



2006 – 2007

**Clayton State University Library
Annual Report**

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

Clayton State University Library 2006 – 2007 Annual Report

Introduction

The mission of the Clayton State University Library (CSU) 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 continues to rebuild staff due to the retirements, resignations, and relocations over the past few years. It is hoped that the stability that has been exhibited this year will continue. Dr. Gordon N. Baker, CSU Interim Library Director, was appointed Director of Libraries effective July 1, 2006. With his appointment, the position of Head of Public Services was vacant. Later during the year, a search for the Head of Public Services was begun and reached the point of bringing in applicants, when a no-hire notice was received. It was hoped that the search would be resumed, but by June 30, 2007, the search was still on hold.

Jennifer Duke began her tenure as Circulation/Reserves Assistant on July 1, 2006. She fills the vacancy left by Carolyn Dorminy.

Gwen Bell and Alice Murphy continued to assist us with night and weekend reference duties. Local high school media specialists, Tim Wojcik and Jackie Smith also were added to our night and weekend rotations.

Budget

The Library materials budget allocated in July 2006 totaled \$262,000.00. This amount is the same as the original allocation for FY2006. The Library reallocated \$13,572.55 from the operating budget to the materials budget bringing the total allocation to \$275,572.55. In addition to the funds allocated to the materials budget, the Library expended \$30,599.21 that was on deposit with Baker & Taylor. This addition allowed an overall expenditure of \$306,171.76 on Library materials. This amount constitutes a 12.47% increase over the total spent in FY2006 which was \$272,212.69.

Library Renovations

During the year, Dr. Baker met with Harun Biswas and VP David Heflin concerning renovating the present Library facility. Plans have been discussed including the

possibility of the Library obtaining the lower floor of the Library building, but all remains on hold until funds are received.

During March, 2007, funds were obtained and the center one-third of the Library's reading area was re-carpeted in a colorful geometric design. Additional funds became available in June to complete the re-carpeting of the reading area. Unfortunately, the Library Staff and Plant Operations were not successful in finding carpet to compliment the new carpet. After much discussion, new carpet was selected to re-carpet the entire Library, including L-200, the Archives, and all offices. The re-carpeting of the Library will take place after July 1, 2007. The March carpet will be re-used in the lower level of the Library building.

QEP

The Library staff continued to work toward meeting the final goal of the QEP, increasing the Library's collection by 10%.

The Library liaisons worked tirelessly encouraging faculty to submit orders while the Technical Services Department worked to the extreme to order and process these materials. In addition, Technical Services continued to catalog the Dendinger Collection.

Systems Administration

Cathy Jeffrey continued to serve as the Library's system administrator. During the year, Cathy has worked with the folks at the Service Center and Georgia State to keep our system running.

Service to the Learning Community

Bibliographic Instruction (BI) is essential for a successful library program. This year the public services librarians have continued a long history of providing excellent BI to our community. Over 2070 students received bibliographic instruction. This accounted for 104 classes.

Circulation of library materials continued to keep our staff busy. A total of 6,208 books were circulated during the academic year. Over 10,680 reserve items were circulated.

Our Interlibrary Loan/GIL Express statistics continued to grow. Traditional ILL increased by over 8% with 2,758 requests. The GIL Express service increased by more than 38% with 2,119 items.

Reference Service

Requests at the reference continue to keep the staff on their toes. A total of 8535 questions were answered for this academic year. The busiest times at the desk for the staff were between 11:00 A.M. – 7:00 P.M.

The Library Liaison Program continued this year with much success. Staff requests assisted us in our ordering this year.

Outreach to the community continued to be a goal of the CSU Library. Presentations were made to the Clayton County and Griffin-Spalding County school media specialists. In addition a partnership between the CSU Library and Community Christian School was established.

University Archives

University Archivist, Rosemary Fischer continues to make great strides in the establishment of our CSU Archives. Each semester, there is at least one intern working in the Archives. In addition to have a working relationship with the History Department, a relationship has been established with Communications and Integrative Studies Department.

Conclusion

The CSU Library continues to be an integral part of the CSU Campus. The Library staff works extremely hard to assist our CSU Learning Community. As costs of books, audio-visual materials, and electronic resources continue to rise, the Library continues “to do more with less.”

Our goals continue to be:

- Implement a staff development plan for all Library staff;
- Continue to work with the Associate Provost and David Heflin on proposed renovation of the current Library facility and the proposed new Library;
- Research grant opportunities for funding opportunities to add materials to our collections.

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

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

CLAYTON STATE UNIVERSITY LIBRARY ARCHIVES

ANNUAL REPORT July 1, 2006 – June 30, 2007



Submitted by

**Rosemary Fischer
University Archivist
Clayton State University Library Archives**

July 2007

**CLAYTON STATE UNIVERSITY LIBRARY ARCHIVES
2006-2007 ANNUAL REPORT**

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STATE OF THE DEPARTMENT

“Growth, Progress, and More Interns”

As predicted in last year’s annual report, growth and change are constants in the CSU Archives. Our collections continue to grow without solicitation. Our interns continue to inventory the existing and incoming collections.

The Archives acquired equipment at the end of this year. This opens the door to processing other collections that have been on hold: newspaper clippings/press releases, and slides/photographs. Our work can finally expand beyond the basic inventory process. With the addition of a scanner, we can now solicit interns to create and design web pages on our collections.

We are now moving toward arranging and describing collections that have been inventoried. This is a big step and one that will take some time. The Presidents’ Collection will be the first to be arranged and described.

The CSU Archives will continue to grow in size, expand its collection areas, and increase the number of interns working in the Archives.

PERSONNEL

Archivist

To-date, the Archivist continues to be the only paid employee in the CSU Archives. There are no full-time employees as the Archivist also serves as a Public Service Librarian. In this capacity, the Archivist teaches bibliographic classes, serves as liaison to the Social Sciences Department, and works at the reference desk during the days and is in the weekend reference rotation.

Interns

Interns and volunteers are the source of help for the Archivist and the Archives. The internship program has now provided 10 interns; seven worked in the Archives in 2006-2007.

Semester	Intern	Work Accomplished
Summer 2006	Mario Driver	Assisted with McDonough School Museum Assisted with CSU Archives inventories
Fall 2006	Paul Arnold	Assisted with McDonough School Museum oral histories.
Fall 2006	Melanie Addis	Club Histories for Honors and Ambassadors. CSU Archives Display Board Represented CSU Archives at Student Organization

Spring 2007	Brandon Phillips	Fair. Various inventories and project budgets. CSU timeline. Inventories and project budgets. Phonograph record collection estimated budget. Photograph collection sorting.
Summer 2007	Winfred Bernard Watts	Benita Moore collection inventory. Development collection inventory. University Relations collection inventory.
Summer 2007	Selma Blackmon	Research Project in family history. Presentation on research skills needed and information on preparing research for publication or donation.
Summer 2007	Robert Timothy Eakin	President's collection inventory. This is the biggest collection we have (over 200 cubic feet). This project will span two internships (semesters).

Since 2005, the Archivist has requested more than one intern serve in the Archives. The History Department was not able to provide a second intern. This year has seen some changes and progress has been made in another direction.

This summer, Integrated Studies, started sending Interns to the CSU Library Archives. Tim Eakin and Selma Blackmon are currently working summer internships. Both plan to return to complete another internship in Fall 2007. Having interns for two consecutive semesters means a lot more work is accomplished and more progress is made on the long-term projects. Continuity on projects increases significantly.

A research internship project was developed with the intent of teaching research skills. The internship covers such areas as documentation, citations, planning research trips to off-campus facilities, and preparing research for publication and distribution. The intern is required to give a presentation on their research at the conclusion of the internship.

Appendix A shows a tally of intern hours for the past three years.

Volunteers

Our main volunteer this year, Joycelyn Lynum, came to the CSU Library Archives through the WorkTec program in Clayton County. Joycelyn worked with us for one year. She was able to provide assistance with the simpler and time-consuming projects. She worked tirelessly on the Laker Lines collection. Joycelyn worked eight hours a week.

Students from the Archives Practices' class and other history classes occasionally volunteered.

EQUIPMENT

This summer, the Archives was fortunate enough to acquire a flat-bed copier, a B/W printer, and a scanner. This equipment means that more than inventories can be done in the Archives. We can now process collections and made more collections available to researchers

The copier will be instrumental is copying news articles to archival paper and a collection started for the clippings. We have six boxes of clippings to-date. These clippings reflect the history of CSU.

The scanner will be used to help process the 20,000 slides and 20,000 photographs in the Archives. Not only will we be able to make copies for preservation but we will be able to prepare online exhibits.

The B/W printer is a refurbished machine that is serving to make copies of e-mail notifications of campus activities and announcements.

Two cassette players were donated to the Archives. These will be used to listen to the cassettes that are found in our collections.

DONATIONS TO ARCHIVES

Interns and volunteers donate time to the CSU Library Archives throughout the year. The Archives would not be moving forward if not for the hours worked by interns and volunteers

VOLUNTEERS		Est. Value	
2006-2007 Volunteers	415 hours x \$5.15	2,137.25	
INTERNS			
2006-2007 Interns	700 hours x \$5.15	3,605.00	
EQUIPMENT			
B/W HP LaserJet 5M Printer	Refurbished, used	50.00	
2 Cassette Recorder/Players	New, unused	50.00	
TOTAL CONTRIBUTION TO ARCHIVES		\$5,842.25	

ARCHIVES' EXPENSES

The CSU Library Archives continues to work without a budget line. The expenses incurred by the Archives are paid from the library budget. The Archivist continues to cover a portion of all conference and professional development expenses. The Archivists continues to cover all the expenses of educational and reference materials used in the Archives.

GOALS FOR THE COMING YEAR

The following is a partial list of the larger goals for the CSU Library Archives:

1. Presidents' Collection. Rearrange and describe the Presidents' Collection. Work from the inventories completed this summer to arrange collection so that materials and documents are easily found and retrieved.
2. Photograph Collection (over 40,000 photographs and slides). Sort photographs and slides by subject/event and eventually by year. Do a preliminary inventory of photographs once sorting is completed.
3. Phonograph Record Collection. Start the cleaning process of the phonograph records. Rehouse collection in clean sleeves and boxes. Partner with the National Archives to arrange containment space to clean mold from phonograph records. Once collection is cleaned, inventory the collection and note condition of all records. Research equipment needed to make CD of each record for use in the Archives.
4. Internship Programs. Create internships utilizing the Technology Department. These students can be assigned projects to create web pages for different collections. Create an internship for Family History or Integrated Studies students which prepares the student for certification as a genealogist. Rewrite the Presidents' and Photograph Collection projects to show a breakdown of the steps within each project.
5. Outreach Programs. Continue to work with the McDonough School Museum to establish a Board for the purpose of fundraising to support the museum. Establish a Panel of Consultants that can be contacted for information on the various aspects of establishing and running a museum. Establish this same type of panel for the Hapeville Depot Museum. Continue to work as a consultant to this museum.

STATISTICS

Interns	7
Intern Hours	900.50
Volunteers	2
Volunteer Hours	364
Professional Development – Conferences Attended	2
Professional Development – Classes/Courses	23
Classes Taught	21
Students in Classes Taught	419

ACCOMPLISHMENTS

Awards & Scholarships

The CSU Library Archivist, Rosemary Fischer, was nominated for two national and one state award this year.

Rosemary was nominated for the Society of American Archivists Spotlight Award for her accomplishments in the first three years with the CSU Archives.

Rosemary was also nominated for Society of American Archivists Philip M. Hamer and Elizabeth Hamer Kegan public awareness award for her work with the McDonough School Museum. In this instance, Rosemary was one of the six finalists and lost the award to the National Library of Medicine's Profiles in Science.

This year Rosemary, along with intern Amy Allen, and Sylvia Burch of the Henry County Board of Education, has been nominated for the 2007 GHRAB Award for preserving Georgia's History. This nomination supports CSU Archives' outreach and collaboration with the McDonough School Museum which preserves the history of education in Henry County.

Rosemary Fischer has been selected to receive the Edward Weldon Scholarship from the Society of Georgia Archivists. This scholarship covers the cost of the registration for the Society of American Archivists' annual meeting in Chicago in August 2007.

Publications

Following is a list of publications for the academic year 2006-2007:

October 2006	Subject Search Guide (online)	Anthropology
October 2006	Subject Search Guide (online)	Atlanta Public Schools
October 2006	Subject Search Guide (online)	Baseball
October 2006	Subject Search Guide (online)	Bootlegging
October 2006	Subject Search Guide (online)	Depression – World War II
October 2006	Subject Search Guide (online)	First Amendment
October 2006	Subject Search Guide (online)	Oral History
October 2006	Subject Search Guide (online)	Prisons
October 2006	Subject Search Guide (online)	Race Riots and Integration
October 2006	Subject Search Guide (online)	Railroads
October 2006	Subject Search Guide (online)	US History – The New South
October 2006	Subject Search Guide (online)	US History – 1877 to Present
October 2006	Subject Search Guide (online)	Vietnam
May 2006	Internship Program	Research Internship (booklet with details for completing the internship requirements)

Outreach - McDonough School Museum

As part of a collaboration project, Rosemary Fischer, along with intern Amy Allen, and Sylvia Burch from the Henry County Board of Education, opened a museum which a collection detailing the history of education in Henry County. This was a year-long project. The museum has been well-received by the Henry County Board of Education as well as the community. Photographs of Exhibits can be seen in Appendix B. Media coverage can be seen in Appendix C.

Outreach – Media Coverage of McDonough School Museum

July 7, 2006	Henry Daily Herald	Henry County Creates Classroom Museum
November 28, 2006	Henry Daily Herald	History of Henry County High in a Classroom
November 29, 2006	Henry County Times	School Museum Poised to Open
November 30, 2006	Atlanta Constitution-Journal	Former School to Open as Museum in McDonough
December 6, 2006	Henry Daily Herald	Photos of Opening of McDonough School Museum
December 14, 2006	CSU Press Release	Henry County Board of Education and Clayton State Create McDonough School Museum
December 18, 2006	Campus Review	McDonough School Museum
Winter 2007	SGA Newsletter (Society of Georgia Archivists)	Henry County Board of Education and Clayton State Create McDonough School Museum

Outreach – Hapeville Historical Society and Hapeville Depot Museum

This year, Georgia Humanities Council invited the Archivist to consult with the Hapeville Historical Society and the Hapeville Depot Museum about the care and preservation of their collections. The Archivist has worked with the Hapeville group to set priorities, understand the depth of the work to be undertaken, and found a part-time Archivist-Curator. The consulting will continue. The Archivist hopes to establish a Panel of Consultants that will be available to answer questions and give direction to the Hapeville Historical Society and the part-time Archivist-Curator.

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. Outreach includes:

Date		
September-October 2006	Display	18 th Century Women's Clothing Display: Gentry, Middle Class, and Servant
September 2006	Display	Created a display for the library to celebrate Constitution Day.
December 6, 2006	Museum	Opened the McDonough School Museum for the Henry County Board of Education
December 14, 2006	Archives	Met with members of the Macon College Library. Helped them get started with their own archives.

January 30, 2007	Archives	Accepted the responsibility of the Retirees Association collection. Met with them to establish the arrangement of their collection.
March 23, 2007	Archives & Museum	Hapeville Historical Society and the Hapeville Depot Museum. In partnership with the Georgia Humanities Council, consulted with Hapeville about their museum and collections. Consulting and relationship led to former intern, Beverly Craton, being hired part-time as Archivist-Curator for the Hapeville Depot Museum.
May 17, 2007	Hapeville Historical Society	Presentation on Archival Supplies and Methods for scrapbooking and genealogy research

Professional Development -- Memberships

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

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

Professional Development -- Courses/Classes/Workshops/Seminars

See Appendix D for a list of classes taken during the year.

CLASSES TAUGHT

See Appendix E for list of classes taught during the year.

APPENDIX A
INTERNS, VOLUNTEERS & HOURS

		Summer 2006		Fall Semester 2006				Spring Semester 2007					Summer 2007	TOTALS
Name	I/V	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Mario Driver	I	56.00	41.00											97.00
Melanie Addis	I		17.25	33.25	50.75	49.25								150.50
Paul Arnold	I		5,25	39.00	50.50	44.25	22.00							155.75
Brandon Phillips	I							16.00	50.00	43.50	41.00			150.50
Tim Eakins											26.25	125.00	19.50	170.75
Bernard Watts											5.00	22.00	29.00	56.00
Selma Blackmon												60.00	60.00	120.00
														900.50
Joycelyn Lynam	V	24.00	40.00	28.00	36.00	36.00	24.00	36.00	24.00	32.00	24.00	40.00	12.00	332.00
Selma Blackmon	V							11.75	14.50	2.00	3.75			32.00
														364.00
TOTALS		80.00	98.25	100.25	137.25	129.50	46.00	63.75	88.50	77.50	100.00	247.00	120.50	1264.50

		Summer 2005		Fall Semester 2005				Spring Semester 2006					Summer 2006	TOTALS
Name	I/V	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Beverly Craton	I		12.00	24.75	50.00	50.00	15.00							151.75
Amy Allen	I							18.25	22.75	58.25	52.00			151.25
Mario Driver	I												45.00	45.00
Joycelyn Lynum	V												36.00	36.00
Melantha Navarre	V									20.00	3.00	1.00		24.00
TOTALS			12.00	24.75	50.00	50.00	15.00	18.25	22.75	78.25	55.00	1.00	81.00	408.00

		Summer 2004		Fall Semester 2004				Spring Semester 2005						
Name	I/V	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTALS
Gia Gillies	I							24.00	44.00	45.00	36.00	14.00		163.00
Robert Beck	V					1.50								1.50
Susan Beck	V					1.50								1.50
Mary Ragan	V					1.50								1.50
Shemika Williams	V					2.75								2.75
Amy Allen	V					1.00								1.00
Steve Sewell	V					1.25								1.25
Jeremy Holmes	V					1.50								1.50
Gia Gillies	V					1.00								1.00
TOTALS						12.00		24.00	44.00	45.00	36.00	14.00		175.00

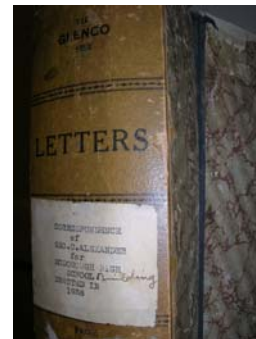
APPENDIX B

McDONOUGH SCHOOL MUSEUM EXHIBIT PHOTOGRAPHS

Classroom Exhibit



School Board Chairman Exhibit



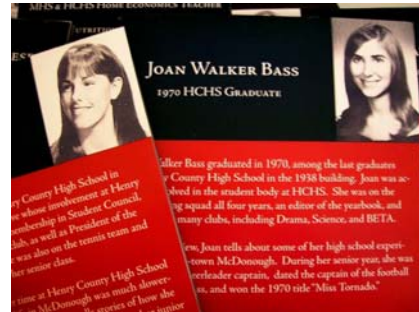
Auditorium Exhibit



Adair Dickerson Exhibit



Oral History Exhibit



Sports Exhibit

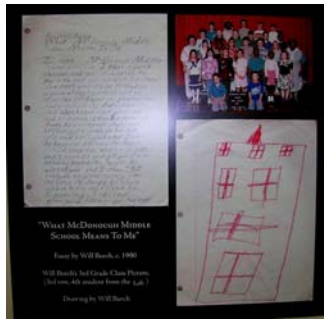


McDonough School History Display Boards



Miscellaneous Displays

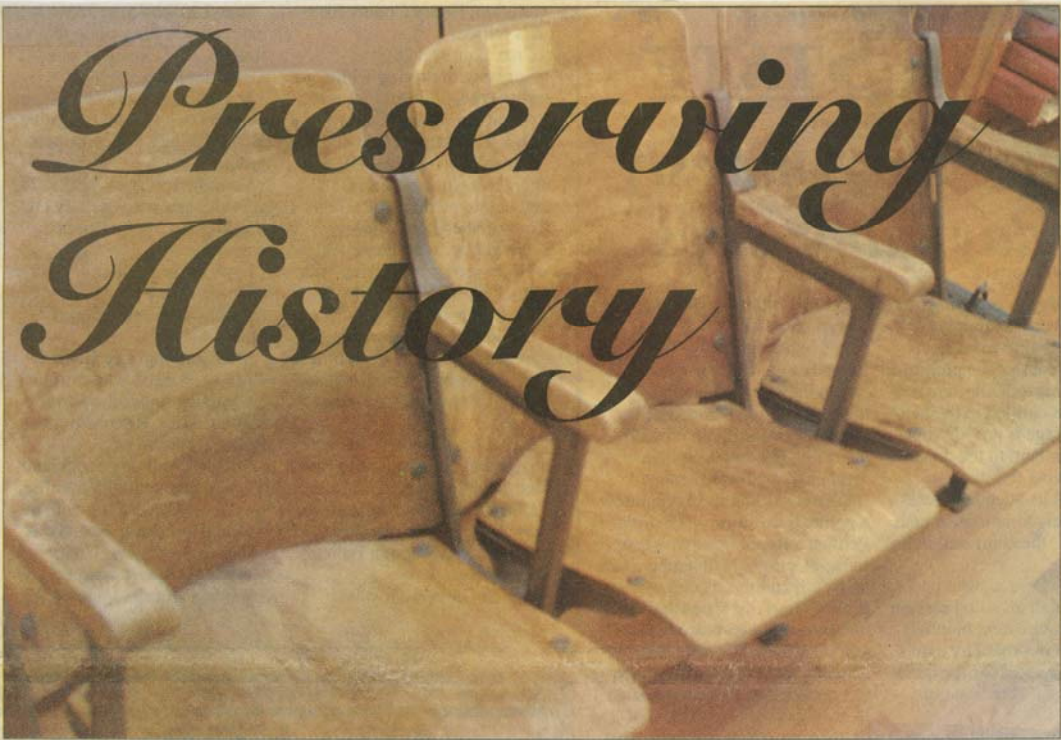




APPENDIX C

MEDIA COVERAGE OF McDONOUGH SCHOOL MUSEUM

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

On 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.

See MUSEUM, Page 3A

MUSEUM

Continued from 1A

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 the newer Henry County High

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 completed by November.

History of Henry County High in a classroom

By JOHNNY JACKSON
jjackson@henryherald.com

Henry County Schools Community Affairs Secretary Sylvia Burch is one step closer to realizing a vision she and others had several years ago for the school system. "It's been a lot of blood, sweat, and tears," she said.

But on Dec. 4 at 5 p.m., the vision will become reality in the Phase I opening of the

school system's 1938 Classroom and Museum.

In partnership with Clayton State University, the system created the museum as a sort of shrine to Henry County's oldest school buildings.

Built in 1938 in the shape of an H, the school building operated under the names of McDonough Consolidated High School, McDonough High School, Henry County High School, McDonough Middle School,

and McDonough Elementary School. It is now known as the Henry County Schools Administrative Offices building.

The museum, located in a small room at the front of the building, is composed of documents and school-related items donated by those who attended the school between 1938-2001.

Clayton State University Archivist Rosemary Fischer is charged with helping collect and archive documents and memora-

ria for the museum, which includes items like report cards and letterman jackets.

"It's been sort of a community effort," Fischer said, adding that the museum would be an on-going project even after it opens. "We have a lofty goal."

"But not an impossible one," Burch interrupted. "It's going to work. We wanted

See HISTORY, Page 3

HISTORY Continued from 1

something that people in this county and in this community can come to and relive those memories. It's been the heart of the community."

Amy Allen, a 2001 graduate of Stockbridge High School, will be the museum's part-time archivist. Recently graduated from Clayton State University with a bachelor's degree in history, Allen said she has been impressed by the amount of community support so far for the museum.

Henry County High School classmates Ann Bledsoe and Warren Holder were both successful athletes in their class of

1968.

Bledsoe started at point guard for her then Henry County High Tomadoes basketball team.

"We went to state," she said. "I don't remember which year."

Holder, currently Henry County's District I commissioner, lettered in baseball all four years of high school and graduated as president of his class.

"I intend to donate a letter jacket," he said. "It's still in good shape. It reminds you of four years at varsity, of baseball practice, and of baseball games. (But I didn't just play the game, I learned a lot more than that.)"

Like several others, Holder participated in an oral interview with Allen and Fischer, retelling his thoughts and memories of the

school he grew up in.

"To me it brings back memories of some people and different situations," Holder said. "That school was very important to me and many that went through it. A lot of people went through that old building."

The museum, located at 33 N. Zack Hinton Parkway in McDonough, will continue to accept donations and schedule oral interviews as it continues to build its inventory of history.

The museum will be open each day from 9 a.m. to 4 p.m. during regular Henry County Schools administrative office hours. Call ahead for tour information. To schedule an oral interview or make a donation, call Sylvia Burch at (770) 957-6601.

Inside Henry

School museum poised to open

The Henry County Board of Education's 1938 Classroom Museum will open to the public during a celebration on Monday, December 4, and for Sylvia Burch, it's about time.

"It's turning into a real dream realized," Burch said. The Secretary and System Webmaster for Henry County Schools has been working on compiling the project for some time now. Burch, along with Rosemary Fischer and Amy Allen, an archivist and an historian, respectively, from Clayton State University, have been successful in compiling a respectable amount of historical items from the Henry County

see **Museum, page 18**



1938 Classroom Museum Coordinator Sylvia Burch (center), watches as two graduates of the Henry County School System, Mary Jane Owen and Commissioner Warren Holder bicker over who was most popular.

Photo by Josh Clark

Museum, from page 9

Schools' past in a short amount of time with only a little amount of press. In addition to physical objects, such as an old film strip winder, ancient desks, letterman's jackets, globes and the school's venerable Steinway grand piano, the trio have taken and transcribed oral interviews from students, faculty and teachers, who have attended or worked at Henry County High

School over the years.

One of these oral histories, provided by former Home Economics teacher Agnes Beers, led to the discovery of the existence of gym bags made by male athletes who took Beers' class. "We would love to get our hands on one of those," said Fischer.

Burch hopes that after the museum is opened to the public, more attention and interest will be generated for it, and more relics and oral histories will be secured.

On her wish list currently are class rings, cheerleading and athletic uniforms, yearbooks, diplomas, and tassels. She also said that the items they are seeking are not just from Henry County High School, but from the entire school system. "Donors can be assured that once they donate an item, it will remain here, on display," Burch said.

The building that houses the one-room 1938 Classroom Museum currently functions as the Board of Education's administrative offices, but is also a bit of a museum in itself. It was the original school, built in 1938 for a cost of \$68,000, and has served as McDonough High School, Henry County High School, McDonough Middle School, and McDonough Elementary, before being turned into offices.

On Tuesday, two Henry

County graduates and former colleagues, Warren Holder - a one time member of the Board of Education - and Mary Jane Owen, a former Professional Staff Development administrator, dropped by the museum to give their oral histories of the time they spent in the building. To both, the preservation of the building - which was scheduled to be demolished several years ago - and the creation of the museum, commemorates more than just the history of education in Henry County, it commemorates the strong community that built it and which it served.

"In its time, it served as the focal point for the community," said Owen. The detached gym, especially, serves as a symbol of how residents of Henry County once worked together. The gym was built from donated materials and with volunteer labor. "The gym shows what a community can do when a community comes together," said Holder. "The gym has served this county well."

Burch hopes that the dilapidated gym will be refurbished one day, and serve as a later phase of the museum, but for now, she, Fischer and Allen are focused on preparing for the big debut of the first phase. It will open at a ceremony at 5:00 p.m. on Monday, December 4 at the old high school. You know where it is.

Former school to open as museum in McDonough



JOHNNY CRAWFORD / Staff
Archivist ~~Johnny Crawford~~ works for Clayton State University, which helped turn an old school into a museum.

By ADD SEYMOUR JR.
aseymour@ajc.com

Henry County's oldest schoolhouse has gotten a major makeover.

School officials, along with Clayton State University, have renovated a 68-year-old school building that has been a high school, middle school and elementary school as well as a meeting place in Henry County.

The building becomes the McDonough School Museum, which has its grand opening Monday.

Sylvia Burch of the school system said the museum will include old diplomas, lettermen's jackets and grade books. Even a 100-year-old Steinway baby grand piano that was used in the building decades ago has been restored.

"It was the community school. This is where people had meetings," Burch said. "It was pretty much the heartbeat of the community."

Featuring what was then a modern science department, the building was constructed in 1938 at a cost of \$83,000 and housed grades one through 11. World War II veterans raised money for a gymnasium built in the 1950s.

Over the years, the school operated as McDonough Consolidated High School, McDonough High School, Henry County High School, McDonough Middle School and McDonough Elementary School. It closed in 2001.

Asbestos forced the razing of part of the building. But officials decided to renovate as much of the building as possible to use a museum and meeting space for the Henry County Board of Education.

"Everybody's excited," Burch said.

The museum's grand opening will be held at 5 p.m. Monday at 33 N. Zack Hinton Parkway. Call 770-957-6601 for more information.

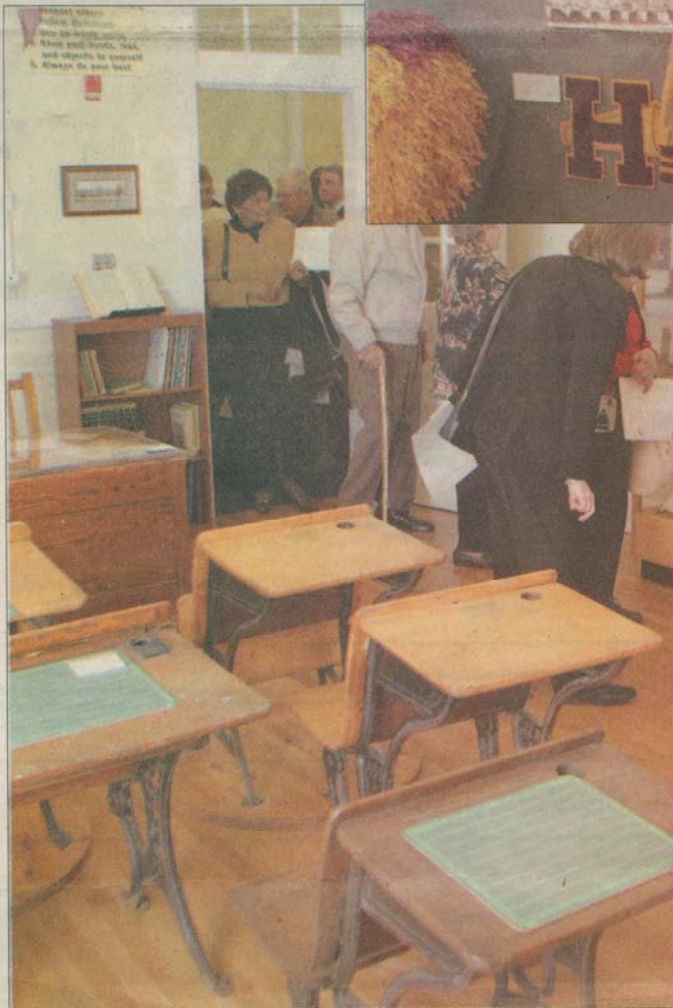
Rosemary Fischer



Deborah Halsted, a secretary for the Henry County Board of Education, serves up cake to commemorate the opening of the McDonough School Museum.



The newly opened McDonough School Museum at Henry County Schools' Administrative Offices on Zack Hinton Parkway features memorabilia from 1938 to 2001. Many of the items have been donated by members of the community.



Sylvia Burch of the Henry County Board of Education conducts the opening ceremonies for the McDonough School Museum.

Photos by Renee Richardson
The public is invited to view the museum which features memorabilia from 1938

Rosemary Fischer

From: John Shiffert
Sent: Thursday, December 14, 2006 5:56 PM
To: johnshiffert@clayton.edu
Subject: Henry County Board of Education and Clayton State Create McDonough School Museum

FOR IMMEDIATE RELEASE
LIB044
www.clayton.edu

Contact: Leigh G. Wills
University Relations
(678) 466-4462
LeighWills@clayton.edu

Henry County Board of Education and Clayton State Create McDonough School Museum

Morrow, Ga., Dec. 14, 2006 – Clayton State University Archivist Rosemary Fischer has been working on a project in Henry County for more than a year. An avid historian, she couldn't wait for the opportunity to get her hands into this community project and to give some Clayton State University history majors the opportunity to get some real-life experience creating a museum from scratch.

The project began as the dream of Sylvia Burch of the Henry County Schools Community Development office. She wanted to preserve the history of the McDonough School, but didn't know where to start. With the help of Dr. Preston Malcolm, administrator, she began to solicit donations and contacted Dr. Gordon Baker, director of Library Services at Clayton State. He put her in touch with Fischer and according to Burch, she and intern Amy Allen became "best friends" and helped her realize the vision she had for the museum.

Fischer sought the help of museum experts like Catherine Dixson of Avient Museum Services, Mary Evelyn Tomlin of the National Archives and Records Administration, and Arden Williams, Georgia Humanities Council and former Clayton State adjunct professor.

Interns who worked on the project were Paul Arnold, Mario Driver, Gia Gillies and Allen. According to Fischer, Allen, an honor student who graduated Clayton State in May 2006 with a B.A. in History and who has been hired part-time to serve as the museum's first curator, instantly became dedicated to the project.

"She discovered and learned the software necessary to design the text panels used in the displays, researched the history of the school and the people involved, and conducted all the oral history interviews – 14 in six months!" says Fischer.

Fischer and Allen did an inventory of the small collection of artifacts, looking for items that could be used for display. They contacted former students, staff members and teachers for oral history interviews, to answer questions, and to solicit additional artifacts to add to the museum collection; something they hope will be on-going.

Burch has resided in Henry County since 1972, working with the Henry County Board of Education since 1993. Her husband and his parents graduated from the McDonough High School and both of her sons attended school in the same building before it was transitioned into an administration building in 2002.

"When the building was saved, we all knew there needed to be a place where the history of the school and the public school system could be preserved for future generations," says Burch.

Burch calls the opening of the school room in the museum "Phase I" of the opening in hopes of getting support to preserve the school's gymnasium, built by the community and donated to the HCBOE in the 1950's.

"With the help of Arden Williams, we will write grants to help with the museum and to get funding," says Burch. "We are also accepting donations from the community."

"The project is far from over," says Fischer. "We now have to do the nitty-gritty work of organizing the collection; transcribing the oral histories, editing oral history tapes and CD's, acquiring more oral histories, building the collection, preserving and protecting the collection and designing and creating new exhibits."

12/18/2006

"I cannot tell you how proud I am of this museum room and it would not have been completed through this phase without the partnership of Clayton State University," says Burch. "I am eternally grateful to Rosemary, Amy and Clayton State for a dream which holds such promise for our community and future generations. I can only say, thank you, thank you, many times over."

This project is just one of many that the Clayton State University Library, Baker, and his staff, are involved with. Clayton State Public Services Librarians provide outreach services to local middle and high schools in Clayton, Fayette and Henry counties, showing students how to do research in an academic library.

Joan Taylor, PSL and Baker have volunteered as consultants to Creekside Christian Academy's new library/media center and Baker has been appointed to chair the Henry County Public Library System's Board of Trustees. Pat Brock, Macon State College's Library Director and Robin Grant, Librarian are visiting Clayton State to learn more about how to create an archive, something Fischer does on a regular basis.

Clayton State University, located in Morrow, is a state university of the University System of Georgia serving the Metro Atlanta region.

12/18/2006

Other News

Henry County Board of Education and Clayton State Create McDonough School Museum

by Leigh G. Wills

Clayton State University Archivist Rosemary Fischer has been working on a project in Henry County for over a year. An avid historian, she couldn't wait for the opportunity to get her hands into this community project and give some of Clayton State University history majors the opportunity to get some real-life experience creating a museum from scratch.

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→ High School Museum continued on page 6 →

APPENDIX D

PROFESSIONAL DEVELOPMENT

ROSEMARY FISCHER
PROFESSIONAL DEVELOPMENT – 2006-2007

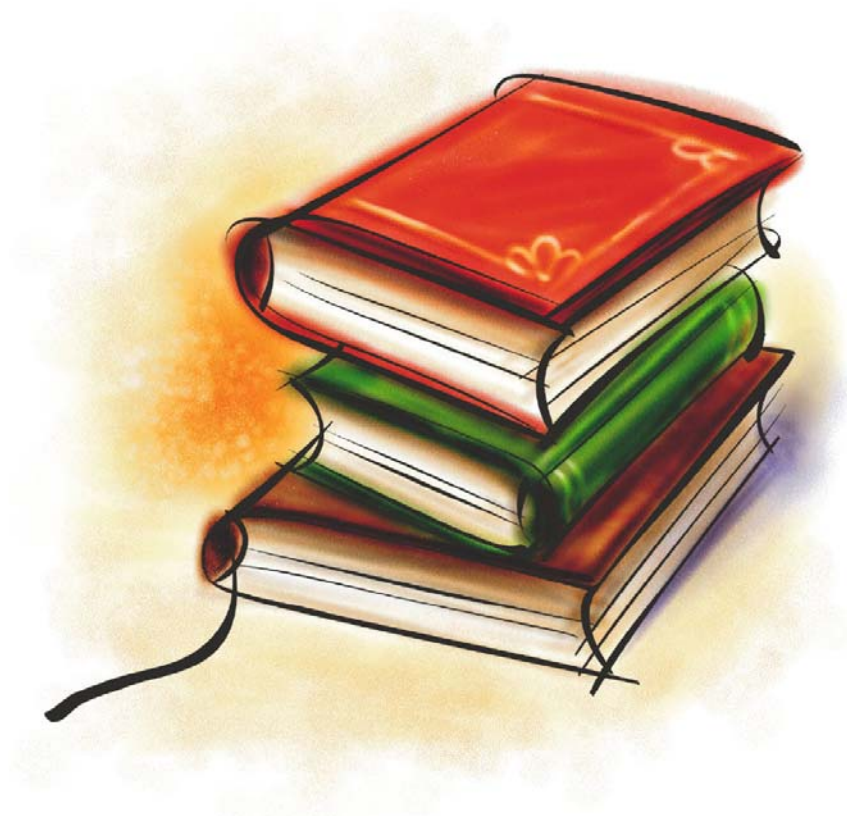
Semester	Date	Course/Workshop	Sponsor
Summer 2006	August 3, 2006	“More Product” in the Image Archives: Applying Minimal Processing Guidelines to Visual Materials Collections	SAA Annual Meeting
Summer 2006	August 3, 2006	Archivists Are Teachers: New Ideas and Techniques for Fostering Learning in the Archives	SAA Annual Meeting
Summer 2006	August 3, 2006	Designing Successful Internships	SAA Annual Meeting
Summer 2006	August 4, 2006	Use It Or Lose It: Preserving Your Digital Documents	SAA Annual Meeting
Summer 2006	August 4, 2006	Future Shock: Saving the Signals of Audiovisual Records	SAA Annual Meeting
Summer 2006	August 5, 2006	Marriage of Convenience or Shotgun Wedding? Applying DACS to Finding Aids	SAA Annual Meeting
Summer 2006	August 5, 2006	Finding Aids: The Next Generation	SAA Annual Meeting
Summer 2006	August 5, 2006	Ties that Bind or a Different Worldview? The Intersection of Archives, Museums, and Libraries	SAA Annual Meeting
Fall 2006	September 22, 2006	Six Sigma	CSU-Board of Regents
Fall 2006	November 1, 2006	Oral History: An Introduction to Process and Preservation	Society of Georgia Archivist
Fall 2006	November 17, 2006	Preservation 101: A Georgia orientation	Historic Preservation Division Georgia Dept. of Natural Resources The Georgia Trust Atlanta Regional Commission
Spring 2007	January 2007	The Changing Nature of the Catalog and Its Integration with Other Discover Tools	
Spring 2007	January 9, 2007	Packing Your Genealogy Suitcase	Georgia Archives
Spring 2007	January 24, 2007	Georgia Tourism Partnerships: Working Together for Success	Georgia Association of Museums & Galleries Annual Conference
Spring 2007	January 24, 2007	Partnering with Georgia Public Television	Georgia Association of Museums & Galleries Annual Conference

Semester	Date	Course/Workshop	Sponsor
Spring 2007	January 25, 2007	What's on the Mind of Georgia Foundations	Georgia Association of Museums & Galleries Annual Conference
Spring 2007	January 25, 2007	Advocacy in Georgia: Together We Can Accomplish More Museum and Attraction Partnerships for Increased Success	Georgia Association of Museums & Galleries Annual Conference
Spring 2007	January 30, 2007	Banner Training	
Spring 2007	February 13, 2007	African-American Voices: Exploring Documents from the Georgia Archives	Georgia Archives
Spring 2007	March 14, 2007	Advanced CINAHL database training	
Spring 2007	April 24, 2007	Employee Self-Service	CSU Dept. of Human Resources
Spring 2007	May 8, 2007	Celebrating 30 Years: Ken Thomas on Genealogy	Georgia Archives
Spring 2007	May 23, 2007	GIL Update Training	

APPENDIX E
CLASSES TAUGHT

Semester	Date	Class (Instructor)	No. of Students	Class Subject	Subject Taught
Fall 2006	8/28/2006	History 4850 (Kemp)	9	Senior Seminar	Researching the New South
Fall 2006	8/31/2006	History 2111 (Wilson 10:30)	35	US History to 1877	Library Instruction-Research
Fall 2006	8/31/2006	History 2111 (Wilson 12n)	36	US History to 1877	Library Instruction-Research
Fall 2006	8/31/2006	History 2111 (Wilson 3:00)	33	US History to 1877	Library Instruction-Research
Fall 2006	9/18/2006	English 1101	18	English	COMM Class
Fall 2006	10/2/2006	English 1101 (11:30)	22	English	COMM Class
Fall 2006	10/2/2006	English 1101 (4:30)	21	English	COMM Class
Fall 2006	10/3/2006	English 1101 (12n)	1	English	COMM Class
Fall 2006	10/3/2006	English 1101 (3:00)	21	English	COMM Class
Fall 2006	10/4/2006	English 1101 (8:30)	18	English	COMM Class
Fall 2006	10/5/2006	English 1101 (6:00 p.m.)	16	English	COMM Class
Fall 2006	10/5/2006	English 1101 (7:30 p.m.)	19	English	COMM Class
Fall 2006		History 3401 (Gooden)	3	Archival Practices	Lone Arranger presentation
Spring 2007	1/16/2007	History 4850 (Kemp)	9	Senior Seminar	1950s – advanced research
Spring 2007	1/18/2007	History 2111 (Wilson 10:30)	28	History Survey	Library Instruction-Research
Spring 2007	1/18/2007	History 2111 (Wilson 12n)	36	History Survey	Library Instruction-Research
Spring 2007	1/18/2007	History 2111 (Wilson 3:00)	29	History Survey	Library instruction-Research
Spring 2007	2/13/2007	History 3401 (Gooden)	9	Archival Practices	Lone Arranger presentation
Summer 2007	6/6/2007	History 2111 (Wilson 8:00)	13	US History to 1877	Library Instruction-Research
Summer 2007	6/6/2007	History 2111 (Wilson 10:30)	28	US History to 1877	Library Instruction-Research
Summer 2007	6/14/2007	Sociology 1101 (Johnson)	15	Intro to Sociology	Library Instruction-Research
		TOTAL STUDENTS	419		

The number of students does not include the individual students that wanted bibliographic instruction on how to use GIL and GALILEO. The majority of these students were sent by the professors when the student missed the library instruction class.



2006 – 2007 Annual Report

*Of the
Clayton State University Library
Public Services Department*

Gordon N. Baker, Ed.D.
Director of Libraries & Head of Public Services

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July 2006 – June 2007 Annual Report CSU Library Public Services Department

Introduction

The CSU Library Public Services Department continued 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, Henry, and Spalding Counties. New presentations were made to the library/media specialists in Clayton, Henry and Spalding school systems.

Hours

The Library's hours which had been extended during the 2004-2005 year were reduced due to budget restrictions and staff limitations. 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 10:30 P.M.; Fridays, 7:00 A.M. – 5:00 P.M.; Saturdays, 11:00 A.M. till 4:00 P.M.; and Sundays, 1:00 A.M. till 6:00 P.M. The Library is open for a total of 80 hours for students, faculty, and community use.

Personnel

The Clayton State University Library continues to rebuild staff due to the retirements, resignations, and relocations over the past few years. It is hoped that the stability that has been exhibited this year will continue. Dr. Gordon N. Baker, CSU Interim Library Director, was appointed Director of Libraries effective July 1, 2006. With his appointment, the position of Head of Public Services was vacant. Later during the year, a search for the Head of Public Services was begun and reached the point of bringing in applicants, when a no-hire notice was received. It was hoped that the search would be resumed, but by June 30, 2007, the search was still on hold.

Jennifer Duke began her tenure as Circulation/Reserves Assistant on July 1, 2006. She fills the vacancy left by Carolyn Dorminy.

Gwen Bell and Alice Murphy continued to assist us with night and weekend reference duties. Local high school media specialists, Tim Wojcik and Jackie Smith also were added to our night and weekend rotations.

Bibliographic Instruction

The Public Services Librarians continued to promote and provide bibliographic instruction during the 2006-2007 academic year. For the first time in several years necessary staff was in place to meet the minimal needs of our students, both day and night students. The unfilled position of Head of Public Services impacted the bibliographic instruction program.

This year a total of 2075 students received bibliographic instruction. This was an increase of 104 students over the total for 2005-2006. The 2075 students comprised 104 classes. A total of 97 of these classes were daytime classes, while 7 classes were at night. Approximately 57% of the classes were English while 18% were History. Yalonda Carson provided bibliographic instruction for 47 classes (45%), Joan Taylor, 31 classes (30%), Rosemary Fischer, 19 classes (18%), and Gordon Baker, 6 classes (6%).

Circulation/Reserves

The Circulation Department circulated a total of 12,368 books for the 2006-2007 academic year. The LC area of P/PZ (Language and Literature) had the most books circulated for a total of 3,419, followed by H/HX (Social) with a total of 1660, and E [History: America (General)] with 1,401.

The total count for Reserves circulated was 10,689. This number includes two-hour student reserve (1201), newspaper/magazine checkout (85), telecourse tape checkout (334), information questions (5,554), providing change (491), and providing directions (1,180). 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 2006-2007, 2,119 transactions were made through GIL Express, a 38.05 percent increase from the 1,535 transaction made in 2005-2006. With the increased awareness of this service and the addition of numerous programs both graduate and undergraduate, I look forward to an increase in its use in the year to come.

Traditional Interlibrary Loan service at Clayton State University Library also increased during 2006-2007. The number of interlibrary loan requests increased from 2,547 in 2005-2006 to 2,758 in 2006-2007, an overall increase of 8.28 percent. I believe this increase can be attributed to increased enrollment, increased majors, 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 2006-2007, 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 2007-2008. With the addition of Master Degree Programs and the continued enrollment growth, the demand for these services should continue to grow. I look 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 reference areas. This purchase was needed to relieve the overcrowded conditions in reference area. Shifting of the entire reference area was accomplished during Spring Break. Kara Mullen served as project manager for this task. Both Public Services and Technical Services Departments worked side-by-side to accomplish this task during the break.

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.

Requests at the reference continue to keep the staff on their toes. A total of 8535 questions were answered for this academic year. The busiest times at the desk for the staff were between 11:00 A.M. – 7:00 P.M.

GALILEO remains very popular with our students. GALILEO was accessed by members of our learning community 34,457 times during this academic year. These logins resulted in 456,664 keyword searches, 86,785 citations displayed, and 103,869 full-text articles displayed. 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, Business & Company Resource Center, RIA Checkpoint, Philosopher's Index, 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. 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 personal laptops in the Library continues to increase. Our designated "computer area" is busy much of the day, especially during the peak 11:00 A.M. to 1:00 P.M. time.

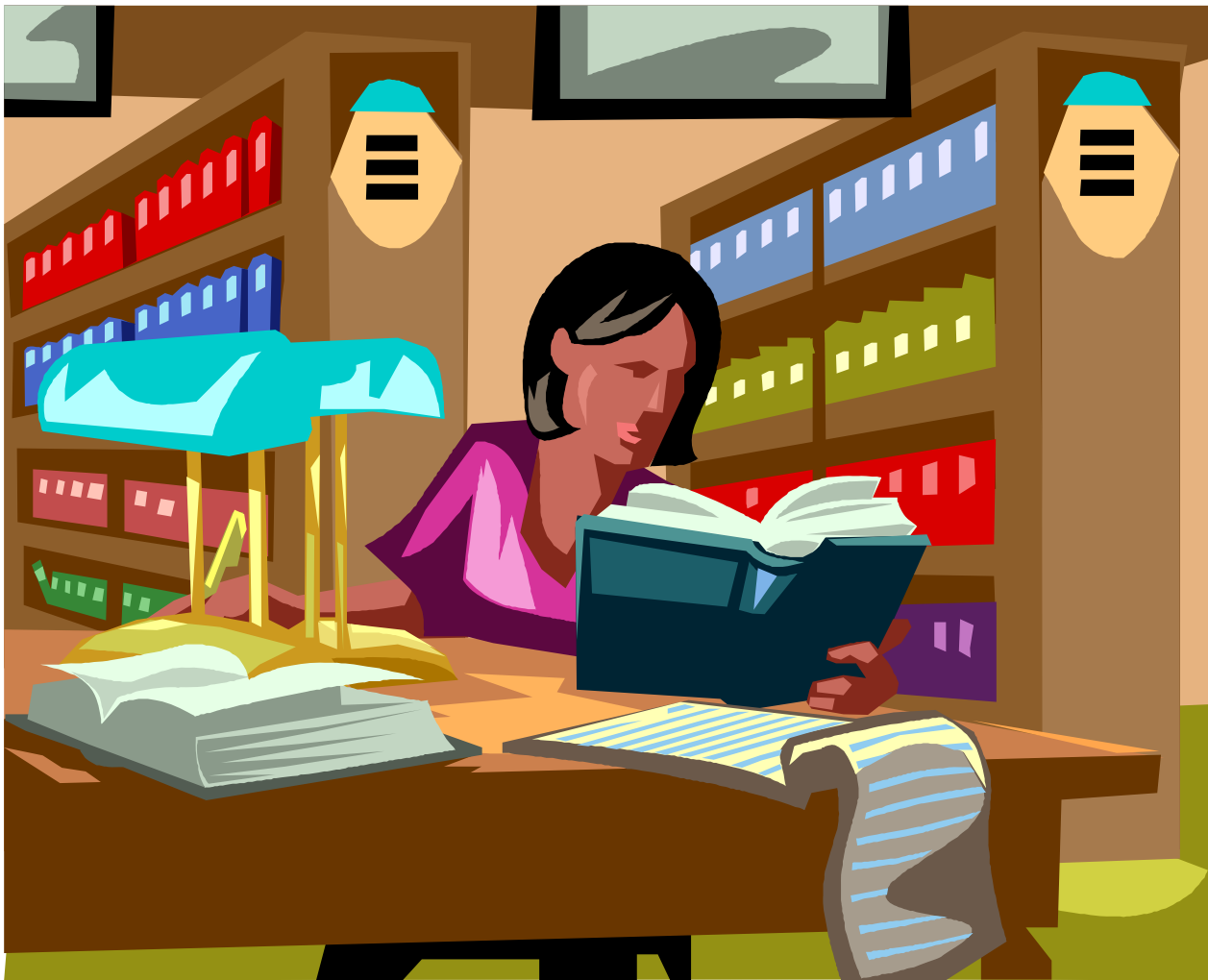
The Library continues to use the "Library Liaison" model implemented during the 2003-2004 academic year. All full-time Librarians, from both public services and technical services, are assigned specific academic departments/divisions from across the campus with the charge to make contact with the faculty. 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.

2006-2007 Library Liaisons

Department	Librarian
<i>School of Arts & Sciences</i>	
• <i>Department of Communicative Arts & Integrated Studies</i>	Gordon Baker
• <i>Department of Language & 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
<i>School of Business</i>	
• <i>All Areas</i>	Yalonda Carson
<i>School of Health Sciences</i>	
• <i>All Departments</i>	Yalonda Carson
<i>College of Mathematics & Informational Sciences</i>	
• <i>All Departments</i>	Cathy Jeffrey
<i>School of Technology</i>	
• <i>All Departments</i>	Joan Taylor

The current version of the CSU Library website was launched on July 1, 2005. Kara Mullen, Rhonda Boozer, Yalonda Carson and Joan Taylor regularly update areas of the website. By using the CSU website users may located research by subject websites, view 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

- The CSU Library hosted an Open House on August 14, 2006 for new and returning faculty. It was a tremendous success with over 100 attendees
- Members of the CSU Library Staff participated in grant training at the Foundation Center in Atlanta.
- CSU Public Services Librarians continue to assist with the CSU 1022 class orientations and ENGL 1101 sessions.
- Subject guide pages are updated.
- New shelving was added to the Reference Collection. In addition, new shelving was added to the Legal Research Collection, and a Juvenile Collection was created.
- The Library accepted the donation of the personal library of Dr. Bill Pasch.

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

- Re-appointed chair of the Georgia Library Trustees, Friends, and Advocates Association
- Re-appointed chair of the SELA Trustee and Friends Section.
- Concluded term as 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.

- Re-elected chair of the Henry County Library System Board of Trustees.
- State Adviser for the Georgia Association of Media Assistants (GAMA)
- Profiled in the “Everyday People” section of both *Clayton News Daily* and the *Henry Herald*.
- Invited participant on the ”**Achieving Excellence**” program, “Achievement in Education” episode, produced and aired on Georgia Public Broadcasting.
- Elected Secretary, Southeastern Library Association.

Training

- Participated in the following workshops or webinars: CSU Budget Managers Training Session, Employee Self-Service Training, Banner Training, CSU Luminus Portal, Net Op Training, Ancestry.Com, The Future of ILS, EJS Training, MorningStar Business Resource, Nursing Resource Center, Small Business Center, and Credo Reference.

Meeting/Conferences/Presentations

- Attended the Mid-Winter Meeting of the American Library Association in Seattle, WA. In addition, I attended the meetings of the Association of Library Trustees and Advocates (ALTA). At the time, I served on the national board of directors as second vice-president for Region IV, which is composed of Georgia, North Carolina, South Carolina, Tennessee, and Kentucky.
- Attended the Annual Meeting of the American Library Association in June in Washington, D.C. I currently serve on three ALA national committees: National Library Week Subcommittee, Chapter Relations Committee, and the Campaign for America’s Libraries Committee.
- Attended meetings of the Administrative Council.
- Attended meetings of the Academic Council.
- Chaired the 2007 State Conference of the Georgia Association of Media Assistants at CSU in March 2007.
- Co-chaired the 2007 Georgia Student Media Festival in April 2007.
- Program coordinator of the Georgia Library Association’s Mid-Winter Conference.
- Attended the GIL Users Group Meeting at Fort Valley State University, May 2007.
- Member of the COMO Program Committee.
- Chair of the COMO Exhibits Committee and member of the COMO Steering Committee.
- Provided guidance to the chair of the Henry County Student Media Festival, February 2007.
- Served as protest spotter for the Henry County Spelling Bee, February 2007.
- Coordinated the Biennial Leadership Conference of the Southeastern Library Association, March 2007.
- Attended the Fall and Spring meetings of the Regents Advisory Council on Libraries.

Activities/Accomplishments

- 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.
- Distributed a monthly review summary of each Administrative Council Meeting to Library faculty and staff.
- Editor of the *GAIT Connection*, the official journal of the Georgia Association for Instructional Technology.

Committees

- Member CSU Undergraduate Policy Council
- Served a member of the CSU Learning Communities Advisory Board.
- Member of the CSU Student Media 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.
- 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

Conferences/Training

- Participated in the following workshops or webinars:
 - Employee Self-Service Training, Banner Training
 - Net Op Training
 - The Future of ILS
 - MorningStar Business Resource
 - Nursing Resource Center
 - Small Business Center
 - Credo Reference.

Accomplishments

- Author – Self published book “When a Dove Flies:” Don’t live life trapped in a cage, explore your gifts, fulfill your purpose and claim your blessings
- 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
- Provide library orientation and tour
- CSU Learning Communities (freshmen) – intro to library policies, procedures and services
- English 1101, etc. (freshmen) - Intro to GALILEO databases, finding refereed articles, newspaper articles, magazines, books, etc...
- Subject specific class presentations - language and literature, nursing, business, etc.
- Monologist/Author/Poet – Mastermind behind the character “Mama Patience”
Wisdom of the Elders
 - Performance Venues:
 - Atlanta Metropolitan College Poetry Jam
 - Centennial Olympic Park Anniversary Celebration (Guest of Urban Mediamakers)
 - Clayton State University Faculty Poetry Palooza
 - Fundraiser Dinner to Elect the Superior Court Judge of Clayton County
 - Scotton Family Reunion, Civic Center, North Carolina
 - Union Grove Middle School

Committees

- Member CSU Undergraduate Policy Council
- Member of Women’s History Committee
- Member of Christian Ministry

Rosemary Fischer

Professional Memberships

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

Conferences/Training

- Attended SAA Annual Meeting, August 3-5, 2006.
- Attended Six Sigma Workshop
- Attended “Oral History: An Introduction to Process and Preservation,” by Society on Georgia Archivists
- Attended “Preservation 101: A Georgia orientation” by Historic Preservation Division of the Georgia Department of Natural Resources, The Georgia Trust, and the Atlanta Regional Commission.
- Attended “The Changing Nature of the Catalog and Its Integration with Other Discover Tools.”
- Attended “Packing Your Genealogy Suitcase.”
- Attended “Georgia Tourism Partnerships: Working Together for Success.”
- Attended “Partnering with Georgia Public Broadcasting.”
- Attended Georgia Association of Museums & Galleries Annual Conference, January 25, 2007.
- Attended Banner Training.
- Attended “African-American Voices: Exploring Documents from the Georgia Archives.”
- Attended “Advanced CINAHL database training”
- Attended Employee Self-Service
- Attended “Celebrating 30 Years: Ken Thomas on Genealogy.”
- Attended GIL Update training.

Accomplishments

- **ARCHIVES**

- **Internships**

- Increased the number of interns from one per semester to three per semester.
 - Two departments now send interns to the CSU Archives: History and Integrated Studies.
 - Created an internship to build research skills.

- **Collections**

- Inventoried the Presidents' Collection. Ready to start arranging and describing the collection. Started to shift collection in archives and moving the Special Collections area to the back of the archives.
 - Inventoried the Provost's Collection. Ready to arranged and describe the collection.
 - Have received the equipment and supplies needed for cleaning and storing of the phonograph record collection. Shelves have been altered to accommodate the phonograph record collection.

- **Progress**

- Archives has acquired equipment which makes it possible to proceed with other projects. The flatbed copier will be used primarily for copying the news clippings. Torn or damaged pages from other collections can now be copied safely. The scanner will be used for scanning photographs and slides. The scanner also makes it possible to create online exhibits. The black and white printer is being used to print out copies of all campus e-mails. These e-mails reflect the campus activities of the university.

- **AWARDS & SCHOLARSHIPS**

- **Society of American Archivists – Spotlight Award:** Rosemary was nominated for the Society of American Archivists Spotlight Award for her accomplishments in the first three years with the CSU Archives.
 - **Society of American Archivists – Philip M. Hamer and Elizabeth Hamer Kegan Award:** Rosemary was also nominated for Society of American Archivists Philip M. Hamer and Elizabeth Hamer Kegan public awareness award for her work with the McDonough School Museum. In this instance, Rosemary was one of the six finalists and lost the award to the National Library of Medicine's Profiles in Science.
 - **GHRAB Award – Preserving Georgia's History:** This year Rosemary, along with intern Amy Allen, and Sylvia Burch of the Henry County Board of Education, has been nominated for the 2007 GHRAB Award for preserving Georgia's History. This nomination supports CSU Archives' outreach and collaboration with the McDonough School Museum which preserves the history of education in Henry County.
 - **Edward Weldon Scholarship:** Rosemary Fischer has been selected to receive the Edward Weldon Scholarship from the Society of Georgia Archivists. This scholarship covers the cost of the registration for the Society of American Archivists' annual meeting in Chicago in August 2007.

- **Outreach**
 - **McDonough School Museum:** As part of a collaboration project, Rosemary Fischer, along with intern Amy Allen, and Sylvia Burch from the Henry County Board of Education, opened a museum which a collection detailing the history of education in Henry County. This was a year-long project. The museum has been well-received by the Henry County Board of Education as well as the community.
 - **Hapeville Historical Society and Hapeville Depot Museum:** This year, Georgia Humanities Council invited Rosemary Fischer, as CSU Archivist, to consult with the Hapeville Historical Society and the Hapeville Depot Museum about the care and preservation of their collections. Rosemary has worked with the Hapeville group to set priorities, understand the depth of the work to be undertaken, and found a part-time Archivist-Curator. The consulting will continue. Rosemary is working to establish a Panel of Consultants that will be available to answer questions and give direction to the Hapeville Historical Society and the part-time Archivist-Curator.
 - **Other Outreach:** Rosemary Fischer was contacted by Macon College. They asked for assistance in starting their own college archives. Rosemary met with the Macon College Library Director and the librarian who will be in charge of the new archives. Rosemary shared documentation and other first steps in starting archives.

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

Activities/Accomplishments

- Classes and bibliographic instruction:
 - Taught classes and levels of classes in various subject areas: English, Social Sciences, Biology, Communications, and Business.
 - Developed bibliographic instruction session designed for the Biology 3380 class.
 - Assisted numerous students one-on-one at the reference desk, via phone calls, and via email requests. (Statistics recorded each day via the reference statistics sheet tally.)
 - Individual assistance to students/faculty/staff in office by appointment and as needed.
- Database administration duties:
 - Set up trials for EBSCO's *Gender Studies Database*, *Medical Images Database*, and *SportDiscus Database*.
 - Worked with *RIA Checkpoint* database technical support staff to help with troubleshooting CSU accounting students and their successful individual account access issues.
 - Provided technical support and/or troubleshooting answers for access issues of the following databases: GALILEO, Facts on File, and JSTOR faculty and students.
 - Researched SAGE e-journal access information for some titles and discussion with director and technical services head.
 - Researched subscription information and electronic availability of four accounting related journal titles for faculty member who came to the CSU Library on the evenings that I worked, and he inquired about business/management resources. His class had assignments using these titles.
- Collection Development:
 - Language/Literature--Several Thomson Gale literary sets had some gaps or had ceased standing orders all together. I looked at the content and current holdings of all of these sets, and felt that the research benefits of these resources would improve by adding volumes to the existing sets, and removing subscriptions to those sets that had little more than a brief author encyclopedic type of entry. Through special end of year 2006 pricing by the vendor, I submitted acquisitions' requests to the library director for consideration. When these orders were approved, our literary reference collection improved sources in criticism/topic guides, genre specific discussion/criticism, and bio-author career analysis. This was a major purchase, and established a new commitment to receive updates of standing order volumes as published for three sets: *Shakespearean Criticism*, *Literature Criticism from 1400 to 1800*,

and Classical and Medieval Literature Criticism. Subscriptions were ended to *Contemporary Authors* and *Something About the Author* because of the expense and the very limited content.

- School of Technology (Former name) College of Professional Studies—Dept. of Administrative and Technology Management. During 2007 several major campus academic events occurred that affect the former School of Technology. Through reorganization and name changes, the School of Technology became the College of Professional Studies. The following areas are now part of the College of Professional Studies: Health Care Management, Health & Fitness Management, Department of Administrative and Technology Management, and Department of Dental Hygiene. Currently, my area of assignment for purposes of collection development in this new reorganization structure is the Department of Administrative and Technology Management.
 - The Paralegal Studies Program has always been the part of this School/College that has required the most resources in regard to collection development, and this year has been no exception. I have requested a number of newer editions of legal resources, or what happens in some cases, we receive the automatic supplements prior to the newest editions. I try to keep up with the correct volume and match it with the correct supplemental filing(s), or replacement, based on vendor instructions and technical services departmental directives. Some of our legal updates are brought to the CSU Library from faculty in the Paralegal program because the subscriptions are handled by their department.
 - Department of Psychology Dr. Antoinette Miller is the designated faculty member for her department to help coordinate resources in support of the psychology area. She worked very diligently with the faculty in gathering and prioritizing requests, before submitting to me a few lists of monographic titles and serial journal titles for consideration of purchase by the CSU Library. We have purchased some of the monographic requests in 2006-2007, and will be looking at the journal titles when the renewal/subscription date rolls around, since this is a different deadline date.

Committees/Organizations:

- *Campus-Curriculum and Academic Policy Committee (CAPC)* -Completed service on this committee after a two year term. Summary: Many new drafts of classes, courses, and programs were reviewed, revised, discussed, and approved by CAPC this year. New graduate programs in liberal arts, nursing/health science management, and management/business were added.
- *Campus-LakerAngel Club*- attended meetings and volunteered as needed.
- *State-wide-GALILEO/GOLD Advisory Committee*-selected for a three year term to serve on this committee with offsite meetings that began in April, 2007. Major event is planning for the GOLD GALILEO conference each August.

- *State-wide-GALILEO Steering Committee-representative* of “medium sized” academic libraries from GOLD- one year term.
- *Regional-Valdosta State University -- Master of Library and Information Science Program-Curriculum Committee-* We reviewed and commented on the draft of the document report prepared by the VSU faculty which outlined current courses, pending course changes, course additions, and future courses. This report was prepared by the VSU faculty in preparation for submission to the America Library Association for program accreditation review. (In June, 2007 the VSU MLIS program received full accreditation by ALA).
- *State-wide-Georgia Library Association:*
 - Serving on *Reference Services- special interest group.*
 - Serving on the *GLA Scholarship Committee*-committee reviewed applications and selected two applicants for the two scholarships. Other activities include the planning and donation for the Scholarship Raffle at COMO in the fall.

Training

- Center for Instructional Development Using a scanner/photos/ saving to CD tutorial session.
- Center for Instructional Development-Using the new HR Self help software.
- Campus Staff Development-Introduction to Six Sigma.”
- Grant writing workshop-L-200 classroom- class taught by Writing Center staff- November 10th, 2006.
- SOLINET workshops—“TSSRTS SOLINET Blogs Podcasting” 10/27/07-Auburn University at Montgomery Library- Montgomery, AL
- Grant writing workshop-at Grant Writing Center-Atlanta, GA
- GALILEO Database Online training:
 - *CINAHL*
 - *LEXISNEXIS*
 - *GALILEO Quick Search*

Library Displays

- April, 2007-Theme “National Library Week” incorporated traditional library services, newer technology services, and resources available through the Clayton State University Library.
- June, 2007-Theme “Flag Day” incorporated reference books, websites, flag protocol, history, law, and links to websites that provide assistance to the U.S. Military.

Rhonda Boozer

Professional Memberships

- GLA – Georgia Library Association
 - Chair of the GLA Paraprofessional Division
 - Publicity Chair - GLA Paraprofessional Division
 - Awards Chair - GLA Paraprofessional Division
- GAIT – Georgia Association for Instructional Technology
 - Secretary of GAIT

Conferences / Training

- COMO Conference
 - Moderated Panel for the Surviving Your First Year at Library School Session
 - Presented Paraprofessionals: the Cornerstone of the 21st Century Library Session
 - Presented the Five Paraprofessional Grants at the GLA Awards Banquet
- Library Staff Development Day: FISH Revisited Workshop
- Viewed the Future of the ILS Web Presentation
- Attended NetOP Presentation
- Attended Training Sessions for the New Reader Printers
- Attended GIL Service Site Meetings
- Attended Online Training:
 - Basic Cinahl
 - Advanced Cinahl
 - GOLD Resources Sharing Detective: Citation Tracking

Committees

- ARCHE (Atlanta Regional Consortium for Higher Education) ILL/ILU Committee
- Voyager/GIL ILL Committee
- Atlanta Health Science Library Consortium ILL Committee
- Georgia State Media Festival Planning Committee
- GLA Paraprofessional Award's Committee
- Advisor for the Baptist Collegiate Ministries

Meetings

- Attended GLA Paraprofessional Award's Committee Meeting
- Attended Public Services / Library Staff Meetings
- Attended GLA Executive Board Meeting
- Attended GAIT Board Meeting
- Attended EBSCO Products / Services / New Representative Meeting
- Attended BCM 2007 / 2008 Planning Meeting
- Attended Spring ARCHE Meeting
- Attended Staff Appreciation Day (Speaker: Vince Verelli)

Campus Activities

- Attended Homecoming Activities (Soccer Game)
- Conducted Parent Orientation Tour
- Attended Hot Dog Rally for the Faculty / Staff Fund Drive
- Attended Faculty Staff Focus Group for the Recreation Center / Student Union by Brailsford and Dunlavey
- Attended Stretching at the Workplace Session
- Attended / Helped Coordinate the Faculty Open House for the Library
- Attended Girls Basketball Team Final Four Celebration

Accomplishments

- Completed Interlibrary Loan / GIL Express Annual Statistics
- Sorted Projects for the State Media Festival
- Created New Electronic Version of the GLA Paraprofessional Grant Application and Recommendation Forms
- Added Six WebPages to the History Section of the Subject Guide
- Helped with Shifting Project for the Reference Shelves
- Attended Simulated BI Class by Intern Rebecca Jefferies
- Completed Legal Reference Re-labeling project
- Created an online Survey Form for the Georgia State Media Festival
- Updated the GLA Paraprofessional Webpage

Barbara Dantzler

Professional Memberships

- Georgia Library Association

Conferences/Training

- Attended Women's History Month Activities
- Attended weekly meetings for 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
- Attended demonstration of new microfilm readers
- Attended COMO

Accomplishments

- Co-director for the Campus Christian Ministry
- Served as a volunteer for Earth Day
- Served as a volunteer with Student Orientation
- Served as a volunteer for the Georgia Student Media Festival
- Assisted with the distribution of goody bags to CSU students during finals week
- Worked the Library's Holiday Book Fair.
- Inventoried the Distance Learning AV materials.
- Serve as an alternate for Staff Council.
- Attended the Student Success Forums.
- Attended annual General Staff Meeting.
- Served pm search committee for reserves assistant.

Committees

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

Jennifer Duke

Professional Memberships

- Georgia Library Association

Conferences/Training

- Attended FISH! Training
- Attended Public Services Staff Meetings
- Attended Library Staff Meetings

Accomplishments

- Inventoried, shifted, and updated records of reserves and media holdings
- Worked on various projects to replace signs and creating Kiosk presentations
- Met with HUB and Technicians regarding online reserve options.
- Replaced old reserve articles with fresh, bound ones
- Created guidebook listing all items on reserve for students
- Reviewed and checked missing/lost items list.
- Started an inventory of DVD and VHS holdings.

Kara Mullen

Memberships

- Georgia Library Association
- Southeastern Library Association

Committees

- Emergency Response Coordinator
- GLA Administrative Services
- Georgia State Media Festival
- COMO XVIII Exhibits

Conferences/Training

- GLA Midwinter Conference
- COMO XVIII
- ALA COA Student Panel session at Valdosta State University
- GAMA Convention
- Georgia State Media Festival
- GIL Users Group Meeting
- Grant Seeking Basics
- Baker & Taylor Title Source III
- Voyager Acquisitions & Banner
- Microfilm readers/printer
- Future of ILS

Activities/Accomplishments

- Lost System Applied Project
- LibQual
- Reference Collection inventory, shifting, dummy project, and shelf labels
- Circulating Collection range shifting and shelf labels
- Legal Research Collection and Juvenile Collection projects
- Library Carpet Installation projects
- Dr. Bill Pasch donation
- Webpage development and updates

VSU MLIS Courses

- Foundations of Library and Information Science
- Management of Library and Information Centers
- Information Architecture

Public Services Department Statistics



Bibliographic Instruction

Annual Report 2006-2007

Month	Classes			Students		
	<u>Day</u>	<u>Night</u>	<u>Total</u>	<u>Day</u>	<u>Night</u>	<u>Total</u>
July	5	1	6	79	17	96
August	7	2	9	123	35	158
September	13	0	13	236	0	236
October	21	1	22	471	21	492
November	4	0	4	77	0	77
December	0	0	0	0	0	0
			0			
January	7	0	7	190	0	190
February	17	1	18	320	21	341
March	11	0	11	247	0	247
April	4	2	6	48	56	104
May	0	0	0	0	0	0
June	8	0	8	134	0	134
Total	97	7	104	1925	150	2075

Discipline	Classes	% of Total Classes	# of Total Students
Business	7	6.7	100
English	59	56.7	1256
Health Sciences	9	8.7	237
History	19	18.3	236
Orientations/Comm	7	6.7	233
Paralegal	3	2.9	13
Total	104	100.0	2075

Librarian	Classes	% of Total Classes	# of Total Students
Baker	6	5.80	316
Carson	47	45.20	842
Fischer	19	18.30	120
Murphy	1	0.90	10
Taylor	31	29.80	787
Total	104	100.00	2075

CIRCULATION COUNTS BY CLASSIFICATION
From 2006-July-01 thru 2007-June-30

A/AZ	GENERAL WORKS	25
B/BX	PHILOSOPHY/PSYCHOLOGY/RELIGION	824
C/CT	AUXILIARY SCIENCES OF HISTORY	103
D/DX	HISTORY: GENERAL AND OLD WORLD	501
E	HISTORY: AMERICA (General)	1401
F	HISTORY: UNITED STATES (Local History)	327
G/GV	GEOGRAPHY, MAPS, ANTHOPOLOGY, RECREATION	117
H/HX	SOCIAL	1660
J/JK	POLITICAL SCIENCES	173
K/KZ	LAW	140
L/LT	EDUCATION	618
M/MT	MUSIC	785
N/NX	FINE ARTS	370
P/PZ	LANGUAGE AND LITERATURE	3419
Q/QZ	SCIENCE	442
R/RZ	MEDICINE	1226
S/SK	AGRICULTURE	33
T/TX	TECHNOLOGY	144
U/UH	MILITARY SCIENCE	33
V/VM	NAVAL SCIENCE	1
W/WZ	MEDICINE AND RELATED SUBJECTS	0
Z/ZA	BIBLIOGRAPHY, LIBRARY SCIENCE	26
TOTAL		12368

Bibliographic Instruction

Annual Report 2006-2007

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Total	104	100.00	2075

Reserve Additions/Deletions

Month	ONP	OFP	ONL	OFL	TOTAL
July	0	0	6	0	6
August	34	107	70	9	220
September	37	12	7	0	56
October	20	25	24	0	69
November	14	16	20	0	50
December	3	71	48	0	122
January	20	0	153	0	173
February	3	0	18	0	21
March	5	0	19	1	25
April	0	1	28	0	29
May	0	174	19	0	193
June	6	1	17	0	24
Total	142	407	429	10	988

KEY

<p>ONP = On Reserve Personal Items</p> <p>OFP = Off Reserve Personal Items</p> <p>ONL = On Reserve Library Items</p> <p>OFL = Off Reserve Library Items</p>

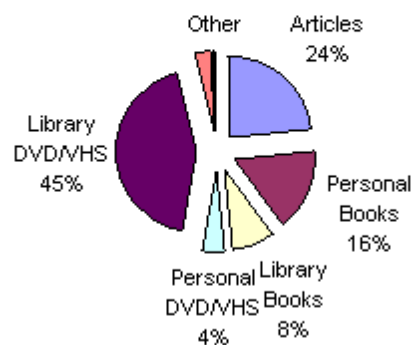
RESERVE ADDITIONS/DELETIONS

	Deleted	Added
ARTICLE	82	110
PersBk	141	76
LibBk	49	39
DVD/VHS(Pers)	44	20
DVD/VHS(Lib)	59	205
CD's	9	14
CDROMS		1
OTHER		2
TOTAL	384	467

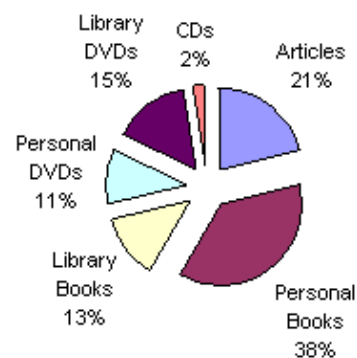
KEY:

PersBK Instructors Book
 LibBK Library Owned Book
 DVD/VHS (Pers) Instructor Owned
 DVD/VHS (Lib) Library
 Owned
 CD's include CD's and Cassettes

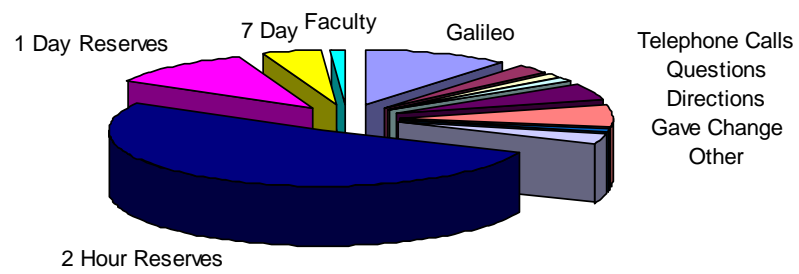
Reserves Added



Reserves Removed



Services 2006 - 2007



2006 - 2007 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	30	34	32	41	43	64	69	106	76	51	35	36	33	0	0	650
August	59	66	52	61	101	69	58	48	54	17	50	59	15	2	0	711
September	12	40	38	53	88	80	60	70	31	36	50	67	26	3	0	654
October	28	26	45	74	156	108	98	72	93	87	65	82	27	7	0	968
November	46	52	69	74	116	54	70	83	66	51	52	36	29	9	0	807
December	12	18	8	20	21	15	17	16	15	24	24	24	20	1	0	235
January	48	47	50	33	82	81	94	82	119	106	59	56	44	8	0	909
February	54	50	37	103	148	82	47	118	118	66	80	95	40	11	0	1049
March	30	113	109	86	66	81	72	46	102	74	62	55	20	14	1	931
April	8	19	47	97	118	90	72	82	101	107	80	51	48	8	0	928
May	13	1	20	13	4	7	18	23	15	7	21	18	14	1	0	175
June	23	20	23	36	36	84	41	49	55	66	31	33	21	0	0	518
Total	363	486	530	691	979	815	716	795	845	692	609	612	337	64	1	8535
Percent	4.25308	5.6942	6.20972	8.09607	11.47	9.5489	8.389	9.3146	9.9004	8.1078	7.1353	7.1705	3.9484	0.7499	0.0117	100%

ANNUAL REPORT 2006 - 2007 REFERENCE DESK STATISTICS

Month	DIRECTIONAL QUESTIONS	QUICK REFERENCE	REFERENCE	CONSULTATION	TECHNOLOGICAL	TOTAL FOR MONTH
July	278	88	49	59	176	650
August	348	89	55	17	202	711
September	258	94	92	18	192	654
October	379	224	158	45	162	968
November	271	142	131	92	171	807
December	78	40	26	21	70	235
January	375	154	85	70	225	909
February	396	202	115	102	234	1049
March	328	176	130	147	150	931
April	297	169	143	139	180	928
May	68	43	14	3	47	175
June	207	82	59	38	132	518
TOTAL	3283	1503	1057	751	1941	8535
PERCENTAGE	38.5	17.6	12.4	8.8	22.7	100.0

2006 - 2007 WEEKEND REFERENCE DESK STATISTICS

Month	Saturday Usage	Sunday Usage	Total Weekend Questions
July	14	74	88
August	8	58	66
September	67	25	92
October	42	29	71
November	35	13	48
December	20	11	31
January	22	38	60
February	29	31	60
March	22	17	39
April	15	58	73
May	0	29	29
June	0	43	43
TOTAL	274	426	700
PERCENTAGE	39.1	60.9	100.0

**INTERLIBRARY LOAN STATISTICS
ANNUAL REPORT
2006-2007**

Total New ILL Transactions Processed-- 2,758

Materials Requested by CSU Library

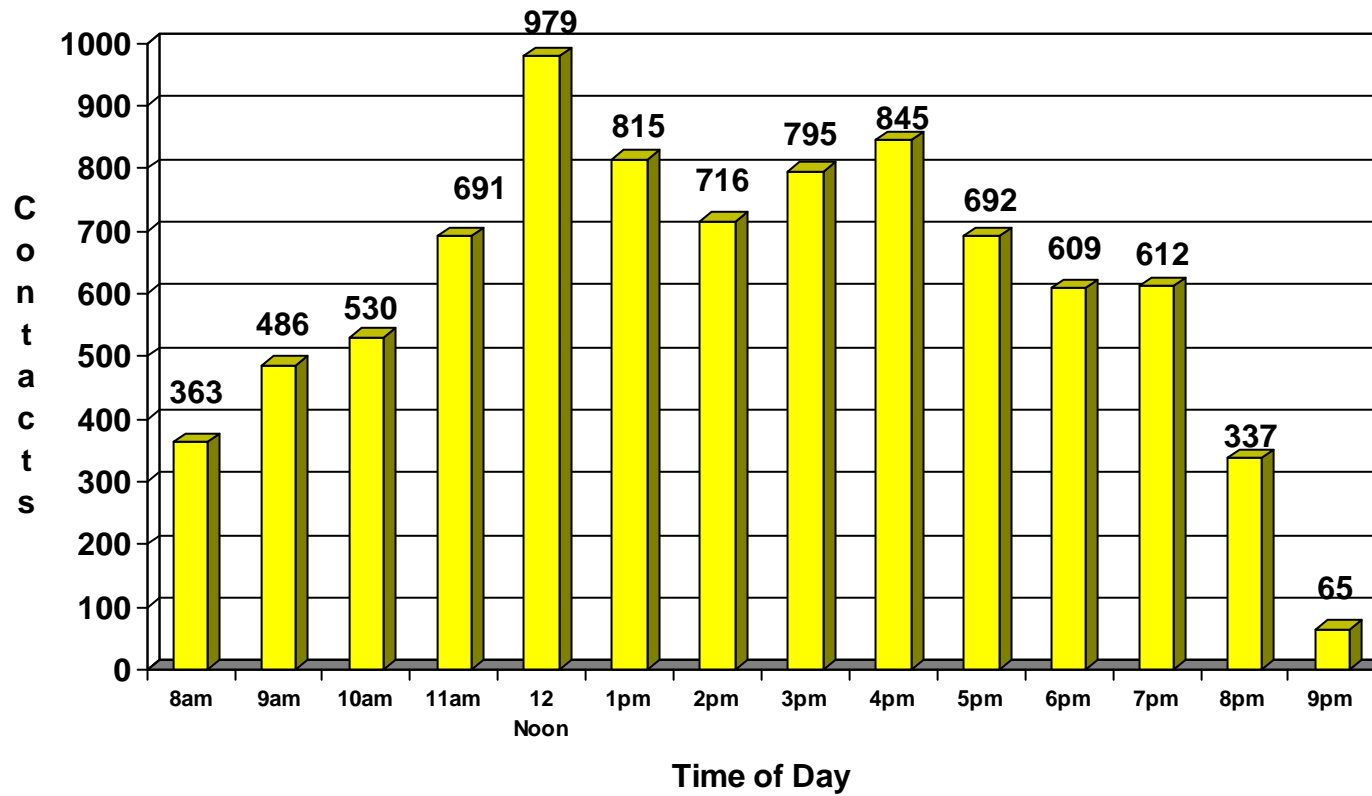
	<i>Books</i>	<i>Photocopies</i>	<i>Total</i>
This Year's Requests	623	594	1217
By Students	246	227	473
Faculty/Library Faculty	269	338	607
Staff/Library Staff	108	29	137
Total Requests Filled	569	574	1143
University System	254	322	576
Other GA Libraries	193	122	315
Out-of-State Libraries	122	130	252
AHSLC Libraries	0	0	0
Total Requests Unfilled	54	20	74

Materials Requested from CSU Library

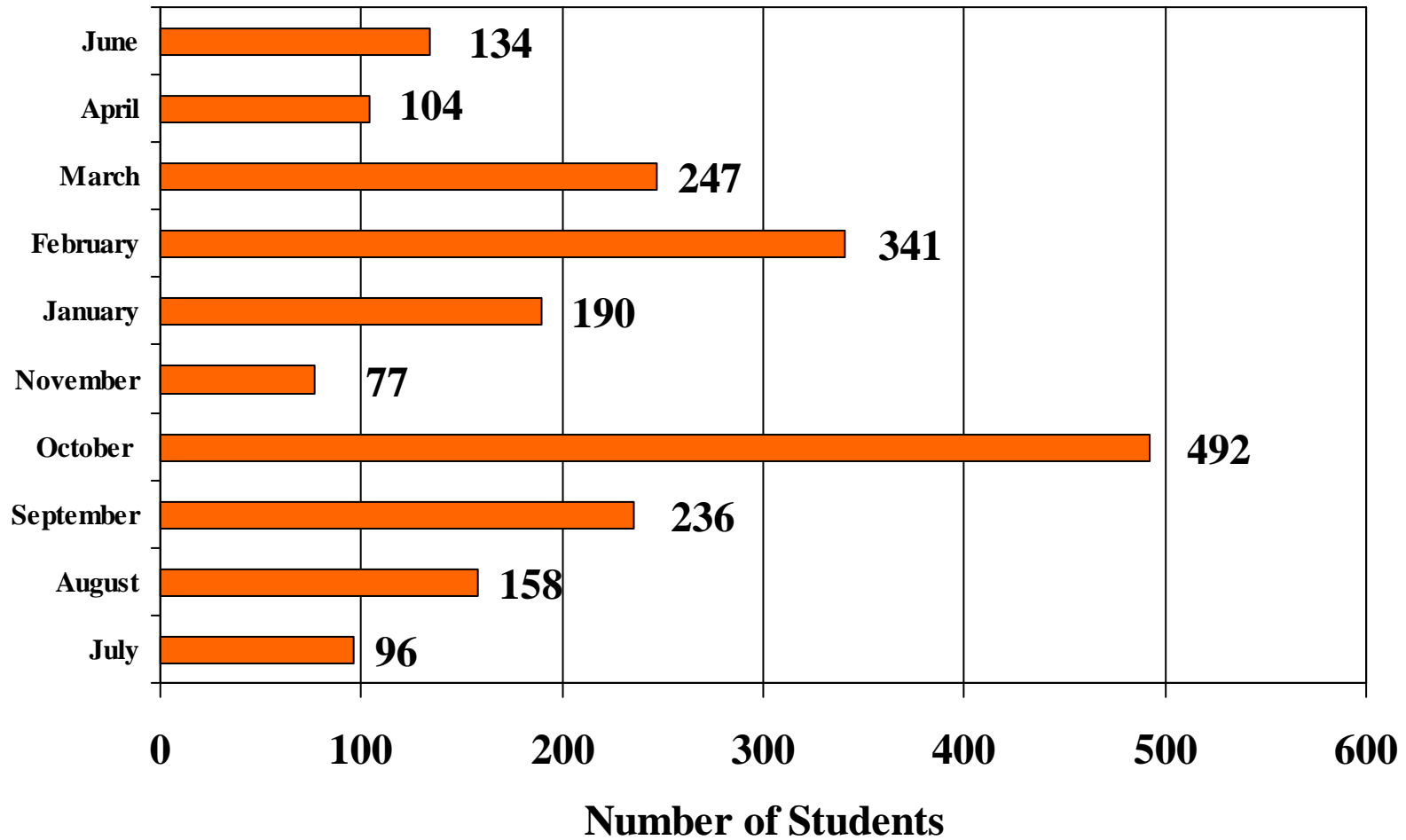
	<i>Books</i>	<i>Photocopies</i>	<i>Total</i>
Loans/Copies Requested from CSU	714	827	1541
University System	146	381	527
Other GA Libraries	235	90	325
Out-of-State Libraries	333	356	689
AHSLC Libraries	0	0	0
Loan/Copy requests Filled by CSU	392	643	1035
University System	110	313	423
Other GA Libraries	181	71	252
Out-of-State Libraries	101	259	360
AHSLC Libraries	0	0	0
Loan or Copy Requests Unfilled	322	184	506

CSU's Interlibrary Loans via Truck Deliveries	<i>Borrowed</i>	<i>Lent</i>	<i>Total</i>
ARCHE	596	359	955

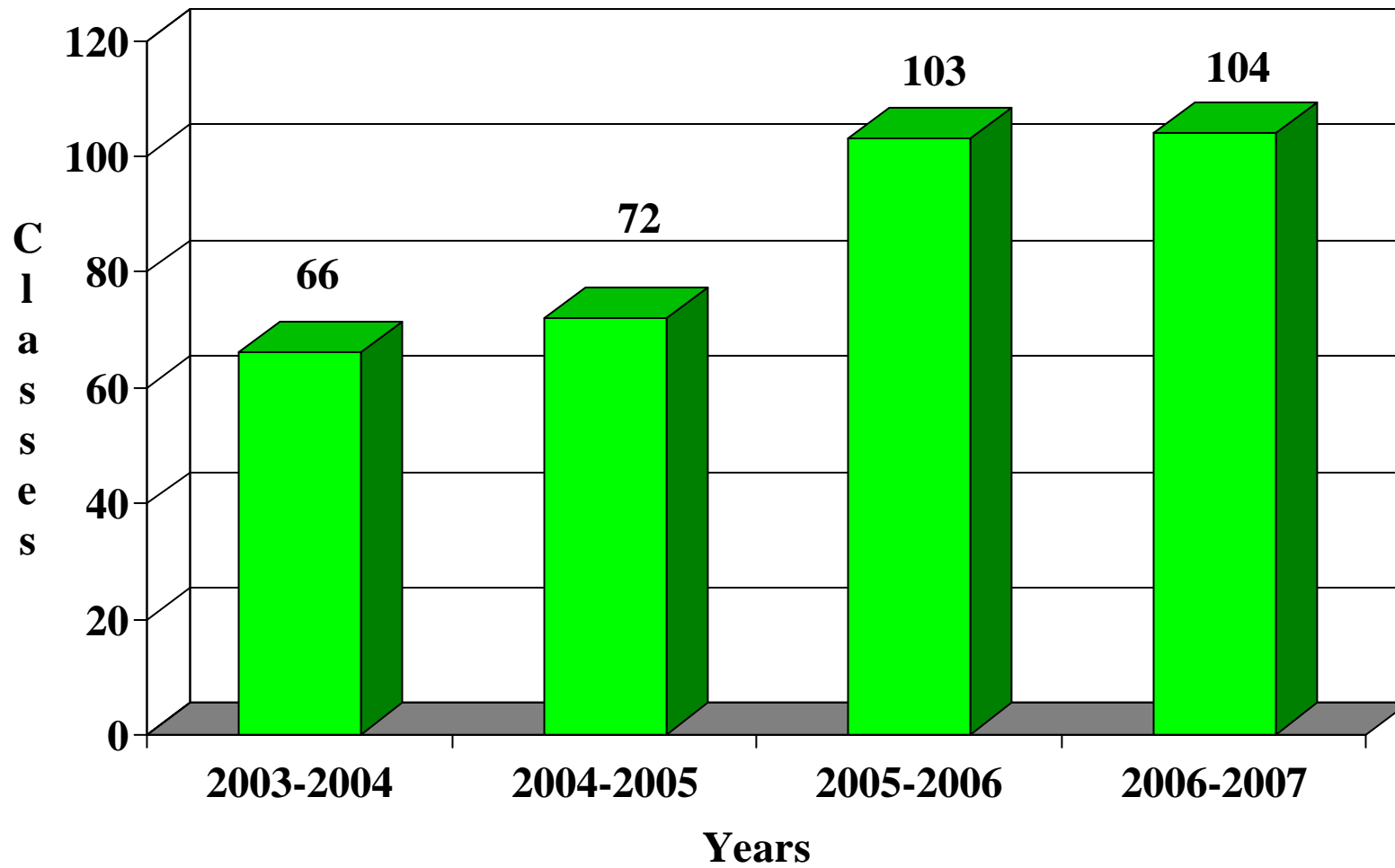
**Clayton State University Library
2006-2007
Reference Statistics By Time of Day**



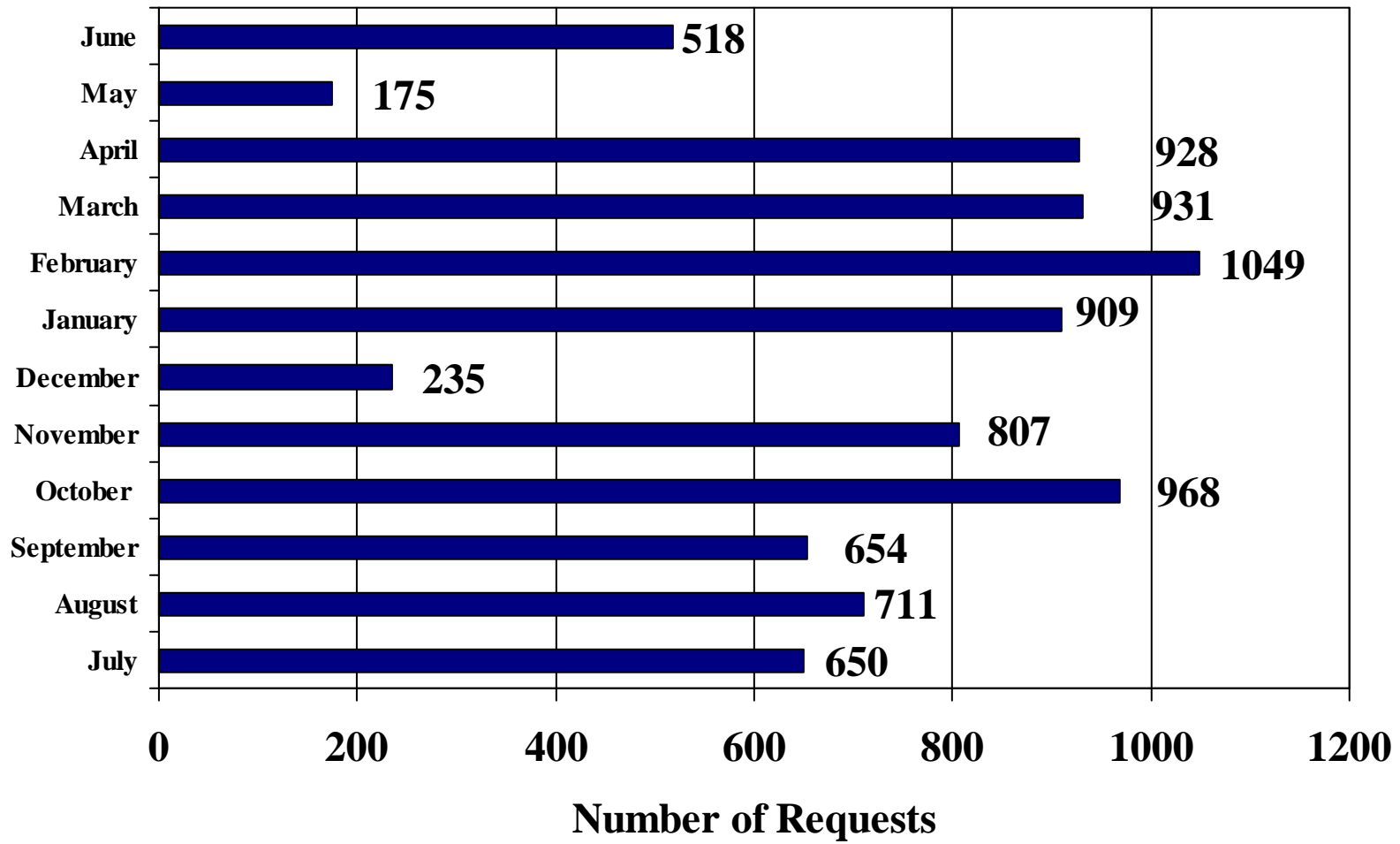
**Clayton State University Library
2006-2007
Bibliographic Instruction Classes**



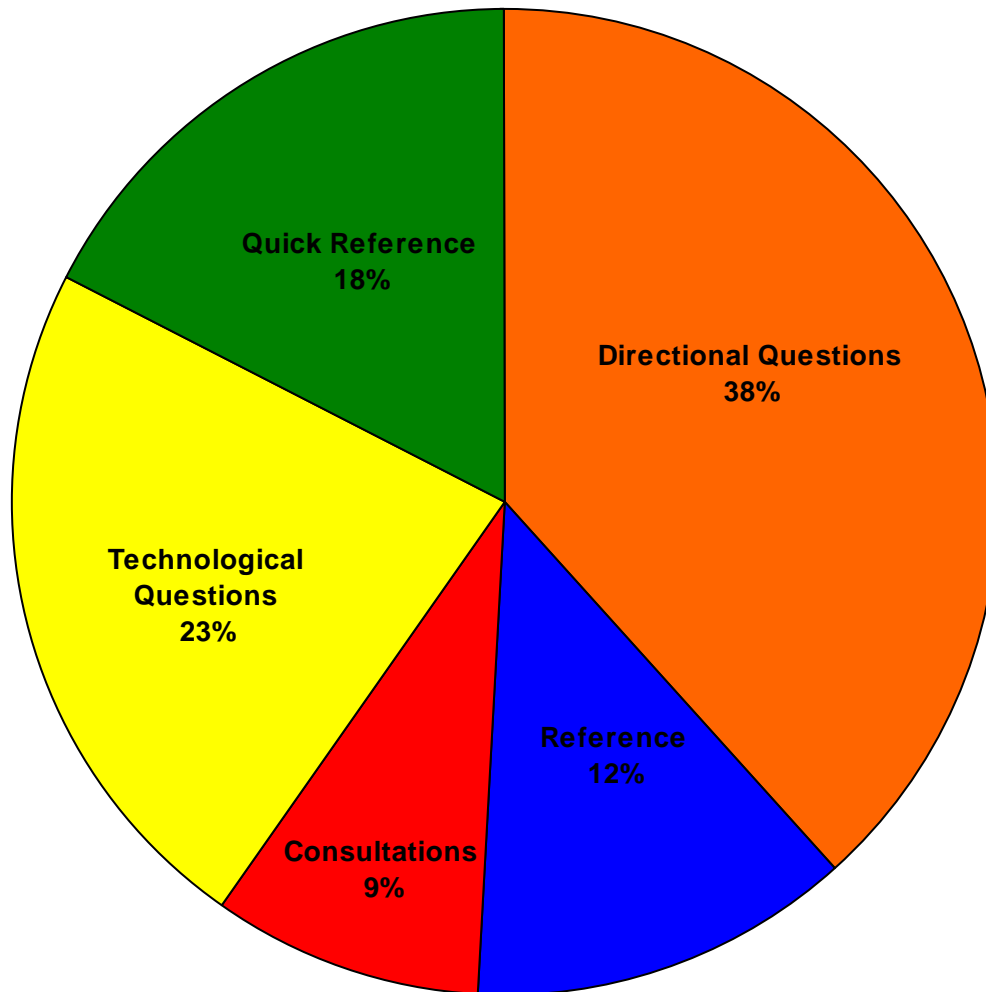
**Clayton State University Library
2006-2007
Yearly Bibliographic Instruction Statistics**



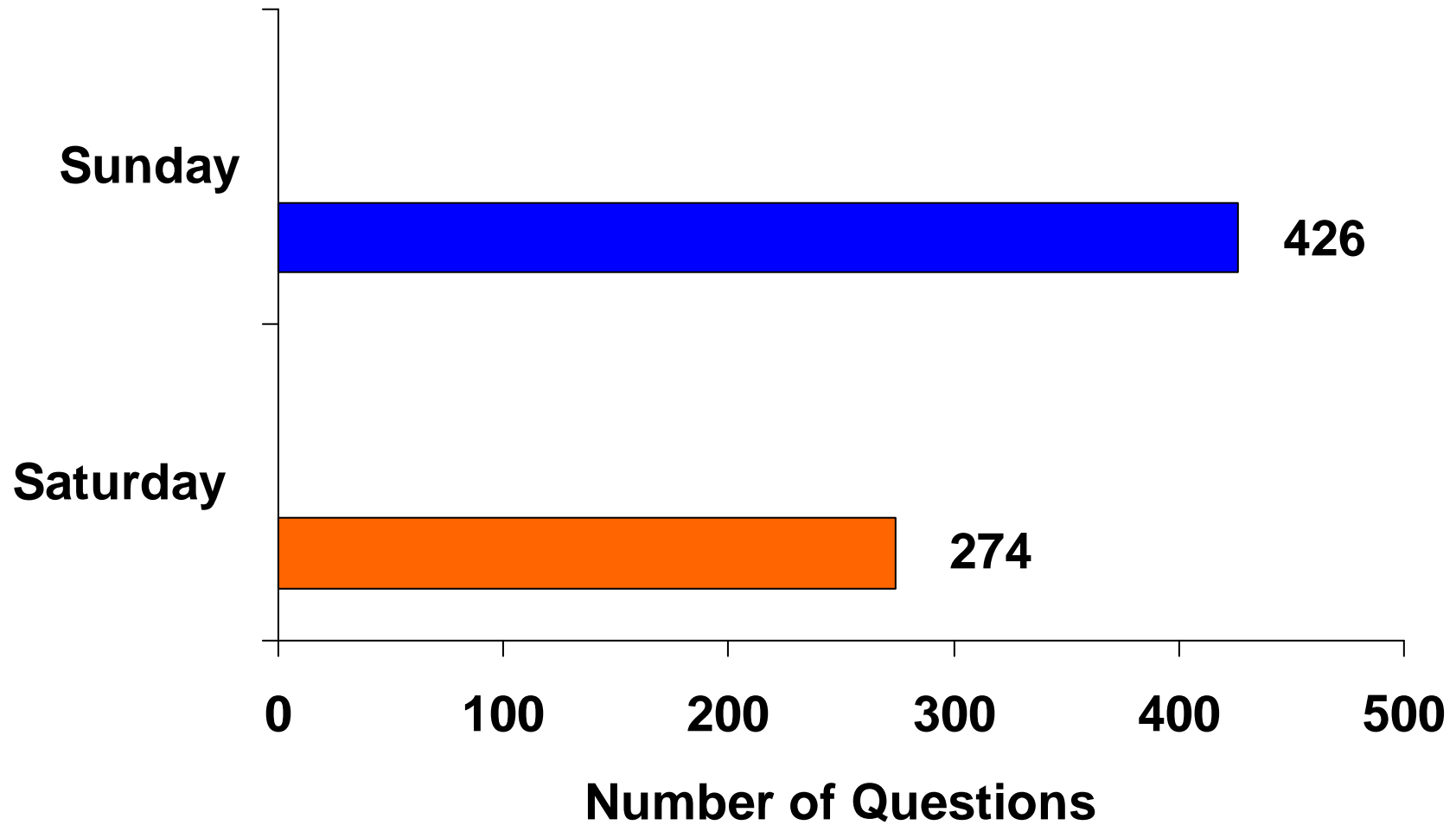
**Clayton State University Library
2006-2007
Monthly Reference Statistics**



**Clayton State University Library
2006-2007
Reference Statistics By Type of Question**



Clayton State University Library
2006-2007
Weekend Reference Statistics



**Clayton State University Library
Technical Services Department
2006/2007 Annual Report**

Submitted by

Cathy Jeffrey
Head of Technical Services Department
Clayton State University Library
July 17, 2007

**Clayton State University Library
Technical Services Department
2006/2007 Annual Report**

Submitted by Cathy Jeffrey, Head of Technical Services Department

STATE OF THE DEPARTMENT:

FY2007 was a year of projects for Technical Services. All of the projects have resulted in significant improvements for the Library and its collections. Projects involving periodicals have seen the creation of a new Periodicals List, improved storage for microfilm reels, and more available space for new periodical titles. A project to provisionally catalog a collection of compact discs was completed improving access to these titles. Technical Services assisted in a project to create a Legal Research Collection. Spine labels and on-line locations were updated for all Reference books in the law classifications. With the assistance of a Clayton State student intern the Department completed a project to establish a Departmental web page and to make the Departmental Manual available on-line. Several projects are on-going including a project to fully catalog the Dendinger Collection and a project to review and revise the Library's periodical holding records.

In order to support new masters programs Clayton State Library initiated subscriptions to new periodical titles for the first time in a number of years. A total of nineteen new periodical titles were added to the Library's collection. For a list of changes made to the periodical holdings this fiscal year, see Appendix A.

The Library's book collection now totals 84,038 volumes. An additional 23,195 bound periodical volumes bring the bound volume total to 107,233 volumes. There are an additional 291,746 audiovisual pieces owned by the Library bringing the total collection to 398,979. For a detailed summary of additions to the collection during FY2007 see Appendix B.

PERSONNEL:

The Technical Services Staff was very stable during the 2006/2007 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.

Ashton Downs joined the Technical Services staff as a student assistant. Miss Downs was the first student assistant employed in the Department in several years. She worked in the processing unit. Her primary responsibility was preparing books for the shelf. Miss Downs also completed an Information Technology internship in Technical Services during Spring Semester. The three projects in her internship were creating a database for labeling periodical microfilm bins, launching a web page for Technical Services, and developing graphs for the

Technical Services statistics form. All three projects were completed successfully and will provide significant benefits.

The Department also benefited from the assistance of Ashley Daniel, Anita Howard and Sarah Fraticelli. Miss Howard and Miss Daniel were student assistants in the Circulation Department. They both worked on the microfilm labeling project and assisted with other routine tasks when time permitted. Miss Fraticelli volunteered in the Library during Summer Semester and worked as an intern in Music Cataloging.

LIBRARY EXPENDITURES:

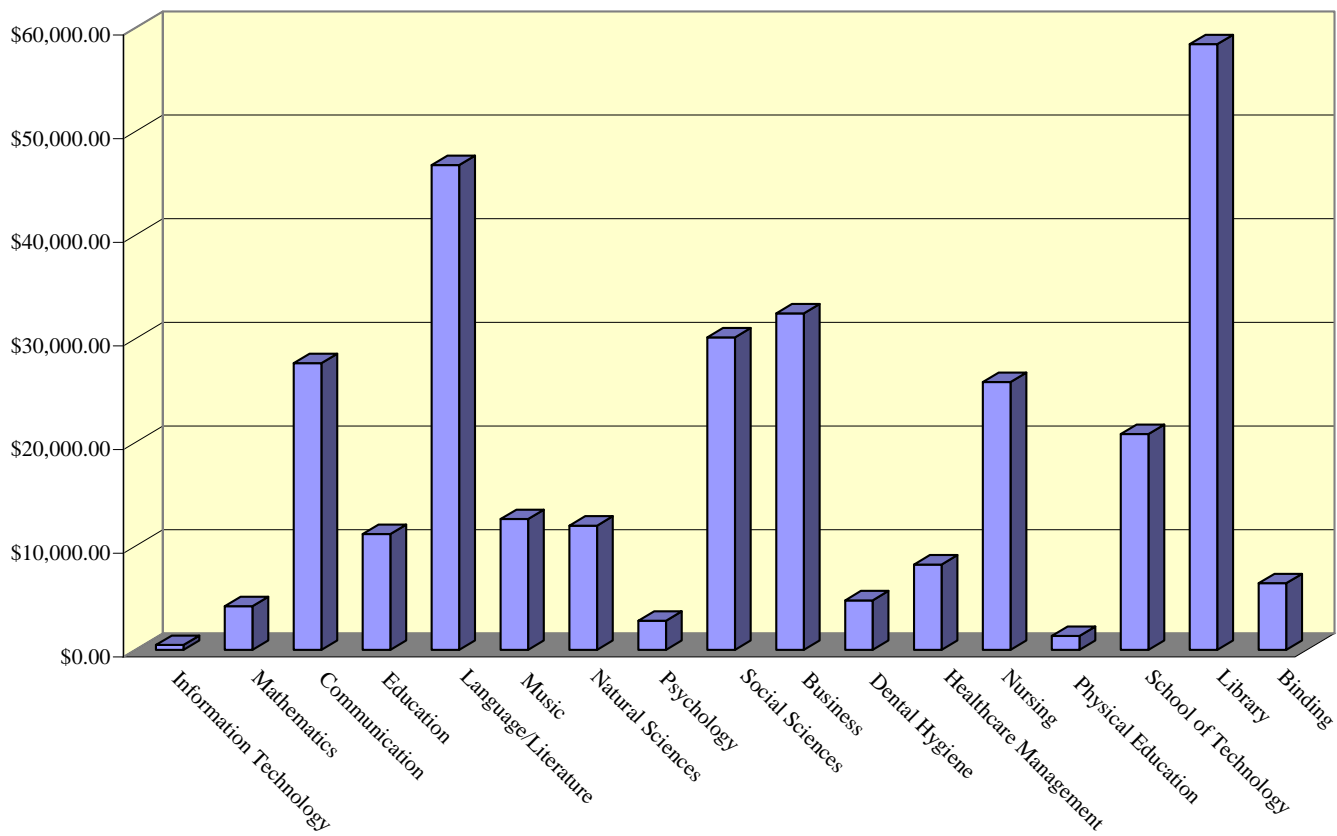
The Library materials budget allocated in July 2006 totaled \$262,000.00. This amount is the same as the original allocation for FY2006. The Library reallocated \$13,572.55 from the operating budget to the materials budget bringing the total allocation to \$275,572.55. In addition to the funds allocated to the materials budget, the Library expended \$30,599.21 that was on deposit with Baker & Taylor. This addition allowed an overall expenditure of \$306,171.76 on Library materials. This amount constitutes a 12.47% increase over the total spent in FY2006 which was \$272,212.69.

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

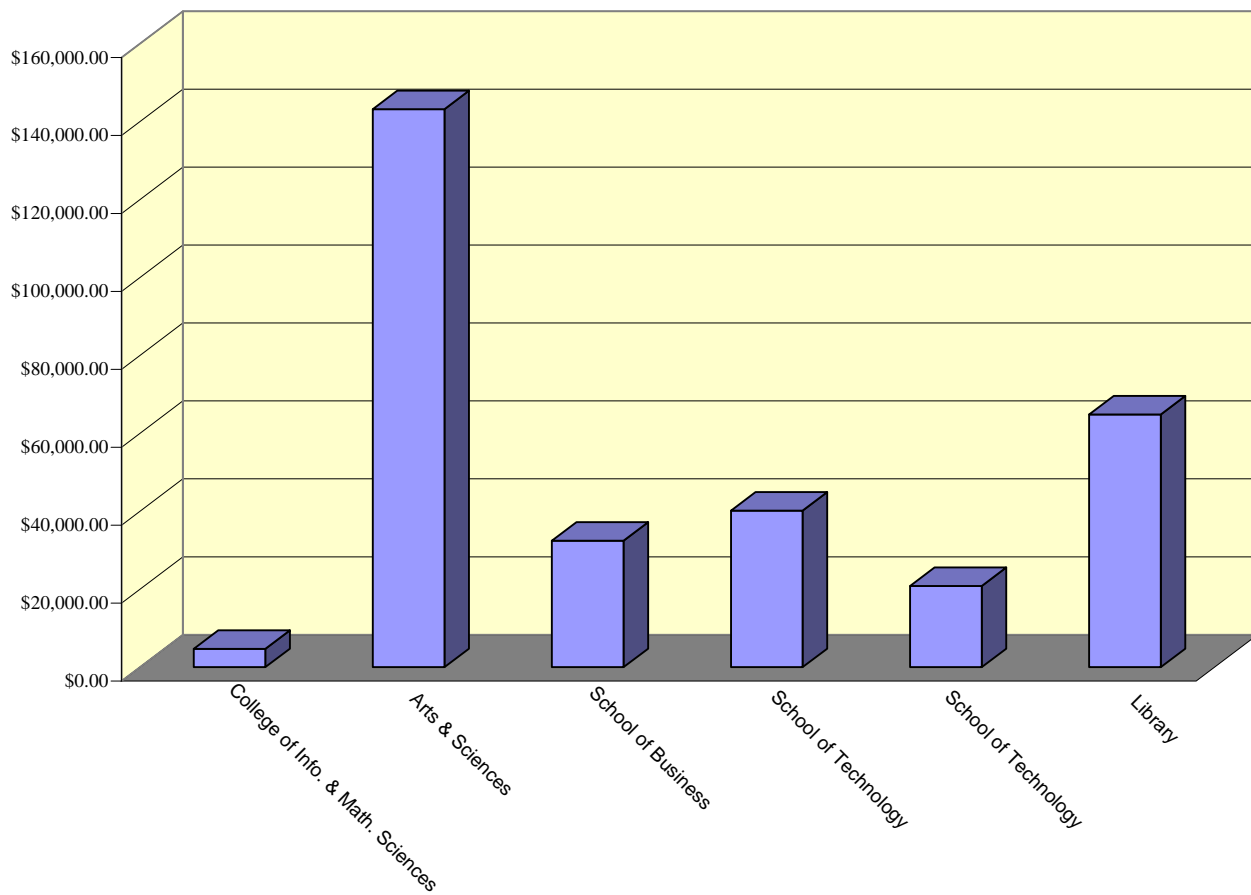
School	Expenditure	Percent of Budget
College of Information and Mathematical Sciences		
• Information Technology	\$467.44	0.15%
• Mathematics	\$4,216.85	1.38%
Total	\$4,684.29	1.53%
School of Arts & Sciences		
• Communication	\$27,656.62	9.03%
• Education	\$11,177.63	3.65%
• Language/Literature	\$46,770.53	15.28%
• Music	\$12,616.86	4.12%
• Natural Sciences	\$11,984.39	3.91%
• Psychology	\$2,810.07	0.92%
• Social Sciences	\$30,144.90	9.85%
Total	\$143,161.00	46.76%
School of Business	\$32,463.60	10.60%
School of Health Sciences		
• Dental Hygiene	\$4,778.58	1.56%
• Health Care Management	\$8,235.33	2.69%
• Nursing	\$25,833.49	8.44%
• Physical Education	\$1,333.34	0.44%
Total	\$40,180.74	13.12%

School of Technology	\$20,821.76	6.80%
Library	\$64,860.37	21.18%

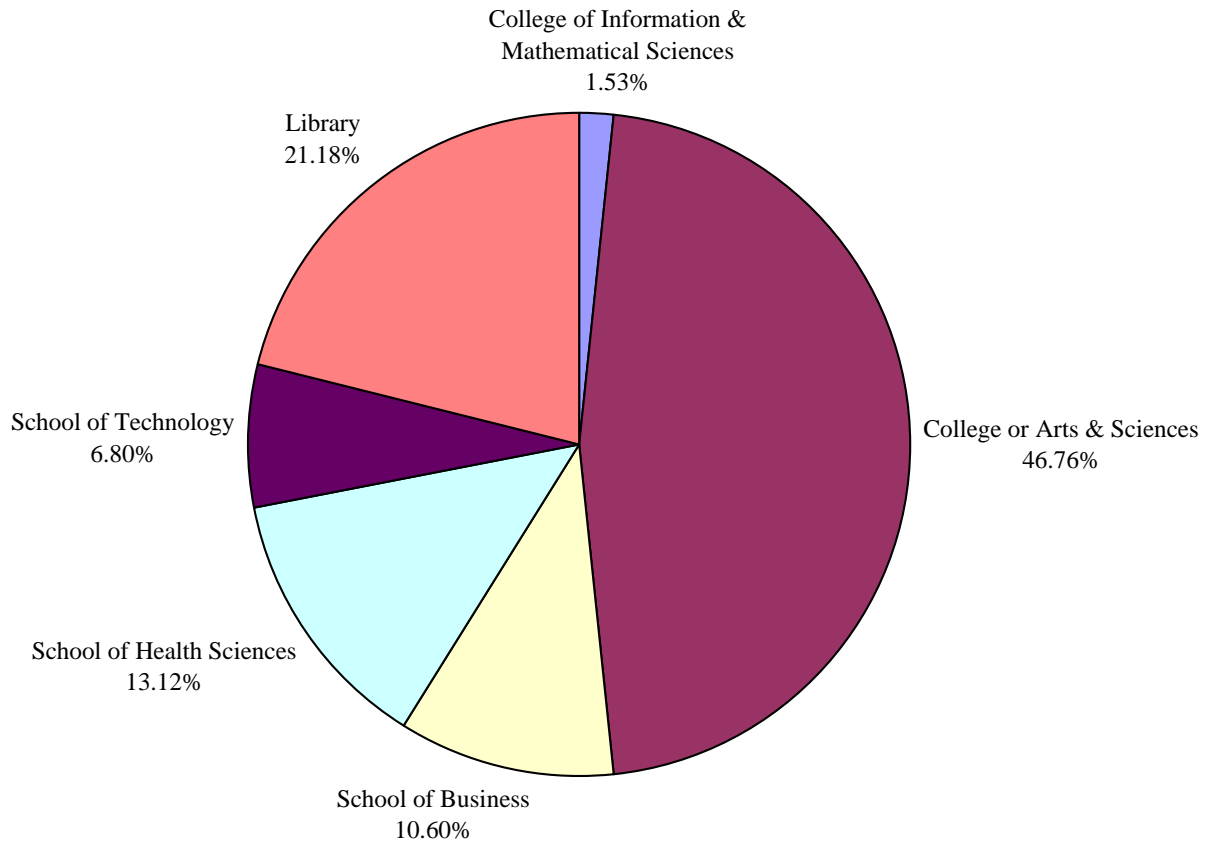
Clayton State University Library
FY2007 Expenditures by Department



Clayton State University Library
FY2007 Expenditures by College/School

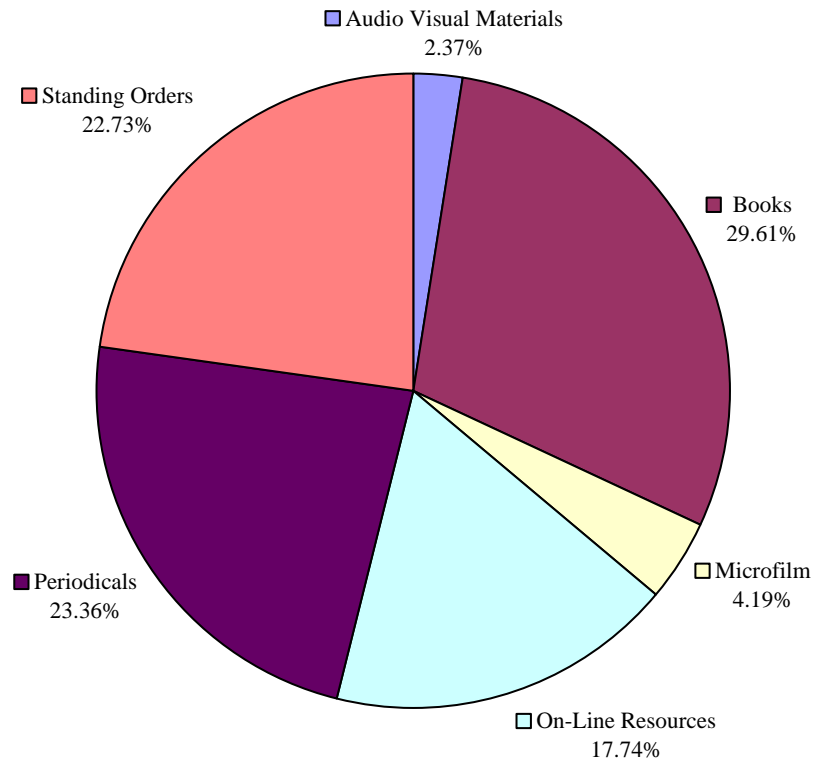


Clayton State University Library
FY2007 Materials Purchased by College/School



Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$7,271/28	2.37%
Books	\$90,645.99	29.61%
Microfilm	\$12,830.36	4.19%
Online Resources	\$54,328.97	17.74%
Periodicals	\$71,516.46	23.36%
Standing Orders	\$69,578.70	22.73%

Clayton State University Library
FY2007 Materials Purchased by Type



ACCOMPLISHMENTS:

Below are highlights of the Department's activities for FY 2007. A statistical summary of the work accomplished by the Department this year can be found in Appendix B.

1. Several projects regarding the Periodical Collection were undertaken.
 - The Periodical Collection was weeded to reduce the number of bibliographic volumes that are held as both a bound volume and a microfilm reel. Weeding the duplicate microfilm reels resulted in a gain of approximately twenty shelves for the Periodical Collection.
 - A project to label microfilm bins was completed. As a result of this project, the periodical microfilm will require less shelf space and it will be easier for patrons to locate the needed material. This project resulted in a gain of approximately forty-five shelves for the Periodical Collection.
 - A new periodical list was developed using Voyager Access Reports. This list replaced the list that was previously produced as an off-line GOLD product. The new list is easier to use than the previous list. It also includes expanded subject access.
2. The project to provisionally catalog the Dendinger Collection was completed. The Dendinger Collection includes over twenty-five hundred musical compact disc titles. These titles are now represented in the on-line catalog by a full bibliographic record.
3. Technical Services responded to requests from the University administration for statistical data on Library collections and expenditures. This information was required by SACS for the review of graduate programs.
4. A student assistant position was established in processing. The addition of this position freed staff time for cataloging. This position proved to be very valuable to the department. It is currently funded through the federal work-study program.
5. Significant progress was made on the project to correct and improve periodical holdings information. Four hundred and seventy-seven holding records were updated during the FY2007 fiscal year.
6. Technical Services implemented a new routing procedure to handle questions from other Library Departments. This change should result in greater efficiency.
7. The Department's Authority policy was revised. The new policy will take advantage of the automated authority control processes that are now available and will also address the recent decision by the Library of Congress to discontinue authority control of monographic series.
8. An improved Purchase Request form was developed and made available for use by faculty and staff.

9. Department staff served as resources on authority control and the Catalogers Toolkit for colleagues at other institutions. Institutions assisted include: Atlanta University, East Georgia College, Georgia Institute of Technology, Kennesaw State University, South Georgia College, Valdosta State University, and Waycross College
10. A project to change the location of reference law materials was completed. The location for these materials was changed from Reference to Legal Research Collection. This change better reflects the actual physical location of these materials.

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:

Cathy Jeffrey organized an authority control workshop for the GIL Libraries. Adam Kubik and Cathy Jeffrey both made presentations during this workshop.

Laura Herndon participated in a panel discussion on “Surviving your first year of Library School” during the Georgia COMO meeting.

Adam Kubik presented a program on the Cataloger’s Toolkit at GUGM.

Cathy Jeffrey was elected Vice Chair/Chair Elect of the GLA Academic Division.

Adam Kubik attended the annual meeting of the national Music Library Association.

Cathy Jeffrey participated on a panel discussing the future of cataloging during the Solinet/OCLC Users’ Group meeting

Cathy Jeffrey was selected as one of 10 recipients of the Endeavor BonVoyage Grant for 2007. This grant provides funds to attend the Voyager End User Meeting which was held in April 2007

SETBACKS:

1. In January, it was necessary to curtail spending on firm orders from the FY2007 materials budget. The Library had to carefully weigh each purchase until the end of the fiscal year in June to insure that the budget would not be overspent.

SOLUTION: The only true solution for this problem will be an increase in the Library’s materials budget. The problem was offset to some extent this year due to funds remaining in the Baker and Taylor deposit account. In the absence of additional funding, it will be

necessary for the Department to increase controls regarding the allocation and expenditure of funds.

2. Discussions in the Spring of 2007 indicated that the Library would receive significant funding from the end-of-year campus surplus to help purchase materials for graduate programs in Business, Healthcare Management, and Nursing. While no specific amount was promised it seemed likely that the funding would be approximately \$20,000.00 per program. In fact the Library received only \$25,000.00 from the end-of-year surplus funds. While the \$25,000.00 received was appreciated, it fell short of the amount expected. This shortfall will seriously affect the Library's ability to provide resources for the three new graduate programs.

SOLUTION: The Library will need to carefully evaluate expenditures during FY2008 to insure that the new graduate programs will have adequate resources available. Unless additional money is added to the Library's FY2008 materials budget, it may be necessary to cut spending on other subject areas in order to adequately support the new graduate programs.

GOALS FOR THE COMING YEAR:

1. Shift the Periodical Collection.
Additional shelving for the Periodical Collection combined with initiatives to save space provide the needed space for growing titles. In order to make the best use of this additional shelf space a shift of the entire Periodical Collection will be needed.
2. Train additional staff in cataloging.
It is the goal of the Department to train an additional staff member in current LC copy cataloging procedures.
3. Begin a project to move items in the Dendinger Collection out of Storage.
With the provisional project complete, Technical Services staff can now begin the process of reviewing the provisional records and assigning call numbers to items in the Dendinger Collection. Assigning call numbers will allow the Dendinger items to be shelved with other A-V materials rather than in a storage location.

Appendix A
Changes to Periodical Holdings
FY2007

**New, Changed, Discontinued, and Ceased Periodical Titles
July 2006-June 2007**

Titles Cataloged

American archivist
American art review
Archiv fur Geschichte der Philosophie
Art papers
Art review
Clinical nurse specialist
Franciscan studies
History news
International journal for the scholarship of teaching and learning (free online)
International philosophical quarterly
Journal of blacks in higher education
New Nietzsche studies
Nursing for women's health
Paris review
Public historian
The Thomist
Transactions of the Charles S. Peirce Society

Title Changes

From	To
AWHONN	Nursing for women's health

Renewed Subscriptions

Guardian weekly
Publishers weekly

Titles Ceased:

Foundation News & Commentary

Titles Withdrawn

Advances in dental research
Air jobs
Aviation week & space technology
Computer & communications decisions
Flying

Infosystems
Journal of aviation/aerospace education & research
Journal of ethnic studies
Journal of evidence based dental practice
Plant science bulletin
Private pilot
Problems of communism

Appendix B
Statistical Summaries
FY2007

Clayton State University Library
Holdings by Format FY2007

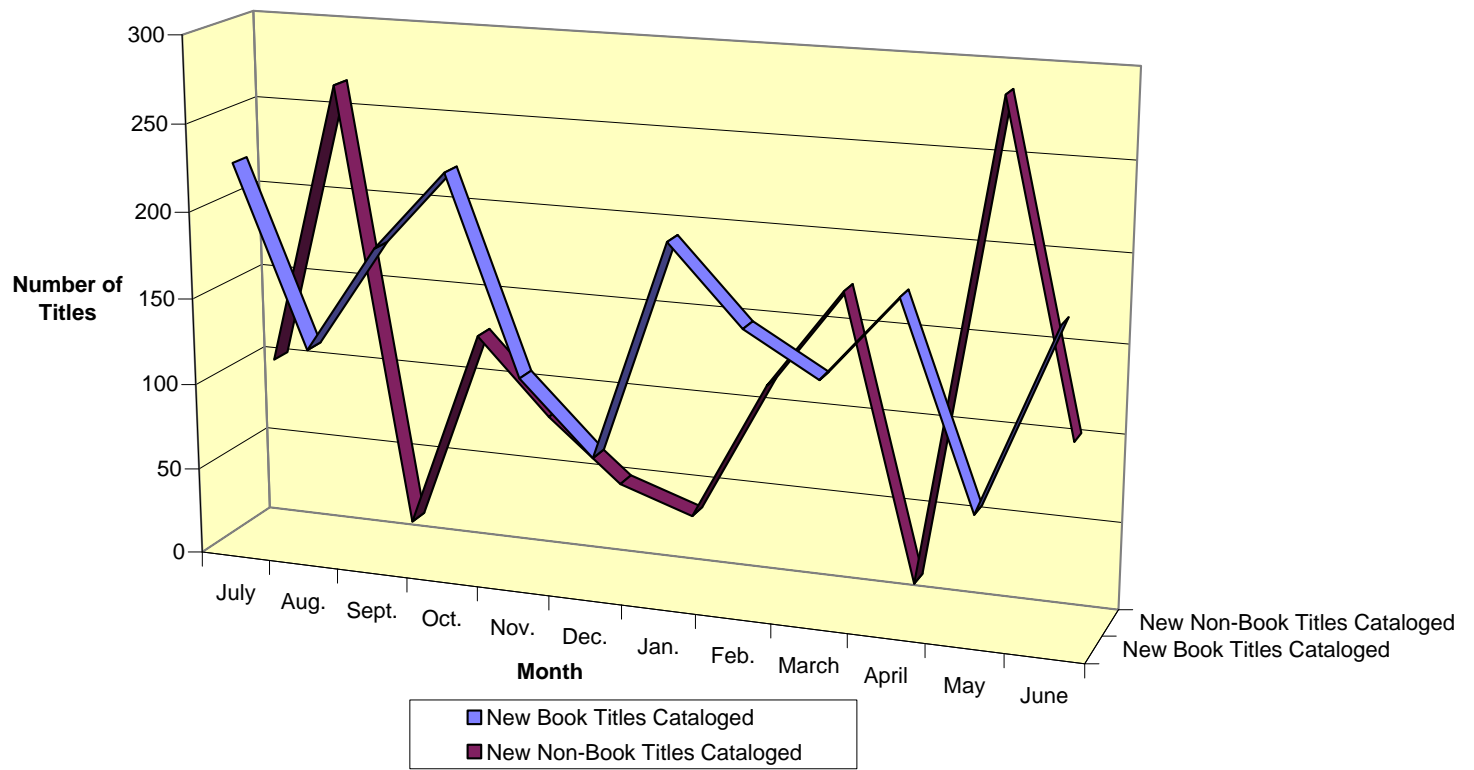
	Previous Total		Added to Collection	Removed from Collection	Total in Collection
Circulating Collection			1795	-52	
Reference Collection			745	-390	
Reference & Circulating Collection Total		81,940	2540	-442	84,038
Bound Periodicals		22,607	595	-7	23,195
Total Bound Volumes		104,547	3,135	-449	107,233
Archives		59	0		59
Audio Compact Discs		4,140	2,087	-3	6,224
Audio Tapes		460	118		578
CD Roms		110	16		126
Computer Files		16	0		16
DVDs		655	302		957
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		11,412	81	-463	11,030
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	2		47
Video Tapes		2,823	12	-3	2,832
Total of Other Materials		289,597	2,618	-469	291,746
Total Bound/Other Materials		394,144	5,746	-911	398,979

Periodical Titles	1,010	23	-10	1,023
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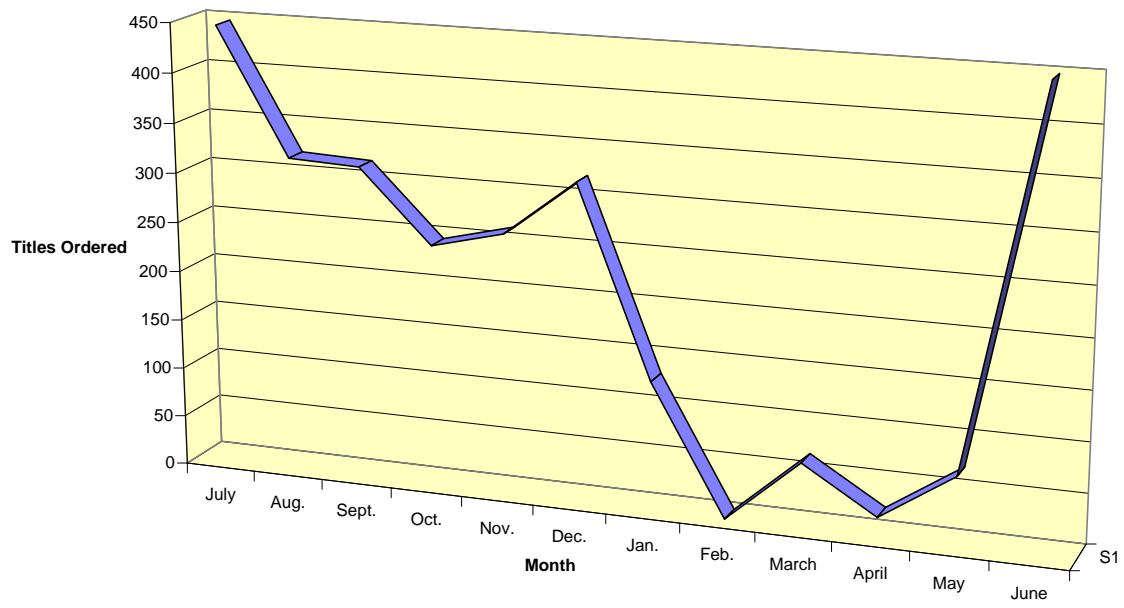
**Clayton State University Library
Activity Report FY2007**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	446	319	316	244	262	319	130	1	66	21	70	448	2642
Vols. Received on S.O.	29	40	31	27	42	10	32	35	47	21	38	21	373
Titles Received	470	283	228	417	208	434	117	37	392	314	197	90	3187
Periodicals													
New Subscriptions/Title Changes	0	0	3	4	16	0	0	0	0	0	0	0	23
Bound Vols. Added	50	32	55	35	30	44	0	139	0	101	78	24	588
Microform Pieces Added	22	0	12	0	19	0	0	0	0	28	0		81
Claims	13	16	5	6	4	4	34	1	5	3	3	33	127
Titles Entered for GOLD	0	0	0	0	0	0	0	0	0	0	0	0	0
Binding													
Vols. Sent to the Bindery	42	49	34	25	44	0	100	0	54	72	40	60	520
Book Repair	0	0	0	0	0	0	6	1	0	0	0	0	7
Cataloging													
New Book Titles Cataloged	227	123	185	231	119	78	203	159	135	184	68	177	1889
New Non-Book Titles Cataloged	102	266	13	128	85	50	36	116	173	12	286	102	1369
Total New titles Cataloged	329	389	198	359	204	128	239	275	308	196	354	279	3258
Vols. Added	34	39	25	58	41	203	37	40	31	35	37	26	606
Copies Added	8	4	5	6	1	1	5	1	5	7	0	0	43
Reinstatements	0	0	0	0	0	0	0	0	0	0	2	0	2
Recatalogs	0	0	0	0	0	0	0	0	0	0	0	0	0
Database Maintenance													
Records Corrected	814	126	927	542	331	72	639	360	254	411	274	246	4996
Records Updated	6273	3986	5971	6048	2325	4530	3932	4098	3784	2362	7363	3973	54645
Volumes Processed	370	221	212	346	341	46	644	193	58	354	190	156	3131

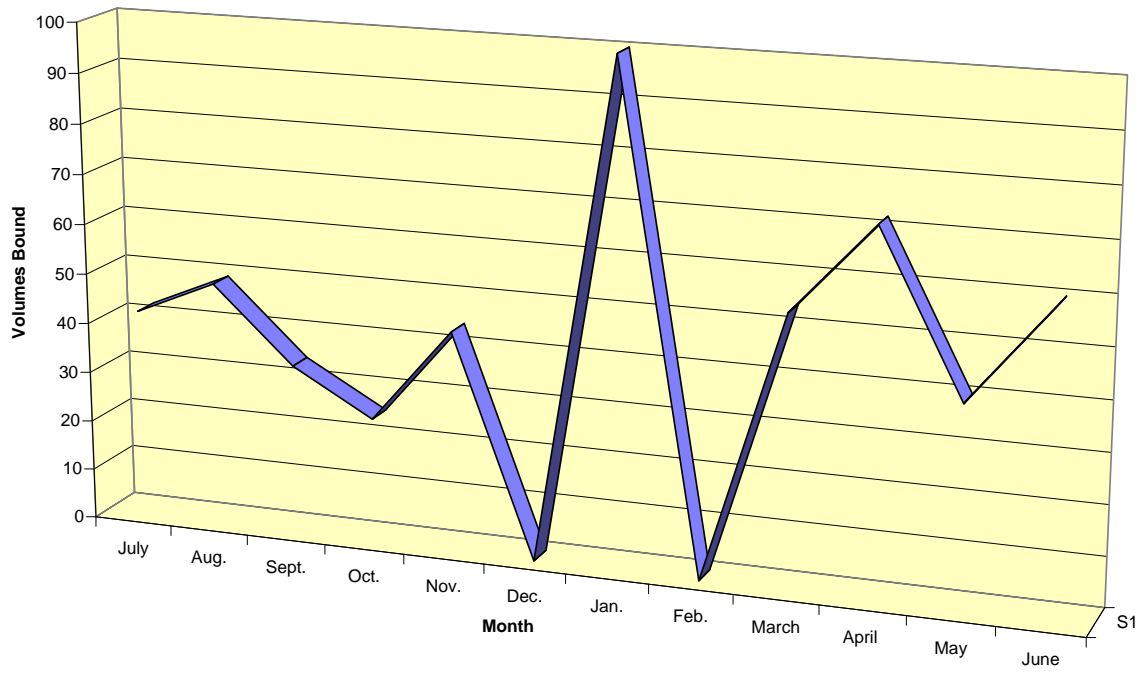
Clayton State University Library Titles Cataloged FY2007



Clayton State University Library
Titles Ordered FY2007



Clayton State University Library
Volumes Sent to the Bindery FY2007



Appendix C
Library Expenditures
FY2007

Clayton State University Library Combined Budget Spreadsheet for FY2007

Microsoft Excel - CSU FY2007 Combined Spreadsheets.xls												
File Edit View Insert Format Tools Data Window Help												
Type a question for help												
A	B	C	D	E	F	G	H	I	J	K	L	
		AUDIO-VISUAL	BOOKS	MICRO-FILM	ONLINE RESOURCES	PERIODICALS	STANDING ORDERS	TOTAL ALLOCATION	AMT. SPENT THIS MONTH	SPENT Y-T-D	BALANCE REMAINING	
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES												
	INFORMATION TECH.		467.44					2,500.00	52.73	467.44	2,032.56	
	MATH		3,260.91		250.00	705.94		3,500.00	79.51	4,216.85	-716.85	
	SUB TOTAL	0.00	3,728.35	0.00	250.00	705.94	0.00	6,000.00	132.24	4,684.29	1,315.71	
SCHOOL OF ARTS & SCIENCES												
	COMMUNICATION	5,296.10	14,840.50	289.00	3,570.00	1,989.77	1,671.25	17,000.00	8,368.23	27,656.62	-10,656.62	
	EDUCATION		8,192.86	426.97		2,475.86	81.94	14,000.00	0.00	11,177.63	2,822.37	
	LANGUAGE/LITERAT		23,764.96	173.00		5,465.62	17,366.95	20,000.00	6,559.50	46,770.53	-26,770.53	
	MUSIC	839.32	4,811.86		3,491.00	1,131.73	2,342.95	12,000.00	2,545.68	12,616.86	-616.86	
	NATURAL SCIENCES		1,301.66	120.00	3,300.00	7,115.66	147.07	11,000.00	626.70	11,984.39	-984.39	
	PSYCHOLOGY		894.32	750.00		1,165.75		6,000.00	314.89	2,810.07	3,189.93	
	SOCIAL SCIENCES	1,109.82	18,215.58	224.00	4,295.00	5,463.65	836.85	28,000.00	7,544.61	30,144.90	-2,144.90	
	SUB TOTAL	7,245.24	72,021.74	1,982.97	14,656.00	24,808.04	22,447.01	108,000.00	25,959.61	143,161.00	-35,161.00	
SCHOOL OF BUSINESS												
			78.01			8,646.00	5,733.18	18,006.41	35,000.00	2,640.43	32,463.60	2,536.40
SCHOOL OF HEALTH SCIENCES												
	DENTAL HYGIENE					4,778.58		6,000.00	0.00	4,778.58	1,221.42	
	HEALTH CARE MGT		6,061.50			2,140.08	33.75	10,000.00	6,095.25	8,235.33	1,764.67	
	NURSING		1,898.87		2,800.00	20,957.47	177.15	20,000.00	1,095.28	25,833.49	-5,833.49	
	PHYSICAL EDUCATIC		153.00			1,180.34		2,000.00	78.00	1,333.34	666.66	
	SUB TOTAL	0.00	8,113.37	0.00	2,800.00	29,056.47	210.90	38,000.00	7,268.53	40,180.74	-2,180.74	
SCHOOL OF TECHNOLOGY												
			264.96			854.55	19,702.25	15,000.00	2,437.53	20,821.76	-5,821.76	
LIBRARY												
	BINDING	26.04	6,439.56	10,847.39	27,976.97	3,931.38	9,212.13	50,000.00	5,919.86	58,433.47	-8,433.47	
	SUB TOTAL					6,426.90		10,000.00	239.95	6,426.90	3,573.10	
										64,860.37		
	TOTAL	7,271.28	90,645.99	12,830.36	54,328.97	71,516.46	69,578.70	262,000.00	44,598.15	306,171.76	-44,171.76	
May 2007 June 2007 Bar Graph Expenditures by Dept Bar Graph Expendit												

Appendix D
Professional Development, Institutional Participation and Community Service
FY2007

Appendix D
Professional Development, Institutional Participation and Community Service
FY2007

Heidi Benford

Professional Development, Memberships, Offices & Awards

Georgia Association for Instructional Technology

Georgia Library Association

Georgia Library Association, Paraprofessional Division, Membership Chair

State Media Festival Committee

Institutional Participation

CSU New Student Orientation Parent/Guest Tour Guide

Earth Day & Transportation Fair Volunteer

Illusions Dance Team (Laker Dance Club) Advisor

Laker Angel Club

Women's Forum, Vice President of Programs

Women's Forum Fundraising Committee (Silent Auction)

Community Service

Southwest Dekalb High School PTSA

Clifton Elementary School PTA

Clifton Elementary School PTA, Interim President

Dekalb Co. Parent Advisory Board.

Hands on Atlanta Project Coordinator (Clifton ES)

Argonne Parades Volunteer Parade Staff

Girl Scout Parent Volunteer Troop 4318

Meetings

Georgia Association of Media Assistants Annual Meeting – Organizer

Laura Herndon

Professional Development, Memberships, Offices & Awards

GAIT

Georgia Library Association

GLA Paraprofessional Division, Secretary

Master's Degree coursework in Library Science at Valdosta State University

Institutional Participation

CSU Staff Council member

CSU Staff Council, Committee on Professional Development, Columnist

CSU Staff Council, Public Relations Coordinator

CSU Wind Ensemble

Laker Angel Club, Columnist

Presentations

"Surviving Your First Year of Library School" GA COMO

"Annual PR Update" Staff Council Year End Meeting

Community Service

Covington Community Church Orchestra

Meetings

GA COMO

GIL User Group Meeting

Cathy Jeffrey

Professional Development, Memberships, Offices & Awards

Bon Voyage grant recipient

Georgia Library Association

Georgia Library Association, Academic Division, Vice Chair/Chair Elect

Georgia Library Association, Awards Committee

Georgia Library Association, Handbook Committee

Georgia Solinet/OCLC Users Group

GIL Cataloging Committee, Chair

GIL Coordinating Committee

GUGM Planning Committee

Institutional Participation

CSU Faculty Council

Presentations

“Panel Discussion on the future of cataloging”, Solinet/OCLC Users’ Group meeting

“Report: GIL Authority Control Workshop” COMO, Technical Services Interest Group

“Using Marcive Reports”, GIL Authority Control Workshop

Meetings

End User Meeting

GA COMO

GIL Authority Control Workshop

GIL User Group Meeting

Solinet/OCLC User’s Group Meeting

Adam Kubik

Professional Development, Memberships, Offices & Awards

Georgia Library Association

Georgia Library Association, Constitution and Bylaws Committee

Georgia Library Association, Handbook Committee

Georgia Library Association, Scholarship Committee

Music Library Association

Southeastern Music Library Association

Institutional Participation

CSU Curriculum and Academic Policies Council

Presentations

“Using Cataloger’s Toolkit for Authority Control”, GIL Authority Control Workshop

“Using Cataloger’s Toolkit for Authority Control”, GUGM

Meetings

GA COMO

GIL Authority Control Workshop

GIL User Group Meeting

Music Library Association Annual Meeting

Heather Walls

Institutional Participation

CSU Image Council

Community Service

Portrait Society of Atlanta, Volunteer

Appendix E
Technical Services Department Statistics
FY2007

Cataloging Statistics	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Titles Added													
>New Books	227	123	185	231	119	78	203	159	135	184	68	177	1889
>Non-Book Materials	102	266	13	128	85	50	36	116	173	12	286	102	1369
>Reinstatements											2		2
Total	329	389	198	359	204	128	239	275	308	196	356	279	3260
Pieces Added													
>New Titles (Books)	227	123	185	231	119	78	203	159	135	184	70	177	1891
>Added Volumes	34	39	25	58	41	203	37	40	31	35	37	26	606
>Added Copies	8	4	5	6	1	1	5	1	5	7			43
>Non-Book Pieces Added	154	373	36	319	256	108	74	275	334	43	507	139	2618
>Bound Volumes Added	50	32	55	35	30	44		139		101	78	24	588
Total	473	571	306	649	447	434	319	614	505	370	692	366	5746
Upgrade of Dendinger Records		2					2	4	2	7		4	21
Rush Requests		2	14	10	4	1	10	6	1	3	2	1	54
Archive Records Added													0
Database Maintenance													
Bib Records Corrected	21	1	8		1	1	16	8	4	5	2	1	68
Bib/Item Records Enhanced	4	2	3		1	6	15		4	3		3	41
Headings Corrected Globally													0
Subject Headings Corrected	127	2	211	180	49	39	236	54	23	59	77	33	1090
Name Headings Corrected	561	27	700	289	239	6	348	271	199	339	191	158	3328
Series Entries Corrected	8	8	5	8	16		5	13	1	4	4	5	77
Resequencing													0
MFHD/Item Records Corrected	93	86		65	25	20	19	14	23	1		46	392
Total	814	126	927	542	331	72	639	360	254	411	274	246	4996
Record Update Count													
>Bib Records Updated	3,088	1,190	4,916	2,070	1,256	3,694	2,251	1,786	1,511	1,312	4,468	2,583	30,125
>MFHD Records Updated	2,800	2,304	915	3,390	674	260	1,133	1,102	1,318	666	1,619	1,158	17,339
>Item Records Updated	385	492	140	588	395	576	548	1,210	955	384	1,276	232	7,181
Total	6,273	3,986	5,971	6,048	2,325	4,530	3,932	4,098	3,784	2,362	7,363	3,973	54,645

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	319	317	308	232	227	316	117	1	64	21	70	410	2402
>Scores	82												82
>Non-Book Materials	45	2	8	12	35	3	13	0	2	0	0	38	158
>>Videos		1	2									4	7
>>DVDs	12	1	5	12	35	3	12		2			34	116
>>Audio CDs	29												29
>>On-line Databases	4		1				1						6
>>CD ROMs													0
>>Other Non-Book													0
Total	446	319	316	244	262	319	130	1	66	21	70	448	2642
Vols. Received on Standing Order	29	40	31	27	42	10	32	35	47	21	38	21	373
Items Received and Unpacked													
>Books	374	253	209	308	174	426	111	35	390	312	196	60	2848
>Scores	78	2											80
>Non-Book Materials	18	28	19	109	34	8	6	2	2	2	1	30	259
>>Videos		1	2			4						4	11
>>DVDs	5	20	6	109	34	3	3	2	1	2	1	26	212
>>Audio CDs	13	7	11						1				32
>>Microfiche													0
>>CD ROMs						1							1
>>Other Non-Book							3						3
Total	470	283	228	417	208	434	117	37	392	314	197	90	3187
Periodical Statistics													
New Subscriptions (Including Gifts)			3	4	16								23
Title Changes													0
Total New Titles	0	0	3	4	16	0	0	0	0	0	0	0	23
Withdrawn/Discontinued Titles											10		10
LHR's Added/Updated	93	86		73	24	20	19	14	23	1	66	58	477
Claims & Requests	13	16	5	6	4	4	34	1	5	3	3	33	127
Titles Entered for GOLD										5		15	20

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Books	356	206	198	331	221	32	581	183	17	328	184	108	2745
Scores	5			2			1					6	14
Videos	1		2	1	2				2				8
DVDs	8	14	6	5	82	14	31	9	9	19		18	215
Audio CDs			6		33		24	1	21	2	6	16	109
CD ROMs							1		9	5			15
Microfilm Rolls													
Other Non-Book		1		7	3		6					8	25
Total	370	221	212	346	341	46	644	193	58	354	190	156	3131
Books prepared for State Surplus			43								70		113
Book Repair Statistics													
Total Books Repaired							6	1					7
Binding Statistics													
Volumes Sent to Bindery	42	49	34	25	44	0	100	0	54	72	40	60	520
Volumes Returned from Bindery	46	41	49	37	26	44	0	134		107	19	40	543
White pen corrections													0

A-V Pieces Added	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes				71	8	9	15					15	118		118
Audio CDs	124	352	20	163	142	84	16	263	313	11	507	92	2087	-3	2084
CD ROMs							5	6	4	1			16		16
Computer Files													0		0
DVDs	7	17	4	83	86	15	36	6	17	3		28	302		302
Microfiche Cards													0		0
Microfilm Rolls	22		12		19					28			81	-463	-382
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes	1	2		2	1		2					4	12	-3	9
Video Discs		2											2		2
16 mm Motion Pictures													0		0
Total	154	373	36	319	256	108	74	275	334	43	507	139	2618	-469	2149

Circulating Collection Addition	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
A				1									1		1
B except BF	3			10		3	2	5	9	4	5	15	56	-2	54
BF	1		1	2						2		3	9	-2	7
C	1			2			2		1	2	1	14	23		23
D	2	5	9	23	3	6	11	8	4	3	1	5	80	-2	78
E	18	7	16	28	9	3	11	3	25	6	3	5	134	-2	132
F	3	3	3	6		4	4	24	13	17	10	3	90	-1	89
G	2	2	1	5	1	5	6	1		8		4	35	-1	34
H-HJ	5	4		6		1	1	4	1	4	1	8	35	-2	33
HM-HX	7	13	7	18	2	1	15	3	1	6	4	13	90	-2	88
J	4	1	1	9	1		5	1		4	1	2	29	-8	21
K	1	4	6	6			4	6		2		7	36	-2	34
L	1	4	5	6				17	2	19		12	66	-3	63
M	28	18	8	5	5		21	12	25	18	8	16	164	-10	154
N		3	3	4	42	1	19	6	4	15	7	19	123		123
P	137	27	114	42	20	6	80	26	34	69	9	24	588	-10	578
Q	9	25	3	18	16	11	13	11	2	3	2	3	116	-2	114
R	4	2	5	1	1			17	1	1		1	33	-3	30
S		6				1	1						8		8
T	2		1	3	6	1	5	7	2	6	3	3	39		39
U				2		2	1	2					7		7
V	1					1							2		2
Z	1		1	1	3	1	5		1	2		16	31		31
Total	230	124	184	198	109	47	206	153	125	191	55	173	1795	-52	1743

Reference Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
A		1		1	1	1	2			1	1		8	-6	2
B except BF					7	10		1		2	1		21	-1	20
BF									2				2		2
C	2			1		1	1	1		3			9	-3	6
D		1	1	3		1		1		2		2	11	-76	-65
E		1	2	4		5	2	3		2			19	-10	9
F				4		1							5	-1	4
G	1			1	1	6			1				10	-5	5
H-HJ	12	9	5	12	9	2	12	5	4	3	6	8	87	-83	4
HM-HX		1		7	2	2	1	3			1	1	18	-6	12
J	1	1		6	4	1	4			1			18	-11	7
K	10	18	13	14	8		5	1	29		27	15	140	-93	47
L			2	1	1	1	2	2	1				10	-6	4
M		1		1	4	2		3	1	1		1	14	-8	6
N				3									3		3
P	8	4	6	19	11	191	6	13	1	17	3	3	282	-20	262
Q				9	2	3		2	2	2	2		22	-18	4
R	3			10		6	1	6	3		4		33	-33	0
S													0		0
T	1		1								1		3	-6	-3
U											1		1	-1	0
V		3											3		3
Z	1	2	1	1	2	2	2	6	2	1	1		21	-3	18
Correction*												5	5		
Total	39	42	31	97	52	235	38	47	46	35	48	35	745	-390	350

*Year end collection totals did not match cataloging totals. Cataloging totals were verified and an adjustment to the collection totals was made.

Holdings By Format	Previous Total		Added to Collection	Removed from Collection	Total in Collection
Circulating Collection			1795	-52	
Reference Collection			745	-390	
Reference & Circulating Collection Total		81,940	2540	-442	84,038
Bound Periodicals		22,607	588	0	23,195
Total Bound Volumes		104,547	3,128	-442	107,233
Archives		59	0		59
Audio Compact Discs		4,140	2,087	-3	6,224
Audio Tapes		460	118		578
CD ROMs		110	16		126
Computer Files		16	0		16
DVDs		655	302		957
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		11,412	81	-463	11,030
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	2		47
Video Tapes		2,823	12	-3	2,832
Total of Other Materials		289,597	2,618	-469	291,746
Total Bound/Other Materials		394,144	5,746	-911	398,979
Periodical Titles		1,010	23	-10	1,023

Activity Report	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	446	319	316	244	262	319	130	1	66	21	70	448	2642
Vols. Received on S.O.	29	40	31	27	42	10	32	35	47	21	38	21	373
Titles Received	470	283	228	417	208	434	117	37	392	314	197	90	3187
Periodicals													
New Subscriptions/Title Changes	0	0	3	4	16	0	0	0	0	0	0	0	23
Bound Vols. Added	50	32	55	35	30	44	0	139	0	101	78	24	588
Microform Pieces Added	22	0	12	0	19	0	0	0	0	28	0		81
Claims	13	16	5	6	4	4	34	1	5	3	3	33	127
Titles Entered for GOLD	0	0	0	0	0	0	0	0	0	5	0	15	20
Binding													
Vols. Sent to the Bindery	42	49	34	25	44	0	100	0	54	72	40	60	520
Book Repair	0	0	0	0	0	0	6	1	0	0	0	0	7
Cataloging													
New Book Titles Cataloged	227	123	185	231	119	78	203	159	135	184	68	177	1889
New Non-Book Titles Cataloged	102	266	13	128	85	50	36	116	173	12	286	102	1369
Total New titles Cataloged	329	389	198	359	204	128	239	275	308	196	354	279	3258
Vols. Added	34	39	25	58	41	203	37	40	31	35	37	26	606
Copies Added	8	4	5	6	1	1	5	1	5	7	0	0	43
Reinstatements	0	0	0	0	0	0	0	0	0	0	2	0	2
Recatalogs	0	0	0	0	0	0	0	0	0	0	0	0	0
Database Maintenance													
Records Corrected	814	126	927	542	331	72	639	360	254	411	274	246	4996
Records Updated	6273	3986	5971	6048	2325	4530	3932	4098	3784	2362	7363	3973	54645
Volumes Processed	370	221	212	346	341	46	644	193	58	354	190	156	3131