

Clayton State Library Annual Report

Dr. Gordon N. Baker
Dean of Libraries

FY2010

Clayton State University Library Annual Report 2009-2010



Clayton State University Archives
2009-2010 Annual Report

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Mission Statement of the Clayton State University Library

The Clayton State Library exists to serve the students, faculty and staff of Clayton State University. In doing so, the library's print and non-print collections support the University curriculum as well as academic interests and reading levels of the University's students and faculty. The library's collections and services respond to the evolving needs of the Clayton State community and utilize technological advancements where appropriate. In addition to supporting the academic curriculum, the library also serves the local community by enabling area residents to use the library's collections and facilities for reading and research purposes.

Approved by the Clayton College & State University Library Committee (May 2000)

Clayton State University Vision Statement

Clayton State University is an outstanding comprehensive metropolitan university that transforms the lives of students, advances knowledge, and drives economic growth.

Clayton State University Mission Statement

Clayton State University provides an intellectually challenging, culturally rich learning environment, encouraging all students to take advantage of the outstanding educational and career opportunities provided for residential and commuter students from a diverse range of ethnic, socioeconomic, experiential and geographical backgrounds. The university offers undergraduate and graduate programs of superior quality taught by a professionally active teaching faculty committed to promoting academic excellence. University programs and services are informed and guided by the following essential considerations:

- recognizing and responding to the increasingly complex global context of contemporary life;
- promoting community-based, experiential learning to create enduring and meaningful connections between education and other aspects of life;
- encouraging and providing opportunities for continuous education and growth; and
- developing an understanding of advanced applications of modern technology.

Clayton State University promotes excellence in teaching, research, and service to the people and the State of Georgia, the nation, and the international community. University graduates communicate effectively, think critically, learn and work collaboratively, demonstrate competence in their chosen field, and possess the capability of adapting to changing circumstances and new challenges. Clayton State University students are encouraged to develop an individually compelling sense of social and civic responsibility, community leadership and service to society.

Clayton State University Library's Professional Affirmations

The Clayton State University Library supports the professional principles for librarianship in general, and for academic librarianship in particular, embodied in the following documents published by prominent national library associations. The Library uses the principles and guidelines in these documents to shape the day-to-day operations and its long range planning, mission, vision, and goals

American Library Association

The Library Bill of Rights

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

The Freedom to Read Statement:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

The Freedom to View

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

Association of College and Research Libraries

Standards for Libraries in Higher Education

<http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm>

Information Literacy Competency Standards for Higher Education

<http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm>

Guidelines for Instruction Programs in Academic Libraries

<http://www.ala.org/ala/mgrps/divs/acrl/standards/guidelinesinstruction.cfm>

Guidelines for Distance Learning Library Service

<http://www.ala.org/ala/mgrps/divs/acrl/standards/guidelinesdistancelearning.cfm>

Faculty and Staff of the Clayton State University Library

Administration

- Dr. Gordon N. Baker, Director of Libraries
- Mrs. Jennifer Duke, Administrative Assistant

Access & Information Services

- Ms. Katherine Ott, Head of Access & Information Services
- Ms. Rhonda Boozer, ILL/Reserves Assistant
- Ms. Yalonda Carson, Instruction Coordinator
- Ms. Barbara Dantzler, Circulation/GIL Express Assistant
- Ms. Kara Mullen, Electronic Services Assistant
- Mrs. Joan Taylor, Reference Coordinator

Archives

- Ms. Rosemary Fischer, Archivist & Public Services Librarian

Technical Services

- Mrs. Cathy Jeffrey, Head of Technical Services
- Ms. Heidi Benford, Acquisitions Assistant
- Ms. Laura Herndon, Periodicals Assistant
- Mr. Adam Kubik, Catalog Librarian
- Mrs. Heather Walls, Cataloging Assistant

Clayton State University Library 2009-2010 Annual Report An Overview

Clayton State University Library 2009-2010 Annual Report An Overview

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 January, the Library played host to the Georgia Library Association’s Mid-Winter Conference. This event is attended by approximately 100 librarians and library staffers from across Georgia.

In April 2010, funds were provided by the Provost’s Office to hire two new positions for FY 2011. The two new positions will be Electronic Services Librarian and Weekend Coordinator/Public Services Librarian. These will be the first two new lines since 1989. Once these positions are filled, faculty and staff locations will be rearranged.

Members of the Library staff have been actively involved with providing outreach to our K-12 stakeholders. In February, the Library hosted the 2nd Annual Helen Ruffin Reading Bowl Competition – Metro Atlanta. Over 500 students and parents were on campus for the competition. Dr. Hynes welcomed the students to campus. Dr. Baker, Dean of the Library, coordinated the planning of the event and served as host.

From July through April of each year, various Library staffers assist with the Georgia Student Media Festival. This involvement could be to serve on the state steering committee or judging at one of the festivals. The 2010 State Festival, held at the Clayton County Schools Professional Learning Center, had 996 entries representing 4209 Georgia students.

Budget

The Library materials budget allocated in July 2009 totaled \$212,000.00. This amount reflects a reduction of the FY2010 materials budget because of funds that were allocated to the Library at the end of FY2009 to be used to prepay FY2010 expenses. It

also reflects a cautious approach resulting from the existing budget crisis in the State of Georgia.

During the course of FY2010 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2010 budget was \$285,774.30. In addition to the funds expended from the FY2010 budget the Library also expended \$100,014.28 in funds received at the end of the fiscal year bringing the total expended on materials during FY2010 to \$385,788.58. The total expended on materials during FY2010 constitutes a 2.54% decrease over the total spent in FY2009 which was \$395,829.84 but is a 32% and 26% increase over the amounts spent during FY 2008 and FY2007 respectively. Funding for Library materials has therefore improved significantly during the last two fiscal periods.

Library Renovations

Additional funds were provided by Plant Operations and the Provost's Office for minor renovations to the Library. The Library was painted for the first time in 31 years. The faded yellow/green paint has been replaced with a beautiful bluish white. The long awaited glass wall/and lockable doors were installed at the beginning of the Library Administrative hallway. For the first time in 31 years, the administrative offices of the Library are indeed lockable! In addition, twelve ranges of shelving were purchased and added to the reference collection, circulating collection, and the periodical collection. To make room for our growing audiovisual and reserves collections, 11 compact shelving units were purchased and installed.

In December, Dean Baker made a request for additional space for the Library. After completing a request document, Dean Baker made a presentation to the campus Facilities Committee. The Committee reviewed the request and at the present time there was no place to move the Center for Academic Success, the Testing Center, or the Hub Support Area. Members of the Committee expressed great sadness that at the present time, nothing could be done for the Library.

Major Projects

A complete inventory of the collection was begun during this year. Cathy Jeffrey worked with individuals at the Service Site to begin this process. We hope the process will be completed by the end of FY11.

With the purchase of new shelving units, the members of both departments were busy shifting books, periodicals, and audio-visuals during the months of May and June. In addition to just shifting the items, existing shelving units were also moved. The Juvenile Collection was relocated from the back center of the reading area to the left front area of the library adjacent to both the reference collection and the computers. The legal section was reshelfed in the reference collection.

Metal shelving from the audiovisual/reserves area were moved to the circulation area and also to the Collection and Resource Management Department for additional shelf space.

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 1736 students received bibliographic instruction. This accounted for 95 classes.

Circulation of library materials continued to keep our staff busy. A total of 10,722 books were circulated during the academic year. Over 858 reserve items were available for students to use. A total of 1,499 reserve items were checked out.

Use of our electronic services continues to grow. The Library has three main multidisciplinary databases that are used by the students on a regular basis. *Academic Search Complete* and *Research Library* are GALILEO databases that make up 76% of the multidisciplinary use. Total searches in CSU Databases: 115,891. Total searches in GALILEO Database: 300,248.

Our Interlibrary Loan/GIL Express statistics continued to be popular with students and faculty. Through traditional ILL we borrowed 1284 items for our students and loaned from our campus 629 items. The GIL Express service borrowed 1534 items for our students and we loaned 749 from our collection.

Reference Service

Requests at the reference continue to keep the staff on their toes. A total of 20915 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.

University Archives

University Archivist, Rosemary Fischer continues to make great strides in the establishment of our CSU Archives. Rosemary's activities as a public service librarian began being scaled back to provide more time in the Archives. Without the help of volunteers and interns the Archives projects would not be completed. During this year the interns contributed 1350 hours of service and the volunteers contributed 269.5 hours of service.

Technical Services

The staff of the Technical Services Department revised and updated all sections of the departmental manual which was subsequently published on the Library's web site. Cataloging backlogs were reduced in all areas including, books, repairs, periodicals, and audio visual materials. Technical Services staff member, Heidi Benford, served as the campus as chair of the Staff Council.

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 grants 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
Administrative Services
2009/2010 Annual Report

Clayton State University Library Administrative Services 2009/2010 Annual Report

The Clayton State University Library is both the physical and virtual heart of the University. The Library offers services and resources to the CSU Community and stakeholders in their pursuit to become lifelong learners.

The Director of Libraries, Dr. Gordon N. Baker, oversees the day-to-day operation of the Library. In addition he represents the Library on various University committees, regional committees, and state committee. Dr. Baker also represents the Library at local, state, regional, and national association meetings.

Administrative Assistant Jennifer Duke provides assistance not only to Dr. Baker, but also to the faculty and staff members of the Library. In addition, she represents the Library on various University committees.

The highlight of the year involved the minor renovation of the Library following the receipt of funding from the Academic Affairs and Plant Operations. The Library was painted for the first time in 31 years. Other renovations are shown below:



Library Administrative Hallway Doors



New Tables for L200



New Chairs for L200



Relocation of Juvenile Collection



Additional Reference Shelves including the relocation of the legal reference collection.



Additional Shelving for the Periodicals Collection



Additional Shelving for the Circulating Collection



New Compact Shelving in the Reserves/Audiovisual Collection



Rearrangement of study carrels in the main reading area

Staff Activities

Dr. Gordon N. Baker

Successes:

- Managed daily operations of the Library
- Supervised the Heads of Access & Information Services, Archives, and Technical Services
- Kept the Library faculty and staff informed of campus-related events
- Operated the Library on a shared-leadership model.
- Worked virtual reference and conducted bibliographic instruction classes and CSU 1022 classes.
- Continued as a member of the Georgia Library Association's Administrative Services Team.
- Served as chair of the Georgia Library Association's Student Assistants Committee.
- Served as chair of the Georgia Library Association's Student Media Festival Committee.
- Served as Co-Chair of the Georgia Student Media Festival Steering Committee.
- Represented the Georgia Library Association on the Council of Media Organizations Steering Committee.
- Co-chaired the COMO Conference Steering Committee
- Continued as a member of the Southeastern Library Association's Administrative Services Team.
- Served as Treasurer of the Southeastern Library Association.
- Served as a member of the SELA Budget Committee.
- Served as a member of the SELA Conference & Exhibits Committee.
- Served as chair of the SELA Conference Site Selection Committee.
- Served as chair of the SELA Trustees & Friends of the Library Section.
- Served as the Higher Education Representative for the Georgia Association for Instructional Technology (GAIT).
- Served as chair of the Publications Committee for GAIT.
- Served as editor for the GAIT's journal, *The GAIT Connection*.
- Arranged and hosted the 2nd Annual Helen Ruffin Reading Bowl, Metro Competition.
- Served as a member of the National Library Week Subcommittee of the American Library Association (ALA).
- Served as a member of ALA's Chapter Relations Committee.
- Served as a member of the Campaign for America's Libraries Subcommittee of ALA.
- Served as Chair, Regents Academic Committee on Libraries
- Served as Chair, GALILEO Steering Committee
- Served as Past Chair, GIL Coordinating Committee
- Served as Campus Chair for the State Charitable Contributions Program for 2nd year.

- Professional Development
- Served as a mentor to three graduate students: Jennifer Duke, Master of Library and Information Science, Valdosta State University; Susan Messier, Doctor of Education, Nova Southeastern University; and Pamela S. Nutt, Doctor of Educational Leadership, Mercer University.
- Member of the following professional associations: American Library Association, Association of College & Research Libraries, Association for Library Trustees and Advocates, Association for Educational Communications & Technology, International Society for Technology in Education, National Education Association, Southeastern Library Association, Georgia Library Association, Georgia Association for Instructional Technology, Georgia Association of Educators, Georgia Library Media Association, Georgia Retired Educators Association, Metro Atlanta Library Association, Clayton County Retired Educators Association, and the Henry County Retired Educators Association.

Meetings, Workshops, Training

- Attended the following conferences: Georgia Library Association Mid-Winter Conference, American Library Association Annual Conference, Southeastern Library Association Leadership Meeting, Georgia Council of Media Organizations Annual Conference, RACL Spring Meeting, and RACL Fall Meeting.
- Planned and hosted the Georgia Library Association's Mid-Winter Conference, January 29, 2010.
- Coordinated registration for the 2010 Georgia Library Day at the Capitol.
- Welcomed attendees to the 2009 GOLD/GALILEO Conference.
- Attended *Using Legal Resources to Resourcefully Locate the Law* by Mara Mooney.
- Attended *Dealing with Disruptive or Concerning Students* by Christine Smith.
- Completed the mandatory University Training:
 - Americans with Disabilities Act
 - Right to Know
 - Sexual Harrassment
 - USG Ethics Policy
 - Security Awareness
- Attended ADP training
- Attended University Budget Presentations
- Attended Customer Service Training
- Attended meetings of the Library's Instruction and Website Teams.

Institutional Participation

- Served on the CSU Administrative Council
- Served on the CSU Academic Council

- Served as ex officio member of the CSU Curriculum and Academic Policy Council
- Served on Deans Council
- Served as a member of the President's Extended Cabinet
- Liaison to Philosophy and Communications Departments

Community Service

- Served as a liaison between the media specialists of Clayton, Henry, and Fayette Counties.
- Henry County Board of Education Representative to the Henry County Public Library System Board of Trustees
- Elected Chair of the Henry County Public Library System Board of Trustees
- Promoted outreach workshops to local Advanced Placement students in Clayton, Fayette, and Henry Counties.

Jennifer Duke

Successes:

- Coordinated the annual Library Book Sale, April, 2010.

Professional Development

- Attended the Council of Media Organizations Conference in Athens, October, 2009.
- Attend the Georgia Library Association's Mid-Winter Conference, January 29, 2010.

Meetings, Workshops, Training

- Attended Using Legal Resources to Resourcefully Locate the Law by Mara Mooney.
- Attended Dealing with Disruptive or Concerning Students by Christine Smith.
- Completed the mandatory University Training:
 - Americans with Disabilities Act
 - Right to Know
 - Sexual Harrassment
 - USG Ethics Policy
 - Security Awareness
 - Attended ADP training.
- Attended University Budget Presentations.
- Attended Customer Service Training.
- Attended the fraudulent money identification training.

Institution Participation

- Attended meetings of the Library's Promotions Team.
- Elected Chair of the Promotions Team.

Clayton State University Library Archives 2009/2010 Annual Report

Clayton State University Library Archives 2009/2010 Annual Report

Submitted by

Rosemary Fischer
University Archivist & Head of Special Collections
Clayton State University Library



Clayton State University Archives
2009-2010 Annual Report

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OVERVIEW

The Clayton State Archives is doing well. The Archives continues to grow with new collections and additions to Special Collections. Interns continue to show interest in the work of the Archives. And to think, we started with an empty room six years ago on December 1, 2004.

Changes are coming that will boost the Archives to another level. As you read the report below, you will see the accomplishments, setbacks, and goals for the future. The Clayton State Archives is a good example of a small academic archives.

ACCOMPLISHMENTS

Goals Reached

The Archives achieved six of the eight goals from last year.

Promotion – Rosemary Fischer continues to make contacts in the community. The Genealogy Group she and an Intern started two years ago is still going strong. She is currently working on projects with the Morrow First United Methodist Church.

Space – The Archivist worked with the library staff and the Dean of the Library to create an annex to be used for storage and additional work space for interns and volunteers. The additional storage now makes it possible to roll the archival shelving to an open position allowing space to work in the shelving.

Archon – Archon has been successfully loaded onto the computers in the Archives. Server space has been allotted to the Archives. Now the work begins to learn to use the database and prepare projects to go into the Archon database.

Budget Line – Starting with the new fiscal year, the Archives will have a budget line. This is the first since its inception December 1, 2004.

New Projects – New projects were created this past year. These projects include: Web Page Design, Lecture Hall Storage, Install Archon-start filling database, Collect and organize storage items (displays/exhibits, supplies, accessions), Nursing History collection, and Collection Organization

Partnerships – The Archivist worked with National Archives Southeast Region and the Clayton State History Society to present a living history program about Georgia and the new Constitution.

In addition to meeting the goals above, the Archivist becomes a full-time archivist in the Fall Semester 2010. The Archivist will then be able to focus on more complex processing, arranging and description projects.

Committees and Memberships

- Clayton State Committee and Councils
 - Undergraduate policy Council
 - Women's Forum – Historian
 - Library Instruction Team
 - Librarians Committee
 - Library Promotion Team
 - Library Public Services Staff Committee
- Memberships
 - **NATIONAL**
 - American Association for State and Local History
 - American Association of University Women
 - Oral History Association
 - Society of American Archivists
 - National Genealogical Society
 - **REGIONAL**
 - New England Historic Genealogical Association
 - **STATE**
 - Georgia Association of Historians
 - Georgia Association of Museums and Galleries
 - Georgia Historical Society
 - Georgia Library Association
 - Society of Georgia Archivists
 - **OTHER**
 - University of South Carolina Alumni Association
 - University of Washington Lifetime Alumni Member
 - Old New Hanover Genealogical Society (NC)
 - Horry County Historical Society (SC)

Exhibits and Displays

Rosemary Fischer created and displayed 13 exhibits this past academic year. The topics were varied.

Summer 2009	<p>“Who’s Living in Your Family Tree?” was a bulletin board display in the library. The display used family photographs and family group sheets to show the research for an individual. Pedigree charts were also included in the display.</p>
September 2009	<p>There were three exhibits in September to celebrate Constitution Month.</p> <p><i>Crispus Attucks</i>: First to Defy, First to Die (created by Intern, Susan Smith).</p> <p><i>18th-Century Women’s Clothing</i>. This display showed clothing representing the servant, middle class and gentry.</p> <p><i>Constitutional Art</i>. This bulletin board display showed different renderings of the signing of the Constitution.</p>
September 2009	<p>Interns and Internships. This is a table-top display with handouts that was created to promote internships in the Clayton State University Archives. The display was created for the Internship Fairs at Clayton State.</p>
January 2010	<p>The Archives provided several displays in the library and the Archives during the Homecoming month.</p> <ul style="list-style-type: none">○ Homecoming Traditions – Loch and Lucky○ Homecoming Traditions – World Famous Clayton State Kazoo Band○ T-shirts○ Clayton Spirit – Artifacts sporting the Clayton State colors○ Intern Gallery and History – Table top display picturing all the Interns through the years and a history of the Clayton State Archives
March 2010	<p>Clayton Junior College Aviation Program. This bulletin board display was done in conjunction with Women’s History Month and a display on Women in Aviation from the Aviation Museum. The bulletin board display contained photographs showing women in the Aviation program at Clayton.</p>
April 2010	<p>April is Volunteer Appreciation Month. The bulletin board display contained photographs of the individuals that volunteer in the Clayton State Library and Archives.</p>

Outreach

The Clayton State Genealogy Group

What started out as an Internship project has blossomed into an informal genealogy support group. The group has been meeting for two years. This group meets once a month for two hours. Presentations are made on various topics that assist family historians with their research.

The membership of the Clayton State Genealogy Group started out with faculty, staff, students, and retirees. The group has grown to include people from the community. The Clayton State Genealogy Group is still growing. New members are attending and contributing.

Hapeville Historical Society and Depot Museum

Rosemary Fischer continues to serve as a consultant for the Hapeville Historian. Together they are preparing a poster presentation for the Society of American Archivists meeting in 2011. The poster will highlight a book being written about researching historic properties and tracing the history. This project is based on Christ Church in Hapeville and will show the steps taken to discover the history of this building.

Presentations and Speeches

Citing Sources in Genealogy, Clayton State Genealogy Group, January 25, 2009.

Genealogy Research Trip, Clayton State Genealogy Group, October 25, 2009

Professional Development

Professional Development sources are varied. This past year, the selection was made primarily on cost. One major workshop was attended – *More Product, Less Processing*.

14 Jul 2009	News Clipping Service Training	Sponsored by clipping service for Clayton State
11 Aug 2009	Home Movies in the Archives	Lunch & Learn Georgia Archives
23 Oct 2009	Library Ergonomics	Clayton State online training
23 Nov 2009	Right-to-know Basic Awareness	Clayton State online training
9 Feb 2010	Sapelo Island, GA	Lunch & Learn Georgia Archives
26 Feb 2010	Oral History Workshop	Bev Craton Hapeville Historian
3 Mar 2010	More Product, Less Processing	Society of American Archivists, Pinehurst, NC
26 Mar 2010	Dealing with Disruptive Students	Clayton State
21 Apr 2010	Disaster Preparedness Workshop	Georgia Archives and HERA
27 Apr 2010	Legacy Family Tree Software Workshop	National Archives
7 May 2010	Exceptional Customer Service	Clayton State
20 May 2010	Archon & Archivist Toolkit	GUGM Conference
9 Jun 2010	Ethics	Clayton State

Professional Development was down from last year due to the cost of workshops, conferences, classes, and travel.

Publications

Article

Clayton State Archives Wants to Know...Tennis Teams. Clayton State University—University Relations publication: Campus Review, September 9, 2009.

Course packets

Cemeteries: A Graveyard Undertaking. Packet includes copy of slides with note space and a bibliography. Master packet includes research done for course, notes for delivering presentation, and a master copy of the slides with notes. 2010.

Genealogy Research Trip. Packet includes copy of slides with note space, Genealogy Research Trip Checklist, and a bibliography. Master packet includes research done for course, notes for delivering presentation, and a master copy of the slides with notes. 2009.

Intern Accomplishments

Susan Smith	<p>Susan worked on several collections. She tackled the Slides from the Audio-Visual Collection. She viewed each slide and grouped them by date, and activity. She rehoused the slides in archival boxes.</p> <p>In the Hopkins Special Collection, Susan made copies of phonograph records that had been broken. We can keep the copy of the record labels for the collection.</p> <p>Susan created a display about Crispus Attucks for the Constitution celebration.</p>
Wayne Tyler	<p>Wayne made a major contribution to the Lyceum Tapes Collection. He was able to abstract and do a condition evaluation of 104 of the tapes.</p>
Kagiso Anderson & Darrion Bell	<p>Kagiso and Darrion worked as a team to create a web page for the Archives. Their work is on hold until we have collections and exhibits to display.</p>
Sasha Cokuslu	<p>Sasha worked with the News Clippings Collection from the University Relations Collection. This is one of our largest collections.</p> <p>Sasha and Rose teamed up to start abstracting the news articles</p>

from the scrapbooks. The books are deteriorating and this is an attempt to save the contents. Sasha assisted with collecting items for the Homecoming displays and exhibits.

- | | |
|-------------------|--|
| Rosemonde Fetiere | Rose also worked with the News Clippings. She started the arduous task of copying the clippings onto archival paper. Rose worked with Sasha on abstracting the articles from the scrapbooks. Rose and Sasha were able to make a dent in the job of one of the larger scrapbooks. |
| Kwame Metzger | Kwame also worked on the Lyceum Tapes Collection. Like Wayne he abstracted and evaluated over 100 of the tapes. |
| Patryce Perry | Patryce came four weeks late into the internship. She managed to abstract and evaluate close to 100 of the Lyceum tapes. |

Volunteer Accomplishments

- | | |
|-----------------------------------|---|
| Ashley Alliston
Brandon Nelson | Ashley and Brandon are researching information about Clayton's long-time faculty. They are creating files on individuals in preparation for doing oral histories. |
| Ginny Berndt | Ginny worked on two collections: Career Services and the Press Releases Collections. Ginny organized, rehoused, and provided a Scope and Content note for each of these two collections. |
| Frances Bowden | Frances has been with us for a long time. She has worked on multiple collections and assisted with several exhibits and displays. Frances most recently worked on organizing the Library Collection. |
| Sarah Fraticelli | Sarah is currently working on creating a collection of information about the Nursing Program at Clayton State. She is part of a team that is working on this collection. Sarah has located photographs, copied course and program descriptions from the catalogs, and identified faculty for each year. |
| Wayne Tyler | Wayne returned to Clayton after graduation. He is working with Sarah on collecting information for a Nursing Program Collection. Wayne is looking for articles and other information that were published about the nursing program and the graduates of the program. |

STATISTICS

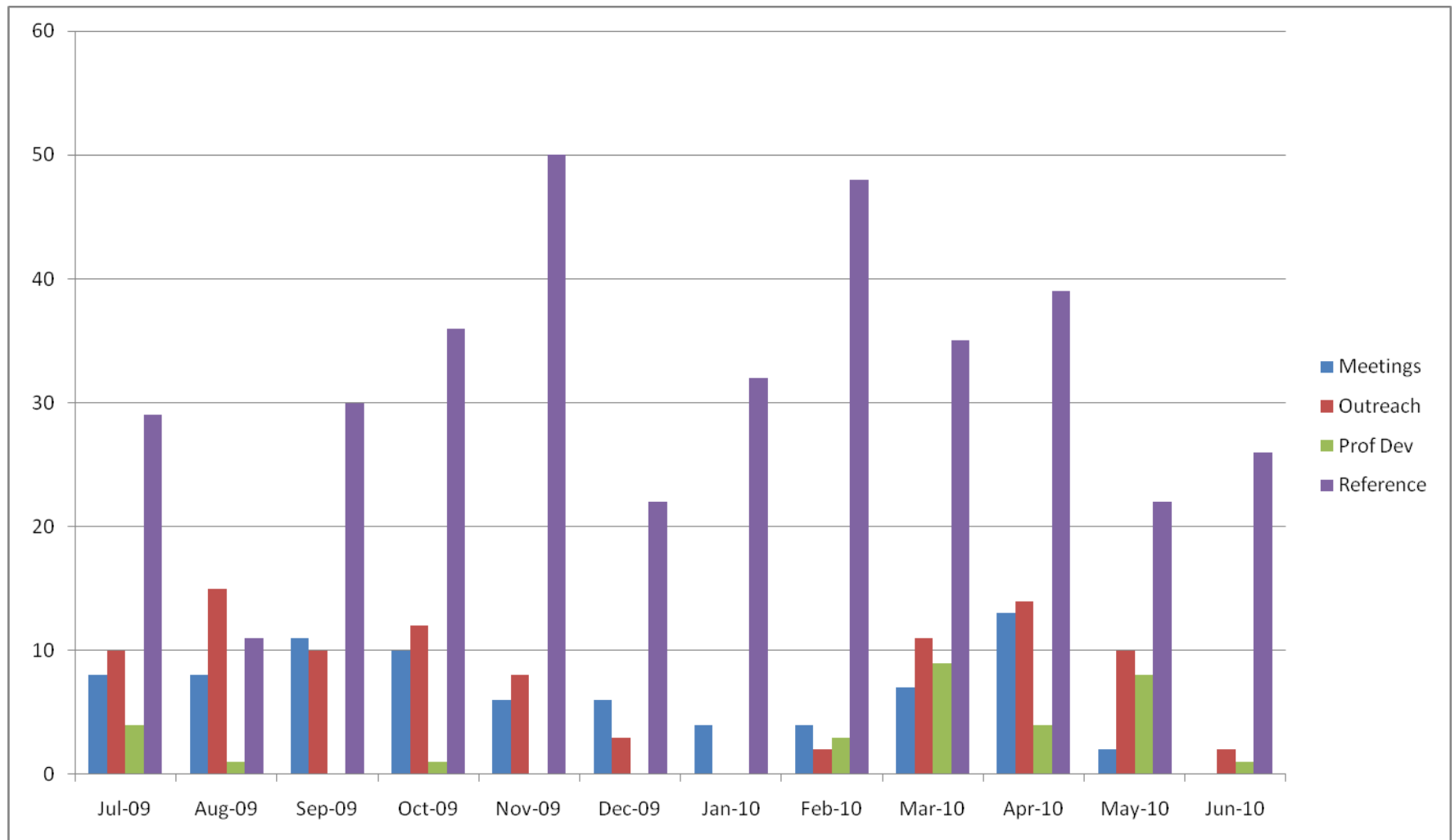
Archivist

DIVISION OF TIME 2009-2010 (Hours)

Month	Meetings	Outreach	Professional Development	Reference
Jul 2009	8	10	4	29
Aug 2009	15	15	1	11
Sep 2009	11	10	0	30
Oct 2009	10	12	1	36
Nov 2009	6	8	0	50
Dec 2009	6	3	0	22
Jan 2010	4	0	0	32
Feb 2010	4	2	3	48
Mar 2010	7	11	9	35
Apr 2010	13	14	4	39
May 2010	2	10	8	22
Jun 2010	0	2	1	26
TOTALS	86	97	31	380
	4%	5%	1%	20%

DIVISION OF TIME 2009-2010

(Hours)



Intern and Volunteer Statistics

INTERN AND VOLUNTEER HOURS 2009-2010

Month	Interns	Volunteers	Monthly Total
July 2009	107.75	50	142.75
August 2009	96.00	24.50	105.00
September 2009	103.75	12.00	100.75
October 2009	112.75	1.50	92.25
November 2009	56.25	2.50	43.75
December 2009	27.75	3.25	16.00
January 2010	76.00	6.50	67.50
February 2010	130.50	30.50	146.00
May 2010	236.25	73.50	294.75
April 2010	283.00	33.00	301.00
May 2010	63.50	3.00	51.50
June 2010	56.50	29.00	70.50
TOTALS	1350.00	269.25	1431.75

The table below shows the 2009-2010 academic year Interns. The figures represent the donation of service of these Interns.

Semester	Name	Hours Worked	Estimated \$\$ @ \$7.30/hr	Total \$\$ Donation
Summer 2009	Patrick Coleman	150	1,095.00	1,095.00
Fall 2009	Susan Smith	150	1,095.00	
	Wayne Tyler	150	1,095.00	2,190.00
Spring 2010	Kagiso Anderson	150	1,095.00	
	Darrion Bell	150	1,095.00	
	Sasha Cokuslu	150	1,095.00	
	Rosemonde Fetiery	150	1,095.00	
	Kwame Metzger	150	1,095.00	
	Patryce Perry	150	1,095.00`	6,570.00
TOTAL INTERN DONATION				9,855.00

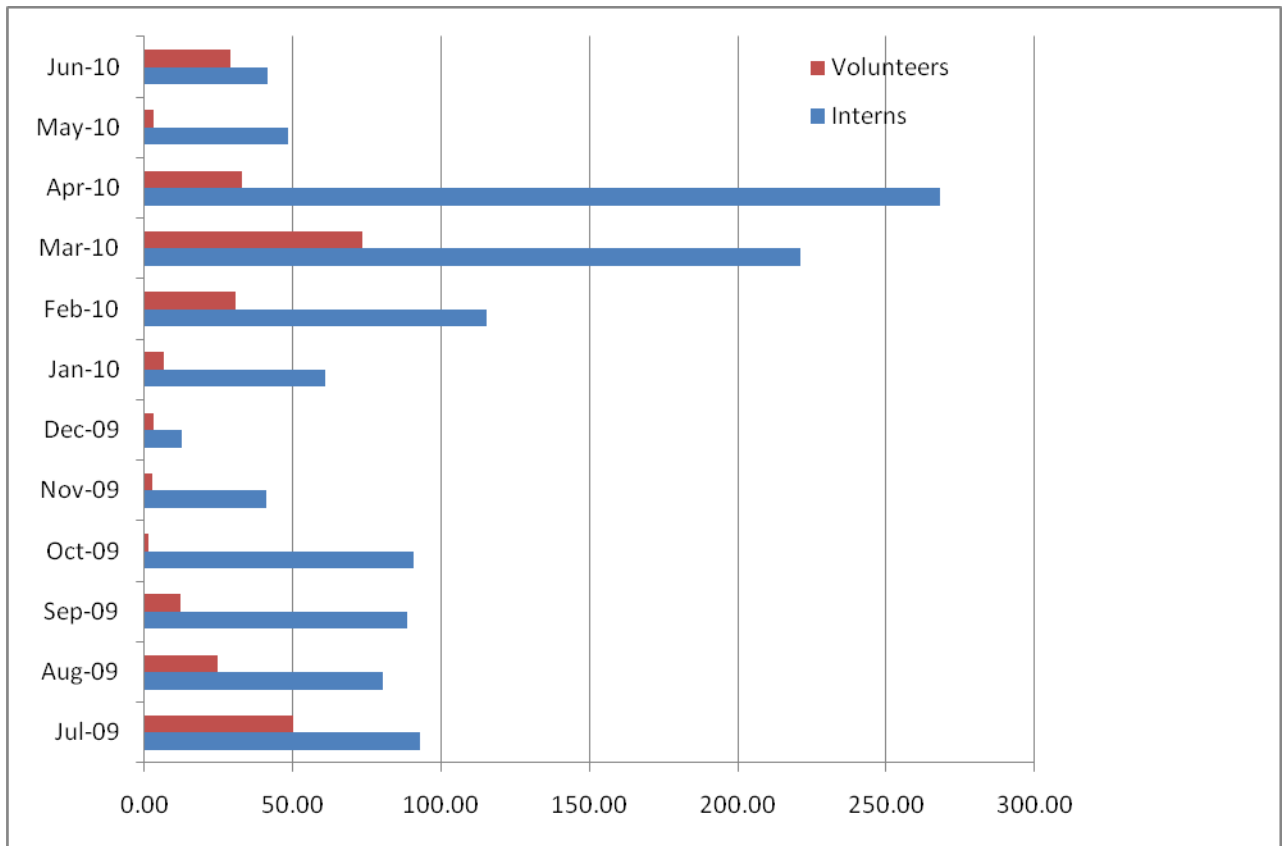
The table below shows the 2009-2010 academic year volunteers.

Semester	Name	Hours Worked	Estimated \$\$ @ \$7.30/hr	Total \$\$ Donation
Summer 2009	Frances Bowden			
	Ginny Berndt	50.00	365.00	365.00
	Brandon Nelson			
Fall 2009	Frances Bowden	43.75	319.38	684.38
Spring 2010	Ashley Alliston			
	Frances Bowden	175.50	1,281.15	1965.53
	Sarah Fraticelli			
	Wayne Tyler			

The donation of time and effort accumulates with each Intern and Volunteer. The table below shows the value of the combined donation of time for the Interns and Volunteers for this past academic year.

Interns	9,855.00
Volunteers	1,965.53

TOTAL	\$11,820.53
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INTERN AND VOLUNTEER HOURS 2009-2010

PERSONNEL

Archivist

The Archivist is moving to a full-time position as the University Archivist. The Archivist will eventually work only the Archives and will not have responsibilities in the library. This change is already occurring with the reduction of time scheduled on the reference desk during the week and elimination of instruction classes. The Archivist is only required to work one Saturday in the rotation during the semester.

Once the full-time weekend librarian is in place, the Archivist will no longer have reference responsibilities, at the desk or on Saturday rotation. The Archivist will turn over liaison and instruction responsibilities to the new librarian.

This will allow the Archivist to become more involved in the work of the Interns and Volunteers. Larger, more complex projects, will be tackled.

Interns and Volunteers

The Archives is fortunate to have a steady stream of Interns from various departments on campus, as well as from other schools. To-date, 27 Interns have worked in the Clayton State University Archives. These Interns have been the processing arm of the Archivist. Their contribution has been tremendous. Because of them, collections are being inventoried, processed, rehoused in archival containers, and created to accommodate requests and miscellaneous donations.

For the first time, we had an overload of help for the Spring semester. We had six interns and four volunteers. That was too many people for our small work area. Because of lessons learned, the number of interns and volunteers will be limited in the future.

In working with various departments on campus, it was decided to eliminate internship requests from some. The Integrative Studies or Liberal Arts program requires the intern to write three papers during the semester. These are short papers and are graded on content, spelling, punctuation and formatting. The grades from these papers determine the grade for the intern. With this system, the intern is not motivated to do archival projects. The evaluation by the site supervisor holds little weight.

The second department is CIMS-IT students. These students are not used to reading or doing archival work and appear to be uncomfortable with requests to do so. These interns have no background or knowledge of archives. The Archivist must write out the scope and content notes, descriptions, etc. The IT intern then enters this information into the computer on a webpage or in the database. This is a duplication of effort. (This reminds me of the old days when bosses gave secretaries a hand-written letter or report to be typed. The

secretary typed it and returned it to the boss for corrections. This is not an efficient use of time.)

See Appendix A, page 16, for a photo history of the Interns who are a part of the Clayton State University Archives history. Appendix B gives a brief demographic look at the Interns who have worked in the Archives. See Appendix B, page 20.







GOAL AND CHALLENGES

- More professional development – This year with a budget line for the Archives, the Archivist hopes to participate in more conferences and meetings of archival societies (Society of Georgia Archivists and the Society of American Archivists) and to take additional workshops and classes.
- Adding collection record group numbers/labels to all boxes- While accessioning the collections, labels will be created to show the record group numbers for each collection.
- Update and publish the internship manual. The Internship Manual is frequently requested by archivists across the country. Richard Pearce-Moses suggested that the manual be published so that more archives will have access.
- Learn Archon and start populating the database with collection information. Archon is installed on the computers in the Archives. The Archives now has server space. The next step is to prepare scope and content notes and collection descriptions and add these to the database for easier location of items.
- Get the new Archives' web page up and functioning. The IT interns created a webpage for the Archives. It is ready to receive collection information to put online.
- Create online exhibits for the new Archives' web page. These exhibits will focus on collections in the Archives.
- Create new projects for interns. Many of the projects in the Internship Manual have been completed or partially completed. New collections and additions to collections require new projects.
- Create a collection for the nursing program. Develop a timeline, chronology, scope and content note. Add photos, articles, faculty, course descriptions, growth and changes to the program since 1969. Work with the nursing graduates to gather more information as well as to identify the photographs.
- Participate in the Society of American Archivists poster and presentation program held each year at their annual meeting. The participation will be a poster to present a book written to describe the details of researching a property, such as a house, or church or school. This book is being written by the Archivist and a colleague, the historian from Hapeville, GA.

- Graduate-level Internships. Work with the new Archival degree program to create internships that fulfill the requirements of the graduate program. Create additional and more challenging projects.

APPENDIX A – PHOTO HISTORY OF CLAYTON STATE UNIVERSITY ARCHIVES INTERNS

The number of Interns is impressive. The Archives is only 5 years old and we have had the privilege of working with 27 Interns to-date. Each Intern has assisted in processing our collections and have made a contribution.

 No Photo Available	Melanie Addis Internship: Fall 2006 Graduated: Fall 2007 Degree: BA History
	Amy Allen Internship: Spring 2006 Graduated: Spring 2006 Degree: BA History Internship: Spring 2008-VSU
	Ashley Alliston Internship: Spring 2008 Graduated: Spring 2009 Degree: BA History
	Kagiso Anderson Internship: Spring 2010 Degree: CIMS-IT Graduates: December 2010
	Paul Arnold Internship: Fall 2006 Graduated: Spring 2007 Degree: BA History
	Christopher Barresi Internship: Fall 2008 Graduated: Fall 2008 Degree: BA Integrative Studies

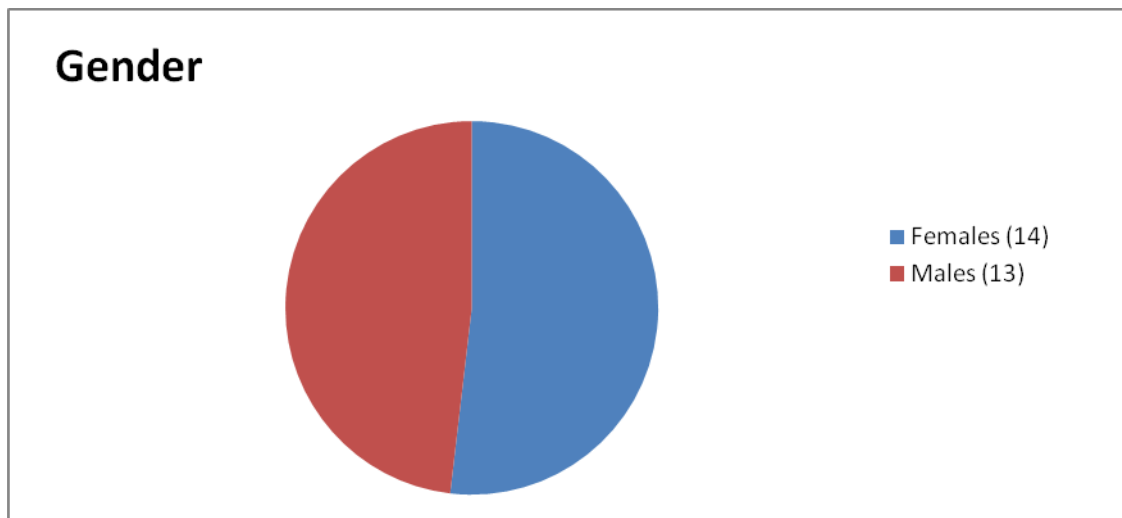
		Darrion Bell Internship: Spring 2010 Graduated: Spring 2010 Degree: CIMS-IT
		Lora Billinger Internship: Spring 2009 Graduated: Fall 2009 Degree: BA Psychology
		Selma Blackmon Internships: Summer & Fall 2007, Fall 2008 Graduated: Spring 2009 Degree: BA Integrative Studies
		Sasha Cokuslu Internship: Spring 2010 Degree: BA History Graduates: Summer 2010
		Patrick Coleman Internship: Summer 2009 Degree: BA History Graduates: December 2010
		Beverly Craton Internship: Fall 2005 Graduated: Spring 2007 Degree: BA History
		Mario Driver Internship: Summer 2006 Graduated: 2007 Degree: BA History
		Jennifer Duke Internship: Spring 2008 Degree: MLS candidate at VSU

 No Photo Available	Robert Timothy Eakin Internship: Summer & Fall 2007 Graduated: Fall 2007 Degree: BS Integrative Studies
	Rosemonde Fetiére Internship: Spring 2010 Graduated: Spring 2010 Degree: BA History
	Gia Gillies Internship: Spring 2005 Graduated: Spring 2007 Degree: BA History
	Joseph Mabrey Internship: Spring 2009 Graduated: Spring 2009 Degree: BA History
	Alex Mendez Internship: Fall 2008 Graduated: Fall 2008 Degree: BA History
	Kwame Metzger Internship: Spring 2010 Graduated: Spring 2010 BA History
	Srikanth Naidu Internship: Spring 2008 Graduated: Spring 2008 Degree: BA History
	Angela Pendleton Internships: Fall 2007, Spring 2008 Graduated: Spring 2008 Degree: BA History

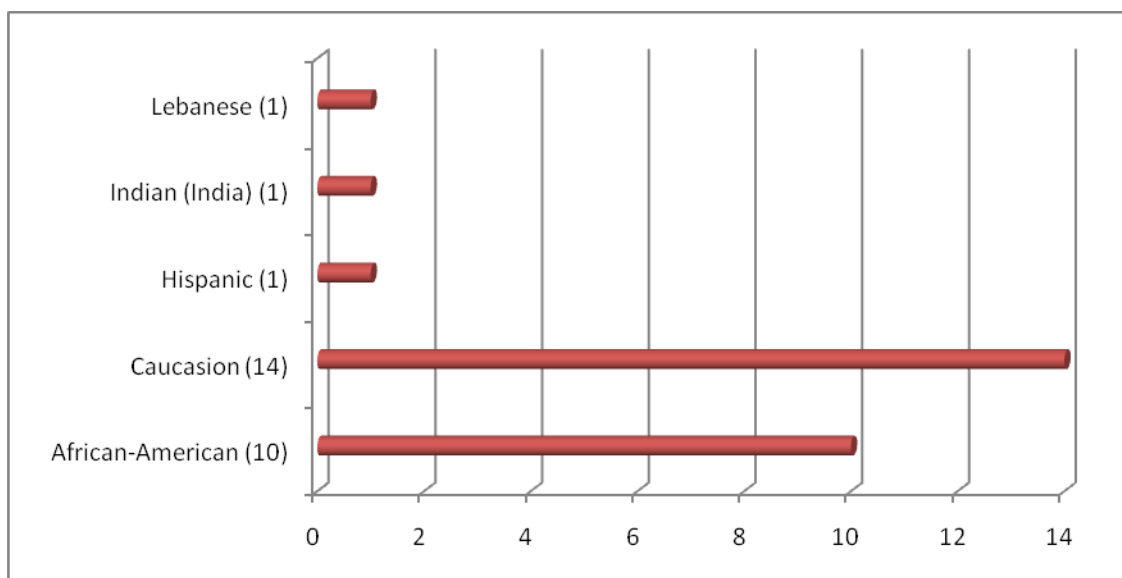
		Patryce Perry Internship: Spring 2010 Graduates: December 2010 Degree: BA History
	No Photo Available	Brandon Phillips Internship: Spring 2007 Graduated: Spring 2007 Degree: BA History
		Susan Smith Internship: Fall 2009 Graduated: Spring 2009 Degree: BA History
		Wayne Tyler Internship: Fall 2009 Graduated: Spring 2009 Degree: BA History
		Winfred Bernard Watts Internship: Summer 2007 Graduated: Spring 2008 Degree: BA History

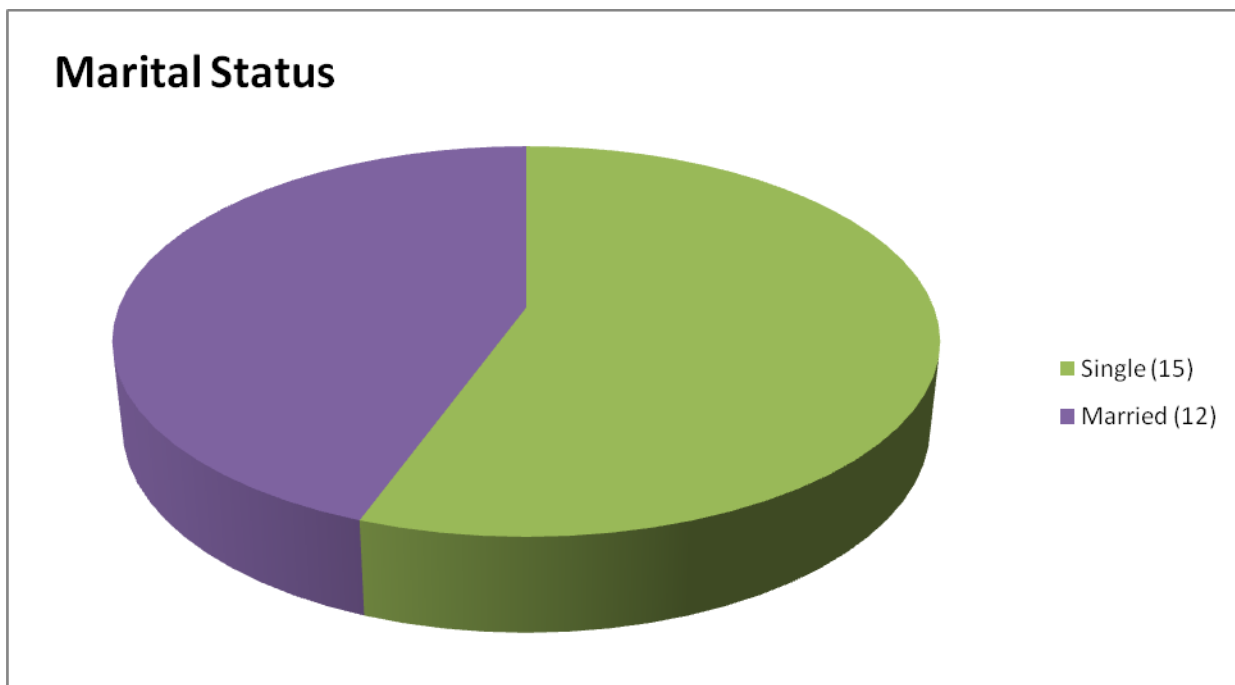
APPENDIX B -- INTERN DEMOGRAPHICS – January 2005 – June 2010

27 Interns

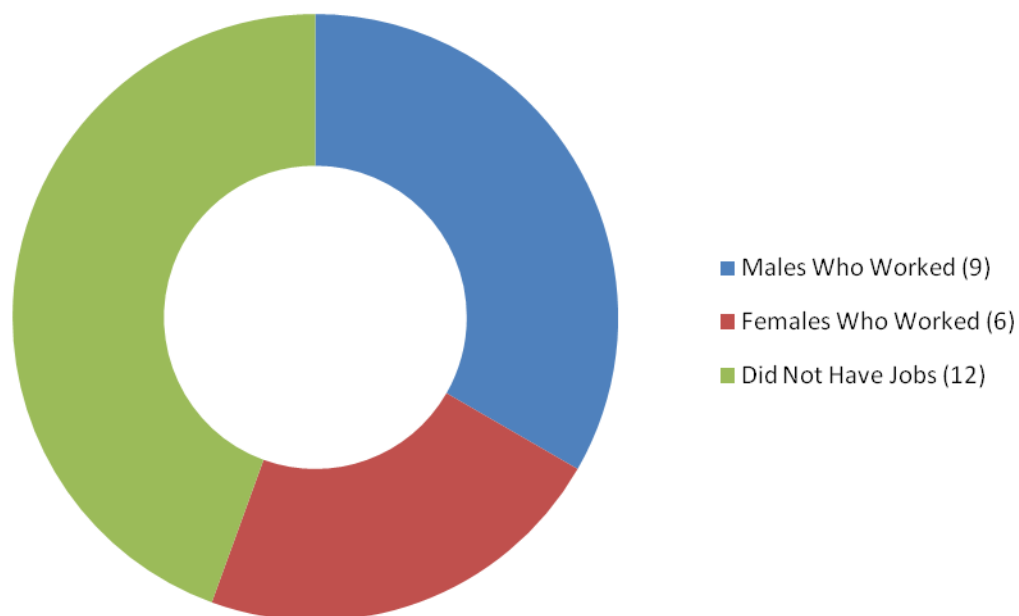


Ethnicity





Employment



Clayton State University Library
Access & Information Services Department
2009/2010 Annual Report

Submitted by

Katherine Ott
Head of Access & Information Services Department
Clayton State University Library

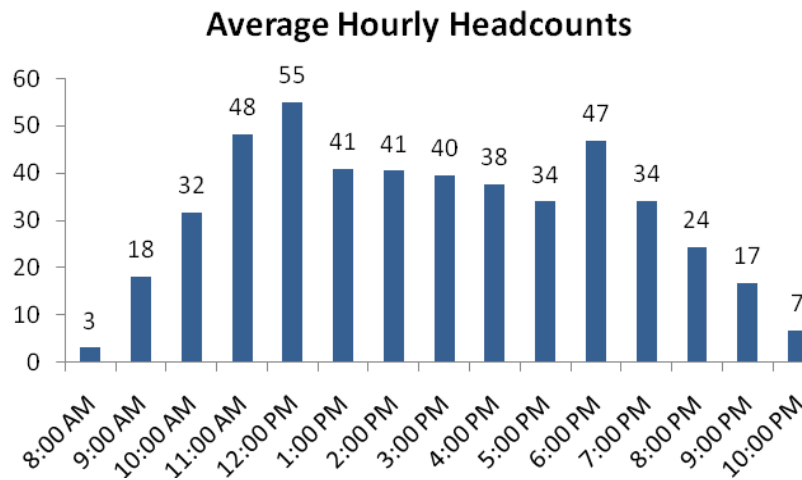
Clayton State University Library
Access & Information Services Department
2009/2010 Annual Report

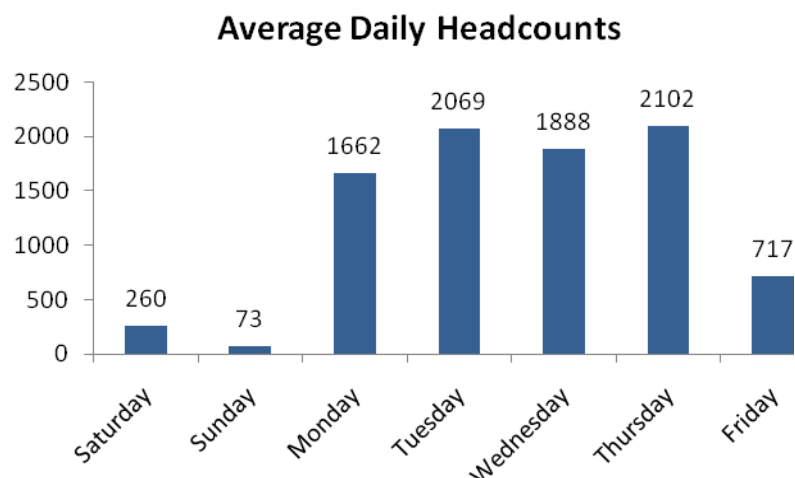
Submitted by Katherine Ott, Head of Access & Information Services Department

State of the Department:

The Public Services Department worked hard to maintain the level of service expected from us this year. The library was open 77 hours a week (M-Th 8am-10pm; F 8am-5pm; S 9am-5pm; Sn 1p-5pm). The Public Services Department had two librarian positions approved so we expect to extend our hours to 85 starting January 2011.

The headcounts for the year show that the library is being utilized by the students on a regular basis. Our peak hours are 11am-1pm and 6pm and our peak days are Tuesday and Thursday.



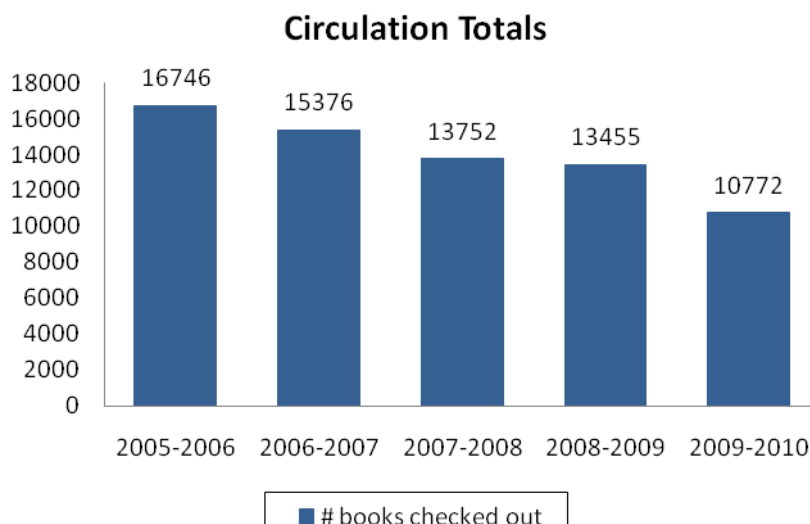


Department Reports:

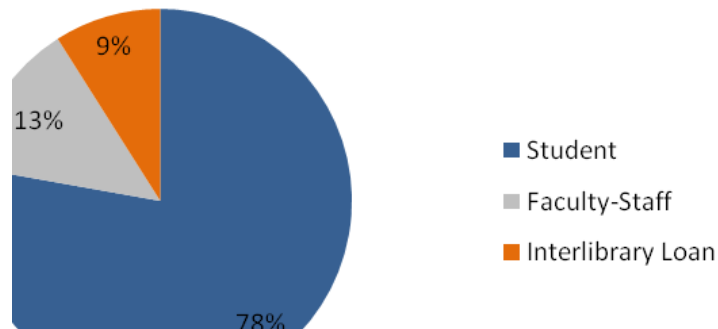
Circulation:

Last year's restructuring of the Circulation Department appears to be a success. The staff trained each other on the procedures of the functions of their new jobs. The Circulation Department received moveable ranges for the media and reserve collections in the summer. In anticipation of a new Weekend Services Librarian, the department logistics will be restructured to include a new office.

The library's Circulation totals continue to decrease. This can be explained by our electronic offerings continuing to increase and the age of our collection. The checkout by patron type remained the same.



Checkout by Patron Type

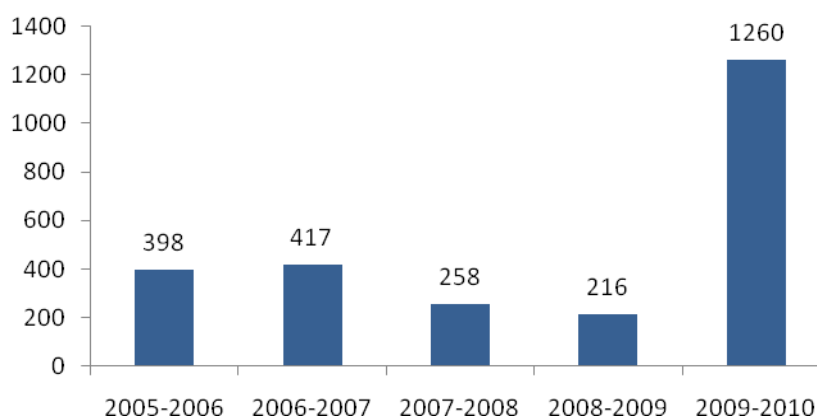


Reserves:

In order to be compliant with copyright standards and practices, the reserves procedures were changed when the reserves assignment was taken over by Rhonda Boozer. As a result, all materials were removed from reserves and some materials were not returned to reserve status.

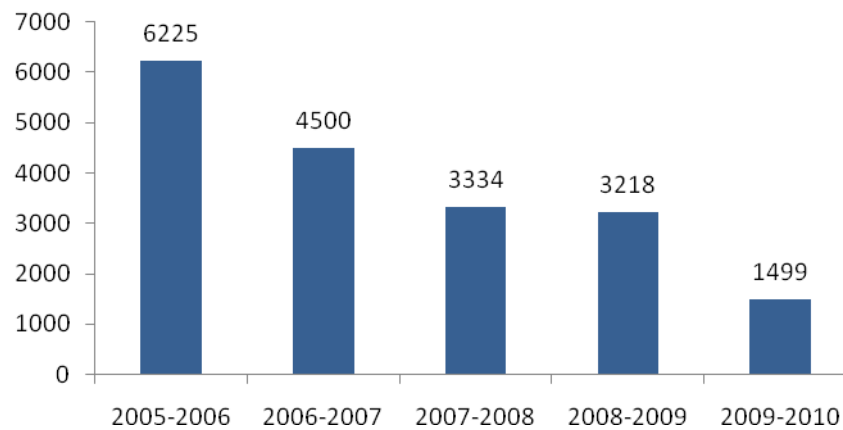
As a part of the new compliance, all reserve materials are taken off of reserves at the end of each semester even if they are going to be put back on for the next semester. The statistics below show a dramatic increase in materials taken off reserves. The number of materials that were put back on reserve this year was 858. The cleanup of the reserve area resulted in approximately 200 materials either being sent back to the faculty or put back onto the shelves.

Total Reserves Off



The number of reserves checked out has also decreased this year. This can be explained by the faculty usage of the SWAN portal and their personal websites to post articles and materials.

Total Reserves Checked Out

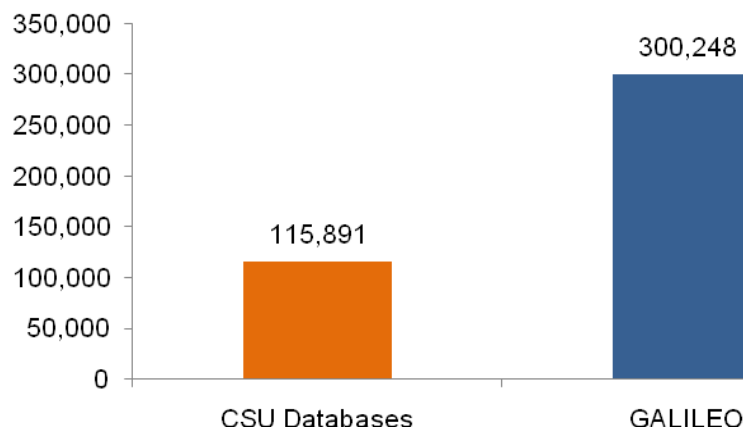


Electronic Services:

This year the Electronic Services Assistant worked hard on maintaining the website and databases of the library. We now have statistics for our electronic services that we will be able to review for changes.

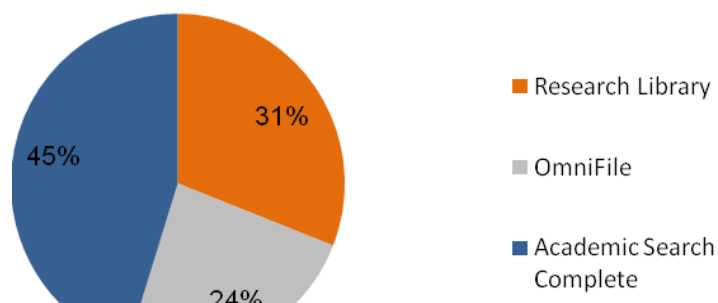
Below are the total number of searches between the databases that the library purchases versus the databases the library has access to through the GALILEO consortia. As shown the majority of searches done (78%) are done through GALILEO.

Total Searches



The library has three main multidisciplinary databases that are used by the students on a regular basis. Academic Search Complete and Research Library are GALILEO databases that make up 76% of the multidisciplinary use.

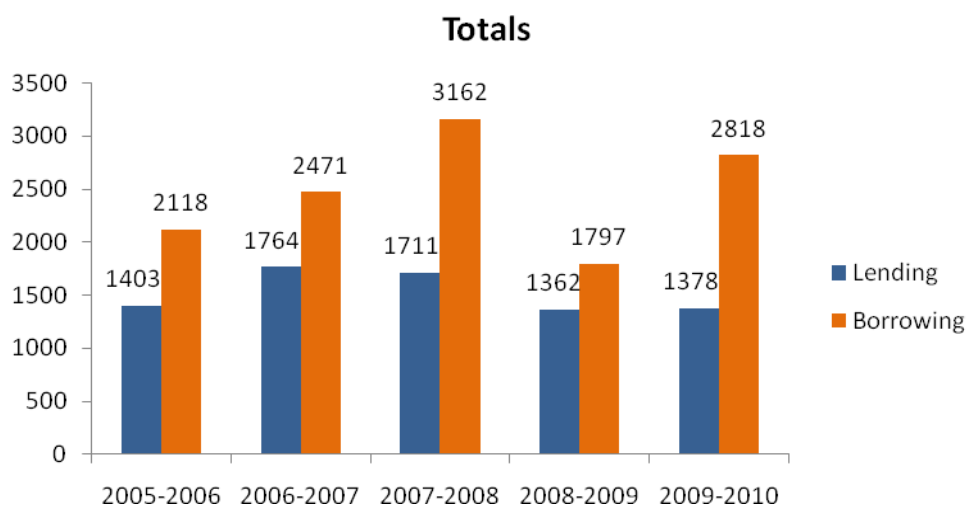
Searches Multidisciplinary Databases



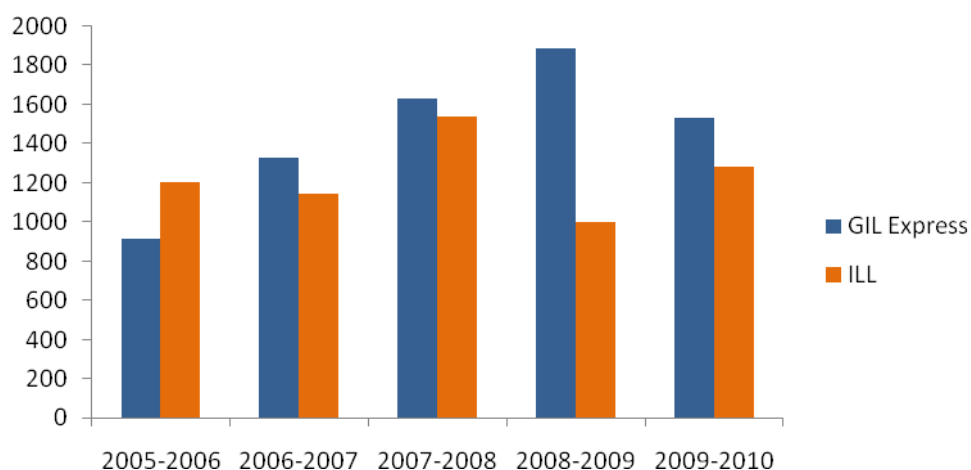
Appendix A includes the following lists: Top 20 Webpages, Top 20 Databases, and Top 20 Databases by Vendor.

Resource Sharing:

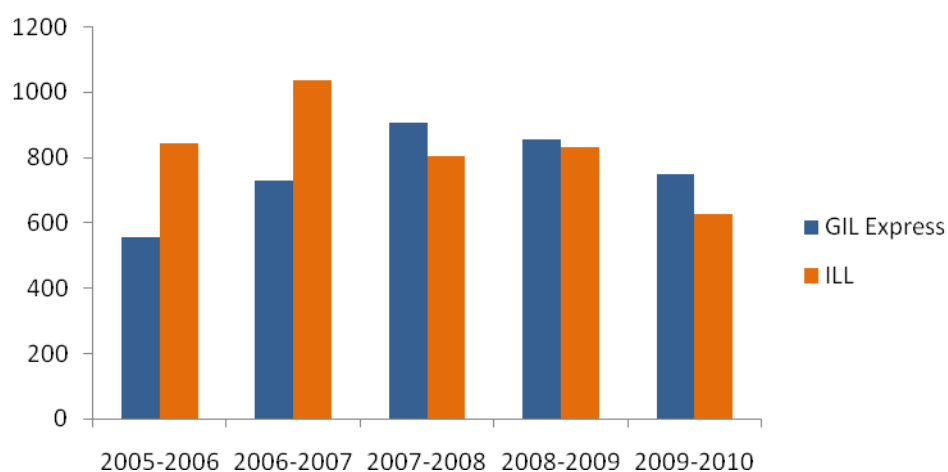
The totals for the resource sharing department went up this year in borrowing and remained consistent in lending. This means our students continue to borrow materials from other institutions at a higher rate than materials are borrowed by other institutions from us. Gil Express continues to be the service that students utilize the most in both borrowing and lending.



Borrowing filled by Service

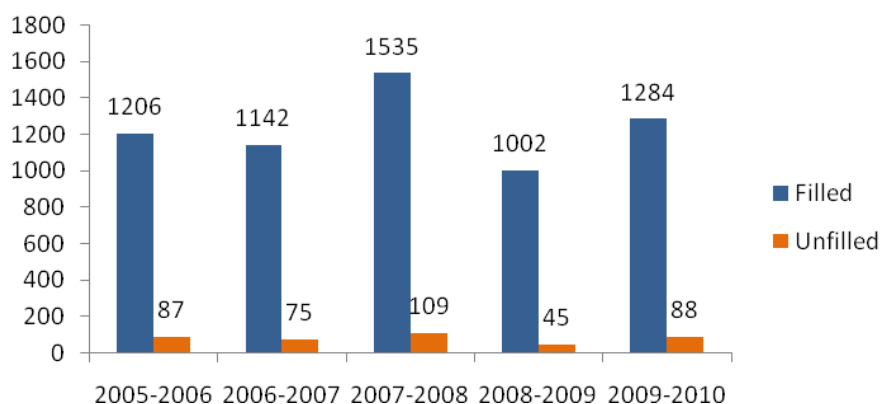


Lending filled by Service

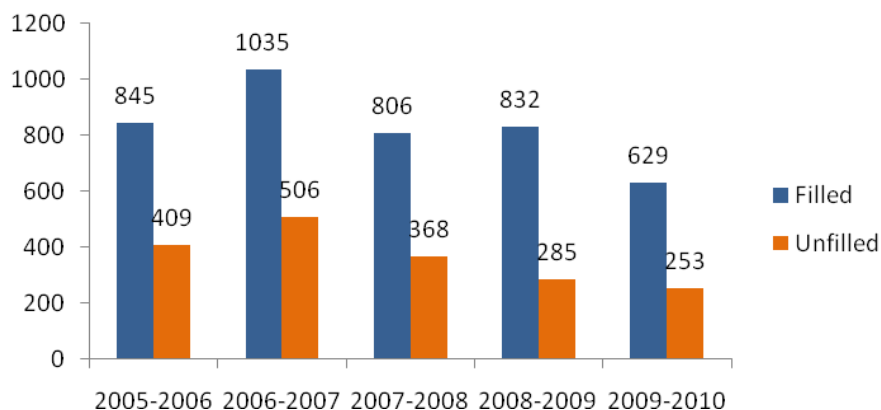


Interlibrary Loan's numbers increased for borrowing this year but the number of unfilled materials doubled. These numbers which remain high can be attributed to the age of our collection and the lack of increase in the book budget. Our Interlibrary Loan lending decreased this year. This decrease can be explained by the age of our collection and the increase in electronic accessibility.

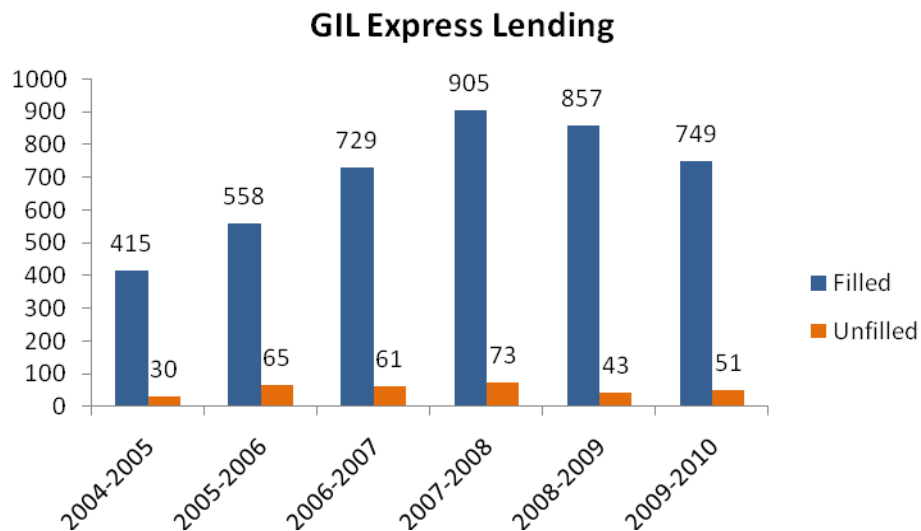
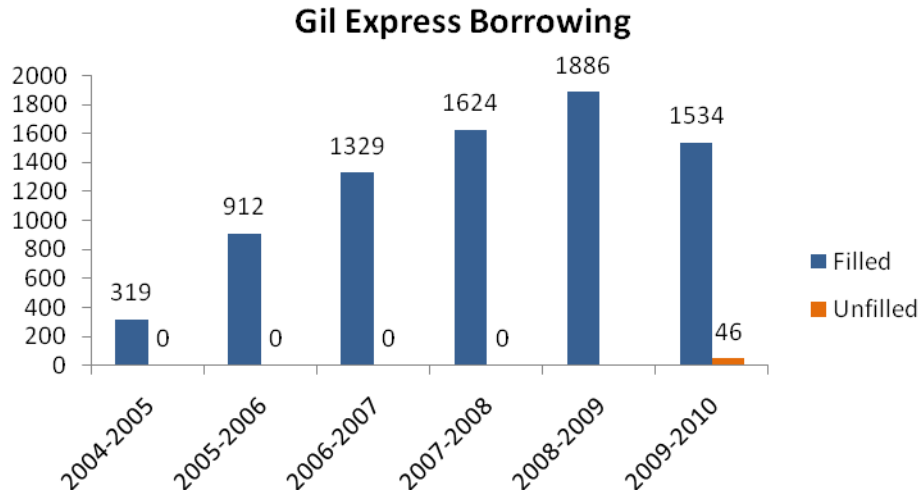
ILL Borrowing



ILL Lending



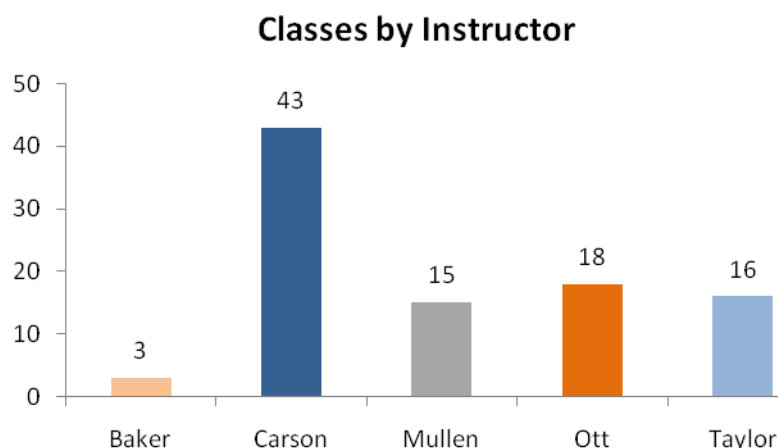
Gil Express borrowing and lending remained consistent this year with a slight drop in the number of materials processed. If we lose this service, the increase cost for Interlibrary Loan services will be dramatic.



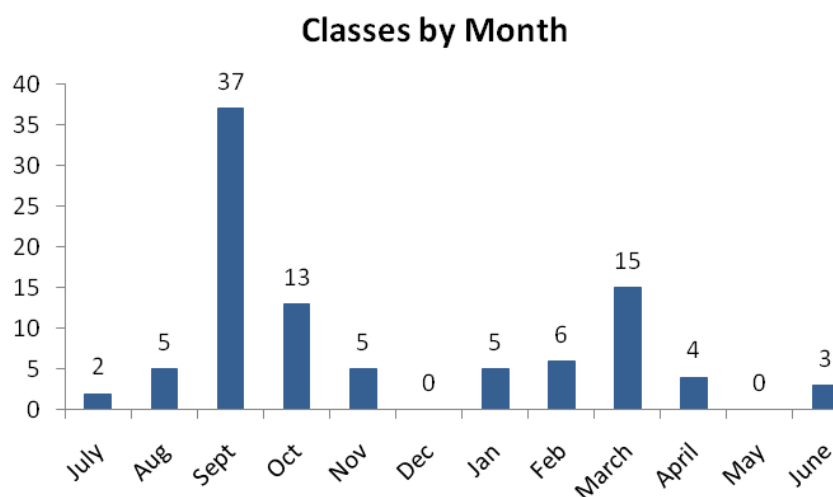
Both services provided by the Resource Sharing department are necessary for the library to provide the best service possible. The statistics support the consistent use of these services. With the addition of multiple Master Degree Programs and steady enrollment, we expect the demand for these services to remain constant or increase.

Instruction:

The Instruction Department of the library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Yalonda Carson. She coordinates the scheduling of the instruction room and who teaches each class. She also maintains the statistics for this service. The librarians who teach are Gordon Baker, Yalonda Carson, Katherine Ott and Joan Taylor. Kara Mullen graduated with her Masters of Library Science in May 2009 and was put into the instruction rotation.

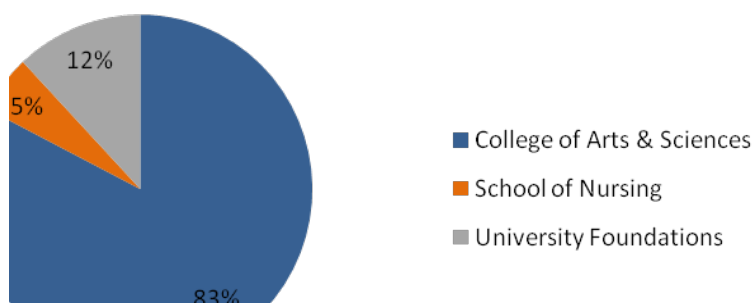


For the year, the library taught 95 library instruction classes primarily in the Fall semester. We reached 1736 students in these classes.



The classes taught were primarily from the College of Arts & Sciences. The department that requested the most instruction was the Language Arts Department.

Instruction by Department

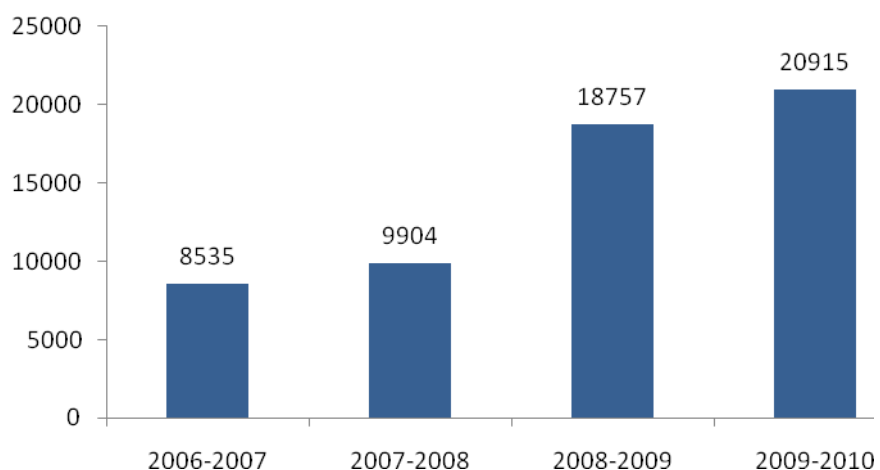


Reference:

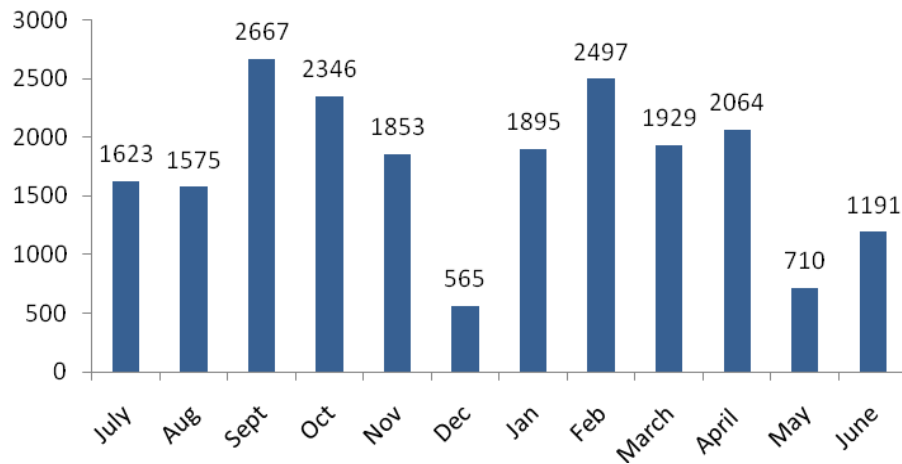
The physical reference desk was staffed 64 hours per week in the Fall, 64 per week in the Spring and 60 per week in the Summer. Virtual reference was staffed 68 hours per week in the Fall, 68 hours per week in the spring and 64 hours per week in the Summer.

The statistics for reference increased again this year. This can be attributed to the desk being staffed on a continuous basis and our multiple modes of communication.

Reference Totals

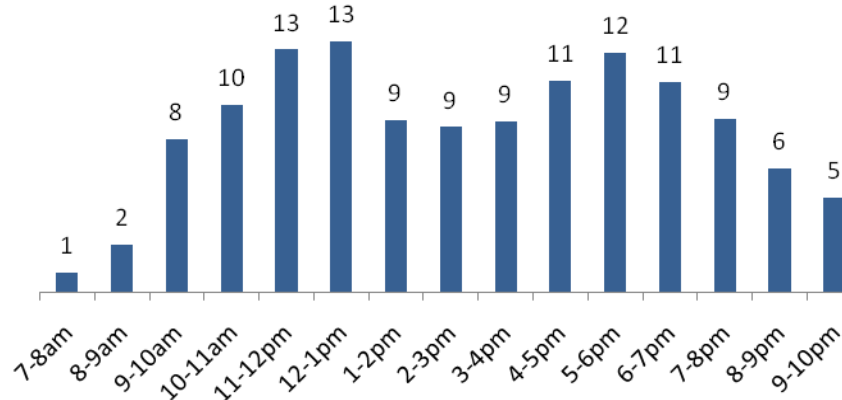


Reference Totals by Month



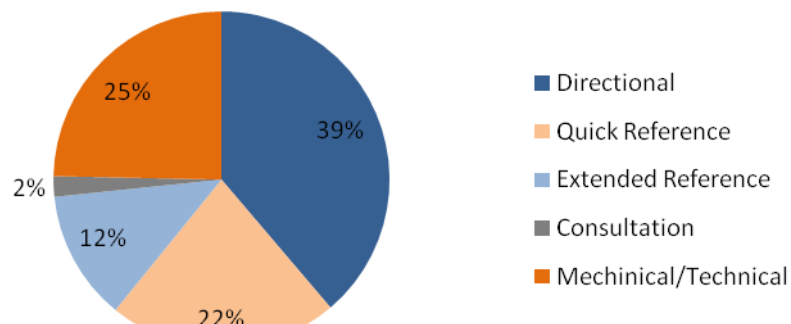
Our average hourly totals show that the desk assistance is accurately being staffed. The library anticipates staying open until 11pm starting January 2011 which should bring us up to standard with other libraries and fulfill a common student request.

Average Hourly Totals



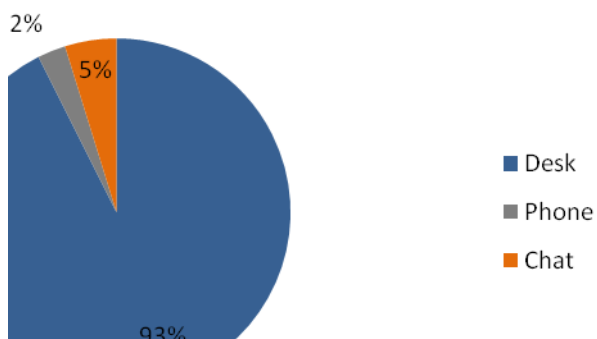
The library changed the way statistics are identified to provide more accurate reporting this year. Appendix B will show the definitions and instructions for identifying reference questions. The statistics show that directional questions are asked most often with mechanical/technical and quick reference asked frequently.

Questions by Type



There are a number of ways to contact the reference desk including in person, virtual reference, phone and email. Virtual reference continues to be a good service, but if we expect more usage we will need to start marketing the service.

Totals by Mode



The suggestion box has continued to be utilized by the patrons of the library. The majority of the suggestions this year have been about the printing in the library. They seem frustrated with the slowness of the system and the lack of software for document corrections. The temperature of the library is still a regular complaint along with the lack of quiet in the library.

Department Accomplishments:

As in previous years, the main priority for the Access & Information Services Department was to maintain the operations of the library with limited staff.

In the Summer of 2009, the library completed a complete inventory of the media collection and a complete read of the collection to make sure the materials were on the shelves properly.

In the Fall, the library completed a complete cleanup of Reserve materials, hosted the CASA Ducks, and discovered mold in the library stacks. The library also submitted three new faculty position requests.

In the Spring, two of the faculty position requests were approved for Public Services. The library hosted the Georgia Library Association's Midwinter meeting and the Helen Ruffin Reading Bowl. The library had a book sale and began the renovations of the L200 furniture. The new GIL Pin was implemented which required a restructuring of the library's instructions.

In the Summer of 2010, the library began the interview process for the new Electronic Services Librarian position.

Department Challenges:

The library funds had a slight increase this year to assist us in purchasing materials, however due to state shortfalls the money was taken back to meet our cost reductions. Therefore the library spent the majority of the money to continue our subscriptions and had little money left to purchase materials. The age of our physical collection continues to be a deficit to the university.

The staffing of the library remained consistent which caused us to reduce our hours. We reduced hours based on door statistics and headcounts which allowed us to reduce hours where least needed. However some students have expressed frustration with desk and operating hours.

The library continues to suffer from a lack of space. The library needs more space for materials and study space. We purchased new shelves this summer which caused us to rearrange the library space for Public Services.

Personnel:

The Access & Information Services Staff was stable during the 2009/2010 fiscal year. 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 positions that were approved for next year were an Electronic Services Librarian and a Weekend Services Librarian which are expected to be filled by January 2010.

There was no turn over in the permanent staff and the staff reassignments appear to be working well. The Electronic Services Assistant position was staffed by Kara Mullen. Rhonda Boozer continued to hold the Interlibrary

Loan/Reserves Assistant position and Barbara Dantzler, works as the Circulation/Gil Express Assistant.

We were able to fund two temporary librarians to assist the library with evening and weekend hours. The librarians who worked with us are Gwendolyn Bell and Tim Wojcik. Next year we anticipate the Weekend Services Librarian position replacing these two temporary positions.

The Access & Information Services Department also employed student assistants to assist with circulation, interlibrary loan and collection maintenance. The past year we have had at least 2 to 5 students during a given semester. In the Spring, we were awarded 3 work study students who helped alleviate the loss of our regular student budget.

Staff Activities:

(Professional Development, Institutional Participation, and Community Services)

Katherine Ott

Successes:

- Trained librarians to teach the CSU 1022 game
- Hosted the CASA Ducks
- Completed a SWOT for Public Services
- Assisted in writing the SACS Interim Compliance Report
- Led visioning for 2010
- Investigated mold issue in the library
- Interviewed and hired student assistants
- Created multiple SurveyMonkey surveys for various programs and committees
- Worked with the conference committee to put on the BIG 2010 Conference
- Worked the Library Book Sale
- Supervised reference volunteer Amanda
- Went to Florida to purchase materials from Mumford
- Began the interview process for the Electronic Services Librarian position

Professional Development:

- American Library Association member
 - RUSA member
 - LITA member
 - ACRL member
- Georgia Library Association member
 - Incoming Academic Library Division Vice President
- Atlanta Area BIG 2010 conference committee member
- Attended GOLD Conference
- Attended GCIL Conference
- Presented at COMO (Expanding Services without Expanding Budgets)
- Attended 2009 USG Annual Computing Conference
- Attended GLA midwinter
- Attended Technology Essentials 2010: Webjunction Online Conference
- Attended the North Georgia Association meeting
- Attended GUGM 2010 Online Conference
- Presented at BIG 2010

Meetings, Workshops, Training:

- ADP Training
- Completed Mandatory University training
- Attended meetings for Library's Promotions, Instruction and Website teams
- Attended Atlanta Emerging Librarians workshop on Marketing
- Attended workshop on Word Reference Tool

- Attended workshop on Cash Handling
- Attended workshop on Identity Theft
- Attended workshop on Disruptive students
- Attended Town Hall meeting on the Master Plan
- Presented at Laker Orientation

Institutional Participation:

- Library Steering Committee member
- Library Promotions Team oversight
- Library Website Team oversight
- Library Instruction Team oversight
- Led Public Services Meetings
- University CAPC
- University Core Curriculum Committee
- University First Year Experience Committee
- Attended University Faculty meetings
- Volunteered for Safe Space

Community Service:

- Volunteered to work the Susan G. Komen 3 Day walk in Atlanta
- Volunteered at the Helen Ruffin Reading Bowl

Rhonda Boozer

Successes:

- Completed Judging List for Georgia State Media Festival
- Updated GLA Paraprofessional Website
- Gathered Committee and sent out 2010 GLA Paraprofessional Grant Information
- Reserves Inventory and Copyright Compliance
- Finished Inventory / Rearranging / Relabeling of the VHS / DVD Collection
- Updated the Reserves Form
- Updated the Reserves Guidelines
- Completed ILL Inventory
- Completed Clean-up / Reorganization of the Circulation Area

Professional Development:

- Member GLA – Georgia Library Association
 - COMO Store Chair
 - Publicity Chair - GLA Paraprofessional Division
 - Awards Chair - GLA Paraprofessional Division
 - Webmaster for 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

Meetings, Workshops, Training:

- Attended Google Book Search Webinar
- Attended Cinahl@Ebscohost Webinar
- Attended Library Staff Meetings
- Attended Discovering Our Way to GIL Find Webinar
- Attended Getting Started with Odyssey Standalone for Article Delivery Webinar
- Attended Library Furlough Meeting
- Attended Find It at GALILEO Open URL and SFX with the GALILEO Environment Webinar
- Attended Required Training:
 - Americans with Disability Act
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
- Attended Library Ergonomic Training for Stacking Webinar from Board of Regents
- Attended Circulation Department Meeting
- Attended Best Practices for the New OCLC Directory Webinar
- Attended Technology Essentials 2010 Conference (Webinar)

- Attended PIN Implementation in GIL Webinar
- Attended Everything You Wanted to Know About MARC but were Afraid to Ask Webinar
- Attended Staff Development Day:
 - Library Staff Meeting
 - Jeopardy Session
 - Public Services Meeting
- CSU Security Training Webinar
- Attended GLA Paraprofessional Division Skype Meeting
- Greening ILL Webinar
- Library Staff Meeting with Dr. Hynes
- Member of the Electronic Services Search Committee
- Collection Development Team Meetings
- Customer Service Training
- Library Social Team Meetings
- Participated in the project to shift the Circulation Collection to the new shelving
- Participated in the Library's book sale
- Evaluated applications for the GLA paraprofessional grants and participated in the selection of winners.
- Attended on-line meetings of the GLA Paraprofessional Division
- Attended GLA COMO Store Skype Meeting

Institutional Participation:

- CSU Benefits Fair
- Attended Women's Forum Auction
- Completed USG Employee Survey
- Attended BCM Skype Meeting
- Attended Campus Wide Budget Discussion Forum
- BCM Advisor

Yalonda Carson

Successes:

- Weeded nursing collection
- Munch & Learn Workshops
- LINGO game (library interactive network game orientation)
- Completed faculty webpage

Meetings, Workshops, Training:

Meetings:

- Laura, Gale: Nursing/GVRL Trial and Pricing
- Ty Sweatman Rittenhouse Book Distributors Southeastern Sales Representative
- Trisha Gargaro, Circulating & Inbound Sales, Associate Account Manager
- Gale | Cengage Learning
 - BIG conference
 - Georgia Tech Library
 - North Georgia College & State University

Training:

- Right – To – Know (RTK)
- Ethics – Use Clayton State Network ID and Password
- Sexual Harassment
- Customer Service
- Basic CINAHL and Advanced CINAHL
- JSTOR tutorial
- LEXISNEXIS
- Nursing Resources Center

Institutional Participation:

- Faculty Staff fund Drive
- Instruction Team
- Promotions Team
- Toastmasters International
- Undergraduate Policy Council
- Media Festival
- The Employee Benefits Fair
- StartSmart New Student Conference/2009 & 2010
- Faculty-Staff Shoot Out
- Mama Patience - Southern Crescent Toastmasters Contest
- Helen Ruffin Reading Bowl
- Library Lunch for Staff Development Day
- Library Book Sale

Barbara Dantzler

Professional Development:

- Webinar: Google Book Search Blogged
- GLA PACE (professional and Continuing Education Interest Group) Webinar
- January Mid-Winter Conference
- TECH Essential 2010: Web-Junction Online Conference
- Online Wimba presentation on GUGM meeting space
- Mid-Winter Conference
- University System of GA Staff Council Quarterly meeting

Workshop/Meetings/Training:

- LINGO meetings
- Wesley Foundation Board meetings (4)
- Laker Angels meetings
- Laker Angel Benefit Fair
- GIL Training
- Completed Circ Annual Report
- OPAC meetings
- New Student Convocation meetings
- STAT Courier Client Services Assessment Survey
- Customer Service workshop
- Cash handling workshop
- Attended the Dr. Hynes Mandatory meeting
- Staff meeting (4)
- Promotions Team meeting

Institutional Participation:

- Library Birthday Social Hour
- Poetry Night: A meeting of the Minds
- Laker Fiesta
- Hispanic Heritage Celebration
- Fund Drive Kick-off
- Clayton State 40th Celebration
- Hot Dog Rally
- "I am My Brother's Keeper" Group discussion
- CSU Basketball Shoot-Out
- Staff Council Social Connect
- Tree Lighting Ceremony
- Laker Angels Christmas Party
- SAC Student Organization Holiday Celebration
- Christmas Concert at St. Paul AME (co-worker Bruce)
- Intermediate Usher Board Church Christmas party

Community Service:

- Secretary of one division of my church Usher Board
- Teach teen Bible Study's at church
- Musical event held at the Riverdale Community Center
- Member of the Women of Destiny

Kara Mullen

Successes:

General

- Assisted Robin Grant of Macon State College Library with Facebook applications
- Assisted in projects related to the painting of the library
- Assisted HUB personnel with the set up and implementation of new Circulation Desk network credentials
- Coordinated with Joan Taylor a shifting plan for the Reference Collection
- Created a shifting plan for the Circulating Collection

Electronic Services

- Web Development
- Web Team Leader
- Coordinated the launching of the new website design, July 2009
- Produced Camtasia videos: Web Tour, GALILEO Password, and Get My PIN
- SWAN maintenance for Library tab
- Facebook enhancements: added meebo widget to support Ask a Librarian service
- Suggestion form added to Subject Guides webpage
- Worked with Adam Kubik to implement Recaptcha for all online forms
- Added LexisNexis direct links for subject specific power searches to legal research, health care management and health sciences subject guides

Electronic Resources

- Added GALILEO toolbar to public desktops
- Updated IP ranges for all vendors to recognize Laker Hall as on campus users
- Began collecting usage statistics for databases
- Integrated MathSciNet, Business Company & Resource Center and GVRL as GLRI resources
- Added GVRL access point to Find Books webpage
- GIL-Find Checklist participant

Instruction

- Instruction Team member
- Hosted the IB Biology students from Lovejoy High School
- Academic Search Complete Munch & Learn Session
- Taught sections of CSU 1022, ENGL 1101, ENGL 1102 and HIST 4850

Professional Development:

- Georgia Library Association
- Midwinter Conference
- Library Day
- AEL: Atlanta Emerging Librarians Meetings
- Southeastern Library Association
- American Library Association
- Georgia Conference on Information Literacy
- EBSCO NetLibrary Advisory Council
- Presented at Atlanta Area BIG Conference

Meetings, Workshops, Training:

- GUGM
- Webinars
- Google Books
- LexisNexis Academic: new interface
- GALILEO toolbar
- JSTOR: advanced searching tips & techniques
- Webjunction Conference: technology essentials
- EBSCOhost advanced searching features & tools
- Introducing Transliteracy with Bobbi Newman
- Pivot Points for Change with Buffy Hamilton
- Workshops
- *Using Legal Resources to Resourcefully Locate the Law* by Mara Mooney
- *Dealing with Disruptive or Concerning Students* by Christine Smith
- CID Training sessions
- Camtasia – recording your lecture
- Word 2007
- Excel 2007 – working with charts
- Campus Training Sessions
- Security Awareness
- Safe Space
- Library Staff meetings
- Public Services Staff meetings
- Library Staff Development Day
- Library Team Meetings

Institutional Participation:

- CSU Foundation Hot Dog Rally
- Budget and Initial Open Discussion meeting
- Benefits Fair
- Visual & Performing Arts Faculty Showcase
- Women's Forum Chili Cook Off
- Holiday Tree Lighting ceremony
- Campus Basketball Shoot Out Competition
- Health Sciences Annex Groundbreaking Ceremony

- Clayton State University Service Awards
- State of the University Address

Joan Taylor

Successes:

- Served as liaison librarian for English Department, Legal Studies/Paralegal Programs, Department of Psychology, and Criminal Justice Program.
- Taught library orientation classes for English 1101/1102, Freshman Orientation (CSU 1022), and various specialized topic classes such as history, paralegal studies, and psychology.
- Filed and updated all legal reference research resources as needed.
- Assisted library staff with shifting the entire collection.
- Completed mandatory training sessions for the University System of Georgia.
- International community outreach-Served as a volunteer consultant librarian to assist a seminary library in Lagos, Nigeria (November, 2009).
- Complete subject guide content pages for Literature, Criminal Justice, Psychology, Health Care Management, and Organic Chemistry.
- Serving second year as Instruction Team Leader.
- Received instruction to prepare, record, and tally daily, monthly, and annual reference statistics using **Google Docs** and **Excel**.
- Recommended electronic and print resources for addition to the Clayton State Library collection.
- Wrote a draft of the collection development policy for the CSU Library Reference Collection.

Professional Development:

- Served on the GALILEO/GOLD Advisory Committee- 3rd year
- Served on the GALILEO Steering Committee as a GOLD representative for medium sized academic libraries.
- Completed training sessions webinars and/or (in person updates at conference) for: (LexisNexis, Ebsco, MARC Training for Non-Catalogers. PubMed new interface.
- Attended the Annual GOLD Conference and the GLA Winter Meeting.
- Serving on the Georgia Library Association Scholarship Committee.

Institutional Participation:

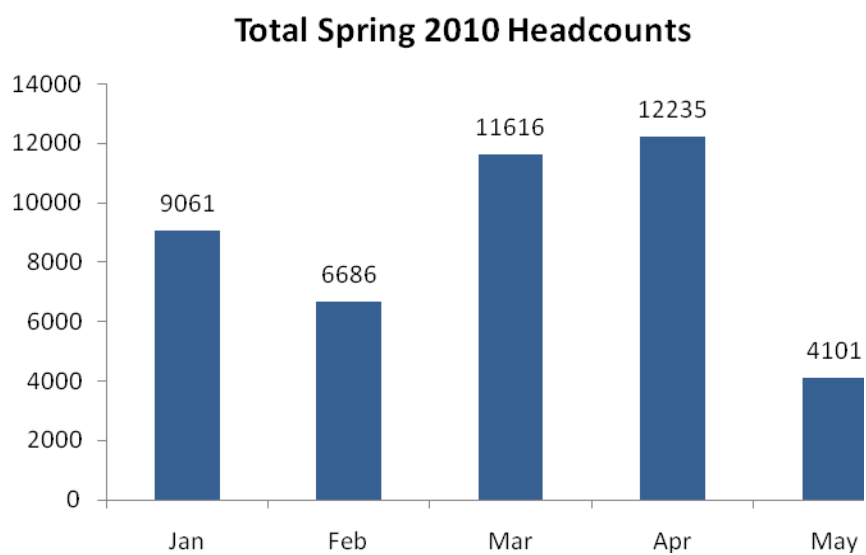
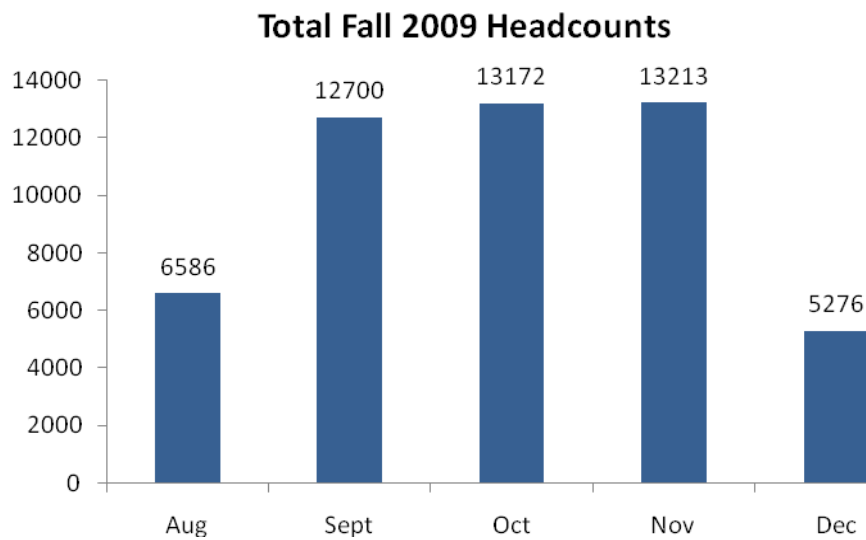
- Annual CSU Library Book Sale
- Campus Spring Health Fair-National Kidney Foundation –kidney health awareness table
- Laker Angels Club
- Served on Faculty Senate

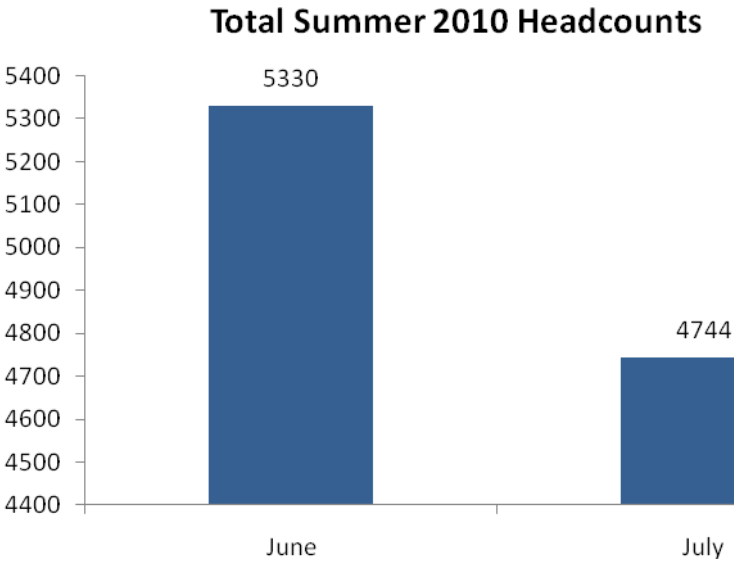
Department Goals for the coming year:

1. Maintain efficient running of service departments in the library including developing, implementing and maintaining service operations and oversight of the library facility and materials to ensure easy access and proper staffing.
2. Enhance library efficiency by offering a variety of service options. Develop, maintain and review on a regular basis the service options currently offered. Explore and create new methods of service as needed.
3. Increase marketing of the library by providing low cost programs and participating on campus.

Appendix A
Additional Departmental Statistics and Charts
2009-2010

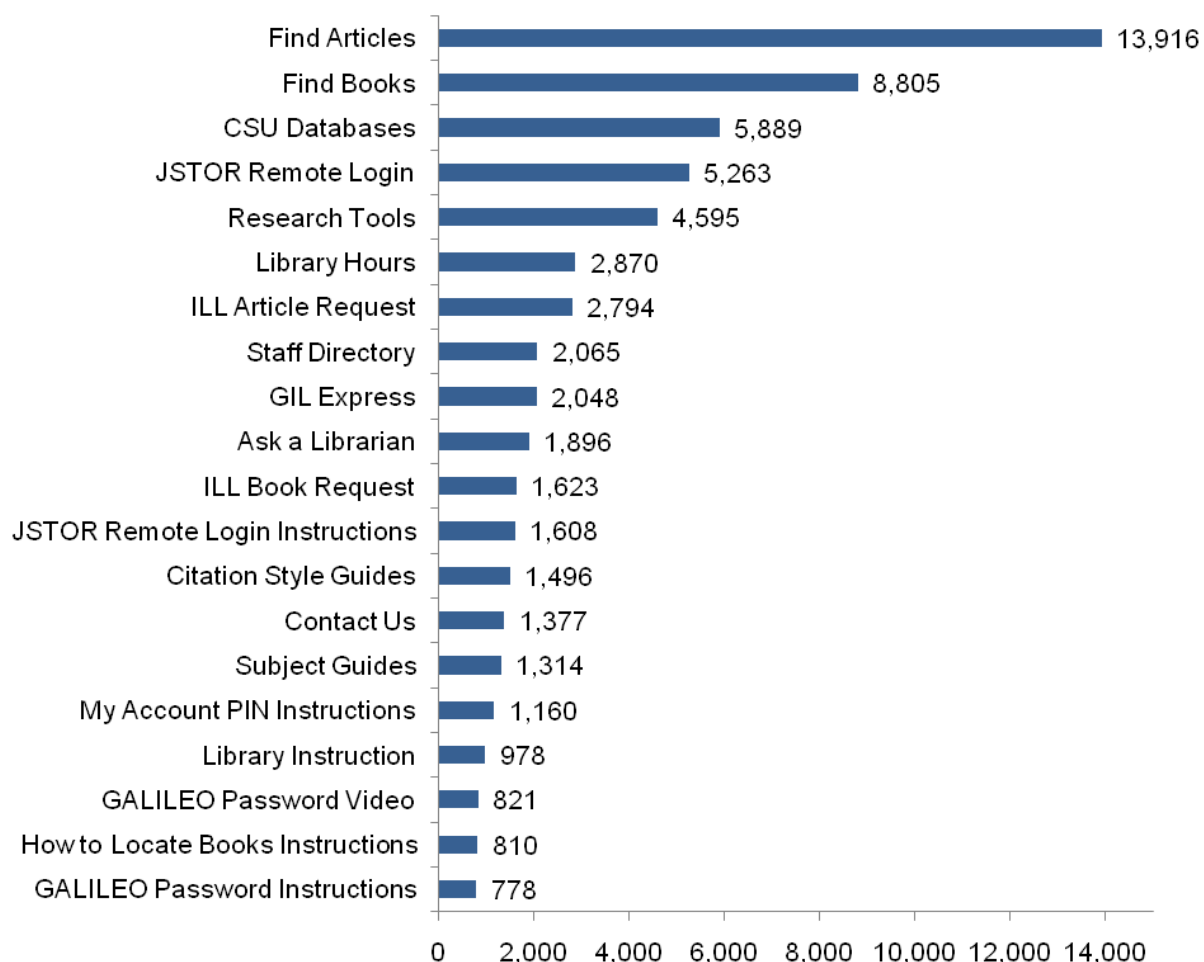
Library Headcounts:



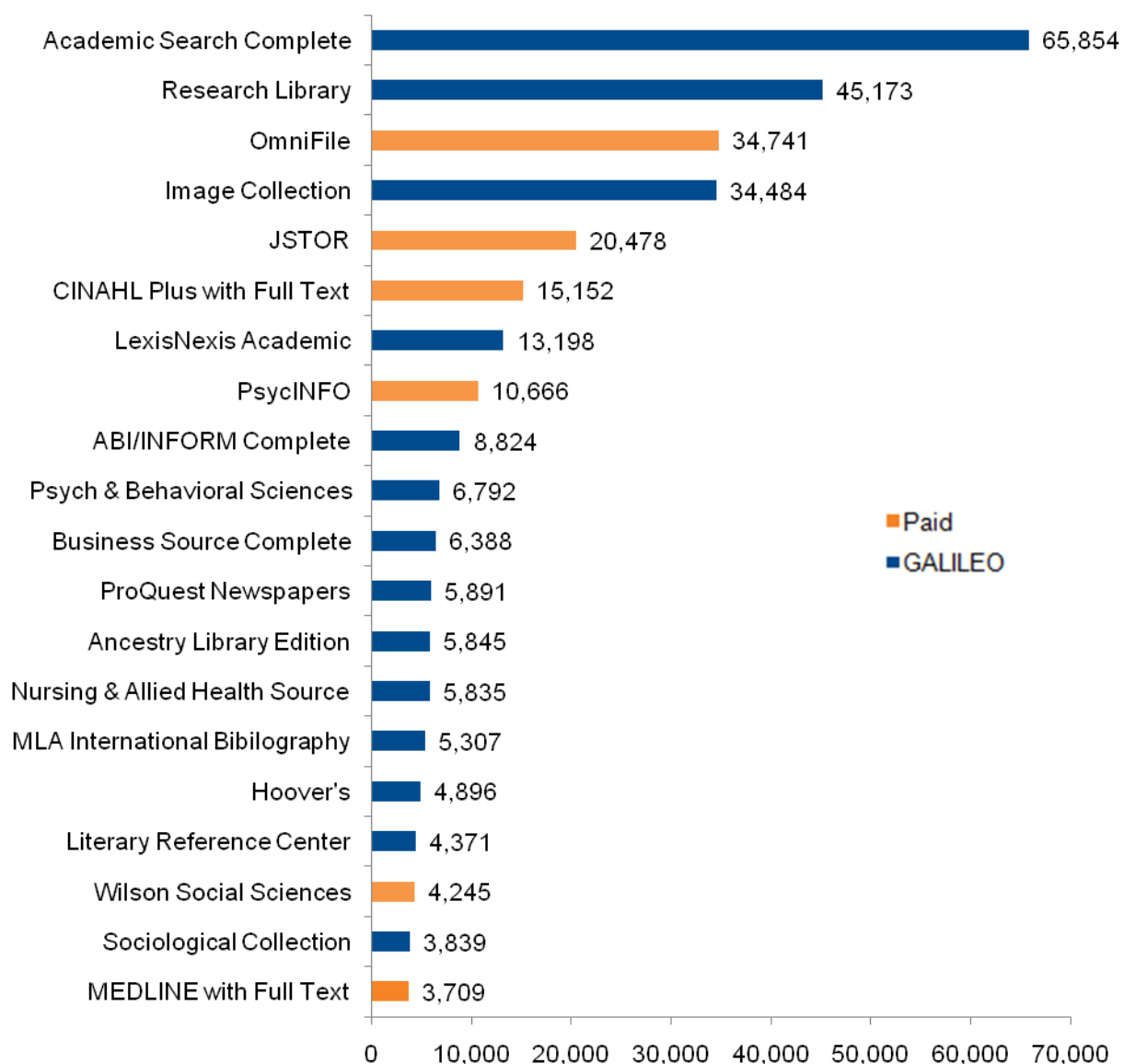


Electronic Services:

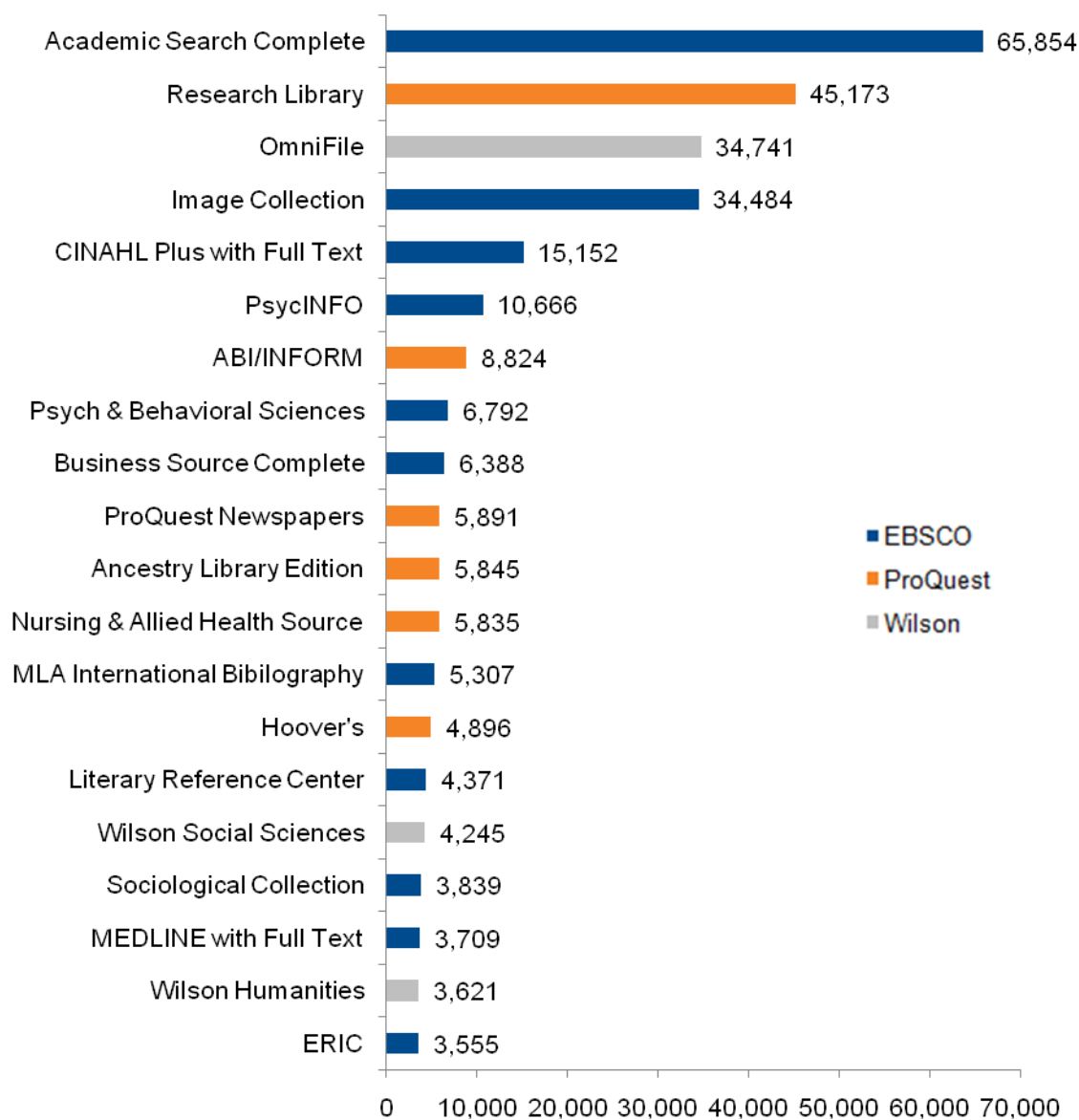
Top 20 Webpages



Top 20 Databases

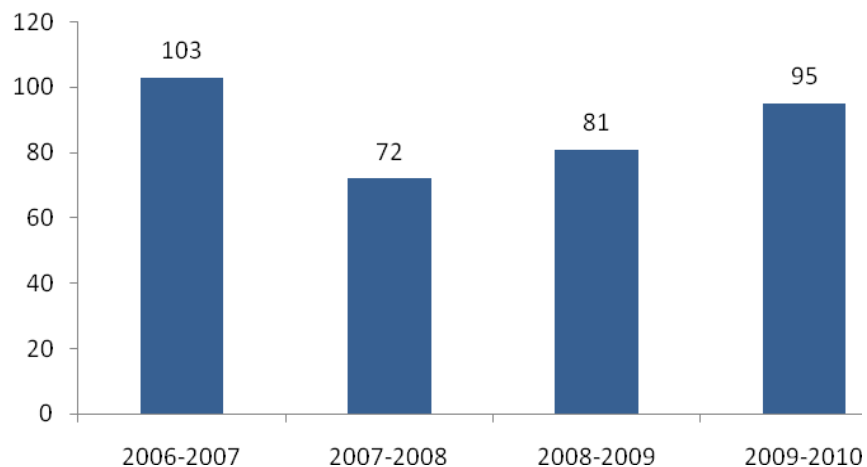


Top 20 Databases by Vendor

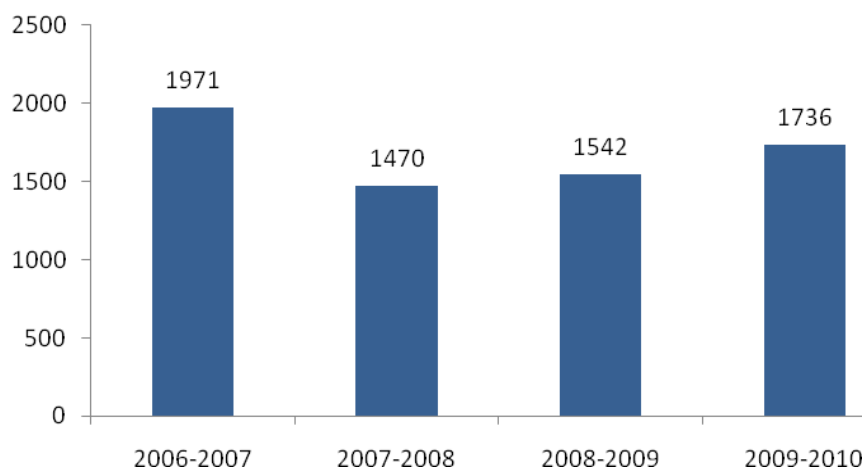


Instruction:

Instruction Classes Taught



Total Students Taught



Appendix B

Reference Statics Policy

Reference Statistics Policy

Each question should be tallied on the Reference Statistics Sheet. One person may ask 5 questions and you will tally the 5 questions in the appropriate areas.

Directional

Questions that do not involve the knowledge, use, recommendations, interpretation or instruction in the use of any information sources other than those that describe the library.

Examples:

- Directions for locating facilities
- Hours of operation
- Staff members

Reference Questions:

Information contact that involves the use, recommendation, interpretation or instruction in the use of one or more information sources or knowledge of such sources.

Examples:

- Help using databases/ books/ online materials
- Help using Ready Reference materials
- Help interpreting resources
- Help with the catalog and locating material in the stacks

Quick Reference

Transaction per question lasts 1 to 3 minutes

Extended Reference

Transaction per question lasts 3 to 10 minutes

Consultation

Transaction per question lasts more than 10 minutes

Remember that you are tallying the number of questions you answer, not the number of people you help.

Example: You have one person who asks 5 quick reference questions, 2 extended references and 2 consultation questions. You will tally 9 questions in the appropriate boxes...not just 1 consultation.

Mechanical/Technological

Transactions assisting users with the equipment in the library

Examples

- SmartPrint
- VTs
- Copiers
- Configuring Laptop to print

Clayton State University Library
Technical Services Department
2009/2010 Annual Report

Submitted by

Cathy Jeffrey
Head of Technical Services Department
Clayton State University Library

Clayton State University Library
Technical Services Department
2009/2010 Annual Report

Submitted by Cathy Jeffrey, Head of the Technical Services Department

Overview

FY2010 was highlighted by the service that the members of the Technical Services Department provided to organizations both on campus and around the state. Heidi Benford was elected to serve as the Chair of the Clayton State Staff Council during FY 2010. As part of this service Ms. Benford also served on the Administrative Council, the Institutional Review Board and the Provost's Staff Advisory Council. In addition to her service to Clayton State, Ms. Benford also served as Chair of the Georgia Library Association Paraprofessional Division. Cathy Jeffrey served as Treasurer of two professional organizations, the Georgia Library Association and the Georgia Council of Media Organizations. Adam Kubik served as Chair of the Georgia Library Association Technical Services Interest Group and as Vice Chair/Chair Elect of the Georgia Library Association Interest Group Council. Cathy Jeffrey and Adam Kubik both served on Faculty Senate with Cathy Jeffrey also serving on the Faculty Senate Bylaws Committee and the Provost's Faculty Advisory Council. Laura Herndon served as Secretary for the Georgia Library Association Paraprofessional Division. Three department members served as chairs of Library Teams.

In addition to this strong commitment to service, the department staff members continued to execute their primary functions of ordering, cataloging and processing materials for the Library's collections. The Library's book collection now totals 88,818 volumes. An additional 25,000 bound periodical volumes bring the bound volume total to 113,818 volumes. There are an additional 293,862 audiovisual and microform pieces owned by the Library bringing the total collection to 407,680. For a detailed summary of additions to the collection during FY2008 see Appendix B.

This year the Technical Services Department worked on several projects to improve the Library's collection, the Library's on-line catalog and the Library's web site. The Technical Services Department completely revised the Department Manual and made it available from the Department's web site. The manual was enhanced by providing access to web sites, documents and forms that are now available in one place for the first time. Technical Services Department staff eliminated the backlog of books needing repair and of periodical microfilm donations. The Incomplete Periodical Project continued adding 66 bound periodical volumes to the Library's Collection. 888 titles in the Dendinger Collection were fully cataloged with updated bibliographic records added to the Library's online catalog. In addition, 544,503 corrections to records were made as part of the database management function.

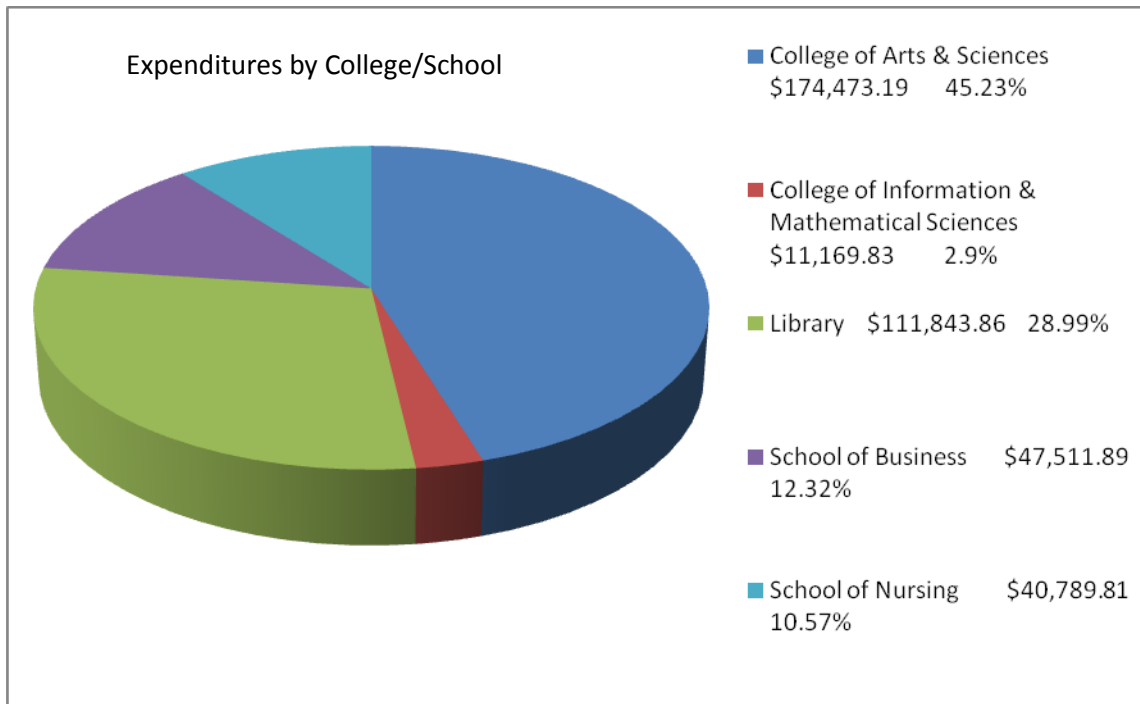
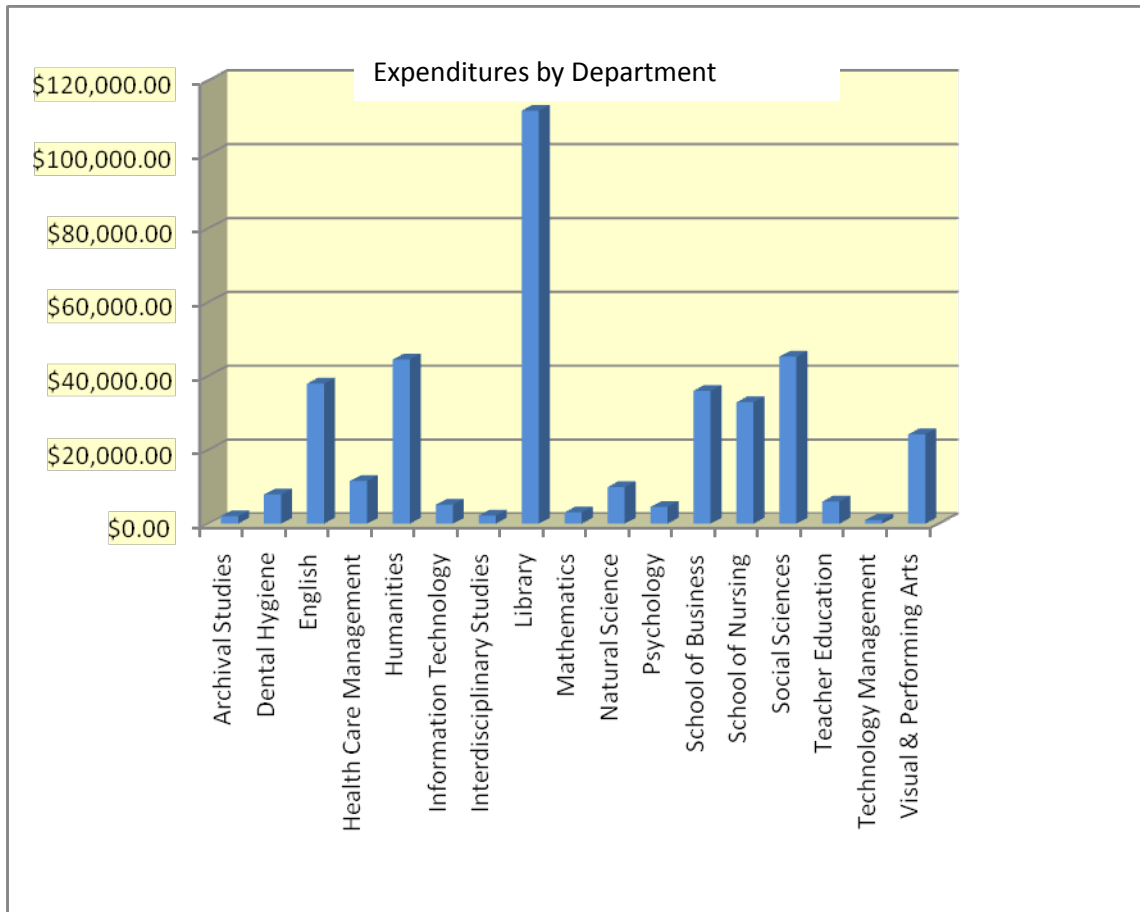
Library Expenditures

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.

Expenditures by Department/School

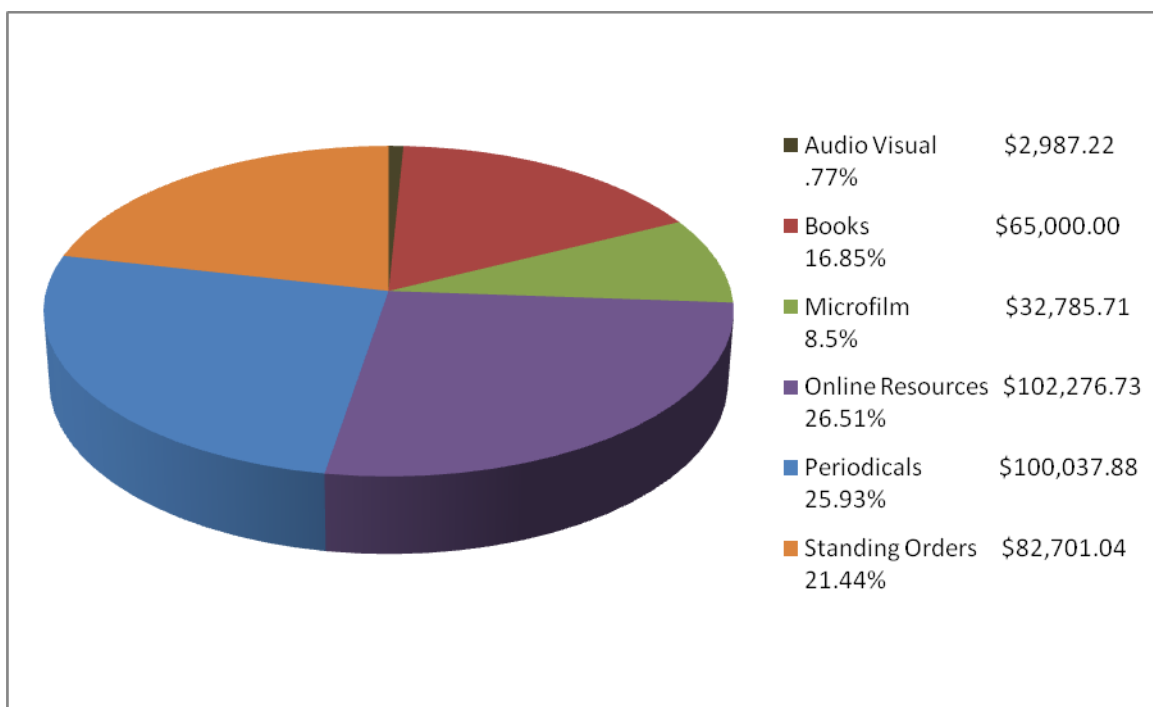
School	Expenditure	Percent of Budget
College of Arts & Sciences		
• English	\$37,922.52	9.83%
• Humanities	\$44,484.73	11.53%
• Interdisciplinary Studies	\$2,201.00	0.57%
• Natural Science	\$9,898.76	2.57%
• Psychology	\$4,533.44	1.18%
• Social Sciences	\$45,233.24	11.72%
• Teacher Education	\$5,999.94	1.56%
• Visual & Performing Arts	\$24,199.56	6.27%
Total	\$174,473.19	45.23%
College of Information and Mathematical Sciences		
• Archival Studies	\$2,000.00	0.52%
• Information Technology	\$5,119.58	1.33%
• Mathematics	\$3,050.25	0.79%
• Technology Management	\$1,000.00	0.26%
Total	\$11,169.83	2.9%
Library	\$111,843.86	28.99%
School of Business		

• School of Business	\$35,970.18	9.32%
• Health Care Management	\$11,541.71	2.99%
Total	\$47,511.89	12.32%
School of Nursing		
• Dental Hygiene	\$7,899.36	2.05%
• School of Nursing	\$32,890.45	8.53%
Total	\$40,789.81	10.57%
Total	\$385,788.58	100.00%



Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$2,987.22	0.77%
Books	\$65,000.00	16.85%
Microfilm	\$32,785.71	8.50%
Online Resources	\$102,276.73	26.51%
Periodicals	\$100,037.88	25.93%
Standing Orders	\$82,701.04	21.44%



Accomplishments

Below are highlights of the Technical Services Department activities for FY2010. Individual achievements of the Department staff members can be found in the Staff Activities section of this document.

1. During FY2010 the Technical Services staff placed orders for 1,320 titles and received 2,511 items. 1,612 new titles were added to the collection with a total of 3,328 items. The staff made 544,503 updates to records in the online catalog. 3,185 items were processed for the shelf. 117 volumes were repaired in house and 761 volumes were sent to the bindery. A statistical summary of the work accomplished by the Department this year can be found in Appendix B with full details available in Appendix D.
2. Revision of the Technical Services Department Manual was completed. The Manual was mounted to the Library web site where it is available as a reference tool for all Library staff. It has also been accessed by other libraries as a resource in developing technical services procedures.
3. Several projects to improve the integrity of the on-line catalog were undertaken. Changes made include: converting 1623 genre headings from a 650 to the proper 655 tag; adding a first indicator of 0 to the 852 field of about 200 MFHDs lacking a first indicator; adding an 007 field to 191 MFHDs with a location code of av aud cd and no 007; converting 041b to 041j in moving image bib records (about 700 records); updating bib records containing three old pattern subdivisions of subject headings which have been unauthorized for many years; adding the genre heading "Filmed operas" to 103 bib records; adding a 650 field "Large type books" to 35 bib records that were indicated as large type or print in a 250, 300 or 5XX field; updating approximately 60 bib records for various atlases from the "book" format to the "map" format; and, applying updates in conjunction with OCLC's implementation of Technical Bulletin 258 in late May 2010: (1) Changing the fixed field "Form" code from "s" to "o" (a new code) for NetLibrary bib records (about 26,000 records) and (2) implementing new codes that were added to the fixed field positions "Comp" and "FMus" (about 25 records).
4. Department staff worked on several projects including: the project to improve periodical holding display in the online catalog; the project to bind incomplete periodical volumes; a revised shelf arrangement for current newspapers; a project to clean mold from volumes in the Periodical Collection; a project to inventory the Circulating Collection; a project to evaluate copy cataloging procedures.
5. Technical Services has joined with other departments to continue the work of Library Teams. All members of the Technical Services staff have

actively participated in the team structure. Members of the Department serve in leadership roles. Adam Kubik continues to serve as chair of the OPAC Team; Heidi Benford and Cathy Jeffrey served as chair of the Collection Management Team for a portion of the year; Heidi Benford also served as chair of the Social Team. Cathy Jeffrey provides oversight for the OPAC Team. Technical Services Staff members worked on the following Team projects during FY2010: Technical Services staff assisted at the Circulation Desk during fall semester; Heather Walls participated in the creation of a display for Banned Books Week ; Cathy Jeffrey coordinated display cases highlighting the study abroad program; Cathy Jeffrey and Adam Kubik created subject guide pages for the Library Web site; Heidi Benford planned social functions for the Library staff : Heidi Benford and Cathy Jeffrey assisted with the Homecoming Door Decoration; Cathy Jeffrey, Heidi Benford and Laura Herndon worked on the Library Collection Development policy; Adam Kubik revised web pages to include the Recaptcha widget to block automated submissions; Technical Services staff participated in the Library book sale; department staff assisted in projects to prepare for painting and the installation of new shelving; Laura Herndon and Adam Kubik assisted in the test of the GIL-Find catalog.

6. The Library filled in gaps in its periodical holdings this year. Missing issues were purchased to complete volumes that had not been bound. The Library took advantage of several opportunities to acquire periodical bound volumes and microfilm that were being withdrawn from other libraries. These acquisitions improved the Library's periodical holdings at a modest cost.
7. The backlog of books needing repair was eliminated.
8. The project to move items in the Dendinger Collection out of storage continued. Eight hundred and eighty eight titles were fully cataloged and moved to the regular A-V shelves.
9. Technical Services staff assisted other libraries in solving problems with thermal transfer printing and Cataloger's Toolkit. Libraries assisted included: Oklahoma State University-Tulsa, Georgia State University, Georgia Perimeter College; Lawrence Public Library, Lawrence, Kansas; Columbus State University
10. Additional shelving units were added to the shelving area in the department that is used to house materials waiting to be cataloged. Other work areas were rearranged to accommodate the additional shelving.

Personnel

The Technical Services Staff was very stable during the 2009/2010 fiscal year. There was no turn over in the permanent staff. The two professional positions in the Department were filled by Cathy Jeffrey, Associate Dean of Libraries and Adam Kubik, Catalog Librarian. The three staff positions were held by Heidi Benford, Acquisitions Assistant; Laura Herndon, Periodicals Assistant; Heather Walls, Catalog Assistant. For more information on the work of the permanent staff see the Staff Activities section of this document.



Shakitta Marshall continued her work in Technical Services as a student assistant during the Summer semester of 2009. Her primary responsibilities were preparing books for the shelf, book repair and shelving new periodical issues. Miss Marshall's class schedule limited the number of hours that she was available for work during the Fall and Spring semesters. She intends to continue her work in the Technical Services Department during Summer 2010.

Janei Ivey began work as a student assistant in the Library in the Spring of 2010. She was assigned to Technical Services for a portion of her hours and began work on the inventory project. Miss Ivey made good progress on the project and hopes to return to work in the Library in the Fall of 2010.

Julian Stevens volunteered in the Technical Services Department during Spring Semester 2010. Mr. Stevens assisted with processing, periodical shelving and a variety of other tasks. His contributions were welcome and helped to offset Miss Marshall's absence.

Lance Mealer joined the department in May as a student assistant. He was on loan from the Public Services Department to continue work on the inventory project.

Staff Activities

Heidi Benford



Successes

- Heidi Benford was elected as a delegate to Staff Council.
- Heidi Benford was elected to serve as Chair of Staff Council.
- Began working assigned hours at the Circulation Desk.
- Assisted in the update and revision of the Acquisitions section of the Technical Services Manual.
- Participated in the project to prepare the Library for the installation of new shelving.
- Participated in the project to shift the Periodical Collection to the new shelving.
- Organized CSU Staff Appreciation Day
- Heidi Benford participated in the planning and implementation of the Library Lingo StartSmart program for entering freshmen.
- Participated in the Library's book sale.
- Processed orders for 1,318 titles
- Received and processed invoices for 2,058 volumes
- Checked-in and processed invoices for 450 volumes received on standing order.

Professional Development

- Georgia Library Association
 - GLA member
 - Chair the Georgia Library Association Paraprofessional Division.
 - Member of the Georgia Library Association COMO Store Team
 - GLA Executive Board member
 - GLA-COMO Store on-sight co-coordinator
- Attended Georgia COMO Conference, Oct. 6-9, 2009. Presented a program title "Are you smarter than a Para-Pro" Oct. 8, 2009. Coordinated the staffing of the GLA COMO store and was in charge of set up and take down of the GLA COMO store.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Dec. 5, 2008.

- State Media Festival Committee
 - Committee Member
 - Served as food coordinator of the State Media Festival
- Attended an on-line meeting of the GLA Paraprofessional Division.
- Attended the Excel Tune Up Workshop which introduced new features found in Excel 2007

Meetings, Workshops, Training

- Attended a Google Book Search webinar.
- Attended Introduction to Microsoft Word 2007
- Attended the GIL-Opac Committee presentation introducing the new GIL-Find catalog interface, Aug. 24, 2009.
- Attended the State Staff Council meeting, Oct. 15, 2009.
- Completed mandatory Customer Services Training
- Attended P-Card training meeting
- Completed required on-line training modules
 - American with Disability Act
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
 - Security Awareness
- Attended National Archives MLK Genealogy Presentation and Introduction to “Documented Rights”, Jan. 20, 2010.
- Attended Cash Handling Training
- Attended the State of Georgia Purchasing Expo
- Toured the new library at North Georgia College and State University
- Attended the 2nd Annual Georgia P-Card Summit Conference, May 12, 2010.
- Completed American Red Cross CPR/First Aid Training
- Library Team meetings
 - Dedicated 44 hours to Team meetings and activities
- Collections Management Team
 - Team Leader
- Promotions/Marketing Team
 - Team Member
 - Co-Chair of the Gift Fund
- Social Team
 - Team Leader
- Technical Services Team
 - Team Member

Institutional Participation

- Provost's Staff Advisory Committee member.

- Staff representative on the Institutional Review Board.
- Assisted in preparation for the Library luncheon with CSU Interim President Thomas Hynes.
- Faculty/Staff Appreciation Committee member.
- Staff representative to Administrative Council
- Member of the Constitution Week Planning Committee.
- Staff Council – Chair
- USG State Staff Council member
- Women's Forum Auction Team member.
- Student Orientation Leader Group interviewer.
- IRB Committee member.
- Attended MLK Week Celebration Performances
- Faculty/Staff Challenge Committee member
- Attended Alumni Association Homecoming Breakfast
- Participated in the Faculty Staff Shoot Out Event
- Organized the Staff Council Campus Connect Event
- Participated in events on campus including: Faculty/Staff Fund Drive Hot Dog Rally; Constitution Week events; Employee Benefits fair; University Health Services Fair; Dining Services Forum; Budget Discussion Forum; Faculty/Staff Awards Ceremony; Campus Connect Socials; Health Fair sponsored by University Health Services; CSU Staff Appreciation Day; and Kingdom Campus Ministries.
- Volunteered during the campus Career Expo event.
- Volunteered to participate in the trip to Mumford Library Books to select new titles for the Library's collection.
- Appointed to serve on the Presidential Inauguration Committee
- Member of the Laker Angels.
- Collections Management Team
 - Team Leader
 - Team Member
- Promotions/Marketing Team
 - Team Member
 - Co-Chair of the Gift Fund
- Technical Services Team
 - Team Member
- Social Team
 - Team Leader

Community Service

- Volunteered with the State Media Festival.
- Girl Scout Cookie Project.

Laura Herndon



Successes

- Assisted with the update and revision of the Binding and Periodicals sections of the Technical Services Manual.
- Identified and reported an increasing problem with mold/mildew in the Periodical Collection. Participated in an inspection of the entire Periodical Collection.
- Participated in the project to prepare the Library for the installation of new shelving.
- Participated in the project to shift the Periodical Collection to the new shelving
- Assisted Valdosta State library science student, Cindy Barton, by participating in an interview on serials
- Began working assigned hours at the Circulation Desk.
- Revised the arrangement of the current newspaper hanging files. The number of months retained was reduced to two for all newspaper titles and the files are now marked as current or previous month. This new arrangement is a significant improvement over the previous version making the current newspapers easier for patrons to use.
- Rearranged periodicals in stacks to accommodate donated bound volumes and microfilm.
- Participated in the evaluation of the Clayton State Gil-Find catalog.
- Completed the process of adding the backlog of periodical microfilm and bound volumes that were made available by Waycross College and Kennesaw State University including shifting existing volumes in the periodical collection to make room for these additions.
- Continued work on the incomplete periodical project. Missing issues were purchased to complete volumes that had not been bound.
- Worked with other libraries to acquire periodical bound volumes and microfilm that were being withdrawn. These acquisitions improved the Library's periodical holdings at a modest cost.
- Participated in the Library's book sale.
- Processed 155 claims/requests for missing periodical issues.
- Prepared 772 volumes for shipment to the bindery and received and processed them when returned.
- Added 601 rolls of microfilm to the collection.
- Added 386 volumes to the collection.

Professional Development

- Georgia Library Association
 - GLA Member
 - GLA-COMO Store Committee member
 - Secretary of the Paraprofessional Division
- Attended Georgia COMO Conference, Oct. 7-9, 2009.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 29, 2010
- Served as a judge at the Henry County and State Media Festivals.
- Evaluated applications for the GLA paraprofessional grants and participated in the selection of winners.
- Attended an on-line meeting of the GLA Paraprofessional Division, July 7, 2009.
- Attended the 2010 GUGM Online Conference, May 20, 2010

Meetings, Workshops, Training

- Attended Google Book Search webinar, July 14, 2009.
- Attended ADP Portal training, July 17, 2009.
- Attended *Introduction to Word 2007* workshop, July 22, 2009.
- Attended the GIL-Opac Committee presentation introducing the new GIL-Find catalog interface, Aug. 24, 2009.
- Completed mandatory Customer Service training.
- Completed required on-line training modules
 - American with Disability Act
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
- Viewed the Board of Regents training: Library Ergonomic Training for Stacking
- Attended a training session titled: *Dealing with Disruptive or Concerning Students*
- Completed annual Security Training
- Participated in a tour of the new Library at North Georgia College & State University, April 16, 2010
- Library Team Meetings
 - Dedicated 25 hours to team meetings and activities
- Opac Team
 - Team Member
- Promotions/Marketing Team
 - Team Member
 - Display Calendar Lead
- Technical Services Team
 - Team Member

Institutional Participation

- Member of the Laker Angels Group.
- Attended a meeting outlining the CSU Library Facebook page, Oct. 16, 2009.
- Participated in events on campus including: Budget & Furloughs Open meeting; attended the Employee Benefits Fair; Staff Council Campus Connect; Faculty Staff Shoot Out event; Faculty/Staff Awards Ceremony; Campus Connect socials; attended a Facilities Master Plan Town Hall Meeting; Staff Appreciation Day.
- Performed with the CSU Wind Ensemble:
 - Spivey Hall Concerts
 - CSU Christmas Tree Lighting Program.

Cathy Jeffrey



Successes

- Title changed from Head of Technical Services to Associate Dean of Libraries.
- Successfully managed the Library materials budget including reconciling the FY2009 accounts with the Business office and overseeing the FY2010 Materials Budget and the FY2009 End-of-Year Funds including the creation of the Voyager ledgers for each account.
- Completed the update and revision of the Binding, Periodicals, Acquisitions, and Book Repair sections of the Technical Services Manual.
- Managed an inventory project including: installation of software and hardware used in the project; development of procedures for the project; creation of a training manual; and training staff who will participate in the project.
- Participated in the project to prepare the Library for the installation of new shelving.
- Participated in the project to shift the Periodical Collection to the new shelving
- Completed the Technical Services FY2009 Annual Report by the deadline set by the Library Director.
- Administered the Voyager System including: contacted the services site when assistance was needed; loaded Voyager software on staff workstations; updated the Voyager calendar; initiated and monitored patron loads each semester; created and modified operator profiles and patron groups; assisted circulation staff in correcting problems encountered with Circulation Desk workstations; investigated methods to automate notices to patron that GIL Express items were available; assisted CID staff with solving a Circulation module problem; prepared reports as needed including: base periodical list for FY2010; a report for Rhonda Boozer that lists titles on reserve; a shelflist report for Rhonda boozer of the Audio CDs; reports listing audio visual materials by title and call number to be used at the circulation desk and mounted to the Library's web site; contacted service site staff to correct a problem with the "Get My Pin" function and passed along information to Library administrators that was provided by the service site regarding PIN implementation; loaded ODBC Drivers and VRS on a Tech Services workstation to support inventory procedures; installed and configured a scanner to be used for inventory; corrected the circulation method of payment statement changing Linx Card to Laker Card; discussed with Rhonda Boozer the matrix settings for reserve items explaining the

- options available and implications of changing the current settings; updated matrix settings for Library Use Only Reserves to reflect the new policy; prepared a report on the Disability Resource Center Collection for Katherine Ott; prepared a shelflist of the RTs with Circulation History for Yalonda Carson; assisted Heather Walls with the re-installation of software following a computer failure; consulted with Rhonda Boozer about a problem with her log on for one of the circulation desk workstations; reloaded the Voyager software on Rhonda Boozer's workstation; prepared a list of titles and volumes in the Reference Collection for Katherine Ott; prepared a list of titles on Reserve for Rhonda Boozer; began work on procedures for loading bibliographic records for e-books to the online catalog.
- Assisted librarians from other institutions: helped Tricia Karlin of the Lawrence Public Library, Lawrence, Kansas and Jo Nell Loepp of Oklahoma State University-Tulsa with questions regarding thermal transfer printers; assisted Jackie Radebaugh of Columbus State University with questions regarding Voyager Acquisitions.
 - Participated in the evaluation of LC copy cataloging policies and procedures. Local practices were evaluated and policies of other USG libraries were reviewed
 - Assisted in the maintenance of the Library's new web site. Regularly updated the New materials Lists and the Bindery List. Updated the Technical Services Web Site page. Prepared web pages for study guides on: Information Technology, Mathematics, African American Studies, and Women's Studies.
 - Provided training for Jennifer Duke in the use of the Voyager Acquisitions module for monitoring the Equipment and Supply budget.
 - Completed a project to clean mold from affect volumes in the Periodical Collection. Began a project to clean mold from the Circulating Collection.
 - Participated in the Library's book sale.
 - Began working assigned hours at the Circulation Desk.
 - Coordinated displays on: the CSU Study Abroad Program.
 - Cataloged 379 titles.
 - Created/updated 75 periodical holding records in Voyager and on OCLC.
 - Processed 193 volumes as Lost or Withdrawn.

Professional Development

- Attended the Excel Tune Up Workshop which introduced new features found in Excel 2007, Sept. 22, 2009
- Attended Georgia COMO Conference, Oct. 6-9, 2009.
- Attended a Webinar sponsored by OCLC titled OCLC & RDA presented by Karen Calhoun, Jean Godby, Ted Fons and Glenn Patton, Oct. 27, 2009.
- Attended a Webinar sponsored by the Library of Congress titled Cataloger's Desktop 3.0: What's new, Oct. 27, 2009.

- Attended a Webinar sponsored by ExLibris titled **Voyager Product Update 2**, Oct. 28, 2009.
- Attended a Webinar sponsored by the Library of Congress titled Cataloger's Desktop 3.0: Account management & Logging in the first time
- Attended a Webinar sponsored by the Library of Congress titled Cataloger's Desktop 3.0: Getting the Most Out of Search, Nov. 3, 2009.
- Attended a Webinar titled: Agents and architects of democracy: the struggle for the future of higher education, Nov. 3, 2009.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 29, 2010.
- Viewed the OCLC meeting recorded at ALA Annual titled "Redesigning Technical Services Workflows"
- Member of the GIL Cataloging Committee
- Member of the GIL OPAC Committee
- Member of the COMO Planning Committee for 2009
- COMO Treasurer 2009
- Georgia Library Association
 - GLA Member
 - GLA Treasurer
 - GLA Executive Board member
 - Awards Committee member
 - GLA Academic Division Nominating Committee, Chair.

Meetings, Workshops, Training

- Attended Introduction to Word 2007 workshop on July 22, 2009.
- Attended the GIL-Opac Committee presentation introducing the new GIL-Find catalog interface, Aug. 24, 2009.
- Visited Mumford Library Service to select books for the Library's collection, Aug. 4-6, 2009.
- Attended a meeting with ProQuest Representative, Sandy Schulman, Aug. 27, 2009.
- Completed required Annual Security Training
- Completed required on-line training modules
 - American with Disability Act
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
- Viewed the Board of Regents training: Library Ergonomic Training for Stacking
- Attended a workshop on Voyager System Administration, Nov. 11, 2009.
- Attended the Webinar: Cataloging tool, free online stuff to help you sponsored by the GIL Cataloging Committee and presented by Robin Fay, Nov. 16, 2009
- Participated in the tour of the new library building at North Georgia College & State University (April 16, 2010)

- Library Team Meetings
 - Dedicated 58 hours to team meetings and activities
- Collection Management Team
 - Oversight
 - Team Leader
- Library Liaison Team
 - Team Member
- Opac Team
 - Oversight
- Promotions Team
 - Team Member
- Steering Team
 - Team Member
- Technical Services Team
 - Team Leader
- Web Site Team
 - Team Member

Institutional Participation

- Selected to serve as a member of the Provost's Faculty Advisory Committee.
- Member of Faculty Senate
- Member of the Faculty Council vs. Faculty Senate (By-Laws) Committee
- Member of the Electronic Services Librarian search committee.
- Served as captain of the Library Faculty-Staff Shoot Out Team. Participated in preliminary activities and attended the final shoot out event.
- Volunteered during the Career Expo event on campus
 - Participated in events on campus including: benefits fair; Faculty/Staff Hot Dog Rally; Women's Forum Auction; Women's Forum Chili Cook-off, donated a pot of Chili for the event; Staff Council Campus Connect, donated a dish for the event; Budget Discussion Forum; Facilities Master Plan Town Hall meeting; Faculty/Staff Awards Ceremony.
- Assisted with planning and implementation of Library Lingo StartSmart program for entering freshmen.

Community Service

- Attended the Istanbul Center – Annual Friendship and Dialogue Dinner, Nov. 12, 2009

Adam Kubik



Successes

- Adam Kubik received his 5 year service award for his tenure at Clayton State University.
- Completed update and revision of the Authority Control and Cataloging sections of the Technical Services Manual.
- Completed numerous projects to improve the integrity of the on-line catalog.
 - 1623 genre headings were converted from a 650 to the proper 655 tag.
 - A first indicator of 0 was added to the 852 field of about 200 MFHD records which had LC call numbers and a blank first indicator.
 - A 007 field was added to 191 MFHD records with a location code of av aud cd and no 007.
 - Converted 041b to 041j in moving images bib records (around 700).
 - Corrected main entry in about 20 music videos (applying LCRI 21.23C which applies 21.23C1 and 21.23D1 to “video recordings that contain collections of music performed by a principal performer.”)
 - Updated bib records containing three old pattern subdivisions of subject headings which have been unauthorized for many years: “Views on...” (96 headings), “Contributions in ...” (223), and “In literature” [after place names] (177). In almost all cases, all headings were updated to match the corresponding bib record in the LC catalog. Also made corrections to some old forms of jurisdictions (e.g., Hong Kong now subdivided through China).
 - Added the genre heading “Filmed operas” to 103 bib records.
 - Added a “650 #0 Large type books” field to 35 bibliographic records that were indicated as large type or print in a 250, 300 or 5XX field.
 - Added a choice of “No linguistic content” which corresponds to a Language code of zxx to the OPAC limit by language drop down menu.
 - Updated about 60 bib records for various atlases from the “book” format to the “map” format.
 - Applied updates in conjunction with OCLC’s implementation of Technical Bulletin 258 in late May 2010: (1) Changed fixed field “Form” from “s” to “o” (a new code) for NetLibrary bib records (about 26,000 records) and (2) implemented new codes that were

added to the fixed field positions “Comp” and “FMus” (about 25 records).

- Participated on the Library’s Web Team updating the Music Subject Guide and adding it to the Library Web site. Also created a test version of a web page implementing the Recaptcha widget which blocks automated submissions of web forms and subsequently set up new versions of the Article Delivery Request, E-mail a Librarian, Librarian Instruction Request, Reference Appointment Request, and Rush Processing Request web pages implementing the Recaptcha widget (to block automated submissions of web forms)
- Organized the evaluation of the Clayton State Gil-Find catalog.
- Participated in the project to prepare the Library for the installation of new shelving.
- Participated in the project to shift the Periodical Collection to the new shelving
- Began working assigned hours at the Circulation Desk.
- Assisted in the revision of the Department Manual by editing and revising the sections on Authority Control.
- Updated and corrected the Music subject guide on the Library’s new web page.
- Collected data on LC copy cataloging procedures at other USG institutions and prepared a brief report on his findings.
- Corresponded via e-mail with Rod Bustos (systems librarian at Georgia State) and Tessa Minchew (Georgia Perimeter) regarding a Cataloger’s Toolkit problem
- Participated in the evaluation of LC copy cataloging policies and procedures. Local practices were evaluated and policies of other USG libraries were reviewed
- Participated in the Library’s book sale.
- Cataloged 160 titles.
- Upgraded 888 records.
- Processed 198 volumes as Lost or Withdrawn.
- Made 6,174 corrections to the Voyager database.

Professional Development

- Attended Georgia COMO Conference, Oct. 7-9, 2009.
- Chaired the meeting of the Technical Services Interest Group titled “Ask Technical Services” during the COMO XXI 2009 Conference, Oct. 9, 2009
- Attended a Webinar sponsored by OCLC titled OCLC & RDA presented by Karen Calhoun, Jean Godby, Ted Fons and Glenn Patton, Oct. 27, 2009.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 29, 2010

- Attended LC webcast “RDA Changes from AACR2 for Texts”, April 9, 2010
- Attended the 2010 GUGM Online Conference, May 20, 2010
- Georgia Library Association
 - GLA member
 - Chair of the GLA Technical Services Interest Group
 - Vice Chair/Chair Elect of the GLA Interest Group Council
 - GLA Scholarship Committee member

Meetings, Workshops, Training

- Attended the GIL-Opac Committee presentation introducing the new GIL-Find catalog interface, Aug. 24, 2009.
- Completed mandatory Customer Service Training
- Participated in the tour of the new library at North Georgia College & State University, April 16, 2010
- Completed required on-line training modules
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
 - Security Awareness Training
- Library Team Meetings
 - Dedicated 52 hours to team meetings and activities.
- Library Liaison Team
 - Team Member
- Opac Team
 - Team Leader
- Technical Services Team
 - Team Member
- Web Site Team
 - Team Member

Institutional Participation

- Member of Faculty Senate
- Participated in events on campus including: Faculty-Staff shoot out event; Budget Discussion Forum; attended the Facilities Master Plan Town Hall Meeting; Faculty/Staff Awards Ceremony

Heather Walls



Successes

- Heather Walls with the assistance of Shakitta Marshall eliminated the backlog of items needing book repair.
- Completed revision of the Processing Section of the Technical Services Department Manual.
- Added a new book repair technique to the standard processes already employed by Technical Services. This technique will allow the repair of more seriously damaged materials and reduce the number of volumes that must be withdrawn or sent to the bindery.
- Participated in the project to prepare the Library for the installation of new shelving.
- Participated in the project to shift the Periodical Collection to the new shelving
- Participated in the evaluation of LC copy cataloging policies and procedures. Local practices were evaluated and policies of other USG libraries were reviewed.
- Began working assigned hours at the Circulation Desk.
- Designed Publisher file templates for inserts for DVD and Video cases.
- Prepared "Restricted Access" signage for the ramp and back door to the Technical Services Department.
- Participated in the creation of a display for Banned Books Week.
- Designed the Library virtual Christmas card
- Removed the Ready Ref location from 112 item records and relabeled the volumes.
- Participated in the Library's book sale.
- Cataloged 1,063 titles.
- Provided rush cataloging and processing for 59 volumes.
- Prepared 3,936 spine labels.
- Prepared 87 special labels
- Provided processing quality review for 3,175 volumes.

Professional Development

- Attended WebEx online meeting titled: Wilson Web's Biography Reference Bank and Art Museum Image Gallery
- Attended a Webinar sponsored by OCLC titled OCLC & RDA presented by Karen Calhoun, Jean Godby, Ted Fons and Glenn Patton, Oct. 30, 2009.

- Attended the 2010 GUGM Online Conference, May 20, 2010

Meetings, Workshops, Training

- Attended Google Book Search webinar, July 14, 2009.
- Attended the GIL-Opac Committee presentation introducing the new GIL-Find catalog interface, Aug. 24, 2009.
- Completed required on-line training modules
 - American with Disability Act
 - Online Security Awareness Training
 - Right to Know
 - Sexual Harassment
 - USG Ethics Policy
- Attended a meeting outlining the CSU Library Facebook page.
- Completed mandatory Customer Service Training
- Library Team Meetings
 - Dedicated 26 hours to team meetings and activities
- Collection Management Team
 - Team Member
- Promotions/Marketing Team
 - Team Member
- Technical Service Team
 - Team Member
- Web Team
 - Team Member

Institutional Participation

- Participated in events on campus including: Employee Benefits Fair; Women's Forum Auction; Budget Discussion Forum; Ground breaking for the new Health Sciences annex; Faculty/Staff Awards Ceremony
- Member of the Electronic Services Librarian search committee.

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 bind incomplete periodical volumes, and the project to inventory the Circulating Collection. It is the goal of the Technical Services Department to make meaningful progress on all of these projects during FY2011.

3. Complete the Project to Fully Catalog the Dendinger Collection

Approximately 320 titles remain from the Collection donated by the estate of Bill Dendinger. This collection which included 2,500+ audio CDs was provisionally cataloged upon receipt. Technical Services Department staff members have been working to complete cataloging and move these items from a storage location to the Audio Visual Collection. It is the goal of the Technical Services Department to complete this project during FY2011.

Challenges Ahead

1. The University is currently in negotiations with the family of Derrick Henry regarding the donation of a sizeable music collection from Mr. Henry's estate. The collection includes approximately 20,000 items and is comprised of books, scores, CDs and LPs. If the donation is accepted, then receiving, cataloging, and processing a collection of this size will be exceedingly challenging for the existing staff of the Technical Services Department.

SOLUTION: Detailed planning and organization are required. Additional staff members would be helpful.

2. The Technical Services Department depends on student workers to perform basic processing tasks. During the Fall of 2009 and the Spring of 2010 the work study student assigned to the Tech Services Department was unable to work all of her hours due to a heavy class schedule. As a result, there were periods when materials were delayed in reaching the shelf. An additional student worker is needed to complete the inventory project which was begun during FY2010.

SOLUTION: Make every effort to hire and retain effective student workers.

Changes to Periodical Holdings
FY2010
Appendix A

**New, Changed, Discontinued, and Ceased Periodical Titles
July 2009-June 2010**

Titles Cataloged:

Archival outlook
Data management
Journal of the Georgia Association of Historians
Milbank quarterly
Out
Proceedings and papers of the Georgia Association of Historians

Ceased:

Annals of periodontology
Antitrust law & economics review (unable to locate publisher)
Computer shopper
PC Magazine
RN

Discontinued Subscriptions:

Planning for higher education

Titles Withdrawn:

Health care financing review

Statistical Summaries
FY2009
Appendix B

Clayton State University Library

Holdings by Format FY2010

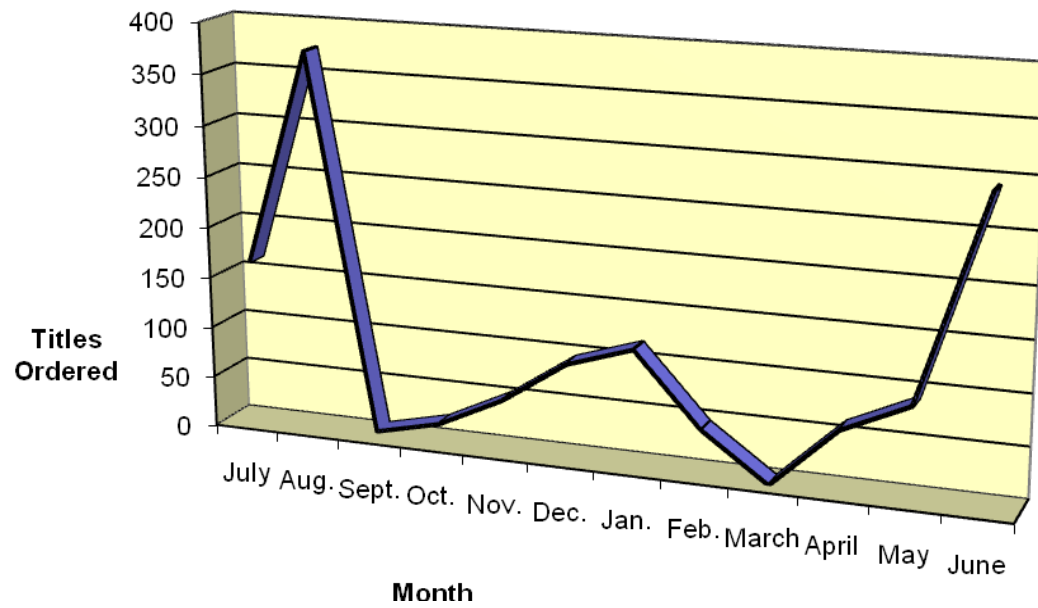
	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		1403	-36	1367
Reference Collection		590	-315	275
Reference & Circulating Collection Total	87,176	1993	-351	88,818
Bound Periodicals	24,228	772	0	25,000
Total Bound Volumes	111,404	2,765	-351	113,818
Archives	60	0		60
Audio Compact Discs	6,493	133	-1	6,625
Audio Tapes	941	174		1,115
CD Roms	153	17		170
Computer Files	15	1		16
DVDs	1,236	38		1,274
Film Loops (8 mm)	0	0	0	0
Filmstrips	0	0	0	0
Filmstrips/Sound	0	0	0	0
Government Documents	0	0	0	0
Microfiche Cards	269,186	0		269,186
Microfilm Rolls	11,432	393		11,825
Miscellaneous	73	4		77
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	2,835	17	-3	2,849
Total of Other Materials	293,089	777	-4	293,862
Total Bound/Other Materials	404,493	3,542	-355	407,680
Periodical Titles	1,043	6	-1	1,048

Clayton State University Library

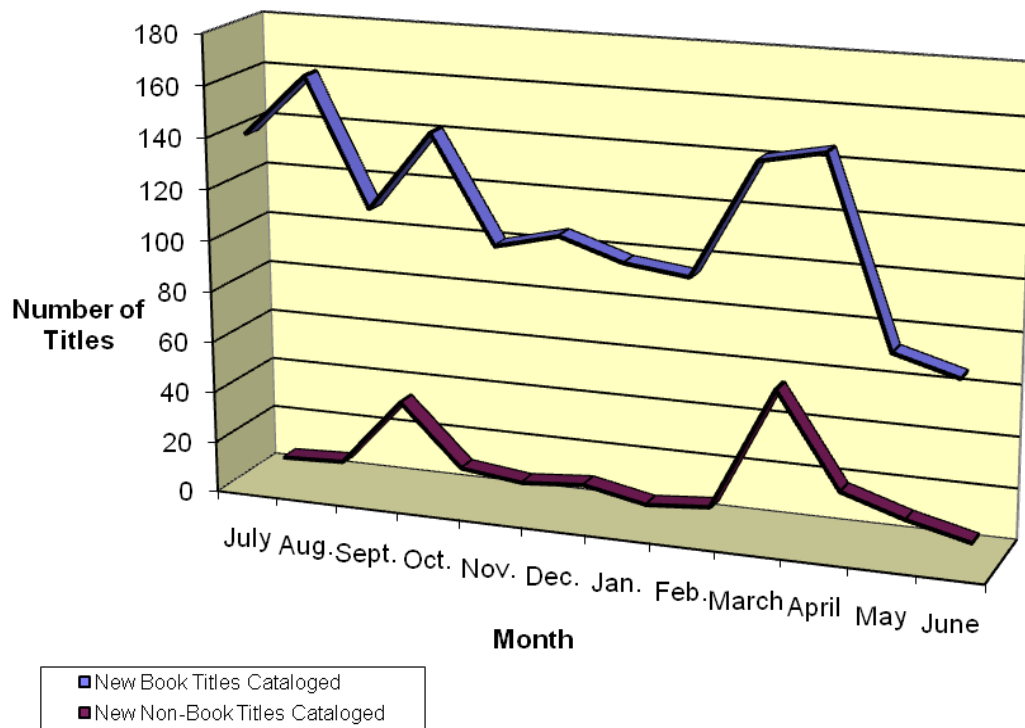
Activity Report FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	164	375	6	21	52	95	116	46	0	61	91	293	1320
Vols. Received on S.O.	46	57	36	33	31	18	42	53	19	13	70	32	450
Items Received	522	379	62	24	82	203	117	85	119	12	136	320	2061
Periodicals													
New Subscriptions/Title Changes	1	0	0	2	0	0	1	1	0	0	0	0	5
Bound Vols. Added	62	44	83	30	51	85	107	67	129	25	43	46	772
Microform Pieces Added	143	86	28	0	8	63	27	0	0	0	24	14	393
Claims	14	3	25	5	18	8	14	35	17	13	3	25	180
Titles Entered for GOLD	0	0	0	2	0	0	0	0	1	0	0	0	3
Binding													
Vols. Sent to the Bindery	56	68	48	52	85	75	83	95	30	36	42	91	761
Book Repair													
	27	0	0	0	0	0	0	13	0	0	41	36	117
Cataloging													
New Book Titles Cataloged	141	165	116	147	106	112	104	101	146	151	80	73	1442
New Non-Book Titles Cataloged	5	6	33	9	6	8	3	5	54	17	9	3	158
Total New titles Cataloged	146	171	149	156	112	120	107	106	200	168	89	76	1600
Vols. Added	30	107	15	78	11	35	37	30	40	8	70	30	491
Copies Added	4	5	4	1	0	3	0	1	0	5	0	31	54
Reinstatements	4	1	0	1	1	1	0	1	1	1	0	1	12
Database Maintenance													
Records Corrected	649	2325	925	293	917	432	315	337	394	277	213	196	7273
Records Updated	5747	26139	231856	5704	6385	5463	4036	7129	128351	4476	115862	3355	544503
Volumes Processed													
	238	451	144	156	663	214	33	233	426	178	340	109	3185

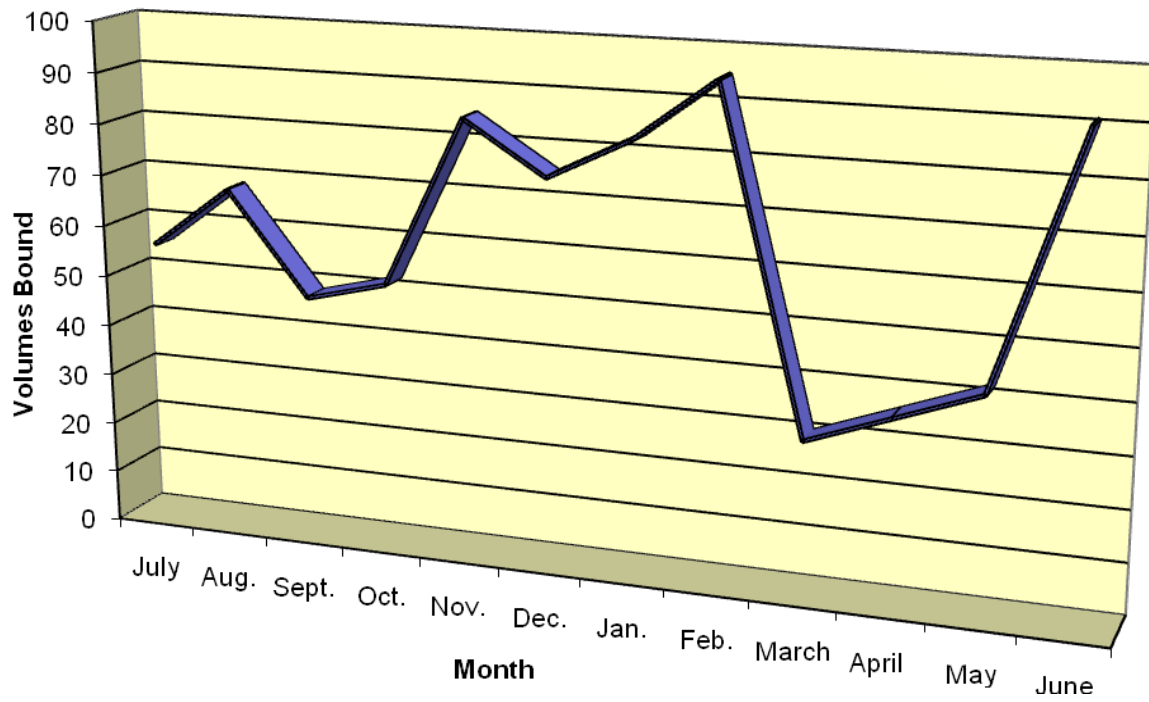
Clayton State University Library Titles Ordered 2010



Clayton State University Library Titles Cataloged FY2010



**Clayton State University Library
Volumes Sent to the Bindery FY2010**



Library Expenditures
FY2010
Appendix C

Clayton State University Library

FY2010 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.	T-T-D	REMAINING
English				2,000.00	209.00		5,803.12	29,910.40	37,922.52	31,910.40	37,922.52	0.00
Humanities									44,484.73	27,483.70	44,484.73	0.00
>>Critical Thinking				1,000.00					1,000.00	1,000.00	1,000.00	0.00
>>Foreign Language				1,000.00			530.96		1,530.96	1,000.00	1,530.96	0.00
>>History				5,000.00	18,659.70	8,328.00	2,930.57		35,518.27	23,483.70	35,518.27	0.00
>>Philosophy				2,000.00		4,036.50	399.00		6,435.50	2,000.00	6,435.50	0.00
Interdisciplinary Studies		201.00		2,000.00					2,201.00	2,000.00	2,201.00	0.00
Natural Sciences									9,898.76	2,000.00	9,898.76	0.00
>>Health and Fitness							1,931.77		1,931.77	0.00	1,931.77	0.00
>>Science				2,000.00	114.00		5,679.60	173.39	7,966.99	2,000.00	7,966.99	0.00
Psychology		25.00		2,000.00	822.00		1,686.44		4,533.44	2,000.00	4,533.44	0.00
Social Sciences									45,233.24	17,702.71	0.00	0.00
>>Criminal Justice		125.00		7,000.00		1,950.00			9,075.00	7,000.00	9,075.00	0.00
>>Legal Studies				2,000.00				20,566.00	22,566.00	4,702.71	22,566.00	0.00
>>Political Science				2,000.00			3,622.67		5,622.67	2,000.00	5,622.67	0.00
>>Social Sciences-General				2,000.00	91.00		3,628.73		5,719.73	2,000.00	5,719.73	0.00
>>Sociology				2,000.00			249.84		2,249.84	2,000.00	2,249.84	0.00
Teacher Education				2,000.00	539.60		3,460.34		5,999.94	2,000.00	5,999.94	0.00
Visual and Perform. Arts									24,199.56	10,782.20	24,199.56	0.00
>>Communication, Art & Theater		1,184.12		2,000.00	346.00	3,935.50	2,343.02	1,782.20	11,590.84	3,782.20	11,590.84	0.00
>>Music				2,000.00		3,461.00	1,498.40	5,649.32	12,608.72	7,000.00	12,608.72	0.00
SUB TOTAL	0.00	1,535.12	0.00	38,000.00	20,781.30	22,311.00	33,764.46	58,081.31	174,473.19	91,846.83	174,473.19	0.00
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.	T-T-D	REMAINING
Archival Studies				2,000.00					2,000.00	2,000.00	2,000.00	0.00
Information Technology				1,000.00		4,085.00	34.58		5,119.58	1,000.00	5,119.58	0.00
Mathematics				2,000.00		265.00	785.25		3,050.25	2,000.00	3,050.25	0.00
Technology Management				1,000.00					1,000.00	1,000.00	1,000.00	0.00
SUB TOTAL	0.00	0.00	2,000.00	4,000.00	0.00	4,350.00	819.83	0.00	11,169.83	6,000.00	11,169.83	0.00
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.	T-T-D	REMAINING
Business	210.94			2,000.00		9,218.56	6,623.90	17,916.78	35,970.18	6,517.25	35,970.18	0.00
Healthcare Management	559.68			2,000.00			8,982.03		11,541.71	2,000.00	11,541.71	0.00
SUBTOTAL	770.62	0.00	2,000.00	2,000.00	0.00	9,218.56	15,605.93	17,916.78	47,511.89	8,517.25	47,511.89	0.00
COLLEGE OF HEALTH												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	T-T-D	REMAINING
Dental Hygiene				2,000.00			5,899.36		7,899.36	2,000.00	7,899.36	0.00
School of Nursing				2,000.00		2,940.00	27,950.45		32,890.45	2,000.00	32,890.45	0.00
SUBTOTAL	0.00	0.00	0.00	4,000.00	0.00	2,940.00	33,849.81	0.00	40,789.81	4,000.00	40,789.81	0.00
LIBRARY												
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	T-T-D	REMAINING
General Materials		681.48		13,000.00	12,004.41	63,457.17	5,997.85	6,702.95	101,843.86	29,255.00	101,843.86	0.00
Binding							10,000.00		10,000.00	10,000.00	10,000.00	0.00
SUBTOTAL	0.00	681.48	0.00	13,000.00	12,004.41	63,457.17	15,997.85	6,702.95	111,843.86	39,255.00	111,843.86	0.00
SUBTOTAL	770.62	2,216.60	4,000.00	61,000.00								
TOTAL	2,987.22			65,000.00	32,785.71	102,276.73	100,037.88	82,701.04	385,788.58	149,619.08	385,788.58	0.00

Technical Services Department Statistics
FY2010
Appendix D

Cataloging and Database Management Statistics

FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>New Books	141	165	116	147	106	112	104	101	146	151	80	73	1442
>Non-Book Materials	5	6	33	9	6	8	3	5	54	17	9	3	158
>Reinstatements	4	1		1	1	1		1	1	1		1	12
Total	150	172	149	157	113	121	107	107	201	169	89	77	1612
Pieces Added													
>New Titles (Books)	145	166	116	148	107	113	104	102	147	152	80	74	1454
>Added Volumes	30	107	15	78	11	35	37	30	40	8	70	30	491
>Added Copies	4	5	4	1		3		1		5		31	54
>Non-Book Pieces Added	11	6	140	21	55	81	30	5	110	50	31	17	557
>Bound Volumes Added	62	44	83	30	51	85	107	67	129	25	43	46	772
Total	252	328	358	278	224	317	278	205	426	240	224	198	3328
Dendinger Records Upgraded	92	3	29	102	140	115	91	75	35	66	74	66	888
Rush Requests		21	7	9			2	9	6		6	1	61
Archive Records Added													0
Database Maintenance													
Bib Records Corrected	1	8	711		75	1	1				4		801
Bib/Item Records Enhanced	7	8	2		69	103	6	39	3	1	2	5	245
Headings Corrected Globally													0
Subject Headings Corrected	467	173	39	152	614	160	88	80	131	74	40	29	2047
Name Headings Corrected	172	1742	171	128	149	157	201	188	175	184	167	155	3589
Series Entries Corrected	2	3	2		3		16	1	50			5	82
Resequencing													0
MFHD/Item Records Corrected		391		13	7	11	3	29	35	18		2	509
Total	649	2325	925	293	917	432	315	337	394	277	213	196	7273
Record Update Count													
>Bib Records Updated	3234	15217	7426	3439	4891	3462	2937	4626	124910	3008	114080	2166	289396
>MFHD Records Updated	1777	10296	224231	1781	1022	1261	886	1927	2690	1059	1172	843	248945
>Item Records Updated	736	626	199	484	472	740	213	576	751	409	610	346	6162
Total	5747	26139	231856	5704	6385	5463	4036	7129	128351	4476	115862	3355	544503

Acquisitions and Periodical Statistics

FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
> Books	164	364		20	40	95	104	33		61	90	271	1242
> Scores												22	22
> Non-Book Materials	0	11	6	1	12	0	12	13	0	0	1	0	56
>> Videos				1									1
>> DVDs		10	5		1		6	13			1		36
>> Audio CDs													0
>> On-line Databases		1	1		11								13
>> CD ROMs													0
>> Other Non-Book							6						6
Total	164	375	6	21	52	95	116	46	0	61	91	293	1320
Vols. Received on Standing Order	46	57	36	33	31	18	42	53	19	13	70	32	450
Items Received and Unpacked													
> Books	225	370	52	22	51	59	116	85	100		135	312	1527
> Scores									5	12			17
> Non-Book Materials	297	9	10	2	31	144	1	0	14	0	1	8	517
>> Videos		4		1	1								6
>> DVDs		5	10		1		1		14		1		32
>> Audio CDs	297				27	144							468
>> Microfiche													0
>> CD ROMs				1									1
>> Other Non-Book					2							8	10
Total	522	379	62	24	82	203	117	85	119	12	136	320	2061
Periodical Statistics													
New Subscriptions (Including Gifts)	1			2			1	1					5
Title Changes													0
Total New Titles	1	0	0	2	0	0	1	1	0	0	0	0	5
Withdrawn/Discontinued Titles					2							1	3
LHR's Added/Updated	18	8	2	10	5	17	9	27	52	18	14	5	185
Claims & Requests	14	3	25	5	18	8	14	35	17	13	3	25	180
Titles Entered for GOLD				2					1				3

Processing, Book Repair and Binding Statistics

FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Books	205	221	127	122	357	98	33	119	316	64	256	64	1982
Scores		2								7			9
Videos		3	6	1	1	1			3	4	5		24
DVDs		2	8	4	1			1	4	16	1	3	40
Audio CDs	33		3	10	292	115		110	92	85	72	41	853
CD ROMs		223		1	1					2		1	228
Microfilm Rolls													
Other Non-Book				18	11			3	11		6		49
Total	238	451	144	156	663	214	33	233	426	178	340	109	3185
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired	27							13			41	36	117
Binding Statistics													
Volumes Sent to Bindery	56	68	48	52	85	75	83	95	30	36	42	91	761
Volumes Returned from Bindery	67	56	68	48	52	85	75	72	103	30	36	42	734
White pen corrections													0

AV Pieces Added

FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdraw	Total
Archives													0		0
Audio Cassettes			88	8	4	12			42	20			174		174
Audio CDs	8		41	11	5	6	2	1	28	27	4		133	-1	132
CD ROMs			1	1					14		1		17		17
Computer Files									1				1		1
DVDs		4	9		1		1		19		4		38		38
Microfiche Cards													0		0
Microfilm Rolls	143	86	28		8	63	27				24	14	393		393
Miscellaneous								4					4		4
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes	3	3	1	1					6	3			17	-3	14
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	154	93	168	21	18	81	30	5	110	50	33	14	777		773

Additions to the Circulating Collection

FY2010

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdraw	Total
Circulating Collection															
A													0		0
B except BF	28	23	4	4	1	5		18	10	35	9	1	138		138
BF	2	3	1	1	2				5	2	1	2	19	-3	16
C			1	1	2	4			3	4	2	12	29		29
D	11	4	3	5	15	14	30	8	9	8	4	1	112		112
E	6		6	15	10	13	7	3	1	1	2		64		64
F	4		2	2	1	1	5	3		4	1	1	24		24
G	3		1	3	2	2	4	2	1	2			20	-2	18
H-HJ	14	6	6	13	6	8	4	12	6	4	1	3	83	-12	71
HM-HX	7	4	3	5	10	4	2	7	19	6	4	5	76	-1	75
J	14	9	1	6	6		1	3	1	1	1	2	45	-1	44
K	3	3	3		3		1	2	4	2	3	5	29	-4	25
L	1	3	11		1	8	4	2		1	2	2	35	-5	30
M	14	33	1	1	1	1	1		2	13	2	22	91	-2	89
N	3		2	1			1			1	3		11		11
P	19	34	32	45	26	37	29	30	41	38	23	14	368	-2	366
Q	6	1	9	13	5	3	2	4	8	23	3	11	88		88
R	10	1	5	17	9	13	2	6	19	13	15	3	113	-1	112
S						1							1		1
T	1	2	3	5	1	2		1	1		1	2	19	-1	18
U			1	4		1	1		1				8		8
V													0		0
Z		1		1	1	1	1		2	4	4	15	30	-2	28
Total	146	127	95	142	102	118	95	101	133	162	81	101	1403	-36	1367

Additions to the Reference Collection

FY2010

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Reference Collection															
A				2			1	1					4	-4	0
B except BF		8	6				4						18		18
BF		1			1								2	-1	1
C		2				1	1	1					5		5
D		16	2	3			6	6			2		35		35
E		6	3	3			2	2					16	-3	13
F		7					1						8	-1	7
G	1	4	1	3							2		11		11
H-HJ	8	8	7	6	5	5	3	1	9	1	9	5	67	-40	27
HM-HX		7	1	4		5					4	1	22	-7	15
J		4		1		2	1				3		11	-8	3
K	4	42		21	7	8	10	13	17		13	19	154	-88	66
L		6	2	1		1			1	1	3		15	-2	13
M	1	1			2		2		8		3		17		17
N				4									4		4
P	13	27	13	35		9	6	8	12	1	28	5	157	-10	147
Q		2	1			1	1	1				1	7	-1	6
R		7	2		1		5		5		1	2	23	-149	-126
S													0		0
T	1	2	1	1		1					1		7	-1	6
U													0		0
V													0		0
Z	2	1	1	1					1			1	7		7
Total	30	151	40	85	16	33	43	32	54	3	69	34	590	-315	275