



2007 - 2008

**Clayton State University Library
Annual Report**

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

Clayton State University Library

2007 – 2008 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

In February 2008, the Clayton State University Library welcomed Katherine Ott as the new Head of Access and Information Services, a position vacant for over 18 months due to the promotion of Dr. Gordon Baker to the position of Director of Libraries. With this position filled, the Library currently has a full-time staff of seven professionals and seven classified employees.

Gwen Bell, Alice Murphy, Tim Wojcik, and Jackie Smith continued to assist us with night and weekend reference duties. DeKalb County school library/media specialist, Mary Thomas, has also been added into the night and weekend reference duties.

Budget

The Library materials budget allocated in July 2007 totaled \$262,000.00. This amount has remained constant over the last few years. In addition to the funds allocated to the materials budget, the Library expended \$2,364.07 that was on deposit with Baker & Taylor; \$2,600 was transferred to the Library’s budget from the History Department; and finally the Library received an additional \$25,000 of year-end money. The amount of \$1,022.44 was transferred from the materials budget to the operating budget to balance expenditures. Thus \$290,941.63 was expended on Library materials. This amount constitutes a 4.9% decrease over the total spent in FY2007 which was \$306,171.76.

Library Renovations

During the year, Dr. Baker met with Harun Biswas concerning renovating the present Library facility. Plans continue to be discussed about the possibility of the Library obtaining the lower floor of the Library building, but all remains on hold until funds are received.

Major Projects

FY08 began with a Library-wide project led by Technical Services to shift the entire Periodical Collection in order to make use of additional shelving obtained from the

Reference Collection. This shift was followed up with a project to improve the labeling and appearance of the Periodical shelves, thus making them more user-friendly. An ongoing project to improve periodical holdings information has also contributed to improvements for the Periodical Collection. The year ended with a second major project to add 3M Tattle Tape security tags to the Circulating and Reference Collections in anticipation of the installation of a new security system in Fall 2008. This project will be completed during FY 09.

QEP

The Library met all of their QEP goals. The final goal of the QEP, increasing the Library's collection by 10%, was met during this year.

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 continued a long history of providing excellent BI to our community. Over 1470 students received bibliographic instruction. This accounted for 72 classes.

Circulation of library materials continued to keep our staff busy. A total of 13,752 books were circulated during the academic year. Over 360 reserve items were available for students to use.

Our Interlibrary Loan/GIL Express statistics continued to grow. Traditional ILL had 546 requests. The GIL Express service processed 1795 requested items.

Reference Service

Requests at the reference continue to keep the staff on their toes. A total of 9904 questions were answered for this academic year. The busiest times at the desk for the staff were between 10:00 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 Henry County school media specialists. In addition a partnership between the CSU Library and Community Christian School in McDonough was established.

University Archives

University Archivist, Rosemary Fischer continues to make great strides in the establishment of our CSU Archives. On April 1, 2008, Dr. Harden signed the official *Statement of Authority* designating the CSU Library Archives as the official repository of university history. A total of eight interns worked in the Archives during this year. In addition to have a working relationship with the History Department, Rosemary has established a working relationship 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:

- Increase both our professional and classified staff;
- Increase our Library materials budget;
- Increase the Library footprint in the Library building;
- 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 Access and Information Services Department, and the Technical Services Department.

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

Clayton State University Library

Access & Information Services Department 2007/2008 Annual Report

Submitted by

Katherine Ott

Head of Access & Information Services Department

Clayton State University Library

September 15, 2008

Clayton State University Library
Access & Information Services Department
2007/2008 Annual Report

Submitted by Katherine Ott, Head of Access & Information Services Department

OVERVIEW:

FY2008 was a year of transformation for the Library. During this year the Library welcomed Katherine Ott as our new Head of Access & Information Services. Ms. Ott arrived with innovative plans for the Library including a team approach to library management. The entire Library has been willing to implement Ms. Ott's vision of team planning and problem solving. All members of the Library staff have actively participated in the new team structure. The new team structure has encouraged more interaction among the Library staff. It has resulted in better communication both within the Access & Information Services Department and with staff members from other departments.

The year began with the Access & Information Services Department struggling to cover the hours that the library and its services needed to be open. When the new department head came on board, some new ideas were explored and some were implemented before the year came to an end to help alleviate the hours issue. The year ended with a major project to add 3M Tattle Tape security tags to the Circulating and Reference Collections in anticipation of the installation of a new security system in Fall 2008.

PERSONNEL:

The Access & Information Services Staff was very stable during the 2007/2008 fiscal year. There was no turn over in the permanent staff and there was one addition to the permanent staff in February 2008 when Katherine Ott was hired as the new Head of Access & Information Services. The three professional positions in the Department were filled by Katherine Ott, Head of Access & Information Services, Yalonda Carson, Public Services Librarian, and Joan Taylor, Public Services Librarian. The three staff positions were held by Rhonda Boozer, Interlibrary Loan/ GIL Express Assistant, Barbara Dantzler, Circulation Assistant, and Jennifer Duke, Reserves Assistant. A major concern for the Access & Information Services Department is being able to continue to provide current services while being understaffed (Appendix A).

To help the permanent staff keep the library open and provide services, the Access & Information Services Department rotates among 5 part time temporary librarians who assist with evening and weekend hours. These librarians are: Gwendolyn Bell, Tim Wojcik, Mary Thomas, Alice Murphy and Jackie Smith.

The Access & Information Services Department also employs student assistants to assist with circulation, interlibrary loan and collection maintenance. The past year we have had at least 2 to 4 students during a given semester.

The Department also benefited from two interns. Rebecca Jeffrey assisted the reference staff Summer 2007 and Gabe Giovannitti trained in every department of the library Summer 2008. Ms. Jeffrey was working to complete her MLS from Florida State University and Mr. Giovannitti volunteered to work in the library to gain experience for his degree in Library Science which he plans on completing in December of 2008 from the University of Southern Mississippi.

DEPARTMENT REPORTS:

PUBLIC SERVICES

The main concern for the Access & Information Services Department this year was to maintain the operations of the library with limited staff. The operating hours of the library ranged from: 62 to 88 hours. The library hours were reduced in the summer because there were not enough funds to keep the library open in the evenings and on Saturdays.

There was not much time to do extra activities since the running of the library was the priority. However, the department as a whole worked together to accomplish the following activities.

- Shifted sections of the collection for more space.
- Represented the library at the University Care Fair where Library “Duck Bucks” were introduced as a form of fine forgiveness.
- Implemented working in teams to accomplish goals set by the director. There are 7 working teams: Steering, Website, Promotions, Instruction, Collection Development, OPAC and Liaisons. Each team has a focus and meets monthly to accomplish the goals set by the Steering Team.
- Redesigned of the Library Lobby to improve the seating area and provide more of a barrier to the sounds that the reference desk hears.
- The library held a book adoption fair to raise funds for the library. Donated books that did not fit into the collection were sold at deeply discounted rates.
- Implemented Google calendar in multiple areas to improve the information structure.
- Purchased a new security system for the entrances of the library. In preparation of the security system implementation, the materials were stripped with the system’s security tags.
- To enhance the in-house communication of the library, blogs were created for the Access & Information Services departments. There are three blogs, Circulation, Reference and Staff.

CIRCULATION/RESERVES:

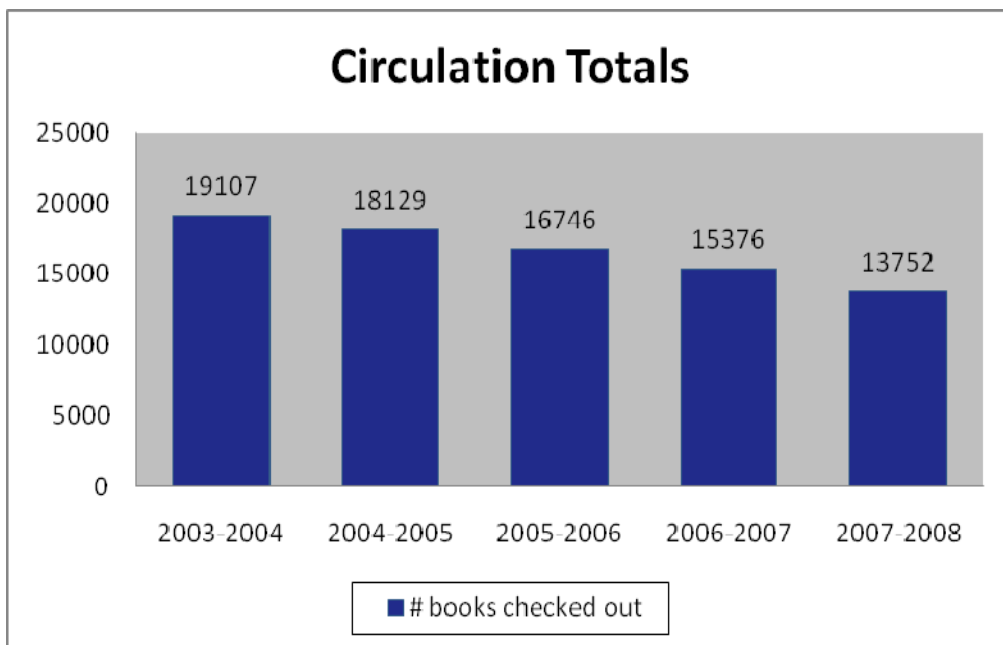
The Circulation/Reserves staff worked hard this year to maintain the operations of the Circulation/Reserves desk. To assist with the operations of the desk, the staff redesigned the work space to provide better access and workflow between the desk, the reserve stacks and their individual desks.

To assist with keeping more accurate statistics, the staff implemented a browsing policy that will take statistics on the materials that are used in the library but not checked out. These statistics will not be available until next year.

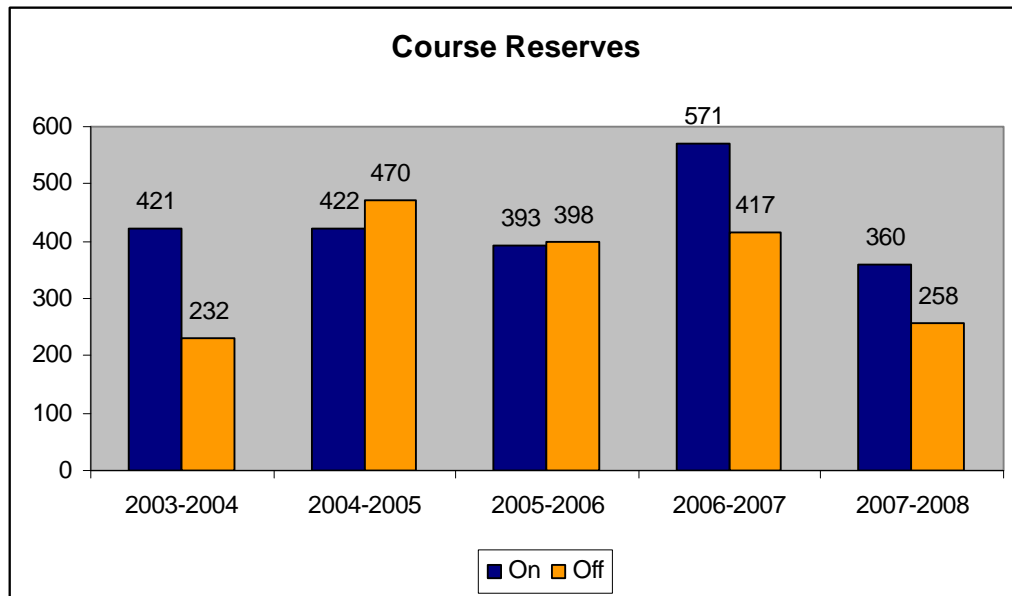
Clayton State was selected as a test site for a patron purge for the state GIL system. The purge deleted patron records that were 5 or more years old and had no outstanding fines or holds. The purge was successful and has been implemented at other Georgia institutions.

Statistics:

Circulation:

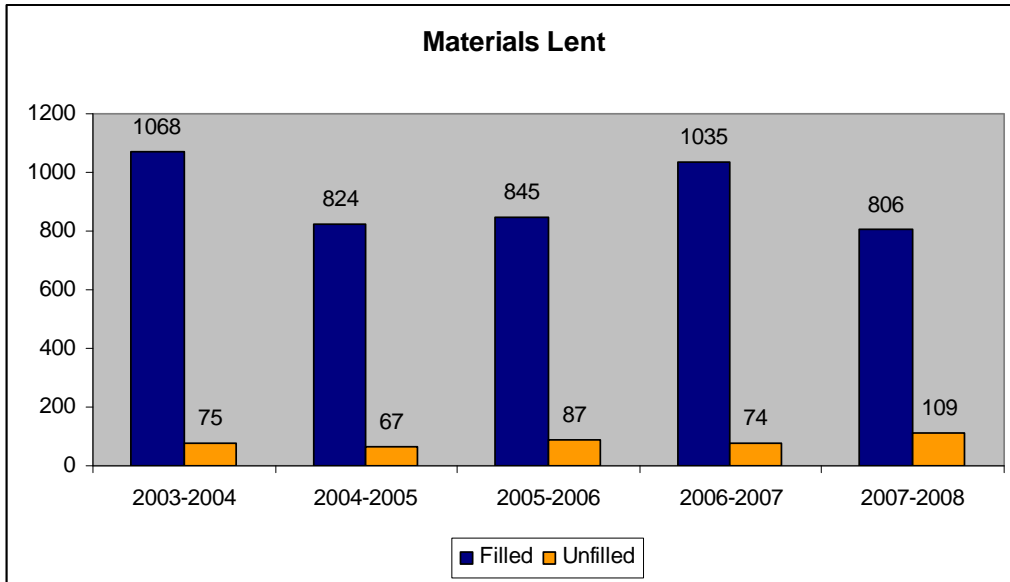
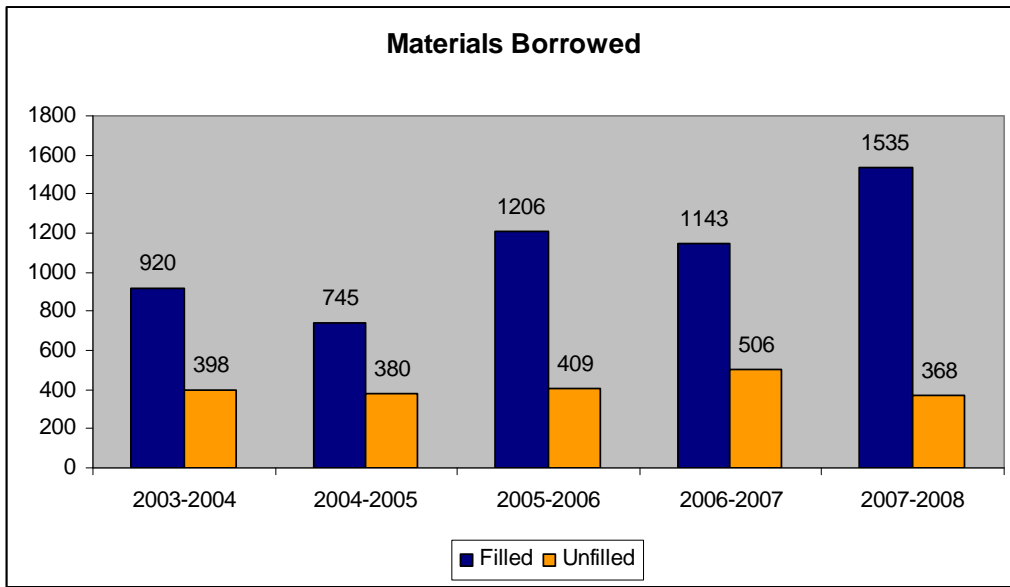


Reserves:

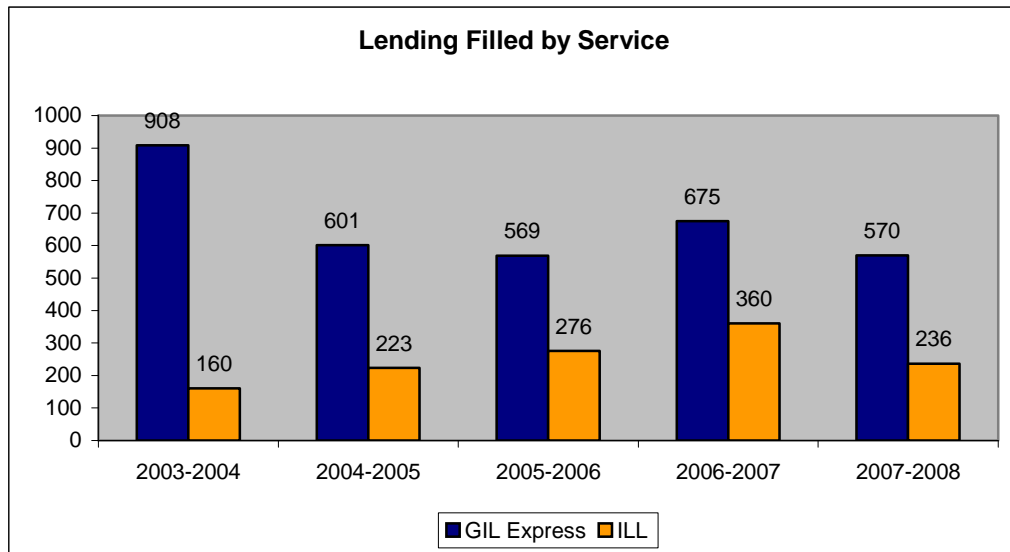
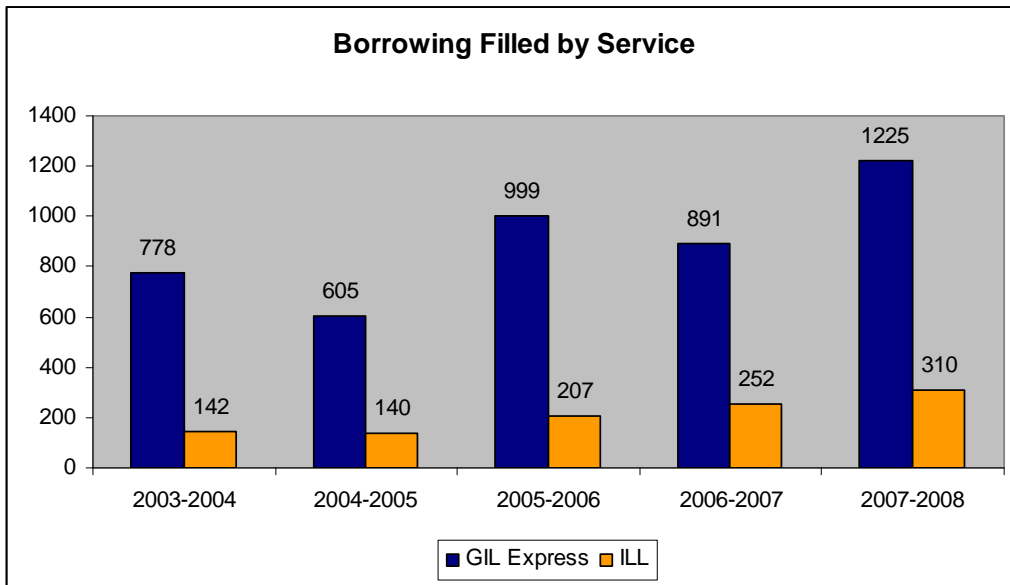


INTERLIBRARY LOAN:

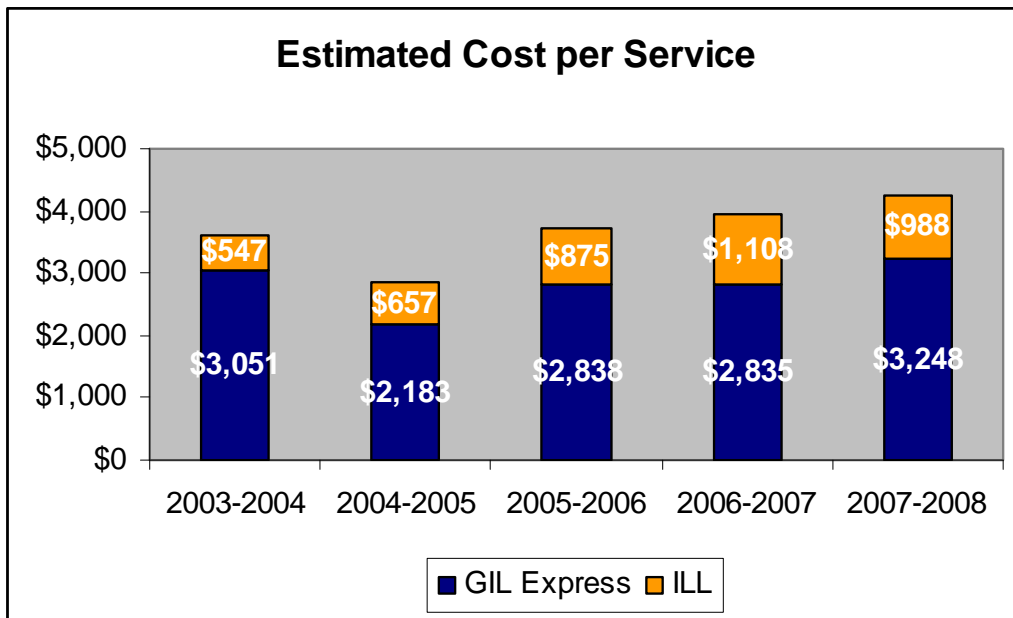
The Interlibrary Loan service at Clayton State University experienced an increase in the materials we borrowed but a decrease in the amount of materials we lent from previous years. This could be due to the new programs we are offering or to the subjects students are interested in. The difference was not significant enough to warrant further investigation.



Interlibrary loan offers two services GIL Express, a state funded consortia borrowing program, and Interlibrary loan, a nationwide lending service. The statistics show a marked increase in our borrowing using the GIL Express service and a decrease in our lending to state libraries. Nationwide interlibrary loan numbers remained consistent with previous years. GIL Express is an asset to the library and should be utilized as much as possible.

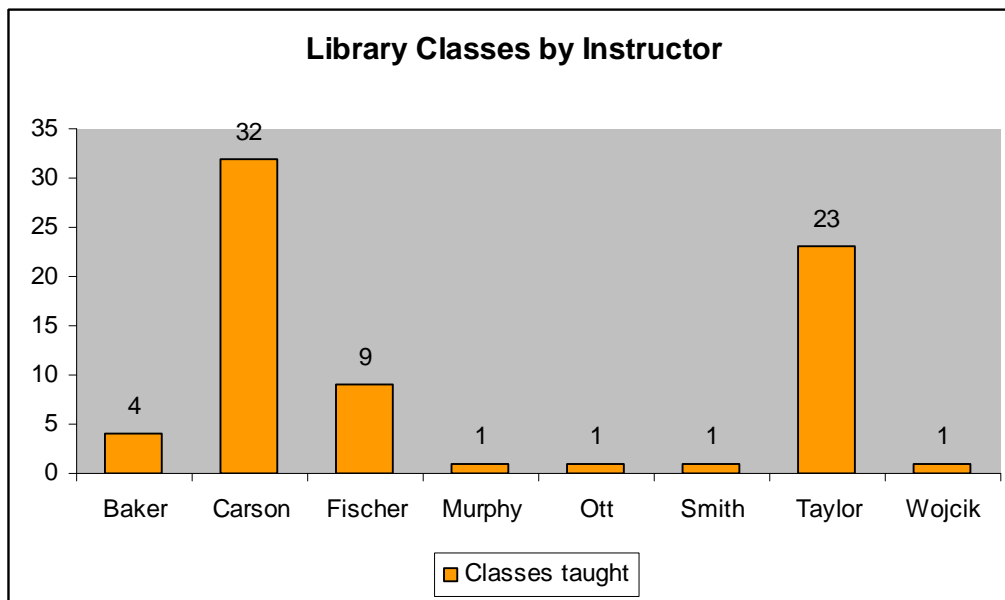


Since GIL Express is currently funded by the USG and the library is not required to provide funds for the service, the benefit of running GIL Express is obvious. Since the library pays no fees for the service calculating a book rate package of \$1.81 per item sent for both GIL Express and nationwide Interlibrary Loan can give us an estimate of how much money the library saves by having this service.



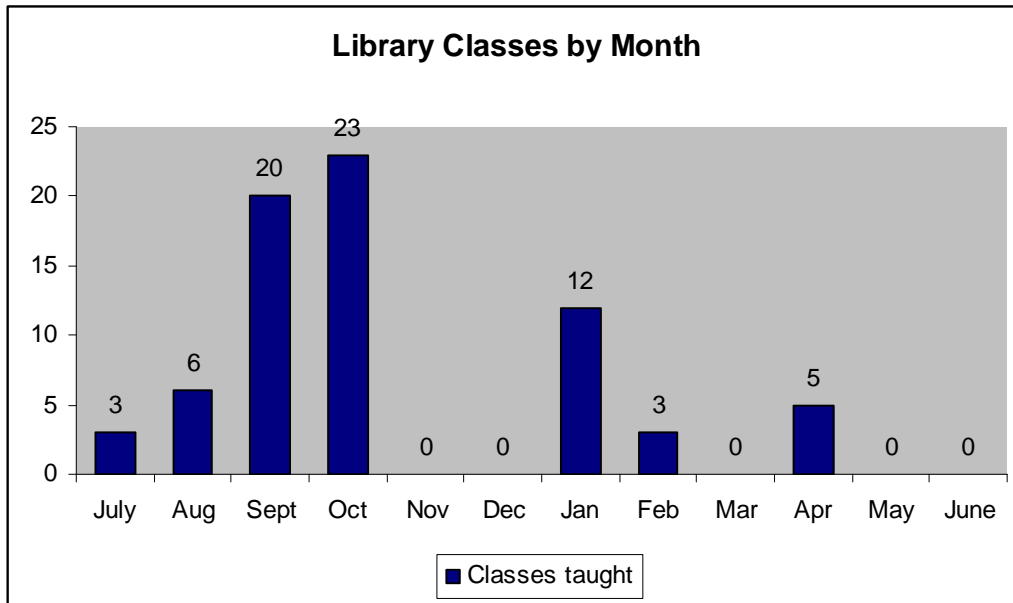
INSTRUCTION:

The Instruction Department of the library is staffed by the degreed librarians on staff. The two main instructors are Yalonda Carson and Joan Taylor. Other librarians who teach are Gordon Baker, Rosemary Fischer, Katherine Ott and the part time librarians.

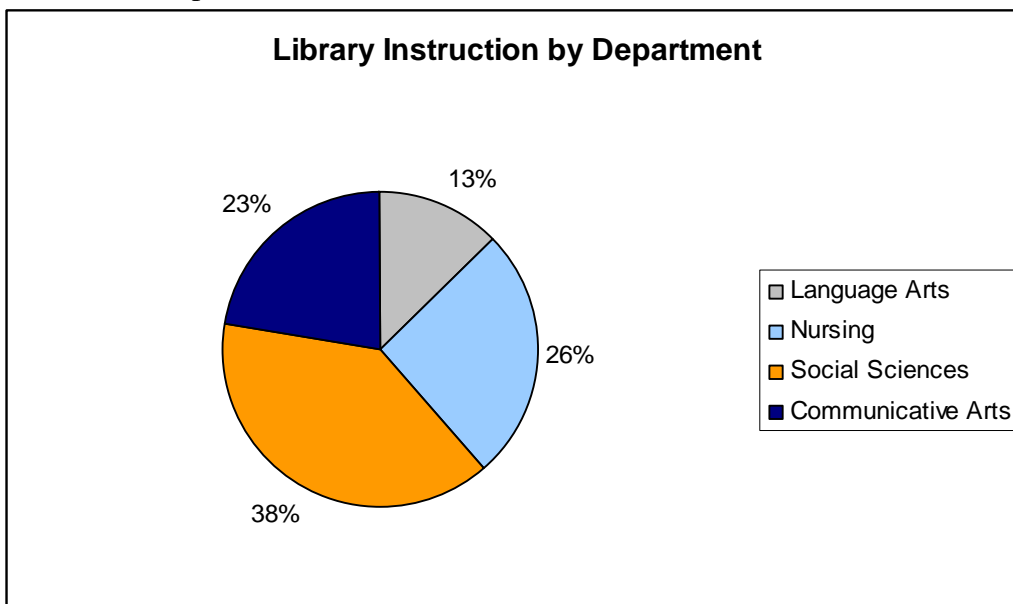


This year in February, the library implemented a Google calendar for scheduling L200. This calendar improved the booking of L200 and the ability for the library staff to see when the room was booked. Yalonda Carson and Katherine Ott have Google accounts that are able to add, delete and change the scheduling of this calendar.

For the year, the library taught 72 library instruction classes primarily in the Fall semester. We reached 1470 students in these classes.



The classes taught were primarily CSU1022 classes which are associated with Learning Communities program. The department that requested the most instruction was the Social Sciences Department.



REFERENCE:

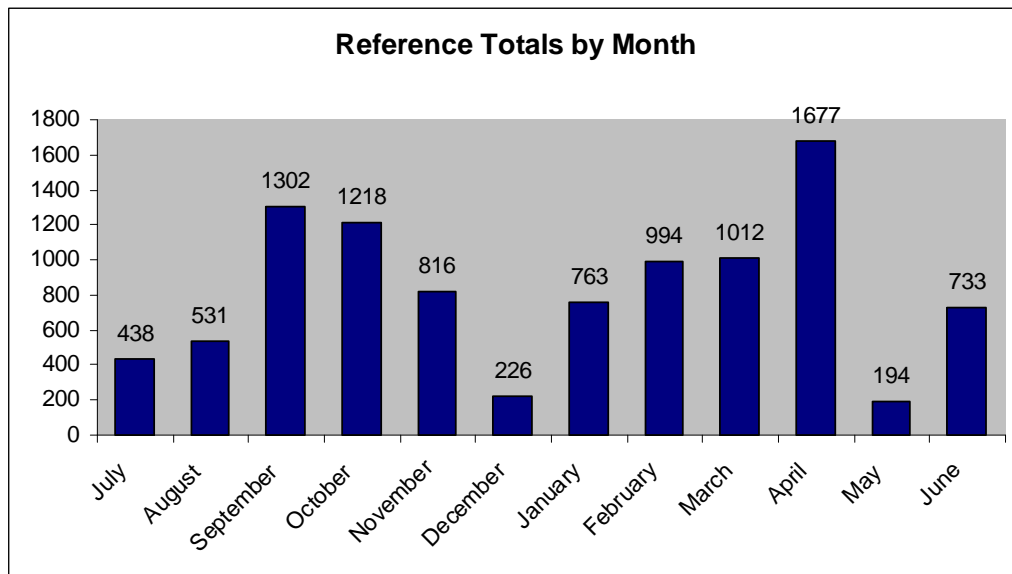
The reference desk was staffed approximately 61 hours during the Fall, 68 hours in the Spring and 66 hours in the Summer.

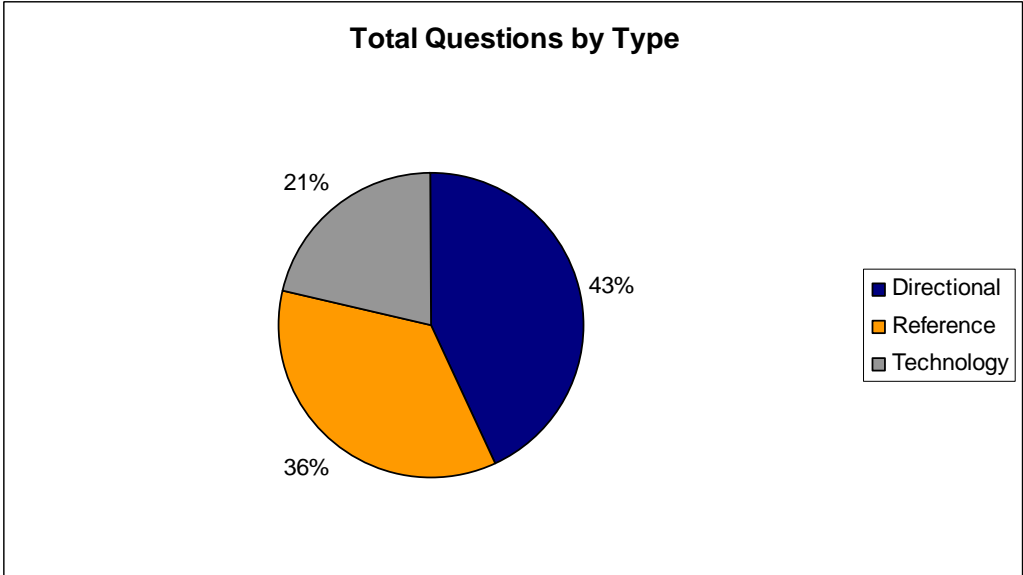
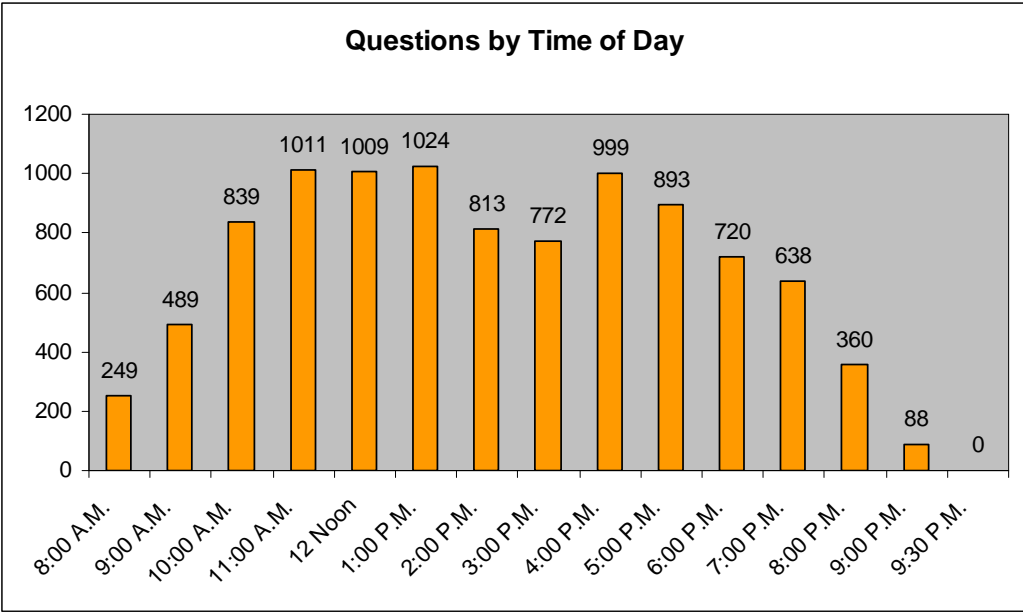
The Google calendar was implemented for the reference desk schedule. All staff members have a Google account that they use to view and make changes to the calendar. The schedule was also changed to be a permanent weekly schedule, allowing staff to be in control of the hours they are responsible for covering. Both of these changes have helped with maintaining a consistent presence at the reference desk.

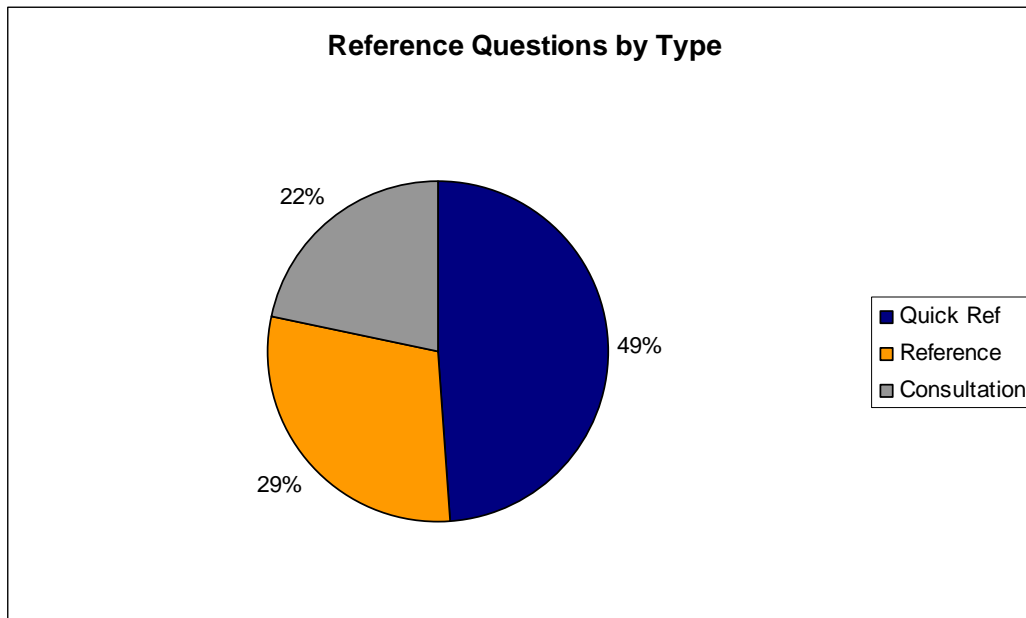
A suggestion box was created and placed on the reference desk. This was created to enhance the email service that we have on the website. The responses to the suggestions and comments will be placed on a public library blog starting in the Fall.

The reference staff offers a number of ways to contact them including in person, email and telephone. In the Summer, they implemented another service, instant messaging. The library is using Meebo to provide this service. Meebo is a web-based instant messaging system that allows the user to access multiple accounts from one screen. This allows the library to have a MSN, Google, and Yahoo account but only have to operate one window to help multiple users. The service was started in the summer but will not officially be launched until the Fall when the meebo box will be put on the library's homepage. Statistics for the meebo service will not be available until next year.

Statistics







ACCOMPLISHMENTS:

Below are highlights of the Public Service Department's activities for FY 2008 followed by individual achievements of the Department's staff members. A statistical summary of the work accomplished by the Department this year can be found in Appendix B.

1. New carpet was installed in August 2007 in the staff office areas and all public areas except the lobby.
2. Candidate interviews were held for the Head of Access and Information Services position in December. Katherine Ott was chosen and hired February 2008.
3. Google calendar implemented for L200 scheduling and the reference desk February 2008.
4. Teams were implemented in March 2008.
5. Patron purge site March 2008.
6. Library Lobby/Atrium rearranged March 2008.
7. Book Fair raised \$790 for the Library's foundation account in April 2008.
8. In preparation for the new security system, the entire library staff stripped the books May 2008.
9. Blogs for the staff were started in June 2008.

STAFF DEVELOPMENT AND ACCOMPLISHMENTS:

RHONDA BOOZER

Successes

- Trained Rebecca Jeffrey (Library Intern) on Interlibrary Loan Requesting
- Selected the Five GLA Paraprofessional Award Grant Winners
- Updated Interlibrary Loan WebPages
- Completed Inventory of ILL and GIL Express Items
- Completed Compensation Study
- Completed Distance Education Webpage
- Worked with Cathy to get the Intra-campus Request Form and Service completed for CSU-Fayette students
- Created Registration and Debriefing Survey Forms for the Georgia State Media Festival Committee
- Created Results table for the debriefing survey and registration form for the Georgia State Media Festival Committee
- Helped with the Library Book Fair
- Reviewed / Updated ILL / GIL Express Procedures and Policies
- Completed portion of the Stripping Project
- Completed Deflection policies for the AV Collection

Professional Development

- Member GLA – Georgia Library Association
 - Publicity Chair - GLA Paraprofessional Division
 - Awards Chair - GLA Paraprofessional Division
- Member GAIT – Georgia Association for Instructional Technology
- ARCHE (Atlanta Regional Consortium for Higher Education) ILL/ILU Committee
- Voyager/GIL ILL Committee
- Atlanta Health Science Library Consortium ILL Committee
- GLA Paraprofessional Award's Committee

Meetings, Workshops, Training

- Library Teams
 - Collection Development Team
 - OPAC team
- Attended Library Staff Meetings
- Attended Public Services Staff Meetings
- Attended Interview Presentation for Head of Access Services Candidates: Catherine Jannik and Sonya Shepherd
- Meebo Training
- Attended Library's Team Building Workshop
- Energy for Performance Conference at Berry College

- Online
 - Auto Liability Safety Video (Online)
 - EBSCO Database Overview and New Resources (Online)
 - Business Searching Interface for Academic Libraries (Online)
 - CSA Illumina Databases (Online)
 - WorldCat Resource Sharing: Beyond the Basics (Online)
 - Is Print Reference Dead? (Online)
 - Exlibris Voyager 7.0 Update (Webinar)
 - Highlights of the New JSTOR Interface (Webinar)
 - Using the JSTOR Interface (Webinar)
 - Illiad Demonstration (Online)
 - SFX Software (Online)
 - Attended GLA Paraprofessional Award's Committee Meeting (Online)
 - Employee Self-Service Application (Online)
 - 3rd Annual Literary Summit: Competitive Learning in the Global Economy (Webcast)
 - OCLC Local Holding User Group Virtual Web Meeting

Institutional Participation

- Netop Training
- Attended Personal Interview Session with Personnel from the Consulting Firm for the Compensation Study
- Attended the CSU Benefits Fair
- Attended "Tee" Time Exhibit in the Archives
- Attended CSU Service Awards Ceremony
- Attended Mike Robbins Focus on the Good Stuff Presentation for Staff Appreciation Day
- Attended Carnival for Staff Appreciation Day
- Advisor for the Baptist Student Union

YALONDA CARSON

Successes

- Taught 32 classes
- Trained Rebecca Jeffrey (Master of Library Science student) – Intern from Florida State University
- Trained Jackie Smith – Google
- Trained Gabe Giovannitti – Reference Desk

Meetings, Workshops, Training

- Business Resource Center
- Basic CINAHL and Advanced CINAHL
- Demographics on Small Business Resource Center (SBRC)
- JSTOR tutorial
- LEXISNEXIS
- Literature Resource Center
- Nursing Resources Center
- Atlanta Metropolitan College – Cross training reference resources
- Banner training
- Google Calendar Meebo training
- Voyager Updates Webinar
- OCLC webinar training on WorldCat Local
- Is Print Reference Dead? Webinar Staff Development Presenter: Sue Polanka, Head of Reference & Instruction at Wright State University

Institutional Participation

- Instruction Team Leader
- OPAC committee member
- Search committee member –Head of Access Services position
- Undergraduate Policy Council
- Laker Angels
- Media Festival
- National Library Week Book Sale
- Tee Time at the Archives
- Volunteer Career Expo 2008

BARBARA DANTZLER

Successes

- Gift basket from the Laker Angel to be given to Gwen Bell
- Inventoried the Distant Learning AV materials
- 30 Banner holds on library delinquent users

Professional Development

- GLA Mid-Winter conference at the Downs Continuing Education Center

Meetings, Workshops, Training

- Library staff FISH Philosophy presentation by Dr. Baker.
- Library first book fair
- Served on the search committee for a Circulation/Reserve Assistant.
- Attended a meeting of the Reserves Coordinator Search Committee.
- Attend all Public Services Departmental meetings.
- Attended interview sessions for the Circulation/Media Assistant II position.
- Attended Meebo Training.
- Attended the Promotional Team meeting

Institutional Participation

- Staff Council
- Campus Fund Drive Celebration.
- Several CSU Social Hours.
- Campus Fund Drive Celebration
- Staff Appreciation Day Celebration
- School of Business ground breaking ceremony
- Attended Joan McElroy's retirement party
- Volunteered as an Orientation Tour guide for parents
- Attended Fred Canoe's retirement party.
- Attended Jocelyn farewell party.
- Attended the Staff Council Meeting in the absence Kathy Garrison as an alternate.
- Attended several Staff Council meetings.
- Attended the Student Success Forums.
- Volunteered for CSU Spring Fling.
- Attended the Annual General Staff Meeting.
- Served/volunteer on the Homecoming Committee.
- Attended the Staff Appreciation Day luncheon.
- Laker Angel Voting Member

JENNIFER DUKE

Successes

- Scheduled and hired student workers for Spring 08.
- Created Reserve Manual

Professional Development

- GLA member
- Attended COMO 2007
- Attended GLA Winter Conference
- Took master level classes in Library and Archival Sciences
- Visited GA Perimeter to view their reserve collection
- Archives Internship of 40 hrs

Meetings, Workshops, Training

- Meebo training
- Training sessions attended on campus
- Attended Pregnancy in Workplace Lectures

Institutional Participation

- Member of Laker Angels, Attended Staff Council Meetings
- Participated in Women's Forum year end meetings
- Participated in Library Book Sale
- Attended Student Advisory Media Meetings
- Attended meetings for OPAC and Instructional Teams

Community Service

- Assisted with Duck Pageant sponsored by Court Appointed Special Advocate (CASA) of Clayton County
- Attended Student Media Fair Planning Meetings
- Offices held in community organizations
- Created power point for Patriots Day also used in local high school

KATHERINE OTT

Successes

- Worked the CSU Library table in the CSU Care Fair. Created a slide show highlighting the building and services and a game (“Duck Bucks” fine forgiveness) to entice students to the table.
- Prepared and taught 2 workshops on using Google Calendar to library staff.
- Prepared and taught staff of the library on working in Teams. (2 classes)
- Prepared and taught team leaders basics of leading teams. (2 classes)
- Guided the first meetings of the Promotions, Instruction, Website, OPAC Teams
- Coordinated a redesign of the Library building’s Lobby Area.
- Interviewed Mary Thomas for PT position at the library
- Created Policy for Reference Desk staffing, reviewed operational hours of reference desk and scheduling of reference desk for coming year. Created new statistic sheet for reference desk.
- Created Student Comments box and area to post comments and responses
- Prepared and taught English 1102 (Angelann Stephens) library instruction section.
- Worked the National Library Week Book Sale also created informational flyer for book sale and with the help of Kara and Heidi circulated information about the sale
- Oversaw Gabe Giovannitti’s volunteer experience in the library (Library Science Master student who wants experience before graduating)
- Created blogs for public services staff use
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections.
- Created training for and taught reference interviewing in person, interviewing in chat, and how to utilize meebo for virtual reference services
- Created new desk sign and business cards for reference services
- Covered ILL and Circulation during staff vacations

Professional Development

- American Library Association member
 - RUSA member
 - MARS member
 - Publications Committee co-chair
 - LITA member
 - ACRL member
- Georgia Library Association member
- Attended “Is Print Reference Dead?”-GALE Digital Presentation -in house staff development webinar.
- Attended Georgia History and Culture in Film (Lunch and Learn @ the GA Archives)

- Attended Highlights of JStor webinar
- Attended Using JSTOR webinar
- Attended Solinet Annual meeting
- Attended GUGM
- Attended BIG Event 08
- Attended ALA Annual meeting
 - ALA Ambassador
 - MARS committee meetings

Meetings, Workshops, Training

- Met with Erin Fender for article about me
- Attended Meta-what?: Metacognition, reading, studying and the first year student webinar
- Attended Voyager Updates meeting
- Attended Vault Publishing teleconference
- Attended monthly meetings for Library's Instruction Team
- Led monthly meeting for Library's Promotions and Website teams
- Led Public Services Meetings in February, April, and July

Institutional Participation

- Library Steering Committee member
- Library Promotions Team co-leader and oversight
- Library Website Team leader
- Library Instruction Team member and oversight

- Attended Tee Time at the Archives
- Attended University Faculty meeting

Community Service

- Volunteered as a judge for the Henry County Student Media Festival
- Volunteered as a judge and food service for Georgia Media Festival in Atlanta

JOAN TAYLOR

Successes

- Database administrative duties:
 - Arranged database trials of Credo Reference, Morningstar, EBSCO's Scientific American during the 2007-2008 academic year.
 - Troubleshooting access issues with GALILEO, JSTOR, Music Index for both on campus and remote access.
- Library staff project-Shifting the collection

Professional Development

- Georgia Library Association Membership Committee-Reference Special Interest Group
- GALILEO GOLD Advisory Committee
- GALILEO Steering Committee GOLD Representative- Small/Medium sized Academic Libraries
- August 2-3 2007-Annual GOLD/GALILEO Users Conference-committee member/facilitator Georgia Continuing Education Center-Athens, Georgia.
- GALILEO GOLD Advisory Committee –Georgia Public Library Service Headquarters Atlanta, GA
- GALILEO Steering Committee-Henry County Library McDonough, Georgia

Meetings, Workshops, Training

- GLA Leadership Meeting-Harry Downs Center-Continuing Education January 25th.
- Voyager webinar update-March 19th
- “Is Print Reference Dead?”- GALE/Thomson Digital presentation-February 8th.
- CSU Fall Faculty Meeting-September
- CSU Spring Faculty Meeting-April
- Faculty Council-twice monthly meetings-August 2007-May 2008
- Attended LexisNexis General and LexisNexis Legal online tutorial sessions.
- Attended GALE Thomson webinars.
- Attended online Morningstar, Credo Reference, ebrary orientation demo sessions.
- Attended Grant writing workshop-The Foundation Center-Atlanta.

Institutional Participation

- Laker Angels Club
- CSU Library – Book sale
- University Center Campuswide Care table display participant.
- CSU Foundation contributor

Community Service

- Volunteer consultant to Creekside Christian Academy, a small but growing private K-9 school. Consulting topics include library layout, shelving, needed equipment, software loading, training, soliciting parent volunteers, training, cataloging materials, weeding damaged outdated materials, answering questions and seeking answers from professional resources and colleagues for Mr. Knox.

Appendix A
Current Staffing for Access & Information Services
FY2008

The Access and Information Services Department of Clayton State University Library would like to offer improved and expanded services to the students and faculty of the University. The ability of the Department to provide these additional services is negatively impacted by the current staffing level. Below is a description of staffing challenges faced by the Department which make maintaining current services difficult and adding new or improved services nearly impossible.

The library is open 88 hours a week. Our current facility layout requires that we operate a separate desk at both entrances of the library. This requires 176 hours of staff time.

The other duties performed by Access and Information Services Department faculty and staff on a weekly basis include but are not limited to:

Instruction	15 hours
University committee attendance and work	2 hours
Collection development	10 hours
Professional development	18 hours
Library team attendance and work	17 hours
Reserves	20 hours
Collection maintenance	10 hours
Research consultations	20 hours
Website maintenance and database troubleshooting	2 hours
Library publicity	3 hours
Maintenance and creation of reports and policies	3 hours
Facility and personnel management	<u>8 hours</u>
	128 hours

In order to have the doors open and provide current services the library needs a total of 304 hours a week devoted to information and access services.

The Access and Information Services Department is staffed by 2 full time para-professionals* and 3 librarians which provides 200 hours of service time per week. The Department also currently receives 300 casual labor hours per year which averages out to 6 hours a week bringing the total staff hours available per week to 206.

With the existing staff, including our casual labor librarians, the Department still requires 98 additional hours to sustain current services. Since these hours are not available with present staffing levels, maintaining current services becomes a juggling act to ensure that all needs are met. Adding new, exciting, improved services is virtually impossible. As a result, Clayton State faculty and students will not receive the same level of service that is routinely offered at other institutions.

*One additional para-professional in the Department works 40 hrs. per week processing GIL Express and Interlibrary Loan materials and does not contribute significantly to other Department activities as described above.

CLAYTON STATE UNIVERSITY ARCHIVES

ANNUAL REPORT 2007 - 2008



Submitted by

Rosemary Fischer
University Archivist & Head of Special Collections
Public Access Librarian
Clayton State University Library Archives

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2008 Annual Report**

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STATE OF THE DEPARTMENT

The Clayton State University Archives continues to grow and attract interns. The collections continue to find their way to the Archives, unsolicited. The number of completed inventories has also increased.

On April 1, 2008, President Harden signed the *Statement of Authority* for the Clayton State University Archives. The *Statement of Authority* gives the Archives the responsibility of collecting and preserving the history of Clayton State University.

The signing of the *Statement of Authority* kicked off our largest and most impressive month-long exhibit. The exhibit had multiple displays and all were prepared by interns. Close to 200 people attended the exhibit and viewed our collections and the work of our interns.

The Clayton State Archives is growing and progress on the inventories continues steadily.

PERSONNEL

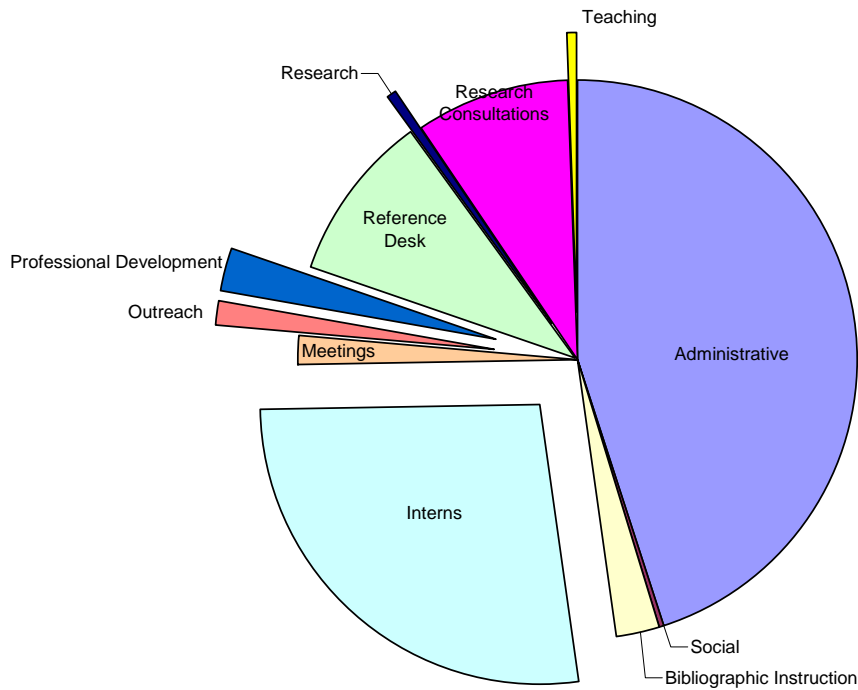
Archivist

The Archivist continues to be the only paid employee in the Clayton State University Archives. There are no full-time employees as the Archivist also serves as a Public Services Librarian. In her capacity as Librarian, the Archivist teaches bibliographic classes, conducts research consultations, serves as liaison to the Social Sciences Department, and works at the reference desk during the days, and is in the weekend reference rotation.

The budget cuts in the university system have affected everyone and this includes the library at Clayton State. With the reduction of student workers and the elimination of the part-time librarians, in 2009-2010, the Archivist will be playing a bigger role in keeping the library running. Her hours doing reference and assisting with the duties usually assigned to the student workers will increase the hours spent in library-related tasks.

The Archivist divides her time between the Archives, the Library, and administrative responsibilities. The following pie chart better describes the distribution of work hours. The pie slices that are pulled out represent the work done for the Archives. The Administrative slice is split between the Library and Archives. Meetings include those for the Library as well as the University.

Time Distribution



Interns

The Archival Internships brought eight interns and 980 hours. This year saw the addition of 40-hour interns from the Valdosta Library Science program. The following table shows the 2008 Interns:

Semester	Intern	Department	Hours
Spring 2008	Angela Pendleton	Archives-history	150
Spring 2008	Ashley Alliston	History	150
Spring 2008	Srikanth Naidu	History	150
Spring 2008	Amy Allen	Valdosta MLS	40
Spring 2008	Jennifer Duke	Valdosta MLS	40
Fall 2008	Christopher Barresi	Integrative Studies	150
Fall 2008	Selma Blackmon	Integrative Studies	150
Fall 2008	Alex Mendez	History	150

These interns accomplished many projects and achieved many goals.

Amy Allen	Permanent display boards displayed on ends of shelving: Presidents, Change of Name, Original Buildings, Additional Buildings
Ashley Allison	Photographed and inventoried Objects and Artifacts in the collections Prepared six displays for the April 1 st Exhibit and Open House: graduation at Clayton, Loch & Lucky, spirit items, Southern Crescent celebrations, photographs, and tee-shirts.
Angela Pendleton	Photographed and inventoried Objects and Artifacts in the collections Prepared six displays for the April 1 st Exhibit and Open House: graduation at Clayton, Loch & Lucky, spirit items, Southern Crescent celebrations, photographs, and tee-shirts.
Srikanth Naidu	Organized and put together the collection of newspaper clippings
Jennifer Duke	Inventoried Lyceum tapes being transferred from the library to the Archives. Prepared abstracts on some of the tapes.
Christopher Barresi	Put together collection of photograph contact sheets. Prepared inventory of subjects of these sheets.
Alex Mendez	Rehoused the President's notebooks. Rehoused and inventoried the slide collection. Established e-mail folders for each office of the university. Prepared an exhibit of the Heroines of the Revolutionary War for Constitution Day.
Selma Blackmon	Created a program of instruction for teaching classes in beginning genealogy research. Her course of study included: lesson plans, bibliography, possible speakers, possible field trips, class activities, homework assignments, presentation notes, handouts, power point presentation. Conducted a series of four classes in genealogy research. These classes were attended by staff, faculty, and retirees.

The Internship Manual created by the Archivist is still being requested as an example at many schools and private archives. This manual continues to grow with the addition of new projects and the revision of partially completed projects.

DONATIONS TO THE ARCHIVES

The Archivist donated curtains to cover the windows between the Library and the Archives.

The Interns gave the Archives 980 hours. At a minimum wage of \$6.55, this amounts to \$6,419.00 in donated time.

ARCHIVES EXPENSES

Again this year, the Archives continues to work without a budget. The expenses incurred by the Archives are paid from the library budget as well as by the Archivist as out-of-pocket expenses. The Archivist continues to cover majority of professional development expenses, archival reference materials, and exhibit materials.

GOALS FOR THE COMING YEAR

The goals for the Archives are modest. With the reduction of time spent in Archival work, the goals have been modified.

1. Newspaper Clippings. This collection remains to be completed. It is one of the larger projects. The remaining clippings still need to be sorted by year and date and pasted up for copying. Newspapers that are received weekly, need to be read, clipped, pasted up and filed by date. The next step will be to copy the articles onto archival paper. The last remaining step is to provide an abstract for each article and to establish a database so this collected can be searched.
2. Internship Program. New projects need to be added to the Internship Manual. Partially completed projects need to be rewritten for new interns.
3. Outreach Program. Continue to work with smaller museums and archives to assist them as they begin or continue their programs. The majority of outreach is provided for Hapeville Depot Museum, the McDonough School Museum, and other smaller private archives in the Atlanta area.
4. Inventory Updates. Revise and update the inventories done by the students to make them all consistent and easily searchable. Where multiple inventories have been done on one project, combine them into one inventory. The largest project that will need this work is the Presidents' Collection.

5. Architectural Plans and Blueprints. The plans and blueprints have been sorted and culled. Six boxes have been reduced to four. The next step will be to have them flattened so they will fit in the flat storage drawers. Georgia Archives has offered to help us by flattening the plans. Once this done, we will be able to organize and store the plans and blueprints in our flat storage files.

ACCOMPLISHMENTS

Awards

This year the Archivist received her second state-level GHRAB award in four years. This award was for Local History Advocacy and was presented for the work done to establish the McDonough School Museum.

Henry County presented the Archivist with a Certificate of Recognition for the work done in creating the McDonough School Museum.

Media Coverage

The Clayton State Archives and the Archivist were in the news several times.

Campus Review The April 1st exhibit and ceremony for the signing
Laker Lines of the Statement of Authority.
Laker Connection

Campus Review The awarding of the GHRAB award for Local
Henry County History Advocacy.
Papers

Laker Connection The Clayton State University Archives

Campus Review A semi-regular article appears seeking the help of
the staff, faculty, alumni, and retirees to identify a
photograph or provide information about a
campus activity. Nine articles appeared in 2008.
These articles covered the following subjects:
Rowdy Crowd, World Famous Clayton State Kazoo
band, Lucky & Loch, Campus landmarks
(sculptures), Cheerleaders, Circle K Club, Greeks,
Southern Crescent Celebration, and the Bent Tree
newspapers.

Publications

Publications for 2008 include the following:

LIBRARY	HANDOUTS FOR BIBLIOGRAPHIC INSTRUCTION CLASSES Browsing Shelves US History to 1877 Sociology Research Criminology Research
ARCHIVES	NEW INTERNSHIP PROJECTS Project 26 – Collection Organization Project 27 - Accessioning Project 28 – Photograph Contact Sheets Project 29 – Collections Inventory Notebook Project 30 – Lyceum tapes Project 31 – Library Phonograph Records Project 32 – Collections Research BROCHURES Dare Fischer Memorial Fund Internships with the Clayton State University Archives Clayton State University Archives – updated Documentation Program – A Guide for Alumni – updated Documentation Program – A Guide for Faculty – updated Documentation Program – A Guide for Staff – updated Documentation Program – A Guide for Student Organizations – updated

Outreach

This year saw a decrease in the number of hours spent in outreach. The Archivist assisted the Hapeville Depot Museum with several exhibits and displays. After hours work was spent helping create and setup displays. The Archivist provided materials and items for display for Georgia Days and Cookbooks-Old and New.

The Archivist served on the Georgia Archives Month committee. The committee puts together the handouts and programs to celebrate Georgia Archives Month each year in October.

Professional Development

Close to 40 hours was spent in professional development and networking. Below is a table of the various classes, workshops, conferences and programs attended by the Archivist.

Date	Course/Workshop	Presenter-Sponsor	Hours
12 Feb 2008	Lunch & Learn	Georgia Archives	1
11 Mar 2008	Lunch & Learn	Georgia Archives1	1
18 Mar 2008	Voyager Update	CSU Library	1
7 May 2008	Footnote.com	NARA	2
15 May 2008	GUGM Annual Meeting	GUGM	1 day

15 May 2008	Update on Archivists' Toolkit	GUGM Meeting	1.25
15 May 2008	Special Collections and the Catalog	GUGM Meeting	1.25
15 May 2008	Role of Special Collections & Archives in Centennial Celebrations	GUGM Meeting	1.25
10 Jun 2008	Lunch & Learn	Georgia Archives	1
11 Jun 2008	Archival Database Access	NARA	1
17 Jun 2008	19 th Century Newspapers	GALE Webinar	2
17 Jun 2008	Meebo Training	CSU Library	2
18 Jun 2008	Sources in US History	Gale Webinar	1
Nov 2008	SGA Annual Meeting	SGA-Athens	3 days
12 Nov 2008	Standards & Best Practices for the Description on Photographs	Pre-Conference Workshop SGA	8
13 Nov 2008	Essentials of Effective Photo Arrangement	SGA	1.5
13 Nov 2008	Practical Presentation Strategies for Photograph Collections	SGA	1.5
14 Nov 2008	Access to and Outreach Through Photo Collections on the Web	SGA	1.5

Classes Taught

Each year, the Archivist is asked to speak to classes and clubs about different topics. This year was no exception.

Date	Class and Topic	Hours
24 September 2008	"The Lone Arranger" Dr. Gooden's class	1
2 October 2008	18 th -Century Women's Clothing History Society	1
31 October 2008	Role of Oral History in Archives Dr. Gooden's class	1
October 2008	Beginning Genealogy Assisted Intern in preparing and teaching four classes	6

About 10 hours of preparation were needed for the first three classes. Another 10 hours of preparation were needed for the Genealogy classes.

Bibliographic Instruction Classes

As part of the responsibilities as a Librarian, the Archivist also taught the following Bibliographic Instruction Classes.

Date	Class-Course	Professor	No. of Students	No. of Hours
4 Jan 2008	Graduate Nursing Students	Sanner	5	1
7 Jan 2008	Senior Seminar – History	Kemp	12	1.5
22 Jan 2008	History 2111-US History to 1877	Wilson	33	1.25
22 Jan 2008	History 2111-US History to 1877	Wilson	34	1.25
22 Jan 2008	History 2111-US History to 1877	Wilson	32	1.25
23 Jan 2008	Sociology 1101	Johnson	23	1
23 Jan 2008	Sociology 1101	Johnson	14	1
23 Jan 2008	Criminology-Juvenile Delinquency	Johnson	15	1
16 Jun 2008	Sociology 1101	Johnson	20	1.25
27 Aug 2008	Sociology 1101	Johnson	30	1
27 Aug 2008	Criminology-Juvenile Delinquency	Johnson	25	1
28 Aug 2008	History 2111-US History to 1877	Wilson	33	1
28 Aug 2008	History 2111-US History to 1877	Wilson	35	1

There were 13 classes taught to approximately 318 students. Hours spent teaching totaled 14.5.

Another 10 hours were spent preparing for the classes and creating handouts for the students.

Research Consultations

In addition to the Bibliographic Instruction Classes, the Archivist provided one-on-one instruction for students from various classes. Below is a table outlining the Research Consultation sessions:

Date	Class	Topic	Hours
24 Jan 2008	History 2111	Ben Franklin-Ambassador to France (P. Toms)	3
31 Jan 2008	History 2111	Immigration (A. Adelaya)	3
2 Feb 2008	History 2111	Immigration (A. Adelaya)	2
4 Feb 2008	Senior Seminar	Senior Thesis research questions – (J. Harrison)	2
4 Feb 2008	Senior Seminar	Senior Thesis research questions (A. Pendleton)	2
20 Feb 2008	Senior Seminar	Women's Right to Vote (K. Grier)	3
21 Feb 2008	History 2111	Frederick Douglas (E. Esumie)	3
26 Feb 2008		Sierra Leone (A. Boca)	3
11 Mar 2008	History 2111	Lincoln Assassination (L. Dinh)	3
12 Mar 2008	History 2111	Indians and African Americans (B.)	3
17 Mar 2008	History 2111	Lincoln Assassination (J. Hudson)	3
20 Jun 2008	History 2111	R. Harris (Forgot to record topic)	3

23 Jun 2008	Sociology	Article Research (L.)	3
3 Sep 2008	History 2111	Sherman's March to the Sea (C. Hill)	3
3 Sep 2008	History 2111	Diseases of the Civil War	3
8 Sep 2008		General Research Skills (A. Brown)	2
18 Sep 2008	History 2111	Battle of New Orleans (Caleen)	3
22 Sep 2008	History 2111	Roanoke Island (E. Nunez)	3
25 Sep 2008		General Research Skills (Thuy)	2
30 Sep 2008	History 2111	Research Paper (D. Currey)	3
3 Oct 2008		General Research Skills (Val)	2
20 Oct 2008		Casablanca (G. Clayton)	2
22 Oct 2008	History 2111	Great Awakening (Rashanda)	3
22 Oct 2008		Casablanca (G. Clayton)	1
23 Oct 2008	History 2111	Research paper (G. Gutierrez)	3
28 Oct 2008	History 2111	War of 1812	3
4 Nov 2008	History 2111	Buffalo Bill's Wild West Show (N. Keah)	2.5
4 Nov 2008	History 2111	Lewis & Clark Expedition (Khoa)	3
4 Nov 2008	History 2111	Sherman's March to the Sea (C. Hill)	2
5 Nov 2008	History 2111	Lewis & Clark Expedition (Khoa)	1

The Archivist conducted 25 Research Consultations for a total of 77.5 hours. Each session's length is determined by the student and the amount of assistance needed. The preparation time for these sessions varies from one to three hours depending on the topic.

**Clayton State University Library
Technical Services Department
2007 - 2008 Annual Report**

Submitted by

Cathy Jeffrey
Head of Technical Services Department
Clayton State University Library

**Clayton State University Library
Technical Services Department
2007 - 2008 Annual Report**

Submitted by Cathy Jeffrey, Head of Technical Services Department

OVERVIEW:

FY2008 was a year of transformation for the Library. During this year the Library welcomed Katherine Ott as our new Head of Access and Information Services. Ms. Ott arrived with innovative plans for the Library including a team approach to library management. Technical Services has joined with other departments in the Library to implement Ms. Ott's vision of team planning and problem solving. All members of the Technical Services staff have actively participated in the new team structure. The new team structure has encouraged more interaction among the Library staff. It has resulted in better communication both within the Technical Services Department and with staff members from other departments.

The year began with a Library wide project led by Technical Services to shift the entire Periodical Collection in order to make use of additional shelving. The shift was followed up with a project to improve the labeling and appearance of the Periodical shelves. An ongoing project to improve periodical holdings information has also contributed to improvements for the Periodical Collection. The year ended with a second major project to add 3M Tattle Tape security tags to the Circulating and Reference Collections in anticipation of the installation of a new security system in Fall 2008.

The Clayton State Library Technical Services Department has continued to serve as a resource for colleagues in the University System and beyond. Both Adam Kubik and Cathy Jeffrey have been called upon to assist other libraries in solving problems. Mr. Kubik has offered assistance in the use of Cataloger's Toolkit and its associated programs. Mrs. Jeffrey has helped with Voyager Access Reports and Serials check-in. Help was provided to Columbus State University, Georgia Perimeter College, Kennesaw State University, University of Wyoming, and Valdosta State University.

The Library's book collection now totals 85,904 volumes. An additional 23,603 bound periodical volumes bring the bound volume total to 109,507 volumes. There are an additional 292,553 audiovisual and microform pieces owned by the Library bringing the total collection to 402,060. For a detailed summary of additions to the collection during FY2008 see Appendix B.

PERSONNEL:

The Technical Services Staff was very stable during the 2007/2008 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.



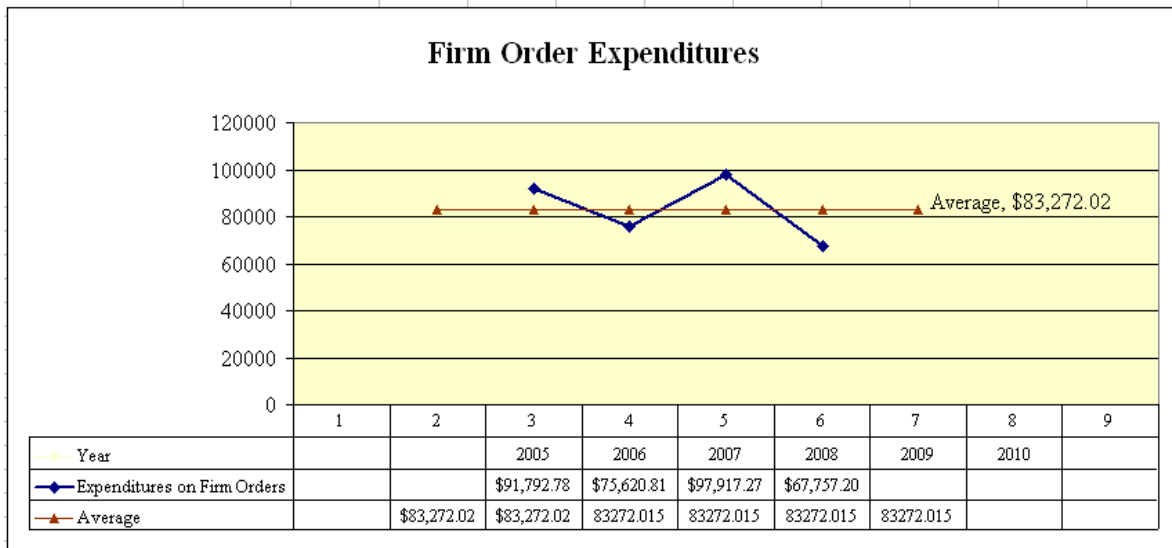
Shatterria Dollar and Shanicka Vail joined the Technical Services staff as student assistants during the year. Miss Dollar worked during Fall Semester and Miss Vail worked during Spring Semester. Their primary responsibility was preparing books for the shelf. They have both also assisted in shelving new periodical issues. In addition Miss Dollar was trained in periodical check-in. Both students have expressed an interest in continuing their employment in Technical Services in Fall 2008.

The Department also benefited from the assistance Sarah Fraticelli. Miss Fraticelli continued her volunteer work as an intern in Music Cataloging.

LIBRARY EXPENDITURES:

The Library materials budget allocated in July 2007 totaled \$262,000.00. This amount is the same as the original allocation for FY2006 and FY2007. In addition to the funds allocated to the materials budget, the Library expended \$2,364.07 that was on deposit with Baker & Taylor. At the end of the fiscal year, the History Department transferred \$2,600.00 to the Library to be expended on materials to support the curriculum of the History Department. The Library also expended \$25,000.00 that was received as year-end funding in FY2007. These additions resulted in an overall materials budget of \$291,964.07. From this amount \$1,022.44 was needed to cover Library operating expenses bringing the total spent on materials for FY2008 to \$290,941.63. This amount constitutes a 4.97% decrease over the total spent in FY2007 which was \$306,171.76.

The area most affected by the decrease in funding is the firm order budget. This is the portion of the budget used to purchase individual book and audio visual titles. In FY2007 the Library expended a total of \$97,917.27 on books and audio visual materials. In FY2008 the amount expended was reduced to \$67,757.20. This figure reflects a reduction of spending on firm orders of 30.80%. The \$67,757.20 total expended on firm orders includes \$25,000.00 that was actually received as end of year funding if FY2007. As the following graph illustrates, the firm order spending for FY2008 is well below the average amount spent over the last four years. Unless additional funds are made available during FY2009 this downward trend will continue.

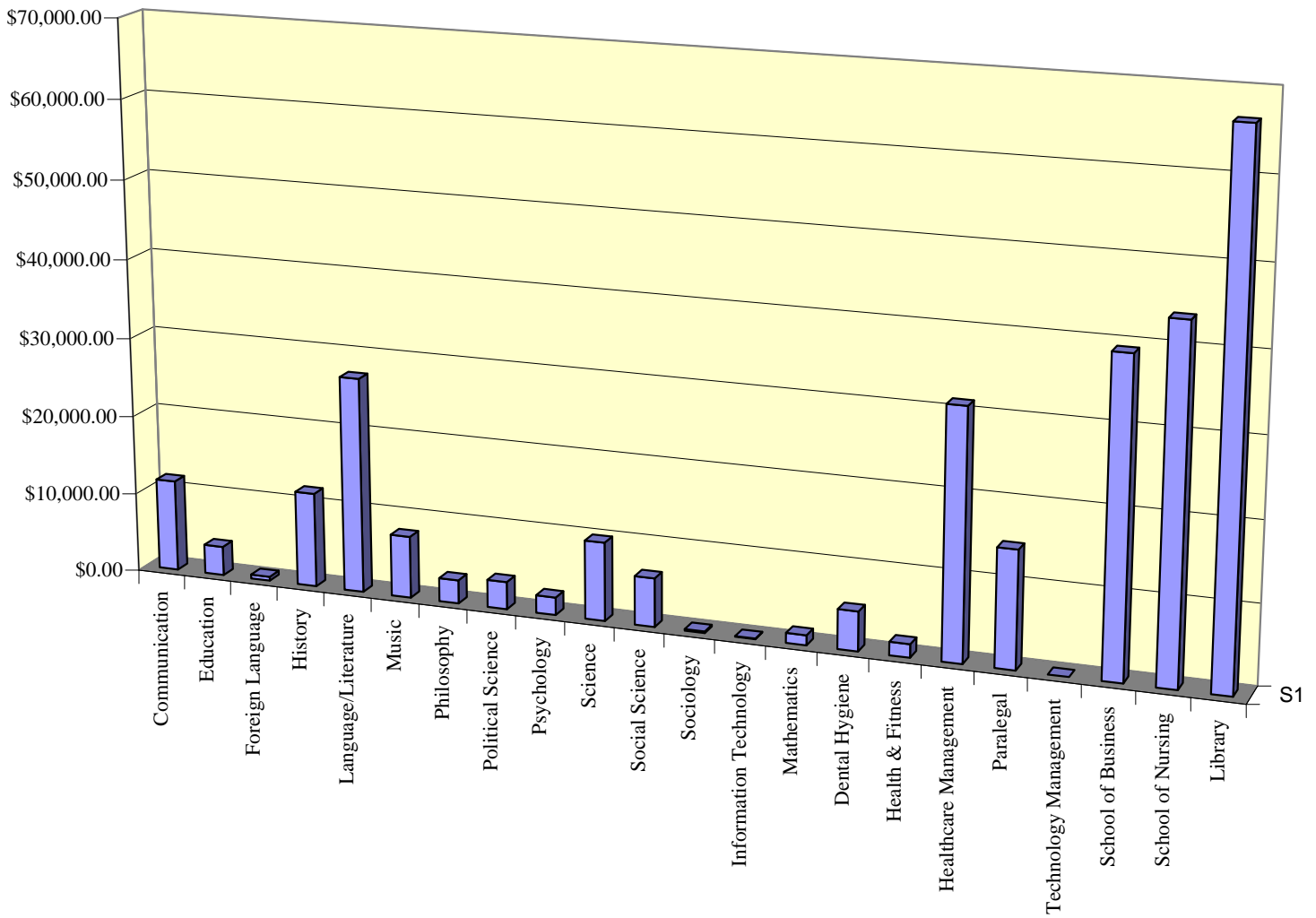


The following tables and graphs illustrate the breakdown of the materials budget by Department, College/School and material type. For more detailed information on expenditures see Appendix C.

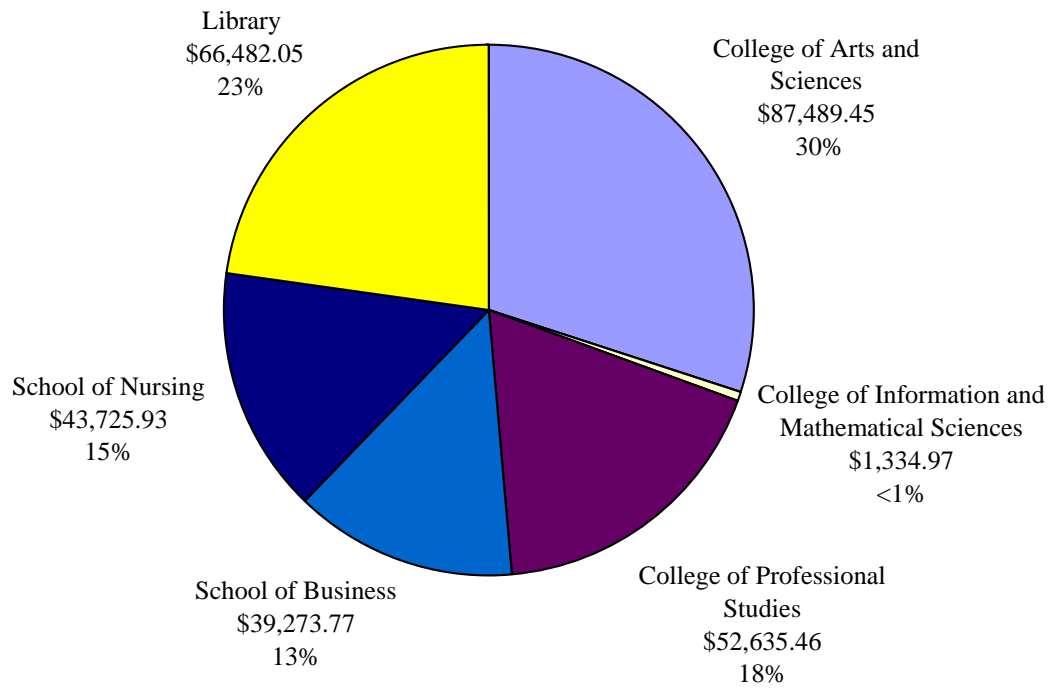
Table of Expenditures by Department/School

School	Expenditure	Percent of Budget
College of Arts & Sciences		
• Communication	\$11,524.70	3.96%
• Education	\$3,671.79	1.26%
• Foreign Language	\$486.31	.17%
• History	\$11,941.76	4.1%
• Language/Literature	\$27,203.23	9.35%
• Music	\$7,797.25	2.68%
• Philosophy	\$2,949.94	1.01%
• Political Science	\$3,457.14	1.19%
• Psychology	\$2,235.76	.77%
• Science	\$9,893.53	3.4%
• Social Sciences	\$6,129.59	2.11%
• Sociology	\$198.45	.07%
Total	\$87,489.45	30.07%
College of Information and Mathematical Sciences		
• Information Technology	\$81.95	.03%
• Mathematics	\$1,253.02	.43%
Total	\$1,334.97	.46%
College of Professional Studies		
• Dental Hygiene	\$4,971.97	1.71%
• Health & Fitness	\$1,682.82	.58%
• Health Care Management	\$31,260.91	10.74%
• Paralegal	\$14,719.76	5.06%
• Technology Management	\$0.00	0%
Total	\$52,635.46	18.09%
Library	\$66,482.05	22.85%
School of Business	\$39,273.77	13.5%
School of Nursing	\$43,725.93	15.03%

Expenditures by Department

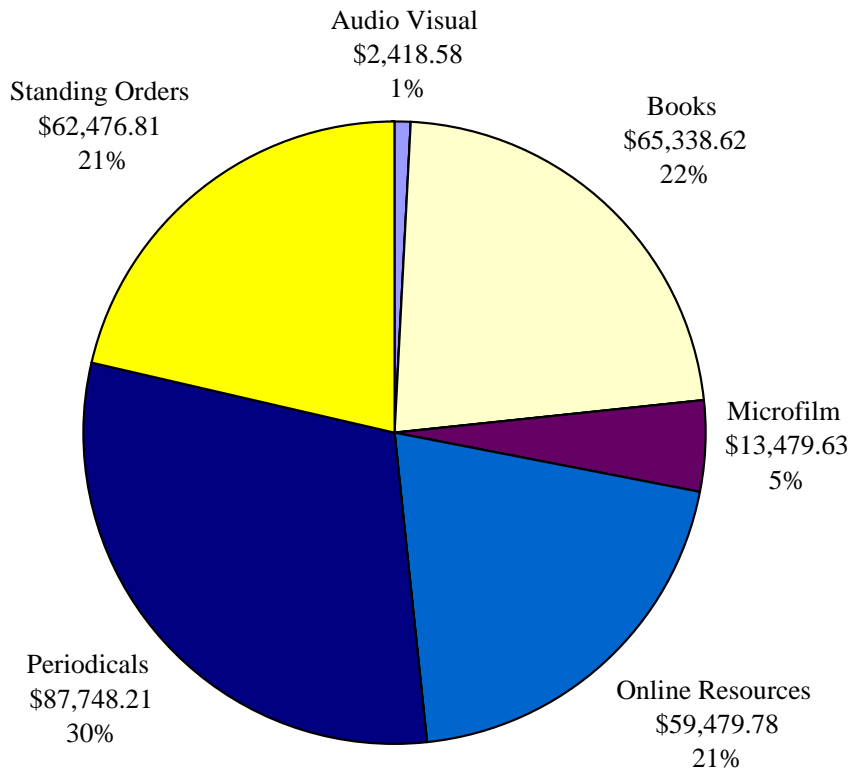


Expenditures by College or School



Materials Purchased by Type

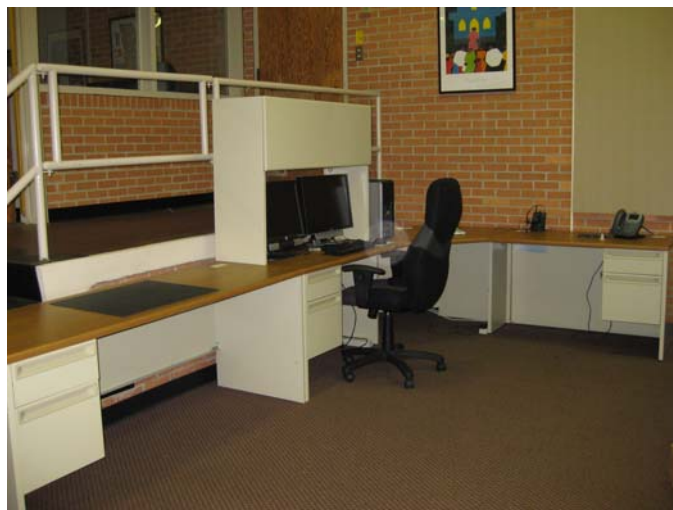
Material Type	Expenditure	Percent of Budget
Audio-Visual Materials		
• Graduate	\$1,178.95	.4%
• Undergraduate	\$1,239.63	.42%
Total	\$2,418.58	.83%
Books		
• Graduate	\$49,240.95	16.92%
• Undergraduate	\$16,097.67	5.53%
Total	\$65,338.62	22.45%
Microfilm	\$13,479.63	4.63%
Online Resources	\$59,479.78	20.44%
Periodicals	\$87,748.21	30.16%
Standing Orders	\$62,476.81	21.47%



ACCOMPLISHMENTS:

Below are highlights of the Department's activities for FY 2008 followed by individual achievements of the Department's staff members. A statistical summary of the work accomplished by the Department this year can be found in Appendix B.

10. A project to shift the entire Periodical Collection was completed. The shift allowed the Library to make use of available shelving and provided room for future growth in the Periodical Collection. The project included a secondary effort to cleanup end panels and install new end panel labels.
11. A project to correct existing genre terms for the DVD and Video collections and to add genre terms that were lacking to better comply with new policies published by the Library of Congress was completed. This project resulted in the correction of approximately 3,000 bibliographic records with more than 10,000 updates to headings.
12. Technical Services has joined with other departments in the Library to inaugurate a team approach to planning and problem solving. All members of the Technical Services staff have actively participated in the new team structure. The new team structure has encouraged more interaction among the Library staff. It has resulted in better communication both within the Technical Services Department and with staff members from other departments. Members of the Department serve in leadership roles. Adam Kubic serves as chair of the OPAC Team; Laura Herndon volunteered to be coordinator of the Display Case Calendar; Heidi Benford serves as co-chair of the gift fund; Cathy Jeffrey provides oversight for the OPAC and Collection Development Teams.
13. The Department Manual was updated and expanded. A new section of instructions for the Zebra Printer was developed. Policies regarding video recordings, series authority policy and acquisitions were updated.
14. The Acquisitions area was reorganized. New furniture was purchased to provide a better workflow and use of space.



15. Department staff served as resources on Cataloger's Toolkit, Voyager Access Reports, Voyager Serials Check-In, and Voyager Authority Control for

- colleagues at other institutions. Institutions assisted include: Columbus State University, Georgia Perimeter College, Kennesaw State University, University of Wyoming, and Valdosta State University.
16. Technical Services staff participated in a Library wide project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating book collections. This project supports the installation of a new security system which is scheduled for August 2008.
 17. Technical Services sent a batch load of over 5,000 holding records to OCLC. These records will be used to create Local Holding Records (LHR) in the OCLC system for selected Clayton State titles. Technical Services also began adding LHRs to OCLC for new titles in non-circulating areas like Reference and Special Collections. This initiative is intended to help the Clayton State Inter-Library Loan (ILL) office by deflecting ILL requests for materials which do not circulate and which we will not loan to other libraries.
 18. Significant progress was made on the project to correct and improve periodical holdings information. Three hundred holding records were updated during the FY2008 fiscal year. Holdings for all titles A-F have been updated. In addition records for all cancelled titles have been closed and holdings updated. Approximately one third to one half of all periodical holding records has been corrected.
 19. A project to move items in the Dendinger Collection out of storage was begun. Eighty two items were fully cataloged and moved to the regular A-V shelves.
 20. A trial of the Blackwell Collection Manager interface was initiate

STAFF DEVELOPMENT AND ACCOMPLISHMENTS:

HEIDI BENFORD

Successes

- Assisted at the Circulation Desk as needed.
- With Cathy Jeffrey, investigated the Blackwell Collection Manager acquisitions interface and determined appropriate procedures for its use. Placed orders using the Blackwell Collection Manager interface.
- Participated in the project to shift the entire Periodical Collection.
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections.
- Participated in the Library's Adopt-a-Book sale.
- Assisted with updating the Acquisitions Sections of the Department manual
- Processed orders for 596 titles
- Received and processed invoices for 1553 volumes
- Checked-in and processed invoices for 367 volumes received on standing order.

Professional Development

- Georgia Library Association
 - GLA member
 - Elected Vice Chair/Chair Elect of the Georgia Library Association Paraprofessional Division.
- Georgia Educational Technology Conference (GaETC), November 2008
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 25, 2008
- Voyager Update Webinar
- State Media Festival Committee
 - Committee Member
 - Served as food coordinator of the State Media Festival

Meetings, Workshops, Training

- DOAS Risk Management Training
- Human Resources Employee Self Service Training
- Attended orientation meeting for the CSU Compensation Study.
- Attended P-Card Training
- Staff Council professional development workshops:
 - "Building Your Financial Future."
 - "Time flies – now you can catch it"
- Google Calendar Training
- Library Team Meetings
 - Team Training
 - Promotions/Marketing Team
 - Team Member
 - Co-Chair of the Gift Fund

Institutional Participation

- Assisted with campus tours for parents and spouses
- Participated in events on campus including: groundbreaking ceremony for the new Student Housing and Recreation Center Buildings; Women's Forum Luncheon; State of the University Address; Campus Connect Socials; Homecoming Pep Rally; Campus Store Halloween contest; receptions for Joan Murphy; Spring Fling; Staff Appreciation Day
- Donated refreshments for the CSU Christmas Tree Lighting Program
- Volunteered during the campus Career Expo event and served as the van driver
- Volunteered to assist with Earth Day activities.
- Volunteered to serve on the "Operation Move-In" Committee.

Community Service

- Served as a judge at the Henry County Media Festival
- Local Unit PTA President in DeKalb County
- Girl Scout Parent Volunteer Leader (Northwest GA Council)
- CPR-Adult & Child and First Aid Certificate

LAURA HERNDON

Successes

- Cleared the back-log of white pen corrections on periodical volumes
- Trained Shatterria Dollar in processing bound periodical volumes and current periodical issues.
- Trained Shatterria Dollar in current periodical shelving procedures.
- Designed new end panel and current issue bin labels for the Periodical Collection that match the microfilm holder labels.
- Prepared display cases on: Rocks & Minerals; Jewelry Making; Christmas Ornaments; Spring into Gardening; Beading.
- Participated in the project to shift the entire Periodical Collection.
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections
- Participated in a project to remove old double-side tape from the periodical shelving end panels and to install new labels for each range.
- Participated in the Library's Adopt-a-Book sale.
- Counseled CSU alumna Genevia Chamblee regarding graduate programs in Library Science drawing from her experiences as a Library Science graduate student.
- Demonstrated periodical check-in, processing and shelving procedures library intern, Gabe Giovannitti
- Assisted with the redesign of the Lobby Area.
- Processed 174 claims/requests for missing periodical issues.
- Prepared 482 volumes for shipment to the bindery and received and processed them when returned.
- Added 143 rolls of microfilm to the collection.
- Added 307 volumes to the collection.

Professional Development

- Attended Georgia COMO Conference, Oct. 17-19, 2007.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 25, 2008
- Attended GIL User Group Meeting, Fort Valley State University, May 15, 2008
- Voyager Update Webinar

Meetings, Workshops, Training

- Attended orientation meetings for the CSU Compensation Study.
- Attended a presentation titled "Is Print Reference Dead?"
- Google Calendar Training
- Library Team Meetings
 - Team Training
 - Promotions/Marketing Team
 - Team Member
 - Display Calendar Lead

- Opac Team
 - Team Member

Institutional Participation

- Participated in Staff Council including: attending meetings; updating the Staff Council web page;
- Participated in Laker Angels
- Participated in events on campus including: groundbreaking ceremony for the new Student Housing and Recreation Center Buildings; State of the University Address; receptions for Tom Eddings, Amelia Broussard, Zeneth Carter, Joan Murphy, Sharon Bookmiller, and Lydia Adkins; Staff Council Holiday Party; Campus Connect socials; Staff Appreciation Day
- Performed with the CSU Wind Ensemble:
 - CSU Christmas Tree Lighting Program.
 - CSU Fall graduation ceremonies
 - Senior Recital
 - CSU Spring graduation ceremonies
- Contributed to the Women's Forum Auction
- Attended "Tee Time at the Archives" reception

CATHY JEFFREY

Successes

- Successfully managed the FY2008 materials budget including: the creation of the Voyager ledger
- Administered the Voyager System including: loading Voyager software on new staff workstations; updated the Library calendar; initiated and monitored patron loads each semester; prepared A-V lists for Circulation each semester; coordinated CSU Voyager upgrade with the GSU Service Site; created operator profiles; assisted in the set-up of call slip for the Peachtree City location; served as primary contact for the patron purge operation.
- Assisted staff with computer issues including: the creation of spread sheets for recording Public Services statistics; assisted in the set-up of dual monitors on new work stations.
- Trained Shatterria Dollar and Shanicka Vail in book, score and A-V processing, and clearing cataloging temporary location. Also trained Shatterria Dollar in periodical check-in,
- Prepared a report on Library hours of operation and staffing at University System of Georgia institutions. This report assisted the CSU Housing Implementation Committee in determining appropriate Library Service Levels for a residential campus.
- Chaired the CSU Library Search Committee for the Head of Access Services.
- With Heidi Benford, investigated the Blackwell Collection Manager acquisitions interface and determined appropriate procedures for its use. Prepared instructions for using the Collection Manager interface.
- Prepared reports on Library resources that support specific subject areas including: Information Technology; Mathematics, A-V holdings. These reports are used by Faculty members as they develop new programs and courses.
- Participated in the project to shift the entire Periodical Collection.
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections
- Participated in a project to remove old double-side tape from the periodical shelving end panels and to install new labels for each range.
- Participated in the Library's Adopt-a-Book sale.
- As Chair of the GLA Academic Division: updated the Division web page; presided over the Academic Division meeting at the GLA Mid-Winter Conference; coordinated planning for Division programs and luncheon at 2008 COMO
- Began the process to create LHR records on OCLC to help streamline ILL functions.
- Produced an updated Periodical List
- Prepared reports to support the Library's successful implementation of QEP goals.
- Prepared display cases on: U.S. National Parks; Ramadan; CSU Study Abroad Program
- Assisted with the redesign of the Lobby Area

- Provided training for Georgia Perimeter College staff members, Tessa Minchew and Ellen Barrow, in the use of Voyager Access Reports and Voyager Serials Check-in.
- Met with Valdosta State Library Science Student, Belle Lawrence, to discuss cataloging and technical services.
- Worked with Gabe Giovannitti, a library school intern, to provide him with an overview of technical services processes including cataloging and materials processing.
- Began updating the Acquisitions section of the Technical Services Department Manual. Created a new section of the manual covering the creation of Local Holding Records on OCLC for non-circulating items.
- Cataloged 580 titles.
- Created/updated 300 periodical holding records in Voyager and on OCLC.
- Processed 325 volumes as Lost or Withdrawn.

Professional Development

- Attended Georgia COMO Conference, Oct. 17-19, 2007
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 25, 2008
- Attended OCLC Local Holdings Virtual User Group Meeting, March 6, 2008.
- Attended GIL User Group Meeting, Fort Valley State University, May 15, 2008
- Attended Voyager Update Webinar
- Georgia Library Association
 - GLA Member
 - GLA Executive Board member
 - Chair, Academic Division
 - Awards Committee member

Meetings, Workshops, Training

- DOAS Risk Management Training
- Human Resources Employee Self Service Training
- People soft training session for budget administrators
- Attended a demonstration of the CoLibri book covering system.
- Google Calendar Training
- Library Team Meetings
 - Team Training
 - Team Leader Training
 - Web Site Team
 - Team Member
 - Steering Team
 - Team Member
 - Opac Team
 - Oversight
 - Collection Development Team
 - Oversight

Institutional Participation

- Member of CAPC. Attended meetings regularly.
- Member of the CSU On-Campus Housing Implementation Committee. Attended meetings regularly and prepared a survey for the Housing Implementation Subcommittee on Support Services that was distributed to departments on campus to evaluate services to support residential students.
- Participated in events on campus including: State of the University Address; a meeting on the implementation of the Campus Luminis portal; CSU Christmas Tree Lighting Program;
- Attended “Tee Time at the Archives” reception

ADAM KUBIK

Successes

- Adam Kubik completed a project to correct existing genre terms for the DVD and Video collections and to add genre terms that were lacking to better comply with new policies published by the Library of Congress. This project resulted in the correction of approximately 3,000 bibliographic records with more than 10,000 updates to headings. A comprehensive attempt was made to bring all of the following headings into complete and consistent usage:

- Fiction films
- Fiction television programs
- Nonfiction films
- Nonfiction television programs
- Feature films
- Short films
- Documentary films
- Documentary television programs
- Educational films
- Educational television programs

Films and television programs are distinguished as follows. *Television programs* are, by definition, any moving image works which were “originally telecast.” Any moving image works which were “originally recorded and released on motion picture film, on video, or digitally,” are *films*. A “telecast” must be available to the general public at the time of transmission. Closed-circuit television distribution or teleconferences will not be considered telecasts. In case of doubt, a work will be considered a *film*.

- Updated the existing sections in the Technical Services Department Manual including: the section which covers policies on video recordings adding information that establishes Department policies regarding genre headings for video recordings; the series authority policy.
- Developed installation instructions for the new barcode scanners purchased for department staff and assisted the Department Head with the installation of the scanners on Technical Services workstations. He also assisted Public Services staff with the installation of scanners at the Circulation desk.
- Developed and tested procedures to make automated changes to certain fixed fields in a discrete and specified set of holding records and to transfer the OCLC numbers from parent bibliographic records into the 014 fields of these same holding records. These procedures will allow the adjustment of Holding records in preparation for the batch-load to OCLC that will improve ILL functions. These changes have not yet been implemented.
- Participated in the project to shift the entire Periodical Collection.
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections
- Participated in the Library’s Adopt-a-Book sale.

- Assisted Jun Li, Programmer Analyst at the University of Wyoming, with the use of the Voyager Cataloger's Tool Kit created by Gary Strawn. Jun Li contacted Adam as a result of the instructions that Adam made available on the Web.
- Assisted Steve Rutledge, Computer Services Specialist at Columbus State University in trouble shooting Cataloger's Toolkit. He helped Steve localize the problem and referred him to Gary Strawn for the solution.
- Assisted Keith Watson at Valdosta State University with an issue that Valdosta had encountered with the Cataloger's Toolkit Correction Receiver. In attempts to resolve the problem, Adam worked with Steven Rutledge at Columbus State and Kelly Robinson at the Georgia State Service Site. Adam suggested a possible cause for the problem and recommended a solution. Efforts to resolve this problem are still ongoing.
- Assisted Barbara Milam of Kennesaw State University with a problem with the Cataloger Toolkit Receiver program. He and Tessa Minchew of Georgia Perimeter College worked with Ms. Milam to correct the problem she was experiencing. Adam provided additional instructions and Ms. Milam reported that the problem had been resolved.
- Assisted Barbara Milam of Kennesaw State University with a question regarding the weekly Marcive report.
- Cataloged 321 titles.
- Upgraded 85 records.
- Processed 104 volumes as Lost or Withdrawn.
- Made 7,755 corrections to the Voyager database.

Professional Development

- Attended Georgia COMO Conference, Oct. 17-19, 2007
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 25, 2008
- Attended Solinet Annual Membership Meeting, Emory University, May 8-9, 2008
- Attended GIL User Group Meeting, Fort Valley State University, May 15, 2008
- Attended Voyager Update Webinar
- Georgia Library Association
 - GLA member
 - Scholarship Committee member
 - Elected Vice Chair/Chair Elect of the Georgia Library Association Technical Services Interest Group

Meetings, Workshops, Training

- Attended a demonstration of the CoLibri book covering system.
- Google Calendar Training
- Library Team Meetings
 - Team Training
 - Team Leader Training

- Web Site Team
 - Team Member
- Opac Team
 - Team Leader

Institutional Participation

- Member of CAPC. Attended meetings regularly.
- Participated in events on campus including: State of the University Address; CSU Christmas Tree Lighting Program; Faculty/Staff Awards Ceremony

HEATHER WALLS

Successes

- Received a 15 year service award for her work at Clayton State University
- Successfully configured printer drivers for the Zebra label printer that would be compatible with Windows XP. This process involved identifying an appropriate driver to establish communication between the printer and Windows XP and determining the correct settings.
- Prepared a section for the Department Manual on loading and configuring the Zebra Printer Drivers. The section also includes instructions for using the Zebra printer with the Connection Client and the OCLC Label Program.
- Redesigned and updated the Processing statistics form.
- Revised Shatteria Dollar in book processing.
- Completed a project to correct location / item type mismatches.
- Participated in the project to shift the entire Periodical Collection.
- Participated in the project to retrospectively insert 3M Tattle Tape security tags in the Reference and Circulating Collections
- Participated in a project to remove old double-side tape from the periodical shelving end panels and to install new labels for each range.
- Participated in the Library's Adopt-a-Book sale.
- Assisted with the redesign of the Lobby Area
- Cataloged 990 titles.
- Provided rush cataloging and processing for 63 volumes.
- Prepared 2,667 labels.
- Provided processing quality review for 2,725 volumes.

Professional Development

- Voyager Update Webinar

Meetings, Workshops, Training

- Attended orientation meetings for the CSU Compensation Study.
- Staff Council professional development workshops:
 - "Get Organized."
- Attended a demonstration of the CoLibri book covering system.
- Google Calendar Training
- Library Team Meetings
 - Team Training
 - Promotions/Marketing Team
-Team Member

Institutional Participation

- Participated in events on campus including: State of the University Address; CSU Christmas Tree Lighting Program; Faculty/Staff Awards Ceremony
- Contributed to the Women's Forum Auction

SETBACKS:

1. Library funding has not seen a significant increase in the last several years. While funding has not increased, the cost of library materials has. Each year a larger percentage of the Library's materials budget must be spent on continuing resources like periodicals and online databases. Since funding has not increased a resulting decrease in funds available for purchasing individual book and audio visual titles has resulted. If this trend continues, the Library will soon be unable to purchase any individual book or audio visual items.

SOLUTION: Increase funding for the Library's materials budget.

2. The Technical Services Department depends on student workers to perform basic processing tasks. Shatterria Dollar who was hired in Fall 2007 had completed training and become very productive when she had to leave school for personal reasons. While she plans to return in Fall 2008, it was necessary to find a replacement for her to complete FY2007. This problem was compounded by the fact that neither of our student assistants was enrolled during summer semester. Training student workers is a time consuming process and this year it was necessary to train two resulting in a negative affect on overall productivity. In addition, the loss of the student workers made it impossible to train additional staff in LC copy cataloging.

SOLUTION: Beginning Fall Semester 2008 the Technical Services Department will employ two part-time student assistants. With two student assistants it is less likely that we will loose both at the same time. That fact should help prevent the same problem from occurring next year.

3. Because the Library is understaffed, it is frequently necessary for all staff members to participate in Library wide projects in order to successfully complete them. The Library executed two major projects during FY2008, the project to shift the Periodical Collection and the project to retrospectively insert 3M Tattle Tapes in books. The Library also inaugurated a team approach to problem solving and program development. While all of these initiatives were successful and resulted in benefits for the Library as a whole, they drew Technical Services Department staff away from their primary assignments and resulted in reduced productivity.

SOLUTION: Increasing the Library Staff would help to alleviate this problem. While it is likely that the Library will always have projects to help improve functionality and service, a larger staff would make the projects less of a burden.

GOALS FOR THE COMING YEAR:

1. Efficiently Order and Process New Library Materials
Provide excellent service to Clayton State University faculty and students by ordering and processing new materials in a timely manner. Efficiently processing new materials is the primary goal of the Clayton State Library Technical Services Department.
2. Make Significant Progress on Technical Service Department Projects
The Clayton State Library Technical Services Department has several on-going projects. These include the project to update periodical holding information, the project to fully catalog Dendinger Collection items shelved in a storage location, and the project to bind incomplete periodical volumes. It is the goal of the Technical Services Department to make meaningful progress on all of these projects during FY2009.
3. Complete the 3M Tattle Tape Project.
Complete the project to retrospectively insert 3M Tattle Tape strips into the Library's holdings by tagging volumes in the Periodical Collection.

Appendix A
Changes to Periodical Holdings
FY2008

New, Changed, Discontinued, and Ceased Periodical Titles
July 2007-June 2008

Titles Cataloged

American journal of health promotion
Archivaria
Artsearch
Black masks
Fitness management
Georgia history today
Harper's weekly
Health administration education
Health care financing review
Journal of best practices in health professions diversity
Journal of health politics, policy and law
Medical care research and review
MGMA connexion
Modern schoolman
Public history news
Women & performance

Renewed Subscriptions

Best's review

Ceased:

Atlanta history
Library mosaics
Economic review

Discontinued Subscriptions:

Graphis
Annals of emergency medicine
JEMS : a journal of emergency medical services
Nature
Reader's digest

Titles Withdrawn

Reader's digest

Appendix B
Statistical Summaries
FY2008

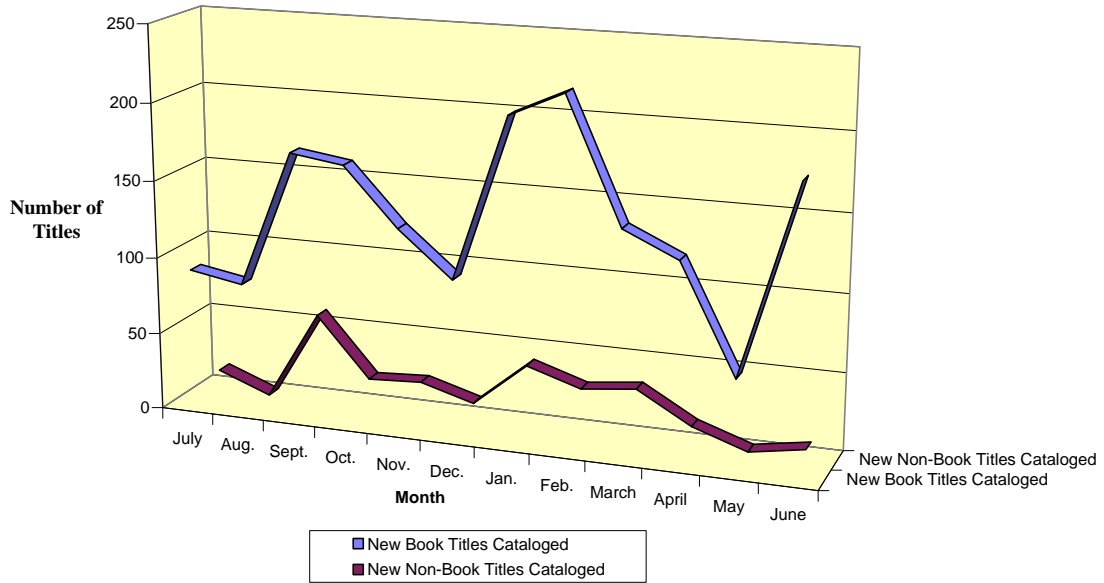
Clayton State University Library
Holdings by Format FY2008

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		1694	-103	1591
Reference Collection		497	-222	275
Reference & Circulating Collection Total	84,038	2191	-325	85,904
Bound Periodicals	23,195	408	0	23,603
Total Bound Volumes	107,233	2,599	-325	109,507
Archives	59	1		60
Audio Compact Discs	6,224	149	-3	6,370
Audio Tapes	578	217		795
CD Rom s	126	26	-1	151
Computer Files	16	0	-1	15
DVDs	957	172	9	1,138
Film Loops (8 mm)	0	0	0	0
Film strips	0	0	0	0
Film strips/Sound	0	0	0	0
Government Documents	0	0	0	0
Microfiche Cards	269,186	0		269,186
Microfilm Rolls	11,030	241	-5	11,266
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	47	0		47
Video Tapes	2,832	7	-5	2,834
Total of Other Materials	291,746	813	-6	292,553
Total Bound/Other Materials	398,979	3,412	-331	402,060
Periodical Titles	1,023	18	-3	1,038

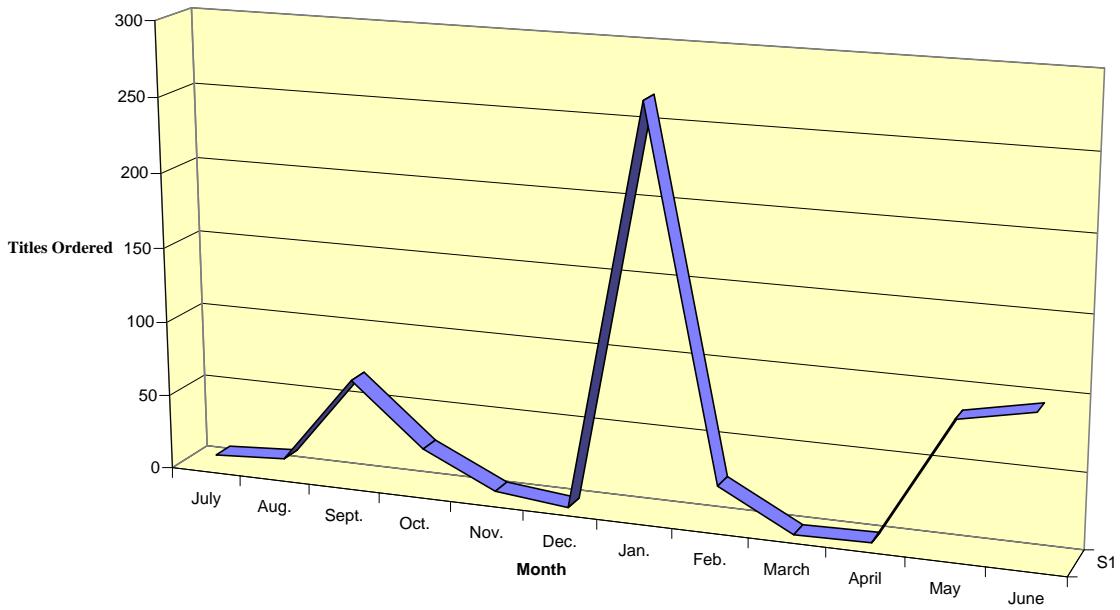
Clayton State University Library Activity Report FY2008

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	7	10	69	28	5	0	268	26	0	1	86	96	596
Vols. Received on S.O.	35	50	30	45	30	17	33	17	17	27	40	26	367
Items Received	560	114	76	39	49	3	252	52	55	132	82	148	1562
Periodicals													
New Subscriptions/Title Changes	0	12	0	0	3	0	3	0	0	0	0	0	18
Bound Vols. Added	67	-102	43	45	24	35	66	53	95	29	20	33	408
Microform Pieces Added	98	59	0	0	27	0	0	0	21	0	0	0	241
Claims	3	7		13	9	10	8	31	33	19	9	30	172
Titles Entered for GOLD	4	2	0	1	0	0	0	9	0	0	0	0	16
Binding													
Vols. Sent to the Bindery	35	45	47	15	35	71	62	97	34	26	29	21	517
Book Repair													
	0	0	0	0	0	0	0	0	0	0	0	0	0
Cataloging													
New Book Titles Cataloged	91	85	173	168	131	102	207	223	144	128	59	182	1693
New Non-Book Titles Cataloged	13	0	58	19	21	11	40	29	33	13	1	7	245
Total New Titles Cataloged	104	85	231	187	152	113	247	252	177	141	60	189	1938
Vols. Added	1	39	31	26	85	32	31	29	66	1	29	74	444
Copies Added	6	3	5	5	1	1	9	7	3	8	0	3	51
Reinstatements	0	0	0	0	1	0	0	0	1	1	0	0	3
Database Maintenance													
Records Corrected	192	304	367	1341	3689	311	289	355	476	286	181	505	8296
Records Updated	1871	1579	3725	6072	18931	2241	2786	34942	3858	21610	1294	3065	101974
Volumes Processed													
	209	148	243	318	156	142	336	190	311	381	0	291	2725

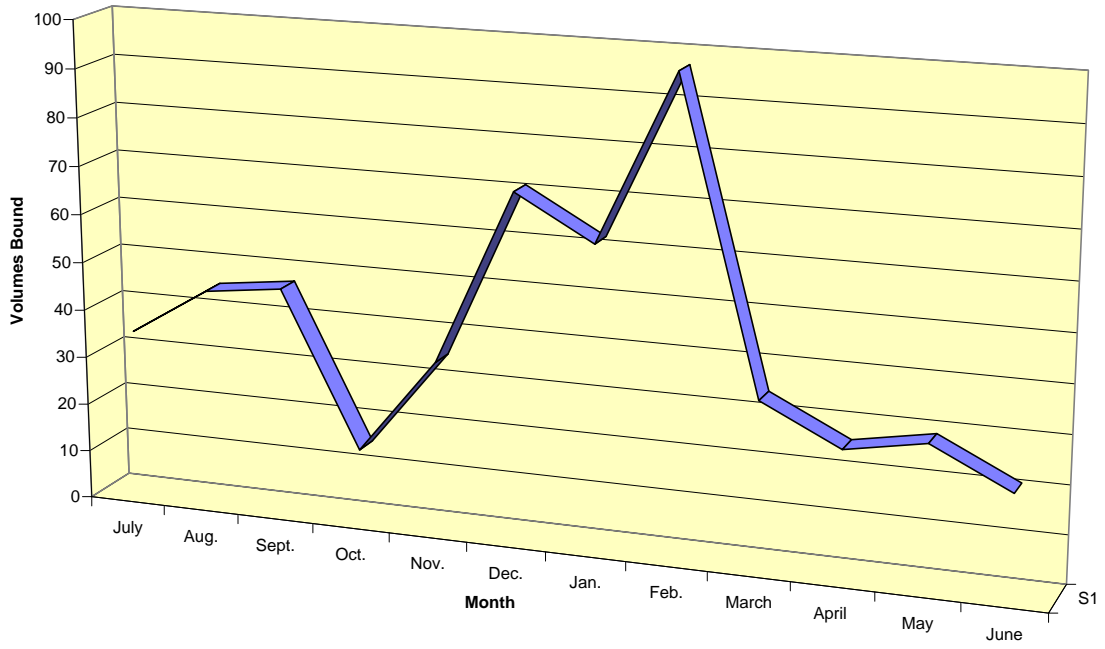
**Clayton State University Library
Titles Cataloged FY2008**



**Clayton State University Library
Titles Ordered FY2008**



Clayton State University Library
Volumes Sent to the Bindery FY2008



Appendix C
Library Expenditures
FY2008

**Clayton State University Library
FY2008 Budget Summary**

COLLEGE OF ARTS AND SCIENCES												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Communication		588.99		1,144.44	320.00	3,748.50	3,710.40	2,012.37	9,034.18	746.10	11,524.70	-2,490.52
Education					448.12		3,137.03	86.64	3,700.00	0.00	3,671.79	28.21
Foreign Language							459.16	27.15	500.00	0.00	486.31	13.69
History				2,056.42	161.00	7,080.00	2,644.34		10,350.00	-306.94	11,941.76	-1,591.76
Language/Literature		127.94		2,508.20	192.00		5,120.49	19,254.60	25,250.00	3,810.65	27,203.23	-1,953.23
Music				892.32			3,232.00	1,061.42	2,611.51	896.19	7,797.25	1,195.07
Philosophy							2,555.00	394.94		800.00	0.00	2,949.94
Political Science							3,121.28	335.86	3,650.00	245.66	3,457.14	192.86
Psychology				75.00	758.00		1,402.76		2,350.00	0.00	2,235.76	114.24
Science				1,164.50	102.00	3,300.00	5,154.16	172.87	12,000.00	0.00	9,893.53	2,106.47
Social Science			45.00	247.76	85.00	1,855.00	3,781.17	115.66	1,622.76	172.76	6,129.59	-4,506.83
Sociology							198.45		450.00	0.00	198.45	251.55
SUB TOTAL	0.00	716.93	45.00	8,088.64	2,066.12	21,770.50	30,185.60	24,616.66	78,699.26	5,654.42	87,489.45	-8,790.19
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Information Technology				81.95					0.00	0.00	81.95	-81.95
Mathematics				279.57			260.00	713.45	1,050.00	0.00	1,253.02	-203.02
SUB TOTAL	0.00	0.00	0.00	361.52	0.00	260.00	713.45	0.00	1,050.00	0.00	1,334.97	-284.97
COLLEGE OF PROFESSIONAL STUDIES												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Dental Hygiene							4,956.71	15.26	5,200.00	0.00	4,971.97	228.03
Health & Fitness							1,682.82		1,300.00	0.00	1,682.82	-382.82
Healthcare Management				20,739.62			10,521.29		23,753.79	10,257.69	31,260.91	-7,507.12
Paralegal				147.94				14,571.82	23,111.00	0.50	14,719.76	8,391.24
Technology Management									0.00	0.00	0.00	0.00
SUB TOTAL	0.00	0.00	20,739.62	147.94	0.00	0.00	17,160.82	14,587.08	53,364.79	10,258.19	52,635.46	729.33
SCHOOL OF BUSINESS												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
	1,178.95	367.75	11,285.66	44.81		5,865.30	6,327.57	14,203.73	51,130.46	5,908.16	39,273.77	11,856.69
SCHOOL OF NURSING												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
			17,170.67			2,800.00	23,333.17	422.09	45,108.56	8,433.56	43,725.93	1,382.63
LIBRARY												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
General Materials		154.95		7,454.76	11,413.51	28,783.98	3,126.40	8,647.25	54,811.00	3,643.36	59,580.85	-4,969.85
Binding							6,901.20		8,000.00	382.75	6,901.20	1,098.80
SUBTOTAL	0.00	154.95	0.00	7,454.76	11,413.51	28,783.98	10,027.60	8,647.25	62,811.00	4,026.11	66,482.05	-3,871.05
SUBTOTALS	1,178.95	1,239.63	49,240.95	16,097.67								
TOTAL	2,418.58		65,338.62		13,479.63	59,479.78	87,748.21	62,476.81	291,964.07	34,280.44	290,941.63	1,022.44

Appendix D
Technical Services Department Statistics
FY2008

Cataloging and Database Maintenance Statistics

	FY2008												
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>NewBooks	91	85	173	168	131	102	207	223	144	128	59	182	1693
>Non-Book Materials	13		58	19	21	11	40	29	33	13	1	7	245
>Reinstatements					1				1	1			3
Total	104	85	231	187	153	113	247	252	178	142	60	189	1941
Pieces Added													
>NewTitles (Books)	91	85	173	168	132	102	207	223	145	129	59	182	1696
>Added Volumes	1	39	31	26	85	32	31	29	66	1	29	74	444
>Added Copies	6	3	5	5	1	1	9	7	3	8			51
>Non-Book Pieces Added	112	59	120	35	52	38	109	83	84	49	2	69	812
>Bound Volumes Added	67	-102	43	45	24	35	66	53	95	29	20	33	408
Total	277	84	372	279	294	208	422	395	393	216	110	361	3411
Dendinger Records Upgraded	2	1	1	3	6	6	13	20	14		11	5	82
Rush Requests	7	10	13	2	5	1	7	7		3	1		56
Archive Records Added													0
Database Maintenance													
Bib Records Corrected	3	10	17	1	203	6		57	30	3	1	1	332
Bib/Item Records Enhanced	2		58	49	2657	6	2		8	3	2		2787
Headings Corrected Globally													0
Subject Headings Corrected	55	40	31	1122	774	107	57	38	58	37	22	147	2488
Name Headings Corrected	128	249	207	138	51	189	177	233	295	226	152	271	2316
Series Entries Corrected		3	2	1	4	3	5	3	4	5	4	2	36
Resequencing													0
MFHD/Item Records Corrected	4	2	52	30			48	24	81	12		84	337
Total	192	304	367	1341	3689	311	289	355	476	286	181	505	8296
Record Update Count													
>Bib Records Updated	830	499	2569	4947	17539	1337	1591	33,559	2067	996	886	1472	68292
>MFHD Records Updated	680	669	361	666	1061	684	960	905	1293	20166	311	398	28154
>Item Records Updated	361	411	795	459	331	220	235	478	498	448	97	1195	5528
Total	1871	1579	3725	6072	18931	2241	2786	34942	3858	21610	1294	3065	101974

Acquisitions and Periodical Statistics
FY2008

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	7	5	63	28	4		262	18		1	86	96	570
>Scores													0
>Non-Book Materials	0	5	6	0	1	0	6	8	0	0	0	0	26
>>Videos		1											1
>>DVDs		4	6		1		6	8					25
>>Audio CDs													0
>>On-line Databases													0
>>CD ROMs													0
>>Other Non-Book													0
Total	7	10	69	28	5	0	268	26	0	1	86	96	596
Vols. Received on Standing Order	35	50	30	45	30	17	33	17	17	27	40	26	367
Items Received and Unpacked													
>Books	517	106	64	37	43	3	250	52	55	132	82	145	1486
>Scores													0
>Non-Book Materials	43	8	12	2	6	0	2	0	0	0	0	3	76
>>Videos	20	1	5										26
>>DVDs	23	5	7	1	6		2					1	45
>>Audio CDs				1								1	2
>>Microfiche													0
>>CD ROMs													0
>>Other Non-Book		2										1	3
Total	560	114	76	39	49	3	252	52	55	132	82	148	1562
Periodical Statistics													
New Subscriptions (Including Gifts)		12			3		3						18
Title Changes													0
Total New Titles	0	12	0	0	3	0	3	0	0	0	0	0	18
Withdrawn/Discontinued Titles		-3											-3
LHR's Added/Updated	13	6		21			48	33	81	12		86	300
Claims & Requests	3	7		13	9	10	8	31	33	19	9	30	172
Titles Entered for GOLD	4	2		1				9					16

Processing, Book Repair and Binding Statistics
FY2008

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Books	155	115	232	239	125	123	253	144	202	247		273	2108
Scores		21	6	20	5		16	18	55	49		16	206
Videos	4			1			3		3				11
DVDs	15	7	5	18	14	18	36	7	25	22		2	169
Audio CDs	34	5		26	10	1	16	7	24	47			170
CD ROMs				3	1					1			5
Microfilm Rolls													
Other Non-Book	1			11	1		12	14	2	15			56
Total	209	148	243	318	156	142	336	190	311	381	0	291	2725
Books prepared for State Surplus			375										375
Book Repair Statistics													
Total Books Repaired													0
Binding Statistics													
Volumes Sent to Bindery	35	45	47	15	35	71	62	97	34	26	29	21	517
Volumes Returned from Bindery	60	35	45	47	15	35	71	62	97	34	26	29	556
Incomplete vols bound		6	17										23
		9											9

A-V Pieces Added
FY2008

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives				1									1		1
Audio Cassettes			26	12		29	60	8	15	34		33	217		217
Audio CDs	1		44	8	1		9	55	19	10	2		149	-3	146
CD ROMs			24	1					1				26	-1	25
Computer Files													0	-1	-1
DVDs	13		25	14	24	8	38	17	28	5			172	9	181
Microfiche Cards													0		0
Microfilm Rolls	98	59			27				21			36	241	-5	236
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes			1			1	2	3					7	-5	2
Video Discs													0		0
16 m.m Motion Pictures													0		0
Total	112	59	120	36	52	38	109	83	84	49	2	69	813		807

Additions to the Circulating Collection
FY2008

Circulating Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
	A			2										2	
B except BF	1	3	4	3	1	2	1	10	3	6		1	35		35
BF		1			1	2		2		3			9	-1	8
C	3	1	6	1		2	5	1		1			20		20
D		6	2	6	1	3	4	5	3		1	5	36	-1	35
E	15	2	8	8	1	4	9	8	1	6	1	1	64	-8	56
F	5	2	3	3	1	2	3	3		1			23	-2	21
G	1	1	1	3		4	5	1		2		2	20	-3	17
H-HJ	2	11	19	12	5	2	6	12	13	26	28	40	176	-8	168
HM-HX	4	7	23	7	5	10	12	6	1	7	3	3	88	-9	79
J	1	3	3	5	4		1	5		2	1	2	27	-2	25
K	2	1	3	3	6	7	2	5	1	1	3	2	36	-4	32
L		2	11	1	23	4	1	1		1	1		45	-3	42
M	50	10	7	44	18	2	62	62	26	8			289	-6	283
N			1	2	8		1	4	1			1	18		18
P	3	10	14	37	17	15	54	58	28	39	8	39	322	-24	298
Q	2	5	6	5	7	9	6	3		6	2		51	-13	38
R	3	9	45	30	38	31	28	42	50	27	11	60	374	-9	365
S	1						1			1	1	1	5	-1	4
T	1	2	10	1	1	4	6	2				10	37	-6	31
U													0	-1	-1
V				1									1		1
Z	1		4	1	2	1	2		2	1		2	16	-2	14
Total	95	76	172	173	139	104	209	230	129	138	60	169	1694	-103	1591

Reference Collection Additions
FY2008

Reference Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total	
A					2	2			1			1	54	60	-4	56
B except BF												1	1	1		1
BF													0	0	0	0
C		1			2	1	1	1	1				7	7	-3	4
D		4			2	1	1					1	9	9		9
E		1					2	2	10				15	-3	12	
F				1									1	-1	0	
G		1	2		1								4	-1	3	
H-HJ		5	1	10	14	1	7	7	17		3	1	66	-47	19	
HM-HX					3		3					1	7	-8	-1	
J					4	2			1				7	-21	-14	
K	1		26		24		11	11	11			13	97	-89	8	
L				1	1			1	1				4	-2	2	
M		1				1	6					1	10		10	
N													0	0	0	
P		34		13	20	22	6	7	16		9	26	153	-7	146	
Q					1		1					2	4	-1	3	
R		1	7		1				25			4	38	-1	37	
S													0	0	0	
T		1			1				1				3	-32	-29	
U													0	0	0	
V													0	0	0	
Z	2	2	1	1	3	1			1				11	-2	9	
Total	3	51	37	26	79	31	38	29	85	0	28	90	497	-222	275	