



Clayton State University Library 2010-2011 Annual Report

Dr. Gordon N. Baker
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Clayton State University Library

2010 - 2011 Annual Report

The CSU Libraries include the main library and a small branch in the Center for Instructional Design. In addition the Library participates in GIL Express with the other University System of Georgia institutions that provide us access to the System's resources. The materials budget for the CSU Library is \$390,000. The CSU Libraries employ nine professional staff and seven support staff members. The CSU Libraries provide access to more than 417,000 print volumes and an extensive collection of serials and online resources including approximately 398 journal subscriptions, and more than 27,000 e-books.

We continue to provide service to our user community either via face-to-face, email, or chat! The Library is always busy, usually with no place to sit between 12:00 P.M. and 2:00 P.M.

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.

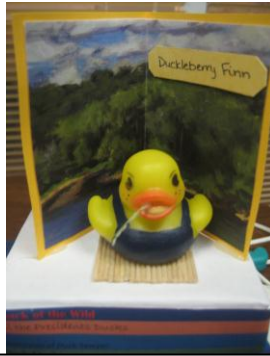
Review of the Year

Each September the Clayton State Library hosts and participates in the Duck-o-Ration Contest sponsored by Clayton County Court Appointed Special Advocates (CASA). The Special Advocates are trained community volunteers appointed by a judge to speak up for the best interests of children involved in juvenile court deprivation proceedings. The ultimate goal of a volunteer is to help make sure the child has a safe, permanent home as quickly as possible.

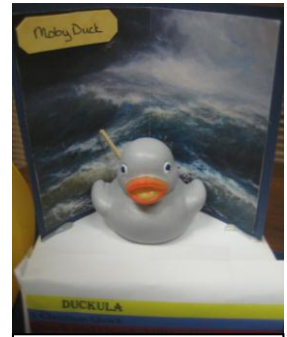
The "Duck-o-Ration" Contest is a moving display of creatively decorated rubber ducks. The ducks "tour" different sites during the month of September. Throughout the tour, the public is given a chance to cast their vote for their choice of the favorite and best decorated duck. The Clayton State Library duck creatively decorated by Katherine Ott and Jennifer Duke placed 3rd in the competition.



Duck Into a Classic



Duckleberry Finn



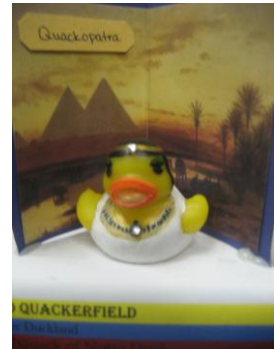
Moby Duck



Frankenduck



Rip Van Quackenduck



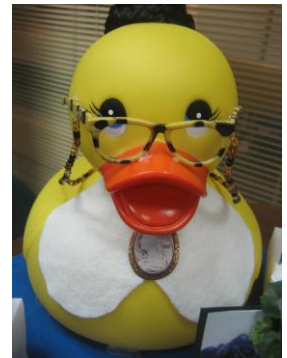
Quackopatra



Scarlet Letter



The Picture of Duckian Gray



Mother Duck

In January, 2011, 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.

Members of the Library staff have been actively involved with providing outreach to our K-12 stakeholders. In February, the Library hosted the 3rd 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 2011 State Festival, held at the Clayton County Schools Professional Learning Center, had 1072 entries representing 4585 Georgia students.

In May, the Library began the process for securing the position of User Experience Librarian. Unfortunately the first search did not elicit the correct candidate. A second search was held using a revised job description and the title of Assessment & Marketing Librarian. This search stretched into the 2011-2012.

Budget

The Library materials budget allocated in July 2010 totaled \$390,000.00. This amount reflects a slight increase over the total amount expended during FY2010 including a substantial end of year allocation.

During the course of FY2011 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2011 budget was \$352,193.07. This amount is more than was expended from the Library's FY2010 budget, but \$33,595.51 less than the amount expended on materials when the 2010 end-of-year allocation is included. The Library did not receive end of year funding in FY2011. As a result total Library expenditures for materials actually decreased in FY2011 in spite of the original increased allocation. The challenge for Library staff in the coming year will be to improve selection and collection development in order to make better use of increased funding.

End of year funding has become a staple for the Library materials budget. The lack of this funding in FY2011 will mean that FY2012 will begin without the pre-purchased materials on which the Library has begun to rely. As a result, there will be more pressures on the Library's materials budget during FY2012. The Library did receive

over \$100,000 of online materials purchased for the Library by the Center for Instructional Development (CID). The materials purchased by CID will be valuable resources to support online courses. They do not, however, replace the more traditional resources that are usually purchased by the Library with year end funds.

Library Renovations

For the first time since it was constructed in 1979, the Library's lobby was renovated during this fiscal year. Using funding from the University's allotment of the Major Repair Rehabilitation funds (MRR). Everything in the lobby was replaced, from lights, windows, carpet, paint, and furniture. The windows and doors at the front of the building were replaced with double-paned windows to help in energy efficiency. The full renovation expenses were approximately \$74,000 with \$12,000 for furniture and décor items. With input from Dean Gordon Baker and Administrative Assistant Jennifer Duke, the decorating of the Lobby was coordinated by CSU Business manage Sandy Haught and Theresa Warren with Minton-Jones Company. A grand reopening celebration was held on Tuesday, May 24, 2011.



Major Projects

Beginning in FY10, a complete inventory of the collection was begun under the supervision of Associate Dean 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. This year, 1461 students received bibliographic instruction. This accounted for 77 classes.

Circulation of library materials continued to keep our staff busy. A total of 9692 books were circulated during the academic year. Over 1880 reserve items were available for students to use. A total of 1,169 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: 118,875. Total searches in GALILEO Database: 347,400.

Our Interlibrary Loan/GIL Express statistics continued to be popular with students and faculty. Through traditional ILL we borrowed 1091 items for our students and loaned from our campus 727 items. The GIL Express service borrowed 1356 items for our students and we loaned 686 from our collection.

Reference Service

Requests at the reference continue to keep the staff on their toes. A total of 15918 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.

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 were eliminated so she can devote her entire time to the Archives. Without the help of volunteers and interns the Archives projects would not be completed. During this year the interns contributed 450 hours of service and the volunteers contributed 328.25 hours of service. Reico Cartwright was employed as a student assistant in June 2011.

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.
Dean of Libraries

Dr. Gordon N. Baker, Dean of Libraries

Successes

- Coordinated a trip to the Georgia Institute of Technology's Library to see recent library renovations, July 2010.
- Hosted and chaired the July 20, 2010 Georgia Student Media Festival Planning Meeting at Clayton State.
- Hosted and chaired a meeting of the Georgia Association of Media Assistants via WIMBA on November 10, 2010.
- Organized and hosted the November 29, 2010 WIMBA SELA Board meeting.
- Hosted and attended the first meeting of the 2011 COMO Steering Committee on January 22, 2011.
- Organized, hosted, and attended the GLA MidWinter Conference at Clayton State's Continuing Education Center on January 28, 2011.
- Hosted the onsite planning meeting for the Helen Ruffin Reading Bowl Steering Committee on February 2, 2011.
- Attended Bob Fox's farewell reception at Georgia Tech on February 2, 2011.
- Attended a GLA/SELA meeting with Bob Fox at Georgia Tech on February 3, 2011.
- Interviewed for a course related assignment by VSU graduate student Erica Harrington on February 4, 2011.
- On February 4, 2011, worked with Jennifer Duke, Katherine Ott, Heidi Benford, Kara Mullen, Robin Faulkner, and Yalonda Carson to set up rooms for the Helen Ruffin Reading Bowl on February 5, 2011.
- Hosted, welcomed, and served as master of ceremonies for the Helen Ruffin Reading Bowl – Metro Atlanta Division on February 5, 2011.
- Hosted and chaired a meeting of the Georgia Student Media Festival Steering Committee at Clayton State on February 17, 2011.
- Met with Katherine Ott and graduate student Bethany Underwood regarding a graduate library project on February 18, 2011.
- Attended and hosted the February 24, 2011 electronic SELA Board Meeting via WIMBA.
- Made a presentation to the Lake Spivey Rotary Club on the Helen Ruffin Reading Bowl and the Georgia Student Media Festival on March 2, 2011.
- Served as a judge for the Georgia National Beta Club Convention – Talent Show on March 5, 2011.
- Served as a judge at the Henry County Student Media Festival at Mt. Carmel Elementary School Library in Hampton, GA on Friday, March 18, 2011.
- Hosted the sorting of the GSMF Projects at CSU Library on April 26, 2011.

- Set up for the 2011 Georgia Student Media Festival at the Clayton County Schools Professional Learning Center in Jonesboro on April 28, 2011.
- Chaired and hosted the Georgia Student Media Festival on April 29, 2011.
- Organized and attended the SELA Executive Committee Meeting in Anderson, South Carolina on May 6, 2011.
- Hosted and welcomed folks to the Grand Reopening of the Library Lobby party on May 24, 2011.
- Hosted the annual Clayton State Library Memorial Day Saturday Cook Out on May 28, 2011 in Blairsville, GA.
- Organized and hosted an electronic SELA Board Meeting on May 31, 2011.
- Arranged and attended a site visit to the Macon Marriott/Centreplex Convention Center for the COMO Steering Committee for COMO XIV.
- Hosted and attended a meeting of the GAIT Board of Directors on June 22, 2011 at Clayton State in L200.

Professional Development

- Coordinated and attended CSU Library Staff Development Day on August 3, 2010.
- Attended the Southeastern Library Association/Arkansas Library Association Joint Conference in Little Rock, Arkansas – September 25-29, 2010.
- Attended the 22nd Council of Media Organizations Conference in Athens, GA on October 12-15, 2010.
- Attended the YBP/GOBI online training on November 8, 2010 in L200.
- Attended a WIMBA Training Session on November 9, 2010.
- Attended an online webinar for foreign language lead by Sean Hammond.
- Attended presentation by Lexus/Nexus Representative Scott Eller in L200 at the CSU Library on March 10.
- Attended the 2011 GUGM Meeting held at Macon State College on May 19, 2011.
- Attended the annual Summer Conference of the American Library Association in New Orleans, LA, June 23-28, 2011. While at ALA, met with Mary Sue Hoyle of EBSCO and Dave Putz of ebrary.

Meetings, Workshops, Training

- Attended the GLA Board Meeting in Conyers at the Conyers-Rockdale Library in July 2010.
- Chaired CSU Library Steering Committee Meeting on August 2, 2010.
- Met with John Brooks in Human Resources on August 19.
- Attended the GALILEO Steering Committee Meeting and RACL Executive Committee Meeting on August 20, 2010 in McDonough.

- Met with Tracie Lee from GALE/Cengage Learning, August, 2010.
- Met with Harun Biswas of Facilities Management on September 15 2010.
- Attended and chaired the CSU Library Steering Committee meeting on September 20, 2010.
- Attended and chaired the October meeting of the CSU Library Steering Committee on October 4, 2010.
- Met with Kurt Henry and Kurt Zeller regarding the Derrick Henry Music Collection on October 5, 2010 in the CSU Library.
- Met with Kara Mullen, Katherine Ott and vendor Sue Ellen Smith on October 7, 2010.
- Attended the GALILEO Steering Committee on October 8, 2010 in McDonough.
- Attended the RACL Executive Committee on October 8, 2010 in McDonough.
- Met with Dr. Ebony Thomas and Dr. Lisa J. Young at the Clayton County Board of Education regarding the 2011 Georgia Student Media Festival.
- Met with Provost Micheal Crafton on Friday, October 27, 2010.
- Attended and chaired the CSU Library Steering Committee on November 1, 2010.
- Met with Lyris representative Rhoda Mayfield on November 10, 2010.
- Attended the Instruction Team Meeting on November 10, 2010.
- Attended the RACL Fall Meeting on November 12, 2010 in Macon at Macon State College.
- Met with Yalonda Carson and Jennifer Duke on November 18, 2010.
- Attended and chaired the CSU Library Steering Committee meeting on December 6, 2010.
- Had lunch with the Technical Services Department.
- Attended the quarterly Cake & Cream to celebrate Library birthdays on December 8, 2010.
- Attended and chaired the second December meeting of the CSU Library Steering Committee on December 9, 2010.
- Attended and chaired the Liaison meeting on December 9, 2010.
- Attended the Instruction Team meeting on December 9, 2010.
- Attended the CSU Library Holiday Luncheon on December 15.
- Participated in a virtual meeting of RACL on December 17, 2010.
- Attended and chaired CSU Library Steering Committee meeting on January 3, 2011.
- Met with vendor Sue Ellen Smith on January 20, 2011.
- Met with Kara Mullen on January 21, 2011.
- Chaired and attended the January 31, 2011 meeting of the CSU Library Steering Committee.

- Met with Adam Kubik and representatives from the music accreditation board during their accreditation visit for the CSU Music program on February 8, 2011.
- Met with John Brooks of Human Resources regarding salary study of librarians and library staff.
- Attended and chaired the March meeting of the CSU Library Steering Committee on March 7, 2011.
- Met with vendor Mary Sue Hoyle from EBSCO.
- Attended the quarterly gathering of Cake & Cream on March 10, 2011.
- Met with H.W. Wilson representative Leonard DiSanto on March 14, 2011.
- Met with Ebony Thomas and Lisa Young on March 16, 2011, concerning the finalization of local arrangements for the Georgia Student Media Festival.
- Met with SELA President Michael Seigler on March 24, 2011 to prepare SELA's 2010 taxes.
- Met with two visiting professors from Birla College, Kalyan, India, Dr. Avinash Patil and George Oommen on February 25, 2011.
- Attended the March 26, 2011 COMO XXIII Steering Committee meeting in Athens.
- Met with *Clayton News Daily* reporter, Curt Yeomans, regarding "Aprill is School Library Media Month on March 31, 2011.
- Attended the RACL Spring Meeting at Macon State College on April 8, 2011.
- Attended the GALILEO Steering Committee meeting in McDonough on April 15, 2011.
- Attended the RACL Executive Committee meeting in McDonough on April 15, 2011.
- Participated in a conference call with Camille McCutcheon of the University of South Carolina Upstate Library on April 21, 2011.
- Attended and chaired the May CSU Library Steering Committee on May 9, 2011.
- Attended the graduation lunch for Laura Herndon on May 16, 2011.
- Attended a RACL Executive Meeting conference call on May 17, 2011.
- Met with Mark Daddona on May 18, 2011.
- Met with Kurt Zeller, Adam Kubik and Kristin Lyman to discuss periodical additions and deletions from the Music Department on May 23, 2011.
- Met with Sarah Frattacelli on May 25, 2011 to discuss possible strategies to locate a job in a library.
- Attended and chaired the June meeting of the CSU Library Steering Committee on June 6, 2011.
- Attended and participated in a journal subscription meeting on June 8, 2011.
- Attended and participated in the COMO XXIII Program Committee meeting at Chesney Elementary School in Dacula, GA on June 9, 2011.

- Attended final GALILEO Steering Committee meeting on June 10, 2011.
- Attended final RACL Executive Committee meeting on June 10, 2011.
- Met with Sandy Piver, ProQuest representative on June 14, 2011.
- Met with Cathy Jeffrey and Ruth Caillouet concerning the acquisition of the Education Department's Resource Library on June 12.
- Participated in conference call with Merryll Penson, Bill Potter, and Gene Ruffin to Alan Travis at the Board of Regents concerning the construction of a shared storage facility for Libraries of the University System of Georgia on June 22, 2011.

Institution Participation

- Attended July Deans Meetings
- Attended the July Administrative Council Meeting
- Attended the President's Extended Cabinet Meeting on August 23, 2010.
- Attended the Administrative Council Meeting on August 25, 2010.
- Attended the Deans Meeting on August 25, 2010.
- Participated in the interview process for Electronic Services Librarian candidate Joe Fox on August 30, 2010.
- Participated in the interview process for Electronic Services Librarian candidate Laura Blalock on August 31, 2010.
- Participated in the interview process for Electronic Services Librarian candidate Kara Mullen on September 1, 2010.
- Attended September 8, 2010 Deans Meeting
- Participated in the interview process for Weekend Coordinator/Public Services Librarian candidate Tim Wojcik on September 9, 2010.
- Participated in the interview process for Weekend Coordinator/Public Services Librarian candidate Tarita Chambers on September 14, 2010.
- Participated in the interview process for Weekend Coordinator/Public Services Librarian candidate Elizabeth Veasley on September 16, 2010.
- Attended the September Administrative Council Meeting on September 22, 2010.
- Attended the Deans Meeting on September 22, 2010.
- Attended the Instruction Team Meeting on September 23, 2010.
- Attended October 6, 2010 Deans Meeting.
- Attended October President's Extended Cabinet Meeting on October 25, 2010.
- Attended October Administrative Council Meeting on October 27, 2010.
- Attended the November Academic Council Meeting on November 1, 2010.
- Attended a called meeting of the President's Extended Cabinet on November 11, 2010. The EC met with members of the Pappas Consulting Group.
- Attended the November 17, 2010 Deans Meeting.
- Attended the November 29, 2010 President's Extended Cabinet meeting.

- Participated in the interview process for Electronic Services Assistant candidate Natalie Wright on November 29, 2010.
- Participated in the interview process for Electronic Services Assistant candidate Robin Faulkner on November 30, 2010.
- Participated in the interview process for Electronic Services Assistant candidate Provi Soto-Mercer on November 30, 2010.
- Attended and participated in the CSU December 2010 Commencement on December 11, 2010.
- Attended and participated in the University's Strategic Planning Session on December 13, 2010.
- Attended the holiday lunch with the Deans and Provost, Dr. Micheal Crafton at Lee's Golden Buddha on December 13, 2010.
- Attended the Extended Cabinet's Holiday Gathering on December 14, 2010.
- Attended the January 12, 2011 Deans Meeting.
- Attended the 2nd CSU Strategic Planning Session on January 18, 2011.
- Attended the President's Extended Cabinet meeting on January 24, 2011.
- Attended the Academic Council meeting on January 24, 2011 in the Provost's Conference Room.
- Attended a meeting with President Hynes concerning learning opportunities at the CSU Fayette County Campus in Peachtree City on January 25, 2011.
- Attended the January Administrative Council meeting on January 26, 2011.
- Attended a called Deans Meeting regarding the Pappas Group on January 31, 2011.
- Attended the February 9, 2011 Deans Meeting.
- Attended the President's Extended Cabinet Meeting – 3rd Strategic Planning Session on February 14, 2011.
- Met with Dr. Crafton for my annual evaluative conference on February 14, 2011.
- Met separately with Rosemary Fischer, Cathy Jeffrey, and Katherine Ott to finalize their annual evaluations on February 16, 2011.
- Attended CSU OIIT session on the migration to Windows 7 lead by Joyce Sandusky on February 22.
- Attended Black History Month presentation by Elisabeth and Afemo Omilami on February 22, 2011.
- Attended the February Administrative Council meeting on February 23, 2011.
- Attended the President's Extended Cabinet Meeting on February 28, 2011.
- Met with the Deans over lunch on March 1, 2011 regarding Strategic Plan.
- Met with Provost Micheal Crafton to review Library staff's evaluations on March 1, 2011
- Attended the CSU Strategic Planning Town Hall Meeting on March 2, 2011.

- Attended a Deans Meeting regarding the Strategic Planning process on March 10.
- Met with Robert Vaughan concerning the Strategic Plan Goal 2 on March 17, 2011.
- Met with Robert Vaughan and committee members to discuss Strategic Planning Goal 2 on March 21, 2011.
- Attended the March Administrative Council Meeting on March 23, 2011.
- Attended the March 23, 2011 Deans Meeting.
- Attended the President's Extended Cabinet Meeting on March 28, 2011.
- Attended and participated in the Strategic Planning Process – goal 2 meeting in the Provost Office.
- Attended April 11, 2011 Academic Council Meeting.
- Attended the April 20, 2011 Deans Meeting.
- Attended the April 20, 2011 President's Budget Meeting in Spivey Hall.
- Attended the President's Extended Cabinet Meeting on April 25, 2011.
- Attended a Strategic Planning Leadership meeting on April 27, 2011.
- Attended the April Administrative Council Meeting on April 27, 2011.
- Attended the annual CSU Awards Presentation featuring the Smith Awards on May 3, 2011.
- Attended the Spring Faculty Meeting on May 4, 2011.
- Attended the May 4, 2011 Deans Meeting.
- Met with Dr. Micheal Crafton and Nareem Reddy to discuss the CSU Library Budget on May 9, 2011.
- Attended the May 18, 2011 Deans Meeting.
- Attended the President's Extended Cabinet on May 23, 2011.
- Attended the May Administrative Council meeting on May 25, 2011.
- Attended June 15, 2011 Deans Meeting.
- Attended the June 29, 2011 Deans Meeting.

Community Service

- Attended the 2010-2011 HCREA Planning Meeting in Stockbridge in July.
- Attended the July 19, 2010 meeting of the Henry County Board of Commissioners
- Attended and chaired Henry County Library System Board of Trustees meeting on August 2, 2010.
- Attended the August 17, 2010 meeting of the Henry County Retired Educators Association in McDonough.
- Attended and served as Master of Ceremonies at the Fortson Library (Hampton) Fund Raiser on September 12, 2010.

- Attended and chaired the September 13, 2010 meeting of the Henry County Library System Board of Trustees meeting.
- Attended the October 19, 2010 meeting of the Henry County Retired Educators Association in McDonough.
- Attended the September 21, 2010 meeting of the Henry County Retired Educators Association in McDonough.
- Attended and chaired the October meeting of the Henry County Library System Board of Trustees on October 4, 2010.
- Attended and chaired the March meeting of the Henry County Public Library System Board of Trustees on March 7, 2011.
- Attended and chaired the November meeting of the Henry County Library System Board of Trustees on November 1, 2010 in McDonough.
- Attended the November meeting of the Henry County Retired Educators on November 16, 2010 in McDonough.
- Attended and chaired the December meeting of the Henry County Public Library Board of Trustees on December 6, 2010.
- Attended the December meeting of the Henry County Retired Educators Association on December 21, 2010.
- Attended and chaired Henry County Library System Board of Trustees meeting on January 3, 2011.
- Attended the January meeting of the Henry County Retired Educators Association on January 18, 2011.
- Attended and chaired the February meeting of the Henry County Library Board of Trustees in McDonough, February 7, 2011.
- Attended the February meeting of the Henry County Retired Educators Association on February 15, 2011.
- Attended Area X Cluster Meeting of the Georgia Retired Educator's Association on March 15, 2011 at Jonesboro United Methodist Church.
- Attended the April meeting of the Henry County Retired Educators Association on April 19, 2011 in McDonough.
- Attended and chaired the May meeting of the Henry County Public Library Board of Trustees on May 2, 2011 in McDonough.
- Met on May 5, 2011 with Virgil Cole, Kim Terrell, and Joan Jordan at the Henry County Board of Education to discuss the annual Retirement Party.
- Attended the GREA State Convention in Savannah, Georgia, May 10-13, 2011.
- Attended the May meeting of the Henry County Retired Educators Association on May 17, 2011. Installed as local unit President for 2011-2013.
- Attended and chaired a called meeting of the Henry County Public Library Board of Trustees on May 23, 2011.

- Chaired HCREA Leadership Meeting in McDonough on June 16, 2011.
- Attended and represented the Georgia Library Association and the Southeastern Library Association at the dedication of the renovated Union County Library in Blairsville, GA on June 17, 2011.
- Attended and chaired a called meeting of the Henry County Public Library Board of Trustees on June 20, 2011 in McDonough.

Jennifer Duke, Administrative Assistant to the Dean

Successes

- Gave presentation using NoveList database
- Decorated for Banned Book Week
- Decorated donation bins with promotions team
- Created a paperback swap area for students
- Planned and participated in library book sale
- Planned and participated in sorting party in preparation for the book sale
- Decorated library for National Library Week
- Planned and participated in lobby open house
- Arranged for all news regarding library events and new services to be published
- Wrote news blurbs for the library
- Set up interviews and communicated with candidates
- Promoted and taught two drop in sessions

Professional Development

- Toured CNN library
- Toured GA Tech library
- Took graduate classes in Human Resource Management
- Attended Gold/GALILEO conference
- Took course in cataloging
- Interned at CNN
- Attended COMO conference in Athens
- Attended GLA Mid-Winter conference
- Took class in multicultural children's literature
- Attended GUGM conference

Meetings, Workshops, Training

- Attended P Card training
- Participated in Galileo birthday celebration
- Assisted with GLA store
- Met with promotions team to discuss plans
- Met with Plant Ops to discuss plans to update lobby
- Attended purchasing fair

- Planned book sale
- Attended instruction meeting
- Met with Sandy from Plant Ops and state purchaser regarding lobby
- Attended instruction team meetings
- Met with Yalonda to create flier

Institution Participation

- Ran reports for budget
- Handled scheduling and communications for technology librarian position
- Handled scheduling and communications for public services position
- Attended speech on campus on Social Activism
- Attended Campus Connect activity

Community Service

- Attended Student Media Festival meetings, July 2010
- Attended GA Student Media Festival Meeting, February, 2011
- Attended GA Student Media Festival meeting, March 2011
- Proctored test for online student
- Judged at the Henry County Media Festival
- Judged and prepared for the state media festival

Clayton State University Library
Access & Information Services Department
2010/2011 Annual Report

Submitted by

Katherine Ott
Assistant Dean of Libraries
Head of Public Services Department
Clayton State University Library

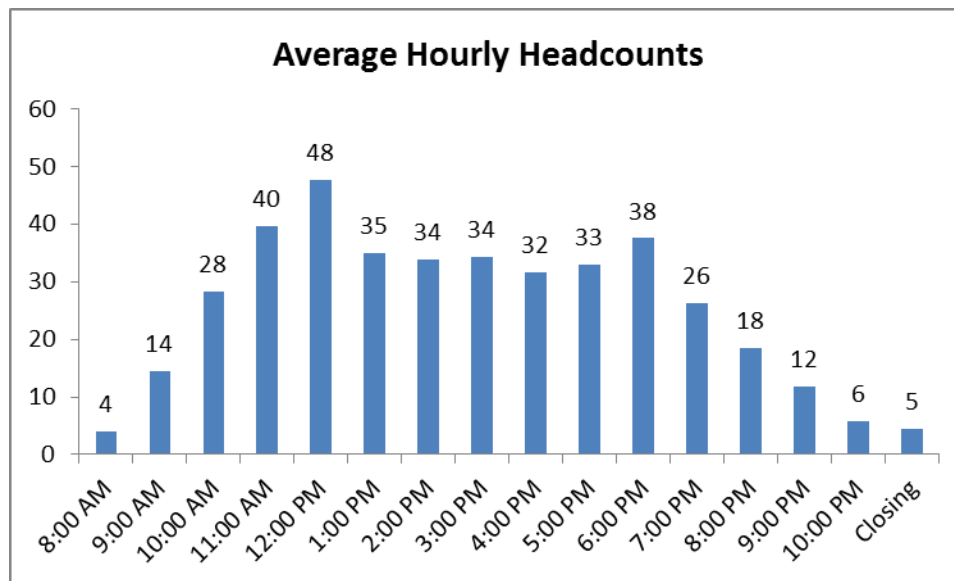
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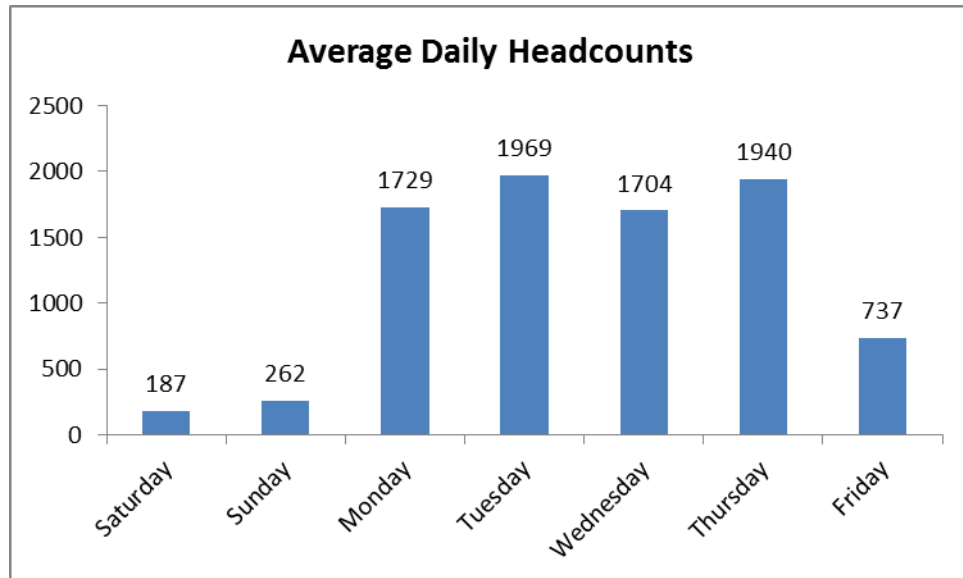
Submitted by Katherine Ott, Head of Access & Information Services Department

State of the Department:

The Public Services Department worked hard to maintain the level of service expected from us this year. The library expanded its hours in the Fall after hiring a new librarian. The library was open 88 hours a week (M-Th 8am-11pm; F 8am-6pm; S 9am-6pm; Sn 12p-9pm). The library maintained between 77 and 88 hours a week this past year.

The headcounts for the year show that the library is being utilized by the students on a regular basis. Our peak hours are between 10am-7pm and our peak days are Tuesday and Thursday. At closing we are kicking out on average 5 people a day and Sunday totals have increased by 75%.

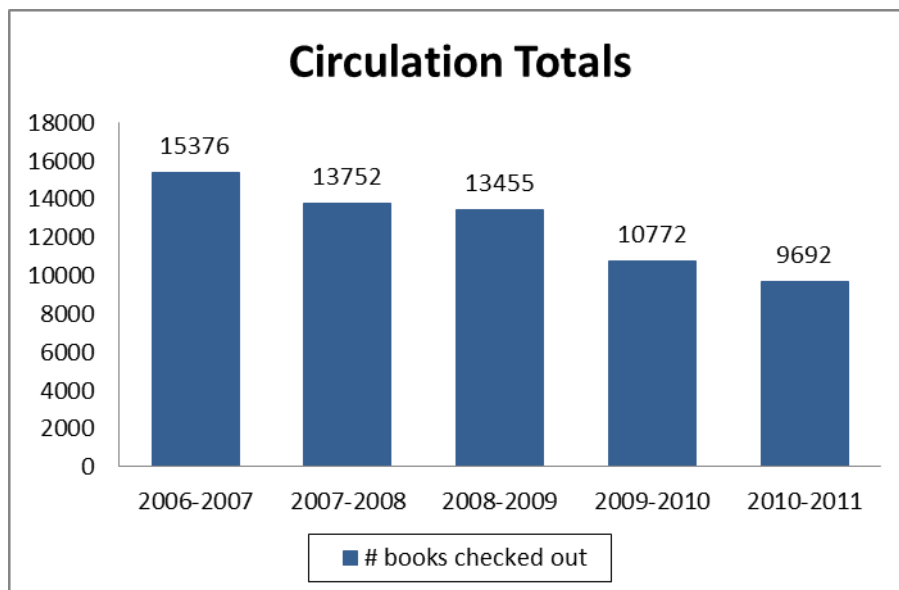




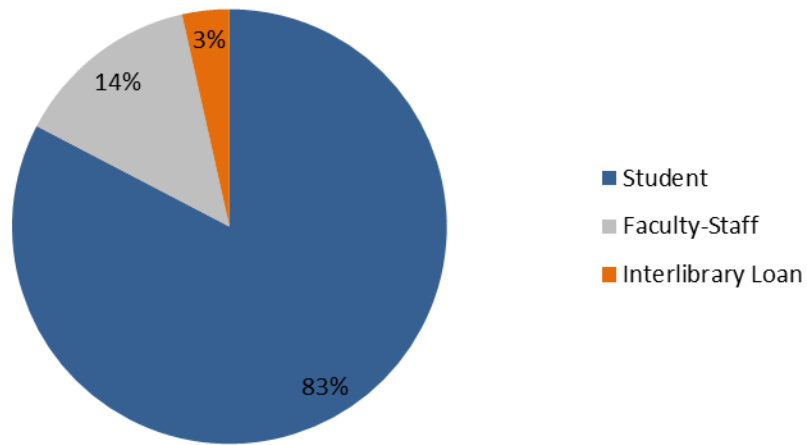
Department Reports:

Circulation:

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 changed in a decrease in Interlibrary loan and an increase in student checkout.

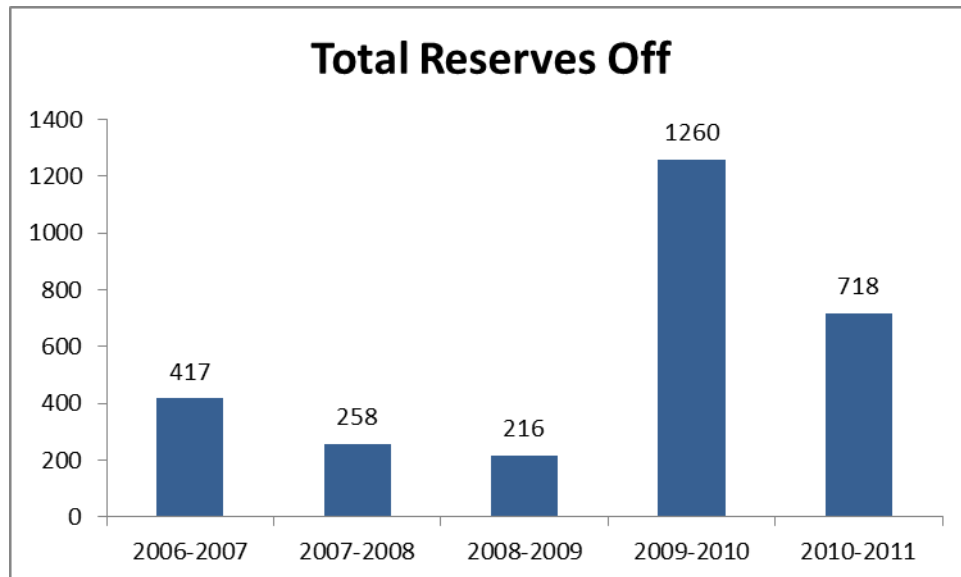


Checkout by Patron Type

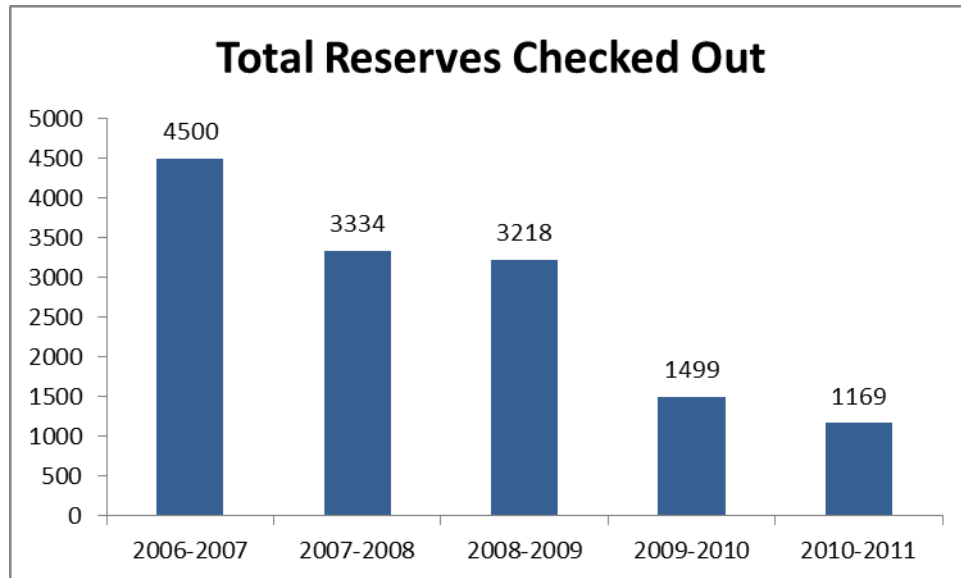


Reserves:

Last year, the reserves procedures were changed to comply with copyright standards. As a result, the statistics jumped in last year and remained higher this year than in previous years.

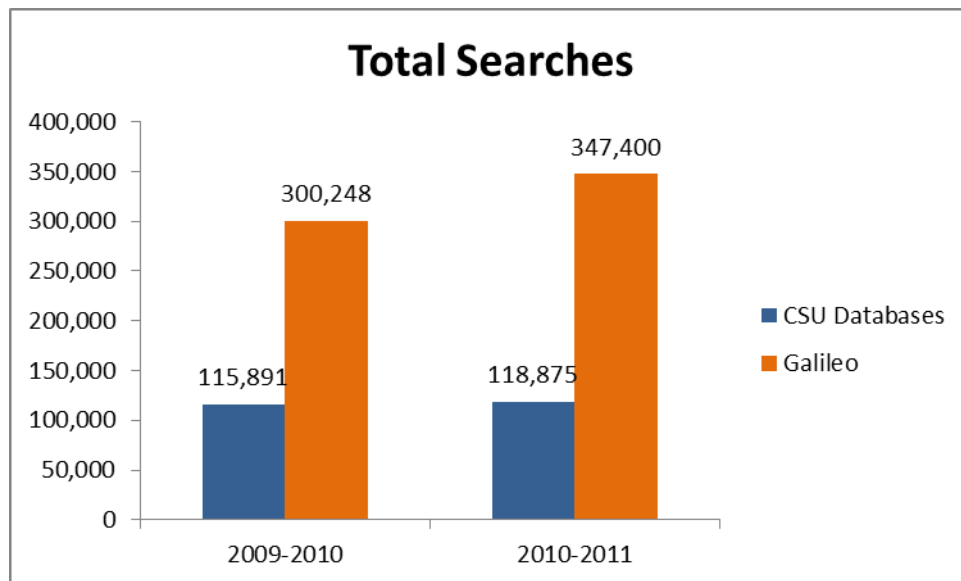


The number of reserves checked out has decreased again this year. This can be explained by the faculty usage of the SWAN portal and their personal websites to post articles and materials.

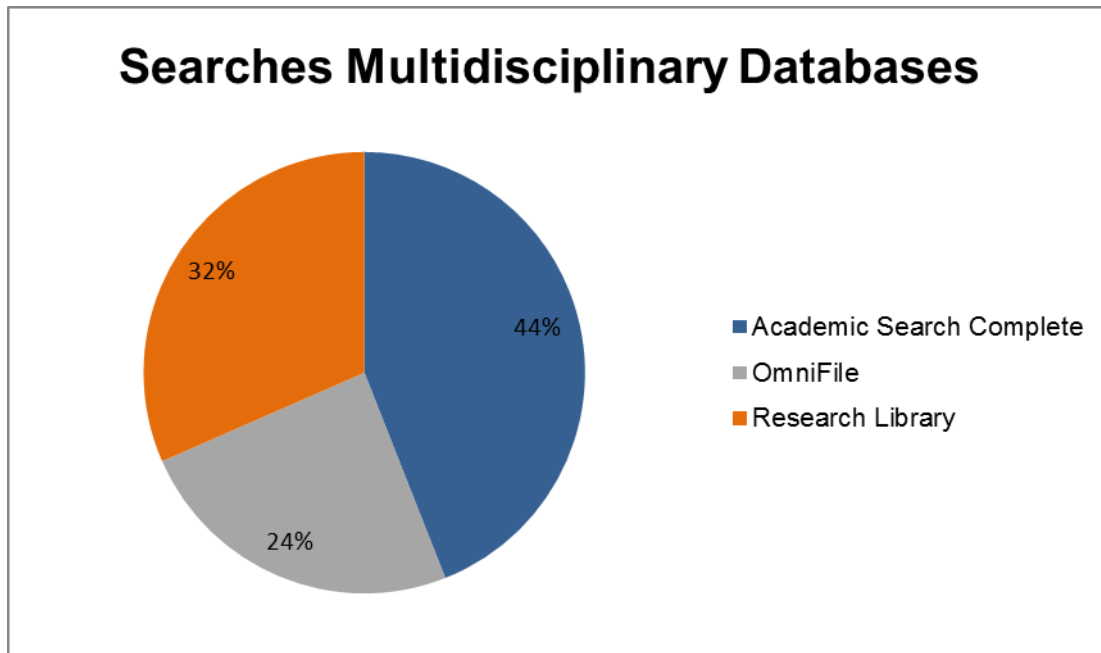


Electronic Services:

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. This year both numbers have risen indicating that the students are using the electronic resources more frequently.



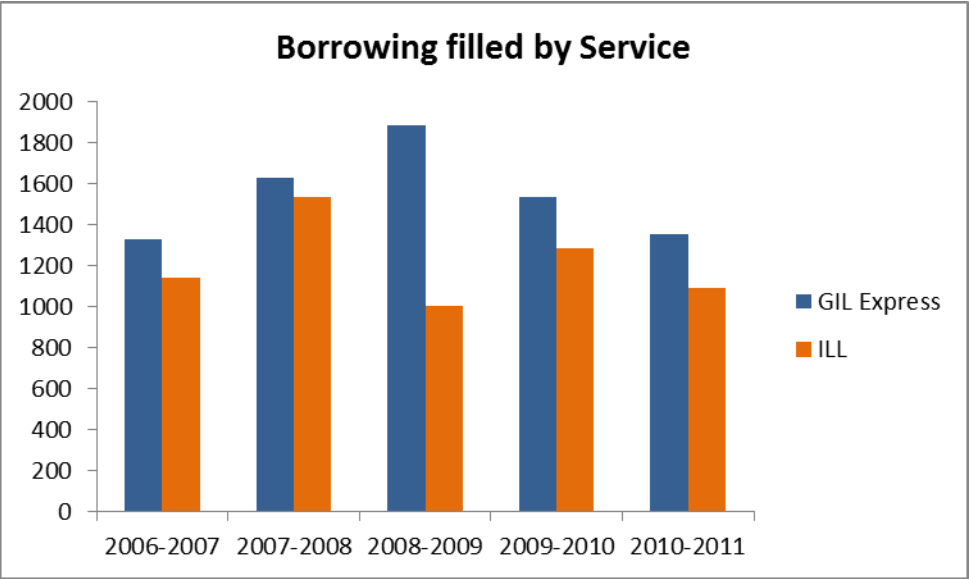
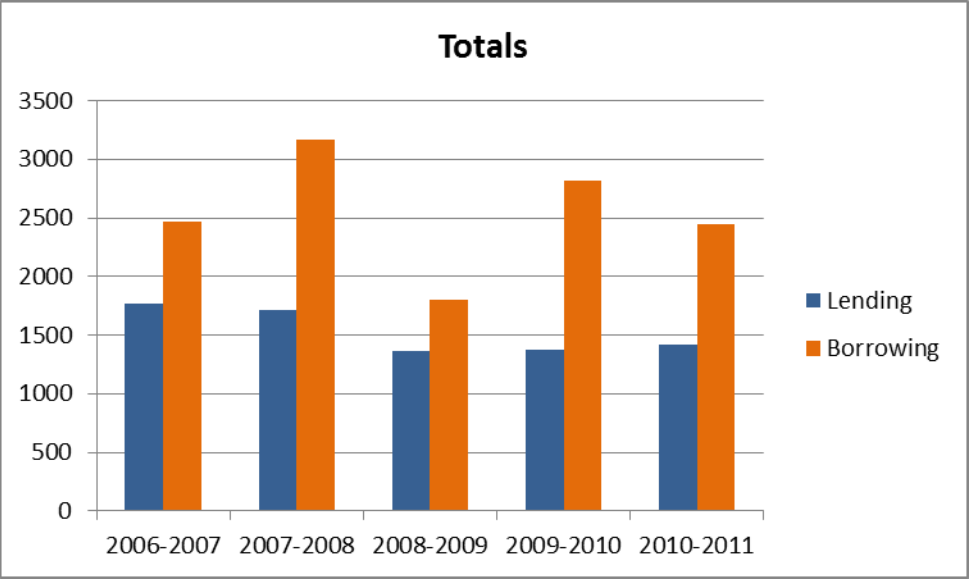
The library has three main multidisciplinary databases that are used by the students on a regular basis. Academic Search Complete and Research Library are GALILEO databases that make up 76% of the multidisciplinary use which remains consistent with last year's numbers.

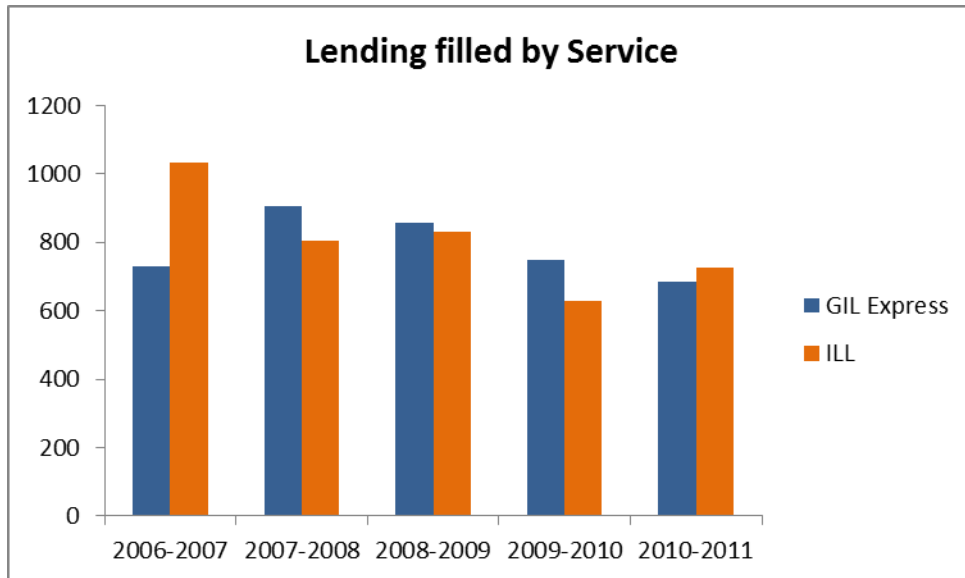


Appendix A includes the following lists: Top 20 Webpages, Top 20 Databases, Top 20 Databases by Vendor and Ebook Use.

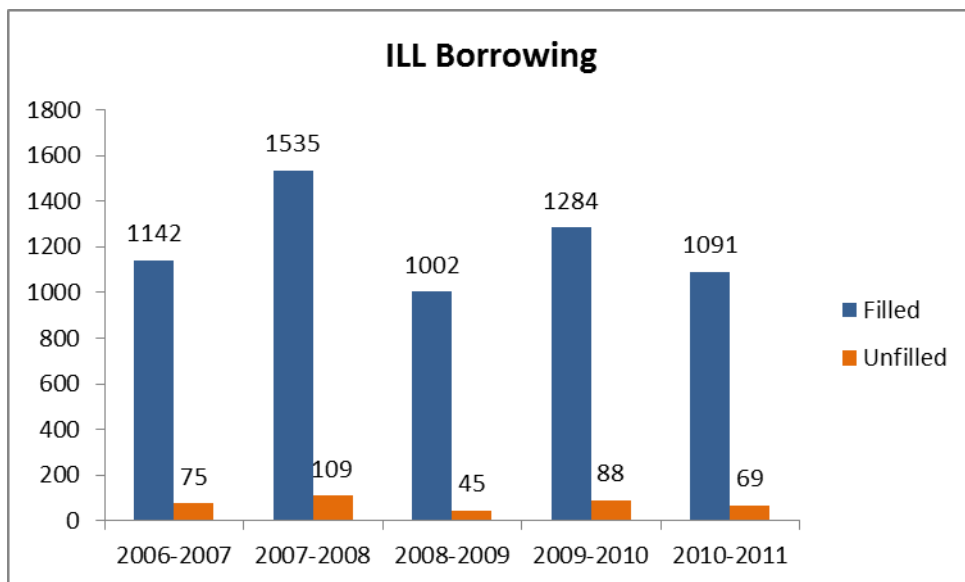
Resource Sharing:

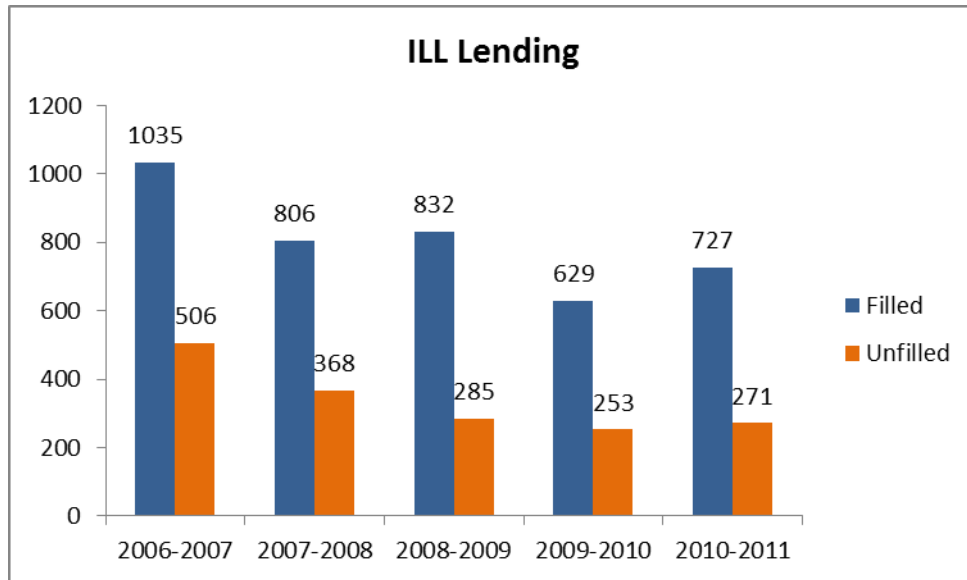
The totals for the resource sharing department went down this year in borrowing and remained consistent in lending. This means our students borrowed less materials from other institutions. Gil Express continues to be the service that students utilize the most in both borrowing but the service overall saw a decrease in use. In lending this year, Interlibrary Loan increased while Gil Express decreased. However the overall total of lending remained consistent.



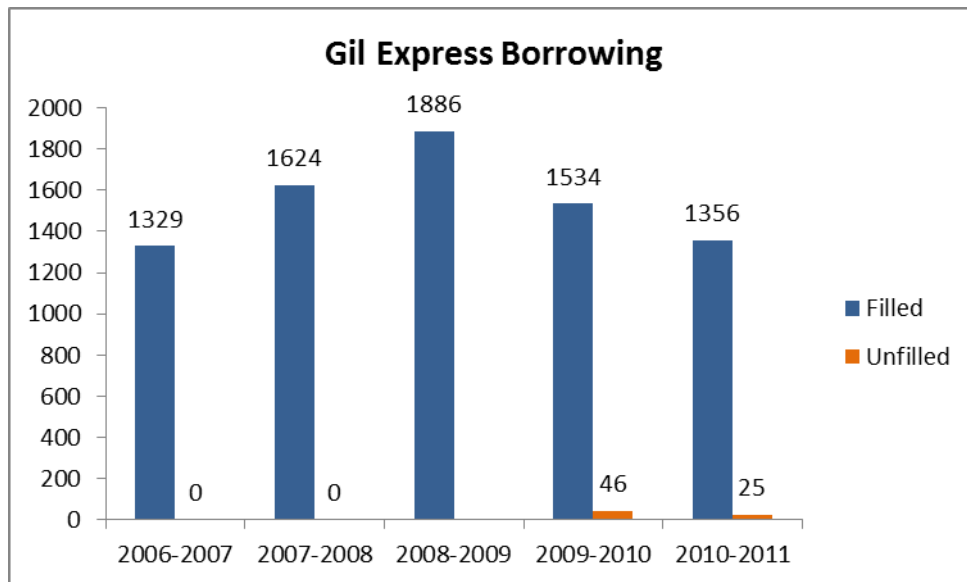


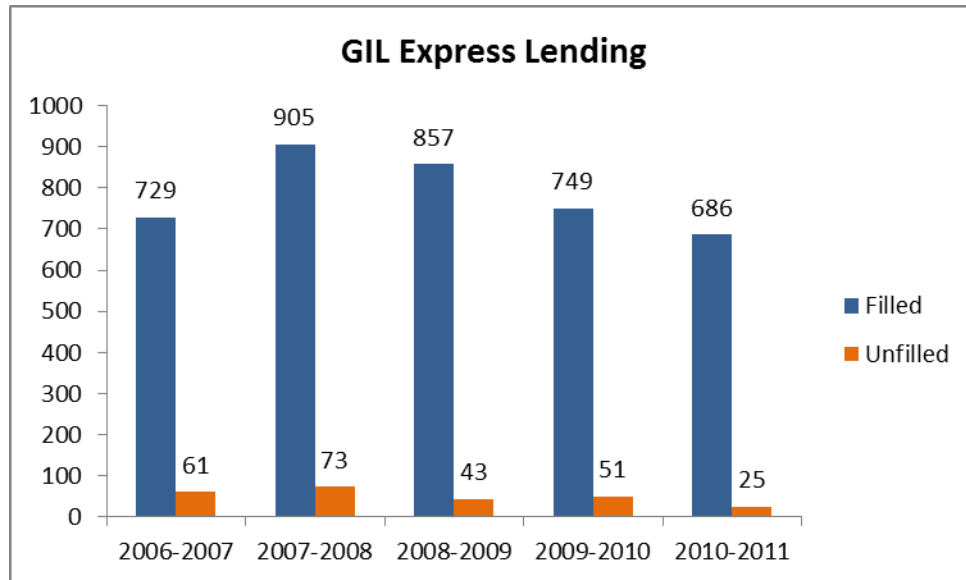
Interlibrary Loan's numbers decreased for borrowing this year. This can be attributed to the use of our electronic materials or the Gil Express service. Our Interlibrary Loan lending increased this year.





Gil Express borrowing and lending remained consistent this year with a slight drop in the number of materials processed. This service remains a valuable asset that if lost will put a strain on Interlibrary Loan.

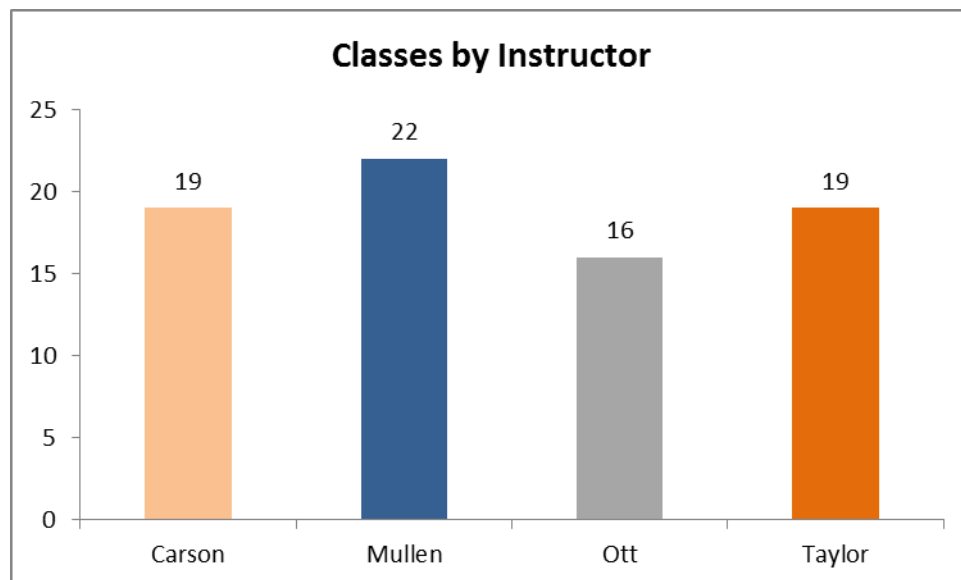




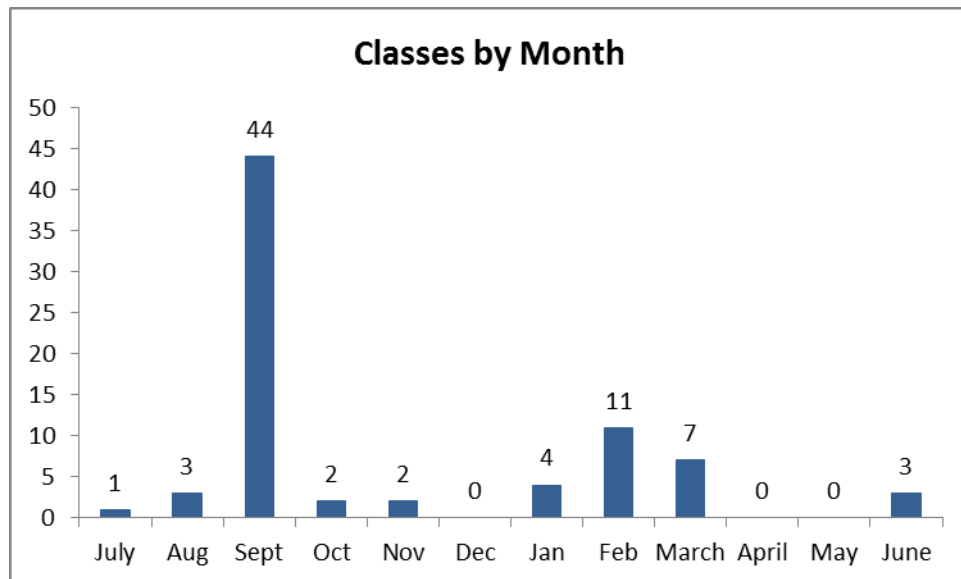
Both services provided by the Resource Sharing department are necessary for the library to provide the best service possible. The statistics support the consistent use of these services. This year our students borrowed less material from other libraries, which may be explained by the increase in our electronic book collection.

Instruction:

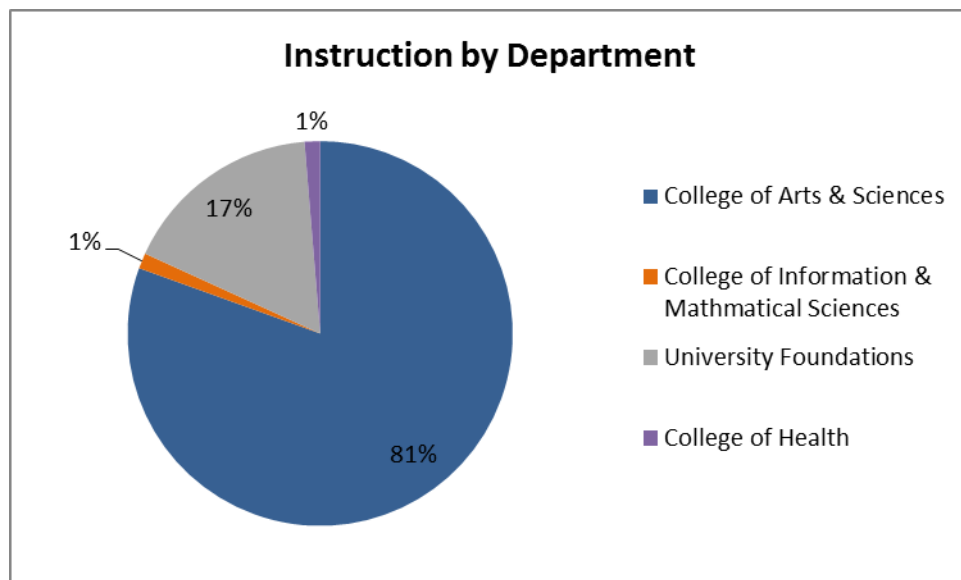
The Instruction Department of the library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Yalonda Carson. She coordinates the scheduling of the instruction room and who teaches each class. The librarians who teach are Yalonda Carson, Kara Mullen, Katherine Ott and Joan Taylor.



For the year, the library taught 77 library instruction classes primarily in the Fall semester. We reached 1461 students in these classes.



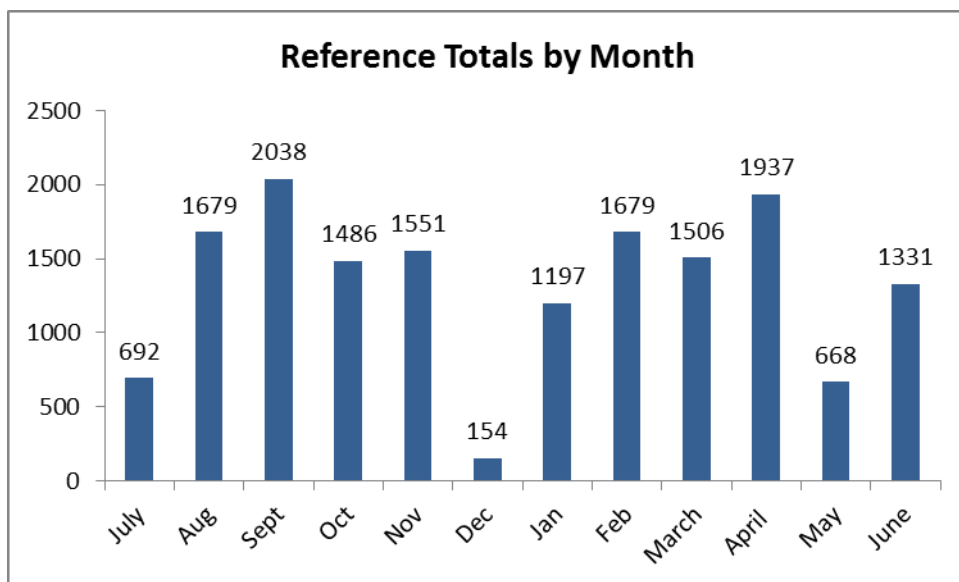
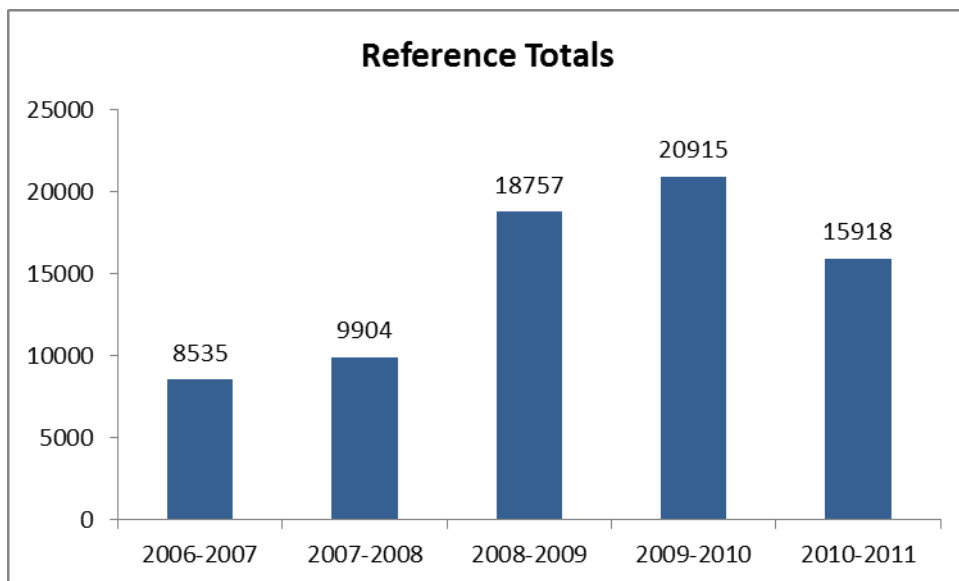
The classes taught were primarily from the College of Arts & Sciences. The department that requested the most instruction was the Language Arts Department.



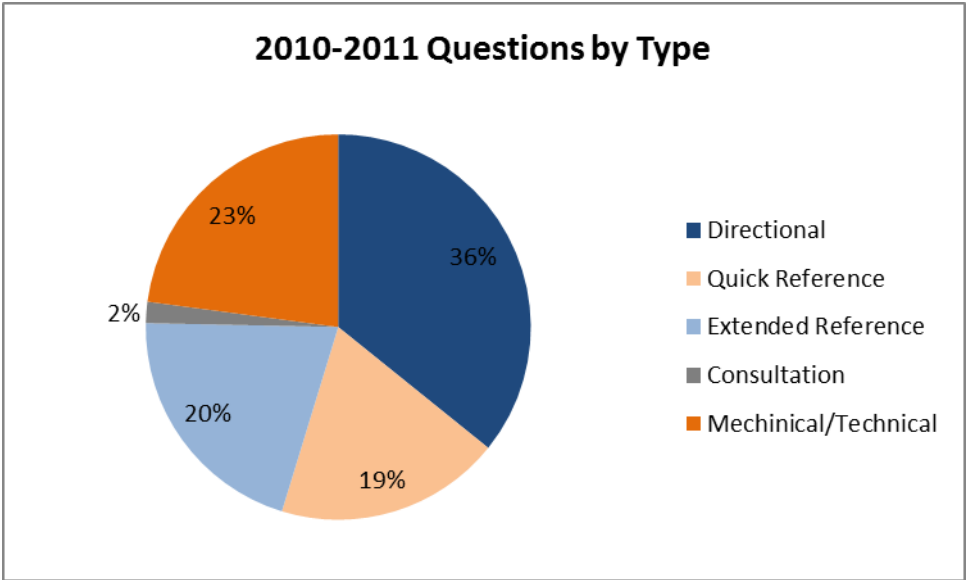
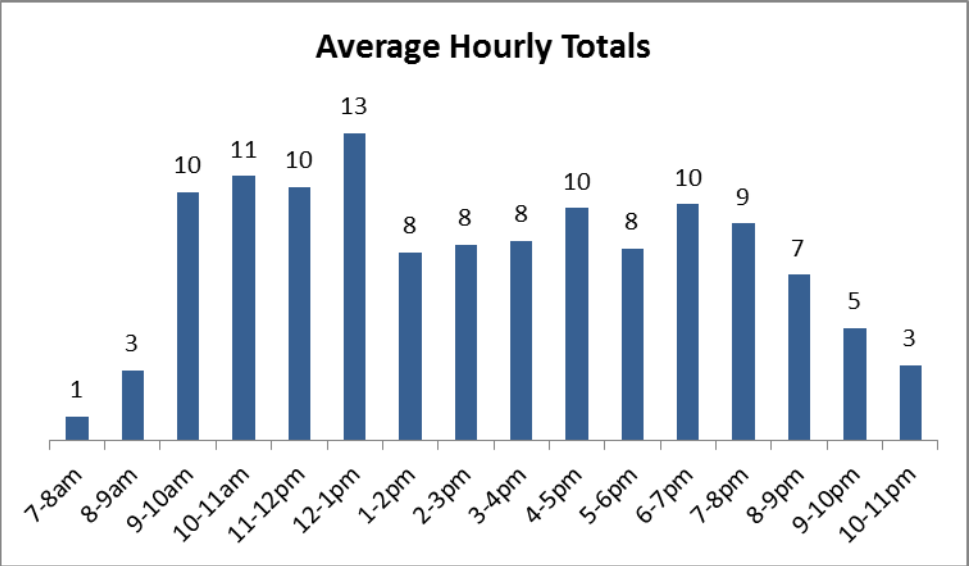
Reference:

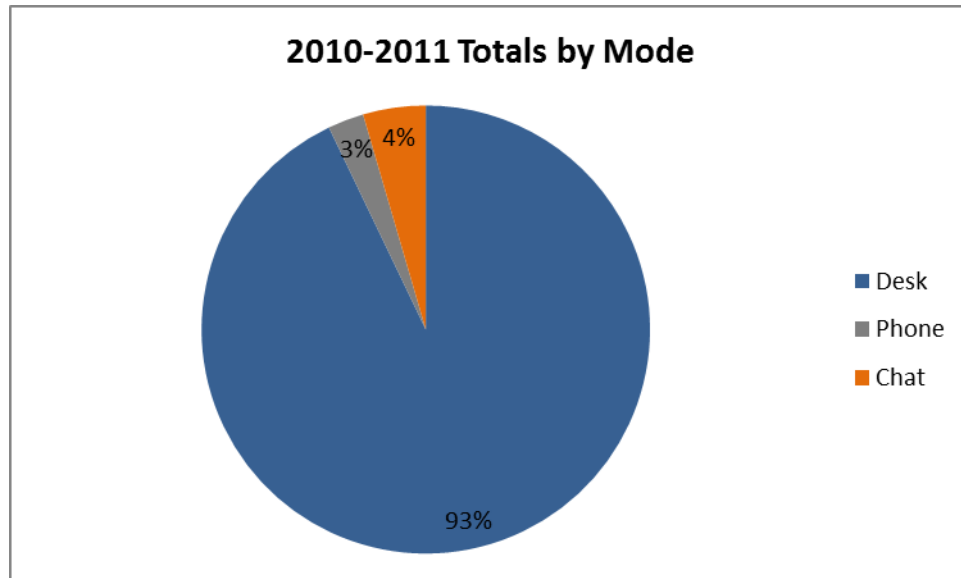
The physical reference desk was staffed 83 hours per week with reduced hours in the Summer. Virtual reference was staffed 88 hours per week with reduced hours in the Summer.

The statistics for reference decreased this year. This can be attributed to fewer librarians during our interviewing process, and other job responsibilities that leave the desk unmanned due to less staff. The monthly totals remain consistent in the distribution of when in the semester questions are asked.



Our average hourly totals show that the desk assistance is accurately being staffed and remained consistent with last year's numbers. The Questions by Type and Mode statistics also remained consistent with previous years, which indicates that reference services are performing acutely and within student needs.





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. With the addition of 2 new librarians, the library extended its hours without an increase in the student budget.

In the Summer of 2010, the library completed a shift of the materials and took a trip to the Georgia Institute of Technology's Library. The shift was necessary due to the purchase of some new shelf ranges. The library also began the search for an Electronic Services Librarian which was filled by the end Fall.

In the Fall, the library hosted the CASA Ducks, hired an Electronic Services Assistant. The library also purchased an iRespond system to assist with instruction, began offering a monthly workshop series. Public Services also hosted a library science school intern, Belle Reynoso.

In the Spring, the Weekend Services Librarian started working, which allowed the library to extend its hours over the weekends and one hour in the evening. 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.

Department Challenges:

The age of our physical collection continues to be a deficit to the university, however our increase in electronic books and continued resource sharing allows us to provide sufficient materials for our undergraduate populations. With the increase in graduate

degrees, the library should have seen an increase in funding for materials, but with the state budget restrictions this was not possible. We will continue to try to provide sufficient materials for these degrees through other means.

The staffing of the library increased this year, which allowed the library to increase it's hours to 88 operating hours in the Spring. This increase has been slowly utilized immediately utilized on Sundays. We expect the students to continue to use the library on nights and weekends.

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

Personnel:

The Access & Information Services Staff was increased during the 2010/2011 fiscal year. We retained three professional positions in the Department that were filled by Katherine Ott, Assistant Dean of Public Services, Yalonda Carson, Public Services Librarian, and Joan Taylor, Public Services Librarian. The library added two new positions an Electronic Services Librarian filled by Kara Mullen and a Weekend Services Librarian filled by Elizabeth Bradshaw-Veasey.

There was no turn over in the permanent staff and the staff reassignments have continued to work well. Robin Faulkner filled the Electronic Services Assistant position, which was vacated by Kara Mullen. Rhonda Boozer continued to hold the Interlibrary Loan/Reserves Assistant position and Barbara Dantzler, works as the Circulation/Gil Express Assistant.

The Access & Information Services Department also employed student assistants to assist with circulation, interlibrary loan and collection maintenance. This year we had between 4-8 student assistants working for the department. The library was able to staff so many students with extra funding from the Student Assistant Funding Request, which is slotted toward retention.

Staff Activities:

(Professional Development, Institutional Participation, and Community Services)

Name: Katherine Ott

Successes:

- Interviewed and Hired Electronic Services Librarian
- Interviewed and Hired Weekend Services Librarian
- Hired Electronic Services Assistant
- Began bi-monthly meeting with librarians and monthly meetings with staff to enhance communication
- Training Elizabeth Bradshaw
- Used iRespond system for English 1101 classes for testing
- Taught 16 classes and did 8 research consultations
- Created, marketed and taught Research Techniques workshop (10 participants)
- Worked on Learning outcomes document
- Heading search committee for User Experience Librarian
- ACRL statistics for Gordon
- Worked library book sale
- Participated in 2 webinars
- Assisted at Day of Silence
- Web class: Business Reference 101
- Prep Fall CSU1022 class
- Learning outcomes for instruction team
- User Experience Librarian position search
- Supervised Summer intern Sabrina West
- Supervised Fall intern, Belle Reynoso
- Represented the university at CASA Duck activities.

Professional Development:

- American Library Association member
 - RUSA member
 - LITA member
 - ACRL member
- Georgia Library Association member
 - Incoming Academic Library Division Vice President
- SELA
 - Incoming chair Awards Committees
 - Member of Annual meeting Planning committee
- Attended GOLD/Galileo Conference
- Presented at GCIL 2010 Conference with Kara Mullen (Growing Pains: Remodeling and English 1101 to Incorporate Information Literacy)

- Presented at COMO 2010 (Why Bother?: Why to Use and How to Find Free Web Based Applications that You Can Utilize in Your Work)
- Attended GLA midwinter
- Attended GUGM 2010 Conference

Meetings, Workshops, Training:

- Attended the Baker & Taylor presentation
- Georgia Institute of Technology trip
- Customer Service meeting
- Student part time job fair
- Present for Decatur High School
- Presented to first year orientation for English
- Attended presentation on Gale literary database
- Attended presentation on RM education Interactive tablets
- Met with Sue Ellen about Epads
- Sue Ellen Smith presentation: iRespond system
- Baker and Taylor presentation
- EZProxy demo
- Presented copyright presentation with CID
- Presented 2 Research Techniques workshops (10)
- Participated in NLW book sale
- Teleconferenced with Sarah Steiner (ALD)
- Attended Atlanta Emerging Librarians Saturday meeting (Tips for Real World Reference transactions)
- Attended webinar Resource Sharing
- Attended webinar: 10 tips for effective mentoring programs
- Attended OCLC webinar
- Purchased and attended Business Reference 101 (fee based online course)
- Attended Carterette Series - Project Management
- Attended SELA executive board meeting

Institutional Participation:

- Attended the Strategic planning town hall
- Member of Dental Hygiene Chair Search committee
- 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
- Participated in AKLtraz
- Participated in Chili cookoff
- Academic Policy Council
- Attended GSA event (Drag show)
- Attended Strategic Planning Town Hall
- Volunteered at the Career Expo
- Attended open budget meeting
- Day of Silence participant

Community Service:

- Volunteered to work the Susan G. Komen 3 Day walk in Atlanta
- Volunteered at the Helen Ruffin Reading Bowl
- Assisted at Georgia Student Media Festival
-

Name: Rhonda Boozer

Successes

- Finished Shifting in the Circulation Collection
- Finished Major Shifting Project in DVD / VHS / CD Collection
- Relabeled all AV Shelves
- Completed Interlibrary Loan / Reserves Training with Elizabeth Bradshaw
- Received 15 Year Service Award
- Completed the Georgia Student Media Festival Judges List
- Completed duties as the GLA Paraprofessional Award's Committee Chair

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
- Attended GUGM Conference

Meetings, Workshops, Training

- Attended Electronic Services Position Committee Meetings and Interviews
- Attended Library Staff Development Day
- Attended Library Staff Meeting
- Attended Public Services Staff Meeting
- Attended Interview Sessions for Weekend Librarian Position
- Attended Money Handling Workshop
- Attended OPAC Team Meetings
- Attended Update Meeting with Katherine Ott
- Attended Circulation Meeting
- Attended Ebsco A to Z Meeting
- Attended GLA Paraprofessional Division Skype Meeting
- Attended Resources Sharing Town Hall Meeting (Webinar)
- Attended Intro to OCLC's Future Delivery Services (Webinar)

Institutional Participation

- Attended Faculty / Staff Fund Drive Hot Dog Rally
- Attended Employee Benefits Fair
- Attended Campus Connect
- Attended CSU Awards Ceremony
- Helped with Library Book Sale

- Attended Library Open House for New Lobby
- BCM Advisor
- Member of the Electronic Services Position Committee
- Member of the Social Team
- Member of the OPAC Team

Name: Elizabeth Bradshaw

Successes:

- Participated in Library Book Sale
- Interviewed, hired and completed scheduling and training for student assistants
- Completed Reference and Liaison recommendations/purchases
- Completed draft of new Circulation Manual
- Created new Shelf Reading assignments for student assistants to be implemented in the fall
- Worked with Sabrina West during her internship

Professional Development:

- Attended the GLA Mid-Winter Conference
- Attended GUGM Conference
- Georgia Student Media Festival Committee member

Workshop/Meetings Training:

- Attended meetings for Library's Instruction and Promotions Teams
- Attended GOBI Training for Collection Development
- Attended Ambrose Digital Demo
- Attended GIL Express Training via Wimba Session
- Received overview of behind the scenes aspects of Voyager
- Received overview of website development for Librarian page
- Received training on Banner
- ADP Overview
- Attended Toastmaster's meeting
- Attended Bi-Weekly Progress Meetings
- Shadowing of Librarians as a new hire/ongoing training in liaisoning, instruction, and circulation
- Attended ProQuest History Vault Presentation
- Completed HR Employee Training
- Attended Circulation/Public Services Meetings
- Attended workshop on Cash Handling

Institutional Participation:

- Attended Library Lobby Open House
- Attended CSU Faculty Meeting
- Attended the inauguration of President Tim Hynes

Name: Yalonda Carson

Successes:

- Taught bibliographic instruction classes
- Helped various students with individual research
- Prepared and Implemented Library LINGO for StartSmart Program
- Create video podcast for Nursing

Professional Development:

- GLA Mid-Winter Conference
- Vice President of local chapter of Southern Crescent Toastmasters
- COMO

Meetings, Workshops, Training:

- Various short videos and tutorials pertaining to databases

Institutional Participation:

- Instruction Team
- OPAC Team
- Member of the Weekend Librarian Search committee
- Member of the Electronic Services Librarian Search committee
- Attended Fright Night
- Undergraduate Council
- English Senior Thesis Showcase

Community Service:

- Media Festival

Name: Barbara Dantzler

Successes:

- CASA DUCK set up
- Supervised Marvin and Omari on the Banned Book week display
- Updated instructions and checklists for Circulation student use
- Supervised the operations of Gil Express

Professional Development:

- Professional and Continuing Education training.
- GLA Carterette series Webinar on “Strategy for Blogging and Social Networking”
- GLA Carterette series Webinar on Branding and Influence: Establishing your Identity and reputation workshop
- Ebscohost Basic Webinar
- Ebscohost Advanced Galileo Webinar
- Ebscohost A-Z workshop
- Ebscohost Advanced Galileo Webinar
- COMO conference in Athens, GA
- GUGM Conference in Macon, GA

Workshop/Meetings/Training:

- CSU Town Hall meeting
- Circulation Meeting
- ProQuest History Vault meeting
- 2011 Budget application workshop for Campus Christian Ministries
- Smith Awards Committee meetings
- Campus Ministry Meetings
- Employee Benefits Fair
- Promotions Team meeting
- Assisted with library book sale
- 2 Awards program meetings
- Laker Angel meetings
- OPAC meetings
- New Student Convocation meetings
- Started training Elizabeth in the Circulation department
- Served on the 2011 Service Awards Program Committee
- Attended graduation of two of our student assistant Omari and Aaree
- Staff Appreciation Day Breakfast

Institutional Participation:

- Committee member for 2011 Alice J. Smith Awards Program
- Member of Campus Ministry

- Member of Laker Angels
- Women monthly Luncheon
- International day celebration held on Main Street
- Health Fair
- Help at the Reference desk /Meebo when needed
- Bought a retirement card/cake for (Arche driver) Mr. Sharpe
- Open the library (1 morning) while Rhonda was on vacation
- Attended a luncheon in honor of Laura graduating from Valdosta University
- Library's open house for the newly renovated lobby

Name: Robin Faulkner

Successes:

- Installed Microsoft 2010 on public library computers
- Created an updated library floor plan model for IT Department
- Created how-to guides for easier website navigation
- Jointly developed the website survey in Survey Monkey
- Entered database and eBook information into ERMES
- Created scope note images for databases purchased by Clayton State University Library
- Installed Google Analytics into library webpages to track usage
- Added Google Custom Search to the library website
- Successfully mastered GLRI
- Added and maintained library website access points

Meetings, Workshops, Training:

- Emergency Plan Instruction
- Content Management System Meeting
- Windows 7 Meeting
- Introduction to the Reference Desk
- Web Team Meetings
- OPAC Meeting
- iRespond Training and Troubleshooting Sessions
- Introduction to Circulation
- WebCT Meeting w/ Jason Fries
- Floor Plan Meeting w/ Chris White
- Promotions Team Meetings
- Webinars
- Completed mandatory training sessions for the University System of Georgia
- Strategic Planning Town Hall Meeting
- Professional Development:
- GLA Mid-Winter Conference
- GUGM

Institutional Participation:

- Annual CSU Library Book Sale
- Career Expo Volunteer
- CSU Employees Awards Ceremony Usher
- LAB Dedication

Name: Kara Mullen

Successes :

Public Services

- Hired as the Electronic Services Librarian
- Coordinated, shifted and supervised the shifting of the Circulating Collection
- Created new shelf labels for Reference, Legal Research and Circulating Collections
- Taught sections of COMM 1110, CSU 1022, ENGL 1101, HIST 1112, HIST 2111, HIST 3132, HIST 3240, and PARA 2205
- Facilitated 2 drop-in sessions for *Personalize Your Research*
- Mentored, Sabrina West, Summer Semester Library Intern

Electronic Services

- Hired Robin Faulkner, Electronic Services Assistant
- Distributed website survey to all students, faculty and staff; compiled results
- Coordinated the installation of 15 new desktops for library staff
- Installation and training of iRespond software and hardware
- EZproxy 30-day trial
- Web Team Leader; website maintenance
- Modified the CSU Catalog Quick Search box for new GIL-Find CSU Catalog
- Simplified the Library Tab in the SWAN for easier access to library information, resources and services
- Electronic Resources
 - Transitioned from GALILEO support to local support for GLRI records
 - Integrated all locally purchased electronic resources into GALILEO
 - Created access points and requested SFX targets for new databases: BioOne.2, GenderWatch, JSTOR Arts & Sciences VI Collection, JSTOR Life Sciences Collection and PscyARTICLES
 - Activated outbound OpenURL linking for ACM Digital Library and MathSciNet
 - Activated Salem Science and Salem Health eBook content

Professional Development:

- Georgia Conference on Information Literacy
 - Co-presented with Katherine Ott, *Growing Pains: Remodeling an English 1101 to Incorporate Information Literacy*
- COMO XXII
 - Panel member, *Getting Involved: Professional Organizations and the Opportunity to Make a Difference, Stay Connected and Build Relationships*
- Georgia Library Association member
 - Midwinter Conference

- AEL: Atlanta Emerging Librarians Meetings
- Southeastern Library Association member
- American Library Association member
- GOLD/GALILEO
- GUGM

Meetings, Workshops, Training:

- ExLibris Regional Directors' meeting
- Webinars
 - *The Social Library* with Cliff Landis
 - *JSTOR: New Platform Overview*
 - *Free Learning: Developing No Cost, Online Learning for Patrons & Staff* with Jay Turner
 - *Films on Demand: overview and basic searching*
 - *Baker & Taylor Title Source III searching techniques* with Travis Kelley
 - *GALE Admin Tool: introduction and overview*
 - *Spanish and More in GALILEO*
 - *Introduction to EZproxy Hosted Service*
 - *Poetry Resources in GALILEO*
 - *EBSCO LinkSource and A-Z introduction* with Joseph Ceterski
 - *eBooks on EBSCOhost overview* with Joseph Ceterski
 - *LinkSource with A-Z: Admin* with Joseph Ceterski
- Training
 - Customer Service with Amy Poole, CSU
 - GALILEO Local Resource Integration (GLRI) with Courtney McGough, GALILEO
- Library Staff meetings
- Public Services Staff meetings
- Library Staff Development Day
- Library Team Meetings
- Instruction Team member

Institutional Participation:

- Laker Angels member
- Faculty Affairs Committee member
- Content Management System Expanded Project Committee member
- Benefits Fair
- Facilities Master Plan information session
- Faculty/Staff Fund Drive
- Women's Forum Chili Cook Off
- Faculty/Staff Survey of Diversity, Social Justice and Inclusion
- ADA Information meeting with Elaine Manglitz
- Office of Human Resources Open House at CSU East
- Strategic Planning Town Hall meeting with Dr. Alceste Pappas
- Open Budget meeting with President Hynes

- Earth Day Sustainability Fair
- Day of Silence Safe Zone volunteer

Name: Joan Taylor

Successes:

- Taught various general library resource orientation classes for primarily English 1101/1102 classes, with other subject specific sessions requested in History, Communication, Music, and Paralegal Studies.
- Served as a volunteer during the annual Library Book Sale.
- Prepared an analysis of our psychology journal holdings/electronic full-text access for Dr. C. Jeanette Walley-Jean, psychology faculty member.
- Psychology Drop-In Sessions (2)

Professional Development:

- Contribution to article about the theme of libraries in Africa.
- **Taylor, Joan H.** (2010) "The West African Theological Seminary, " *Georgia Library Quarterly*: Vol. 47: Iss. 3, Article 2. Available at: <http://digitalcommons.kennesaw.edu/glq/vol47/iss3/2>
- Member of GLA Reference Services Special Interest Group
- Served on the GLA Scholarship Committee
- GALILEO Steering Committee Meeting
- GLA Mid-Winter Planning
- Gil Users Group Meeting-Macon.
- Bibliographic Instruction Group Conference-RWWL-Atlanta University Center-Atlanta.

Workshops/Meetings/Trainings:

- Weekend Services librarian and new electronic services assistant spent time with me as part of their orientation to the Clayton State University Library.
- Designed a "Drop-In" learning session for psychology research highlighting our new electronic reference e-book collection, **GVRL** and electronic research databases: **PSYCInfo, PSYCArticles, and Psychology & Behavioral Sciences Collection.**
- Worked with intern Ms. Belle Renoso at the reference desk during Fall semester, 2010.
- Worked with Ms. Sabrina West, in her library internship reference experiences and helped her with resources and information as she prepared for presentations and projects.
- Webinar-"Curate the Data: the eScience World" NLM sponsored event.
- **Lexis-Nexis** –new interface.

- “Disability Services seminar. “Special Needs or Special Wants? Determining Whether, When and/or How to Assist Students with Disabilities”- Campus presentation.
- ALA’s Office for Library Advocacy Every Voice Makes a Difference: Training for Frontline Advocates.” ALA Webinar.
- “Strategy for Blogging and Social Networking”-GLA Webinar.
- Grey Literature 102 and 103 -2 sessions –Strategies and Advanced Search Strategies –“Standing Out in a Sea of Grey Literature”-sponsored by Academy Health and NLM.
- Microsoft Word 2010 workshop-CID by Lou Brackett.
- GALILEO **NetLibrary** webinar conducted by EBSCO staff.

Institutional Participation:

- Served on the Electronic Services Librarian Search Committee.
- Served on the Undergraduate Curriculum Committee.
- Served on the Special Course Fee Committee.
- Attended the Inauguration Ceremony/Picnic for Clayton State University President –Dr. (Thomas J.) “Tim” Hynes, Jr.
- Served on the Instruction Team
- Served on the Web Team
- Undergraduate Curriculum- monthly meetings with several bi-weekly special called meetings.
- New Faculty Orientation
- LakerAngels
- Instruction Team
- Web Team
- Inauguration Ceremony/Picnic
- Investiture Ceremony-Dr. Tim Hynes
- Women’s Forum Chili Cookoff.
- Human Resources Open House-new Campus East location.
- Campus Commencement Exercises
- Library lobby renovation – “Open House”.
- Participant at a bake sale benefit fundraiser for Clayton State University injured students.

Community Service:

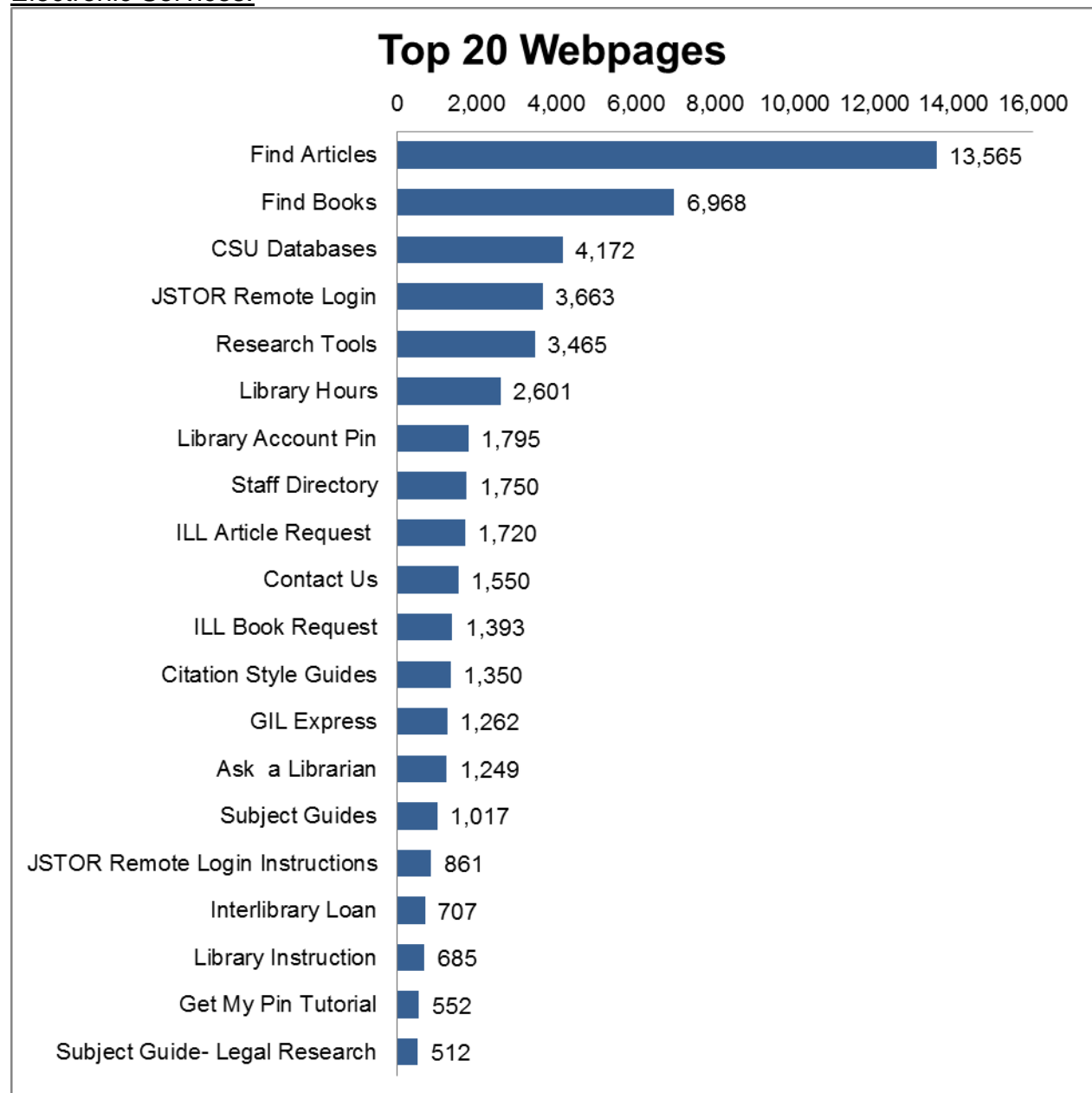
- Served as a judge at the Media Festival hosted by Mt. Carmel Elementary School.
- Served as judge for the Georgia Student Media Festival-Jonesboro.

Department Goals for the coming year:

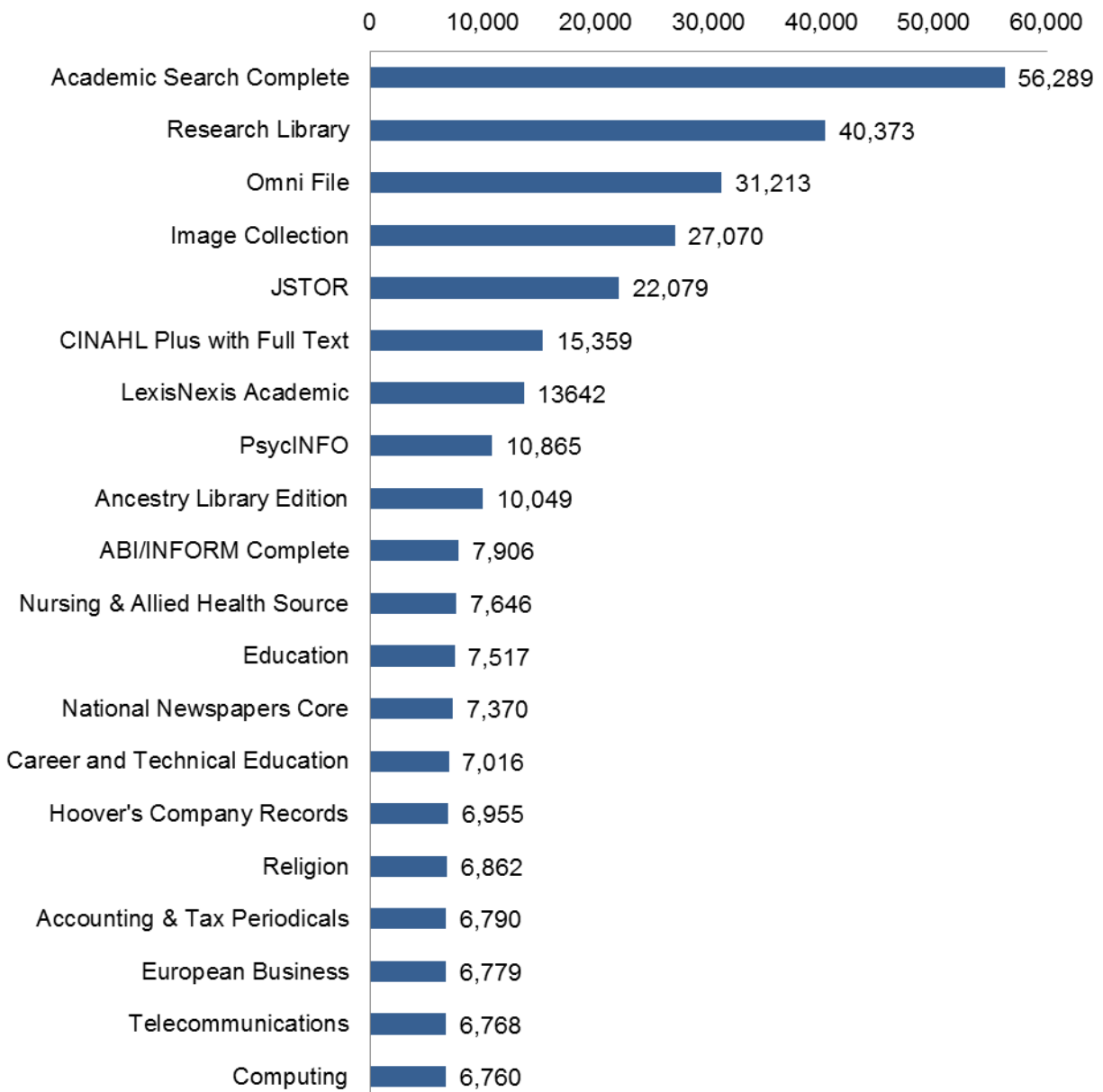
1. Maintain efficient running of service departments in the library including developing, implementing and maintaining service operations and oversight of the library facility and materials to ensure easy access and proper staffing.
2. Enhance library efficiency by offering a variety of service options. 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
2010-2011

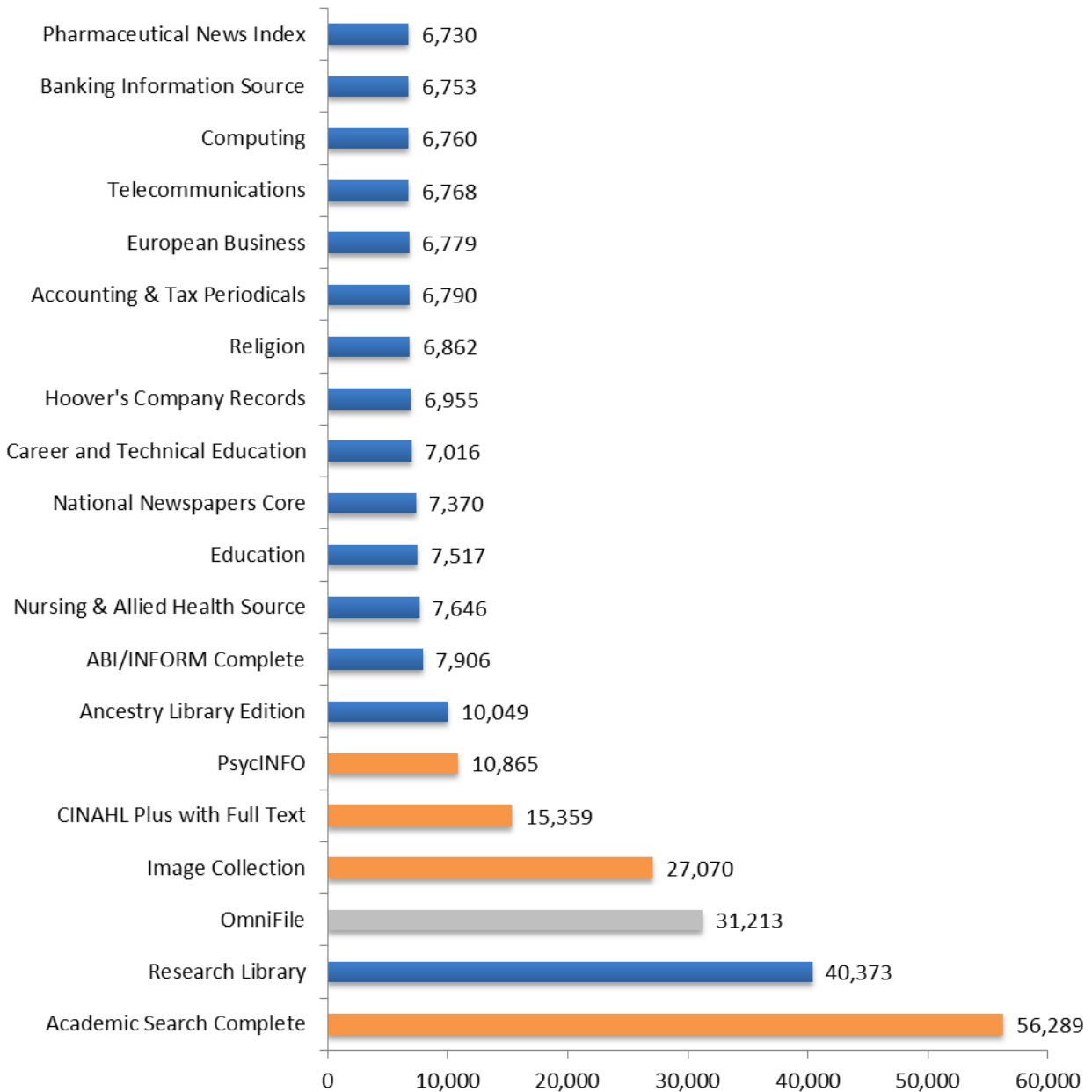
Electronic Services:

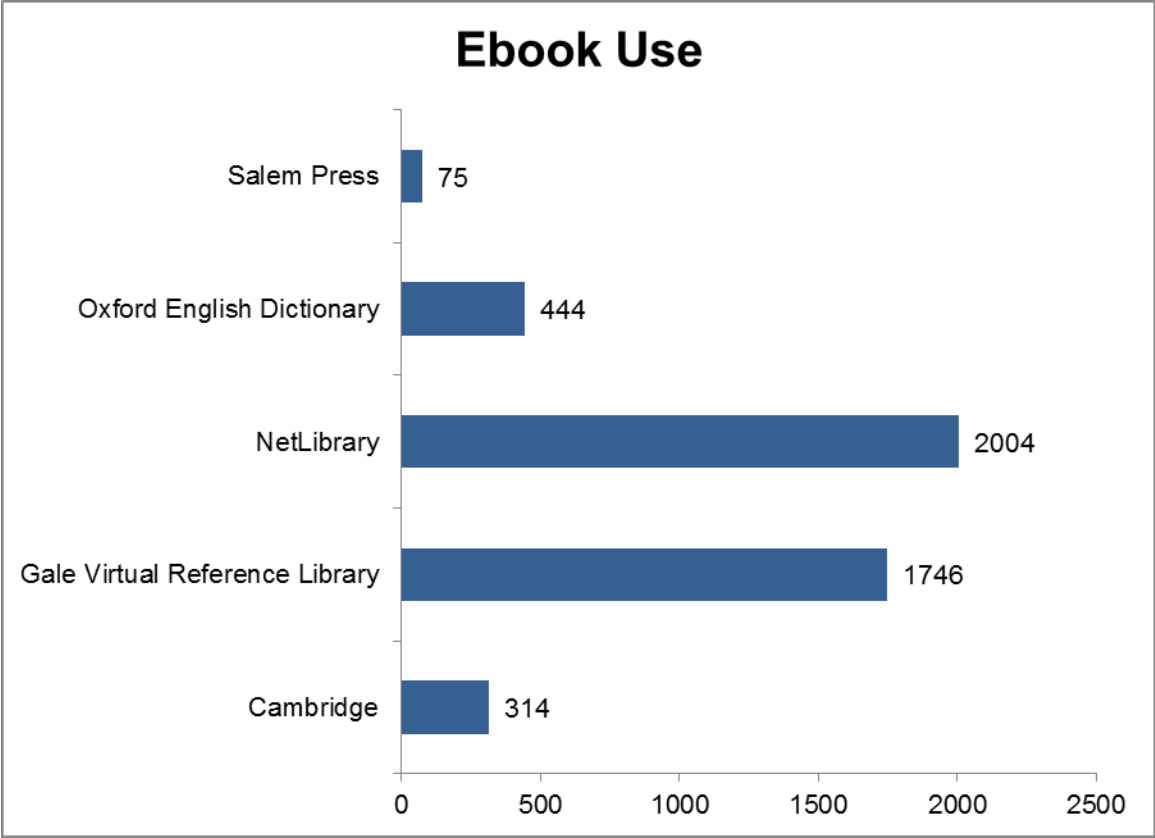


Top 20 Databases



Top 20 Databases by Vendor





**CLAYTON STATE UNIVERSITY LIBRARY
UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS**



Annual Report

July 1, 2010-June 30, 2011

Submitted by

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Clayton State University Library Archives

JULY 2011

Clayton State University Archives

2009-2010 Annual Report

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OVERVIEW

The Clayton State Archives continues to thrive and move forward. Interns continue to show interest in the work of the Archives. Changes are coming that will boost the Archives to another level. This year brought about digital collections online. This is exciting. We can now share some of our collections. Access is available online as well as in the Archives.

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

Status of Last Year's Goals

- More professional development. There was actually less professional development this past year due to cost.
- Adding record group numbers/labels to all boxes. This goal was not reached.
- Update and Publish the Internship Manual. The Archivist has decided not to publish the manual in hardcopy. The manual is 90% updated. Once completed, the Internship Manual will be available on the Archives' web page. Those Archives requesting a copy will be directed to our web page.
- Learn Archon and start populating the database with collection information. This is still a work-in-progress.
- Get the new Archives' web page up and functioning. This goal was reached. The web is up and contains information about the archives as well as collection information.
- Create online exhibits for the new Archives' web page. This is a work-in-progress.

- Create new projects for interns. Eight new projects have been added to the Internship Manual. These projects include: Library Phonograph Records, Scrapbooks, Special Collections Bibliography, Description, Computer Software Updates, Archon, *Laker Lines*, and *Campus Review*.
- Create a collection for the nursing program. This was one of the biggest accomplishments for the year both in the amount of work and time involved. The volunteers created a collection for the School of Nursing. It contains information on courses, degrees, faculty, graduations, and news clippings. Some photos are included along with a nursing pin. A copy of the notebook was given to the Dean of the School of Nursing.
- Participate in the Society of American Archivists poster and presentation program. This goal was not reached.
- Graduate-level Internship Projects. Many of the new projects created are graduate level. Additional projects will be created that will be appropriate for the masters' degree program.

Other Accomplishments

- Modified Internship projects to include an IT aspect for publishing collections on the Archives' web page.
- Hired a student assistant for 20 hours per week. Reico Cartwright, Spring 2011 IT intern, is now bringing his technology skills to play in the Archives. Because of Reico we have an ever increasing presence on the web page.
- Increased technology awareness and skills with several software programs: Wordle (clouds), Prezi, Adobe Acrobat Pro, Avery Template Software, and saving Word documents in PDF.
- Archon was reinstalled on all computers in the Archives. The HUB had removed it because of infrequent use. Both the Archivist and the Student Assistant are learning about the database.
- Welcomed another volunteer. Whitney Hardy is a business and marketing graduate, from Valdosta. She has been assigned the task of creating marketing materials for the Archives and the Internship program. She is also working on improving the funding brochure for the Dare Fischer Memorial Fund for the Clayton State University Archives.

Being a full-time archivist has not created much time for working on projects. Instead the emphasis has been on creating more projects; looking for projects that are easily made digital, and creating new collections.

COMMITTEES AND MEMBERSHIPS

- Clayton State Committees and Councils
 - Faculty Senate
 - Women's Forum – Historian
 - Librarians Committee
 - Library Web Team Committee
- Memberships
 - **NATIONAL**
 - Society of American Archivists
 - National Genealogical Society
 - **REGIONAL**
 - New England Historic Genealogical Association
 - **STATE**
 - 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 & DISPLAYS

The Archivist created and displayed the following exhibits. The topics were varied.

- August 2010, *Who's Living in Your Family Tree?* 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 included in the display. Same exhibit as last summer.
- 28 September 2010, *Interns and Internships*. Table-top display with handouts created to promote internships for the Internship Fair at Clayton State.

- 6 February 2011, *The Genealogy Research Trip* exhibit, The Genealogy Group at Clayton State, Morrow, GA.
- 1 May 2011, *The Family Reunion*, The Genealogy Group at Clayton State, Morrow, GA.

OUTREACH

The Genealogy Group at Clayton State

What started out as an Internship project has blossomed into an informal genealogy support group. The group is heading into its third year. The GG meets once a month for two+ hours. Presentations are made on various topics that assist family historians with their research. The members of the group suggest the topics for each meeting.

Group members are instructed in the use of Clayton State databases, Ancestry and Footnote. Personally-own genealogical books and materials are kept on Reserve at the Circulation Desk for researchers.

The membership of the Genealogy Group at Clayton State started out with faculty, staff, students, and retirees. The group has grown to include people from the community. The Genealogy Group at Clayton State is still growing. Our meetings boast a bigger attendance each week.

PRESENTATIONS AND SPEECHES

- 7 Feb 2010, *The Genealogy Research Trip*, The Genealogy Group at Clayton State, Morrow, GA.
- 1 May 2010, *The Family Reunion*, The Genealogy Group Clayton State, Fayetteville, GA.

- 12 Sep 2010, *Cemeteries: A Graveyard Undertaking*, The Genealogy Group at Clayton State, Morrow, GA.
- 27 Sep 2010, *The Lone Arranger*, for the CSU Masters' Class in Archival Studies.

PROFESSIONAL DEVELOPMENT

Professional Development sources are varied. Professional Development is down again from last year due totally to cost. One major workshop was attended – *Description and Discovery*.

Family History Expo 2010, November 12-13, 2010, Gwinnett Center, Duluth, GA

- 12 Nov 2010, *Scanning and Photo Retouching Basics*, Tom Underhill, Limited Edition Publishing.
- 12 Nov 2010, *Want Land? Will Travel! Southern Land Records State-by-State*, Arlene Eakle, PhD, The Genealogical Institute
- 12 Nov 2010, *Tracing Your Immigrant Ancestors*, Lisa Alzo, MFA.
- 12 Nov 2010, *Where's the Tylenol—How to Cite Your Sources without Losing Your Mind*, Christine, Sharbrough, BA, CG
- 13 Nov 2010, *Finding Your Irish Ancestors—Are There Really Any Records?* Raymond Naisbitt, FamilySearch, Family History Library Staff
- 13 Nov 2010, *Finding Your Family Stories Online*, Tami Glatz.
- 13 Nov 2010, *State and Territorial Censuses & Substitutes*, Leland Meitzler, Family Roots Publishing.
- 13 Nov 2010, *15-Minute Family History*, Kim Woodbury, FamilySearch.

- 13 Nov 2010, German Records Other Than Parish and Vital, Tamra Stansfield, FamilySearch, Family History Library Staff.
- 27 Oct 2010 *Description and Discovery*, Elizabeth Russey Roke and Laura Carroll, Emory University, Society of Georgia Archivists Annual Conference.
- 6 Mar 2011, *FamilySearch Database Training*, Church of the Latter Day Saints, Jonesboro
- 23 Apr 2011, *Archivists Technology Bootcamp*, Richard Pearce-Moses, Clayton State University.
- 3 Jun 2011, Tour of Ernest F. Hollings Special Collections Library at the University of South Carolina, state-of-the-art “green” facility.

STAFF ACCOMPLISHMENTS

Student Assistant Accomplishments



Reico Cartwright holds the honors of being the first paid Student Assistant in the Archives. He has contributed his technology skills and made it possible for the Archives to have a web presence. Reico started in June but has already made headway with digitizing some of our collections. Yearbooks, 2 newsletters, faculty brochures, and academic catalogs. Reico works closely with the Library Technology Librarian and her assistant.

Reico is responsible for copying and saving the campus publications online, in print and on CD. Reico has already copied to CDs: online catalogs,

Intern Accomplishments



Ashley Daniel, Summer 2010

- Worked with sorting and filing daily print-offs for the email collections.
- Put together an articles database for journal articles to support the new masters' degree in archival studies.
- Evaluated and abstracted Lyceum video tapes. Pulled tapes that needed repairs.



Heather Lewis, Fall 2010

- Heather worked on collecting news articles and other items for the Nursing Program Collection.
- Created an exhibit for Georgia Archives month (October). The exhibit was a timeline of events happening around the world and at Clayton State University.
- Heather assisted archivist with adding record group numbers to the collections.



Reico Cartwright, Spring 2011

- Completed assignment of Describing a collection
- Took inventory of four small collections.
- Created four collections in the Archon Database. Created two digital collections in the Archon Database.
- Four Collections have been prepared for web population..
- Processed the daily *Laker Lines* by copying the web articles into word documents. This was done daily for two weeks while the Archivist was out of the office.
- Scanned the *What's Going On Here* publications and saved them as single searchable PDF documents.
- Scanned the CJC Potpourri newsletters and saved them as single searchable PDF documents. Collection was added to Archon.
- Worked closely with Technical Librarian and staff.

Volunteer Accomplishments



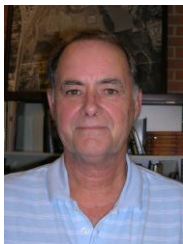
Sarah Fraticelli

- Started a collection for music program.
- Researched and pulled together a collection for the nursing program: research, inventory, description, timeline, faculty for each year and much more.
- Started researching and collecting for the dental hygiene program. Following the same procedure as the nursing program.



Heather Lewis

- Continued work on the nursing collection.
- Located the boxes for the Spivey Hall collection
- Arranged and Described the Deans' List collection.
- Working on locating and inventorying the Athletics Department collection.
- Volunteering at Stately Oaks-Historic Jonesboro to assist with organizing their archival records.



Wayne Tyler

- Recreating the Library Collection – former volunteer destroyed original order and the arrangement of the library collection.
- Assisted with research for the nursing collection.



Whitney Hardy

- Researching to establish a collection for the School of Business.
- Developing marketing materials for the Archives, the Internships, and the Dare Fischer Memorial Fund for the Archives



Brandon Nelson

- Assisted with researching background for future oral history project to interview faculty members.

Intern and Volunteer Statistics

INTERN AND VOLUNTEER HOURS 2010-2011

Month	Interns	Volunteers	Monthly Total
July 2010	75	41	116.00
August 2010	105	30.25	135.25
September 2010	30	17.75	47.75
October 2010	30	4.5	34.50
November 2010	30	2	32.00
December 2010	30	4.75	24.75
January 2011	30	0	30.00
February 2011	30	36.75	66.75
May 2011	30	37.5	67.50
April 2011	30	35.5	65.50
May 2011	30	56.5	86.50
June 2011	0	61.25	61.25
TOTALS	450	328.25	778.25

The table below shows the 2010-2011 academic year Interns. The figures represent the donation of service of these Interns.

Semester	Name	Hours Worked	Estimated \$\$ @ \$7.30/hr	Total \$\$ Donation
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Summer 2010	Ashley Daniel	150	1,095.00	1,095.00
Fall 2010	Heather Lewis	150	1,095.00	1095.00
Spring 2011	Reico Cartwright	150	1,095.00	1,095.00

TOTAL INTERN DONATION **3285.00**

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	3,262.50
Volunteers	2,399.88

TOTAL **\$5,662.38**

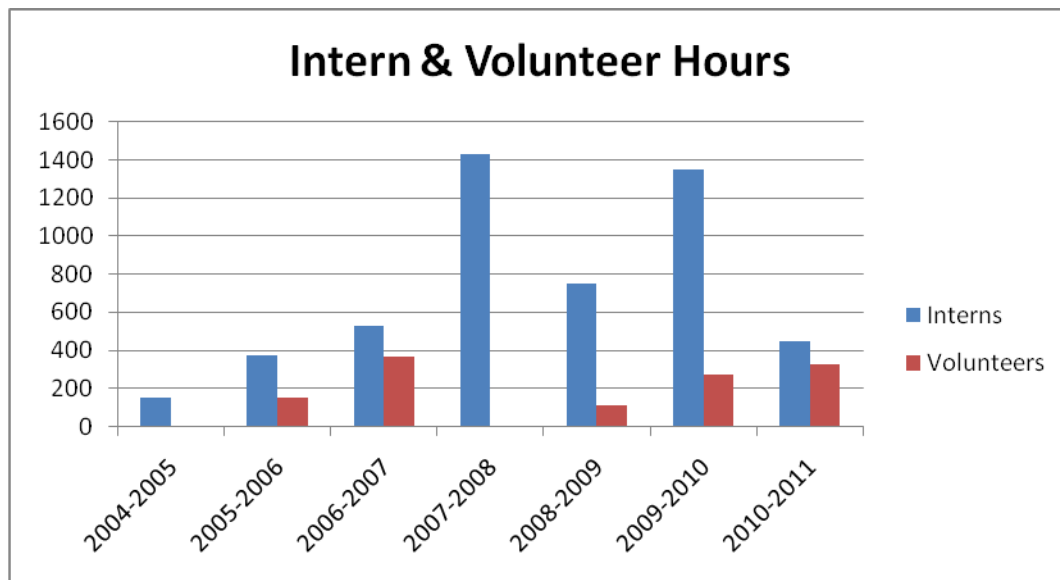
INTERN AND VOLUNTEER HOURS 2010-2011

Intern and Volunteer Hours 2004 to June 2011

Academic Year	Number of Interns	Intern Hours	Number of Volunteers	Volunteer Hours
2004-2005	1	150	0	0.00
2005-2006	2.5	375	2	154.00
2006-2007	3.5	525	2	364.00
2007-2008	11*	1430*		

2008-2009	5	750	2	110.50
2009-2010	9	1350	6	269.25
2010-2011	3	450	5	328.25
	35	5030	17	1226

*Two of the interns were 40-hour internships from Valdosta.



GOAL AND CHALLENGES

- More professional development – This is always a goal. Cost to the Archivist is an issue.
- Labeling boxes of news clippings, and publications. Labels need to be added to the boxes so that retrieval is easier.
- Update the layout of the Archives' web page. Pass the new layout along to the Technology Librarians.
- Update and publish the internship manual online. The Internship Manual is frequently requested by archivists across the country. The manual will be completed before the deadline of June 2012. New projects will be added.
- Learn Archon and start populating the database with collection information. Archon is reinstalled on the computers in the Archives. The Archives now has server space. The next step is to find a tutor to help us learn to use the database properly. The information is ready to be added.
- Add additional digital collections to the archives web page.
- 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. . When creating new projects, gear them toward the masters' degree program. Create projects for: The Athletics Department, the Music Program, Spivey Hall, Individual Collections, Career Services, University Relations, Academic Affairs, and Office of Development.
- Create a collection for the Dental Hygiene Program.
- Create a collection for the School of Business.
- Monitor the environment in the Archives. Provide monthly updates and reports.

Annual Report

July 1, 2010-June 30, 2011

7/29/2011

Clayton State University Library

Collection and Resource Management Department

Submitted by Cathy Jeffrey, Associate Dean of Libraries

Clayton State University Library
Collection and Resource Management Department
2010/2011 Annual Report

Submitted by Cathy Jeffrey, Associate Dean of Libraries

Overview

During FY2011 the Clayton State University Library Technical Services Department was renamed to better reflect the functions of the department in language that is more easily understood by the rest of the University community. With this name change the Technical Services Department became the Collection and Resource Management Department.

Although the name was changed, the mission of the department remained the same. 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 90,237 volumes. An additional 25,964 bound periodical volumes bring the bound volume total to 116,201 volumes. There are an additional 325,961 audiovisual and microform pieces owned by the Library bringing the total collection to 442,162. For a detailed summary of additions to the collection during FY2011 see Appendix B.



This year in addition to routine functions, the Collection and Resource Management Department worked on several projects to improve the Library's collection and the Library's on-line catalog. The Incomplete Periodical Project and the project to fully catalog the Dendinger Collection were completed. An inventory of the Circulating Collection was begun and by the end of the year had neared completion. Significant progress was made on the project to improve periodical holdings in the on-line catalog. Over two million corrections to records were made as part of the database management function.

Department staff members continue to be recognized as leaders within the University and at the state level. Heidi Benford received the Georgia Library Association Nora Symmers Paraprofessional Award for 2010. She served as the staff representative during the presidential inauguration ceremony and as chair of the Alice Smith Staff Award Committee. Adam Kubik was selected as one of five individuals from USG institutions to work with the GIL-Find programmers to do alpha testing for the GIL-Find catalog. Laura Herndon was elected Treasurer of the Laker Angel organization.

Library Expenditures

The Library materials budget allocated in July 2010 totaled \$390,000.00. This amount reflects a slight increase over the total amount expended during FY2010 including a substantial end of year allocation.

During the course of FY2011 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2011 budget was \$352,193.07. This amount is more than was expended from the Library's FY2010 budget but \$33,595.51 less than the amount expended on materials when the 2010 end-of-year allocation is included. The Library did not receive end of year funding in FY2011. As a result total Library expenditures for materials actually decreased in FY2011 in spite of the original increased allocation. The challenge for Library staff in the coming year will be to improve selection and collection development in order to make better use of increased funding.

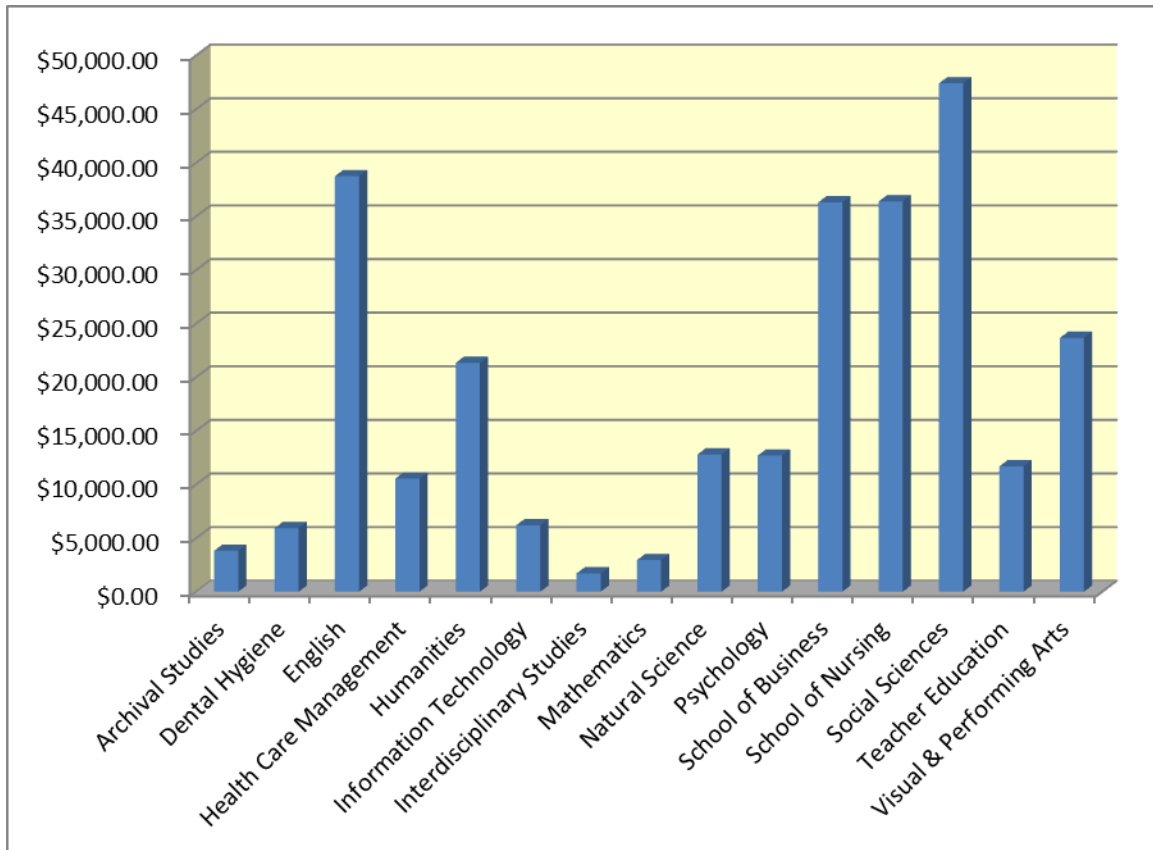
End of year funding has become a staple for the Library materials budget. The lack of this funding in FY2011 will mean that FY2012 will begin without the pre-purchased materials on which the Library has begun to rely. As a result, there will be more pressures on the Library's materials budget during FY2012. The Library did receive over \$100,000 of online materials purchased for the Library by the Center for Instructional Development (CID). The materials purchased by CID will be valuable resources to support online courses. They do not, however, replace the more traditional resources that are usually purchased by the Library with year end funds.

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.

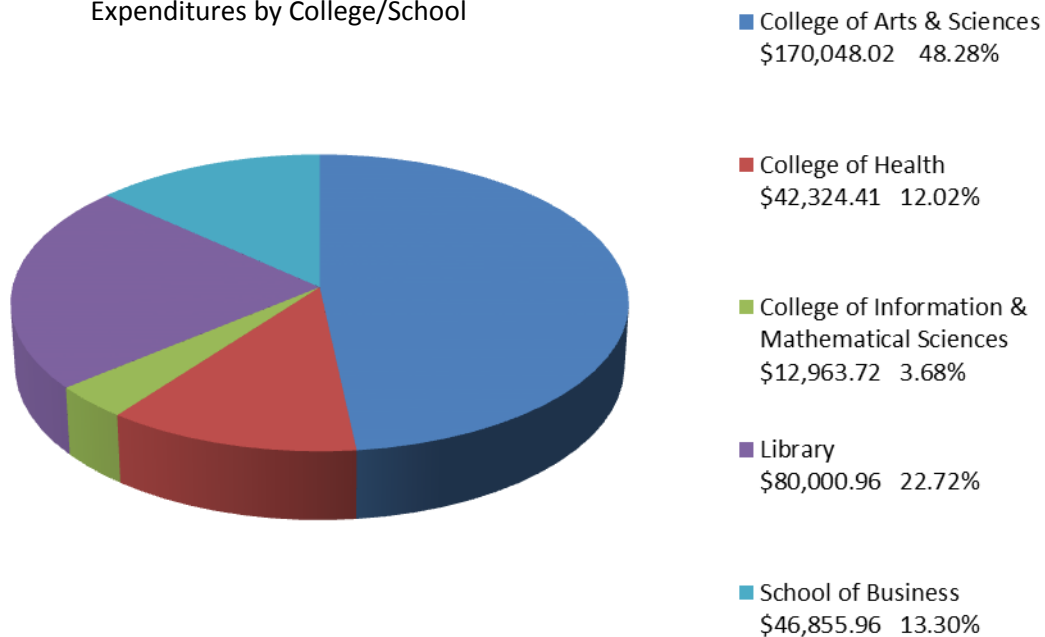
Expenditures by Department/School

School	Expenditure	Percent of Budget
College of Arts & Sciences		
English	\$38,747.65	11.00%
Humanities	\$21,346.73	6.06%
Interdisciplinary Studies	\$1,703.98	0.48%
Natural Science	\$12,788.70	3.63%
Psychology	\$12,693.90	3.60%
Social Sciences	\$47,407.31	13.46%
Teacher Education	\$11,694.33	3.32%
Visual & Performing Arts	\$23,665.42	6.72%
Total	\$170,048.02	48.28%
College of Health		
Dental Hygiene	\$5,924.67	1.68%
School of Nursing	\$36,399.74	10.34%
Total	\$42,324.41	12.02%
College of Information and Mathematical Sciences		
Archival Studies	\$3,819.79	1.08%
Information Technology	\$6,194.65	1.76%
Mathematics	\$2,949.28	0.84%
Total	\$12,963.72	3.68%
Library	\$80,000.96	22.72%
School of Business		
School of Business	\$36,310.61	10.31%
Health Care Management	\$10,545.35	2.99%
Total	\$46,855.96	13.30%
Total	\$352,193.07	100.00%

Expenditures by Department

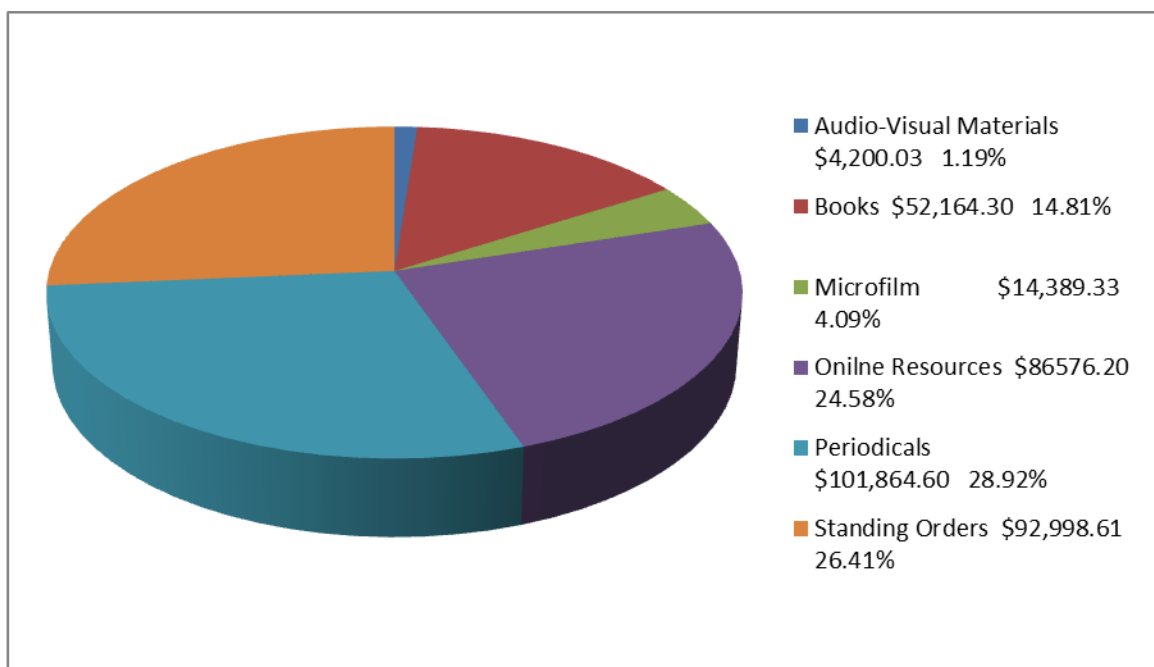


Expenditures by College/School



Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$4,200.03	1.19%
Books	\$52,164.30	14.81%
Microfilm	\$14,389.33	4.09%
Online Resources	\$86,576.20	24.58%
Periodicals	\$101,864.60	28.92%
Standing Orders	\$92,998.61	26.41%



Accomplishments

Below are highlights of the Collection and Resource Management Department activities for FY2011. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

Department staff members achieved personal goals, received new assignments, and were recognized for their efforts. Laura Herndon was awarded a Masters degree from Valdosta State University in Library and Information Science. Heidi Benford received the Georgia Library Association Nora Symmers Paraprofessional Award for 2010. Adam Kubik's job title was changed to Head of Monographic Cataloging. Heather Walls accepted a new assignment as the Department supplies manager. Cathy Jeffrey took on new responsibilities related to electronic resource management. Laura Herndon began training in sound recording cataloging.

During FY2011 the Collection and Resource Management staff placed orders for 1,831 titles and received 2466 items. 1,654 new titles were added to the collection with a total of 6,333 items. The staff made 2,575,090 updates to records in the online catalog. 3,478 items were processed for the shelf. 905 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.

Several projects to improve the integrity of the on-line catalog were undertaken. Changes made include: updating the physical description display of 264 e-book records; deleting around 100 bib records as part of a reserves clean-up project; numerous updates to improve the quality of NetLibrary bibliographic records; adding a 655 field "Electronic books" to all e-book records that lacked it; completing a project to update the coding of form/genre headings for video recordings, electronic books and cartographic materials (36,183 headings); updating 041 language codes.

Department staff worked on several projects some of which were completed during FY2011. Completed projects include: the project to bind incomplete periodical volumes; a project to clean mold from volumes in the Periodical Collection; the project to fully catalog the Dendinger Collection and move items to a permanent location; shifting of the Periodical Collection into new shelving.

Significant progress was made on the following projects: the project to improve periodical holding display in the online catalog; the project to inventory the Circulating Collection.

Collection and Resource Management has joined with other departments to continue the work of Library Teams. All members of the Collection and Resource Management staff have actively participated in the team structure.

Members of the Department serve in leadership roles. Adam Kubik and Heidi Benford continue to serve as chairs of the OPAC and Social Teams respectively. Cathy Jeffrey provides oversight for the OPAC Team. Collection and Resource Management Staff members worked on the following Team projects during FY2011: Cathy Jeffrey coordinated display cases highlighting the study abroad program; Heidi Benford planned social functions for the Library staff; Heather Walls designed signage for the Library's book donation boxes; Collection and Resource Management staff participated in the Library book sale; Laura Herndon and Adam Kubik assisted in evaluation of the GIL-Find catalog.

The Department filled in gaps in the Library's 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.

The project to move items in the Dendinger Collection out of storage was completed. Two hundred and sixty eight titles were fully cataloged and moved to the regular A-V shelves.

Collection and Resource Management staff assisted other libraries in solving problems with thermal transfer printing, the Voyager Acquisitions Client and Cataloger's Toolkit. Libraries assisted included: Augusta State University, Columbus State University, Kennesaw State University, East Georgia College, Georgia Institute of Technology, and Georgia Perimeter College.

The Department accepted as part of its mission the management of individual electronic resources including electronic books and online journal subscriptions. Department staff will work closely with the Electronic Services Librarian to improve access to online content.

Personnel

The Collection and Resource Management Staff was very stable during the 2010/2011 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, Head of Monographic Cataloging. 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 Collection and Resource Management as a student assistant during the Summer semester of 2010. Her primary responsibilities were preparing books for the shelf, book repair and shelving new periodical issues. Ms. Marshall's class schedule limited the number of hours that she was available for work during the Fall and Spring semesters. Ms. Marshall who will graduate in December 2011 will not be returning to her job in the Fall.

Jasmine Chatman and Ashleigh Smith were hired as student assistants during the Fall of 2010. Both students were hired to assist with the Inventory Project. In addition Ms. Chatman prepared new books for the shelf and Ms. Smith processed and shelved periodical issues. Ms. Chatman left her position with the Library at the end of Spring Semester. Ms Smith who was hired with funding from Career Services as a special initiative to investigate the impact on student retention of working on campus also completed her job with the Library. Ms. Smith who is a member of the Army Reserve will be spending Fall 2011 in required military training returning to campus for Spring Semester 2012.

Staff Accomplishments

Heidi Benford



Successes

Heidi Benford received the Georgia Library Association Nora Symmers
Paraprofessional Award for 2010

Heidi served as Chair of Staff Council.

Assisted librarians from other institutions: met with Linda Jones and
Jackie Radebaugh of Columbus State University to assist them with the
revision of their Voyager Acquisitions system.

Participated in the project to shift the Periodical Collection to the new shelving.

Participated in a project to determine the number of bound volumes that could
be transferred to a proposed USG Libraries storage facility in 2015.

Organized CSU Staff Appreciation Day

Participated in the Library's book sale.

Processed orders for 1,823 titles

Received and processed invoices for 2,021 volumes

Checked-in and processed invoices for 451 volumes received on standing order.

Professional Development

Georgia Library Association

GLA member

Membership Chair the Georgia Library Association Paraprofessional
Division.

Member of the Georgia Library Association COMO Store Team

GLA-COMO Store Chair

Attended Georgia COMO Conference, Oct. 14-15, 2010.

Toured the Library at the Georgia Institute of Technology July 14, 2010.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 28,
2010.

Attended a meeting with Ebsco Representative Mary Sue Hoyle who presented
information on Ebsco A-Z, March 8, 2011.

Attended the annual GIL Users Group Meeting held at Macon State College,
May 19, 2011.

State Media Festival Committee

Committee Member

Served as food coordinator of the State Media Festival

Meetings, Workshops, Training

Attended Advisor Resource Training online
Attended a Cash Handling Workshop, Oct. 12, 2010.
Attended a Webinar introducing Yankee Book Peddler's Gobi interface, Nov. 8.
Attended a presentation on the new Clayton State Vehicle Usage policy and procedures, Feb. 22, 2011
Attended a Webinar presented by Travis Kelly on searching with Title Source and other functionality available through this resource, Feb. 24, 2011.
Attended a Strategic Planning Town Hall Meeting, March 2, 2011
Dedicated 21 hours to Team meetings and activities
Collection and Resource Management Department Team
Team Member
Collection Management Team
Team Member
Social Team
Team Leader

Institutional Participation

Provost's Staff Advisory Committee member.
Staff representative on the Institutional Review Board.
Member of the Administrative Council.
Member of the Parking Committee
Staff Council – Chair
Member of the Inauguration Committee
Co-Chair of the Faculty-Staff Fund Drive Committee
Member of the Branding and Marketing Committee
Chaired the Staff Appreciation Day Committee.
Staff representative to Administrative Council
Member of the Weekend Coordinator Librarian search committee.
USG State Staff Council member
Served as sponsor of the Kingdom Campus Ministries student organization.
Volunteered at the Library Book Sale.
Volunteered to assist with Orientation campus tours.
Volunteered with the housing "Move-In Day" Event.
Served as the Honors' Student Inauguration Volunteers Coordinator
Women's Forum Auction Team member.
Chair of the Alice Smith Staff Award Committee
Organized Library Building Campus Connect
Member of the Homecoming Committee
Participated in events on campus including: Faculty/Staff Fund Drive Hot Dog Rally; presidential inauguration; : attended a Campus Forum on Budget; attended the Employee Benefits Fair and manned the Staff Council booth; Laker Club Tip-Off Event; Women's Health Services Fair; participated in student orientation leaders group interviews; attended retirement receptions for various members of the faculty and staff;

Campus Connect and Tree Lighting Ceremony; Homecoming pep rally; Human Resources open house; Heidi Benford attended the University Health Services Sexual Healing Health Fair; participated in the Culture Shock Week – Culture Fest Event; participated in the “Spot the Allan Vigil Ford Fiesta” Promotion; attended the retirement celebration for Ethelynn Keeton; ; attended the Library Lobby open house; Faculty/Staff Awards Ceremony; Health Fair sponsored by University Health Services; Women’s Forum Luncheon; CSU Staff Appreciation Day; farewell events for Yalonda Carson.

Volunteered during the campus Career Expo event.
Appointed to serve on the Presidential Inauguration Committee

Community Service

Girl Scout Cookie Project.

Laura Herndon



Successes

Completed course work for a Masters degree in Library and Information Science for Valdosta State University. The Masters degree was awarded at the close the Spring 2011 semester.

Completed work on the back file incomplete periodical project. Missing issues were purchased to complete volumes that had not been bound. Volumes that could not be completed were bound incomplete.

Participated in the project to shift the Periodical Collection to the new shelving.

Participated in a project to determine the number of bound volumes that could be transferred to a proposed USG Libraries storage facility in 2015.

Assisted with the Library presence at the campus Start-Smart event.

Participated in a review of cataloging and processing time requirements

Trained Ashleigh Smith in periodical processing procedures.

Replaced missing tags on the newspaper hanging files

Completed a project to re-label the ranges in the Periodical Collection.

Obtained discount privileges for CSU Library from Absolute Backorder Service by joining the East Coast Exchange program. The discount provides significant savings on back issues of journals.

Completed a project to enter provisional bib records for gift audio CDs in the online catalog.

Began training in sound recording copy cataloging.

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 141 claims/requests for missing periodical issues.

Prepared 896 volumes for shipment to the bindery and received and processed them when returned.

Added 242 rolls of microfilm to the collection.

Added 464 volumes to the collection.

Professional Development

Georgia Library Association

GLA Member

Secretary of the Paraprofessional Division

Attended Georgia COMO Conference, Oct. 13-15, 2010.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 28, 2011.

Attended a meeting with Ebsco Representative Mary Sue Hoyle who presented information on Ebsco A-Z, March 8, 2011.

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 the annual GIL Users Group Meeting held at Macon State College, May 19, 2011.

Meetings, Workshops, Training

Attended the OCLC Webinar: Cataloging Defensively: When to Input a New Record, Nov. 1.

Attended a presentation on the new Clayton State Vehicle Usage policy and procedures, Feb. 22, 2011.

Attended a Webinar presented by Travis Kelly on searching with Title Source and other functionality available through this resource, Feb. 24, 2011.

Attended a Strategic Planning Town Hall Meeting, March 2, 2011

Attended the OCLC Genre/Form Headings Webinar, May 12, 2011

Library Team Meetings

Dedicated 27.5 hours to team meetings and activities

Collection and Resource Management Department Team

Team Member

Opac Team

Team Member

Collection Management Team

Team Member

Institutional Participation

Treasurer of the Laker Angel organization.

Member of the Weekend Coordinator Librarian search committee.

Assisted Yalonda Carson with the Library's portion of the StartSmart Program

Volunteered at the Library Book Sale.

Participated in events on campus including: attended a Campus Forum on Budget; attended the Employee Benefits Fair; Presidential inauguration; attended retirement receptions for various members of the faculty and staff; Campus Connect; Human Resources open house ; attended the Library Lobby open house; attended the state employee appreciation ice cream social; Staff Appreciation Day; Faculty/Staff Awards Ceremony; farewell events for Yalonda Carson.

Performed with the CSU Wind Ensemble:

Inauguration of President Hynes.

Fall and Spring Commencement Ceremonies.

Cathy Jeffrey



Successes

Successfully managed the Library materials budget including reconciling the FY2010 accounts with the Business office and overseeing the FY2011 Materials Budget and the FY2010 End-of-Year Funds including the creation of the Voyager ledgers for each account.

Served as liaison to CIMS and Interdisciplinary Studies, building relationships with faculty members in these departments, contacting them to inform them of Library services and assist them in order library materials for their disciplines.

Managed the inventory project including training student assistants, Jasmine Chatman and Ashleigh Smith in inventory procedures and cleaning up problems discovered through the inventory process. At the end of FY2011 scanning items in the Circulating Collection was completed. Missing items in the first half of the Circulating Collection were declared lost and the initial shelf check for missing items in the second half of the collection had been completed.

Participated in the project to inspect the Circulating Collection for mold contamination and clean any infected books that were identified by the inspection.

Participated in the project to shift the Periodical Collection to the new shelving. Trained Jasmine Chatman in material processing procedures.

Completed a report detailing the time and cost that would be required to catalog, process and house the Derrick Henry Collection if the University chooses to accept the donation.

Completed the Technical Services FY2010 Annual Report by the deadline set by the Library Director.

Represented the Library in a meeting with Alceste Pappas as part of the University strategic planning process.

Participated in a project to determine the number of bound volumes that could be transferred to a proposed USG Libraries storage facility in 2015.

Participated in a project to adjust the shelf height of the compact shelving in the Circulation Department.

Met with library student Angela Dixon to describe Technical Services functions.

Administered the Voyager System including: developed local bulk import policies and procedures; updated the database User-ID and Password information available through the My Account function; notified the service site staff of a problem with the Get My Pin function; forwarded Gil-Find problems to the service site; prepared a list of titles on reserve for Rhonda Boozer; updated the Voyager calendar; loaded Voyager on

newly purchased staff workstations as well as loading Voyager on all workstations following a Voyager upgrade; added a sysadmin profile for Public Services; prepared a list of Nursing titles for Nancy Capponi; updated the Galileo password for Spring Semester; installed the Voyager update on all staff computers; assisted Barbara Dantzler with the update of the call slip ini configuration file; provided data on holdings in music for Adam Kubik and Gordon Baker; re-installed the Voyager clients on the main circulation work station; prepared a list of ISBNs of the GVRL collection for Kara Mullen; set up the Community User patron group and completed the matrix with circulating item types; loaded Voyager for Heidi Benford; installed Voyager on Joan Taylor's workstation; worked with the service site and Dan Newcombe to identify and correct a connection problem; continued to work with service site regarding problems with Voyager web reports and calendar.

Cathy Jeffrey began discussions with Rosemary Fischer to find ways to better expose the contents of the University Archives in the on-line catalog.

Assisted Gordon Baker in the completion of the Library's Enterprise Risk Management (ERM) document.

Assisted librarians from other institutions: met with Linda Jones and Jackie Radebaugh of Columbus State University to assist them with the revision of their Voyager Acquisitions system; assisted Barbara Milam at Kennesaw State University with an acquisitions question; assisted Connie Wade from East Georgia College with a question about Gil-Find displays; helped Kyle McCarrell of Augusta State with questions relating.

Prepared periodical lists in Science and Health & Fitness for Elizabeth Bradshaw.

Worked with representatives from Thompson-West to receive more titles at a reduced cost.

Set up Gobi user profiles for Library staff.

Began work on electronic resource management. The first steps included gaining access to EJS, contacting vendors to establish access to purchased periodical content and developing spreadsheets and filing systems for electronic content. Arranged a demonstration of the Ebsco A-Z List resulting in the addition of this tool to the Library's web site.

Worked with Jill Lane and Kara Mullen to expend \$102,500.00 in funding that the Center for Instructional Development dedicated to improving online Library resources.

Set up a new gift book sorting area to implement the new gift book procedures

Prepared a report for Gordon Baker of Expenditures for Music FY2006-FY2010.

Participated in the Library's book sale.

Coordinated displays on: the CSU Study Abroad Program.

Met with Rhoda Mayfield and Gordon Baker to discuss Lyarsis products and services.

Attended a presentation on the new Clayton State Vehicle Usage policy and procedures, Feb. 22, 2011.

Attended a Webinar presented by Travis Kelly on searching with Title Source and other functionality available through this resource, Feb. 24, 2011.

Met with Gordon Baker, Kara Mullen and Joan Taylor to review requests for new periodical subscriptions.
Chaired the Assessment and Marketing Librarian search Committee.
Cataloged 54 titles.
Processed two large microfiche sets and prepared 2 indexes.
Created/updated 296 periodical holding records in Voyager and on OCLC.
Processed 245 volumes as Lost or Withdrawn.

Professional Development

Participated as a member of a panel discussion at Georgia COMO titled Promotion and Tenure Today held Thursday, October 14, 2010.
Attended Georgia COMO Conference, Oct. 13-15, 2010.
Attended a meeting with Ebsco Representative Mary Sue Hoyle who presented information on Ebsco A-Z, March 8, 2011.
Attended the annual GIL Users Group Meeting held at Macon State College, May 19, 2011.
Presented a program titled: Quick and Dirty Access Reports at the annual GIL Users Group Meeting held at Macon State College, May 19, 2011.
Attended A-Z Basics web class presented by Ebsco, May 25, 2011.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 28, 2011.
Attended a presentation by Scott Eller on a new Proquest product, March 10, 2011.
Attended a meeting with Wilson representative, Leonard DiSanto, who presented an update on the new functionality of the Wilson databases, March 14, 2011.
Member of the GIL Cataloging Committee
Member of the GIL OPAC Committee
Served as a judge at the State Media Festival.
Georgia Library Association
GLA Member
GLA Treasurer
GLA Executive Board member

Meetings, Workshops, Training

Attended a meeting with ExLibris representatives who were presenting information about their new Unified Resource Management (URM) system. Athens, Ga. Sept. 24, 2010.
Attended the OCLC Webinar: Cataloging Defensively: When to Input a New Record, Nov. 1.
Attended a Webinar introducing Yankee Book Peddler's Gobi interface, Nov. 8.
Attended a presentation about Ambrose Digital, Nov. 11.
Attended the ExLibris Regional Director's meeting, Dec. 2.
Attended the GPLS GA Wednesday Webinar: Choosing Technology, Jan. 19, 2011.

Attended a presentation on the new Clayton State Vehicle Usage policy and procedures, Feb. 22, 2011.
Attended a Strategic Planning Town Hall Meeting, March 2, 2011.
OCLC Genre/Form Headings Webinar, May 12, 2011.
Attended Ebsco A-to-Z Administrator Overview online training, June 15, 2011.
Attended Manager Self Service Training, June 28, 2011.
Completed mandatory Customer Service Training.
Library Team Meetings
Dedicated 24 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
Collection and Resource Management Department Team
 Team Leader
Web Site Team
 Team Member

Institutional Participation

Member of the Provost's Faculty Advisory Committee.
Member of Faculty Senate
Faculty Senate representative on the Student Affairs Committee.
Volunteered with the housing "Move-In Day" Event.
Volunteered at the Library Book Sale.
Attended University strategic planning meetings.
Member of the Electronic Services Librarian search committee.
Member of the User Experience Librarian search committee.
Attended a program sponsored by the School of Business and the Office of International Programs featuring visiting professor Rakesh Kalwani speaking on the topic "Currency Wars" April 12, 2011.
Participated in events on campus including: benefits fair; Women's Forum Auction; Women's Forum Chili Cook-off; attended a facilities master plan information session; attended retirement receptions for various members of the faculty and staff; Library campus connect; attended fall and spring faculty meetings; farewell event for Yalonda Carson; Faculty/Staff Awards Ceremony, serving as an usher; attended the Library Lobby open house.

Adam Kubik



Successes

Continued to grow and develop professionally, receiving the new job title of Head of Monographic Cataloging and accepting additional responsibilities including supervision of the Catalog Assistant position.

Completed a project to fully cataloging all items in the Dendinger audio CD collection.

Completed numerous projects to improve the integrity of the on-line catalog:

- Deleted around 100 bib records as part of a reserves clean-up project.

- Updated 27418 netLibrary bib records by adding an 099 ## Online Resource (netLibrary), and by updating the 300 fields by deleting the size information in 300 \$c, deleting accompanying material information in 300 \$e (and adding a note to the 533 field stating its presence in the original print copy, if necessary), and modifying the 300 \$a by enclosing the extent information in parentheses and putting the text "1 online resource" at the beginning of the field. Lastly, corrected the final punctuation of the 300 field.

- Updated the physical description display of 264 e-book records.

- Deleted records for Rhonda Boozer as part of a Reserves clean-up project.

- Ran a report to locate reference collection MFHDs that were lacking codes for "Will not lend" and "Will not reproduce." He subsequently ran a batch process to update the codes in the MFHDs (around 150 records)

- Updated 041 fields in most bib records that used the old MARC standard of placing multiple 3 character language codes in a single subfield, by creating separate subfields for each 3 character language code. (This change makes these language codes visible to GIL-Find as part of its language facet searching.) Also, changed the language code gre (Modern Greek) to grc (Ancient Greek) where appropriate.

- Corrected 3 character fixed field place of publication codes for many netLibrary records where the fixed field code did not match data in the 260 \$a.

- Changed Date Type fixed field code of c for monographs (old standard of code, no longer valid) to t.

- Added a 655 field "Electronic books" to all e-book records lacking it.

- Completed a project to update the call numbers of all NetLibrary records.

- Completed a project to update the coding of form/genre headings for video recordings and cartographic materials (8,341 headings), as well as the form/genre heading electronic books (27,842 headings)

Participated in a project to determine the number of bound volumes that could be transferred to a proposed USG Libraries storage facility in 2015.

Completed a project to update the Library Web site changing the department name from Technical Services to Collection and Resource Management.

Completed a project to update the Department Manual by changing all instances of the Department name to Collection and Resource Management.

Assisted Katherine Ott and Elizabeth Bradshaw in resolving a compatibility problem between Voyager and Windows7.

Adam Kubik prepared a report of survey results for presentation at the GLA Executive Board meeting.

Assisted music faculty with an accreditation visit meeting with Dr. Tim Crowley from the National Association of Schools of Music Accreditation Group.

Helped to prepare a library report for the NASM on site accreditation visit.

Met with MLIS student Erin Edmond and provided information on technical service functions and a tour of the Collection Management Department.

Adam Kubik was asked to participate in a group of individuals from several institutions who are working with the GIL-Find programmer(s) to do alpha testing for the upcoming upgrade to GIL-Find.

As chair of the GLA Interest Group Council, Adam Kubik prepared a summary report of a survey on the relevance and impact of GLA interest groups for the GLA Executive Board, collected and maintained a list of interest group officers (sending updates as necessary to the GLA Webmaster), and coordinated an "off-cycle" election of a chair for the GLA Library Services for Persons with Disabilities Interest Group.

Participated on the Library's Web Team resolving a bad link in the online Rush Request form that was preventing display of the confirmation page.

Participated in a review of cataloging and processing time requirements

Participated in the project to shift the Periodical Collection to the new shelving

Assisted in the maintenance of the Department Manual by editing and revising the sections in the Cataloging and Authority Control chapters.

Assisted librarians from other institutions in solving problems including: Tessa Minchew (Georgia Perimeter) with a Cataloger's Toolkit problem; Jackie Radebaugh of Columbus State University with several questions regarding Cataloger's Toolkit and the Correction Receiver Program; helped Kyle McCarrell of Augusta State with questions relating to importing records from OCLC in Unicode and number of pieces pop-up in the Voyager Circulation module; responded to a question from Patty Phipps of Georgia Tech regarding the use of Gary Strawn's label printing software.

Began sound recording cataloging training with Laura Herndon.

Participated in the Library's book sale.

Cataloged 255 titles.

Upgraded 661 records.

Processed 592 volumes as Lost or Withdrawn.

Made 103,829 corrections to the Voyager database.

Attended a meeting with Ebsco Representative Mary Sue Hoyle who presented information on Ebsco A-Z, March 8, 2011.

Professional Development

Attended Georgia COMO Conference, Oct. 13-15, 2010.
Attended the GIL-Find New Upgrade Session, Jan. 19, 2011.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 28, 2011
Attended a presentation by Scott Eller on a new Proquest product, March 10, 2011.
Attended the annual GIL Users Group Meeting held at Macon State College, May 19, 2011.
Assisted with the preparation of a GLA Interest Group Council survey.
GIL OPAC Committee member
Georgia Library Association
GLA member
Vice Chair/Chair Elect of the GLA Interest Group Council
Chair of the GLA Interest Group Council
GLA Scholarship Committee member

Meetings, Workshops, Training

Attended the OCLC Webinar: Cataloging Defensively: When to Input a New Record, Nov. 1.
Attended a Webinar introducing Yankee Book Peddler's Gobi interface, Nov. 8.
Attended a Webinar presented by Travis Kelly on searching with Title Source and other functionality available through this resource, Feb. 24, 2011.
Attended a Strategic Planning Town Hall Meeting, March 2, 2011
Library Team Meetings
Dedicated 24 hours to team meetings and activities.
Collection and Resource Management Department Team
Team Member
Library Liaison Team
Team Member
Opac Team
Team Leader
Technical Services Team
Team Member
Web Site Team
Team Member

Institutional Participation

Member of the Undergraduate Curriculum Committee.
Member of the Weekend Coordinator Librarian search committee.
Volunteered at the Library Book Sale.

Participated in events on campus including: attended fall and spring faculty meeting; Faculty/Staff Awards Ceremony serving as an usher; attended the Library Lobby open house; farewell events for Yalonda Carson.

Heather Walls



Successes

Accepted new assignment as the Department supplies manager.
Completed a project to correct the location of items that were no longer in book repair.
Completed a project to create new labels for the Reference Microfiche and Reference Microfilm drawers.
Completed a project to change the location of 136 Lyceum videotapes from A-V to Archives
Redesigned the damaged book routing slip.
Participated in a review of cataloging and processing time requirements
Participated in the project to shift the Periodical Collection to the new shelving
Designed the Library Holiday card for 2010.
Repackaged A-V titles that would not fit on the new compact shelving. Every effort was made to make the new packaging closely resemble the original cover design.
Participated in a project to determine the number of bound volumes that could be transferred to a proposed USG Libraries storage facility in 2015.
Participated in a project to adjust the shelf height of the compact shelving in the Circulation Department.
Assisted Adam Kubik in the project to update reference collection MFHDs checking 174 MFHD records to verify the lending policy coding and adding 47 LHRs to OCLC.
Designed signage for the Library's book donation boxes.
Was assigned and trained as the Collection Management Dept. supplies manager.
Created a mock-up for the new Library Community User Card.
Designed the Library virtual Christmas card
Participated in the Library's book sale.
Cataloged 1,294 titles.
Provided rush cataloging and processing for 23 volumes.
Prepared 5,027 spine labels.
Prepared 41 special labels
Provided processing quality review for 3,478 volumes.

Professional Development

Attended a meeting with Ebsco Representative Mary Sue Hoyle who presented information on Ebsco A-Z, March 8, 2011.
Attended Connexion 2.3 Enhancements Webinar presented by OCLC, April 20, 2011.

Attended the annual GIL Users Group Meeting held at Macon State College,
May 19, 2011.

Meetings, Workshops, Training

Participated in the ALA Office of Library Advocacy Webinar “Every Voice Makes
a Difference: Training for Frontline Advocates”, Oct. 29, 2010.

Attended the OCLC Webinar: Cataloging Defensively: When to Input a New
Record, Nov. 1.

Attended a Webinar introducing Yankee Book Peddler’s Gobi interface, Nov. 8.

Attended a Strategic Planning Town Hall Meeting, March 2, 2011

Library Team Meetings

Dedicated 29 hours to team meetings and activities

Promotions/Marketing Team

Team Member

Collection and Resource Management Department Team

Team Member

Web Team

Team Member

Institutional Participation

Volunteered at the Library Book Sale.

Participated in events on campus including: Employee Benefits Fair; Women’s
Forum Auction; Campus Connect and Tree Lighting Ceremony; Library
Campus Connect; Faculty/Staff Awards Ceremony; attended the Library
Lobby open house; farewell event for Yalonda Carson.

Member of the Electronic Services Librarian search committee.

Goals for the Coming Year

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 Collection and Resource Management Department.

Make Significant Progress on Improving Access to Online/Electronic Resources

The Clayton State Library is increasing purchases of online resources. It is critically important that access to these resources be improved and maintained. It is the goal of the Collection and Resource Management Department to make meaningful progress on these issues during FY2012.

Make Significant Progress on Department Projects.

Complete the Inventory of the Circulating Collection. The Inventory of the Circulating Collection is nearing completion. Remaining tasks include searching for missing items and declaring lost any items that are not located.

Complete the Periodical Holdings Project. The project to correct periodical holding information in the online catalog and on OCLC is more than three quarters complete. Completing this project will provide accurate information about the items physically available within the Clayton State Library.

Continue integrating donated microfilm into the Periodical Collection. The Department has been successful in acquiring microfilm at no cost to fill gaps in our periodical holdings. These materials need to be added to the shelf and made accessible to the University community.

Challenges Ahead

Electronic Resource Management is becoming increasingly important to the Clayton State Library. Partial responsibility for this function has been given to the Collection and Resource Management Department. However, this additional responsibility was not accompanied by additional staffing thus creating new challenges for existing staff.

SOLUTION: Reassign duties to absorb this new responsibility and monitor production to ensure that traditional material processing is not adversely affected.

2. The Collection and Resource Management Department depends on student workers to perform basic processing tasks. All students working in the department during FY2011 will be unavailable at the beginning of Fall Semester 2011. In order to avoid a delay in moving materials to the shelf a new student worker will be needed.

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

Appendix A

Changes to Periodical Holdings

FY2011

New, Changed, Discontinued, and Ceased Periodical Titles
July 2010-June 2011

Titles Cataloged

Animal behavior
Atlanta historical bulletin
GPSA Journal
Journal of learning communities
Monthly review - Federal Reserve Bank of Atlanta.
Trollopian

Title Changes

From	To
Affirmative action register	Insight into diversity

Appendix B

Statistical Summaries

FY2011

Clayton State University Library

Holdings by Format FY2011

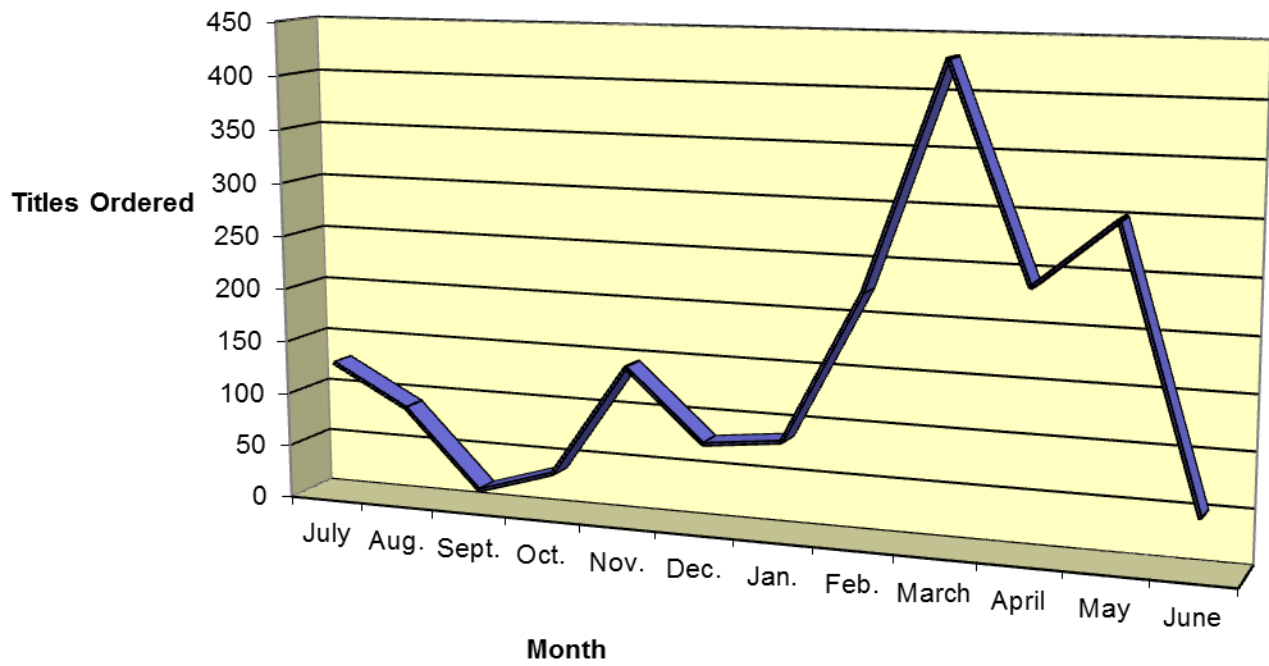
	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		1314	-480	834
Reference Collection		764	-133	585
Circulating Collection Total	88,818	2038	-673	90,237
Bound Periodicals	25,000	364	0	25,364
Total Bound Volumes	113,818	3,062	-673	116,201
Archives	60	0		60
Audio Compact Discs	6,625	277	-7	6,895
Audio Tapes	1,115	33	-34	1,114
CD Roms	170	0		170
Computer Files	16	0	-2	14
DVDs	1,274	71	-1	1,344
E-books		27,633	0	27,633
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	3,746		272,932
Microfilm Rolls	11,825	353		12,178
Miscellaneous	77	0		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	-8	-8
Videodiscs	47	0	-21	26
Video Tapes	2,849	0	-1	2,848
Total of Other Materials	293,862	32,173	-74	325,961
Total Bound/Other	407,680	35,235	-753	442,162
Monographic, E-books & Bound Titles	106,733	1,674		108,407
Non-Book Titles	7,861	244		8,105
Periodical Titles	1,048	8	0	1,056
Other Serial Titles	888	1		889
Total Titles	116,530			118,457

Clayton State University Library

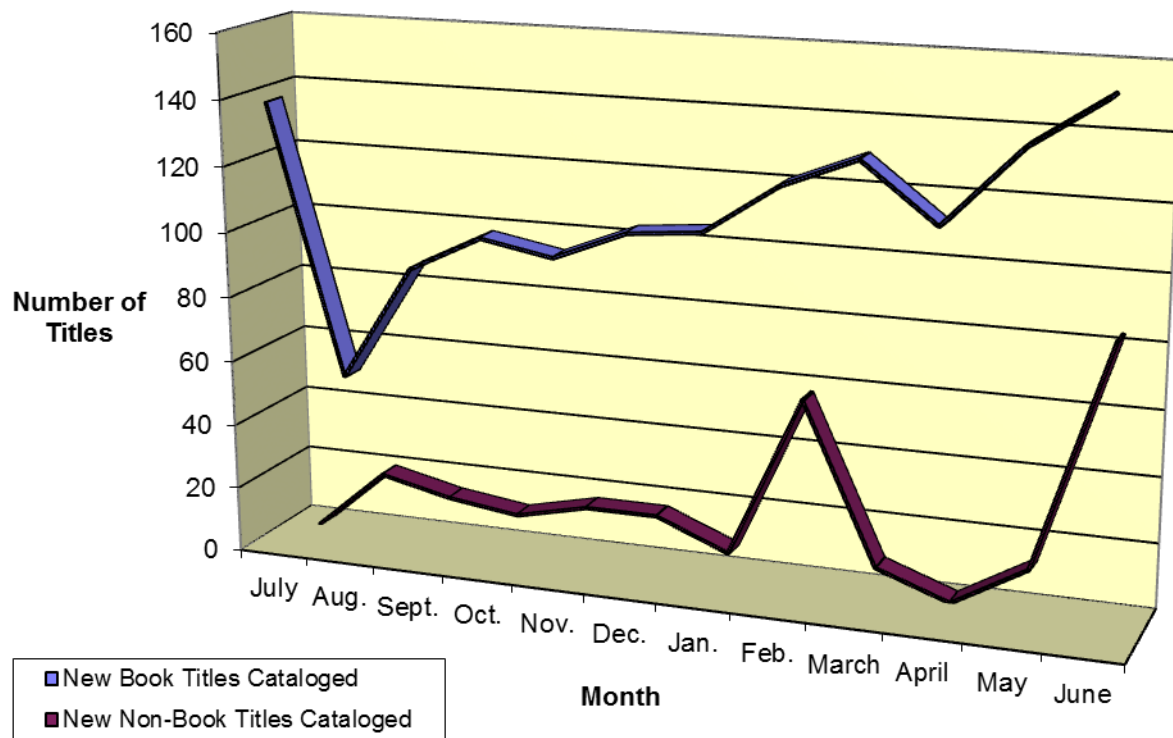
Activity Report FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	128	90	17	39	144	79	87	226	431	239	300	51	1831
Vols. Received on S.O.	46	41	14	38	41	58	30	39	45	30	21	48	451
Items Received	250	178	37	45	216	34	142	206	311	136	399	61	2015
Periodicals													
New Subscriptions/Title Changes	0	0	1	3	0	0	0	0	0	0	0	0	4
Bound Vols. Added	65	64	60	95	76	0	102	145	46	111	149	51	964
Microform Pieces Added	10	106	1	30	39	0	0	37	17	113	0		353
Claims	6	14	7	21	16	9	21	26	9	3	5	4	141
Titles Entered for GOLD	0	0	0	0	0	0	0	4	0	0	0	0	4
Binding													
Vols. Sent to the Bindery	51	66	75	36	106	0	129	55	120	65	139	63	905
Book Repair	0	0	0	0	2	0	0	0	0	0	0	0	2
Cataloging													
New Book Titles Cataloged	139	57	92	103	99	108	110	125	134	117	140	155	1379
New Non-Book Titles Cataloged	19	14	11	16	16	7	57	8	0	13	83	244	244
Total New titles Cataloged	139	76	106	114	115	124	117	182	142	117	153	238	1623
Vols. Added	19	43	56	0	64	46	66	82	63	70	2	88	599
Copies Added	74	4	2	0	5	3	6	0	0	0	0	5	99
Reinstatements	1	1	4	0	1	4	0	0	2	3	2	4	22
Database Maintenance													
Records Corrected	502	251	645	240	409	4	431	255	36638	399	27655	36636	104065
Records Updated	8117	4872	4892	543063	6307	4336	6381	25394	595247	6340	624902	745239	2575090
Volumes Processed	464	91	206	313	863	151	142	185	364	244	195	260	3478

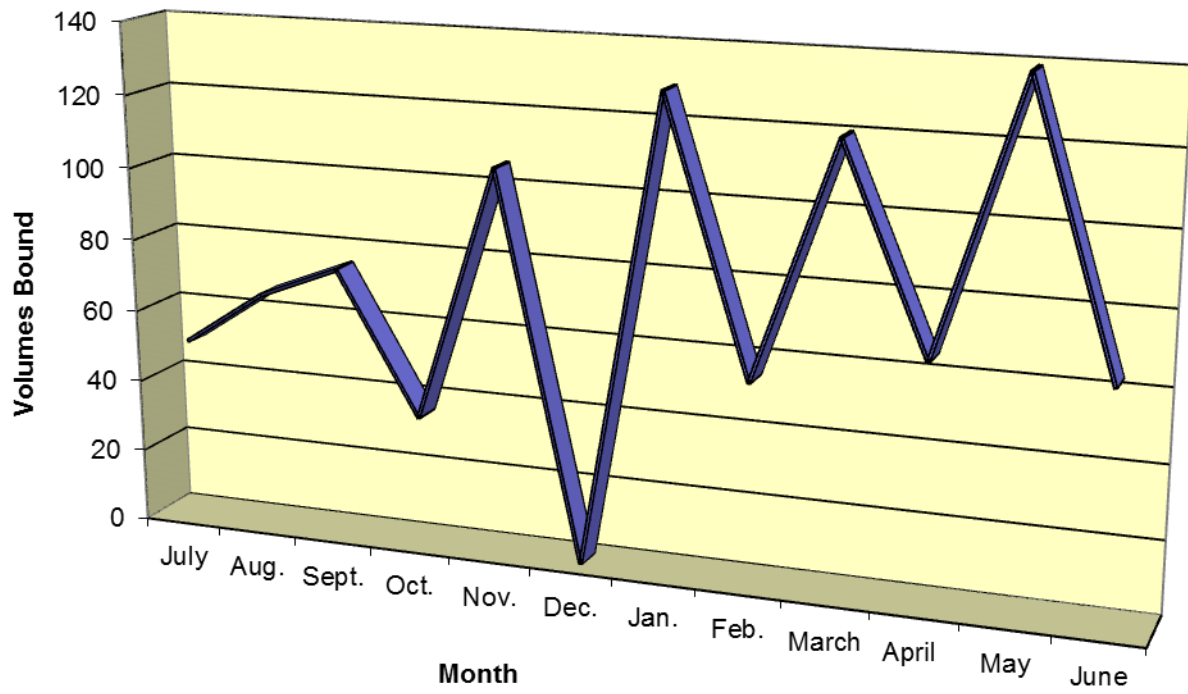
**Clayton State University Library
Titles Ordered FY2011**



Clayton State University Library Titles Cataloged FY2011



**Clayton State University Library
Volumes Sent to the Bindery FY2011**



Appendix C

Library Expenditures FY2010

Clayton State University Library

FY2011 Budget Summary

COLLEGE OF ARTS AND SCIENCES										
	Audio		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	Visual	Books	FILM	RESOUR	ICALS	ORDERS	ALLOCAT	THIS MON.	Y-T-D	REMAININ
				CES			ED		G	
English		816.51	217.00		5,939.49	31,774.65	38,747.65	31,902.69	38,747.65	0.00
Humanities							21,346.73	804.45	21,346.73	0.00
>>Critical Thinking							0.00	0.00	0.00	0.00
>>Foreign Language		487.37			510.10		997.47	0.00	997.47	0.00
>>History	488.09	3,369.91	183.00	6,576.96	2,804.90		13,422.86	-191.57	13,422.86	0.00
>>Philosophy		1,438.16		4,943.50	544.74		6,926.40	996.02	6,926.40	0.00
Interdisciplinary Studies	111.70	1,592.28					1,703.98	-587.55	1,703.98	0.00
Natural Sciences							12,788.70	12,788.70	12,788.70	0.00
>>Health and Fitness		98.10			2,049.12		2,147.22	0.00	2,147.22	0.00
>>Science		2,428.66	120.00		7,919.00	173.82	10,641.48	1,258.92	10,641.48	0.00
Psychology		2,735.72	856.00	7,236.46	1,865.72		12,693.90	776.05	12,693.90	0.00
Social Sciences							47,407.31	1,358.27	0.00	0.00
>>Criminal Justice	5.99	1,456.25		2,010.00			3,472.24	0.00	3,472.24	0.00
>>Legal Studies		1,398.59				27,527.51	28,926.10	1,189.18	28,926.10	0.00
>>Political Science		1,080.66			3,804.27	331.73	5,216.66	0.00	5,216.66	0.00
>>Social Sciences-General	164.45	1,174.18	96.00		3,724.71	79.13	5,238.47	163.65	5,238.47	0.00
>>Sociology		4,282.02			271.82		4,553.84	5.44	4,553.84	0.00
Teacher Education		7,471.53	550.96		3,671.84		11,694.33	-51.76	11,694.33	0.00
Visual and Performing Arts							23,665.42	2,743.45	23,665.42	0.00
>>Communication, Art & Theater	598.14	2,737.29	358.00	4,915.04	2,338.13	2,385.45	13,332.05	2,743.45	13,332.05	0.00
>>Music	666.66	1,712.16		3,548.25	1,641.28	2,765.02	10,333.37	0.00	10,333.37	0.00
SUB TOTAL	2,035.03	34,279.39	2,380.96	29,230.21	37,085.12	65,037.31	170,048.02	39,402.49	170,048.02	0.00
COLLEGE OF HEALTH										
	Audio		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	Visual	Books	FILM	CES	ICALS	ORDERS	ED	THIS MON.	Y-T-D	G
Dental Hygiene		95.00			5,829.67		5,924.67	0.00	5,924.67	0.00
School of Nursing		2,857.61		3,057.60	30,484.53		36,399.74	-623.10	36,399.74	0.00
SUBTOTAL	0.00	2,952.61	0.00	3,057.60	36,314.20	0.00	42,324.41	-623.10	42,324.41	0.00

COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES										
	Audio		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	Visual	Books	FILM	CES	ICALS	ORDERS	ED	THIS MON.	Y-T-D	G
Archival Studies		1,973.25			1,846.54		3,819.79	0.00	3,819.79	0.00
Information Technology		1,870.07		4,290.00	34.58		6,194.65	-204.96	6,194.65	0.00
Mathematics		1,849.42		306.00	793.86		2,949.28	-188.13	2,949.28	0.00
Technology							0.00	0.00	0.00	0.00
SUB TOTAL	0.00	5,692.74	0.00	4,596.00	2,674.98	0.00	12,963.72	-393.09	12,963.72	0.00
LIBRARY										
	Audio		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	Visual	Books	FILM	CES	ICALS	ORDERS	ED	THIS MON.	Y-T-D	G
General Materials	2,165.00	6,021.66	12,008.37	40,289.07	8,650.02	10,043.29	79,177.41	2,782.07	79,177.41	0.00
Binding					823.55		823.55	823.55	823.55	0.00
SUBTOTAL	2,165.00	6,021.66	12,008.37	40,289.07	9,473.57	10,043.29	80,000.96	3,605.62	80,000.96	0.00
SCHOOL OF BUSINESS										
	Audio		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	Visual	Books	FILM	CES	ICALS	ORDERS	ED	THIS MON.	Y-T-D	G
Business		2,499.03		9,403.32	6,531.50	17,876.76	36,310.61	9,508.75	36,310.61	0.00
Healthcare Management		718.87			9,785.23	41.25	10,545.35	2.98	10,545.35	0.00
SUBTOTAL	0.00	3,217.90	0.00	9,403.32	16,316.73	17,918.01	46,855.96	9,511.73	46,855.96	0.00
TOTAL	4,200.03	52,164.30	14,389.33	86,576.20	101,864.60	92,998.61	352,193.07	51,503.65	352,193.07	0.00

Appendix D

Collection and Resource Management Department Statistics FY2011

Cataloging and Database Management Statistics

FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
> Monographic Books	139	57	92	103	99	108	110	125	134	117	140	155	1379
> Non-Book Materials		19	14	11	16	16	7	57	8		13	83	244
> Periodicals												8	8
> Reinstatements	1	1	4		1	4			2	3	2	4	22
> Serials									1				1
Total	140	77	110	114	116	128	117	182	145	120	155	250	1654
Pieces Added													
> New Titles (Books)	140	58	96	103	100	112	110	125	136	120	142	159	1401
> Added Volumes	19	43	56		64	46	66	82	63	70	2	88	599
> Added Copies	74	4	2		5	3	6					5	99
> Non-Book Pieces Added	10	138	453	12	1227	64	10	1075	43	113	22	103	3270
> Bound Volumes Added	65	64	60	95	76		102	145	46	111	149	51	964
Total	308	307	667	210	1472	225	294	1427	288	414	315	406	6333
Dendering Records Upgraded	81	21	65	94	82	36							379
Rush Requests	1	8		6	6	1	1	5	5	1		3	37
E-Books											3	270	273
Database Maintenance													
Bib Records Corrected	5	19	202	2		2	10	3	36400	2		20	36665
Bib/Item Records Enhanced	17	45	283	104	16	1	61	4			9	357	897
Headings Corrected Globally													0
Subject Headings Corrected	195	31	14	6	50	1	64	35	40	44	41	36190	36711
Name Headings Corrected	276	156	144	107	189		296	197	116	303	164		1948
Series Entries Corrected	1		2	11	1			1	1	2		32	51
Resequencing													0
MFHD/Item Records Corrected	8			10	153			15	81	48	27441	37	27793
Total	502	251	645	240	409	4	431	255	36638	399	27655	36636	104065
Record Update Count													
> Bib Records Updated	4821	2145	3182	540843	4027	2494	4578	23306	592519	4102	595542	740569	2518128
> MFHD Records Updated	2607	2191	1061	1481	1545	1346	1750	1429	2381	1742	28842	4138	50513
> Item Records Updated	689	536	649	739	735	496	53	659	347	496	518	532	6449
Total	8117	4872	4892	543063	6307	4336	6381	25394	595247	6340	624902	745239	2575090

Acquisitions and Periodical Statistics

FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	127	42	13	39	89	73	85	219	431	234	292	51	1695
>Scores										5			5
>Non-Book Materials	1	48	4	0	55	6	2	7	0	0	8	0	131
>>Videos													0
>>DVDs	1	13	4		5	5		2			8		38
>>Audio CDs						1		4					5
>>On-line Databases					1		1	1					3
>>CD ROMs		1											1
>>Other Non-Book		34			49		1						84
Total	128	90	17	39	144	79	87	226	431	239	300	51	1831
Vols. Received on Standing Order	46	41	14	38	41	58	30	39	45	30	21	48	451
Items Received and Unpacked													
>Books	249	132	30	42	141	34		200	310	136	391	61	1726
>Scores					22		136						158
>Non-Book Materials	1	46	7	3	53	0	6	6	1	0	8	0	131
>>Videos													0
>>DVDs	1	12	6		4		5	2	1		8		39
>>Audio CDs							1	4					5
>>Microforms													0
>>CD ROMs			1										1
>>Other Non-Book		34			49								83
Total	250	178	37	45	216	34	142	206	311	136	399	61	2015
Periodical Statistics													
New Subscriptions (Including Gifts)			1	3									4
Title Changes													0
Total New Titles	0	0	1	3	0	0	0	0	0	0	0	0	4
Withdrawn/Discontinued Titles													0
LHR's Added/Updated	8	22	6	51	153		12	15	81	104	23	37	512
Claims & Requests	6	14	7	21	16	9	21	26	9	3	5	4	141
Titles Entered for GOLD								4					4

Processing, Book Repair and Binding Statistics

FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Books	350	1	97	154	209	123	79	184	292	226	195	221	2131
Scores		1							1			8	10
Videos					9							1	10
DVDs		6	12		12		1		10	7		8	56
Audio CDs	114		75		241	28	59	1	58	8		22	606
CD ROMs					1								1
Microfilm Rolls		83		6									
Other Non-Book			22	153	391		3		3	3			575
Total	464	91	206	313	863	151	142	185	364	244	195	260	3478
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired					2								2
Binding Statistics													
Volumes Sent to Bindery	51	66	75	36	106	0	129	55	120	65	139	63	905
Volumes Returned from Bindery	91	51	66	75	68	0	74	129	55	120	152	54	935
White pen corrections											17		17

AV Pieces Added

FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdraw	Total
Archives													0		0
Audio Cassettes			10			11		12					33	-34	-1
Audio CDs		8	7	12	26	53	4	53	8		12	94	277	-7	270
CD ROMs													0		0
Computer Files													0	-2	-2
DVDs		24	7		5		6		18		10	1	71	-1	70
Microfiche Cards			428	1194	1157			967					3746		3746
Microfilm Rolls	10	106	1	30	39			37	17	113			353		353
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0	-8	-8
Video Cassettes													0	-1	-1
Video Discs													0	-21	-21
16 mm Motion Pictures													0		0
Total	10	138	453	1236	1227	64	10	1069	43	113	22	95	4480		4406

Additions to the Circulating Collection

FY2011

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Withdrawn	Total
Circulating Collection															
A							1			1	1	1	4	-5	-1
B except BF	17		6	4	5	12	4	3	4	8	5	6	74	-27	47
BF	1			1		1	2	1	6	2	2		16	-18	-2
C	1		1	1	3	2		1	3	1	3	2	18		18
D	14		5	4	9	2	1	1	8	2	13	1	60	-26	34
E	6	9	6	30	16	7	7	2	8	4	8	20	123	-35	88
F	3		5	8	7	9		1	2		2	14	51	-13	38
G	2	1	4	2	2	1	7	2	3	4	4	2	34	-16	18
H-HJ	4	4	9		5	4	7	8	4	11	14	15	85	-118	-33
HM-HX	6	7	17	4	6	9	7	2	10	5	15	11	99	-69	30
J	12		4	1	3	3	6	5	1	2	3	2	42	-30	12
K	7	2	3	10	2	4	5		5		3	3	44	-36	8
L	6		4	2	5	5		1	1	7	6	5	42	-82	-40
M	5	1	4	1	14	4	8	2	6	1	3	6	55		55
N	9	1	1	3	1	5	2	2	12	3	2		41		41
P	31	9	8	15	21	11	18	41	27	36	26	2	245	-4	241
Q	23	1	2	2	1	11	5	6	9	7	24	37	128		128
R	6	17	5	4	4	11	7	3	3	6	3	4	73	-1	72
S	1			4				1				1	7		7
T	11	1	3	2	2	2	2	1	3	2	2	6	37		37
U	1	1	5	3				3	1	1		2	17		17
V													0		0
Z				1	1	4	1	2	3	4	2	1	19		19
Total	166	54	92	102	107	107	90	88	119	107	141	141	1314	-480	834