.
- The Library has played an integral part in the Learning Communities program.



# Public Services Department Staff Activities



Public Services Department Staff Activities

## **Dr. Gordon N. Baker**

### **Professional Memberships**

- Clayton County Retired Media Specialists Association
- Friends of the Henry County Library System
- Henry County Retired Educators Association
- Georgia Association for Instructional Technology
- Georgia Association of Educators
- Georgia Library Association
- Georgia Library Media Association
- Georgia Library Trustees, Friends, and Advocates Association
- Georgia Retired Educators Association
- Southeastern Library Association
- Association for Educational Communications & Technology
- American Library Association
- AASL
- ACRL
- ALTA
- ISTE
- National Education Association

### **Societies**

- Beta Phi Mu
- Phi Delta Kappa
- Phi Gamma Sigma
- Sigma Alpha Chi

### **Honors & Awards**

- Recipient of the 2005 Juanita Skelton Award of the Georgia Association for Instructional Technology (GAIT). The Skelton is GAIT's highest award, recognizes achievement in instructional technology in higher education at the state or national levels
- Re-appointed chair of the Georgia Library Trustees, Friends, and Advocates Association
- Re-appointed SELA Trustee.....
- Re-appointed Region IV Vice-President and member of the Board of Directors of the Association for Library Trustees and Advocates (ALTA), a division of the American Library Association.
- Continued serving on the Board of Directors of the Georgia Association for Instructional Technology (GAIT), representing Higher Education.
- Continued serving on the Henry County Library System Board of Trustees. Appointed by the Henry County Board of Education.



- State Adviser for the Georgia Association of Media Assistants (GAMA)
- Re-elected chair of the Henry County Library System Board of Trustees.

### **Training**

- Attended the Paralegal Resources Session presented by CSU instructor Mara Mooney.
- Attended training session for the Thompson RIA.
- Attended LIBQual Training at Georgia Tech.

### **Meeting/Conferences/Presentations**

- Attended statewide celebration of GALILEO's 10<sup>th</sup> birthday.
- Attended CSU's celebration of GALILEO's 10<sup>th</sup> birthday.
- Attended Georgia COMO XVII in Columbus, GA, October 2005
- Presented a session on the Georgia Student Media Festival at the 2005 COMO Conference.
- Attended the joint conference of the Tennessee Library Association and the Southeastern Library Association in Memphis, TN in April 2006.
- Presented a portion of the program entitled, "Leadership in a stare professional association" at the joint meeting of the Southeastern Library Association and Tennessee Library Association.
- Assisted with the coordination and attended Georgia Library Day in Atlanta.
- Attended the GLA Mid-Winter Planning Conference.
- Attended the annual meeting of the American Library Association in New Orleans, LA, June 2006.
- Attended the 2005 Conference on Global Leadership, Learning, and Research sponsored by Nova Southeastern University in Orlando, FL in July.
- Presented a workshop on the FISH! Philosophy to the CSU Library Staff. The staff members are now believers of the FISH! Philosophy!
- Made presentations to the Clayton, Henry, and Fayette County school media specialists about the CSU Library Outreach Program.
- On November 2, 2005, met with a representative from Research Institute America, Michele Harris, to learn more about the Checkpoint database which is used to conduct tax research.
- Attended RIA Checkpoint (vendor) training session by German Hernandez-tax law database
- Conducted BIG6 information literacy model training
- Attended meetings of the Georgia Student Media Festival committee
- Attended Student Success Forums
- Attended name and logo forums

### **Activities/Accomplishments**

- Assisted with the planning for the Farewell Reception for Bob Fox.
- Assisted with the planning and co-hosted the dessert reception for all faculty attending the Faculty Workday sessions.
- Keynote speaker for a University of Georgia library/media graduate class.
- Worked with students from the College Bound Program, sponsored by the NAACP.
- Assisted with the planning and coordination of Georgia Library Day at the Capitol, sponsored by the Georgia Library Association.
- One of three state coordinators for the State Festival of the Georgia Student Media Festival at Georgia Public Broadcasting in Atlanta.
- Created an October display on unicorns
- Created a February display on Georgia

### **Committees**

- Member CSU Undergraduate Policy Council
- Served a member of the CSU Learning Communities Advisory Board.
- Attended quarterly meetings of the Georgia Library Association's Executive Board.
- Attended regular meetings of the Southeastern Library Association's Executive Board.
- Attended the regular meetings of the Georgia Association for Instructional Technology (GAIT) board of directors.
- Attended the Spring meeting of the Regents Advisory Council on Libraries.
- Member of the State Georgia Student Media Festival Committee and attended regular meetings
- Member of the GLA Student Assistants Committee and attended regular meetings

## Yalonda Carson

### Professional Memberships

- Georgia Library Association

### Conferences/Training

- On November 2, 2005, met with a representative from Research Institute America, Michele Harris, to learn more about the Checkpoint database which is used to conduct tax research.
- Attended a workshop on how to create screen shots for our GIL and GALILEO tutorials, our presenter was Michael Wood, Instructor
- Attended a Legal Research tutorial on "*Utilizing Library Resources*", presented by Mara Mooney, J.D. This presentation was very informative and helpful to our paralegal students. We also received handouts for future references.
- GALILEO Quick Search training session on May 9, 2006.
- Attended a workshop on IMovie – How to create your on movie. It allowed me to tap into my creative thoughts which could bring about innovative ideas.

### Accomplishments

- In providing library instruction, I have received a lot of accolades regarding my presentations. And, as a result 1) Dr. Penny Miller, Instructor, – 1101 English was so pleased with my presentation for her Literature class; she brought me a Mahogany fern as a token of her appreciation. She also ask me to create a test for her class based on the coverage of the library materials.
- Dr. Betty Glenn, Assistant Professor/Clinical Nurse Researcher, wrote a letter of appreciation for my presentation. She said her students enjoyed and found it very helpful when writing their research papers.
- Dr. Shondrika Moss-Bouldin sent a thank you note via email and shared that she and her class enjoyed and learned a lot from my presentation.
- As a Reference Librarian, I work closely with students, faculty and staff in finding information on their research topics. My wealth of knowledge of resources allow me the opportunity to provide information on many subject areas using some of the following databases: Academic Search Premier, LION, CINAHL, ProQuest, Business Source Premier Enhanced, WorldCat, GIL, only to mentioned a few. I have received lots of hugs, cards, candy, as an expression or token of their appreciation.
- Provided assistance to the School of Business department for AACSB accreditation I prepared a list of library resources and services for Jan Duggar, the Advisor for the Association to Advance Collegiate Schools of Business (AACSB) and representative of the accreditation team. – Prepared a packet with the following: 1) A list of all business related books, electronic books, videotapes, CD's, etc. 2) Provided the periodicals holding list for Business



resources, Provided a copy of the Business subject guide webpage, etc. As a result of the efforts of the library, we played a vital part in getting this area accredited. The library staff received a thank you via email.

- Updated and maintained the library instruction webpage and print calendar
- Created and maintained subject guide web-pages for Community Health/Nursing, Dental Hygiene, & Business
- Created and prepared handouts to promote library resources: Community Health, CINAHL, NetLibrary, GIL, etc.
- Act as Liaison for the School of Business and School of Health Sciences Division
- Received book order requests from faculty members to enhance collection development
- Assisted in shifting, shelf-reading and weeding of books
- Participated in public services meeting and recommend new policies, procedures and services that may improve the operation of the department
- Responsible for creating some library displays, etc.
- Recommend orders for new or replacement supplies

#### **Committees**

- Member CSU Undergraduate Policy Council
- Participant as one of the judges at the Georgia Student Media Festival
- New member of the CSU Laker Angels - I was instrumental in getting the following donations to support the benefit concert to raise money for Dr. Doug Wheeler and his family: 1) ten dollar gift certificate from Kroger 2) a \$1000.00 contribution from Wal-Mart 3) Food donations from Chic-Fil-A 4) flowers donated from Conner's florist
- Member of the CSU Homecoming Committee
- Member of Women's History Committee
- Member of Christian Ministry

## **Rosemary Fischer**

### **Professional Memberships**

- Society of American Archivists (SAA)
- Society of Georgia Archivists (SGA)
- Georgia Association of Museums and Galleries (GAMG)
- Georgia Historians Society (GHS)
- National Genealogical Society (NGS)
- New England Historical Genealogical Society (NEHGS)
- Georgia Library Association (GLA)
- American Library Association (ALA)
- American Association of University Women (AAUW)

### **Conferences/Training**

- Attended Society of Georgia Archivists Annual Meeting
- Attended Society of American Archivists Annual Meeting
- Participant in Georgia Archives Institute
- Participant in SOLINET Online workshop on Scrapbooks
- Attended workshop on "Federal funding for projects in archives."
- Attended workshop on "Exhibits on a Shoestring."
- Attended workshop on oral history
- Attended workshop "Servant to Two Masters? Challenge of Collecting Records of Active Organizations."
- Attended workshop "Baby Steps: Working alone for the first three years."
- Attended workshop "The Archivists' Toolkit: Toward streamlined archival workflow."
- Attended workshop "That Thing You Do: Researching the Archival Reference Process."
- Attended paralegal reference training.
- Attended workshop "Exhibits Made Simple."
- Attended workshop "Native Americans in Georgia."
- Attended CID class on FrontPage software.
- Attended workshop "Grant Writing."
- Attended workshop "Describing Archives Standards (DACS)."
- Attended workshop "Collaboration – Partnerships Workshop (GPB)."

### **Accomplishments**

- Recipient of GHRAB 2005 Award for Excellence in Archival Program Development.
- Establishment of the Archives Internship Program.

- Creation of archival documents: statement of authority, mission statement, access policy, acquisition policy, collection development policy, transfer procedures, and rules for using the archives.
- Creation of a general brochure on the Archives.
- Creation of documentation programs and brochures.
- Assisted Dr. Kay Kemp with creation of display for Constitution Day.
- Attended presentations about the CSU name and logo.
- Attended the grand opening of the National Archives.
- Judged homecoming door decorations and parade entries.
- Worked information table during Benefits Fair.
- Attended the naming ceremony for the Baker University Center.
- With Dr. Gordon Baker, created a display on early education.
- Created a display on family history and genealogy.
- Created a display on Hanukkah celebrations.
- Created a display on vintage clothing from World War II to the 1960s.
- Attended the CSU Service Awards Ceremony
- Taught 10 classes dealing with elements of the Archives.
- Working as a consultant for the establishment of the McDonough School Museum.

#### **Committees**

- Member of CSU Faculty Council
- Women's Forum
- Served on Lone Arranger Roundtable of Society of American Archivists
- Served on Membership Committee of Society of Georgia Archivists



## **Joan Taylor**

### **Professional Memberships**

- Georgia Library Association

### **Conferences/Training**

- Attended EBSCOHost database vendor training-8/9/06.
- Attended Wilson database (vendor) training-8/4/06.
- Attended FISH –Motivational Learning Philosophy training session-8/4/06.
- Attended Paralegal resources overview training by faculty-9/22/05.
- Attended Webshots training-Center for Instructional Development-9/30/06.
- Attended GALILEO online tutorial of website timeline for enhancements-10/5/06.
- Attended RIA Checkpoint (vendor) training session by German Hernandez-tax law database-2/10/06.
- Attended GALILEO “Quick Search” –new interface online training tutorial session-5/9/06.
- Attended BIG6 information literacy model training.
- Attended COMO Conference-Oct. 12th-14<sup>th</sup>. Organized a session-“Collection Development from the Vendor’s Perspective”-(one part for public libraries and one part for academic libraries)

### **Accomplishments**

- Various liaison librarian meetings with Susan Hunter, Head, English Dept. Antoinette Miller, Head, Psychology Dept. and communication with Matt Cornick and Mara Mooney of the Paralegal Studies Program within the School of Technology. (Answered inquiries from other faculty about ordering, passwords, ILL, GIL Express, class B.I., and library services.)
- “Learning Communities Program” discussions with Dr. Mark May, Dean of Retention, English Dept. faculty, and committee members. August 2005, February, 2006, March, 2006, April, 2006.
- Preparation and revision of library module portion of course content for Learning Communities introductory class and English classes.
- Outreach to the community-Taught two sessions for Lovejoy Middle School students entitled, “Bright Ideas- Doing Research and Using Internet Resources at the Clayton State University Library.” 10/20/05.
- Outreach to assist the principal of Creekside Christian Academy with discussion about library needs, suggestions, and questions relating to library needs in their future facility that is under construction. 5/06, 6/06-- an ongoing project.
- Submitted informational article to Clayton State University’s Campus Review (January, 2006) Discussion of GALILEO website tutorials, and new databases.

- Improved usability by dividing filings, and adding more volume notebooks to the *Official Rules and Regulations of Georgia* multivolume loose-leaf binder set.
- Shifted the paralegal studies volumes into better lighted and spaced shelves, after the "March break library staff project" of shifting the entire circulating collection.
- Removed old incomplete tax law volumes from paralegal shelf area, with certain key volumes moved to storage in the CSU Archives.
- Taught numerous bibliographic instruction classes at different levels and in a variety of curriculum areas, with the majority of these classes occurring in English classes.
- Assisted users with password and database access issues, contacting database vendors' technical support, GALILEO technical support, and campus technical support when necessary.
- Assisted with the visual facelift and enhancement of the public area of the Library, via direction from, and suggestions to the Library Director.
- Updated ongoing legal tools via supplements, replacements, and pocket parts.
- Ordered resources for the library as funds allowed. These items are requested resources: that are a) submitted requests from faculty, b) favorably reviewed items, or c) requests based on direct resource needs by students which the CSU Library does not presently own.

#### Committees

- Campus involvement with the LakerAngels Club. Included meeting needs of staff and faculty in a variety of ways. Highlight of the year was the fundraiser benefit concert spearheaded by LakerAngels for Lynn Wheeler. 4/29/06.
- Active member of the Curriculum Academic Policy Committee (CAPC) which meets either once or twice a month to review new program and new course proposals. (Two year term expires in 2007)
- Agreed to serve on the Valdosta State University Master of Library Studies Curriculum Committee, which is chaired by Dr. Elaine Yontz, Associate Professor. This is in preparation for their accreditation report. 10/06



## **Rhonda Boozer**

### **Professional Memberships**

- Georgia Library Association
- Georgia Association for Instructional Technology, Inc.

### **Conferences/Training**

- Attended Georgia COMO XVII, Columbus, 2005
- Library Staff Development Day: FISH! Philosophy
- RIA Checkpoint training
- Attended GIL Express Institutional Billing Workshop
- GLA Mid-Winter Conference
- Served as a mentor/trainer for new Interlibrary Loan Coordinator at Gainesville State College
- Attended GLA Paraprofessional Award's Committee Meeting
- Attend Public Service Library Staff Meetings
- Attended Georgia State Media Festival Meetings
- Attended regularly scheduled GLA Executive Board Meetings.
- Attended regularly scheduled GAIT Executive Board Meetings.
- Attended the Library Survey Meetings
- Attended the Library Webpage meetings
- Served as a runner for the Georgia State Media Festival.
- Attended Student Success Forum
- Attended Advisor Meeting/Luncheon
- Attended meeting with Stamats Communications Representatives
- Attended Laker Angel Board Meeting
- Attended Laker Angel Meetings
- Attended Men's Basketball Laker Board Meetings
- Attended Search Committee Meetings for the Director of Alumni Relations
- Staff Council
  - Attended Admin Council meetings
  - Presenter at the CSU Service Awards
  - Presided over the 2<sup>nd</sup> Annual General Staff Meeting and presented "Staff Council a Year in Review"
  - Attended/coordinated Barbara Glanz presentation, "Spreading Contagious Enthusiasm"
  - Coordinated/oversaw the CSU Staff Appreciation Luncheon
  - Coordinated/gave luncheon for all Staff Council Delegates
- Attended Women's Forum Silent Auction
- Attended Homecoming Activities
  - Pancake breakfast
  - Homecoming Soccer Game
- Attended the HUB Team Certification Presentation



- Attended and volunteered for Spring Fling
- Attended Meet & Greet with the Campus Life Team
- Conducted numerous Parent Orientation Tours
- Attended New Logo Focus Group Session
- Met with Candidate for the Assistant Director of Leadership Development position
- Attended the CSU Benefits Fair
- BSU
  - BSU Campus Wide Cookout
  - Set up Table for BSUS at Activity Fair
  - Many Community Projects

### Accomplishments

- Updated/redesigned the Library Staff page
- Attended/coordinated the Library Open House
- Attended/coordinated CSU's GALILEO's 10<sup>th</sup> Birthday Celebration.
- Created a number of Library displays
- Updated/redesigned the GLA Paraprofessional Division webpage.
- Completed Interlibrary Loan/GIL Express Annual Statistics
- Assisted in the coordination and shifting of the entire circulating collection
- Volunteered at the Library table for the CARE Fair
- CSU Staff Council President (through May 2005)
- Chair of Search Committee for the Director of Alumni Relations

### Committees

- ARCHE ILL/ILU Committee
- Voyager/GIL ILL Committee
- Atlanta Health Science Library Consortium ILL Committee
- Georgia State Media Festival Planning Committee
- Member of the Search Committee for the Circulation/Reserves Assistant II position
- GLA Paraprofessional Award's Committee
- Laker Angel Board Voting Member (through May 2005)
- Laker Men's Basketball Laker Board
- Advisor to the Baptist Student Union

## **Barbara Dantzler**

### **Professional Memberships**

- Georgia Library Association

### **Conferences/Training**

- Attended Women's History Month Activities
- Attended weekly meetings fo the Campus Christian Ministry
- Attended the GLA Mid-Winter Conference
- Attended the Martin Luther King, Jr. Commemorative Celebration
- Attended the Campus Social Hour
- Attended the Women's Forum Luncheons
- Attended the United Methodist Wesley Foundation Board Meetings
- Attended the MAP Reception
- Attended the CSU 2006 Service Award Ceremony
- Attended Homecoming Parade Committee Members
- Attended the annual GIL Users Group Meeting in Macon
- Attended Staff Appreciation activities

### **Accomplishments**

- Co-director for the Campus Christian Ministry
- Served as a volunteer for Earth Day
- Served as a volunteer for the Georgia Student Media Festival
- Assisted with the distribution of goody bags to CSU students during finals week

### **Committees**

- Member of the Women's History Committee
- Member of the Campus Christian Ministry
- Member Special Events Committee
- Member of the Homecoming Committee

## Kara Mullen

### Professional Memberships

- Georgia Library Association
- Southeastern Library Association

### Conferences/Training

- Attended CID FrontPage workshops and Staff Council Professional Development Committee sponsored workshops & seminars.
- Attended Staff Council and Emergency Response Coordinator meetings.
- Attended Georgia Library Day
- Attended Georgia Mid-Winter Conference.
- Participated in the Student Success Forums.
- Attended Mara Mooney's Paralegal workshop
- RIA Checkpoint training session
- LIBQual training session at Georgia Tech

### Accomplishments

- Assisted patrons at the reference desk, on average 5 hours a week
- Lost System Applied Project – annual inventory of “lost system applied” materials
- Revision and posting of library policies on the library's website; such as, cell phone usage, food & drink, and noisy patron
- Created library web pages; such as; *Subject Guide A – Z*, *How-to-Guides*, *Tax Information & Forms*, and *Other Databases*
- Created library display for August 2005, National Inventors Month
- Worked with Mark Danielson from OITS to create a new image for the GALILEO desktop stations
- Student Survey and Faculty Survey – created online surveys, composed all campus emails announcing survey, and compiled results
- DVD inventory – verified status of the collection and changed status to “missing” or “lost”
- Compressed shelving – compressed materials in the Circulating Collection in preparation for the shifting of the collection and created signage to notify patrons on how to locate materials in these areas
- Updated Library Brochure with policy changes, new resources, and new contact information. Distributed brochures to Student Life for student orientation packets.
- Coordinated and supervised the Circulating Collection shifting project.
- Processed gift donations from the estate of Dr. Cyrus, Officer Tim Summers, Dr. Brad Rice, James Bogert, and Dr. Lisa Eichelberger.



- Applied to Valdosta State University Graduate School, Masters of Library Science degree program.

### **Committees**

- Member of the GLA Paraprofessional Award Committee,
- Member of the Georgia Media Specialist of the Year Committee
- Member of the Georgia State Media Festival

# Public Services Department Statistics



# Bibliographic Instruction

## Annual Report 2005-2006

Month	Classes			Students		
	<u>Day</u>	<u>Night</u>	<u>Total</u>	<u>Day</u>	<u>Night</u>	<u>Total</u>
July	2	0	2	15	0	15
August	1	3	4	32	38	70
September	18	2	20	204	138	342
October	10	5	15	251	116	367
November	7	7	14	103	144	247
December	2	0	2	31	0	31
			0			0
January	4	8	12	92	129	221
February	1	6	7	64	52	116
March	5	5	10	157	88	245
April	5	1	6	102	24	126
May	0	0	0	0	0	0
June	4	7	11	45	146	191
<b>Total</b>	<b>59</b>	<b>44</b>	<b>103</b>	<b>1096</b>	<b>875</b>	<b>1971</b>

Discipline	Classes	% of Total	
		Classes	# of Total Students
Business	4	3.9	63
English	44	42.7	676
Health Sciences	5	4.9	114
History	6	5.8	152
Orientations/Comm	24	23.3	362
Outreach to Schools	8	7.8	332
Paralegal	2	1.9	13
Social Sciences	10	9.7	259
<b>Total</b>	<b>103</b>	<b>100.0</b>	<b>1971</b>

Librarian	Classes	% of Total	
		Classes	# of Total Students
Baker	15	14.56	316
Bell	1	0.97	14
Carson	40	38.83	700
Geetha	1	0.97	24
Fischer	5	4.85	120
Murphy	0	0.00	0
Taylor	41	39.81	797
Wojick	0	0.00	0
<b>Total</b>	<b>103</b>	<b>100.00</b>	<b>1971</b>



# CIRCULATION COUNTS BY CLASSIFICATION

From 2005-07-01 thru 2006-06-30

A/AZ	GENERAL WORKS	38
B/BX	PHILOSOPHY/PSYCHOLOGY/RELIGION	659
C/CT	AUXILIARY SCIENCES OF HISTORY	36
D/DX	HISTORY: GENERAL AND OLD WORLD	635
E/F	HISTORY: AMERICA (WESTERN HEMISPHERE)	1017
G/GV	GEOGRAPHY, MAPS, ANTHOLOGY, RECREATION	150
H/HX	SOCIAL	1878
J/JK	POLITICAL SCIENCES	161
K/KZ	LAW	142
L/LT	EDUCATION	411
M/MT	MUSIC	1396
N/NX	FINE ARTS	165
P/PZ	LANGUAGE AND LITERATURE	3418
Q/QZ	SCIENCE	527
R/RZ	MEDICINE	2011
S/SK	AGRICULTURE	50
T/TX	TECHNOLOGY	141
U/UH	MILITARY SCIENCE	15
V/VM	NAVAL SCIENCE	8
W/WZ	MEDICINE AND RELATED SUBJECTS	0
Z/ZA	BIBLIOGRAPHY, LIBRARY SCIENCE	25
TOTAL		12883

# Circulation Transactions by Patrons Groups and Item Types

## From: 2005-07-01 thru 2006-06-30

Patron Group	Item Type	Circulation Charges
<b>01-STUDENTS</b>		
	AV Audio CD	184
	AV Audiocassette	2
	AV DVD	21
	AV DVD 7-day	412
	AV Videocassette	144
	AV Videocassette 7-day	170
	Book - Circulating	6694
	CD ROM - 7 day	3
	Juvenile Book	2
	Reserves - 1-day	788
	Reserves - 7-day	53
	Reserves - Audiobooks	1
	Reserves - Lib Use Only	5159
	<b>Total</b>	<b>13,633</b>
<b>02-FACULTY CID/</b>		
	Center for Instr. Dev.	41
	<b>Total</b>	<b>41</b>
<b>03-FACULTY-STAFF</b>		
	AV Audio CD	308
	AV Audiocassette	8
	AV DVD	57
	AV DVD 7-day	169
	AV Phonograph Record	14
	AV Video Disc	4
	AV Videocassette	198
	AV Videocassette 7-day	149
	Book Circulating	886
	CD ROM - 7 day	4
	CD ROM - Lib Use	3
	Juvenile Book	7
	Periodical	4
	Reference Book	6
	Reserves -1-day	17
	Reserves- 7- day	59
	Reserves - Audiobooks	29

Reserves – Lib Use Only	120
Score Non-Circ	7

<b>Total</b>	<b>2049</b>
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<b>04-Interlibrary Use</b>	AV Audio CD	3
	AV DVD	2
	AV DVD 7-day	3
	AV Videocassette	9
	AV Videocassette 7-day	6
	Book – Circulating	336
	Juvenile Book	1
	Periodical	1
	Reference Book	2

<b>Total</b>	<b>363</b>
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**05-Continuing Education-Alumni**

Book-Circulating	5
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<b>Total</b>	<b>5</b>
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<b>06-Special ID</b>	Book - Circulating	2
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<b>Total</b>	<b>2</b>
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<b>07-UBPatron</b>	Book-Circulating	653
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<b>Total</b>	<b>653</b>
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<b>Grand Total</b>	<b>16746</b>
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## ANNUAL RESERVE/CIRCULATION STATISTICS JULY 2005 - JUNE 2006

Month	2S	1S	7S	2F	1F	7F	GP	TCC	N/M	TT	IQ	DQ	GC	other	totals
July	36	2	4	0	0	0	21	57	4	15	391	110	64	0	704
August	115	4	5	0	0	2	59	54	11	136	681	117	57	0	1241
September	244	8	10	0	0	3	58	88	14	23	1057	92	51	14	1662
October	133	17	11	0	0	1	34	104	11	4	711	74	61	0	1161
November	88	14	8	2	0	0	33	66	10	14	677	57	66	0	1035
December	32	14	1	0	7	55	0	0	1	39	371	52	33	2	607
January	85	20	12	0	0	4	20	9	70	127	658	128	26	7	1166
February	135	37	6	0	0	3	20	64	3	21	595	56	43	1	984
March	110	21	5	1	16	41	0	0	5	28	619	81	37	1	965
April	154	12	15	12	12	57	0	0	8	26	565	101	50	24	1036
May	19	4	7	0	0	15	7	13	15	44	279	55	13	28	499
June	110	27	7	20	33	56	0	0	13	37	582	125	39	20	1069
<b>TOTALS</b>	<b>1261</b>	<b>180</b>	<b>91</b>	<b>35</b>	<b>68</b>	<b>237</b>	<b>252</b>	<b>455</b>	<b>165</b>	<b>514</b>	<b>7186</b>	<b>1048</b>	<b>540</b>	<b>97</b>	<b>12129</b>

### KEY

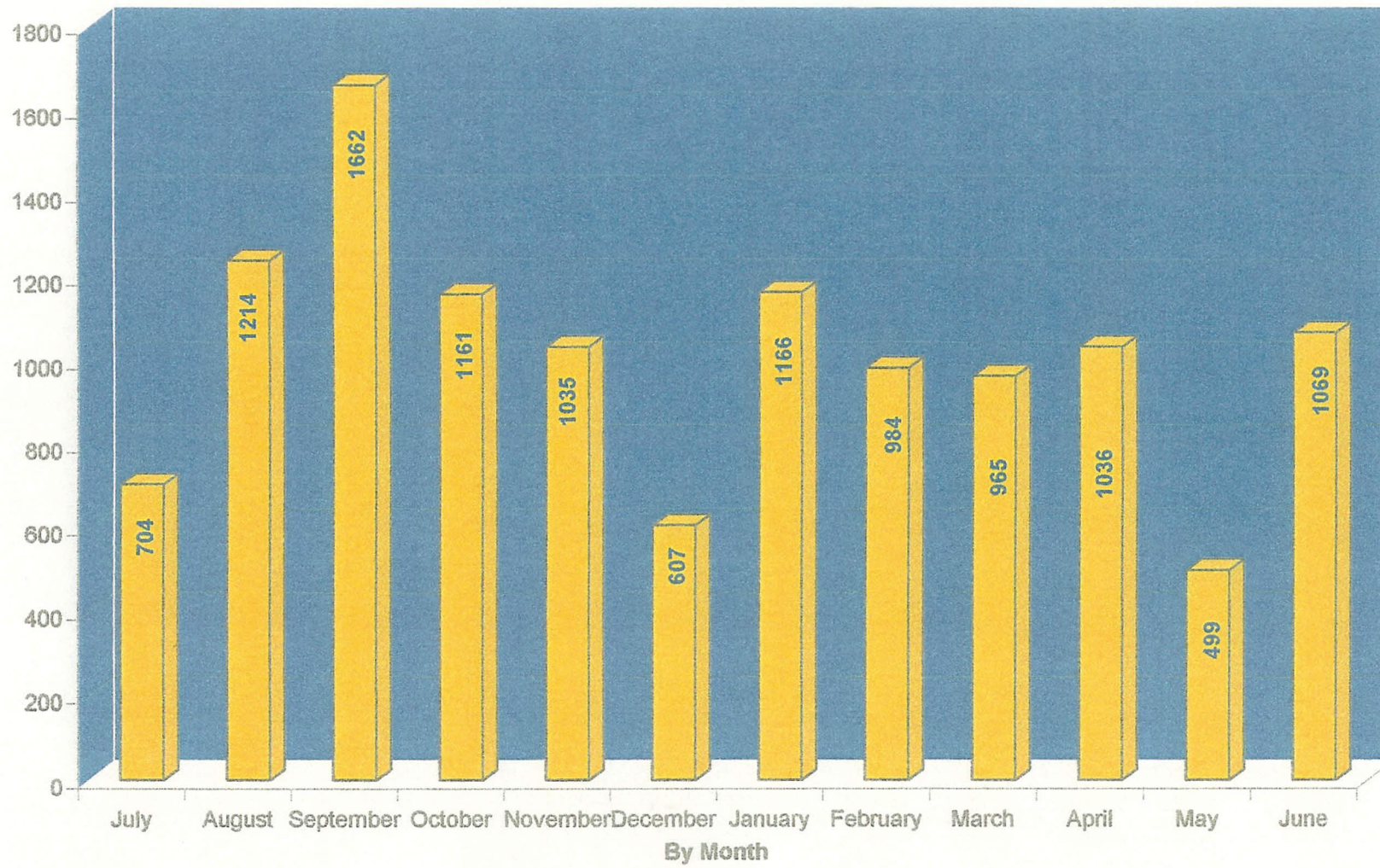
2S = 2 hour Student  
1S = Overnight Student  
7S = 7 Day Student

2F = 2 Hour Faculty  
1F = Overnight Faculty  
7F = 7 Day Faculty  
GP = Galileo Password  
TCC = Telephone Calls

N/M = Newspapers/Magazines  
TT = Telecourse Tapes  
IQ = Information Questions

DQ = Direction Questions  
GC = Gave Change  
Other = Misc

## Reserve/Circulation Usage





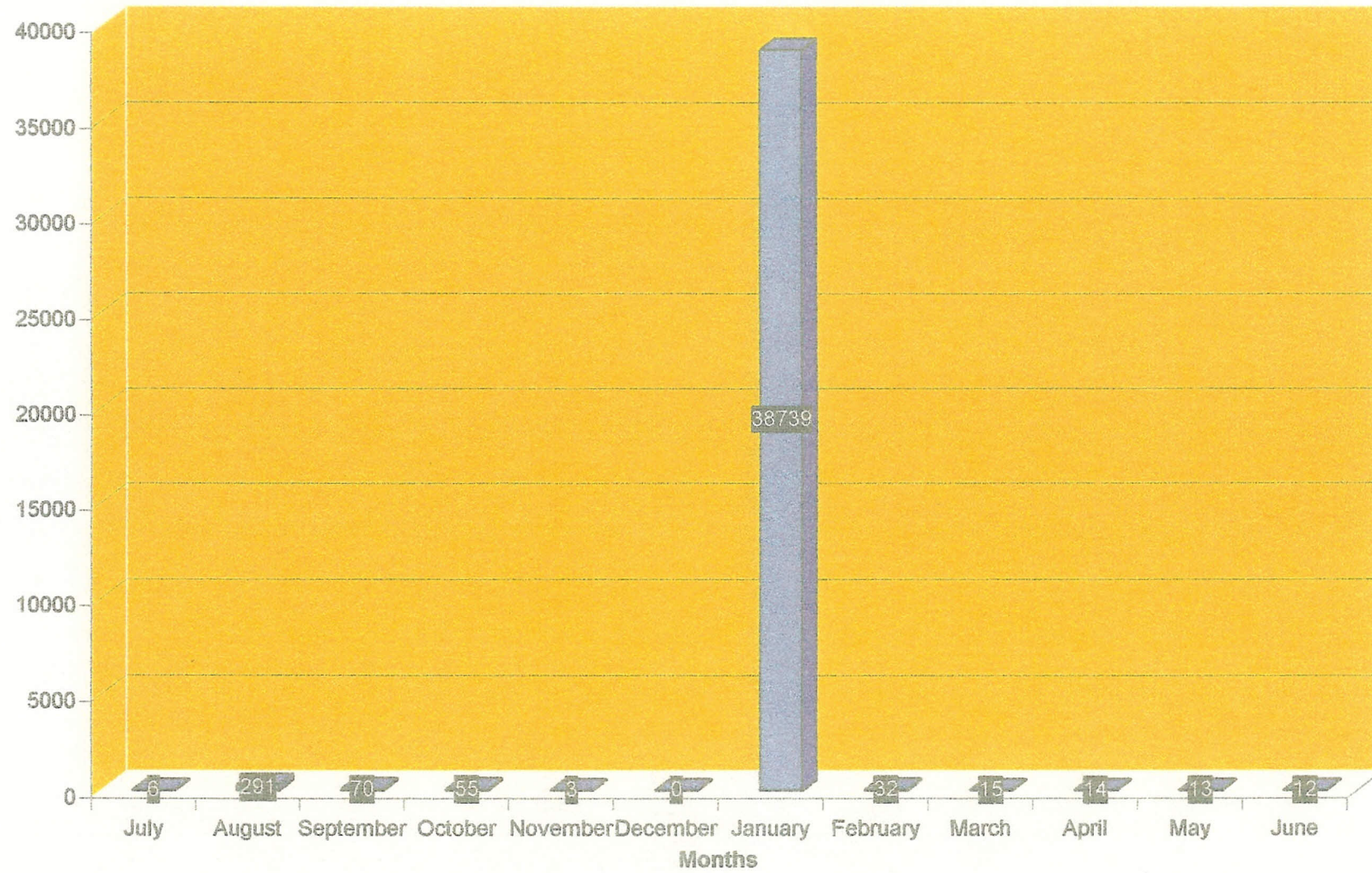
Reserve Additions/Deletions					
Month	ONP	OFF	ONL	OFL	TOTAL
July	1	5	0	0	6
August	67	163	31	30	291
September	29	4	37	0	70
October	39	0	16	0	55
November	3	0	0	0	3
December	0	0	0	0	0
January	14	3	38722	0	38739
February	26	0	6	0	32
March	14	0	1	0	15
April	13	0	1	0	14
May	13	0	0	0	13
June	6	5	0	1	12
Total	225	180	38814	31	39250

#### KEY

ONP = On Reserve Personal Items  
 OFF = Off Reserve Personal Items  
 ONL = On Reserve Library Items  
 OFL = Off Reserve Library Items



Reserve Additions/Deletions by Month



## Reserves Additions/Deletions Summary

The number of materials put on reserve for students or taken off at the end of intended usage is reasonably higher at the beginning of the fall semester. The most dramatic change in the Reserves department was the addition of over 38,000 music CDs and movies on DVD from a donation. These additions are available to students, faculty and staff for check out.

**INTERLIBRARY LOAN STATISTICS  
ANNUAL REPORT  
2005-2006**

**Total New ILL Transactions Processed— 2,547**

**Materials Requested by CSU Library**

	<u>Books</u>	<u>Photocopies</u>	<u>Total</u>
This Year's Requests	679	614	1293
By Students	219	245	464
Faculty/Library Faculty	377	351	728
Staff/Library Staff	83	18	101
Total Requests Filled	613	593	1206
University System	315	376	691
Other GA Libraries	182	126	308
Out-of-State Libraries	116	91	207
AHSLC Libraries	0	0	0
Total Requests Unfilled	66	21	87

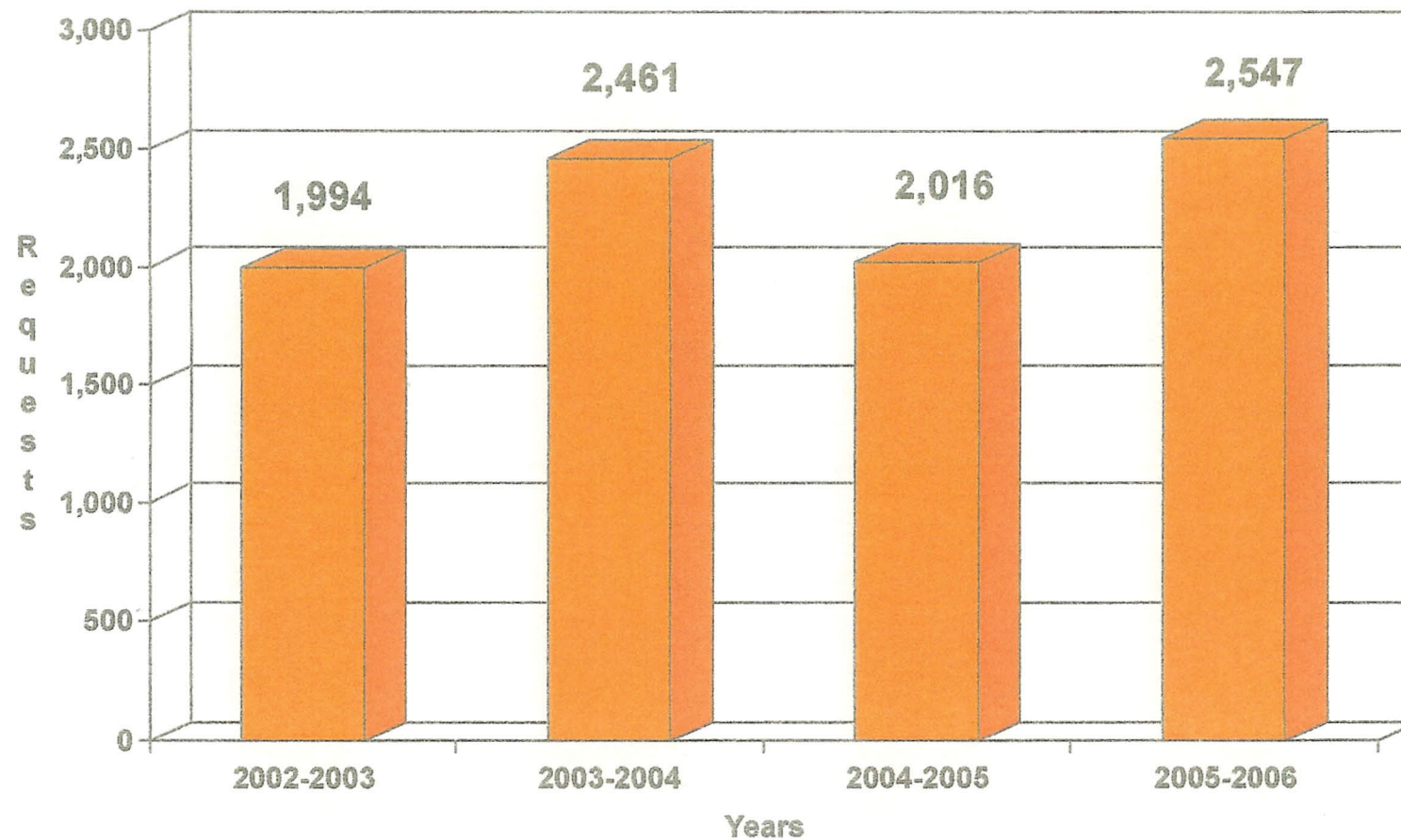
**Materials Requested from CSU Library**

	<u>Books</u>	<u>Photocopies</u>	<u>Total</u>
Loans/Copies Requested from CSU	590	664	1254
University System	131	236	367
Other GA Libraries	208	135	343
Out-of-State Libraries	251	293	544
AHSLC Libraries	0	0	0
Loan/Copy requests Filled by CSU	342	503	845
University System	98	202	300
Other GA Libraries	162	107	269
Out-of-State Libraries	82	194	276
AHSLC Libraries	0	0	0
Loan or Copy Requests Unfilled	248	161	409

<b>CSU's Interlibrary Loans via Truck Deliveries</b>	<u>Borrowed by CSU</u>	<u>Lent by CSU</u>	<u>Total</u>
Clayton County Library System	1	4	5
ARCHE (Atlanta Regional Consortium for Higher Education)	598	281	879



## Clayton State University Library 2005-2006 Yearly Interlibrary Loan Statistics

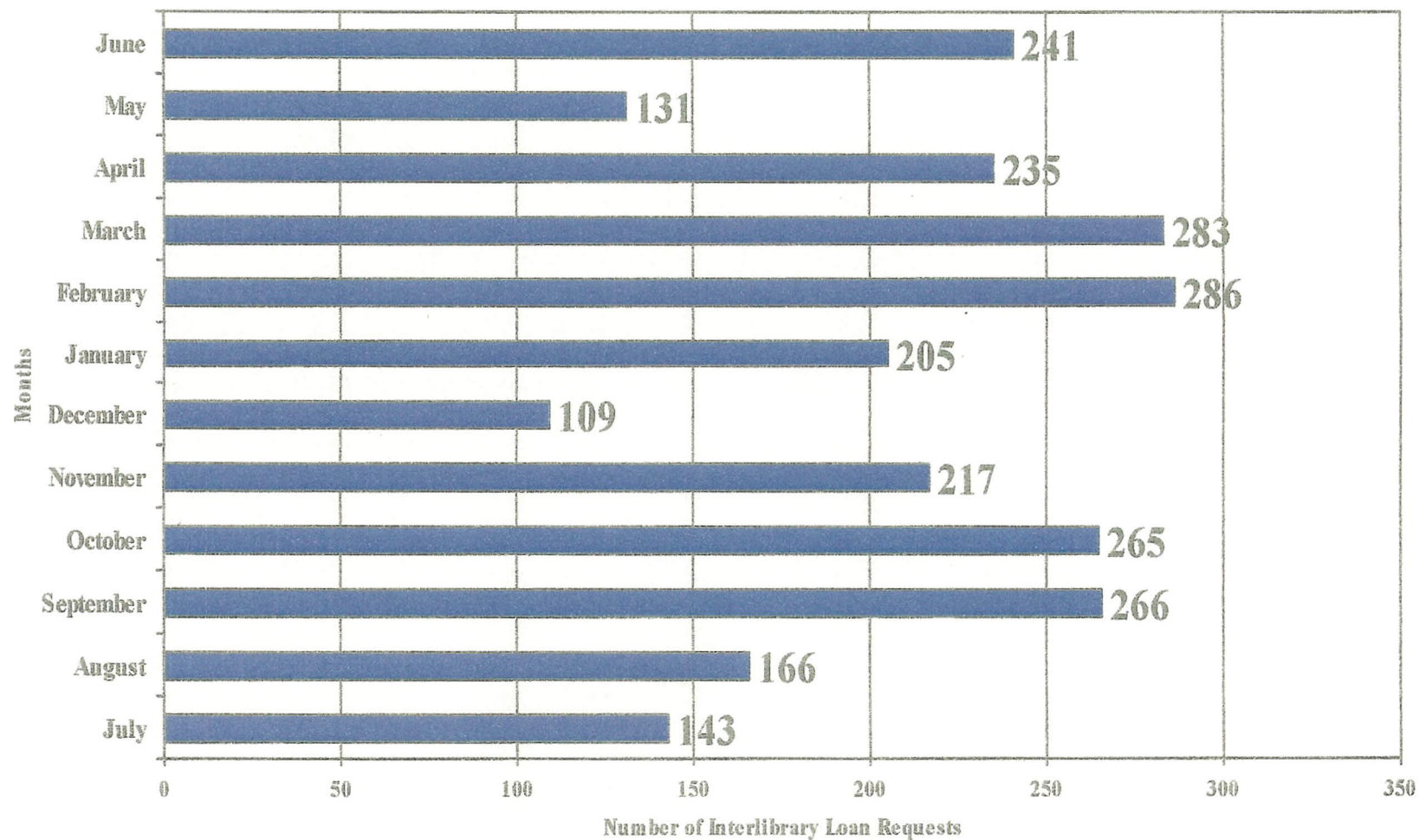


Annual Report  
2005-2006  
INTERLIBRARY LOAN STATISTICS

	July	August	September	October	November	December	January	February	March	April	May	June	Total
NEW TRANSACTIONS PROCESSED	143	166	266	265	217	109	205	286	283	235	131	241	2547
Materials Requested by CSU Library													
Books Requested	24	47	67	62	63	32	51	94	82	61	31	65	679
Books Obtained	23	46	63	57	53	31	35	83	76	57	29	60	613
Photocopies Requested	35	22	74	66	72	30	52	62	39	44	43	75	614
Photocopies Obtained	32	22	72	63	69	29	50	61	39	43	41	72	593
Total Items Requested	59	69	141	128	135	62	103	156	121	105	74	140	1293
Total Items Obtained	55	68	135	120	122	60	85	144	115	100	70	132	1206
Materials Requested from CSU Library													
Books Requested	40	48	59	64	41	22	54	64	67	61	35	35	590
Books Sent	23	29	35	33	25	17	37	30	36	34	23	20	342
Photocopies Requested	44	49	66	73	41	25	48	66	95	69	22	66	664
Photocopies Sent	35	41	45	55	27	15	40	51	71	53	15	55	503
Total Items Requested	84	97	125	137	82	47	102	130	162	130	57	101	1254
Total Items Sent	58	70	80	88	52	32	77	81	107	87	38	75	845

	2002-2003	2003-2004	2004-2005	2005-2006	Percentage Increase 2004-2005 - 2005-2006
INTERLIBRARY LOAN GROWTH: TOTAL # OF ILL TRANSACTIONS	1994	2461	2016	2547	26.34%

## Clayton State University Library 2005-2006 Monthly Interlibrary Loan Statistics





**GIL Express Statistics**  
**July 2005 -June 2006**

**Total New GIL Express Transactions this Year -- 1,535**

***Materials Requested from CSU Library***

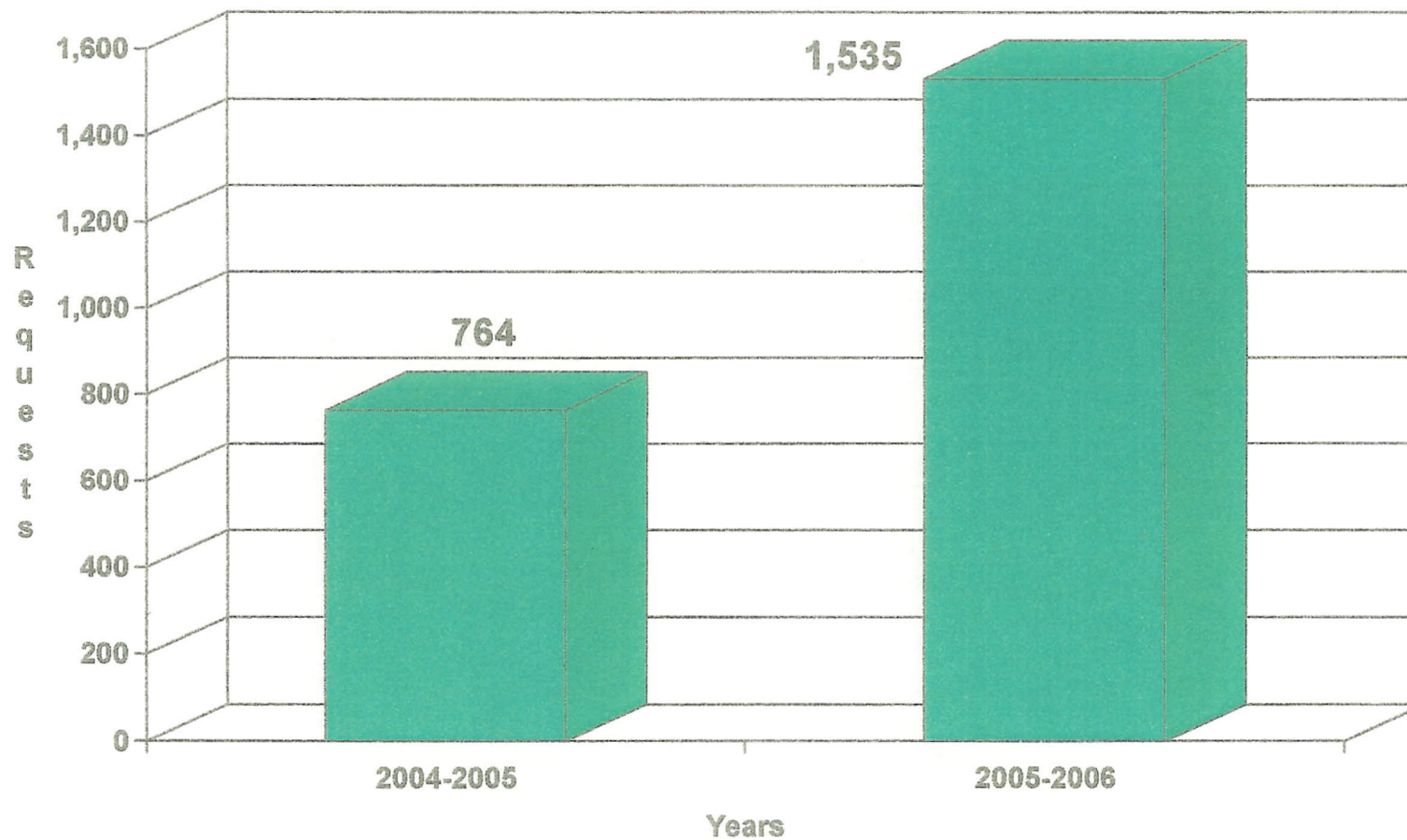
<b>Books Lent</b>	<b>558</b>
<b>Unfilled Requests</b>	<b>65</b>

***Materials Requested by CSU Library***

<b>Books Borrowed</b>	<b>912</b>
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<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>	<b><u>Percentage Increase 2004/2005 - 2005/2006</u></b>
<b>764</b>	<b>1,535</b>	<b>100.92%</b>

## Clayton State University Library 2005-2006 Yearly GIL Express Statistics



# ANNUAL REPORT 2005 - 2006 REFERENCE DESK STATISTICS

MONTH	DIRECTIONAL QUESTIONS	QUICK REFERENCE	REFERENCE	CONSULTATION	TECHNOLOGICAL	TOTAL FOR MONTH
JULY	216	80	99	102	170	667
AUGUST	235	129	61	18	181	624
SEPTEMBER	263	117	130	78	350	938
OCTOBER	218	135	94	134	224	805
NOVEMBER	140	114	152	152	208	766
DECEMBER	103	36	27	57	93	316
JANUARY	283	114	83	18	201	699
FEBRUARY	321	154	93	106	252	926
MARCH	259	108	74	63	150	654
APRIL	368	158	103	138	217	984
MAY	76	32	12		55	175
JUNE	288	87	68	54	152	649
TOTAL	2770	1264	996	920	2253	8203
PERCENTAGE	33.8	15.4	12.1	11.2	27.5	100.0



## 2005 - 2006 REFERENCE STATISTICS by Time of Day

Month	8:00 A.M.	9:00 A.M.	10:00 A.M.	11:00 A.M.	12 Noon	1:00 P.M.	2:00 P.M.	3:00 P.M.	4:00 P.M.	5:00 P.M.	6:00 P.M.	7:00 P.M.	8:00 P.M.	9:00 P.M.	9:30 P.M.	Total
July	44	41	54	36	96	52	60	42	36	81	46	54	25	0	0	667
August	53	48	74	51	53	50	44	43	44	41	60	43	15	5	0	624
September	19	43	108	88	79	97	90	78	85	89	76	47	32	7	0	938
October	44	41	44	84	110	54	84	86	63	66	47	59	20	3	0	805
November	34	30	50	48	58	73	72	45	67	86	69	89	32	13	0	766
December	21	28	13	23	22	11	19	19	41	27	24	29	29	10	0	316
January	51	45	50	66	93	35	68	59	62	53	52	30	32	3	0	699
February	42	37	50	97	111	78	93	94	83	84	68	44	29	16	0	926
March	13	35	45	69	80	73	64	58	36	39	44	55	32	11	0	654
April	46	52	47	60	109	110	90	126	75	79	68	67	48	7	0	984
May	27	0	4	1	19	19	8	18	15	6	7	18	30	3	0	175
June	37	31	61	11	90	70	78	84	56	48	44	26	13	0	0	649
<b>Total</b>	<b>431</b>	<b>431</b>	<b>600</b>	<b>634</b>	<b>920</b>	<b>722</b>	<b>770</b>	<b>752</b>	<b>663</b>	<b>699</b>	<b>605</b>	<b>561</b>	<b>337</b>	<b>78</b>	<b>0</b>	<b>8203</b>
Percent	5.25418	5.2542	7.3144	7.72888	11.215	8.80166	9.3868	9.1674	8.0824	8.5213	7.3754	6.839	4.1083	0.9509	0	100%

**Clayton State University Library  
Technical Services Department  
2005/2006 Annual Report**

Submitted by

Cathy Jeffrey  
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Clayton State University Library  
July 10, 2006

**Clayton State University Library  
Technical Services Department  
2005/2006 Annual Report**

Submitted by Cathy Jeffrey, Head of Technical Services Department

**STATE OF THE DEPARTMENT:**

The two words that best describe the Clayton State University Library Technical Services Department in the 2005/2006 fiscal year are stable and productive. After experiencing dramatic changes during the 2004/2005 fiscal year, the stability of 2005/2006 was a welcome change. This increased stability led to increased productivity as department staff worked hard to help meet the Library's QEP goals.

In December 2005 and January 2006 the last issues of one hundred and eighty-nine cancelled periodical titles were received. As a result of these cancellations and other events the Department will begin an important review and revision of the Library's periodical holding records. For a list of changes made to the periodical holdings this fiscal year, see Appendix A.

The Library's book collection now totals 81,940 volumes. An additional 22,607 bound periodical volumes bring the bound volume total to 104,547 volumes. There are an additional 289,597 audiovisual pieces owned by the Library bringing the total collection to 394,144. For a detailed list of additions to the collection during FY2006 see Appendix B.

**PERSONNEL:**

The Technical Services Staff was very stable during the 2005/2006 fiscal year. There was no turn over in the permanent staff. The two professional positions in the Department were filled by Cathy Jeffrey, Head of Technical Services and Adam Kubik, Catalog Librarian. The three staff positions were held by Heidi Benford, Acquisitions Assistant; Laura Herndon, Periodicals Assistant; Heather Walls, Catalog Assistant.

Sam McQuaid, a senior volunteer, worked approximately fourteen hours per month during the period of July-November as he has for many years. Unfortunately, Mr. McQuaid experienced health and personal problems beginning in late November 2005 and has not been able to return to the Library. It cannot be overstated how much we have valued Mr. McQuaid's service through the years. That service and Mr. McQuaid's congenial personality have been missed by Department staff during the last half of this fiscal year.

With Mr. McQuaid's absence, the Department was very fortunate to have Lakisha Morgan join the staff as a part-time temporary employee in December 2005. Mrs. Morgan came to us from Macon State College where she had worked in both technical services and public services. Her training was completed very quickly and she has made a great contribution to the productivity of the Department from January-June 2006.



## LIBRARY EXPENDITURES:

The library materials budget allocated in July 2005 totaled \$262,000.00. This amount reflects a \$40,000 increase over the FY2005 budget and represents a significant improvement in funding. Unfortunately it was necessary to reallocate \$17,559.21 from the Library's materials budget to the operating budget in order to meet all Library expenses for FY2006 reducing the materials allocation to \$244,440.79. In addition to the funds allocated to the materials budget, the library expended \$27,771.90 that was on deposit with Baker & Taylor. This addition allowed an overall expenditure of \$272,212.69 on Library materials.

The following tables illustrate the breakdown of the materials budget by Department and material type. For more detailed information on expenditures see Appendix C.

School	Expenditure	Percent of Budget
<b>College of Information and Mathematical Sciences</b>		
• Information Technology	\$1345.74	0.49%
• Mathematics	\$5731.57	2.1%
<b>Total</b>	<b>\$7,077.31</b>	<b>2.59%</b>
<b>School of Arts &amp; Sciences</b>		
• Communication	\$21,292.25	7.82%
• Education	\$14,259.86	5.24%
• Language/Literature	\$25,626.68	9.41%
• Music	\$14,620.13	5.37%
• Natural Sciences	\$10,616.94	3.9%
• Psychology	\$3,084.49	1.13%
• Social Sciences	\$41,020.21	15.07%
<b>Total</b>	<b>\$130,520.56</b>	<b>47.94%</b>
<b>School of Business</b>	<b>\$38,899.01</b>	<b>14.29%</b>
<b>School of Health Sciences</b>		
• Dental Hygiene	\$4,387.87	1.61%
• Health Care Management	\$6,592.17	2.42%
• Nursing	\$18,111.33	6.66%
• Physical Education	\$2,078.94	0.76%
<b>Total</b>	<b>\$31,170.31</b>	<b>11.45%</b>
<b>School of Technology</b>	<b>\$14,823.45</b>	<b>5.44%</b>
<b>Library</b>	<b>\$49,722.05</b>	<b>18.29%</b>

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$8,711.29	3.2%
Books	\$66,909.52	24.58%
Microfilm	\$12,207.81	4.48%
Online Resources	\$44,776.83	16.45%
Periodicals	\$79,175.04	29.09%
Standing Orders	\$60,432.20	22.20%

## ACCOMPLISHMENTS:

Below are highlights of the Department's activities for FY 2006. A statistical summary of the work accomplished by the Department this year can be found in Appendix B.

1. Department staff worked to increase productivity in the hope of meeting the QEP goal which required a 10% increase in the Library's collection between the Spring of 2004 and the Spring of 2006. This initiative was the primary focus of the Department for the last half of FY2006. As part of this effort a project was begun to provisionally add full bibliographic, MFHD and item records for the Dendinger Collection. Evaluating the success of this endeavor is difficult because of the lack of criteria provided, however if the evaluation is based only on the materials added to the primary, active collections, then the addition of 9,215 items since the Spring of 2004 represents an approximately 8.75% increase to those collections.
2. Technical Services along with the rest of the Library migrated to the Voyager 5 software. This move to a Unicode version of the Voyager software was a major system upgrade. It was accomplished with very few problems.
3. On-line check-in for standing orders was implemented during FY2006. This implementation completes the process of moving order and receipt records from paper to on-line form.
4. The cataloging backlog of purchased books was reduced to within three months of receipt.
5. The Cataloger's Toolkit software was successfully integrated into authority control routines. The Cataloger's Toolkit software is a valuable tool in the maintenance of the on-line catalog.
6. Technical Services assumed all Voyager System Administration duties.
7. The Technical Services Department served as a resource for other libraries in Georgia. Staff members from Gainesville State College, Georgia Perimeter College and Georgia Gwinnett College visited to discuss cataloging and acquisitions processes. In addition the Department responded to numerous e-mails and phone calls requesting assistance including requests from Georgia Tech, Kennesaw State University, Georgia Southwestern State University, Atlanta University and the Board of Regents Office.



8. Technical Services initiated a long range project to improve periodical holdings. This multifaceted project began with the migration of periodical holdings from the OCLC Local Data Record format to the new Local Holdings Record format. A new Voyager display for periodical holdings was implemented. Review of periodical holdings information was begun and will continue through at least the next fiscal year. Holding displays in Voyager and OCLC will be corrected and issues involving incomplete periodical volumes will be addressed.
9. Library materials budget accounts were successfully reconciled with the Business Office accounts. A new system of purchase order numbers developed for the Voyager accounts facilitated the reconciliation process. In addition, efforts made by the Technical Services staff to improve oversight of the accounts as well as an improvement in Business Office procedures resulted in fewer discrepancies at the end of the year.
10. Technical Services Librarians were actively involved in the Library Liaison project. They each developed two subject guides for the Library's web page as well as building relationships with faculty members in their assigned departments.

#### **PROFESSIONAL DEVELOPMENT AND SERVICE:**

All members of the Technical Services staff participated in University or professional activities. A list of offices held and memberships can be found in Appendix D. Some highlights for this year are:

1. Laura Herndon received one of the 2005 GLA Paraprofessional Awards.
2. Heidi Benford chaired the University Lyceum Committee. This is a committee of faculty and staff which arranges for speakers visiting campus during the next academic year.
3. Laura Herndon chaired the Professional Development Committee of Staff Council. This committee plans programs throughout the year with the goal of increasing professional growth of University staff members.
4. Cathy Jeffrey was asked to serve as Vice Chair/Chair Elect of the GIL Cataloging Committee and was asked to chair the GLA Awards Committee.

#### **SETBACKS:**

1. An error made by the business office in spring 2005 resulted in the failure of EBSCO to cancel 189 periodical titles. This mistake was a costly one as the Library was required to spend more money on periodicals this fiscal year than was planned



SOLUTION: The impact of this problem was minimized through close communication with EBSCO. EBSCO responded to the problem quickly and was successful in canceling most of the titles and receiving refunds from publishers.

2. For the period from late November until the end of January Technical Services along with the rest of the Library experienced extremely slow response time from the Voyager Clients. This slow response time resulted in a loss of productivity and impacted the Department's ability to meet QEP goals. It also had a negative impact on staff morale.

SOLUTION: By working with the Voyager Service site and enlisting the help of colleagues at Macon State College, it was possible to isolate the problem to the ability of network traffic to leave our campus. Clayton State IT staff created a routine that gave priority to network traffic connecting to the Voyager server IP address at Georgia State University.

3. The migration of OCLC Local Data Records to a new format resulted in inaccurate displays of Clayton State Library holdings. This problem will negatively impact interlibrary loan participation and worsened an existing problem with periodical holdings.

SOLUTION: A project to correct and improve the Library's periodical holding records is needed. This project will involve correcting both holdings in Voyager and the OCLC LHR records. The project is already underway and is likely to require several years to complete.

## GOALS FOR THE COMING YEAR

1. Improve the display of holdings for periodical records.  
Holdings displays for periodicals both in the on-line catalog and on World Cat do not accurately describe the Library's periodical holdings. A project to correct the holdings and improve their display is needed. It is the goal of the Department to make significant progress on this project in FY2007.
2. Train additional staff in cataloging.  
Expected budget increases will require the department to respond with additional staff capable of assisting with cataloging. It is the goal of the Department to train an additional staff member in current LC copy cataloging procedures.
3. Establish a part-time or student assistant position in processing.  
In order to free staff time for cataloging, the Department needs to add a part-time or student assistant position for material processing.

Appendix A  
Changes to Periodical Holdings  
FY2006

New, Changed, Discontinued, and Ceased Periodical Titles  
July 2005-June 2006

**Titles Cataloged**

Recruitment & retention in higher education

**Title Changes**

From	To
Perio reports	Hygienetown

**Ceased:**

**Discontinued Subscriptions:**

ABA Banking Journal  
Academy of Management Journal  
Accounting review  
Action in Teacher Education  
Aerps[ace source book  
AJN Career Guide  
America/National Catholic weekly  
American business law journal  
American historical review  
American journal of botany  
American journal of education  
American journal of public health  
American mathematical monthly  
American music (Champaign, Ill.)  
American music teacher  
American scholar  
American scientist  
American sociological review  
America's Best Big companies  
ANS / Advances in nursing science  
Architectural record  
Art bulletin  
Art education  
Art journal  
Atlanta journal/constitution index  
Atlantic monthly

Clayton State University Library  
Technical Services Department  
Periodical Title Changes FY2006



Aviation week & space  
 B to B  
 Barrons  
 Benefits & compensation digest  
 Bests review : insurance issues & analysis  
 Billboard  
 Book-world  
 Broadcasting & cable  
 Building design & construction  
 Business and society review  
 Business communication quarterly  
 Business economics  
 Business history  
 Business history review  
 Business horizons  
 CAA news  
 CAA reviews  
 Career development quarterly  
 Change, the magazine of higher learning  
 Chemical & Engineering News  
 Chest  
 Child development  
 Childhood education  
 Christian century  
 Christian Science monitor  
 Civil war history  
 Clearing house  
 College Art Association of America  
 College literature  
 College mathematics journal  
 College teaching  
 Columbia journalism review  
 Commentary / American Jewish Committee  
 Commonweal  
 Communication education  
 Communication monographs  
 Communications news  
 Communications of the ACM  
 Community College journal  
 Community college review  
 Comparative literature  
 Compensation and benefits review  
 Computerworld  
 Consumers Research Magazine  
 CPA journal  
 CPA Wealth Provider  
 Critique : studies in contemporary fiction

Current anthropology  
 Design news  
 Design news DEM Directory  
 Economic development & cultural change  
 Economica : England  
 Economist  
 Educational and psychological measurement  
 Educational leadership  
 Electronic design  
 Emergency Medical Services  
 Employee Benefits Journal  
 Exceptional children  
 Explicator  
 Family process / for Americas  
 Family Relations : Interdisciplinary Journal of Applied Family Studies  
 Financial analysts journal  
 Financial executive  
 Foreign affairs  
 Futurist  
 Georgia Historical Quarterly  
 Georgia journal magazine  
 Geriatrics  
 Government finance review  
 Grants fellowships and prizes of interest to historians  
 Guardian  
 H and HNS most wired magazine  
 Harpers magazine  
 Hastings Center membership  
 Health care management review  
 Health care manager  
 History teacher  
 History today  
 Hospitals & health networks  
 HR focus  
 HR magazine  
 Humanist  
 Industry week  
 Information management  
 Infoworld  
 Instructor  
 Internal auditor  
 Issues in Science and technology  
 JONAS Healthcare Law, Ethics and Regulation  
 Journal of accountancy  
 Journal of accounting research  
 Journal of advertising research  
 Journal of American history

Journal of British studies  
 Journal of business  
 Journal of Business communication  
 Journal of cardiovascular nursing  
 Journal of community health  
 Journal of counseling and development  
 Journal of dental hygiene  
 Journal of dental hygiene on-line  
 Journal of developmental education  
 Journal of economic education  
 Journal of education for business  
 Journal of Geography  
 Journal of health care finance  
 Journal of healthcare management  
 Journal of higher education  
 Journal of law medicine & ethics  
 Journal of learning disabilities  
 Journal of Lute Society of America  
 Journal of marketing  
 Journal of marketing research  
 Journal of marriage and family  
 Journal of modern literature  
 Journal of money credit and banking  
 Journal of popular culture  
 Journal of research on technology in education  
 Journal of retailing  
 Journal of school health for Americas  
 Journal of singing  
 Journal of small business  
 Journal of Southern history  
 Journal of taxation  
 Journal of the history of ideas  
 Journalism and mass communication quarterly  
 Kiplinger's personal finance  
 Labor law journal  
 LLR  
 Lute Society of America Annual  
 Lute Society of America Quarterly  
 Macleans magazine  
 Magazine of history  
 Marketing news  
 Markteplace/Accountants  
 Mathematics and computer education  
 Mediaweek  
 MLN  
 Modern fiction studies  
 Modern healthcare



Monographs of the Society for Research in Child Development  
 Monthly labor review  
 Mountain Bike  
 Music educators journal  
 NAEA news  
 Nation  
 National review  
 National tax journal  
 Nations health  
 Natural history  
 New leader  
 New republic  
 New statesman  
 NTA forum  
 Nursing forum  
 Nursing management  
 OAH newsletter  
 Officepro  
 Oxford bulletin of economics  
 Perspectives in Psychiatric Care  
 Phi Delta Kappan  
 Physical educator  
 Physics today  
 Plant science bulletin  
 Population bulletin  
 Population reference bureau  
 Population reference bureau reports on America  
 Practical accountant  
 Print – Americas regional design annual  
 Proceedings of the annual conference on taxation  
 Program of the annual meeting of OAH  
 Progressive  
 Public opinion quarterly  
 Quarterly review of economics & finance  
 Rand journal of economics  
 Reading teacher  
 Real estate economics  
 Research in higher education  
 Research in Marketing  
 Review of economics and statistics  
 Review of educational research  
 RN Career Search  
 Sales & marketing management  
 School science & mathematics  
 Science news  
 Scientific American  
 Signs

Social forces  
Social studies  
Society  
Southern economic journal  
Southern literary journal  
Southern review  
Spectrum  
Strategic finance  
Studies in American fiction  
Studies in philology  
Studies in short fiction  
Studies in the literary imagination  
Studies in the novel  
Supervision – the magazine of industrial relations and operating management  
Survey or current business  
Tax adviser  
Teaching exceptional children  
Teaching music  
Teaching Pre K-8  
Techniques  
Technology & learning  
Technology review  
Technology review  
Techtrends for leaders in education and training  
Training  
Transportation journal  
Twentieth century literature  
UN Chronicle  
USA today  
Virginia quarterly review  
Vital speeches of the day  
Wall Street journal index  
Washington post  
Workforce management  
World population  
World Press Review

#### **Titles Withdrawn**

International index  
International index to periodicals

Appendix B  
Statistical Summaries  
FY2006



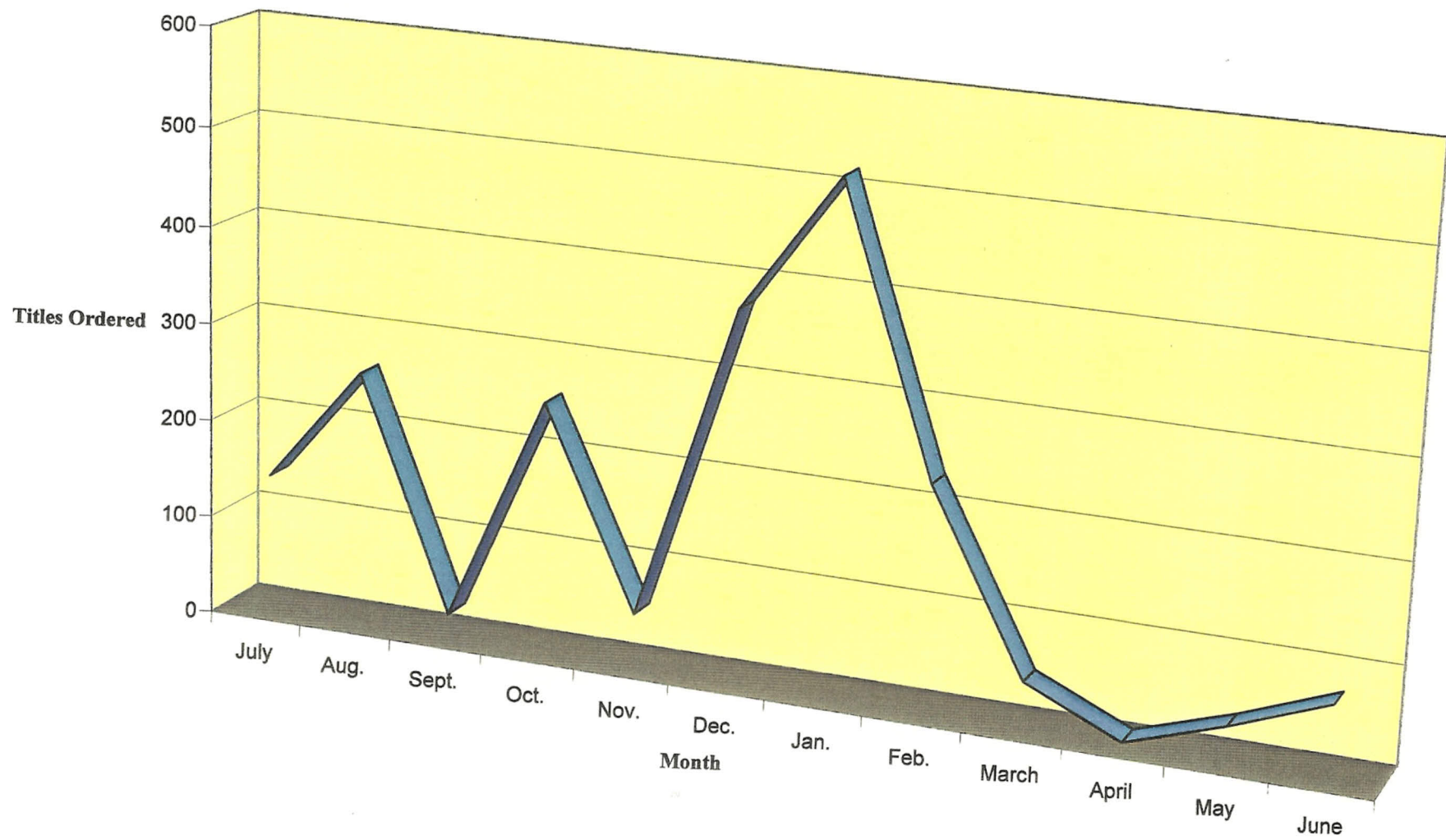
Clayton State University Library  
Holdings by Format FY2006

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		2027	-519	
Reference Collection		722	-292	
<b>Reference &amp; Circulating Collection Total</b>	80,002	2749	-811	81,940
Bound Periodicals	21,958	649	0	22,607
<b>Total Bound Volumes</b>	<b>101,960</b>	<b>3,398</b>	<b>-811</b>	<b>104,547</b>
Archives	59	0		59
Audio Compact Discs	1,919	2,221		4,140
Audio Tapes	460	0		460
CD Roms	42	72	-4	110
Computer Files	8	8		16
DVDs	403	254	-2	655
Film Loops (8 mm)	0	0	0	0
Filmstrips	0	0	0	0
Filmstrips/Sound	0	0	0	0
Government Documents	0	0	0	0
Microfiche Cards	269,186	0		269,186
Microfilm Rolls	11,352	60		11,412
Miscellaneous	73	0		73
Motion Pictures (16 mm)	1	0		1
Overhead Transparencies	0	0	0	0
Phonograph Records	617	0		617
Slides	0	0		0
Slides/Sound (Sets)	0	0		0
Videodiscs	45	0		45
Video Tapes	2,770	56	-3	2,823
<b>Total of Other Materials</b>	<b>286,935</b>	<b>2,671</b>	<b>-9</b>	<b>289,597</b>
<b>Total Bound/Other Materials</b>	<b>388,895</b>	<b>6,069</b>	<b>-820</b>	<b>394,144</b>
Periodical Titles	1,008	3	-1	1,010

Clayton State College Library  
Technical Services Department  
Statistical Summaries FY2006

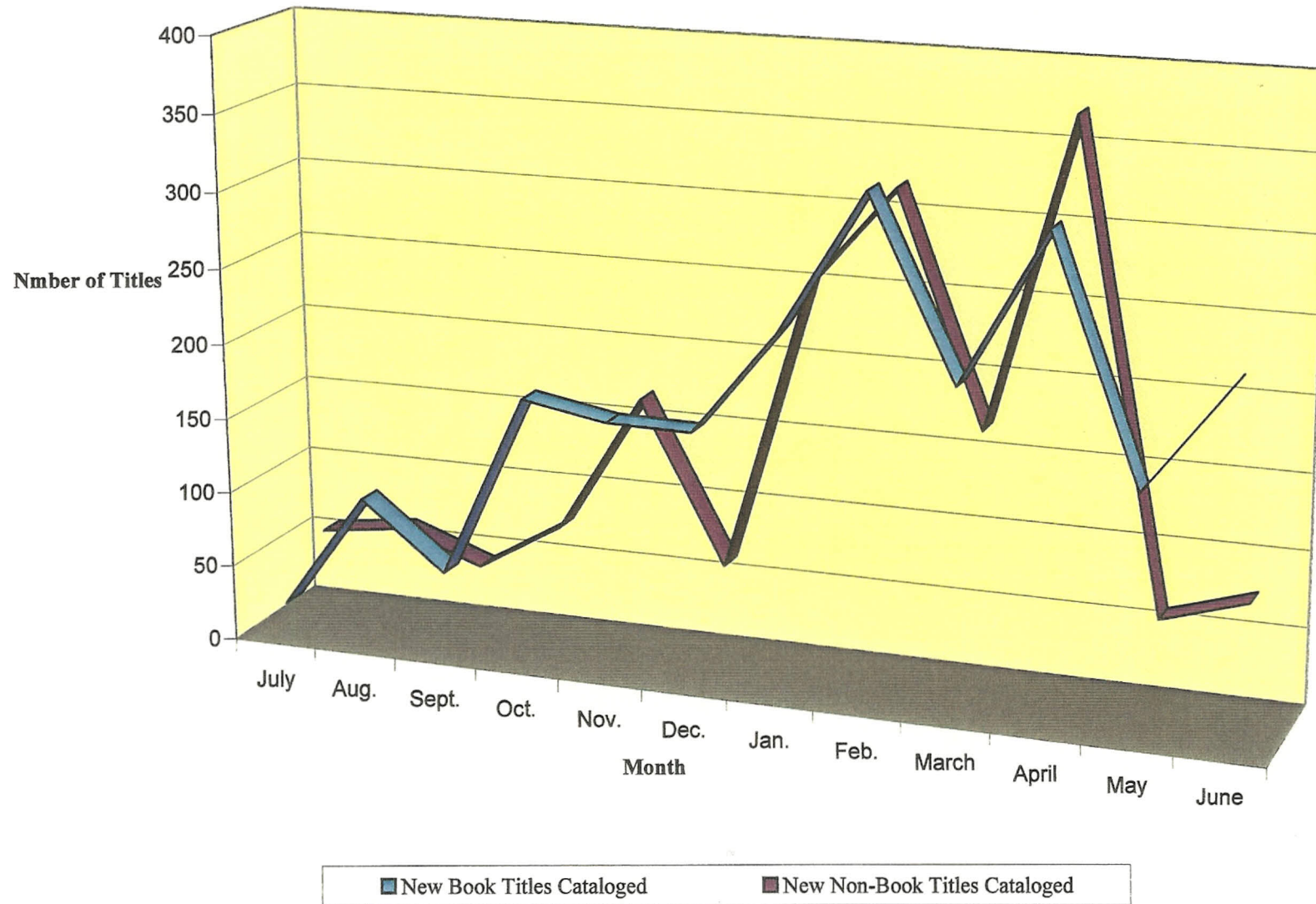
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	141	260	25	256	55	375	516	229	49	5	37	75	2023
Vols. Received on S.O.	35	49	39	24	50	25	51	30	30	30	38	19	420
Titles Received	273	203	211	95	223	375	660	363	79	62	49	71	2664
Periodicals													
New Subscriptions/Title Changes	0	0	0	1	0	0	0	1	0	1	0	0	3
Bound Vols. Added	47	73	0	62	55	0	215	104	0	26	39	28	649
Microform Pieces Added	10	0	0	24	0	17	0	9	0	0	0		60
Claims	12	10	1	15	16	20	40	0	8	5	13	40	180
LHRs createad/updated	0	0	16	1	1	0	11	8	10	60	6	0	113
Binding													
Vols. Sent to the Bindery	76	8	57	57	83	0	252	49	31	31	33	47	724
Book Repair	33	17	0	0	4	0	0	8	0	0	0	5	67
Cataloging													
New Book Titles Cataloged	22	99	55	177	167	166	235	328	211	313	156	229	2158
New Non-Book Titles Cataloged	55	62	42	75	167	61	252	318	168	371	58	75	1704
Total New titles Cataloged	77	161	97	252	334	227	487	646	379	684	214	304	3862
Vols. Added	54	43	30	43	26	75	73	29	43	35	42	29	522
Copies Added	0	2	0	0	2	12	12	2	1	0	0	1	32
Reinstatements	0	13	0	2	0	2	0	1	16	0	1	2	37
Recatalogs	0	0	0	0	0	0	0	0	0	0	0	0	0
Database Maintenance													
Records Corrected	460	157	180	38	20	45	194	427	1810	1553	1651	2496	9031
Records Updated	2545	3628	2126	2201	2906	3002	3776	6002	6379	9138	5061	7566	54330
Volumes Processed	141	196	158	263	303	280	375	338	258	417	258	203	3190

**Clayton State University Library**  
**Titles Ordered FY2006**

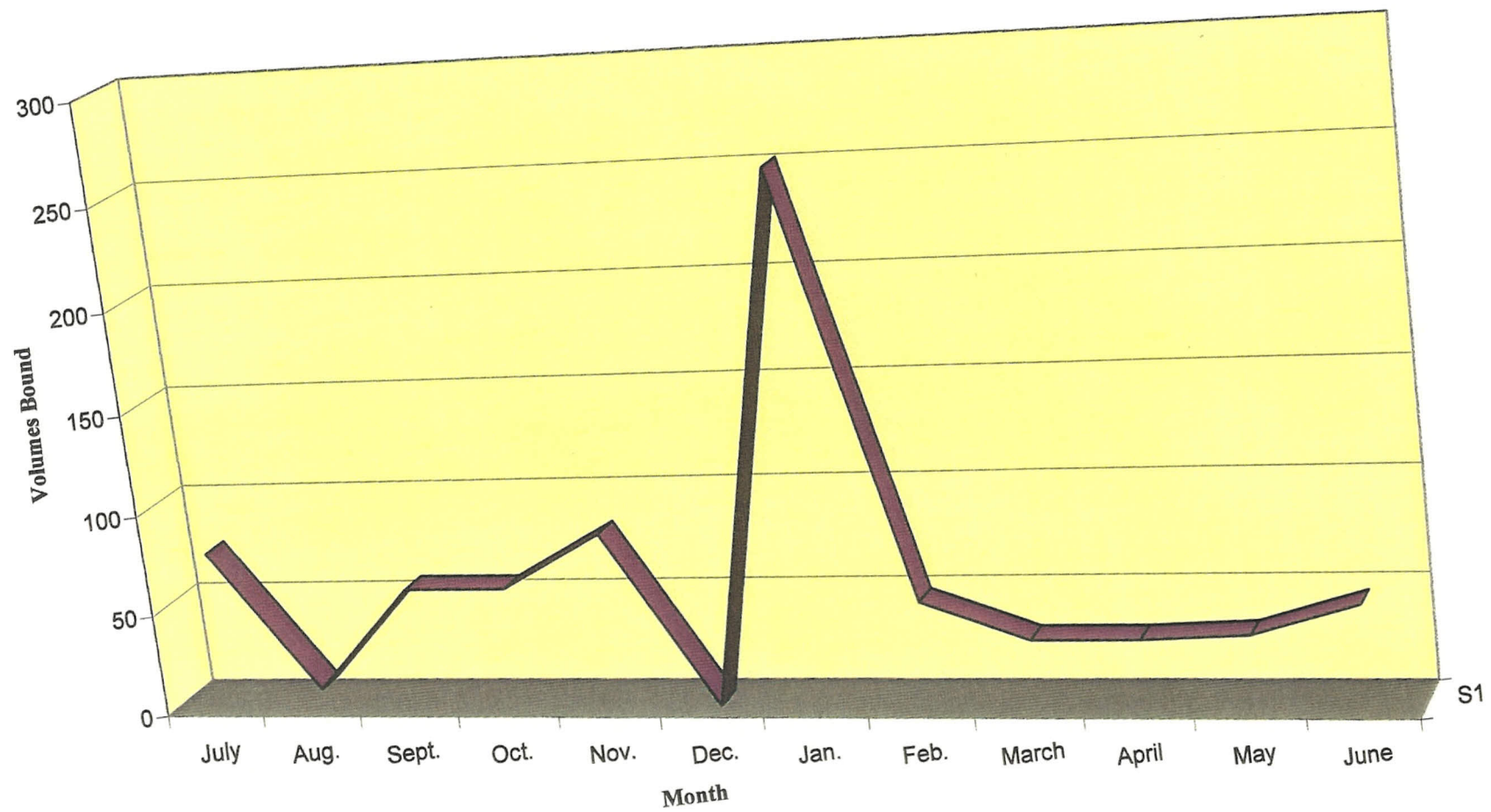




# Clayton State University Library Titles Cataloged FY2006



**Clayton State University Library**  
**Volumes Sent to the Bindery FY2006**



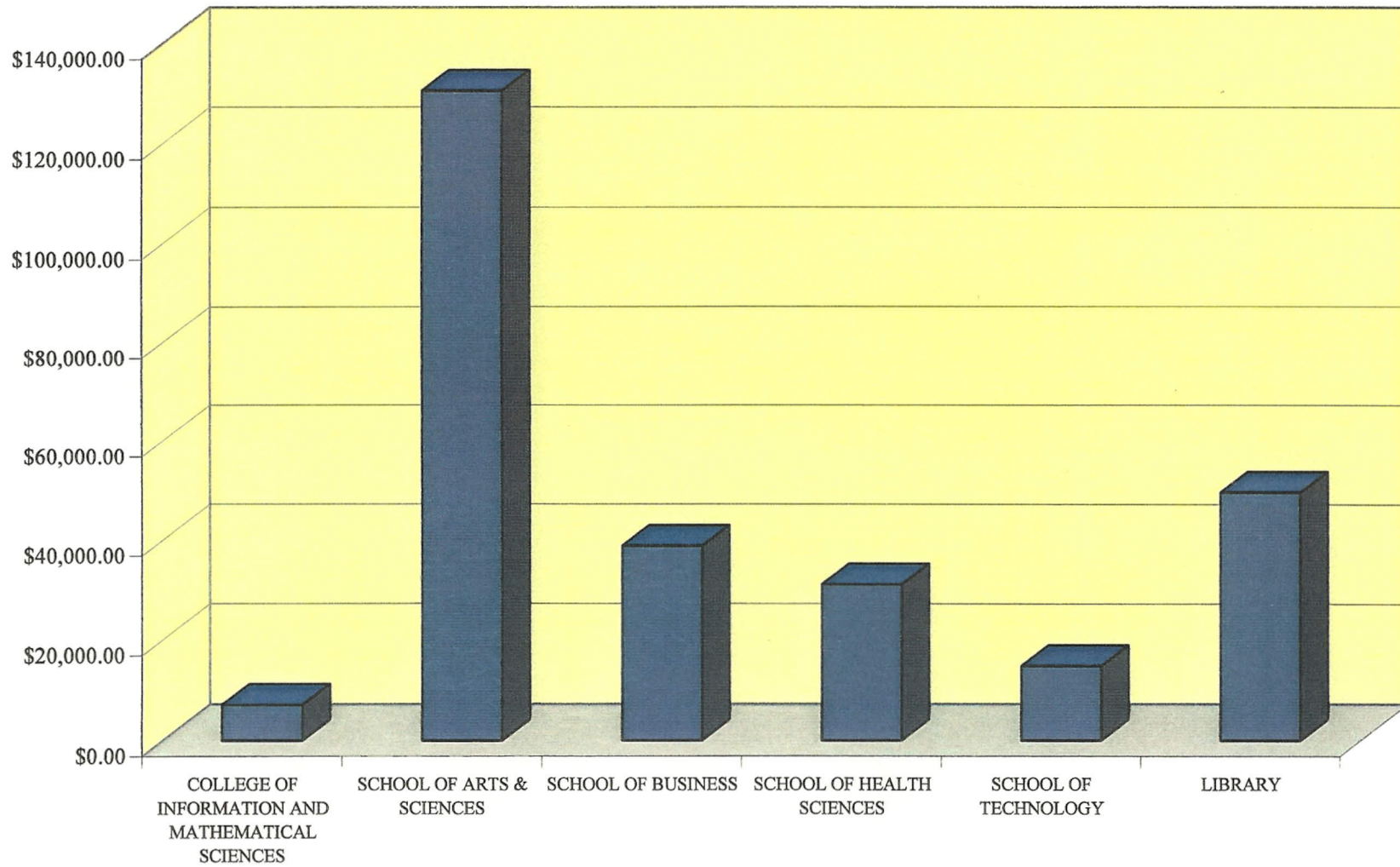
Appendix C  
Library Expenditures  
FY2006



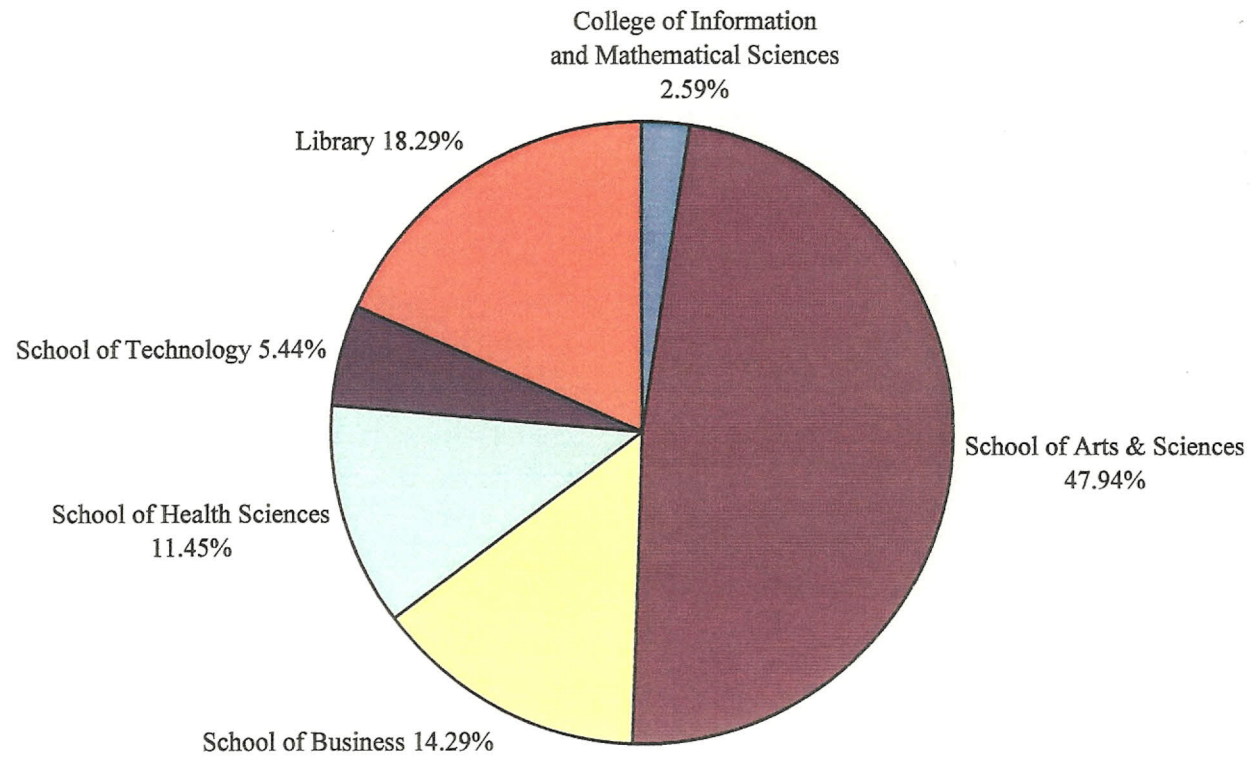
Clayton State University Library  
FY2006 Combined Budget Summary

	AUDIO- VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STANDING ORDERS	TOTAL AMT. SPENT ALLOCATION THIS MONTH	SPENT Y-T-D	BALANCE REMAINING
<b>COLLEGE OF INFORMATION AND MATHEMATICAL</b>									
INFORMATION TECH.		1,345.74					4,000.00	62.75	2,654.26
MATH		4,331.89		250.00	1,149.68		4,000.00	5,731.57	-1,731.57
SUB TOTAL	0.00	5,677.63	0.00	250.00	1,149.68	0.00	8,000.00	7,077.31	922.69
<b>SCHOOL OF ARTS &amp; SCIENCES</b>									
COMMUNICATION	5,968.77	7,140.15	272.00	3,400.00	2,375.19	2,136.14	10,000.00	21,292.25	-11,292.25
EDUCATION		10,206.11	412.30		3,559.51	81.94	12,000.00	14,259.86	-2,259.86
LANGUAGE/LITERAT	456.82	7,256.92	162.90		3,580.09	14,169.95	13,000.00	25,626.68	-12,626.68
MUSIC	602.69	6,026.65		2,495.00	1,523.74	3,972.05	18,000.00	14,620.13	3,379.87
NATURAL SCIENCES		1,293.06	114.00	3,300.00	5,777.80	132.08	12,000.00	10,616.94	1,383.06
PSYCHOLOGY	225.00	1,005.24	749.25		1,105.00		6,000.00	3,084.49	2,915.51
SOCIAL SCIENCES	609.01	21,651.18	210.50	10,588.00	6,811.54	1,149.98	24,000.00	41,020.21	-17,020.21
SUB TOTAL	7,862.29	54,579.31	1,920.95	19,783.00	24,732.87	21,642.14	95,000.00	130,520.56	-35,520.56
<hr/>									
<b>SCHOOL OF BUSINESS</b>		2,159.01		9,905.00	11,325.25	15,509.75	25,000.00	38,899.01	-13,899.01
<hr/>									
<b>SCHOOL OF HEALTH SCIENCES</b>									
DENTAL HYGIENE		512.70			3,875.17		6,000.00	4,387.87	1,612.13
HEALTH CARE MGT		729.17			5,863.00		12,000.00	6,592.17	5,407.83
NURSING		1,240.81		1,900.00	14,856.37	114.15	20,000.00	18,111.33	1,888.67
PHYSICAL EDUCATIO		1,099.98			978.96		2,000.00	2,078.94	-78.94
SUB TOTAL	0.00	3,582.66	0.00	1,900.00	25,573.50	114.15	40,000.00	31,170.31	8,829.69
<hr/>									
<b>SCHOOL OF TECHNOLOGY</b>		216.53			1,478.42	13,128.50	6,500.00	14,823.45	-8,323.45
<hr/>									
<b>LIBRARY</b>	849.00	694.38	10,286.86	12,938.83	6,985.82	10,037.66	59,940.79	41,792.55	18,148.24
<b>BINDING</b>					7,929.50		10,000.00	7,929.50	2,070.50
<hr/>									
<b>TOTAL</b>	8,711.29	66,909.52	12,207.81	44,776.83	79,175.04	60,432.20	244,440.79	272,212.69	-27,771.90

**Clayton State University Library  
FY2006 Expenditures by School**

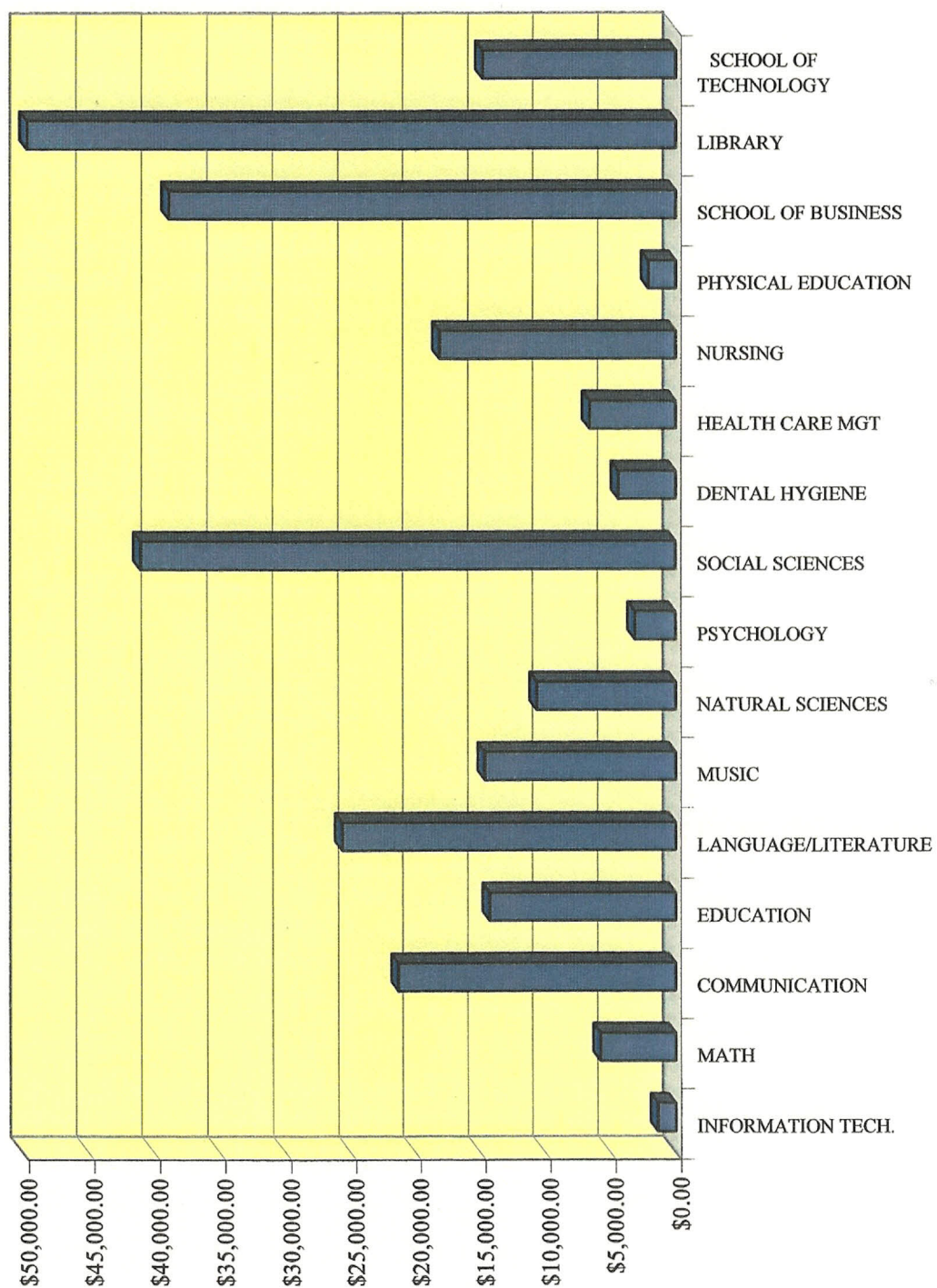


**Clayton State University Library  
FY2006 Expenditures by School**

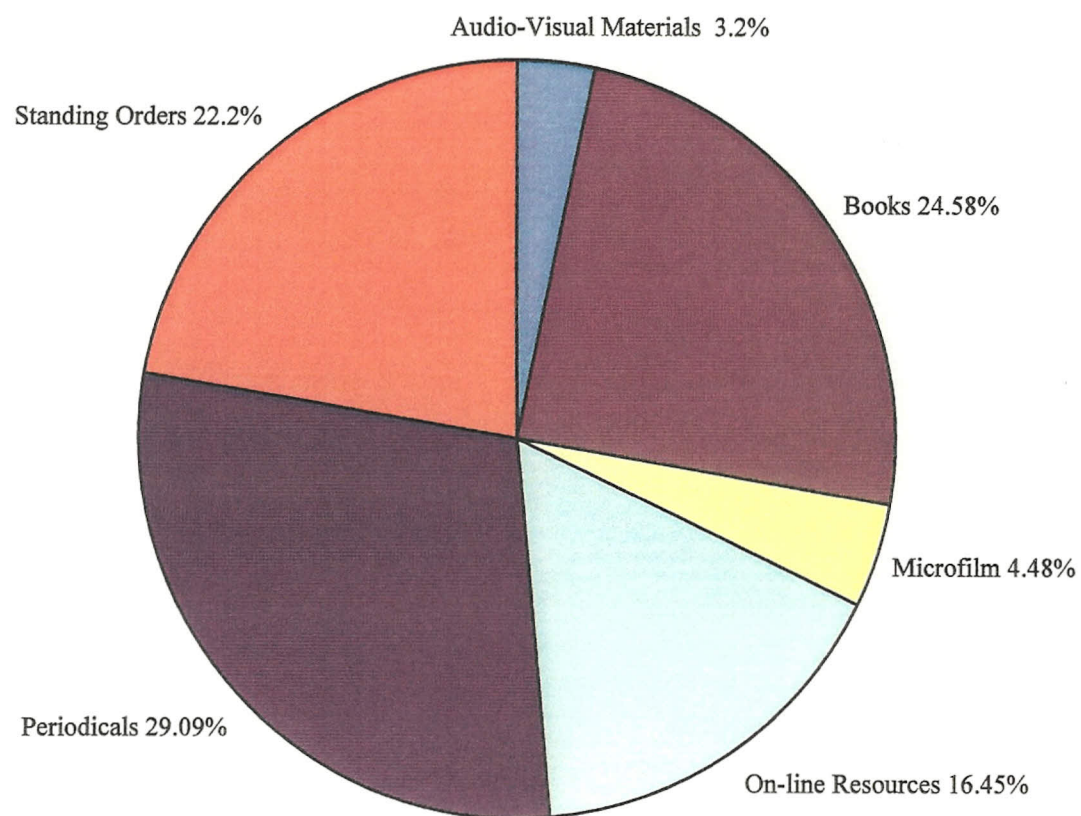




# Clayton State University Library FY2006 Expenditures by Department



**Clayton State University Library**  
**FY2006 Expenditures by Type of Material**



Appendix D  
Professional Development, Institutional Participation and Community Service  
FY2006



Appendix D  
Professional Development, Institutional Participation and Community Service  
FY2006

**Heidi Benford**

Professional Development:

Georgia Library Association  
GLA Paraprofessional Division, Membership Chair  
GAIT  
GAMA Convention  
State Media Festival

Institutional Participation

CSU Lyceum Committee, Chair  
CSU Homecoming Committee  
Earth Day & Transportation Fair Volunteer  
Laker Angel Club  
Spring Fling Volunteer  
Women's History Committee  
Women's Forum Fundraising Committee (Silent Auction)

Community Service

Clayton Youth Leadership  
Clifton ES PTA  
Clifton ES PTA President-Elect  
Cedar Grove High School PTSA  
DeKalb Co. Parent Advisory Bd.  
Southern Crescent Toastmasters

**Laura Herndon**

Professional Development

Georgia Library Association  
GLA Paraprofessional Division, Secretary  
GAIT

Institutional Participation

CSU Staff Council member  
CSU Staff Council, Committee on Professional Development, Chair  
CSU Staff Council, Public Relations Coordinator  
CSU Wind Ensemble  
Laker Angel Club, Columnist

Clayton State University Library  
Technical Services Department  
Annual Report FY2006

Community Service

Covington Community Church Orchestra

**Cathy Jeffrey**

Professional Development

Georgia Library Association

GLA Awards Committee Chair

Georgia Solinet/OCLC Users Group

GIL Cataloging Committee, Vice Chair/Chair Elect

Music OCLC Users Group

Southeastern Music Library Association

Institutional Participation

CSU Faculty Council

CSU Library Search Committee for the Director of Library Services

**Adam Kubik**

Professional Development

American Library Association

Georgia Library Association

Music Library Association

Institutional Participation

CSU Curriculum and Academic Policies Council

**Heather Walls**

Institutional Participation

CSU Image Council

Community Service

Portrait Society of Atlanta, Volunteer

Appendix E  
Technical Services Department Statistics  
FY2006



## Cataloging and Data Maintenance Statistics

F 006

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>New Books	22	99	55	177	167	166	235	328	211	313	156	229	2158
>Non-Book Materials	55	62	42	75	167	61	252	318	168	371	58	75	1704
>Reinstatements		13		2		2		1	16		1	2	37
Total	77	174	97	254	334	229	487	647	395	684	215	306	3899
Pieces Added													
>New Titles (Books)	22	112	55	179	167	168	235	329	227	313	157	231	2195
>Added Volumes	54	43	30	43	26	75	73	29	43	35	42	29	522
>Added Copies		2			2	12	12	2	1			1	32
>Non-Book Pieces Added	119	130	72	191	316	129	392	428	236	485	73	100	2671
>Bound Volumes Added	47	73		62	55		215	104		26	39	28	649
Total	242	360	157	475	566	384	927	892	507	859	311	389	6069
Titles Recataloged/Ref Transfers			1			5							6
Rush Requests	1	4	10	4	7	7	12	21	9	8	9	6	98
Archive Records Added													0
Database Maintenance													
Bib Records Corrected	307			2	2	45			15	3	2	1691	2067
Bib/Item Records Enhanced		5					34		8	2	1	1	51
Headings Corrected Globally	20		20										40
Subject Headings Corrected	15	97	147	5	7		94	139	447	253	570	116	1890
Name Headings Corrected	10	39	7	29	10		50	288	1273	1051	1057	517	4331
Series Entries Corrected	4	3		2	1				17	177	15	171	390
Resequencing													0
MFHD/Item Records Corrected	104	13	6				16		50	67	6		262
Total	460	157	180	38	20	45	194	427	1810	1553	1651	2496	9031
Record Update Count													
>Bib Records Updated	1296	1313	711	796	1404	1445	2080	3064	4919	6674	3378	5202	32282
>MFHD Records Updated	1023	1396	1003	1113	1060	1139	1148	2495	951	1905	1275	2099	16607
>Item Records Updated	226	919	412	292	442	418	548	443	509	559	408	265	5441
Total	2545	3628	2126	2201	2906	3002	3776	6002	6379	9138	5061	7566	54330

Acquisitions and Periodical Statistics  
FY2006

[illegible]

[illegible]



A-V Pieces Added  
FY2006

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes													0		0
Audio CDs	73	59	48	134	305	86	339	362	207	463	50	95	2221		2221
CD ROMs	5	67											72	4	68
Computer Files	8												8		8
DVDs	13	4	22	30	8	26	50	52	29	16		4	254	-2	252
Microfiche Cards													0		0
Microfilm Rolls	10			24		17		9					60		60
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes	10		2	3	3		3	5		6	23	1	56	-3	53
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	119	130	72	191	316	129	392	428	236	485	73	100	2671		2662

Additions to the Circulating Collection  
FY2006

Circulating Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
A				1								3	4		4
B except BF		2		1	3	2	3	1	3	3	6	1	25	-5	20
BF				2			1	3				2	8	-2	6
C		1		2			2	4	1	4		1	15		15
D		1		10	10	2	5	7	8		9	4	56	-5	51
E		2		10	7	6	17	9	8	3	14	12	88	-4	84
F			1	4	1	2	11	5	5	1	6	5	41	-6	35
G				2	2	1	1	7	1	2	4	1	21		21
H-HJ				12	8	2	2	21	23		4	2	74	-30	44
HM-HX		1		7	3		11	10	18	4	9	16	79	-12	67
J		1		2		2	3	1	3	5	6	8	31	-1	30
K		1			3	2	2	5	3	5	2	4	27	-5	22
L		5		6	18	32	12	27	15	1		5	121	-354	-233
M	1	43	9	18	33	29	32	31	5		2	14	217	-1	216
N				4	3	7	33	46	2	2	1	1	99	-1	98
P	1	13	4	63	57	32	72	48	71	279	61	125	826	-14	812
Q		8	13	9	17	9	17	26	23	2	6	2	132	-62	70
R		3	27	8	4	5	8	56	5		2	1	119	-14	105
S				1	2	3		1			1		8		8
T				1	5		2	3	3		3	1	18	-2	16
U		1		2			1						4	-1	3
V										1			1		1
Z					1			7	2	1		2	13		13
Total	2	82	54	165	177	136	235	318	199	313	136	210	2027	-519	1508

Reference Collection Additions  
Date

Reference Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
A			1	1		3				1		1	7	-2	5
B except BF	7						1	3			1		12		12
BF						1							1		1
C				2		2	2	1		1		2	10	-3	7
D	6	6		1		9		1		3	3	1	30	-18	12
E	1	7				10	4	1	3	2		2	30		30
F		9		1									10	-1	9
G	7	5	1	5		1			2		3	1	25	-8	17
H-HJ	5	12	5	4	2	22	22	6	43	6	10	4	141	-91	50
HM-HX	15					9	4		2	3		9	42	-5	37
I		7	1		2	1	1		5	1		2	20	-6	14
K	12	6	16	22	5	14	12	9	6	3	15	5	125	-108	17
L		2		2		7	4	1	1		1		18	-6	12
M	1	2	2			3			2	1	5	1	17	-1	16
N							9	1					10		10
P	11	15	3	12	4	26	23	16	5	11	16	8	150	-24	126
Q	3	2		1		3	3				2	1	15		15
R			1	4	2	6				1	1	7	22	-8	14
S													0		0
T	3			1				1	3		3	2	13	-3	10
U												1	1		1
V													0		0
Z	3	2	1	1	3	2		2		2	3	4	23	-8	15
Total	74	75	31	57	18	119	85	42	72	35	63	51	722	-292	430



CLAYTON STATE UNIVERSITY LIBRARY  
UNIVERSITY ARCHIVES

2005-2006 ANNUAL REPORT



Submitted by

Rosemary Fischer  
University Archivist  
Clayton State University Library

July 24, 2006

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## **STATE OF THE DEPARTMENT**

Growth and change describe the past year and a half in the CSU Archives. The Archives started out with only a few wooden bookcases. Today the Archives has compact shelving, areas for research and study, interns, volunteers, and a constantly growing collection.

The biggest change has been in the Archives physical space. From an empty room, the CSU Archives has filled its area with display cases, flat storage files, study carrels, conference tables, intern's work area, and more. Appendix A is a photographic history of the changes in the archives.

Change has come in the archives' programs. There is now a fully-functioning internship in archives. Archival documents and documentation programs are already being used. The Archives held its first open house and exhibit on May 6, 2005.

Growth and change will continue to describe the Clayton State University Archives. The next few years will see collections building and being processed.

## **PERSONNEL**

The Archivist continues to work as a "lone arranger." There are no other paid full-time or part-time employees in the Archives. The Archivist works 50% of her time in the Archives and the other 50% in the library as a public service librarian.

Interns have been the source of help for the archivist. There have been three Interns. The first intern started in January 2005; one month after the Archives was started.

### **Gia Gillies**

**Intern – January – May 2005**

Gia Gillies was our first intern. She started her internship in January 2005. Gia was around for the beginning when we were working with old wooden bookcases only two shelves high.

Gia's contributions were multiple. She inventoried the blue prints and plans; she inventoried and housed the Bent Tree and the Campus Review. Gia inventoried and helped organize eleven different collections.

Gia will be most fondly remembered for her fantastic memory and retrieval skills. During the first exhibit in the Archives, President Harden and Mason Barfield were enjoying the display. Gia recognized both individuals. She mentioned to Mason Barfield that she knew we had lots of information on him in our collections. Gia went straight to the Bent Tree and Campus Review collections and pulled the folders with information on Mason Barfield.



**Beverly Craton**  
**Intern – August – December 2005**

Beverly was the Archival Intern for Fall 2005 semester. She came at a time of change in the Archives. The Archives was overflowing with boxes and compact shelving was in the near future. That fall compact shelving arrived and Beverly worked through all the chaotic days.

Beverly inventoried collections. She helped arrange the room for the arrival of furniture and equipment donated by the National Archives. Beverly's major contribution was in the rehousing and starting of the inventory for the President's collection.

While Beverly was working on her internship, the compact shelving arrived. The boxes and collections in the Archives had to be moved and stored in other spaces elsewhere. Once the shelving was in, we moved the boxes back into the Archives. The boxes were large and would not fit on the shelves. That meant we would have to inventory and rehouse the collection before we could shelve the boxes. It was Beverly who figured out a way to get the large boxes rehoused and on the new compact shelving in a week's time.

**Amy Allen**  
**Intern – January – May 2006**

Amy's internship was in the Spring 2006 semester. Amy was able to get involved in multiple projects here at CSU as well as an outreach project.

Amy did a remarkable job of watching and listening to most of the VHS videos in our collection. She prepared an abstract for each video. Amy toured the campus and photographed all the landmarks and sculpture on the CSU campus. She started the research on each of the sculpture pieces.

Amy was also very involved in the outreach project with the McDonough School Archives and Museum. Amy has inventoried most of the collections. Amy assisted in preparing a supply order for the new museum. Amy's services were so appreciated that she was hired by the Henry County Board of Education to continue her work on the first display and oral histories.

**Volunteers**

The Clayton State University Archives is building a volunteer program which will involve students, alumni, faculty, and retirees. The first year, the volunteers were made up of students from Public History classes.

In 2005, there were nine student volunteers who put in 12 hours of volunteer time. One of those volunteers was our first intern, Gia Gillies.

At the end of July 2006, our volunteers have donated 87 hours of time in the Archives.

## ARCHIVES' EXPENSES

Expenses for the functioning of the archives were shared. The library budget covered some expenses. The Archivist paid for some expenses out-of-pocket. Below is a table which shows expenditures for the archives last year.

Item	Library Budget	Archivist
<b>Memberships:</b> SAA, SGA, GAMG, GHA, NGS, NEHGS, GLA, ALA, AAUW, Women's Forum, and Historical Societies		522.00
<b>Donations:</b> CCSU, Women's Forum		116.00
<b>Conferences</b>		
Society of Georgia Archivists Annual Meeting	603.84	
Society of American Archivists Annual Meeting	526.41	573.26
<b>Reference Books</b>		901.63
<b>Miscellaneous:</b> ink cartridges, weights, Retirees Luncheon, mileage, other		326.92
<b>Supplies for Archives</b>		
Office Supplies	605.24	
Archival Supplies	894.00	
<b>Professional Development</b>		
Georgia Archives Institute	425.00	75.00
Solinet Online Workshop-Scrapbooks		100.00
Exhibits Made Easy Workshop (part of SGA Annual Meeting)		
Describing Archives Standards (DACS)		285.00
<b>TOTALS</b>	<b>\$3,054.49</b>	<b>\$2,899.81</b>

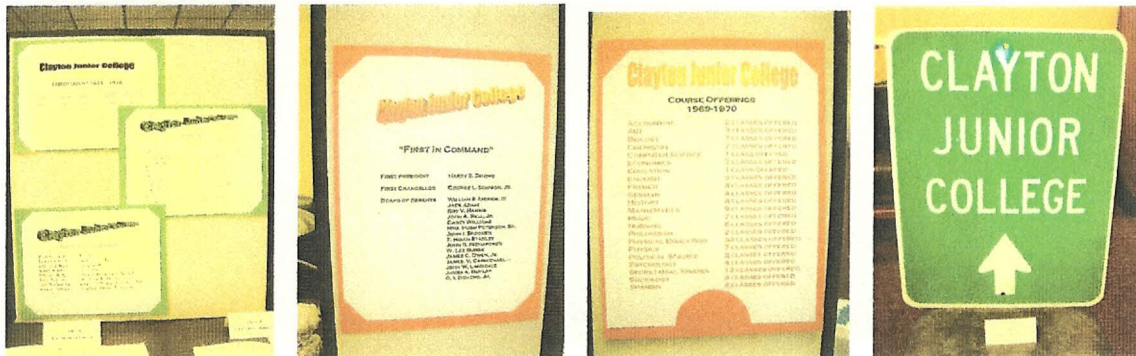
Expenditures for the archives last year totaled \$5,954.30. The Archivist paid 48% of these expenses.



## ACCOMPLISHMENTS

### First Exhibit

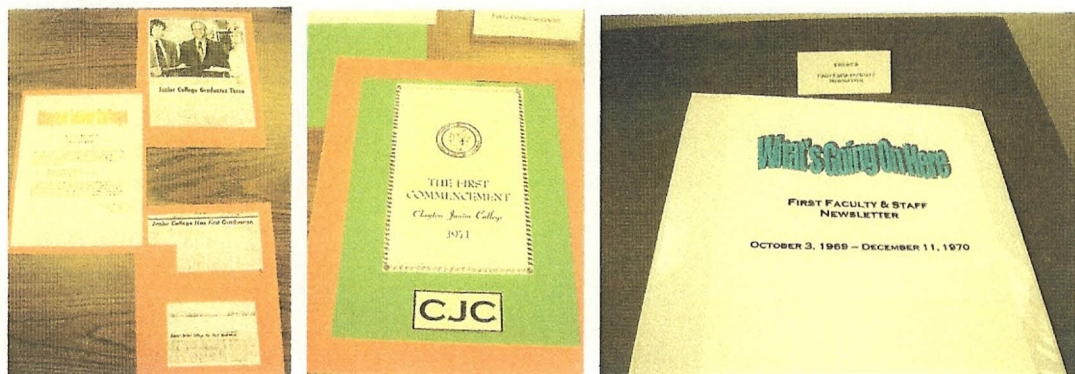
In May of 2005, the first exhibit was put together. The title of the exhibit was "In the Beginning...A Collection of Firsts." Displayed were items reflecting the "first" of things for Clayton Junior College. A copy of the exhibit program is included as Exhibit B.



Included in the display were: the first scrapbook, the first academic catalog, the first student handbook, a list of the first faculty, the first commencement, and the first faculty/staff newsletter. This exhibit will be fondly remembered because it was put together on a "shoestring" using construction paper and glue.







### GHRAB Award 2005

Rosemary Fischer, Archivist for Clayton State University archives, was nominated for a GHRAB award for excellence in archival program development. In October of 2005, Rosemary Fischer received the award for her many accomplishments in developing a new archives for Clayton State. In a six-month period, Ms. Fischer created projects for an Internship, drafted all archival documents, created record groups, held an exhibit, applied for two grants, and collected a large amount of university documents. See Exhibit C for a copy of the award certificate.



### Internship Program

One of the many accomplishments the first year was the development of an internship program in the archives. In December 2004, a request was received for developing a program for interns. In January 2005, the first intern started working in the archives.

The internship program has evolved and many revisions have been made to the original program. The internship can now accommodate history majors, English majors, and

technology majors. The revised program is still growing to include new projects and challenges for interns.

Teachers began requesting shorter projects that could be accomplished in 15 to 20 hours. The reasons for short-term projects included bringing up grades and extra credit. This request was met with the development of a Short-term Archives Project Packet. All the projects can be completed in 15 to 20 hours.

Both the Internship Manual and the Short-term Archives Project Packet have been submitted for the 2006 GHRAB Award for excellence in archival program development. The Manual and Packet are available for viewing upon request.

### Archival Documents

Archival documents, which outline how the Archives will function, were developed within the first year. These documents include: Statement of Authority, Mission Statement, Access Policy, Acquisition Policy, Collection Development Policy, Transfer Procedures, and Rules for Using the Archives. In order to promote the CSU Archives, a general brochure was also created. These documents are included in Exhibit D.

### Documentation Programs and Brochures

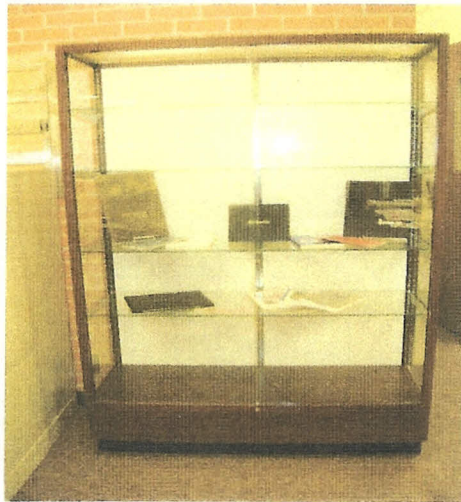
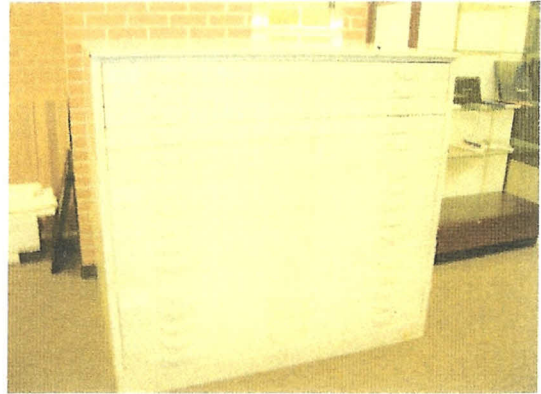
Documentation programs outline the types of documents and materials that the Archives collects. The different program areas are: faculty, alumni, staff, and student clubs & organizations. The brochures give a brief synopsis of what is needed from each of these sources. The brochures can be seen in Exhibit E.

### National Archives Donation

The National Archives Southeast Region has been a tremendous supporter of the fledgling Clayton State University Archives. They have been very generous with their time and expertise on many matters. Their generosity also includes material donations to the CSU Archives. The following items are part of the donations from the National Archives Southeast Region.



These are steel flat storage filing cases. There are three units stacked one on top of the other. The set comes with a top and a base unit. The set measures 54" x 42". These filing cases will house the architectural drawings, blue prints, plans, large photographs, and other large documents.

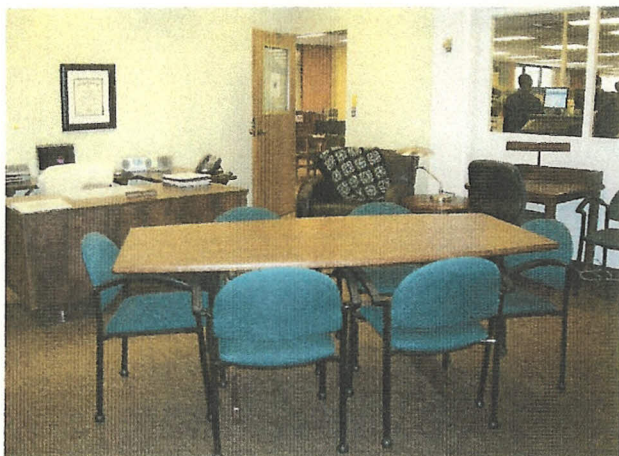


This is a 48" x 60" glass and walnut display case. The shelves are also glass and they are adjustable. Currently, the display case is home to many Clayton State artifacts.

NARA donated two study carrels. These are sturdy solid oak desks that have openings for computer and lamp wiring. The donation also included five desk lamps like the ones in the photograph to the right.







We received eight upholstered arm chairs for use in the archives. Currently six of these chairs surround a conference table. The other two are used as casual seating for researchers.

Put into numbers, the donations to the CSU Archives in 2005-2006 looks like this:

<b>VOLUNTEERS</b>			386.25
2005 Volunteers	12 hours x \$5.15/hr	61.80	
2006 Volunteers	63 hours x \$5.15/hr	324.45	
<b>INTERNS</b>			2,317.50
2005 Interns	300 hours x \$5.15/hr	1,545.00	
2005 Intern	150 hours x \$5.15/hr	772.50	
<b>DONATIONS</b>			10,000.00
National Archives	8 upholstered arm chairs 2 study carrel 5 desk lamps 1 48x60 glass and walnut display case 3 54x42 steel flat storage files with Base and top		
Clayton State	Compact shelving from year-end money		34,632.63
	<b>TOTAL CONTRIBUTED TO ARCHIVES</b>		<b>47,336.38</b>

## PROFESSIONAL DEVELOPMENT

The following is a list of workshops and classes completing during 2005-2006. Certificates awarded for some of these classes are included in Appendix F.

Date	Course/Workshop
August 18, 2005	Workshop – Federal Funding for Projects in Archives
August 18, 2005	Workshop – Exhibits on a Shoestring
August 19, 2005	Workshop – Oral History

August 19, 2005	Workshop – Servant to Two Masters? Challenge of Collecting Records of Active Organizations
August 20, 2005	Workshop: Baby Steps: Working Alone for the First Three Years
August 20, 2005	Workshop: The Archivists' Toolkit: Toward Streamlined Archival Workflow
August 20, 2005	Workshop: That Thing You Do: Researching the Archival Reference Process
September 1, 2005	Solinet Online Course – Caring for Scrapbooks
September 22, 2005	Paralegal Reference Training
November 2, 2005	Workshop: Exhibits Made Simple
January 10, 2005	Native Americans in Georgia (Lunch & Learn Series at Georgia Archives)
January 25, 2006	Class in FrontPage software
March 14, 2006	Lunch & Learn Lecture at Georgia Archives
March 28, 2006	Workshop: Grant Writing (Georgia Humanities)
June 13, 2006	Workshop: Describing Archives Standards (DACS)
June 19, 2006	Workshop: Collaboration-Partnerships Workshop (GPB)

An integral part of professional development is belonging to professional societies and organizations. Below is a list of the memberships held by Rosemary Fischer.

- o Society of American Archivists (SAA) – Serve on Lone Arranger Roundtable
- o Society of Georgia Archivists (SGA) – Serve on the membership committee
- o Georgia Association of Museums and Galleries (GAMG)
- o Georgia Library Association (GLA)
- o American Library Association (ALA)
- o Georgia Historians Society (GHS)
- o National Genealogical Society (NGS)
- o New England Historical Genealogical Society (NEHGS)
- o Horry County Historical Society
- o University of South Carolina Alumni Association
- o University of Washington Alumni Association – Lifetime Member

## SERVICE

The Archivist has served and is currently serving on the Faculty Council. Rosemary was the historian for the Women's Forum last year and continues to be this year. A copy of the certificate of service appears in Appendix G. Volunteer Service and events include:

July 2005	School Logo	Attended presentations about logo
July 15, 2005	NARA	Attended grand opening of new archives building
September 2005	Library Display	Along with Dr. Kemp, prepared a display for Constitution Day
October 11, 2005	Homecoming	Judged homecoming door decorations and parade entries
October 17, 2005	Benefit Fair	Worked information table during fair hours
November 13, 2005	University Center	Attended the naming ceremony for the



November 2005	Naming Library Display	Baker University Center Along with Dr. Baker, prepared a display on early education
November 2005	Library Display	Presented a display on family history and genealogy
December 2005	Library Display	Display on Hanukkah Celebrations
February 2006	Library Display	Display on vintage clothing from WWII to the 1960s
February 14, 2006	CARE Fair	Volunteered
March 16, 2006	Career Expo	Volunteered
May 2, 2006	Service Award Ceremony	Attended
May 17, 2006	Archives Intern Recognition Dinner	Hosted a dinner to recognize first three interns' contributions to CSU Archives

As part of her service to the University, the Archivists has made presentations and taught the following classes:

<b>Presentations / Short Course Name</b>	<b>Sponsor and Location</b>	<b>Course Length (Hrs)</b>	<b>Date Taught</b>
Introduction to Liaison Program	Archives	45 minutes	July 26, 2005
Introduction to Archives	Historiography Class	45 minutes	August 24, 2005
Introduction to Archives	Public History 3101	45 minutes	October 6, 2005
Bibliographic Instruction & Tour	Public History 3101	45 Minutes	November 10, 2005
First Amendment Research	History Senior Seminar	45 Minutes	January 18, 2005
US History Reconstruction	History Class	45 Minutes	January 19, 2006 AM
US History Reconstruction	History Class	45 Minutes	January 19, 2006 PM
The "Lone Arranger" Archivist	Archives Class	45 Minutes	February 13, 2006
US History Research (specialized)	History Class	45 Minutes	June 7, 2006 8:00 am
US History Research (specialized)	History Class	45 Minutes	June 7, 2006 10:30 am

## OUTREACH & PUBLICITY

The CSU is being promoted through various outreach projects and news articles. The archivist takes advantage of many opportunities to speak or be interviewed about Clayton State University Archives.

### Presentations and Speaking Engagements

- o CSU Retirees Association
- o Alumni Board
- o Valdosta Library Science students interview

### Consultations

- o Ernest Williams for the Rogers Family Manuscripts and Documents Collection
- o Maine Maritime Academy regarding documentation program



- Stetson University Archives regarding archival documents and documentation programs
- Consultation with Wesleyan regarding report preparation

#### McDonough School Museum and Archives

The Henry County Board of Education is housed in the original McDonough School built in 1938. The building has been restored and renovated. The Board left a room to be used as a museum and archives for the McDonough School and other early schools of Henry County. The CSU Archivist was asked to assist with this project. The Archivist and Interns have provided these services:

- Sorted items into collections
- Prepared a gross inventory of collections (for a supply order)
- Compiled a list of items needed to complete the collections
- Compiled a list of supplies and equipment needed to house and store the collection
- Ordered archival supply catalogs for the Board of Education
- Prepared brochures and exhibits to promote the Museum
- Planned the arrangement of displays
- *Creating the display text boards*
- *Creating various displays*
- *Doing oral histories of former students, teachers, and staff*
- *Prepare final inventory of each collection*
- *Prepare finding aids for each collection*

*Italicized type indicates project which are ongoing and future.*

#### Publicity

At this time, the CSU Archives and Archivist have appeared seven times in local newspapers and newsletters. A copy of each of these articles is included in Appendix H.

*Welcome Rosemary Fischer!*, CSU Library Source, Volume 7 Number 1, Fall 2004

*History in the Making – Clayton State Welcomes new Archivist Rosemary Fischer*, Campus Review, January 14, 2005

*Clayton State Gets Archivist*, Clayton/Henry Business, The Atlanta Journal-Constitution, January 20, 2005.

*Clayton College & State University establishes archives*, News Daily, January 26, 2005.

*See The Clayton State Archives!* Campus Review, May 6, 2005.

*Clayton State Archives Preserves CCSU History*, Campus Review Special Edition, May 20, 2005

*Preserving History*, Henry Daily Herald, July 7, 2006. (Article about the McDonough School Museum)

## GOALS FOR THE FUTURE

A young archives, such as ours, has multiple goals for the near and distant future. All of these support growth and access.

- **Full-time Archivist Position.** Currently archivist works only 50% of her time in the archives. The other 50% of her time is spent working as a public service librarian. The Archives is growing and demands more time to keep up with the increase in collections and the processing. The Archivist also needs additional time to work with Interns and volunteers. The library is also expanding to include new programs and degrees and needs more time from its public service librarians.
- **Budget Line** – for the archives. Separate the expenses of the archives and library so that buying supplies and equipment for the archives does not take away from collection development.
- **Grant proposals** for many projects including:
  - News Clippings Project – includes purchase of flatbed scanner and copier as well as archival boxes and paper.
  - Phonograph Collection of 6000 Recordings dating from 1903 forward. Project would include purchase of Nilfisk Museum Vacuum for cleaning records, record sleeves and boxes to house the collection. Also to be included in project is digital recording of each record for use in the Archives. This would require special equipment and hiring someone to work on the digitization of each recording.
  - Maps and Blue Prints Collection. Includes having plans professional and archival flattened, and supplies to properly preserve and house the collection.
  - Photograph Collection. This collection consists of approximately 10,000 photographs. Grant would cover costs of processing, as well as, housing the collection.
  - Slide Collection. This collection consists of approximately 5,000 slides. Grant would cover costs of processing and housing the collection.
  - Web Presence. Develop a web page for the Archives. This would include online exhibits, a “can you help us” item to assist with identifying photos and slides, increasing our collections.
- **Help in the Archives.** Assistance can come in two forms: two or more interns per semester and a student worker.



- **McDonough School Museum.** The goal for this museum is to see it open by the end of November 2006. CSU Archives will stay involved to prepare finding aids, inventories, box lists, new exhibits, oral histories, and additions to the current collections.
- **Professional Development.** This includes instruction and training in:
  - Web design for the Archive's web page and to do online exhibits.
  - Photographic software program to learn about sizing and using photographs in written reports and on the web page. It would also be beneficial in managing the photograph and slide collections.
  - Exhibit design and presentation to improve skills in designing, preparing and presenting exhibits from the Archives' collections. Additional training in exhibits would prove helpful with outreach projects and doing traveling exhibits.
  - DACS (Describing Archives). Additional training in preparing detailed and informative finding aids for accessing the content of the collections.
  - Copyright – Would assist in understanding the legalities of copyright for the multiple types of materials in the collections.
  - Preservation classes to assist with preserving and caring for photographs and slides, scrapbooks, artifacts, textiles, bound volumes, etc.
  - Instructions in learning to process acquisitions from start to finish. Would be helpful to learn faster and newer methods of processing collections so that they are available for research sooner.
- **Professional Development** – to build a network with other archivists
  - Become more involved in committee work with Society of Georgia Archivists
  - Become more involved in committee work with Society of American Archivists
  - Become involved with Georgia Association of Museums and Galleries



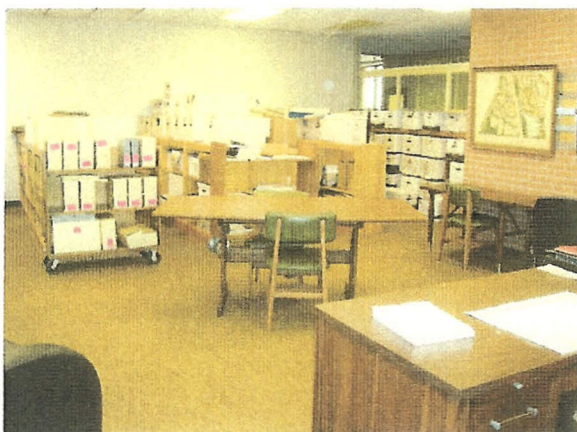
## APPENDICES

A	Photographic History of the CSU Archives	A
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**APPENDIX A**  
**PHOTOGRAPHIC HISTORY OF CSU ARCHIVES**



## THE ORIGINAL CLAYTON STATE UNIVERSITY ARCHIVES “Humble Beginnings”



In the beginning, the Archives inherited short wooden bookcases from the library. The shelving helped but was no match for the quickly growing collections and the transfer of hundreds of boxes from Records Management.

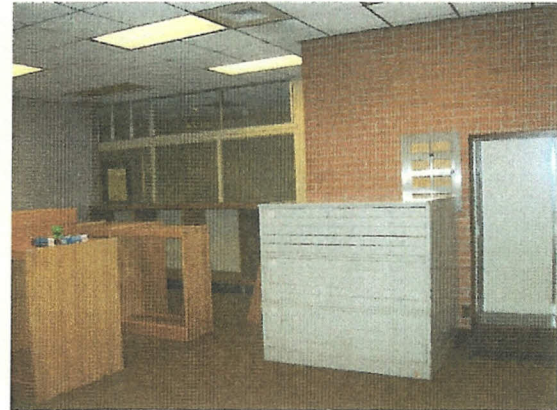
Soon our work areas were stacked high with donations to the Archives. Constant shifting of materials became standard in order to create work space.





## INSTALLATION OF COMPACT SHELVING

The collections had to be removed from the archives when we were ready for the installation of the new compact shelving. That meant half the Archives had to be removed, and/or relocated for the installation process.



The first step was to remove all the collections, the many boxes that were stored in the Archives. These boxes were moved to storage in different places around the library. The library staff pitched in and helped relocate the collections in just one day.



The second step was to add walls above the windows on each side of the Archives. You can see the beginning of the walls in the photograph above. We then began to take apart all the wooden book cases. The bookcases were then picked up and taken to surplus.

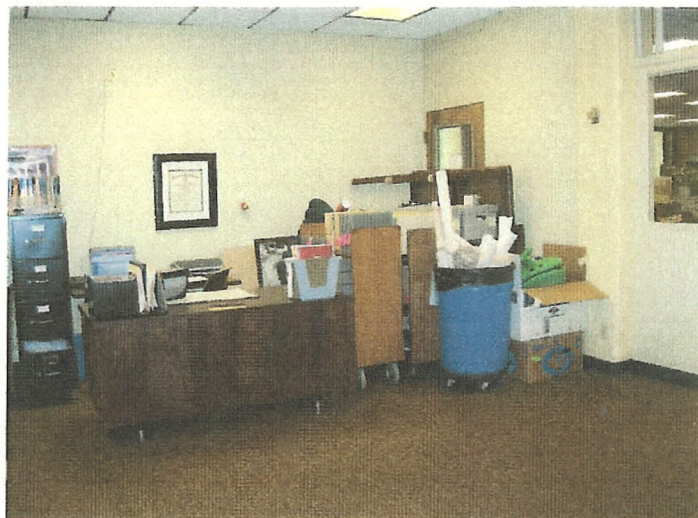


After the furniture was removed from half the Archives, the carpeting was removed and the tracks for the compact shelving were installed. Vinyl flooring was installed next. Carpeting remains in the research area of the Archives. Notice that the walls have been added above the windows.

SpaceSavers came and installed the compact shelving on the new tracks. It took several weeks for the job to be completed. But it was worth the wait!

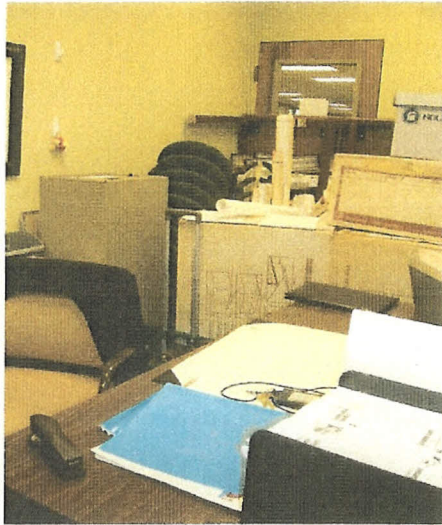
Now another big move was needed to return the collections to the Archives. So another moving day was planned by the library staff and the boxes came rolling back into the Archives on an assembly line of book carts.

Many of the boxes were very large or oddly shaped and could not be stored on the new shelving. These boxes were stored around the work areas of the Archives. Below is a photograph of the storage beginning to pile up around the desk of the Archivist.

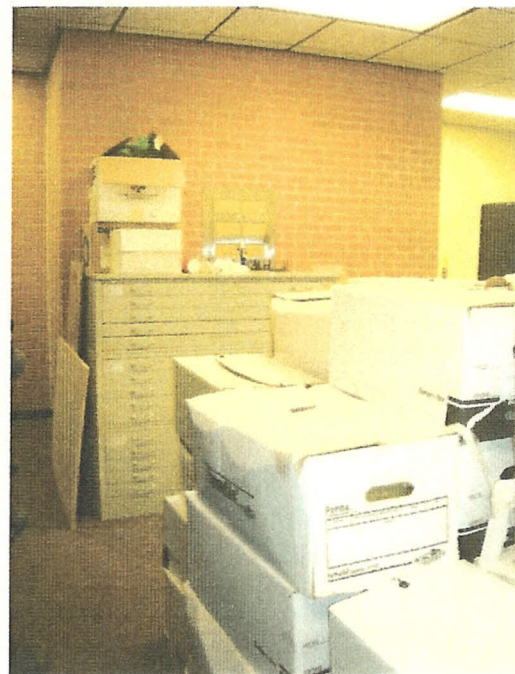




As you can see, the piles of boxes and collection materials began to pile up rapidly. In just a matter of hours, the Archivist's desk was buried and hidden behind display cases and stacks of boxes.



Above you can barely see the desk and chair. In the second photograph you can see the boxes and back of the display case which surrounded the Archivist's desk. The floor space seen above is what was left of our work space.

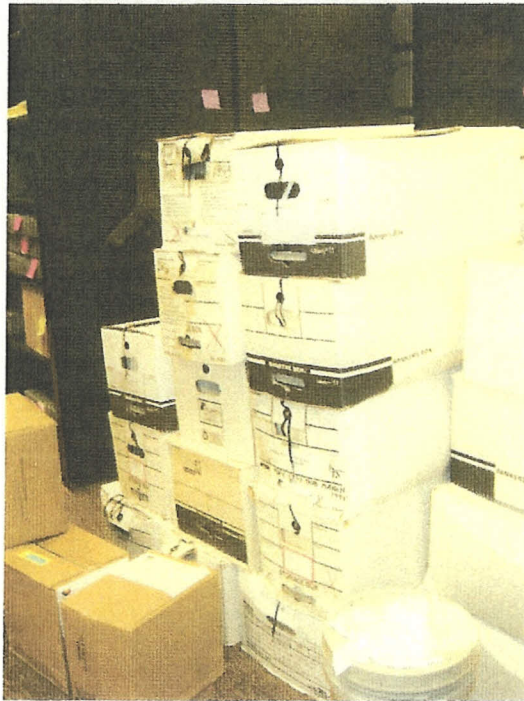


There was a small winding path to get through the boxes stored in the floor .



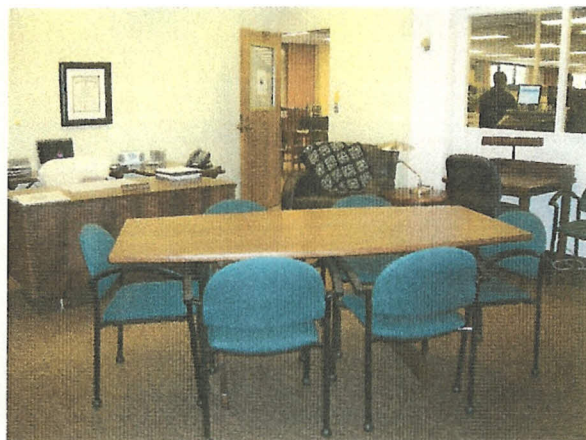
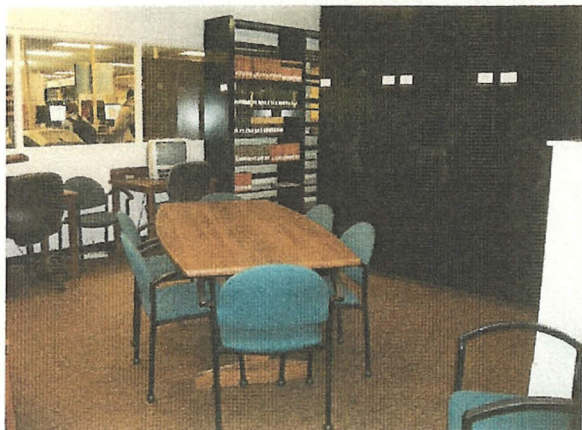
The boxes were stacked four and five high. Most of these boxes were from the President's collection. Now the dilemma. How do we process these boxes quickly enough to regain our work space and research area? We had to rehouse the collections in archival boxes that would fit on the new shelves. We needed smaller boxes that we could easily lift.

This is the problem that our Intern, Beverly Craton, was responsible for resolving. Beverly suggested that we do a quick fix to the situation. We would rehouse the collection in archival boxes and number the boxes to show that two smaller boxes came from one large box. We kept the content list, if there was one, and/or cut out the contents shown on the front of the box and included it in the new boxes.



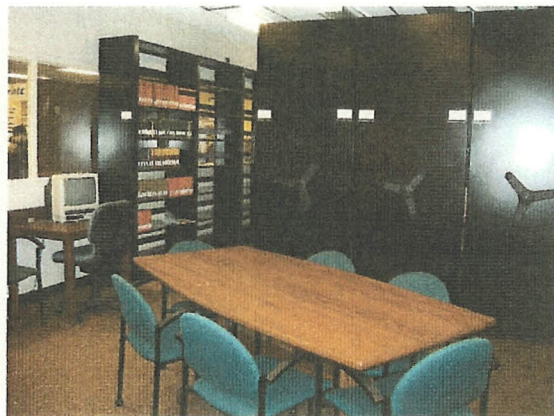
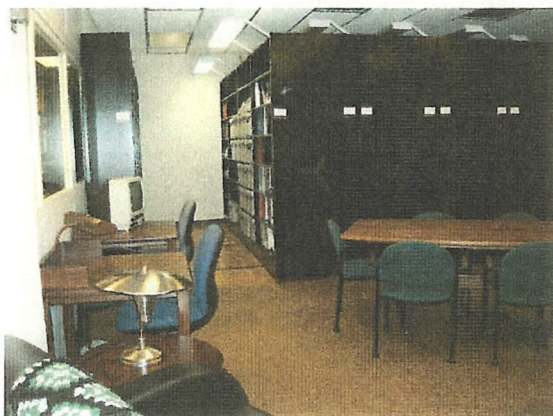
Because of Beverly's insight into the problem, we were able to reestablish the Archives work and research areas in just a matter of one week.

## THE NEW CLAYTON STATE UNIVERSITY ARCHIVES



The Clayton State Archives has undergone a transformation. The University now has a small but nice archives. The space includes research and study areas, a conference area for small classes and meetings, display areas.

Our full-height walls have added privacy, security, and quiet. The compact shelving has made access to the collections simpler. The furniture has added comfort. The Archives now has a VCR for viewing the many videos in our collections.



The Clayton State University Archives has come a long way since its beginning in December 2004.



**APPENDIX B**

**FIRST EXHIBIT PROGRAM**



Archives are:

1. The "noncurrent records" of an organization or institution preserved because of their continuing value: the term "archival records" or "archival materials" signifies any physical medium which is employed to transmit information, such as paper, film, photographs, audio or videotape, computer tapes or disks, etc.
2. The "agency or program" responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency.
3. The "building" or part of a building where such materials are located.\*

\* Bellardo, Lewis J. and Lynn Lady Bellardo. *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1992)

The Library Archives  
Clayton State University  
5900 North Lee Street  
Morrow, GA 30260

*Clayton State University*

## THE LIBRARY ARCHIVES



OPEN HOUSE

MAY 6, 2005

## IN THE BEGINNING... A COLLECTION OF FIRSTS

*Exhibition will run May 6 – 13, 2005*

### EXHIBIT 1 - FIRST SCRAPBOOK – 1969 – 1971

News articles and clippings about Clayton's students, faculty, and programs. Includes bulletins, programs and announcements..



### EXHIBIT 2 - DIRECTIONAL SIGN

Clayton Junior College directional street sign.



### EXHIBIT 3 – FIRST ACADEMIC CATALOG

1969-1971 Academic Catalog.

### EXHIBIT 4 – FIRST STUDENT HANDBOOK

September 1969 Student Handbook for Clayton Junior College.



### EXHIBIT 5 – FIRST FACULTY/STAFF NEWSLETTER

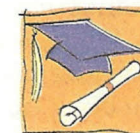
*What's Going On Here* is one of the predecessors of the *Campus Review*. Original newsletters dating from 1969 until 1970.



Continued...

### EXHIBIT 6 – FIRST COMMENCEMENT

A copy of the commencement program from 1971, a list of the honor graduates, and copies of news articles about the graduation.



### EXHIBIT 7 – EARLY AERIAL PHOTOGRAPHS

Aerial photographs of the Clayton campus.



### EXHIBIT 8 – FIRST PLANS

Original blue prints and plans for the campus of Clayton Junior College.



The Library Archives  
Clayton State University  
5900 North Lee Street  
Morrow, GA 30260  
Rosemary Fischer, Archivist  
770.970.5162

[rosemaryfischer@mail.clayton.edu](mailto:rosemaryfischer@mail.clayton.edu)

Please call ahead for an appointment, Monday through Friday.

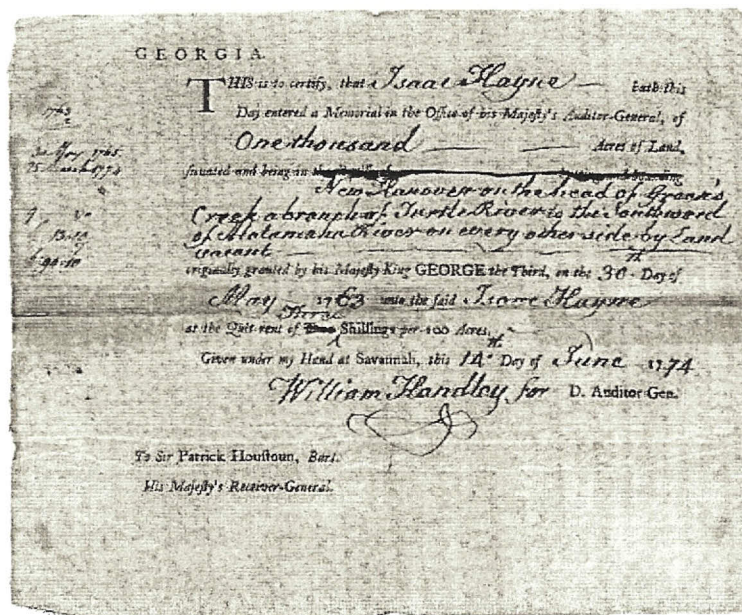


**APPENDIX C**

**2005 GHRAB AWARD AND PROGRAM**



2005  
GHRAB  
Archives Awards



THE GEORGIA HISTORICAL RECORDS ADVISORY BOARD

presents the

Award for Excellence in  
Archival Program Development

to

Clayton State University  
Library Archives

for establishing an archives to preserve the records of  
Clayton State University

*Cathy Cox*

Cathy Cox  
Secretary of State

*Oct 3, 2005*

Date

*R. Lee Kinnamon*

R. Lee Kinnamon, Chairman  
Georgia Historical Records Advisory Board

*Oct 3, 2005*

Date

# 2005 GHRAB Board

R. Lee Kinnamon, Chairman

*Americus-Sumter Performance Learning Center, Americus*

Thomas R. Dirksen, Vice Chairman

*Augusta Genealogical Society, Augusta*

Catherine O. Badura

*Valdosta State University, Valdosta*

William Harris Bragg

*Georgia College and State University, Milledgeville*

Annette K. Brock

*Savannah State University (ret.), Savannah*

Ross King

*Association County Commissioners of Georgia, Atlanta*

John S. Lupold

*Columbus State University (ret.), Columbus*

Lavonia Kess McIntyre

*Genealogist, Atlanta*

Kaye Lanning Minchew

*Troup County Archives, LaGrange*

Alice Taylor-Colbert

*Shorter College, Rome*

STATE COORDINATOR

David W. Carmicheal, Director

*The Georgia Archives, Morrow*

ASSISTANT STATE COORDINATOR

Elizabeth Aloï Barr

*The Georgia Archives, Morrow*

## 2005 Georgia Historical Records Advisory Board Archives Awards

3 October 2005



# 2005 Winners

## Agenda

5:00 - 5:30	Reception	
5:30 - 5:35	Welcome	David Carmicheal
5:35 - 5:40	Introduction	Cathy Cox
5:40 - 6:30	Awards Presentation	Cathy Cox R. Lee Kinnamon David Carmicheal
6:30 - 6:35	Closing Remarks	Cathy Cox
6:35 - 7:00	Tours of Building	Archives Staff

## Awards

### AWARD FOR LEGISLATIVE ADVOCACY

Congressman Mac Collins  
Representative Ben L. Harbin

### AWARD FOR ADVOCACY

Wilbur W. Caldwell  
Alice Taylor-Colbert

### AWARD FOR EXCELLENCE IN ARCHIVAL PROGRAM DEVELOPMENT BY A LOCAL GOVERNMENT

City of Alpharetta, Engineering/Public Works Department

### AWARD FOR EXCELLENCE IN ARCHIVAL PROGRAM DEVELOPMENT BY AN INSTITUTION

Clayton State University Library Archives  
Historical Collections and Archives, Robert B. Greenblatt, MD  
Library, Medical College of Georgia

### AWARD FOR EXCELLENCE IN ARCHIVAL PROGRAM DEVELOPMENT

W. H. Shaw High School

### AWARD FOR EXCELLENCE IN DOCUMENTING GEORGIA'S HISTORY

*New Georgia Encyclopedia*, Georgia Humanities Council  
Special Collections Department, Georgia State University Library

### AWARD FOR EXCELLENCE IN RESEARCH USING THE HOLDINGS OF AN ARCHIVES

John S. Lupold and Thomas L. French, Jr.

### AWARD FOR EXCELLENCE IN STUDENT RESEARCH USING HISTORICAL RECORDS—UNDERGRADUATE LEVEL

Grace A. Hardwick

### AWARD FOR EXCELLENCE IN STUDENT RESEARCH USING HISTORICAL RECORDS—GRADES 9-12

Ashley Alred, Page Dickson, Colleen Fries

### AWARD FOR EXCELLENCE IN STUDENT RESEARCH USING HISTORICAL RECORDS—GRADES 6-8

Dillon D. Carroll

*GHRAB wishes to thank the Friends of the Georgia Archives for supporting the 2005 Archives Awards Presentation*



**APPENDIX D**  
**ARCHIVAL DOCUMENTS**



## CLAYTON STATE UNIVERSITY ARCHIVES

# Statement of Authority

The general mission of the Clayton State University Archives is to select and ensure the preservation and accessibility of the University's recorded history.

The objectives and purposes of the University Archives shall be to:

- Ensure the retention and preservation of the records of Clayton State University with historical and research value by providing for the application of modern and efficient methods to the creation, utilization, maintenance, retention, preservation, and disposal of records;
- Provide an archival depository in which to assemble and maintain the official archives of the University;
- Collect and secure from outside sources, private individuals, faculty, staff, student body, alumni, and community any records and documentation reflecting the history of the University;
- Promote the collections and history of the University through participation in archival, historical, professional, and genealogical associations, and through special events;
- Plan and coordinate celebrations and observations of events and anniversaries having historical or special significance to the University;
- Collect biographical information in regard to all University officers, boards, trustees, regents, faculty, and staff, and to keep same on file, in a classified arrangement, for convenient reference by researchers;
- Prepare finding aids and promotional documentation for collections to foster an interest in University history;
- Foster sentiment looking to the better protection, classification, and arrangement of historically valuable records of the University;
- Stimulate historical and scholarly research through participation in University classes, newspaper articles, and through special displays.

\_\_\_\_\_  
Thomas K. Harden, President  
Clayton State University

\_\_\_\_\_  
Date

## CLAYTON STATE UNIVERSITY ARCHIVES

# Mission Statement

The University Archives acts as the official, archival repository for Clayton State University. The Archives is charged with the responsibility of preserving the documentary heritage of the University and serving as the collective memory of Clayton State University.

### The University Archives

Collects, appraises, organizes, describes, preserves, and makes available records of historical value to the University.

Documents the teaching, research, community service, administrative functions, and student life.

Provides a facility for the retention and preservation of such records and collections.

Provides information services that will assist the operation of the University.

Promotes knowledge and understanding of the University's origins, goals, and programs.

Provides useful documentation of the policies, people, aims, achievements, and events of the University.

The Clayton State University Archives collects documents, official and unofficial, in all formats and media, of enduring permanent historical value. The Archives serves the interests of faculty, students, alumni, staff, researchers, scholars, and the community.



## Collection Development Policy

### 1. Statement of Purpose

The Clayton State University Archives is charged with the responsibility of appraising, collecting, organizing, describing, preserving, and making available for research and reference use those official University records and those records of the University community of sufficient historical value that reflect the activities and history of the University to warrant permanent preservation. "Official University records" include any and all documentation in any form produced or received by any employee of Clayton State University while engaged in the conduct of official University business. "University community" includes individual and collective members of the faculty, staff, administration, student body, and alumni of the University as well as any other individuals and organizations whose activities have relevance for the University.

The CSU Archives strives to provide adequate facilities for the retention and preservation of official university records. In collecting these materials, the CSU Archives undertakes to recognize and honor matters of privilege and confidentiality.

The CSU Archives promotes knowledge and understanding of the origins, aims, programs, and goals of the University, and of the development of these aims, programs, and goals. The Library Archives provides information services that will assist the operation of the University in addition to serving research and scholarship by making available and encouraging use of its collection by members of the community at large. Furthermore, the University Archives serves as a resource and laboratory to stimulate and nourish creative teaching and learning.

The University Archives also appraises, collects, organizes, describes, preserves, and makes available for research and reference use records of individuals and organizations not directly connected with Clayton State University should the subject matter of the collection be particularly relevant to the collecting interests and strength developed by the staff of the CSU Archives.

### 2. The following programs are supported by the Archives' collections:

- Preservation of CSU history and memory
- Research
- Outreach (Community programs)
- Exhibits
- Publications
- Career Services
- Academics

### 3. Clientele served by the Library Archives collections:

- Students
- Faculty
- Administration
- Scholars
- General Public

## Collection Development Policy (Continued)

### 4. Priorities and limitations of the collection:

- Present Identified Strengths: Photographs and slides; University publications (*Campus Review*, *Bent Tree*, course catalogs, manuals, handbooks, annual reports, news releases, accreditation reports, videos, etc.
- Present Collecting Level: Just started.
- Present Identified Weaknesses: Archivist not a full-time position, no isolation area for infested collections, no work area separate from research area.
- Desired level of collecting to meet program needs:
- Geographical areas collected: Clayton State University in Georgia.
- Chronological Periods Collected: 1969 to present. From the beginning of Clayton Junior College to the present.
- Subject Areas Collected: Permanent historical materials related to the history of CSU.
- Languages, other than English, collected: Other languages as they pertain to the history of CSU.
- Forms of material, other than manuscripts, collected: photographs, videos, CDs, DVDs, slides, architectural drawings, catalogs, handbooks, reports, publications, etc.
- Exclusions: Student records, payroll records.

5. Cooperative agreements affecting the collection policy: none at this time.

6. Statement of resource sharing policy: none at this time.

7. Statement of deaccessioning policy: Deaccessioning is approved only by Archivist. Considerations for deaccessioning are: poor condition, duplicate copies, does not pertain to history of CSU, its students, alumni, faculty, or staff.

8. Procedures affecting collecting policy and its expedition: none at this time.

9. Procedure for monitoring development and reviewing collection development guidelines: none at this time.



## CLAYTON STATE UNIVERSITY ARCHIVES

# Acquisition Policy

The University Archives has been assigned the responsibility of overseeing Clayton State University's documentary heritage. In accordance with this responsibility, the University Archives program acquires documents and materials of enduring (permanent) historical value which have been created or received by the University or its designated representatives during the course of their appointed duties, and preserves, maintains, and provides access to these materials on behalf of the University community.

The University Archives program works cooperatively with both administrative and academic departments on campus to identify and preserve documents and materials of permanent historical value in accordance with its designated responsibilities. To accomplish this goal, the University Archives shall acquire files and materials, regardless of media format, which have historical value. The materials are added to the University Archives in accordance with established transfer procedures such as: departmental transfer, gift, bequest, or purchase. In acquiring these materials, all decisions regarding the ultimate disposition of materials shall be transferred to the University Archives Program and its designated representatives.

Materials may be de-accessioned only with the approval of the Archivist and the University Archives Program; the accepted reasons for de-accession are: poor or irreparable condition, limited space, duplication, privacy violations or any legitimate reason as outlined within accepted archival standards and practices.



## CLAYTON STATE UNIVERSITY ARCHIVES

# Access Policy

The University Archives, being the designated custodian of Clayton State University's permanent documentary heritage, strives to provide full and equal access to all University records within its custody. All collections are open to researchers, staff, faculty, students, administrators, and the general public, unless otherwise requested by the director or head of the transferring department or agency, or the donor.

Those collections or portions of collections which have been designated as "Closed" or "Restricted" have been done so in accordance with confidentiality and privacy guidelines set forth by the transferring department or agency. Files, which have been designated as "Closed" or "Restricted" due to student confidentiality guidelines, may only be accessed by an official departmental representative acting upon formal departmental requests.

The University Archivist reserves the right to close collections or portions of collections until such time as they have been prepared for viewing by the public and/or when the record's security comes into question.

Any and all questions regarding this policy should be directed to University Archivist prior to visiting the archives.

## Transfer Procedures

The University Archives is the designated legal and physical custodian for all of the university's noncurrent records found to possess enduring historical value. A basic guideline of records that should be transferred to the archives are listed within the *Retention Schedules for State Government Records*. The University Archives staff should be consulted when considering transferring materials to the archives.

In-active, permanent records should be transferred to the archives at the end of a calendar or school year schedule. This will help archives staff in the arrangement and description of materials while maintaining original order (order in which records were created and used) and provenance (keeping records created by one agency, department, etc. together). However, archives staff can accommodate transfers at any time the need arises within a campus department. Note: Records that must be referenced on a monthly basis should be retained in office until such time as their reference activity decreases.

### Procedure

- Contact archives staff prior to transfer date to discuss type and amount of records being transferred as well as to set a pick-up or delivery date depending upon the amount of materials to be transferred.
- Obtain standard records boxes (12x10x15) from appropriate vender. The boxes do not have to be acid free.
- Transfer materials to record center boxes in the order in which they were created and used, placing letter-size folders facing the 12-inch side of the box and legal-size folders facing the 15-inch side of the box.
- Boxes should then be closed or lids placed on top of the box. Tape is not necessary.
- Number each box in pencil. Put the name of the transferring department on each box. Complete the Record Transfer form for materials being transferred to the archives. This Record Transfer Form should be given to archives staff at the time of transfer. If you are unable to obtain a Records Transfer Form prior to transferring materials, please include a sheet of paper stating the following:
  - ◇ Name of transferring agency or department (Academic Affairs, History Dept., etc.)
  - ◇ Records series title/name (committee meeting minutes and agenda)
  - ◇ Brief description of use
  - ◇ Inclusive dates (earliest date in box to latest date in box)
  - ◇ Estimated volume (3 boxes, or 2 files, or 6 videos, etc.)
  - ◇ Brief description of each boxes contents
  - ◇ Name of person authorizing transfer
  - ◇ Restrictions on use (Can this collection be used immediately? Is this collection open to everyone? If not, what are the restrictions?)
- On the date of delivery, a copy of the Record Transfer Form will be signed by the archives' staff member signifying receipt of the transferred materials.
- Once the delivery of materials is completed, the University Archives accepts legal and physical responsibility for the records within their care and will administer all copyright from transfer date forward, unless otherwise noted. Any questions regarding the above procedure, please contact the



## Rules for Using the Archives

All users and visitors to the Archives are required to sign in. By signing in, you agree to abide by the rules. For the protection of our materials and collections, you may be denied access if you do not comply with the rules.

No materials, documents, or collections belonging in the Archives may be removed from the Archives without the express consent of the Archivist or Director of the Library.

The Archives is monitored at all times for security. Visitors and researchers must be accompanied by a staff member.

While using our materials, you may have only paper, pencil, or a laptop computer with you. No pens are permitted. Pencils and note paper are provided.

All bags, containers, backpacks, purses, and computer cases, coats, etc. must be left by the front desk while you are using the Archives. Neither the Archives nor the library is responsible for the security of your personal property.

While in the Archives, all personal electronic devices (i.e. cell phones) must be muted. If a cell phone rings, you will be asked to leave the Archives.

No food or drink, even in a covered container, is allowed in the Archives. No gum or mints or other edible items are allowed. No chewing gum is permitted.

Please handle all materials as if they were ancient and fragile.

- Use cradles for all bound materials (cradles provided),
- Turn pages gently, and
- Lay your pencil down while you are handling the materials.

When taking notes, please make sure your paper is on the table, and not resting on any archival documents or materials.

You may be asked to wear gloves while handling photographs or very old items.

If you have requested more than one item, we ask that you use only one item at a time. The staff will bring the items to you when you notify us you are ready for the next item. This reduces your risk and ensures that our trained staff remains responsible for movement of the materials.

Please use paper markers when removing folders or items from boxes, and remove only one item (page) at a time. It is very important that items retain their order within a box.

No self-service duplication of materials is permitted. You may not bring in your own scanner, cell phone with camera, or camera.

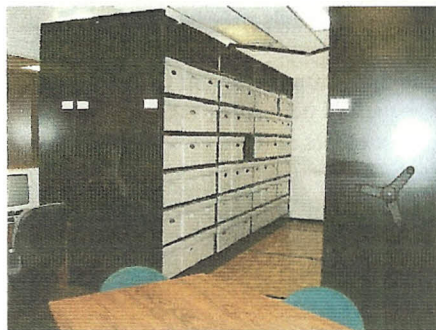
If you discover materials in need of rehousing or preservation treatment, please tell the Archivist.

Making an appointment with the Archivist is recommended. Some of your requested items may take longer to locate than others. If you make an appointment, the Archivist can have your request filled and waiting for you at your appointment time.



## WHAT ARE ARCHIVES?

1. The "noncurrent records" of an organization or institution preserved because of their continuing value: the term "archival records" or "archival materials" signifies any physical medium which is employed to transmit information, such as paper, film, photographs, audio or video-tape, computer tapes or disks, etc.
2. The "agency or program" responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency.
3. The "building" or part of a building where such materials are located.\*



Bellardo, Lewis J. and Lynn Lady Bellardo. *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1992)

The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

January 2006

## CLAYTON STATE UNIVERSITY ARCHIVES



The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

## MISSION STATEMENT

The University Archives, a department of the University Library, acts as the official archival repository for Clayton State University. The Archives is charged with the responsibility of preserving the documentary heritage of the University and serving as the collective memory of Clayton State.

## HISTORY

The Clayton State University Archives was started December 1, 2004 when the first archivist was hired. Before that, boxes of documents, photographs, slides, books, brochures, blue prints, plans, banners, and other items were stored around campus.

Since then, the Archives have been steadily growing. Already, faculty and staff are making use of the historical records. An internship program has been developed and internships are available through the history department.

With the help of the students, alumni, faculty, retirees, administration, and the staff, the Clayton State Archives will flourish and become a reflection of all those who have walked the halls and campus of Clayton State University.

## DOCUMENTATION PROGRAMS

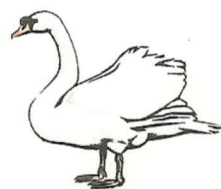
Documentation programs define the types of items and materials that are collected by the Archives. There are documentation programs for: faculty, alumni, student clubs and organizations, and administration and staff.

Documentation for departments and administrative units of the University are being developed. Before you discard items, contact the archivist.

## WHAT YOU WILL FIND IN THE ARCHIVES...

Currently, the Archives is home to campus publications, information on clubs and activities, papers of the President and the Provost, photographs, slides, reports, blue prints, and Clayton ephemera and memorabilia.

As the Archives grow, the collections will include publications by faculty, staff, and students, syllabi, bios and curriculum vitae, and many more items. The Archives grows daily with donations from alumni, retirees, students, staff, and faculty.



## COLLECTIONS AVAILABLE FOR RESEARCH\*

- *Campus Review* 1971-Present
- Academic Catalogs 1969 - Present
- Student Handbooks 1969-2000
- *The Clay Tablet* 1974-1981
- *Cygnets* 2004-2005
- *Centurion* - Annuals/Yearbooks 1973-1974
- Commencement Programs 1971-Present
- Faculty Photo Brochures - 1975-1985
- *CJC Potpourri* 1970-1971
- *What's Going On Here* 1969-1970
- *The Bent Tree* 1974-Present

\*This will change as more collections are processed.

## RULES FOR USING THE ARCHIVES

- ✦ Researchers should wash their hands. Do not use hand lotions or creams.
- ✦ All researchers must sign in.
- ✦ All researchers must be accompanied by a staff member.
- ✦ Researchers may bring only laptop computers. No pens. Pencil and paper will be provided.
- ✦ All personal items must be left at the front desk of Archives.
- ✦ No personal electronic devices are allowed.
- ✦ No food, drink, or edible items are allowed in the archives.
- ✦ Handle all materials as if they are ancient and fragile.
- ✦ When taking notes, be sure paper is on the table and not resting on any archival materials.
- ✦ You may be asked to wear gloves when handling photographs or very old items.
- ✦ You may use only one research item at a time.
- ✦ No self-service duplication of materials is permitted.
- ✦ No archival materials may be removed from the Archives.
- ✦ Make an appointment to visit to the Archives. Some requested items may take longer to locate than others..



## CONTACTING CLAYTON'S ARCHIVES

University Archivist: Rosemary Fischer  
Phone: 678.466.4333 Fax 678.466.4349  
E-mail: [rosemaryfischer@clayton.edu](mailto:rosemaryfischer@clayton.edu)

Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260



**APPENDIX E**  
**DOCUMENTATION PROGRAM BROCHURES**





The Alumni are an integral part of the university history. Clayton State seeks to preserve the history and the memories of its former students.

You can continue to be a part of Clayton State and become a permanent part of its history by contributing to the University Archives.

As an alumnus, you can help enrich the history that remains a permanent part of the Clayton State University Archives.

The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

January 2006

## *Alumni Documentation Program*

### *Donating to the Archives A Guide for Alumni*



The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

## TO OUR ALUMNI

The following procedures and list have been compiled to assist our alumni regarding the types of materials the Archives is interested in obtaining for inclusion within the Archives. Original items are preferable but copies (photocopies, prints, digital copies on CD-Rom) are acceptable.

### TRANSFER PROCEDURES

- Contact the archivist prior to transfer date to discuss amount and type of materials being sent.
- If transferring a large amount of materials, please use a box with a lid or that closes. Boxes should be closed during shipping or transfer.
- Memorabilia or fragile materials should be first wrapped in tissue paper or bubble wrap to prevent damage to items during transfer.
- Number each box in pencil and include your name on each box.
- Complete the Donor Form or include a letter stating the following: name of donor, address, telephone number, e-mail, brief description of items included in transfer, dates of items (if any), brief description of each item in boxes, dates of your attendance at Clayton.
- Smaller donations can be made in an envelope which is properly marked and identified.

## MATERIALS LIST FOR ALUMNI

- Campus announcements
- Student club records, rosters, group photographs, meeting minutes, agenda
- Official university publications
- Programs, graduation programs
- Newsletters, booklets, flyers, brochures
- Catalogs, posters, special bulletins
- Student newspapers
- Photographs, slides, negatives
- Videos, Audiocassettes, motion pictures
- Pennants and banners
- Clayton T-shirts or other apparel
- Items with Clayton's logo: book bags, mugs, pens, pencils, rulers, etc.
- Team uniforms
- Orientation materials: maps, activity lists, etc.
- Original LINKS or Laker cards, library cards, ID cards
- Cafeteria menus

### DONATE YOUR SERVICES

- Identify photographs
- Identify slides
- Inventory boxes (make list of folders and notebooks in the box)
- Encourage other alumni to donate items and services
- Help find donations for equipment
- Start a friends group for the archives

## YOUR DONATION

Any size contribution is welcome. Any amount of time you can spare is appreciated. If you would like to donate any of the items on the Materials List or have something not on the list, we want to hear from you. Please consider sharing your school memories with the Clayton State University Archives..

### QUESTIONS?

If you have questions about a donation to the Clayton State University Archives or wish to donate your time, please call or e-mail:

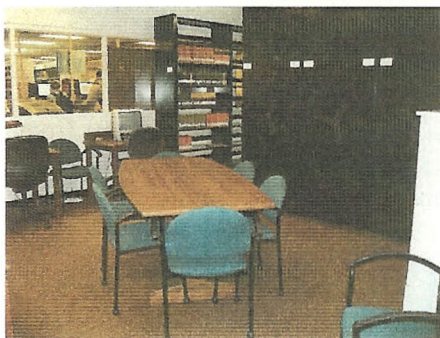
Rosemary Fischer, University Archivist  
The University Library  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

Telephone: 678.466.4333

E-mail : [rosemaryfischer@clayton.edu](mailto:rosemaryfischer@clayton.edu)

Fax: 678.466.4349





The Faculty is an integral part of the university history. Clayton State University would like to preserve the papers and the memories of its Faculty.

You can continue to be a part of Clayton and become a permanent part of its history by contributing to the University Archives.

As a Professor, you can help enrich the history that remains a permanent part of the Clayton State University Archives.

The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

January 2006

## *Faculty Documentation Program*

### *Donating to the Archives A Guide for Faculty*



The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260



## FACULTY DOCUMENTATION PROGRAM

The Faculty Documentation Program seeks to identify and collect papers of enduring value generated by Clayton State University faculty members over the course of their careers at the university. The Archives has compiled a list to assist faculty members who are considering donating papers from their personal and professional careers to the archives. The list reflects the types of materials the Archives is interested in obtaining for inclusion within the Archives. Original items are preferable but copies (photocopies, prints, digital copies on CD-Rom, e-mails, and other media) are acceptable.

## TRANSFER PROCEDURES

- Contact the archivist prior to transfer date to discuss amount and type of materials being sent.
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- Number each box in pencil and include your name on each box.
- Complete the Donor Form or include a letter stating the following: your name, campus address, telephone number, e-mail, brief description of items included in transfer, dates of items (if any), brief description of each item in boxes, dates of your time at Clayton.
- Smaller donations can be made in an envelope which is properly marked and identified. A Donor Form should also be included.

## MATERIALS LIST FOR FACULTY

- A dated photograph of yourself: both electronic and traditional.
- Biographical information: biographies, resumes, curriculum vitae, autobiographies, sketches, chronologies, and bibliographies of works.
- Diaries, notebooks, journals, and appointment books.
- Correspondence: personal, professional, official university.
- Teaching materials: lecture notes, course syllabi, tests, lab manuals, PowerPoint presentations, course outlines, and reading lists.
- Copies of publications: one set of published works.
- Drafts of works: articles, speeches, and books.
- Research files: outlines, reviews, critiques, notes, analyses, reports, summary analyses, summary reports, research or field notes. Note: the faculty member should retain raw data that contains private information that may never be opened. Data that has limited restrictions on use may be transferred.
- Audio/visual: video and audio recordings of your work, speeches, etc.
- Departmental/committee records: agenda, minutes, reports, correspondence, and related materials.
- Memorabilia: artifacts related to your time at the university.
- Electronic records: items created in electronic environments (2 copies of each for back-up purposes and hard copy if available.)

## YOUR DONATION

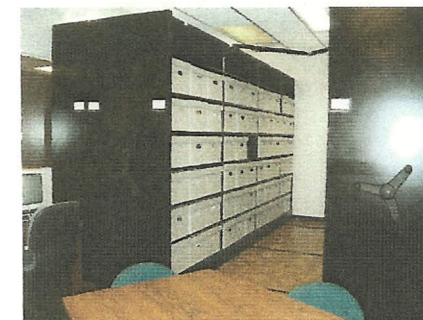
Any size contribution is welcome. If you would like to donate any or all of the items on the Materials List, we want to hear from you. Please consider sharing your papers and memories with Clayton State.

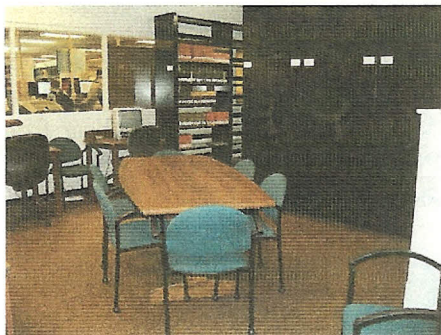
## QUESTIONS?

If you have questions about a donation to the Clayton State University Archives, please call or e-mail:

Rosemary Fischer, University Archivist  
The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

Telephone: 678.466.4333  
E-mail: [rosemaryfischer@clayton.edu](mailto:rosemaryfischer@clayton.edu)  
Fax: 678.466.4349





The administration and staff are an integral part of the university history. Clayton State University would like to preserve the documents, publications, and the memories of its administration and staff.

You can continue to be a part of Clayton and become a permanent part of its history by contributing to the University Archives.

As administration and staff, you can help enrich the history that remains a permanent part of Clayton State University Archives.

The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

January 2006

## *Staff Documentation Program*

### *Donating to the Archives A Guide for Administration & Staff*



**The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260**



## STAFF DOCUMENTATION PROGRAM

The Staff Documentation Program seeks to identify and collect papers of enduring value generated by Clayton State University administration and staff over the course of their careers at the university. The Archives has compiled a list to assist staff members who are considering donating papers from their personal and professional careers to the archives. The list reflects the types of materials the Archives is interested in obtaining for inclusion within the Archives. Original items are preferable but copies (photo-copies, prints, digital copies on CD-Rom, e-mails, and other media) are acceptable.

## TRANSFER PROCEDURES

- Contact the archivist prior to transfer date to discuss amount and type of materials being sent.
- If transferring a large amount of materials, please use a box with a lid or that closes. Boxes should be closed during shipping or transfer.
- Memorabilia or fragile materials should be first wrapped in tissue paper or bubble wrap to prevent damage to items during transfer.
- Number each box in pencil and include your name on each box.
- Complete the Donor Form or include a letter stating the following: your name, campus address, telephone number, e-mail, brief description of items included in transfer, dates of items (if any), brief description of each item in boxes, dates of your time at Clayton.
- Smaller donations can be made in an envelope which is properly marked and identified. A Donor Form should also be included.

## MATERIALS LIST FOR ADMINISTRATION & STAFF

- A dated photograph of yourself: both electronic and traditional.
- Biographical information: biographies, resumes, curriculum vitae, autobiographies, sketches, and chronologies.
- Diaries, notebooks, journals, and appointment books.
- Correspondence: personal, professional, official university.
- Copies of publications: books, speeches, compositions, newspaper articles, journal articles, etc.
- Drafts of works: articles, speeches, and books.
- Research files: outlines, reviews, critiques, notes, analyses, reports, summary analyses, summary reports, research or field notes. Note: the staff member should retain raw data that contains private information that may never be opened. Data that has limited restrictions on use may be transferred.
- Audio/visual: video and audio recordings of your work, speeches, etc.
- Departmental/committee records: agenda, minutes, reports, correspondence, and related materials.
- Memorabilia: artifacts related to your time at the university.
- Electronic records: items created in electronic environments (2 copies of each for back-up purposes and hard copy if available.).
- Any items pertaining to the history of Clayton and your time at Clayton.

## YOUR DONATION

Any size contribution is welcome. If you would like to donate any or all of the items on the Materials List, we want to hear from you. Please consider sharing your documents and memories with Clayton.

## QUESTIONS?

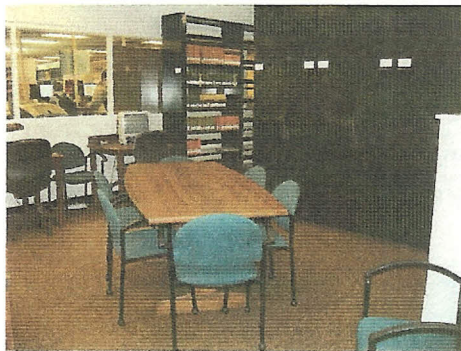
If you have questions about a donation to the Clayton State University Archives, please call or e-mail:

Rosemary Fischer, University Archivist  
The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

Telephone: 678.466.4333  
E-mail: [rosemaryfischer@clayton.edu](mailto:rosemaryfischer@clayton.edu)  
Fax: 678.466.4349







Student Clubs and Organizations are an integral part of the university. Clayton State University would like to preserve the history, contributions, and the memories of its many student clubs and organizations.

You can continue to be a part of Clayton and become a permanent part of its history by contributing to the University Archives.

Your club and organization can help enrich the history that remains a permanent part of the Clayton State University Archives.

The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

November 2005

## *Student Organization Documentation Program*

## *Donating to the Archives A Guide for Student Clubs & Organization*



The University Archives  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260



**APPENDIX F**  
**PROFESSIONAL DEVELOPMENT**

The Georgia Archives  
and the  
Atlanta Regional Consortium for Higher Education  
*award this certificate to*

Rosemary Fischer

*for having successfully completed the 2005 Georgia Archives Institute  
designed to develop a high level of professional  
understanding and competence*

  
\_\_\_\_\_  
Director, Georgia Archives

  
\_\_\_\_\_  
CEO, Georgia Archives Institute





# *Certificate of Participation*

SOLINET, The Southeastern Library Network,  
hereby certifies that

*Rosemary Fischer*

did attend and complete on  
*September 1, 2005*

a class on

*Caring for Scrapbooks (Web-Based Training)*

*Cal Shepard*

Cal Shepard

Manager

Educational Services

Contact Hours: 2.00

Clayton State University  
Library  
Certificate of Attendance

is hereby granted to  
Rosemary Fischer

for completion of  
‘The Legal Research Workshop:  
Utilizing Library Resources’

presented by  
Mara Mooney, J.D.  
Assistant Professor of Paralegal Studies

September 22, 2005





# ARCHIVAL CERTIFICATION CREDIT

---

**ROSEMARY FISCHER**

Has been awarded five (5) archival certification credits for the successful completion of

*Exhibits Made Simple*

November 2, 2005, Augusta, GA  
Society of Georgia Archivists

Certificate awarded in compliance with the Academy of Certified Archivists Recertification Credit



CERTIFICATE OF CONTINUING EDUCATION

*Rosemary Fischer*

*has been awarded 0.75 continuing education units  
and 5 archival recertification credits upon successful completion of*

DESCRIBING ARCHIVES: A CONTENT STANDARD

*Atlanta, GA*

*Nancy P. Beaumont*

*Nancy Perkin Beaumont, Executive Director*



SOCIETY OF  
American  
Archivists

*June 13, 2006*

*Date*



**APPENDIX G**

**WOMEN'S FORUM CERTIFICATE**



2005



2006

*In recognition of outstanding service to the  
Clayton State University Women's Forum*

*Rosemary Fischer  
Historian/Publicity Chair*

*Your dedication and commitment are greatly appreciated.  
Presented on April 25, 2006.*

*Linda Nash*

*Linda Nash*

*Past President*



**APPENDIX H**  
**NEWS ARTICLES**



# History in the Making – Clayton State Welcomes New Archivist Rosemary Fischer

by Leigh Duncan, University Relations

Clayton College & State University is coming of age. And for a university, that's a good thing. In December, Rosemary Fischer moved to Morrow to become the University's first official Archivist.

What is the purpose of having an archivist, one might ask... and what does one do? The first thing that comes to mind is the great Ivy League universities, founded hundreds of years ago. Steeped in rich history and tradition, it is the Archivist that helps preserve and promote that standard or convention. So what can an Archivist do for Clayton State?

The University recently celebrated 35 years of existence and the history of the University is growing and evolving every year. Preserving the history of the university, its students,



---

## New Dean, from p. 1

Engineering and Technology) accreditation in computer and information science," shares Ford. In addition to adding CIMS programs, Ford also plans to institute a research environment to prepare Clayton State students for the transition to graduate level education – and, in the future, that transition may allow students to pursue graduate studies in CIMS.

As to his own academic pursuits, Ford holds a Ph.D. in Computer and Information Science from Florida State University; an M.S. in Computer and Information Science and a B.S. in Computer Science both from the University of Arkansas at Little Rock; an M.S. in Biology from the University of Central Arkansas; and a B.S. in Biology (pre-med) from Arkansas's Philander Smith College. He also studied physics at Howard University in Washington, D.C.

Ford has actively pursued several prestigious grants and fellowships and has also published many works relating to his diverse fields of study. In addition to remaining an active contributor to his discipline, Ford has received several awards and recognitions throughout his career, has participated in many professional and civic organizations, and has given of his time in presentations and training endeavors.

He will pass the importance of continuing education to CIMS faculty, encouraging them to evolve academically as their areas of expertise change and grow.

"We must keep in mind that since the mission of CIMS includes 'support for evolving disciplines that foster change,' CIMS faculty must continue to be flexible enough to be prepared to react to new trends and technologies while maintaining a sound academic posture," says Ford.

Ford resides with his wife of 26 years, Dr. Dwedor Morais Ford, in McDonough. They have four children: Dwedor Weslyne Ford, a graduate student in Sports Management at Middle Tennessee State University; Chanita Weslee Ford, a graduate student in Health Science at the University of Arkansas at Fayetteville; Charlise Weslea Ford, a junior Athletic Training major at Oklahoma State University; and Charles Wesley Ford, III., a seventh grader at Henry County Middle School.

Ford thanks Dr. Mary Lowe Good, dean of Donaghey College of Information Science and Systems Engineering at the University of Arkansas at Little Rock, and Dr. William Woods, chair of the Division of Natural and Physical Sciences at Philander Smith College, both of whom have been influential in his career and professional development. ■

faculty and staff, creating a space for the archives and collections to be accessible to researchers, and developing aids for that research, including developing a website, are just a few things Fischer plans to incorporate in the archives.

"I am looking to locate and preserve anything that reflects the history of Clayton College & State University," says Fischer.

Among the items she will include are the plans and architectural drawings of all the buildings, past and present, the history of the names of the streets, lakes, and landmarks; photographs and programs of events; scrapbooks, minutes, membership lists of clubs, groups, sororities and fraternities; annuals, handbooks, catalogs, newspapers, literary magazines; presidential papers and governing body documents – minutes, special programs, fundraisers, photographs, etc.

Fischer, who currently resides in Stockbridge, comes to Clayton State from Staunton, Va., in the heart of the Shenandoah Valley. Being well traveled, she has lived in Seattle, where she received her Bachelor of Arts in English Literature from the University of Washington, Key West, Fla., Idaho, Montana, and Myrtle Beach, S.C. where she attended graduate school at the University of South Carolina in Columbia and received a Masters of Library and Information Science.

Archives, cont'd., p. 6



## ***Alumni/Development***

### **Clayton State Applauds 2004 School of Technology Graduate Janet Orr**

by Lauren Baker, University Relations

Clayton State's School of Technology applauds 2004 graduate Janet Faye Orr (Newnan). Orr, who earned magna cum laude recognition at the University's fall 2004 commencement ceremony, completed her Bachelor of Applied Science degree in Technology Management in summer 2004.

A nontraditional student, Orr attended Clayton State part-time while working 50 to 60 hour weeks as a project manager for Vistawall Architectural Products and while balancing her home responsibilities as a wife and mother.

"If I had it all to do over again, I'd have gone to college right out of high school," shares Orr, considering the challenges she has overcome in pursuit of her degree. But even in the face of obstacles, Orr encourages every student at every age to work hard to reach his or her academic goals.

"Education encourages self-discipline and that results in intrinsic rewards," says Orr. "It encourages you to be the best that you can be, but you must give it your all. You can't be half-hearted."

Orr plans to apply her bachelor's degree to her current career at Vistawall. Interested in life long learning, she may one day pursue a master's in education. Orr thanks her husband and daughter for their support ("and tolerance," Orr laughs) during her years at Clayton State. ■

#### **Marshall, from p. 5**

come by themselves, but, more importantly, opportunities will present themselves."

In addition to his Bachelor of Information Technology, Marshall holds a certificate and an associate degree in Information Technology from Clayton State. He plans to continue his education and will begin an MBA program in fall 2005.

Marshall thanks Larry Booth for his motivation and inspiration and also thanks his wife, Mila, for her patience and support. He has one daughter, a three-year-old named Alba, and will be the proud father of another child in June. When he's not working at Clayton State, Marshall enjoys building furniture and home theaters and, of course, configuring small networks for his home computer. ■

***Be looking for the School of Arts & Sciences and  
the School of Businesses Outstanding Graduate  
in the next Campus Review***

#### **Archives, from p.3**

She has a variety of hobbies, one of which is acting as a living history performer. She researches a character and interprets the role that character plays in history before an audience to teach the history of that period.

"My favorite time period is the 18<sup>th</sup> century," she says. "I have interpreted a range of characters from indentured servant to gentry woman. In addition, I have visited schools and presented various programs on character development, colonial dancing, colonial market fairs, and an introduction into the classes of society during the 18<sup>th</sup> century."

Fischer became interested in archiving while doing her family genealogy. She went to the National Archives in Washington, and enjoyed working with the archivists so much she decided to become one herself.

"My interest in archives was really peaked while doing research at Gunston Hall's (home of George Mason) library and archives," she continues. "I could call ahead with my research topic and the archivist would pull original documents for me to use in my research. I would then sit in the archives and read and study the documents and books that reflected another time, another life."

"My whole life I have been a saver and keeper of family and school memories and memorabilia. I think I was born an archivist and didn't discover it until several years ago."

Fischer is newly married to Julian Stevens, a high school friend and graduate of George Mason University in Virginia. Between them they have three grown children. Stevens' daughter Katie, 26, is a member of the United States Navy, while son Jessie, 23, lives in Colorado. Fisher's daughter, Samantha, 27, lives in Tampa, Fla., and is graduate from George Mason University with a BFA in Studio Art/Photography. ■

Date	Mondays at the Movies (noon)
Jan. 24	"Citizen Kane"
Jan. 31	"Do the Right Thing"
Feb. 7	"O Brother, Where Art Thou?"
Feb. 14	"The Piano"
Feb. 21	"Lola Rennt (Run Lola Run)"
Feb. 28	"Singin' in the Rain"
Mar. 14	"Le Fabuleux destin d'Amélie Poulain (Amélie)"
Mar. 21	"Nuit et brouillard (Night & Fog)"
Mar. 28	Selected Avant-Garde Short Films
Apr. 4	"A bout de souffle (Breathless)"
Apr. 11	"Bringing Up Baby"
Apr. 18	"Chinatown"
Apr. 25	"The Matrix"

UC 272



# Clayton/Henry Business

A WEEKLY REPORT OF PEOPLE AND EVENTS

## BRIEFS

### Clayton State gets archivist



Rosemary Fischer plans to develop aids for researching the university.

In December, Rosemary Fischer became the first official archivist at Clayton College & State University in Morrow. Some of the things Fischer plans to incorporate are preserving the history of the university, creating a space for the archives and collections to be accessible to researchers and developing aids for that research.

"I am looking to locate and preserve anything that reflects the history of Clayton College & State University," she said. Among the items she will include are the plans and architectural drawings of all the buildings, past and present; the history of the names of the streets, lakes and landmarks; photographs and programs of events; scrapbooks, meeting minutes and membership lists of clubs, groups, sororities and fraternities; annuals, handbooks, catalogs, newspapers and literary magazines; and presidential papers and governing body documents.

Fischer became interested in archiving while doing her family genealogy. She went to the National Archives in Washington and enjoyed working with the archivists so much that she decided to become one herself. Fischer, newly married to Julian Stevens, came to Clayton from Staunton Va.



Wednesday,  
January 26, 2005

# News Daily

CLAYTON COUNTY'S NEWS SOURCE

## Clayton College & State University establishes archives

BY GREG GELPI  
ggelpi@news-daily.com

Not to be outdone by the newly constructed state and federal archives in its front yard, Clayton College & State University is establishing its own archives.

Building the office from the ground up, the university's new archivist Rosemary Fischer has an office in the campus library with a "three-foot silver pill."

The "pill," as she called it, is actually a time capsule that was buried 10 years ago that will be opened at some undetermined time later and is among many artifacts and items Fischer is thumbing through and collecting as she establishes the office.

"Each archives sort of specializes in different things," Fischer said, explaining that the Clayton State archives "focuses truly on Clayton (State) and the people who made Clayton (State) possible."

Celebrating its 35th anniversary this school year, Clayton State has grown through the years, building on the grounds of



a former dairy farm and evolving into a thriving four-year university that is approaching 6,000 students.

"I have set a goal to establish a working archives for Clayton State and do it soon," Fischer said, explaining that the archives will include artifacts from the university's history and document its foundation and growth through the years.

The goal is to have the archives open for research by the end of the year, she said. In addition, she is working to establish an internship program and an online catalog of items for the archives.

The archives already have student artwork, different seals from the university's years and scrapbooks dating back to Clayton State's founding, Fischer said.

The university is also working on establishing a history major with an emphasis on archiving, she said.

Archiving isn't just a job for Fischer, but part of her hobbies and one of her interests.

"I've had a long-standing interest in history even as a child," the native of Virginia said.

Growing up amidst many of the historic sites of the nation's founding and historic events, Fischer said that her surroundings only served to foster her passion for history.

"I got to library science school and learned that I was an archivist more than a librarian," Fischer said. "I think I was born an archivist and just didn't realize it."

Fischer also participates in living history re-enactments, researching and playing the part of someone from the 17th century.

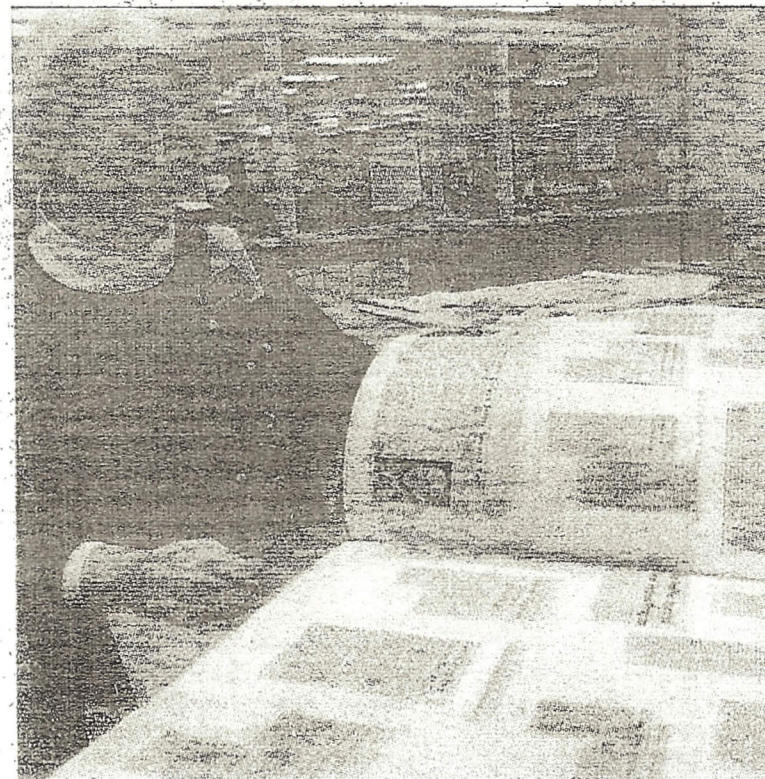


Photo by Zach Porter  
Rosemary Fischer, Clayton College & State University's new archivist, looks through bound scrapbooks of old news clippings charting the college's history.



## Library has Two New Displays for the Month of May

May is here and we all look forward to Memorial Day and the beginning of summer.

The Library's display *Memorial Day: Remembering those who are gone* is intended to remind us that Memorial Day is also a time to remember the men and women who have served in the armed forces and are no longer with us. The World War I veterans are all but gone and the World War II veterans are leaving us every day. Thousands died during the Korean War and the Vietnam War and we

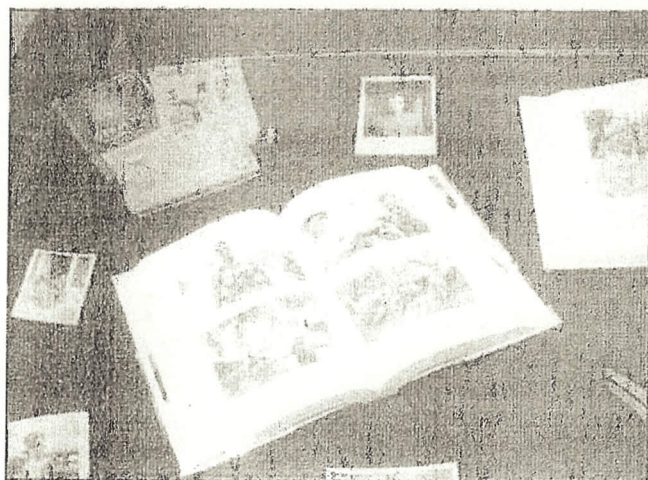
hear about casualties in Iraq every night on the evening news.

So this month for Memorial Day, take a moment to stop by the Library's display – and remember.

The second new display is *Curtain Up! Light the Lights! Broadway... An American Tradition*.

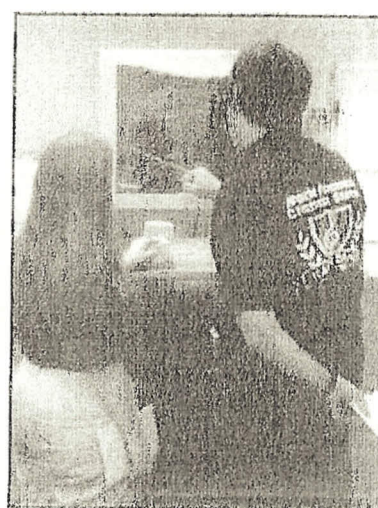
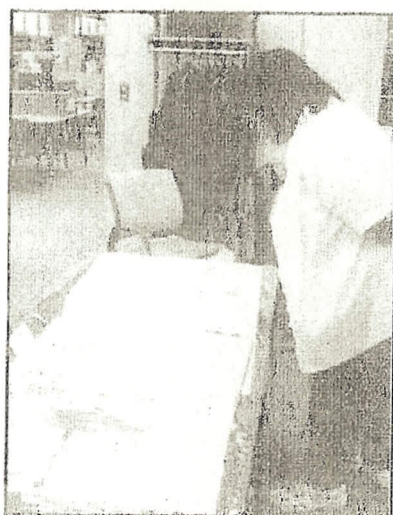
"As a small child I was fascinated by movie musicals, most of which had at one time been a Broadway musical. As I approached my teen years I learned that a distant cousin

had appeared in the Broadway musical, *Gypsy*, with Ethel Merman! Boy was I hooked!" says Head of Public Services Gordon Baker. "It wasn't until I was a freshman at Clayton Junior College, that one of my professors, Naoma Price, took me to see the road company of 'The Sound of Music.' This road company production was starring legendary actress Ann Blyth. I was in heaven! Since that time I have made numerous "theatre trips" to New York, and also attended many shows at Atlanta's own Fabulous Fox!" Broadway is an American tradition!



## See the Clayton State Archives!

Clayton State staff look at archivist Rosemary Fischer's first Clayton State archival display featuring displays such as original newspaper articles from the University's opening in 1969 and aerial photos of campus. Visit the Library and take a look!





Being updated daily, makes this database resource too good to miss. Please check it out. Where do I find it? You can see the individual databases in the GALILEO Databases A to Z list. The individual databases are also listed under their appropriate subject areas i.e. the Wilson Business database is listed under the GALILEO Business and Economics section, etc.

*Facts on File* answers questions about events, people, issues, facts, and figures of the last 60+ years. It also delivers maps, photographs, historic documents, and special overviews of key issues, newsmakers and events since 1940. In addition to the main database, patrons may also search *Issues and Controversies*, *Today's Science*, *World Almanac and Book of Facts*, and the *World Almanac Encyclopedia*. To access *Facts on File*, please go to the Library's web page (<http://adminservices.clayton.edu/library/>) and then click on the link for Other Databases.

### Quiet Study Areas Now Available

The CCSU Library Staff has worked to create quiet study areas in the Library. These areas are marked off by black roping. The areas are located along the outside window area of the Library and also the back half of the Library's main seating area. We ask that patrons in these areas refrain from talking and only use them for quiet study. The front half of the library has been designated as a group work area. Quiet talking is permitted here. Access to the Internet is still available in the areas adjacent to the Circulation Desk. Please assist the Library Staff in keeping the Library as a quiet and positive study area! Thanks for your help!

### Welcome Rosemary Fischer!

The CCSU Library is proud to announce that Rosemary Fischer has joined our staff as a public services librarian and also as the Library's first archivist! Rosemary comes to us from Staunton, Virginia. Rosemary has a Master of Library and Information Studies from the University of South Carolina with an emphasis in archives and preservation. She has had archival experience at University of North Carolina-Wilmington, Coastal Carolina University, and James City in Leon, VA.

The CCSU Library Archives is located in the former Library Circulation/Reserves area. Please stop by and greet Rosemary! Announcements about the status of our archives will be forthcoming!

### Holiday Hours

The CCSU Library will maintain regular hours through Saturday, December 18, 2004, closing at 4:00 P.M. The Library will reopen on Monday, December 20 at 8:00 A.M. From December 20<sup>th</sup> December 23<sup>rd</sup> the Library will be open from 8:00 A.M. to 5:00 P.M. daily. The



## History for Sale at University Bookstore

By Lauren Baker, University Relations

Don't miss the opportunity to own a piece of Clayton State history. All University Bookstore merchandise with the name Clayton College & State University or the acronym CCSU is on sale at 40 percent off with an additional five percent savings if you purchase with your LakerCard.

"People—especially those who've been here a while—may see the CCSU merchandise as memorabilia," says Robert Holmes, director of Auxiliary Services at Clayton State University. But while there's an assortment of shirts, pennants, picture frames and other items bearing the CCSU moniker, Holmes says the majority of the bookstore's merchandise remains marketable under the institution's new name.

"We've been anticipating the name change for about a year," shares Holmes, whose Auxiliary Services staff has been ordering fewer items with the University's old official name in preparation for President Harden's proposal to the Board of Regents of the University System of Georgia.

As for ordering Clayton State University merchandise, Auxiliary Services will defer to Clayton State's Image Council concerning protocol for new items. The department will also update the Auxiliary Services website to reflect the new name and hopes to add Clayton State University to the LakerCard beginning fall semester.

"Updating the name on the LakerCard will be easy," assures the LakerCard Center's Norman Grizell, who notes that the University Bookstore wasn't the only area of Auxiliary Service anticipating a new name. The LakerCard was designed with a white field on the card's top so the Clayton College & State University logo could easily be replaced with an Image Council approved seal or logo.

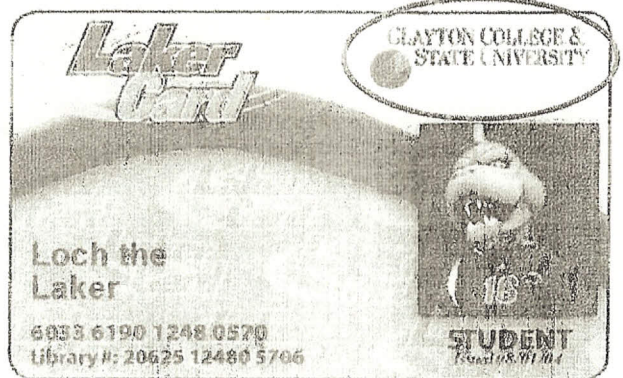
As the bookstore begins to stock Clayton State University merchandise, the department will become a major contributor in

spreading the institution's name across the Southern Crescent. In fact, Auxiliary Services will take the Clayton State brand into the National Archives and Records Administration's new Southeastern Archives' bookstore this coming July.

"Auxiliary Services is an organization involved in education and is happy to support education and research," shares Holmes. "We are excited about our role as ambassadors to a different market and our role in getting the Clayton State University name out."

Holmes has experienced four name changes in his tenure with Clayton State. If you have any questions regarding Auxiliary Services or their CCSU merchandise sale, contact Holmes at [Robert.Holmes@mail.clayton.edu](mailto:Robert.Holmes@mail.clayton.edu).

The LakerCard was designed with a white field on the card's top so the Clayton College & State University logo could easily be replaced with an Image Council approved seal or logo.



### Gone but not forgotten...

## Clayton State Archives Preserves CCSU History

The May 18 Board of Regents decision to change our institution's name to Clayton State University may have brought winds of change to the Clayton State campus. But think twice before you throw out your CCSU paperweight or banish that CCSU sweatshirt to the far reaches of your closet—the Clayton State Library Archives would love to have these and other Clayton College & State University mementos.

"My job is to record this step in Clayton State's history," says Clayton State University Archivist Rosemary Fischer. Fischer will be collecting CCSU material ranging from attire and memorabilia to documents such as faculty dissertations, publications and student papers, to photos and even campus signs. "I'm in the collecting mode," she laughs.

Fischer will need the help of Clayton State faculty, staff, administration, students, and alumni to collect material for the Library Archives, but please do not knock on Fischer's door with a box of

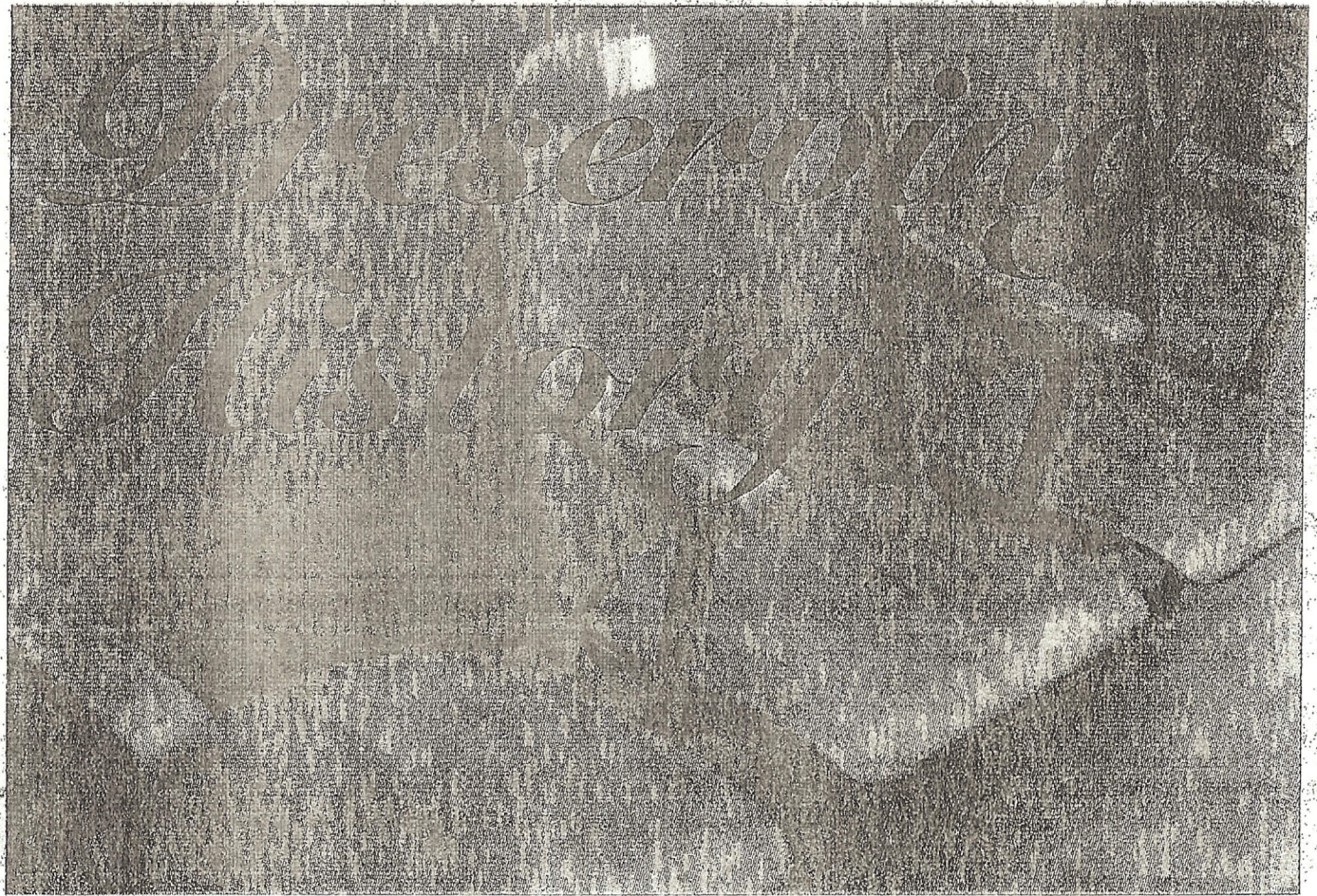
memorabilia or a stack of documents. Contact Fischer at [rosemary.fischer@mail.clayton.edu](mailto:rosemary.fischer@mail.clayton.edu) or (770) 960-5162 to receive a guide explaining how to donate to the archives and to obtain a list of wanted items.

Not only will the archives need CCSU material, but Fischer is also interested in receiving documents and other items from past institutional names Clayton Junior College, the university's name from 1969 until 1986, and Clayton State College, the university's name from 1986 until 1997. Fisher hopes to display material from each of the University's four past names during Georgia Archives week in October.

"You know the saying 'it takes a village?' It takes a whole University to build an archive," says Fischer. "The students, faculty, and staff really make the archives, because they create the day to day history of Clayton State. My job is to record that history for the future of our University."



Henry Daily Herald  
Friday, July 7, 2006



Photos by Renee Richardson

The original auditorium chairs from McDonough High School are also a part of the museum at the Henry County Schools Administrative Office building.



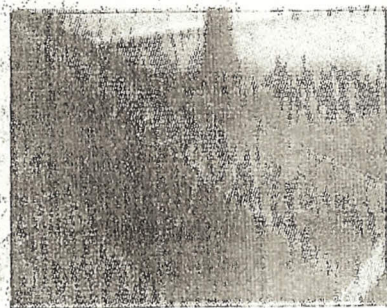
# Henry County creates classroom museum

By JOHNNY JACKSON  
jjackson@henryherald.com

**O**n occasion, Ed Branan looks into his 1961 high school annual to reminisce about people and things he enjoyed during his childhood.

Those people and things are a part of his school's history now — memories that linger in a school building built in 1938 in the shape of an H.

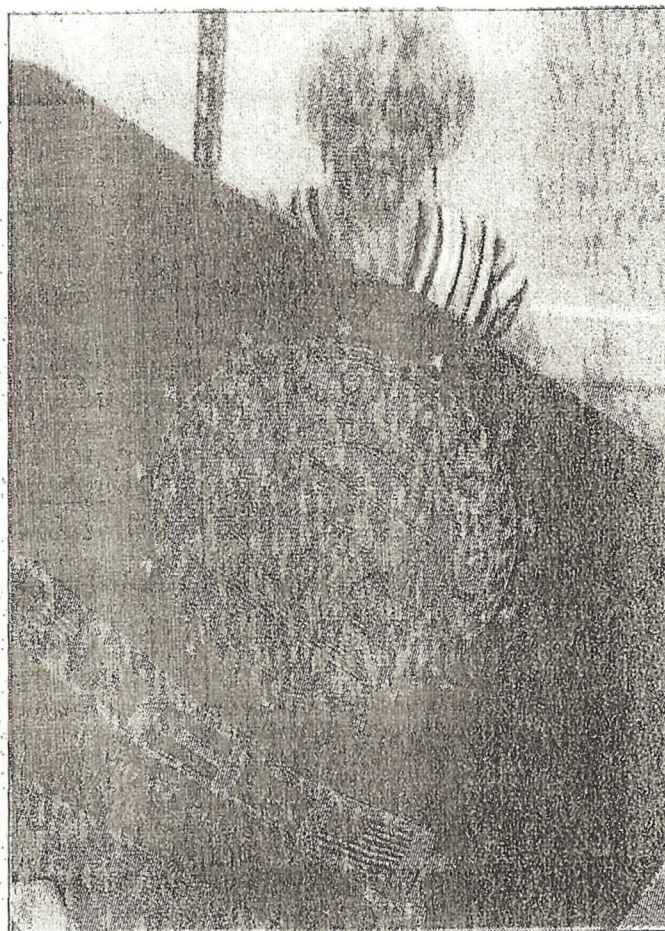
For more than a decade, Branan walked the halls of this school building where he experienced some of the best times in his life growing up.



Then, it was known to him as Henry County High School. To his father, the school building was McDonough High School. Branan's grandchildren know the building as the Henry County Schools Administrative Offices.

For the last few years, Henry County Schools Community Affairs Secretary Sylvia Burch and others with the school district have been working to create a museum for Branan's old school and the memories encapsulated in the existing facade.

"I know there are more things out there," Burch said as she



Above: Sylvia Burch, secretary of Administrative Services of Henry County Schools, displays the last Georgia state flag that was flown in front of McDonough Elementary School, which is now the Henry County Schools Administration Office.

Left: Former McDonough City Clerk Evelyn Craig donated her cheerleading megaphone to the museum. The Henry County Schools Administrative Offices continues to accept donations of school related items from 1938-2002.

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## MUSEUM

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sorted through the shelves of memorabilia, photos, and annuals. "There are some really interesting stories here."

The school opened in 1938 and closed in 2002 when it was renovated and made the district's administrative office building, which is located near downtown McDonough.

"This was not a big town," Burch said. "A lot that went on here, went on here (at the school). It was sort of the heart beat of the community. It's played a huge part in the community and the system."

Branan agreed as he remembered the several speeches, rallies, and ball games held at the school

"I think it's a great idea," he said of the museum. "Things are changing so much. I think it would be great to have something that's been there so many years — where two and maybe three generations graduated from."

He said he remembered his school had no central air.

"It was coal-heated," he said. "There were boilers in the basement. I can still remember the heat. And there were big windows."

And he remembered his first-grade teacher Susan Elliot, who also taught his father Greer Branan at the school.

Branan's father graduated from the school in the 1940s, when it was called McDonough High School.

He said his daughter attended

School. And there is currently a fourth generation of Branans attending Henry County Schools.

Branan remembers the auditorium too.

A set of the school's original auditorium chairs are included in the museum, according to Clayton State University Archivist Rosemary Fischer, who will help archive the collections of the school's documents and memorabilia.

"We're preserving the history and the lives of people who went to the school," she said. "It has a wonderful history."

The museum will be about the size of a classroom and will be located at 33 N. Zack Hinton Parkway in McDonough.

Fischer said she expects the museum to be open in 2007.