

2011-2012



# ANNUAL REPORT

## CLAYTON STATE UNIVERSITY LIBRARY

GORDON BAKER  
DEAN OF LIBRARIES

# **Clayton State University Library**

## **2011 - 2012 Annual Report**

### **Introduction**

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

### **Review of the Year**

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

Members of the Library staff have been actively involved with providing outreach to our K-12 stakeholders. In February, the Library hosted the 4<sup>th</sup> Annual Helen Ruffin Reading Bowl Competition – Metro Atlanta. Over 600 students and parents were on campus for the competition. Dr. Gordon Baker, Dean of the Library, coordinated the planning of the event, served as host, and welcomed the group to the campus.

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 2012 State Festival, held at the Clayton County Schools Professional Learning Center, had 1021 entries representing 4150 Georgia students.

Library faculty and staff continue to provide staff development presentations whether on-campus or off campus. You will always find at least one CSU staffer presenting at the annual Georgia Council of Media Organizations Conference.

The CSU Library continues to sponsor the Our Genealogy Group which meets monthly. CSU Archivist, Rosemary Fischer is one of the founding members of this community group.

### **Budget**

The Library materials budget allocated in July 2011 totaled \$375,500.00. This amount reflects an increase of more than \$23,000 over the total amount expended during FY2011. It also reflects a cautious approach resulting from the existing budget crisis in the State of Georgia.

During the course of FY2012 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2012 budget was \$437,719.77. This amount reflects a record high allocation of library funds for the purchase of library materials surpassing the previous record by more than \$85,000.00. In addition to expenditures from the Library's budget, FY2012 end-of-year funding in the amount of \$50,000.00 was expended. The end of year funding brought the Library's expenditures for materials to \$487,719.77.

### **Library Renovations**

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

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

### **Major Projects**

A complete inventory of the collection was begun during this year. Cathy Jeffrey worked with individuals at the Service Site to begin this process. We hope the process will be completed by the end of FY12.

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 shifting the items, existing shelving units were also moved. The Juvenile Collection was relocated from the back center of the reading area to the left front area of the library adjacent to both the reference collection and the computers. The legal section was reshelfed in the reference collection.

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

## **Systems Administration**

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

## **Service to the Learning Community**

Bibliographic Instruction (BI) is essential for a successful library program. This year the public services librarians continued a long history of providing excellent BI to our community. Over 1736 students received bibliographic instruction. This accounted for 95 classes.

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

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

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

## **Reference Service**

Requests at the reference continue to keep the staff on their toes. A total of 20,915 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. Requests from CSU faculty assisted the librarians in selecting the best materials for our collection.

Outreach to the community continued to be a goal of the CSU Library. Presentations were made to the Clayton County and Henry County school media specialists highlighting library skills and services provided.

## **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 decreased this year to provide her more time in the Archives.

Without the help of volunteers and interns, the Archives projects would not be completed. During this year the interns contributed 1350 hours of service and the volunteers contributed 269.5 hours of service.

## **Conclusion**

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

Our goals continue to be:

- Increase both our professional and classified staff;
- Increase our Library materials budget;
- Increase the Library footprint in the Library building;
- Implement a staff development plan for all Library staff;
- Continue to work with the Associate Provost and David Heflin on proposed renovation of the current Library facility and the proposed new Library;
- Research grants opportunities for funding opportunities to add materials to our collections.

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

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

# CLAYTON STATE UNIVERSITY LIBRARY UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS



## Annual Report

July 1, 2011-June 30, 2012

**Submitted by**

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

**JULY 2012**

**Clayton State University Archives  
2011-2012 Annual Report**

**TABLE OF CONTENTS**

Overview.....	7
.....	
Accomplishments.....	7
.....	
Status of Last Year's	7
Goals.....	
Other.....	8
Accomplishments.....	
Committees and	9
Memberships.....	
Exhibits and	9
Displays.....	
Meetings.....	1
.....	0
Outreach.....	1
.....	1
Professional	1
Development.....	1
Staff	1
Accomplishments.....	1
....	
Student Assistant	1
Accomplishments.....	2
Interns	1
Accomplishments.....	2
Volunteer	1
Accomplishments.....	3
.....	1
Statistics.....	3
.....	
Goals and Challenges for the Coming	1
Year.....	8

## OVERVIEW

The Clayton State Archives saw big changes this year. With the loss of storage space, the Archives has filled up. There is hardly space for the Archivist, Student Assistant, Interns and Volunteers to do their work. Everyone in the Archives is looking forward to the renovation and having room to move around and work.

The compact shelving is filling up also. All our collections as well as our unprocessed items are on the shelves together. Again, once the renovation is completed, we will have the space to separate collections from unprocessed and storage.

## ACCOMPLISHMENTS

### Status of Last Year's Goals

- More professional development. Professional development is limited to inhouse and local training because of expense. Only one or two conferences are attended.
- Labeling boxes of news clippings and publications. These boxes have been labeled. The Record Group numbers have not been added as yet. That will be out next step.
- Update and Publish the Internship Manual. The Internship Manual has been updated and new projects added. The Manual has been setup for publishing online with links to reference materials. All that remains is to complete the proofing and put it on the web page..
- Learn Archon and start populating the database with collection information. This goal is not reached. Three appointments were set up to receive training from Deborah Davis, Archivist, at Valdosta State. Due to scheduling conflicts, all three appointments were canceled. New avenues of training are being researched.
- Get the new Archives' web page up and functioning. Clayton State has changed over to a new formatting for web pages. We are in the midst of updating and revising our content before going to the new format.
- Create online exhibits for the new Archives' web page. This is a work-in-progress. One project being considered is the collection of Foundation Pins. We also are planning to add Finding Aids to the web page.



- Create new projects for interns. Twenty new projects have been added to the Internship Manual. Most contain a digitizing aspect.
- Create a collection for the dental hygiene program. The same volunteer that worked on creating a nursing program collection is now working on a dental hygiene collection. This is a work-in-progress.
- Create a collection for the School of Business. This project remains on the to-do list.
- Monitor the environment in the Archives. The Student Assistant has been providing a monthly report based on the PEM data monitor.

### **Other Accomplishments**

- Grants. Starting meeting regularly with Rhonda Gibson regarding grants for the Archives. Also meeting with Tony Lawson of the Foundation.
- Created text and photographs for LibGuides: Genealogy, African-American Genealogy, Genealogy Research Trips, Cemetery Research, and Family Reunions.
- Continued increase in technology skills. Working on adding new skills. Will be trained to do LibGuides and to incorporate new web page format. Learned additional skills in Word and Excel.
- Created an Exhibit and Brochure to be used for Career Days in local high schools. The Exhibit and brochure have already been used for Drew High School.
- Created a very large display (3 tables and 2 standing exhibits) for the Strategic Planning Event.
- Collection Growth: 9 boxes from University Relations, 12 boxes from Athletics plus mascot costume, Foundation pins, additional masters' theses, and numerous small collections.
- Rehoused 14 scrapbooks in archival boxes and labeled them.
- Located and labeled individual collections in the Archives.
- Requests filled:
  - 1 September 2011, Gregory Clayton. General research assistance.
  - 1 September 2011, Nakya Ranier. General research assistance.

- 11 October 2011. Help in identifying photographs.
- 8 December 2011, Yashika Weeks. History of CSU.
- January-February 2012, Historic Jonesboro. Collection of photographs for Arcadia publication.

### **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.

- October 20, 2011 – Provided a large display of the history of Clayton State for the Strategic Planning Launch party. The display used three large tables and two standing displays.
- February 7, 2012 – Created a “What is an Archivist?” display to use for Career Day invitations at local high schools. The CSU Library and Archives were invited to participate in Career Day for Drew High School.

### **MEETINGS**

18 July 2011	Web Team meeting
27 July 2011	Interview with librarian candidate-Heather Dray.
28 July 2011	Interview with librarian candidate-Erin McKinney.
2 August 2011	Meeting with Dotty from Clayton State Retirees

	Association.
2 August, 2011	Web Team meeting
3 August 2011	Interview with librarian candidate-David Greenbaum.
4 August 2011	Interview with librarian candidate-Karen Viars.
21 September 2011	Strategic Planning Committee-Displays.
22 September 2011	Strategic Planning Committee-Displays.
22 September 2011	Faculty Senate
28 September 2011	Dr. Hynes meeting with library staff
13 October 2011	Faculty Senate
10 November 2011	Faculty Senate
1 December 2011	Rhonda Gibson- Grants meeting
6 December 2011	Faculty Senate
4 January 2012	Library Faculty meeting
26 January 2012	Interview with Heather Williamson re internship/library study
31 January 2012	Instruction Team meeting
2 February 2012	Rank and Tenure meeting
6 February 2012	Faculty Senate
9 February 2012	Instruction Team meeting
16 February 2012	Interview for internship: Bashar Shaw
20 February 2012	Faculty Senate
27 February 2012	Library Staff meeting
27 February 2012	Interview for internship: Carole Malik
28 February 2012	New Library Semester Course meeting
5 March 2012	Rhonda Gibson – Grants meeting
6 March 2012	Assessment meeting
12 March 2012	Faculty Senate
13 March 2012	Georgia Archives: Christine Wiseman and Tina Sotoo
14 March 2012	Rhonda Gibson – Grants meeting
2 April, 2012	Faculty Senate
16 April 2012	Faculty Senate
23 April 2012	Faculty Senate
25 April 2012	Interview for internship: Robert Napier
30 April 2012	Faculty Senate
14 June 2012	Continuing Education meeting with Ryan

## OUTREACH

### Our Genealogy Group at Clayton State (OGG)

Our Genealogy Group is still meeting on the first Sunday of the month. The membership continues to grow. Our programs are more varied and we now have two workshops during the year.

## **Outreach for 2011-2012**

11 September 2011	Our Genealogy Group meeting.
13 September 2011	Research assistance for person outside of Clayton State.
2 October 2011	Our Genealogy Group meeting.
6 November 2011	Our Genealogy Group meeting.
4 December 2011	Our Genealogy Group meeting.
17 January 2012	Meeting with steering committee for OGG.
3-4 February 2012	Helen Ruffin Reading Bowl.
7 February 2012	Career Day at Drew High School
4 March 2012	Our Genealogy Group meeting.
2 April 2012	Open House at NARA – 1940 Census.
3 April 2012	Met with Terri Taylor-Hamrick re OGG and Foundation donations to the Archives.
3 June 2012	Our Genealogy Group meeting.

## **PROFESSIONAL DEVELOPMENT**

- 26 July 2011. Springshare Webinar on LibGuides. Valentina Mayz was the online instructor.
- 9 August 2011. Footnote training.
- 6 September 2011. Ready for the Hunt: Research for Library Grant Funding.
- 11 September 2011. Excel instruction.
- 3 October 2011. Map training.
- 26 October 2011. SACS Assessment workshop.
- 3-4 November 2011. SGA Meeting
  - Making Digital Preservation Practical
  - Who Wants to Give Us What?
  - Social Media and Archives: Promoting Your Institution in the Digital Age
  - Digital Preservation...Preserving Digital Access
  - The Judgment of Solomon: Implementing Archivist's Toolkit or Archon
- 28 November 2011. Reference Statistics training.
- 30 November 2011. Ethics Refresher training.
- .5 January 2012. University of West Georgia. Introduction to developing a credit library course.
- 28 February 2012. Calibra.
- 7 March 2012. Staff Development Day.
- 7 March 2012. Inhouse LibGuide training
- 23 March 2012. DNN training.
- 18 April 2012. Digital Basics Workshop, Columbia, SC. (All-day SCAA workshop)
  - Basics of Managing Electronic Records: Getting Your Started
  - Electronic Records Access: Planning & Practice

- 4 May 2012. Meeting with Archivist for Francis Marion University at Francis Marion.
- 17 May 2012. GUGM.
  - “I have this stuff...”
  - Engaging the Archives: Engaged learning pedagogies and archival instruction
  - Archives challenge: closing out one college name and beginning another.
- 20 June 2012. ProQuest update.
- 25 June 2012. Tour of UGA-Athens Archival Facility.

## **STAFF ACCOMPLISHMENTS**

### **Student Assistant Accomplishments**



Reico Cartwright

Reico was assigned multiple projects. He worked on them in turn: digitizing yearbooks for web page, creating supply orders, capturing email for collections, creating and increasing collections. He is responsible for capturing environmental metadata from the PEM Monitor. Reico also assisted with research requests for information.

### **Intern Accomplishments**



Bashar Shaw worked on obtaining information from Greeks on campus. He started to build collections for each of the fraternities. Bashar plans to do a presentation in the Fall Semester to help Greeks preserve their history and start making donations of their history to the CSU Archives.



Carole Malik did an inventory of the boxes received from University Relations. Most of the materials were to be inserted into existing collections. Carole went through and removed duplicate publications and put collections in chronological order.

### **Volunteer Accomplishments**



Sarah Fraticelli

Sarah completed the creation of a nursing program collection. She also created a finding aid for this collection.

Sarah is now creating a collection for the dental hygiene program.



Wayne Tyler

Wayne has been busy for some time identifying the types of blueprints, photoreproductions, and drawings that are housed in the Architectural Photoreproduction Collection. He is also counting the different sizes of each page. This information will be used for obtaining grants. This is a long-term project.



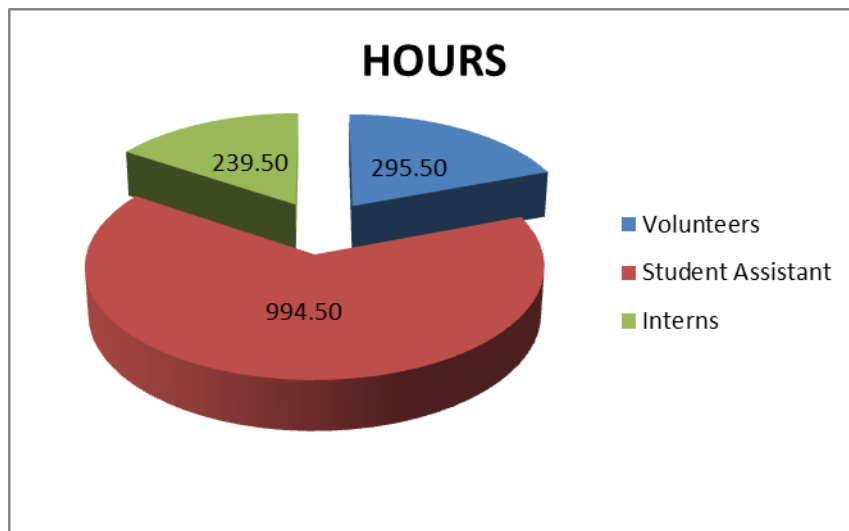
Whitney Hardy

Whitney created sample marketing materials for the Archives and Our Genealogy Group. She created brochures, business cards and flyers. Whitney also provided some suggestions and ideas for the Archives' newsletter, the *Rolling Shelves*.

## Intern and Volunteer Statistics

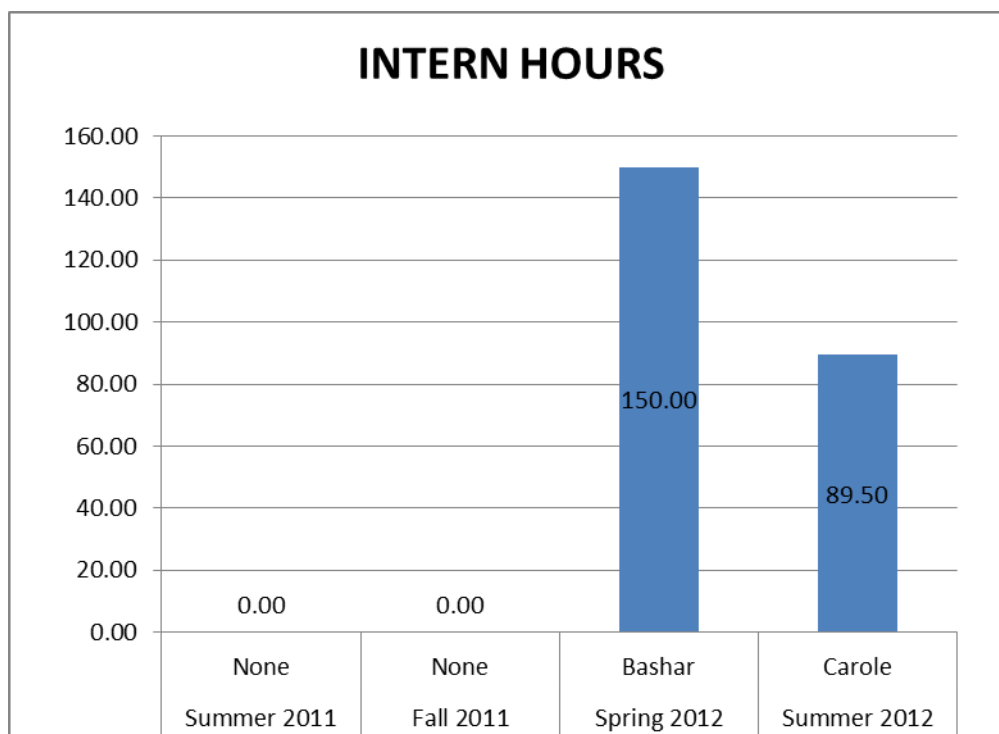
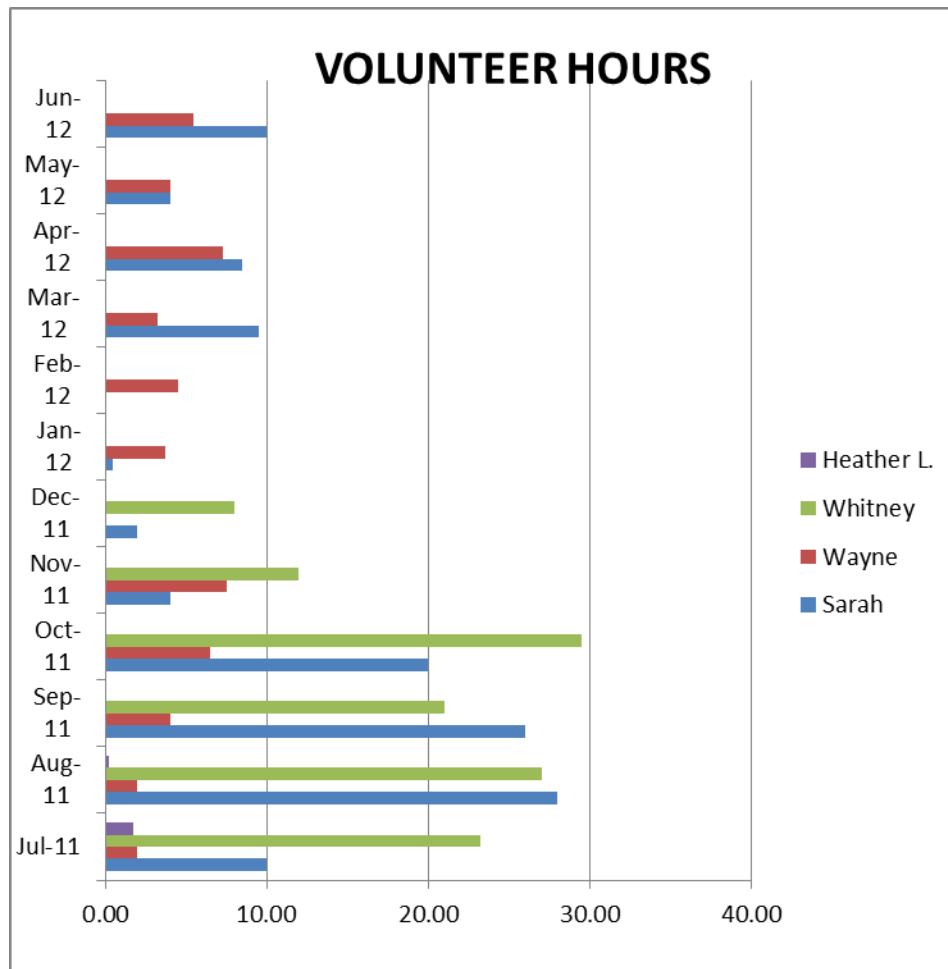
### Interns, Volunteers & Student Assistant Hours

	Student Assistant	Interns		Volunteers				Total Hours
	Reico	Bashar	Carole	Sarah	Wayne	Whitney	Heather	
Jul-11	97.50			10.00	2.00	23.25	1.75	134.50
Aug-11	78.00			28.00	2.00	27.00	0.25	135.25
Sep-11	78.00			26.00	4.00	21.00		129.00
Oct-11	97.50			20.00	6.50	29.50		153.50
Nov-11	78.00			4.00	7.50	12.00		101.50
Dec-11	58.50			2.00	0.00	8.00		68.50
Jan-12	78.00			0.50	3.75			82.25
Feb-12	78.00	16.00		0.00	4.50			98.50
Mar-12	97.50	65.00		9.50	3.25			175.25
Apr-12	78.00	56.00		8.50	7.25			149.75
May-12	78.00	13.00	21.50	4.00	4.00			120.50
Jun-12	97.50		68.00	8.00	2.25			175.75
	<b>994.50</b>	<b>150.00</b>	<b>89.50</b>	<b>120.50</b>	<b>47.00</b>	<b>120.75</b>	<b>2.00</b>	<b>1524.25</b>



#### VOLUNTEERS

Month	Sarah	Wayne	Whitney	Heather L.	Monthly Totals
Jul-11	10.00	2.00	23.25	1.75	37.00
Aug-11	28.00	2.00	27.00	0.25	57.25
Sep-11	26.00	4.00	21.00	0.00	51.00
Oct-11	20.00	6.50	29.50	0.00	56.00
Nov-11	4.00	7.50	12.00	0.00	23.50
Dec-11	2.00	0.00	8.00	0.00	10.00
Jan-12	0.50	3.75	0.00	0.00	4.25
Feb-12	0.00	4.50	0.00	0.00	4.50
Mar-12	9.50	3.25	0.00	0.00	12.75
Apr-12	8.50	7.25	0.00	0.00	15.75
May-12	4.00	4.00	0.00	0.00	8.00
Jun-12	10.00	5.50	0.00	0.00	15.50
	<b>122.50</b>	<b>50.25</b>	<b>120.75</b>	<b>2.00</b>	<b>295.50</b>

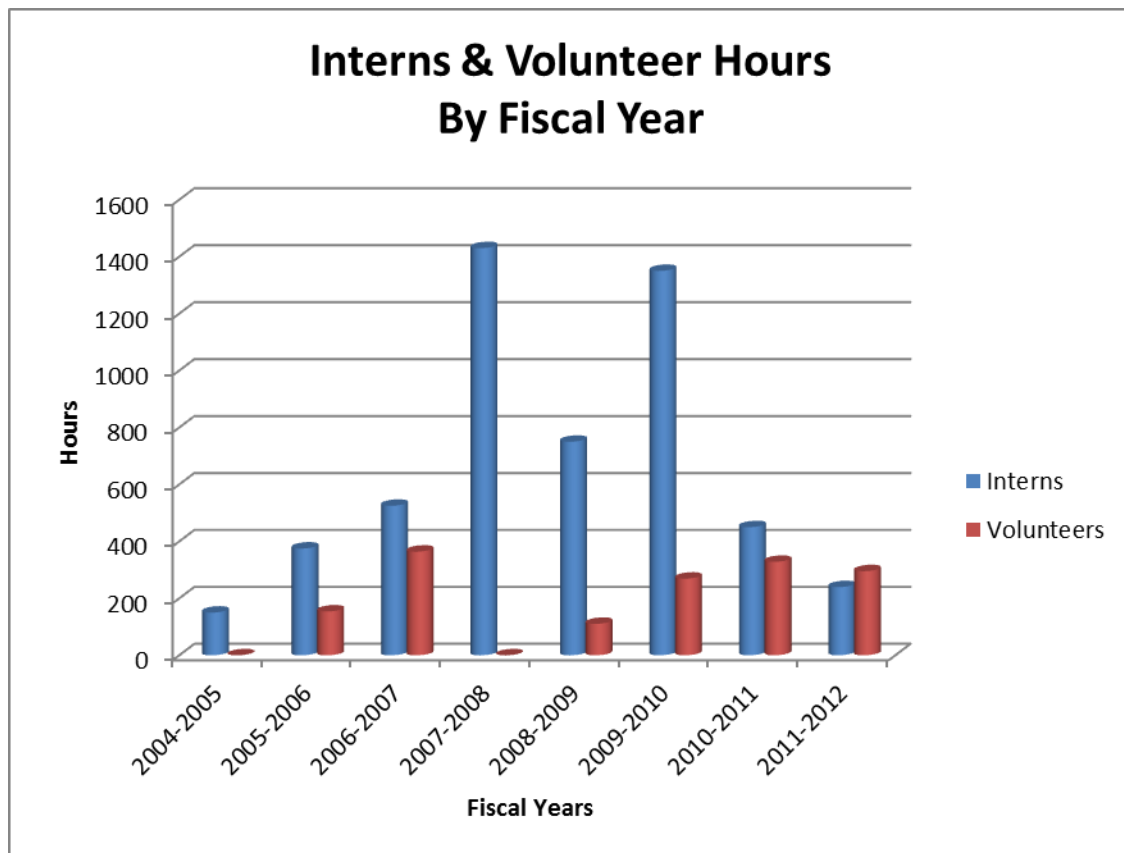




## Intern and Volunteer Hours 2004 to June 2012

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
2011-2012	2	239.50	4	295.50
	<b>37</b>	<b>5270</b>	<b>21</b>	<b>1521.50</b>

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

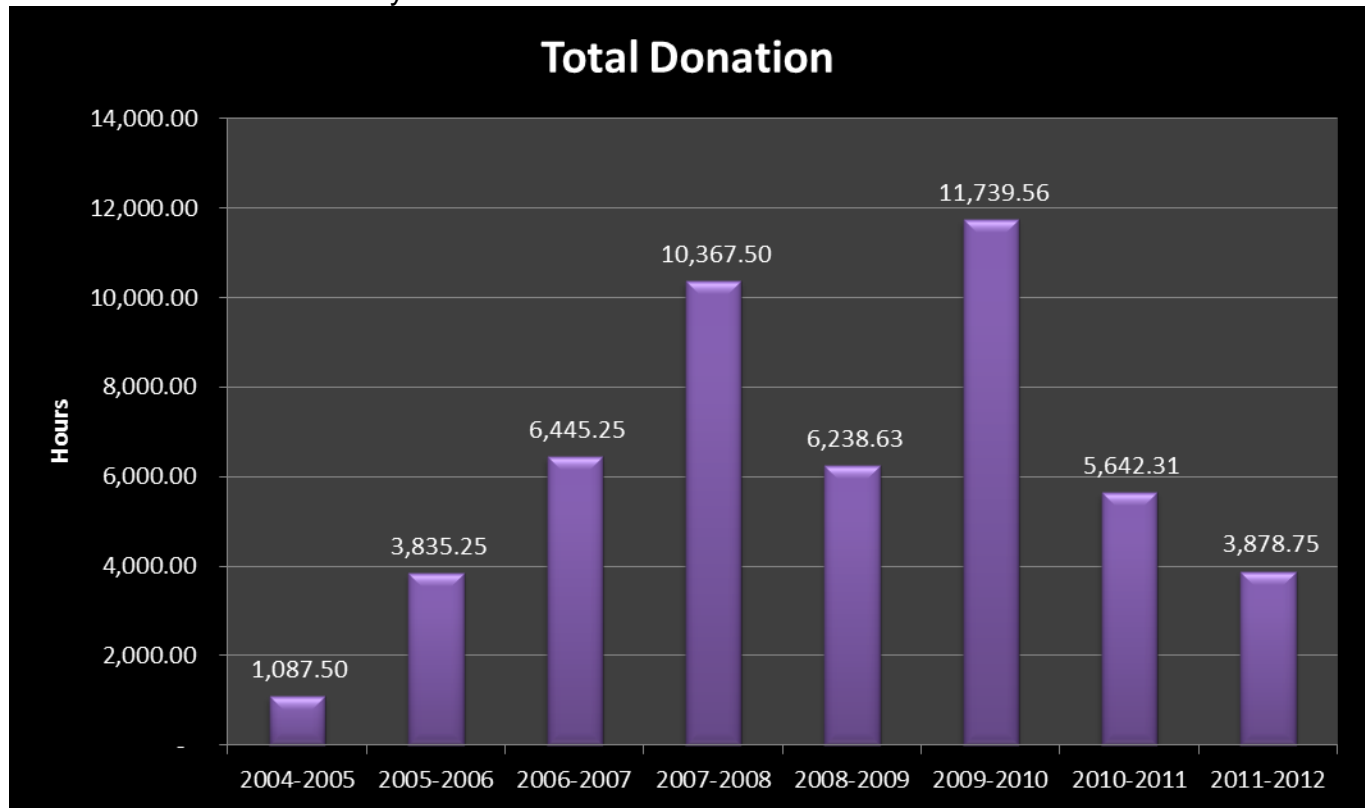


## UNPAID INTERN AND VOLUNTEER HOURS CONVERTED TO DOLLARS

(Based on a wage of \$7.25 per hour – minimum wage)

Academic Year	Intern Hours	Volunteer Hours	Total Hours	Total \$ Donation
2004-2005	150.00	0.00	150.00	1087.50
2005-2006	375.00	154.00	529.00	3835.25
2006-2007	525.00	364.00	889.00	644.35
2007-2008	1430.00	0.00	1430.00	10,367.50
2008-2009	750.00	110.50	860.50	6238.63
2009-2010	1350.00	269.25	1619.25	11739.56
2010-2011	450.00	328.25	778.25	5642.31
2011-2012	239.50	295.50	535.00	3878.75
<b>TOTALS</b>	<b>5296.50</b>	<b>1521.50</b>	<b>6791.00</b>	<b>49,234.75</b>

This table and the chart which follows show the contribution that interns and volunteers make to the Clayton State Archives.



## GOAL AND CHALLENGES

- More professional development – This is always a goal. Cost to the Archivist is an issue.
- Record Group Numbers. Number the collections in the Archives. This is a very large project and involves reorganizing the information on the shelves.
- Update the Archives' web page. Work to learn how to set up a new web page for the Archives according to the new format requirements.
- Update and publish the Internship Manual online. After proofing is completed, publish the Internship Manual online.
- 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.
- Keep adding 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. This includes Foundation Pins, Finding Aids, Photographs, etc.
- Create a collection for the Dental Hygiene Program. This has been started.
- Create a collection for the School of Business. This will be tackled after the Dental Hygiene Collection has been created.
- Continue to monitor the environment in the Archives. Provide monthly updates and reports.
- Prepare and present a program on *Internships in the Archives* for GUGM.
- Sign up to be a mentor for the Society of Georgia Archivists.

# Clayton State University Library Collection and Resource Management Department 2011/2012 Annual Report



**Submitted by Cathy Jeffrey, Associate Dean of Libraries**

## Overview

For the last several years the Clayton State Library has been taking baby steps on the road to fully embracing electronic resources. The 2011/2012 fiscal year marks a significant increase in the importance of electronic resources. Baby steps have transitioned to full strides with giant leaps just ahead on the horizon. During FY2012, the Collection and Resource Management Department began to prepare for the changes that collecting electronic materials will demand.

While electronic materials are gaining importance the majority of the work of the Collection and Resource Management Department continues to focus on acquiring and managing print materials. During FY2012 department staff members continued to execute their primary functions of ordering, cataloging, borrowing and processing materials for the Library's collections. The Library's book collection now totals 91,605 volumes. An additional 26,945 bound periodical volumes bring the bound volume total to 118,550 volumes. There are an additional 339,576 audiovisual and microform pieces owned by the Library bringing the total collection to 458,126. The Library's collections were supplemented by materials borrowed through InterLibrary Loan. A total of 1,188 InterLibrary Loan requests made by Clayton State students, faculty and staff were filled during FY2012. 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 and new initiatives. One of these was the addition of a popular reading collection. This collection is made up of Library owned materials as well as current interest titles leased from the Library's primary book vendor. The Popular Reading Collection is shelved separately. Items in the collection carry the well-known blue library reading symbol.



Department staff members continue to be recognized as leaders within the University and at the state level. Heidi Benford served as chair of Staff Council. She also served as chair of the Alice Smith Staff Award Committee. Laura Herndon served as Treasurer of the Laker Angel organization. Rhonda Boozer served as advisor to the BCM student organization. Several members of the staff are active in the Georgia Library Association (GLA). Cathy Jeffrey serves as Treasurer of the organization; Laura Herndon serves as secretary of the GLA Paraprofessional Division; Adam Kubik served as chair of the GLA Interest Group Council; Rhonda Boozer chairs two committees of the Paraprofessional Division.

## Library Expenditures

The Library materials budget allocated in July 2011 totaled \$375,500.00. This amount reflects an increase of more than a \$23,000.00 over the total amount expended during FY2011.

During the course of FY2012 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2012 budget was \$437,719.77. This amount reflects a record high allocation of library funds for the purchase of library materials surpassing the previous record by more than \$85,000.00. In addition to expenditures from the Library's budget, FY2012 end-of-year funding in the amount of \$50,000.00 was expended. The end of year funding brought the Library's expenditures for materials to \$487,719.77.

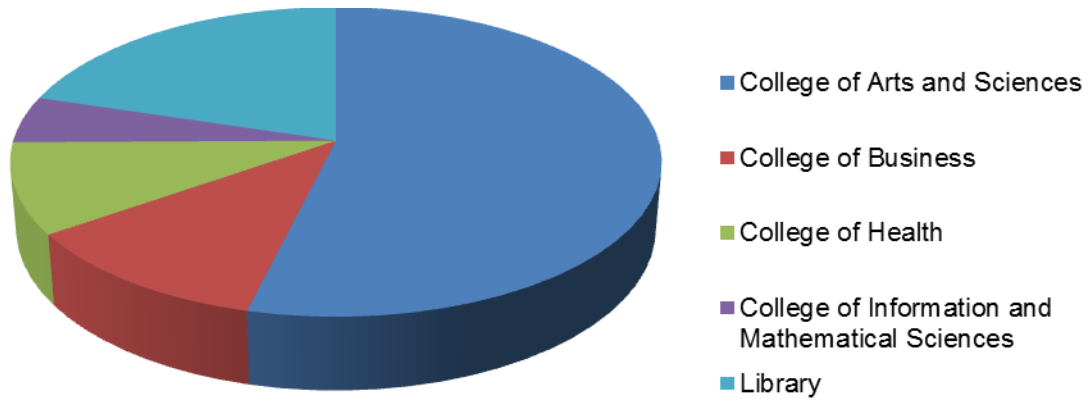
The materials selected during FY2012 will contribute to the Library's ability to appropriately support the curriculum of the University. Many of the purchases made during FY2012 were for continuing resources. To maintain these resources the library will need continued support in coming years. Every periodical and database added to the Library's collection requires a paid subscription during each succeeding year. E-books require a hosting fee if they are to remain available. Print materials require updates. It is important for Library funding to continue to be at a sufficient level to meet these needs.

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.

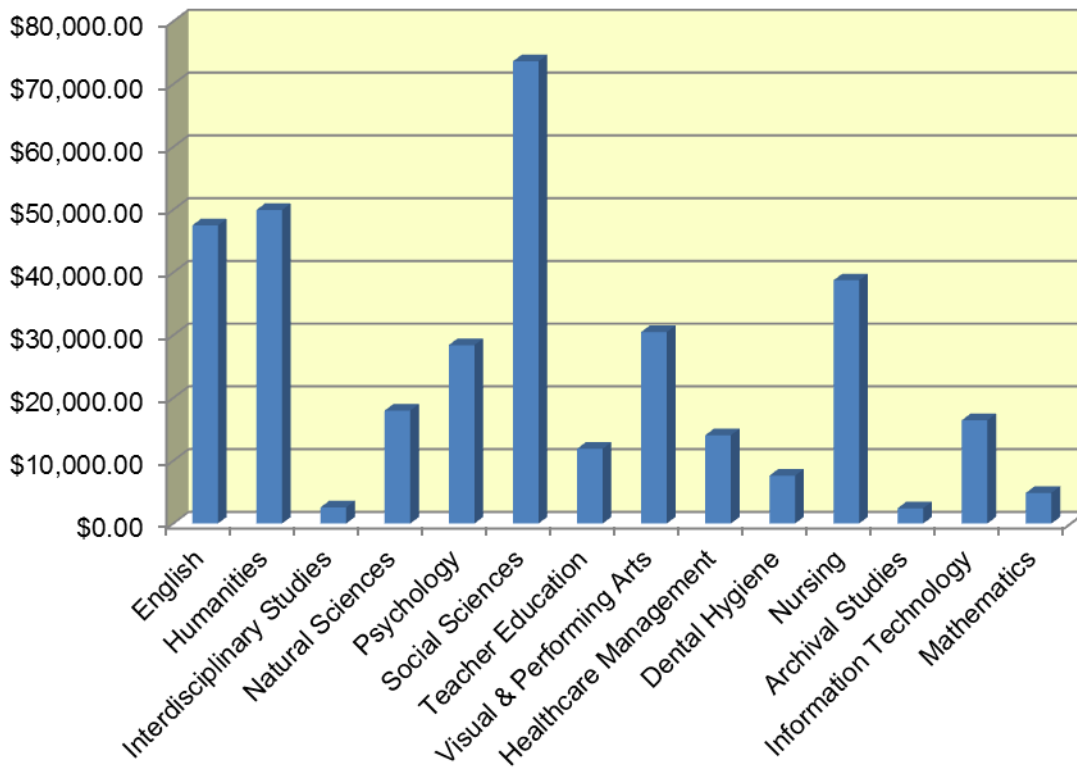
## Expenditures by Department/School

School	Expenditure	Percent of Budget
<b>College of Arts &amp; Sciences</b>		
English	\$47,504.12	9.74%
Humanities	\$49,964.26	10.24%
Interdisciplinary Studies	\$2,584.37	0.53%
Natural Science	\$18,001.41	3.69%
Psychology	\$28,430.27	5.83%
Social Sciences	\$73,983.62	15.17%
Teacher Education	\$11,911.19	2.44%
Visual & Performing Arts	\$30,514.31	6.26%
<b>Total</b>	<b>\$262,893.55</b>	<b>53.9%</b>
<b>College of Business</b>		
Business	\$41,996.72	8.61%
Health Care Management	\$14,068.02	2.89%
<b>Total</b>	<b>\$56,064.78</b>	<b>11.5 %</b>
<b>College of Health</b>		
Dental Hygiene	\$7,619.87	1.56%
School of Nursing	\$38,752.39	7.95%
<b>Total</b>	<b>\$46,372.26</b>	<b>9.51%</b>
<b>College of Information and Mathematical Sciences</b>		
Archival Studies	\$2,431.82	.5%
Information Technology	\$16,454.59	3.37%
Mathematics	\$4,882.91	1.0%
<b>Total</b>	<b>\$23,769.32</b>	<b>4.87%</b>
<b>Library</b>	<b>\$98,619.86</b>	<b>20.22%</b>
<b>Total</b>	<b>\$487,719.77</b>	<b>100.00%</b>

Expenditures by College/School



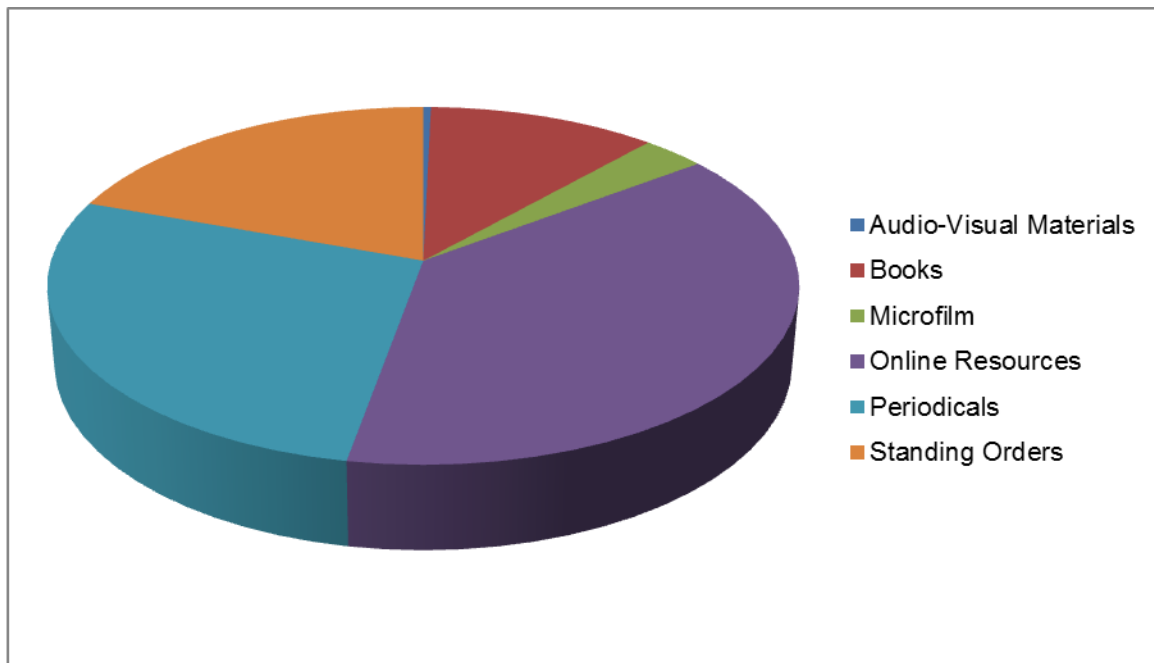
Expenditures by Department





### Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$1,823.10	.37%
Books	\$54,915.67	11.26%
Microfilm	\$15,280.51	3.13%
Online Resources	\$185,698.47	38.08%
Periodicals	\$135,085.13	27.7%
Standing Orders	\$94,916.89	19.46%



## **Accomplishments**

Below are highlights of the Collection and Resource Management Department activities for FY2012. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

Department responsibilities were increased during FY2012 as the functional area of InterLibrary Loan/Reserves was transferred to the Department. Along with this responsibility came an additional staff member. Rhonda Boozer joined the Collection Management team. Ms. Boozer took on additional assignments as part of her move to the Collection and Resource Management Department. She has assisted with processing, item creation, and catalog updating functions.

Additional focus was placed on processing electronic resources. The library has a total of 33,010 e-books of which 5,317 were added during FY2012. The Collection Management Department has completed work to establish access to 69 individual periodical titles.

During FY2012 the Collection and Resource Management staff placed orders for 1,049 titles and received 1,858 items. 2231 new titles were added to the collection with a total of 5458 items. The staff made 4,133,287 updates to records in the online catalog. 3,062 items were processed for the shelf. 729 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: enhanced both the bibliographic and holding records (4588 records each) of NetLibrary Shared Collection 9; corrected records for Films on Demand titles that were batch loaded into the catalog; worked with service site staff to correct sorting errors in the GIL Find catalog; eliminated broken links that were located in cataloging records.

Department staff worked on several projects some of which were completed during FY2012. Completed projects include: the inventory of the circulating collection was completed when 1,115 items that were identified as missing during the inventory project and had not been found were declared lost; the project to update and correct periodical holdings in the Clayton State GIL catalog and on OCLC was completed; the project to change periodical call numbers from "Shelved alphabetically by title" to the format "Periodical (Title)" was completed; the project to catalog the books donated by the CSU Teacher Education Center was completed; a review of print periodicals also available as print + online was completed.

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; Cathy Jeffrey and Adam Kubik prepared Libguides for inclusion on the Library's web page; Cathy Jeffrey added a post to the new Library blog; ; Heather Walls designed the Library's Holiday card; Laura Herndon, Rhonda Boozer and Adam Kubik worked on projects to improve the Library catalog display.

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.

Interlibrary loan policies and procedures were reviewed and a section on InterLibrary Loan was added to the Department manual.

Collection and Resource Management staff assisted other libraries in solving problems with thermal transfer printing, local holding maintenance, use of Access reports, indexing name headings in Voyager, and the overlay of acquisition records with fully cataloged records. Libraries assisted included: Kennesaw State University, South Georgia College University of West Georgia.

## Personnel

The Collection and Resource Management staff expanded during the 2011/2012 fiscal year. The two professional positions in the Department continued to be filled by Cathy Jeffrey, Associate Dean of Libraries and Adam Kubik, Head of Monographic Cataloging. Staff positions in the department increased from three to four with the addition of Rhonda Boozer, InterLibrary Loan and Reserves Assistant. The other 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 worked as a student assistant in the Collection and Resource Management Department from the fall of 2008 through the fall of 2011. Her primary responsibilities were preparing books for the shelf and book repair. Ms. Marshall graduated in December 2011. The Collection and Resource Management Department staff members were very sad to see her go. Ms. Marshall is a very capable young woman and she will be missed.

Vanessa Okyere was hired as a student assistant in the fall of 2011. Ashley Vereen joined the Department staff as a student assistant in June of 2012. The primary responsibilities of the student assistants include preparing new books for the shelf and processing and shelving new periodical issues.

## **Staff Accomplishments**

### **Heidi Benford**



### **Successes**

- Participated in the completion of the inventory project.
- Expended funds on deposit with Baker & Taylor for the purchase of monographic titles.
- Processed orders for 1,049 titles.
- Received and processed invoices for 1,298 volumes.
- Checked-in and processed invoices for 552 volumes received on standing order.
- Dedicated 112 hours to team meetings and activities.

### **Professional Development**

- Georgia Library Association
  - GLA member
  - Membership Chair the Georgia Library Association Paraprofessional Division, 2011.
  - Chair of the Georgia Library Association Paraprofessional Division, 2012.
  - Member of the Georgia Library Association COMO Store Team
  - GLA-COMO Store Chair
- Attended Georgia COMO Conference, Oct. 5-7, 2011.
- Attended the USG Wimba program "Preparing for the Next Phase of Library Automation" Sponsored by RACL and presented by Marshall Breeding, Nov. 28, 2011.
- Attended the USG Wimba program "Academic Library Collection Development : Current Landscape, Future Trends" presented by Michael Levine Clark, Dec. 14, 2011.
- Attended the USG Wimba program "The Cloud. presented by John Scoville, Jan. 11, 2012.
- Attended a University System of Georgia Staff Council meeting, Feb. 16, 2012; May 10, 2012.
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012

- Attended a webinar sponsored by the Gil/Galileo Group: Innovative Introduction: University System of Georgia Libraries presented by Pete Zeimet, April 12, 2012
- Attended the annual GIL Users Group Meeting held at Macon State College, May 17, 2012.
- State Media Festival Committee
  - Committee Member
  - Served as food coordinator of the State Media Festival

### Meetings, Workshops, Training

- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed BOR Ethics Refresher Training online.
- Attended the SACS/Assessment Workshop presented by Erin Nagel, Oct. 26, 2011.
- Completed NIH web-based training course “Protecting Human Research Participants”, Dec. 19, 2011.
- Volunteered during the Helen Ruffin Reading Bowl, Feb. 2012.
- Attended the Georgia Governmental Purchasing Conference and Products Exposition, March 21, 2012
- Attended a ZOHO Widget presentation, June 27, 2012.
- Collection and Resource Management Department Team
  - Team Member
- Social Team
  - Team Leader

### Institutional Participation

- Staff representative on the Institutional Review Board.
- Member of the Administrative Council.
- Member of the Parking Committee
- Staff Council – Chair
- Advisor to the Kingdom Campus Ministries student organization
- Attended a Stamats Staff Focus Group.
- Co-Chair of the Faculty-Staff Fund Drive Committee
- Staff representative to Administrative Council
- USG State Staff Council member
- Volunteered with the housing “Move-In Day” Event.
- Women’s Forum Auction & Chili Cook-Off Team member.
- Chair of the Alice Smith Staff Award Committee
- Member of the Homecoming Committee
- Member of the AJC Workplace Celebration Committee
- Participated in events on campus including: Faculty/Staff Fund Drive Hot Dog Rally; attended the Strategic Planning Launch Event; attended the Employee Benefits Fair; attended the retirement reception for Mason Barfield, Sandy Haught, and Linda Campbell; Loch Shop Halloween

Contest; Loch Shop Holiday Celebration; Budget/Finance Department open house at the new East Campus location; assisted with the Columbia Middle School tour of the Clayton State campus; Campus Connect and Tree Lighting Ceremony; Loch Shop Faculty/Staff Appreciation Day; Faculty/Staff Awards Ceremony; Health Fair sponsored by University Health Services; attended the End of Semester Spring Gathering hosted by Dr. Hynes; attended a Campus Life RESET Advisor Training Session.

### Community Service

- President of Columbia Middle School Parent Teacher Student Association.
- Assisted with the Scholastic Book Fair at Columbia Middle School
- Assisted with the Bank of America 100 Black Men of Atlanta Parade of Excellence
- Volunteered at the Girl Scouts Great Outdoors Expo.
- Volunteered to help with the Girl Scout Cookie Project.



## Rhonda Boozer



### Successes

- Transferred to the Collection Management Staff from Public Services bringing with her the functions of InterLibrary Loan and Reserves. This change also entailed moving into a new space and accepting additional assignments as part of the Collection and Resource Management Team. These assignments may include copy cataloging, materials processing and assisting with periodical holdings.
- Began work on a new project to suppress display from the OPAC for gift books that will not be added to the collection.
- Successfully chaired the GLA Paraprofessional Division Awards Committee including soliciting nominations, selecting grant recipients and preparing for the Awards ceremony.
- Updated InterLibrary Loan and Reserves policies and procedures. Reformatted the documents to conform to the format used in the Collection and Resources Department Manual.
- Completed end of semester Interlibrary Loan inventories.
- Performed monthly and end of semester inventories and copyright compliance for the Reserves Collection.
- Began copy cataloging training.
- Trained Cathy Jeffrey in ILL procedures.
- Added 527 reserve items.
- Removed 603 items from reserves
- Processed 2,360 interlibrary loan requests
- Processed 739 items for the shelf
- Added 652 item records.
- Dedicated 4-5.5 hours to team meetings and activities.\*

\*January 2012-June 2012

### Professional Development

- Georgia Library Association (GLA)
  - GLA Member
  - Awards Committee Member
  - Paraprofessional Division Publicity Committee Chair
  - Paraprofessional Division Awards Committee Chair
  - Paraprofessional Division Webmaster
- Georgia Association for Instructional Technology (GAIT)
  - GAIT Member



- Atlanta Regional Consortium for Higher Education (ARCHE)
  - ILL/ILU Committee Member
- GIL ILL Committee Member
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012.
- Attended a Resource Sharing Users Group Meeting (webinar), March 23, 2012.
- Attended the webinar “Transform Your Users Discovery Experience with Worldcat Local”, April 11, 2012.
- Attended a webinar titled: What does the Georgia State Decision Mean for Libraries, May 24, 2012
- Attended a webinar titles: Discovering Galileo Information Session, June 13, 2012
- Attended a webinar titled: Alma Unifier Resource Management: Overview and Demonstration, June 15, 2012

### Meetings, Workshops, Training

- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed BOR Ethics Refresher Training online.
- Attended the SACS/Assessment Workshop presented by Erin Nagel, Oct. 26, 2011.
- Attended a Google+ Webinar, May 4, 2012
- Attended a National Geographic Magazine Archive, 1888-1994 Webinar, May 7, 2012.
- Collection and Resource Management Department Team
  - Team Member
- Opac Team
  - Team Member
- Social Team
  - Team Member

### Institutional Participation

- Participated in the interview process for the Assessment and Marketing Librarian position.
- BCM Advisor

## Laura Herndon



### Successes

- Worked to expand the Library's periodical collection by accepting and processing periodical volumes and microfilm withdrawn by Kennesaw State University and Columbus State University as well as from other sources. This project included traveling to Kennesaw State University, Columbus State University and the Henry County Public Library to pick up some of the volumes. It was necessary to rearrange periodical shelving to accommodate the new bound volumes and microfilm.
- Trained student assistants, Vanessa Okyere and Ashley Vereen, in periodical check-in, processing, and shelving.
- Worked with Barbara Dantzler to determine the appropriate distribution of stepping stools between the Circulating and Periodical Collections. Stools assigned to the Periodical Collection were labeled for Periodicals.
- Assisted Robin Faulkner with the use of the laminating machine.
- Participated in the completion of the inventory project.
- Participated in the course development team by drafting a sample course outline to contribute to the planning process and attending associated meetings.
- Began work on the Civil War LibGuide.
- Sent duplicate journal issues to Absolute Backorder to maintain East Coast Exchange discount status.
- Rearranged periodical shelving and made other preparations to accommodate new periodical subscriptions
- Began cataloging training for scores.
- Assisted with the project to move popular titles to the Popular Reading Collection.
- Worked with other libraries, departments of the University and private citizens to acquire periodical volumes and microfilm. These acquisitions improved the Library's periodical holdings at a modest cost.
- Processed 129 claims/requests for missing periodical issues.
- Prepared 896 volumes for shipment to the bindery and received and processed them when returned.
- Added 771 rolls of microfilm to the collection.
- Added 537 volumes to the collection.
- Sent 729 volumes to the bindery.
- Checked in 4,711 periodical issues.
- Cataloged 71 titles.
- Dedicated 13.5 hours to team meetings and activities.

## Professional Development

- Georgia Library Association (GLA)
  - GLA Member
  - Secretary of the Paraprofessional Division
  - Paraprofessional Division Awards Committee member
  - Member of the GLA Store Committee, managed set-up of the Store
- Attended Georgia COMO Conference, Oct. 5-7, 2011.
- Participated in the GLA Paraprofessional Division presentation “Reinventing Yourself”, Oct. 6, 2011.
- Attended the USG Wimba program “Academic Library Collection Development : Current Landscape, Future Trends” presented by Michael Levine Clark, Dec. 14, 2011.
- Attended a Colloquium on Library Instruction and for Credit Courses presented by the Library Instruction staff at the Ingram Library of the University of West Georgia, Jan. 5, 2012
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 27, 2012.
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012
- Attended a webinar sponsored by the Gil/Galileo Group: Innovative Introduction: University System of Georgia Libraries presented by Pete Zeimet, April 12, 2012
- Served as a judge at the Georgia State Media Festival.
- Evaluated applications for the GLA paraprofessional grants and participated in the selection of winners.
- Meetings, Workshops, Training
- Attended online training program for the Footnote/Fold3 databases, Aug. 9, 2011
- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed Module 1 & 2 of OCLC Connexion Browser training, Sept. 20-21, 2011  
Completed BOR Ethics Refresher Training online.
- Attended the SACS/Assessment Workshop presented by Erin Nagel, Oct. 26, 2011.
- Attended an OCLC Connexion Basic Bibliographic Searching webinar, Oct. 18, 2011.
- Attended OCLC online training Connexion Client Module 01 – World Cat, Marc and Client Basics, Nov. 2, 2011.
- Attended the introductory LibGuides Workshop, Nov. 17, 2011.
- Volunteered during the Helen Ruffin Reading Bowl, Feb. 2012.
- Attended SpringShare Library Website Integration webinar, April 13, 2012

- Collection and Resource Management Department Team
  - Team Member
- Opac Team
  - Team Member
- Social Team
  - Team Member

#### Institutional Participation

- Member of the Provost's Staff Advisory Council
- Member of the Laker Angels organization. Elected to serve as treasurer of Laker Angels.
- Staff Council delegate.
- Chair of the Staff Council, Professional Development Committee.
- Attended an IRB meeting, Feb. 16.
- Participated in events on campus including: the grand opening of the Loch Shop; attended the Strategic Planning Launch Event; Faculty/Staff Awards Ceremony serving as an usher; attended a retirement reception for David Ludley; attended the End of Spring Semester Gathering hosted by Dr. Hynes.
- Performed with the CSU Wind Ensemble:
  - Spring Commencement Ceremonies.

## Cathy Jeffrey



### Successes

- Received a service award recognizing 25 years of service to Clayton State University.
- Successfully managed the Library materials budget including reconciling the FY2011 accounts with the Business office and overseeing the FY2012 Materials Budget and the FY2010 End-of-Year Funds including the creation of the Voyager ledger for FY2012 and spreadsheets used for reporting.
- Completed administrative functions of the Collection and Resource Management Department including preparation of the annual report, distributing monthly reports in a timely manner, holding regular department meetings and preparing and reviewing annual evaluations.
- Completed the project to update and correct periodical holdings in the Clayton State GIL catalog and on OCLC was completed.
- Completed the project to change periodical call numbers from “Shelved alphabetically by title” to the format “Periodical (Title)”. The completion of this project provides an A-Z list of all periodical subscriptions in the online catalog by using the call number browse search.
- Completed the evaluation of print periodical subscriptions that are also available in the print + online format in preparation for a review of these subscriptions in the Spring of 2012.
- Continued work on electronic resource management. During FY2012 methods for bulk importing bibliographic records for e-books were developed. Access to individual electronic journals was improved and new electronic journals were added.
- Managed the creation of a Popular Reading Collection including selecting and preparing books from the Library’s Circulating Collection for inclusion in the collection, establishing a lease/purchase agreement with Baker & Taylor and developing procedures for selecting titles to be included, arranging for shelving to house the collection, bulk importing bibliographic records for the leased books, and developing procedures for adding the leased books to the collection.
- Participated in discussion and planning for a proposed expansion of the Library into space currently occupied by other University departments.
- Participated in the update of the Library’s web page including revision of the Course Reserves page and updating the Collection Management pages.

- Participated in the Clayton State Library's LibGuide project creating and publishing LibGuides for African American Studies, Mathematics, and Women's Studies.
- Participated in the project to catalog a collection of books donated to the Library by the CSU Teacher Education Center.
- 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 to assist them in ordering library materials for their disciplines. Made a presentation to two computer science classes on the ACM Digital Library and IEEE Computer Society Digital Library.
- Worked with Kara Mullen to add content to the Ebsco A-Z Journal Title list.
- Oversaw the completion of the inventory project including the completion of the shelf check for missing items in the second half of the Circulating Collection and declaring lost any items that were not found.
- Led the Assessment and Marketing Search Committee to a successful conclusion with a job offer being made to Erin McKinney
- Assisted in the development of the Library's ERM document.
- Participated in the course development team by drafting a sample course outline to contribute to the planning process and attending associated meetings.
- Participated in discussions with Library and campus administrators regarding expansion of Library space within the existing building.
- Received training to serve as the back-up for the ILL Coordinator.
- Met with library student Jennifer Cox to describe Technical Services functions.
- Administered the Voyager System including: downloading service site annual statistics; updating the Voyager calendar; managing Voyager patron loads; Installing Voyager on workstations upgraded to Windows7; bulk importing e-book records for the Gale Virtual Reference Library and e-books on Ebsco collections; reported to the service site the number of staff accessing the Voyager clients; responded to questions about the circulation matrix; added the Peachtree City Center location to circulation profiles; created new locations for the Popular Reading collection, added them to the Main Circ Matrix and requested that the Service Site suppress the lease location in the UC; prepared a list of materials included in the Clayton State Teacher Education Center collection; prepared a list of titles on reserve for Rhonda Boozer; updated the Voyager calendar; prepared a report requested by Gordon Baker to be used for a major weeding project; prepared a reference shelflist to be used to evaluate reference books and determine if replacement by e-books would be possible; installed the 8.1 Voyager clients on Library and CID staff workstations; worked with service site to troubleshoot problems with the Voyager 8.1 upgrade; produced the annual "missing/lost system list" for CID and the Circulation Dept; bulk imported the B&T lease book bib records; prepared reports on the age of the collection for Erin Nagel;

- prepared a shelflist report for Joan Taylor of the Legal collection; imported bib records for 5 e-books that are part of the Cambridge Collections Online subscription; assisted Elizabeth Bradshaw with set up of the Voyager Reporter Client; installed ODBC drivers for Erin Nagel and Elizabeth Bradshaw.
- Assisted Gordon Baker in the completion of the Library's Enterprise Risk Management (ERM) document.
  - Assisted staff from other libraries: assisted Yolanda Crosby of South Georgia College with questions regarding local holding maintenance and use of Access Reports; assisted Barbara Milam of Kennesaw State University with questions about the installation of Zebra thermal transfer printers.
  - Coordinated a display on: the CSU Study Abroad Program.
  - Cataloged 150 titles.
  - Processed 379 volumes as Lost or Withdrawn.
  - Added 321 e-book records to the online catalog.
  - Dedicated 13.5 hours to team meetings and activities.

#### Professional Development

- Attended Georgia COMO Conference, Oct. 5-7, 2011.
- Participated as a member of a panel discussion at Georgia COMO titled Trends in Faculty Roles, Promotion and Tenure: a Discussion held Thursday, October 6, 2011.
- Attended the USG Wimba program "Preparing for the Next Phase of Library Automation" Sponsored by RACL and presented by Marshall Breeding, Nov. 28, 2011.
- Attended the USG Wimba program "Academic Library Collection Development : Current Landscape, Future Trends" presented by Michael Levine Clark, Dec. 14, 2011.
- Attended the USG Wimba program "The Cloud. presented by John Scoville, Jan. 11, 2012.
- Attended a Colloquium on Library Instruction and for Credit Courses presented by the Library Instruction staff at the Ingram Library of the University of West Georgia, Jan. 5, 2012
- Attended the North Georgia Associated Libraries meeting held in Conyers, Georgia. The meeting included a presentation by Jay Turner titled: Building Effective Teams One Employee at a Time, Jan. 11, 2012.
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012
- Attended the Academic Library Planning and Revitalization Conference held in Baltimore, Md., March 26-28, 2012
- Attended the OCLC WorldShare webinar presented by Suzzanne Butte and Laurie Welling, April 5, 2012.
- Attended a webinar sponsored by the Gil/Galileo Group: Innovative Introduction: University System of Georgia Libraries presented by Pete Zeimet, April 12, 2012

- Attended the annual GIL Users Group Meeting held at Macon State College, May 17, 2012.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 27, 2012.
- Member of the GIL Cataloging Committee
- Georgia Council of Meida Organizations (GaCOMO)
- Treasurer
- Georgia Library Association
- GLA Member
- GLA Treasurer
- GLA Executive Board member
- GLA Budget Committee member

### Meetings, Workshops, Training

- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed BOR Ethics Refresher Training online.
- Attended the SACS/Assessment Workshop presented by Erin Nagel, Oct. 26, 2011.
- Attended the introductory LibGuides Workshop, Nov. 17, 2011, Dec. 5.
- Attended DotNetNuke training, March 2, 2012
- Attended the webinar IEEE Computer Society Digital Library (CSDL) Tips and Tricks for Searching CSDL presented by Jalyn Kelley, April 17, 2012.
- Library Team Meetings
- Assessment Team  
Team Member
- Collection Management Team
- Oversight  
Team Leader
- Library Liaison Team  
Team Member
- Opac Team  
Oversight
- Steering Team  
Team Member
- Collection and Resource Management Department Team  
Team Leader
- Web Site Team  
Team Member

### Institutional Participation

- Member of Student Affairs Committee.
- Member of the CSU Library Assessment Committee.



- Represented the Library by attending meetings when the Dean was not available including Academic Council meetings, Administrative Council meetings, and Extended Cabinet meetings.
- Participated in events on campus including: Women's Forum Auction; Career Expo.

## Adam Kubik



### Successes

- Began copy cataloging training for Rhonda Boozer and music score cataloging training for Laura Herndon.
- Updated the job description for the Catalog Assistant to better match current duties.
- Developed a new Rush Cataloging Web Form for the new web site interface.
- Created an updated version of the Installing Cataloger's Toolkit web page for the new website.
- Accepted the additional responsibility of checking the online catalog for broken links as part of database management duties. He located an appropriate software and ran an initial report identifying 61 links that need attention.
- Developed a plan to reduce the gift book backlog.
- Created a new set of Voyager tag tables and loaded them for Laura Herndon and Heather Walls.
- Worked in conjunction with the OPAC Team and the Gil Find Service Site staff to make improvements to the Gil Find catalog display including adding links for Hathi Trust titles and correct broken links following the system upgrade in May.
- Completed numerous projects to improve the integrity of the on-line catalog:
  - Enhanced both the bibliographic and holdings records (4588 records each) of NetLibrary Shared Collection 9 which was batch-loaded this month. This included adding, deleting and re-tagging of call number fields, 300 fields, fixed fields, certain note fields, and genre headings in these records.
  - Repaired about 100 bib records for electronic books which had mistakenly overlaid records for print items in the Universal Catalog.
  - Saved 32,005 netLibrary records and 981 local e-book records to update the location facet display in the local GIL-Find catalog
  - Removed the 655 heading of Videorecordings from the 5992 Films on Demand bib records.
  - Continued clean-up of Films on Demand batch loaded records (5992 bibs) by correcting fixed fields (006, 007 fields) in both bibs and MFHDs, adjusting the 300 \$b, and adding new genre headings in 655 fields; correcting capitalization issues in the 245

- \$a, adding call numbers to the bib records (099) and MFHDs (825 \$h), and correcting the Language fixed field in about 30 records
  - Applied the new Form of Item fixed field position (008/23 & 006/06) which applies to the Computer File format as discussed in OCLC Technical Bulletin 260. This affected all bibs with a code of “m” in the Leader/06 or the 006/00 positions. (approx. 30,000-40,000 records).
  - Corresponded with Sean Purcell to fix the author sort in GIL-Find (corporate and conference authors were not being included in the sort), and followed up to correct further sorting errors being caused by capitalization and diacritics.
  - Adjusted several thousand bib records as part of a project to apply the new 041 \$m and 041 \$n subfields which OCLC implemented as part of Technical Services Bulletin 261. This involved converting any \$h that followed \$b or \$g to \$m, and converting any \$h that followed \$e to \$n.
  - Completed a project to suppress around 40 item records marked lost/missing since 2010 or earlier, and removed holdings from OCLC where appropriate.
  - Adjusted e-book records by moving any ISBN numbers for print manifestations that appeared in an 020\$a subfield into an 020\$z subfield. Standardized the 776 field across the various e-book collections.
  - Followed up on a report of dead URLs in our local catalog records with a list of links being redirected that might also be problematic.
- Participated in the completion of the inventory project. As part of the inventory clean up, Adam Kubik marked 664 item records as lost (as well as updating and suppressing associated MFHDs and bibs, and deleting holdings from OCLC, where appropriate)
- Participated in the project to catalog a collection of books donated to the Library by the CSU Teacher Education Center.
- Participated in the course development team by drafting a sample course outline to contribute to the planning process and attending associated meetings.
- Met with MLIS students Megan Stevenson and Brandon Gipson and provided information on technical service functions and a tour of the Collection Management Department.
- Assisted librarians from other institutions in solving problems including: Shelley Smith (University of West Georgia) with questions regarding indexing of the 700t subfield in Voyager ; met with Sarah Fraticelli to help her with an upcoming job interview with Clayton County Public Library; worked with Tessa Minchew of Georgia Perimeter College to assist Barbara Milam of Kennesaw State University with questions about procedures for overlaying brief acquisitions records with fully cataloged records.
- Cataloged 518 titles.
- Upgraded 5 records.
- Processed 752 volumes as Lost or Withdrawn.

- Made 7,146 corrections to the Voyager database.
- Dedicated 8 hours to team meetings and activities.

### Professional Development

- Attended Georgia COMO Conference, Oct. 5-7, 2011.
- Chaired the GLA Interest Group Council Business Meeting, Oct. 5, 2011.
- Attended the USG Wimba program "Preparing for the Next Phase of Library Automation" Sponsored by RACL and presented by Marshall Breeding, Nov. 28, 2011.
- Attended the USG Wimba program "The Cloud. presented by John Scoville, Jan. 11, 2012.
- Attended a Colloquium on Library Instruction and for Credit Courses presented by the Library Instruction staff at the Ingram Library of the University of West Georgia, Jan. 5, 2012
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 27, 2012.
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012
- Attended an online course "Planning and Preparing for RDA", March-April 2012
- Attended the OCLC WorldShare webinar presented by Suzzanne Butte and Laurie Welling, April 5, 2012.
- Attended a webinar sponsored by the Gil/Galileo Group: Innovative Introduction: University System of Georgia Libraries presented by Pete Zeimet, April 12, 2012
- Attended the annual GIL Users Group Meeting held at Macon State College, May 17, 2012.
- GIL OPAC Committee member
- Georgia Library Association
- GLA member
- Chair of the GLA Interest Group Council
- GLA Scholarship Committee member

### Meetings, Workshops, Training

- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed BOR Ethics Refresher Training online.
- Attended DotNetNuke Content Management System training, Feb. 29, 2012  
Completed the "Planning and Preparing for RDA: Resource Description and Access" online course.
- Collection and Resource Management Department Team
  - Team Member
- Library Liaison Team
  - Team Member

- Opac Team
  - Team Leader
- Institutional Participation
- Member of the Undergraduate Curriculum Committee.
- Participated in events on campus including: attended the Strategic Planning Launch Event, Oct. 20, 2011; Faculty/Staff Awards Ceremony serving as an usher.

## Heather Walls



### Successes

- Re-cased audio cassettes into new shelf-friendly cases, taking care to retain all original package information and designed covers to closely reflect the original cover design.
- Trained student assistants, Vanessa Okyere and Ashley Vereen, in materials processing
- Participated in the completion of the inventory project.
- Successfully installed and tested the new Zebra label printer for both Windows XP and Windows 7 platforms. This installation required significant effort to select and configure a font style and size that would produce an appropriate label.
- Participated in the project to catalog a collection of books donated to the Library by the CSU Teacher Education Center.
- Participated in the project to create a Popular Reading collection by helping to select books from the Circulating Collection to be included and by creating and applying new spine labels.
- Provided training for Rhonda Boozer in materials processing.
- Designed the Library Holiday card for 2011.
- Cataloged 1,443 titles.
- Provided rush cataloging and processing for 28 volumes.
- Prepared 3,836 spine labels.
- Prepared 36 special labels
- Provided processing quality review for 2,853 volumes.
- Sent 43 new material notifications to faculty
- Processed 76 items for the shelf.
- Dedicated 19 hours to team meetings and activities.

### Professional Development

- Attended the USG Wimba program “Preparing for the Next Phase of Library Automation” Sponsored by RACL and presented by Marshall Breeding, Nov. 28, 2011.
- Attended the USG Wimba program “Academic Library Collection Development : Current Landscape, Future Trends” presented by Michael Levine Clark, Dec. 14, 2011.
- Attended the USG Wimba program “The Cloud. presented by John Scoville, Jan. 11, 2012.
- Attended a Galileo Resources Update presented by Karen Minton, March 7, 2012

- Attended the annual GIL Users Group Meeting held at Macon State College, May 17, 2012.

#### Meetings, Workshops, Training

- Attended Library Grant Research Workshop, Sept. 6, 2011
- Completed BOR Ethics Refresher Training online.
- Attended the SACS/Assessment Workshop presented by Erin Nagel, Oct. 26, 2011.
- Attended a Carterette Series webinar “Word Press for Library Websites”, April 25, 2012.
- Attended a National Geographic Magazine Archive, 1888-1994 Webinar, May 3, 2012.

#### Library Team Meetings:

- Collection and Resource Management Department Team
  - Team Member
- Web Team
  - Team Member

#### Institutional Participation

- Participated in events on campus including: attended the Strategic Planning Launch Event; Employee Benefits Fair; Women’s Forum Auction.

## **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 one of the primary goals of the Clayton State Library Collection and Resource Management Department.

**Efficiently Process InterLibrary Loan Requests.**

Provide excellent service to Clayton State University faculty and students by processing InterLibrary Loan requests in a timely manner. Efficiently processing InterLibrary Loan requests is one of the primary goals of the Clayton State Library Collection and Resource Management Department.

**Efficiently Process Reserve Materials.**

Provide excellent service to Clayton State University faculty and students by processing reserve materials in a timely manner. Efficiently handling reserve materials is one of the primary goals 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 FY2013.

Continue integrating donated microfilm and bound periodical volumes into the Periodical Collection. The Department has been successful in acquiring these materials 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.

Efficiently and effectively manage the planned project to withdraw twenty percent of the Library's reference and circulating materials. This project which is being planned to coincide with the proposed renovation of the Library will be a major undertaking for the Collection and Resource Management Department during FY2013.



## **Challenges Ahead**

As Clayton State Library continues to increase purchases of electronic materials, the need for an Electronic Resource Management Librarian is becoming more urgent. This function is currently being handled on a part time basis by existing staff but the Department has been unable to keep up with the materials that are being acquired.

**SOLUTION:** Hire an additional librarian dedicated to Electronic Resource Management. Until an additional librarian is in place, existing staff will do as much as possible to make electronic resources available to the campus in a timely manner.

The Clayton State Library is planning a project for FY2013 which could result in withdrawing 20 percent of the Library's circulating and reference collections. Since all withdrawn volumes must be processed out of the collection by the Collection Management Department, this project will seriously impact the normal functions of the Department.

**SOLUTION:** The Head of the Department and the Catalog Librarian will develop procedures for moving the materials out of the collection as efficiently as possible. All Department staff will be called on to assist with this major undertaking. Every effort will be made to ensure that critical functions are not disrupted.

# Appendix A

## Changes to Periodical Holdings FY2012

New, Changed, Discontinued, and Ceased Periodical Titles  
July 2011-June 2012

**Titles Added**

Accounts of Chemical Research  
ACS Applied Materials & Interfaces  
ACS Catalysis  
ACS Chemical Biology  
ACS Chemical Neuroscience  
ACS Combinatorial Science  
ACS Macro Letters  
ACS Medicinal Chemistry Letters  
ACS Nano  
ACS Synthetic Biology  
Air transport world  
Airport business  
ALAN review  
AMS newsletter  
Analytical Chemistry  
Aviation safety magazine  
Back stage  
Black collegian  
Biochemistry  
Bioconjugate Chemistry  
Biomacromolecules  
Chemical innovation (2000-2001)  
Chemical Research in Toxicology  
Chemical Reviews  
Chemistry of Materials  
Clinician's research digest  
Crystal Growth and Design  
Diversity employers  
Energy & Fuels  
Environmental Science & Technology  
Frontiers in ecology and the environment  
Homeland security review  
Industrial & Engineering Chemistry Research  
Inorganic Chemistry  
Instrumentalist  
Journal of Agricultural and Food Chemistry  
Journal of Chemical & Engineering Data  
Journal of Chemical Education - Web Edition

Journal of Chemical Information and Modeling  
 Journal of Chemical Theory and Computation  
 Journal of combinatorial chemistry 1999-2010  
 Journal of combinatorial theory. Series B  
 Journal of gerontology  
 Journals of gerontology. Series B. Psychological sciences and social sciences  
 Journal of Medicinal Chemistry  
 Journal of Natural Products  
 Journal of Organic Chemistry  
 Journal of Physical Chemistry  
 Journal of Physical Chemistry A  
 Journal of Physical Chemistry B  
 Journal of Physical Chemistry C  
 Journal of Physical Chemistry Letters - Web Edition  
 Journal of Proteome Research  
 Journal of research in music education  
 Journal of the American Chemical Society  
 Journal of the gilded age and progressive era  
 Macromolecules  
 Modern drug discovery 1998-2004  
 Molecular Pharmaceutics  
 Nano Letters  
 New educator  
 Organic Letters  
 Organic Process Research and Development  
 Organometallics  
 Psychotherapy  
 Research in science education  
 Soviet and post soviet review  
 SVEC (Studies on Voltaire and the eighteenth century)

### Renewed Subscriptions

Journal of singing  
 Scientific American

### Title Changes

From	To
Journal of the American Dietetic Association	Journal of the Academy of Nutrition and Dietetics
AAOHN Journal	Workplace health & safety
News daily	Clayton news daily

### Ceased:

Daily herald weekend news daily

**Discontinued Subscriptions:**

American organist

ArtSearch

Computer music journal

Diapason

Georgia library quarterly

Reference & User Services Quarterly

# Appendix B

## Statistical Summaries FY2012

**Clayton State University Library  
Holdings by Format FY2012**

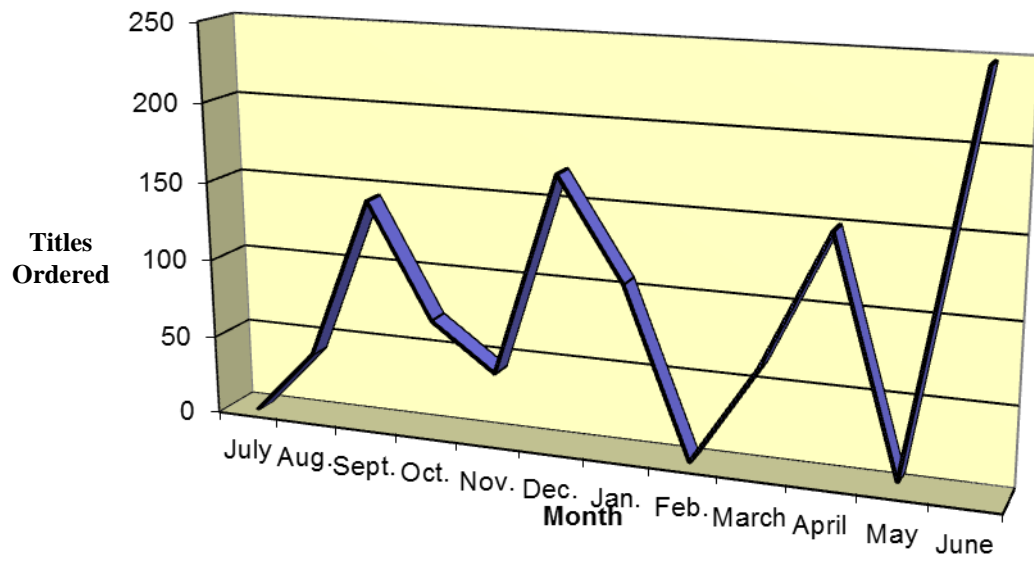
	Circulating Collection		1781	-724	1057
	Reference Collection		666	-355	311
	<b>Reference &amp; Circulating Collection Total</b>	90,237	2447	-1,079	91,605
	<b>Bound Periodicals</b>	25,964	981	0	26,945
	<b>Total Bound Volumes</b>	<b>116,201</b>	<b>3,428</b>	<b>-1,079</b>	<b>118,550</b>
	Archives	60	0		60
	Audio Compact Discs	6,895	460	-1	7,354
	Audio Tapes	1,114	15		1,129
	CD Roms	170	1	-1	170
	Computer Files	14	0		14
	DVDs	1,344	160	-15	1,489
	E-Books	27,693	5,317		33,010
	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	272,932	0		272,932
	Microfilm Rolls	12,178	1,721		13,899
	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		0
	Streaming Video		5,992		5,992
	Videodiscs	26	0	-5	21
	Video Tapes	2,848	1	-30	2,819
	<b>Total of Other Materials</b>	<b>325,961</b>	<b>13,667</b>	<b>-52</b>	<b>339,576</b>
	<b>Total Bound/Other Materials</b>	<b>442,162</b>	<b>17,095</b>	<b>-1,131</b>	<b>458,126</b>
	Monographic, E-books & Bound Titles	108,407	7,026		115,433
	Non-Book Titles	8,105	440		8,545
	Periodical Titles	1,056	82	0	1,138
	Other Serial Titles	889	1	-1	889
	<b>Total Titles</b>	<b>118,457</b>	<b>7,549</b>		<b>126,006</b>
	Individually Purchased e-journals		2	54	56
	Free serials	10	1		11

## Clayton State University Library Activity Report FY2012

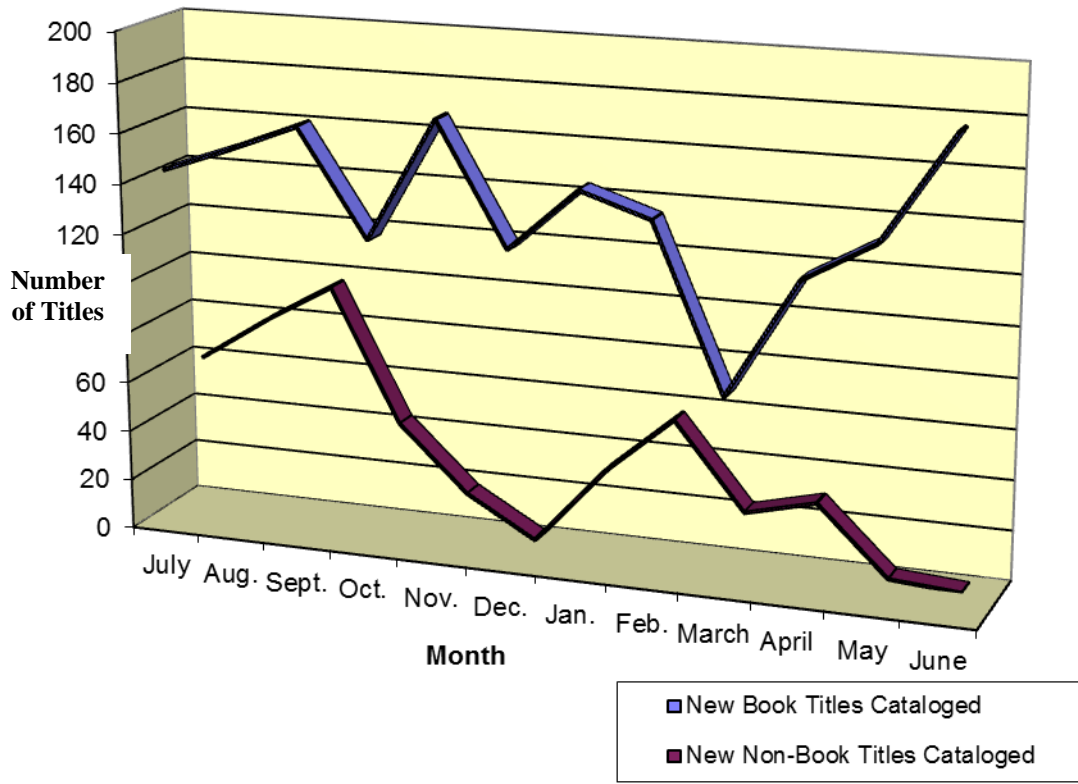
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	0	42	144	72	43	170	107	2	65	150	6	248	1049
Vols. Received on S.O.	40	70	52	63	29	52	38	50	46	17	41	54	552
Items Received	61	71	95	161	42	212	143	38	47	128	46	254	1298
Periodicals													
Bound Vols. Added	103	184	15	18	25	112	112	90	78	61	45	138	981
Microform Pieces Added	90	144	218	91	173	32	0	95	145	365	0	368	1721
Claims	0	12	0	10	14	3	10	12	10	16	20	13	120
Binding													
Vols. Sent to the Bindery	27	16	20	27	48	119	74	52	61	54	108	123	729
Book Repair	0	0	0	0	7	34	0	0	1	0	0	0	42
Cataloging													
New Book Titles Cataloged	145	155	166	124	173	125	150	141	76	123	139	182	1699
New Non-Book Titles Cataloged	62	80	96	43	17	1	32	56	22	29	2	0	440
Total New titles Cataloged	207	235	262	167	190	126	182	197	98	152	141	182	2139
Vols. Added	23	82	60	26	103	45	76	33	65	32	44	71	660
Copies Added	2	3	2	1	43	37	2	1	0	0	0	0	91
Reinstatements		1		0			0	0	1	0	3	4	9
Database Maintenance													
Records Corrected	4763	328	163	165	159	1	442	137	639	208	145	324	7474
Records Updated	68919	8311	800931	10910	883074	4873	17568	1026840	226507	3757	24667	1056930	4133287
Volumes Processed	208	288	223	264	405	0	222	252	296	231	319	354	3062
InterLibrary Loan Transactions	117	233	206	284	144	78	269	197	296	241	119	176	2360
Reserves Activity	6	316	6	18	7	406	28	21	19	42	258	3	1130



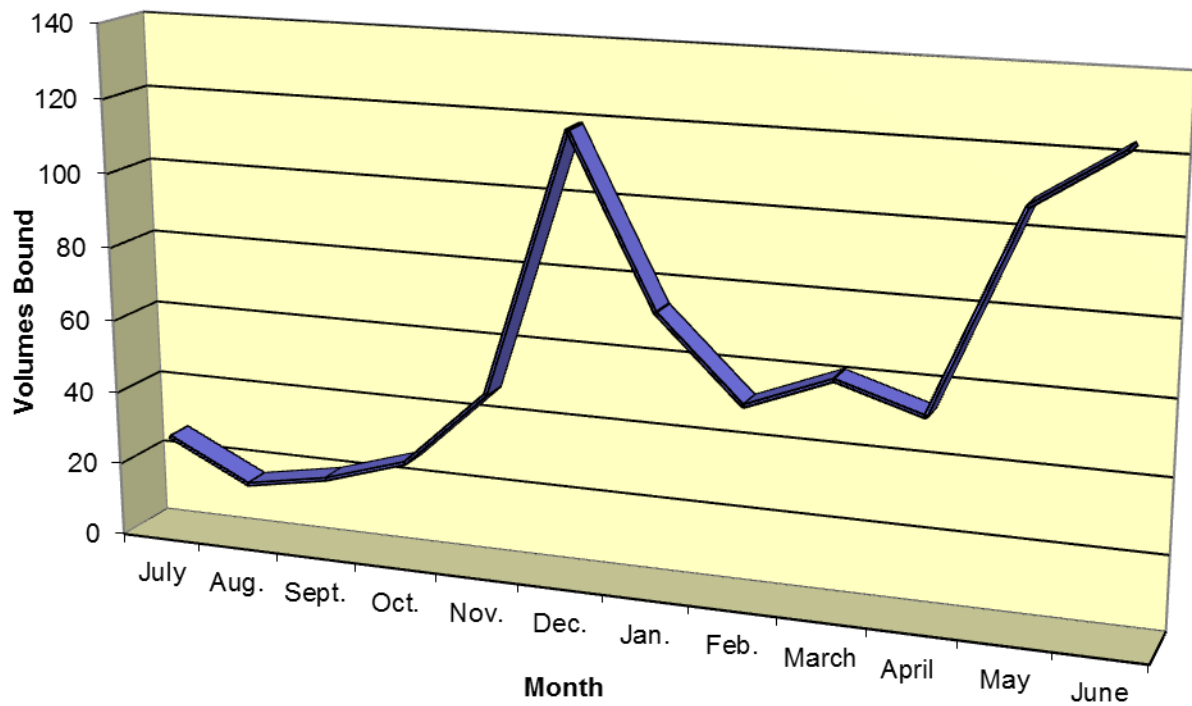
**Clayton State University Library  
Titles Ordered FY2012**



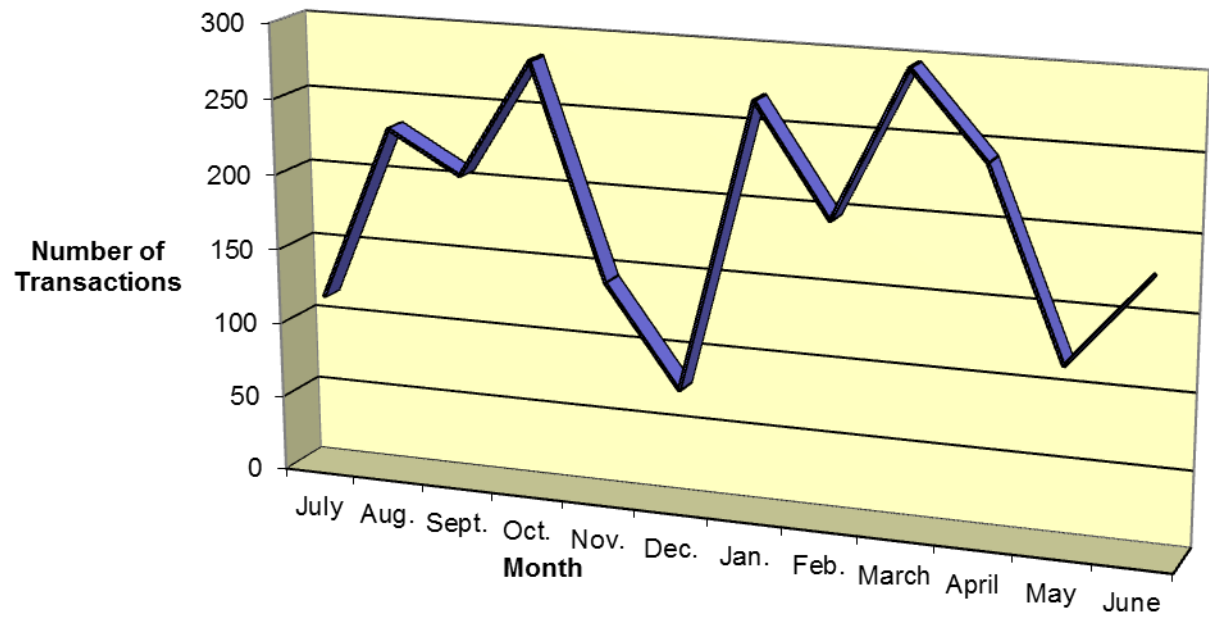
**Clayton State University Library  
Titles Cataloged FY2012**



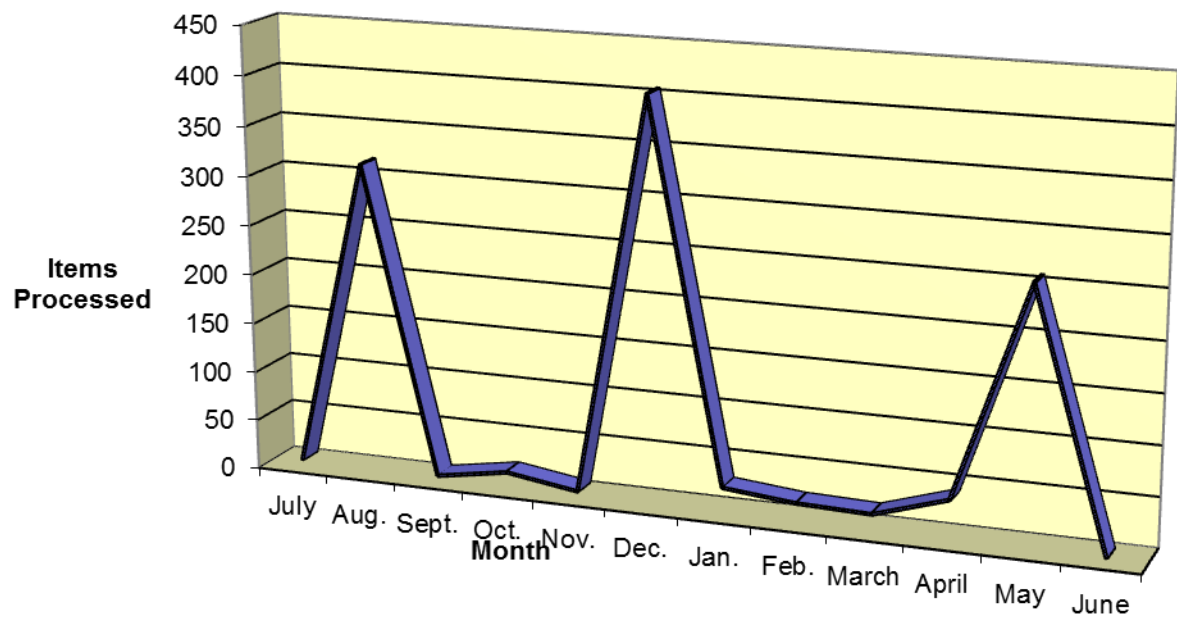
**Clayton State University Library  
Volumes Sent to the Bindery FY2012**



**Clayton State University Library  
InterLibrary Loan Transactions FY2012**



### Clayton State University Library Reserves Activity FY2012



# Appendix C

## Library Expenditures FY2012

**Clayton State University Library  
FY2012 Budget Summary**

<b>COLLEGE OF ARTS AND SCIENCES</b>										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
English		4,725.03	224.00	2,812.50	6,537.49	33,205.10	47,504.12	4,748.50	47,504.12	0.00
Humanities	124.85	4,458.01	188.00	30,854.51	13,918.13	420.76	49,964.26	27,508.01	49,964.26	0.00
Interdisciplinary Studies		2,584.37					2,584.37	960.00	2,584.37	0.00
Natural Sciences		3,124.20	124.00	2,137.00	12,616.21		18,001.41	4,174.92	18,001.41	0.00
Psychology		7,304.10	884.00	20,159.88		82.29	28,430.27	2,000.00	28,430.27	0.00
Social Sciences	99.32	2,485.91	100.00	43,805.16	4,387.48	23,105.75	73,983.62	36,243.75	73,983.62	0.00
Teacher Education	113.54	7,511.07	539.60		3,746.98		11,911.19	5,152.00	11,911.19	0.00
Visual and Performing Arts							30,514.31	10,040.00	30,514.31	0.00
>>Communication, Art & Theater	573.34	1,616.73	370.00	11,104.72	2,155.31	2,701.70	18,521.80	7,247.50	18,521.80	0.00
>>Music	478.59	2,218.91		5,447.00	1,647.06	2,200.95	11,992.51	2,792.50	11,992.51	0.00
SUB TOTAL	1,389.64	36,028.33	2,429.60	116,320.77	45,008.66	61,716.55	262,893.55	90,827.18	262,893.55	0.00
<b>COLLEGE OF BUSINESS</b>										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Business		2,097.23		14,953.62	6,586.04	18,359.87	41,996.76	4,270.00	41,996.76	0.00
Healthcare Management		1,292.53			12,775.49		14,068.02	1,000.00	14,068.02	0.00
SUBTOTAL	0.00	3,389.76	0.00	14,953.62	19,361.53	18,359.87	56,064.78	5,270.00	56,064.78	0.00
<b>COLLEGE OF HEALTH</b>										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Dental Hygiene		1,682.63			5,937.24		7,619.87	975.05	7,619.87	0.00
Nursing		2,853.70		3,179.90	32,718.79		38,752.39	970.05	38,752.39	0.00
SUBTOTAL	0.00	4,536.33	0.00	3,179.90	38,656.03	0.00	46,372.26	1,945.10	46,372.26	0.00

COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Archival Studies		1,000.00			1,431.82		2,431.82	1,000.00	2,431.82	0.00
Information Technology		2,479.01		12,859.50	1,116.08		16,454.59	1,000.00	16,454.59	0.00
Mathematics		1,694.16		311.75	2,877.00		4,882.91	1,000.00	4,882.91	0.00
SUB TOTAL	0.00	5,173.17	0.00	13,171.25	5,424.90	0.00	23,769.32	3,000.00	23,769.32	0.00
LIBRARY										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Binding					8,248.25		8,248.25	0.00	8,248.25	0.00
General Materials	433.46	5,788.08	12,850.91	38,072.93	18,385.76	14,840.47	90,371.61	6,505.25	90,371.61	0.00
SUBTOTAL	433.46	5,788.08	12,850.91	38,072.93	26,634.01	14,840.47	98,619.86	6,505.25	98,619.86	0.00
TOTAL	1,823.10	54,915.67	15,280.51	185,698.47	135,085.13	94,916.89	487,719.77	107,547.53	487,719.77	0.00

Appendix D  
Collection and Resource Management Department  
Statistics FY2012



## Cataloging and Database Management Statistics FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>Monographic Books	145	155	166	124	173	125	150	141	76	123	139	182	1699
>Non-Book Materials	62	80	96	43	17	1	32	56	22	29	2		440
>Periodicals		8			1		7		10	3	51	2	82
>Reinstatements		1							1		3	4	9
>Serials			1										1
Total	207	244	263	167	191	126	189	197	109	155	195	188	2231
Pieces Added													
>New Titles (Books)	145	156	167	124	173	125	150	141	77	123	142	186	1709
>Added Volumes	23	82	60	26	103	45	76	33	65	32	44	71	660
>Added Copies	2	3	2	1	43	37	2	1					91
>Non-Book Pieces Added	167	230	342	156	197	38	106	162	172	396	24	27	2017
>Bound Volumes Added	103	184	15	18	25	112	112	90	78	61	45	138	981
Total	440	655	586	325	541	357	446	427	392	612	255	422	5458
Titles Recataloged													0
Rush Requests		6	10	1			4		3	3	1		28
E-Books Titles	4996	295	1	18		1						6	5317
E-Journal Titles							2				51	1	54
Database Maintenance													
Bib Records Corrected			1		1		1	2			1		6
Bib/Item Records Enhanced	4593		2	1	10	1	8	3	1	4	31	2	4656
Headings Corrected Globally													0
Subject Headings Corrected	15	13	10	10	14		125	14	77	44	20	22	364
Name Headings Corrected	133	122	112	153	124		306	103	124	123	71	255	1626
Series Entries Corrected		41	2	1			2	1	417	2	22	2	490
MFHD/Item Records Updated	22	152	36		10			14	20	35		43	332
Total	4763	328	163	165	159	1	442	137	639	208	145	324	7474
Record Update Count													
>Bib Records Updated	58084	4289	795869	7266	878921	1526	13488	1E+06	128664	1584	22165	1054283	3975457
>MFHD Records Updated	10408	3507	4578	3260	3587	3162	3047	17009	97111	1821	1863	2140	151493
>Item Records Updated	427	515	484	384	566	185	1033	513	732	352	639	507	6337
Total	68919	8311	800931	10910	883074	4873	17568	1E+06	226507	3757	24667	1056930	4133287

## Acquisitions and Periodical Statistics FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books		41	140	72	40	162	75	2	65	150	6	248	1001
>Scores													0
>Non-Book Materials	0	1	4	0	3	8	32	0	0	0	0	0	48
>>Audio CDs			4				16						20
>>CD ROMs													0
>>DVDs		1			3	8	16						28
>>On-line Databases													0
>>Videos													0
>>Other Non-Book													0
Total	0	42	144	72	43	170	107	2	65	150	6	248	1049
Vols. Received on Standing Order	40	70	52	63	29	52	38	50	46	17	41	54	552
Items Received and Unpacked													
>Books	61	30	91	161	39	212	116	18	47	128	46	254	1203
>Scores													0
>Non-Book Materials	0	41	4	0	3	0	27	20	0	0	0	0	95
>>Audio CDs		1	4				11						16
>>CD ROMs													0
>>DVDs		37			3		16	20					76
>>Microfiche													0
>>Videos		3											3
>>Other Non-Book													0
Total	61	71	95	161	42	212	143	38	47	128	46	254	1298
B&T Lease Books													
Received										30	15	20	65
Returned													0
Added to the Collection													0
Periodical Statistics													
Journal Issues Processed	353	401	371	449	287	300	519	380	474	360	429	388	4711
Withdrawn/Discontinued Titles		1							3				4
LHR's Added/Updated	22	152	36	10	10	8	3	14	20	35	7	43	360
Claims & Requests		12		10	14	3	10	12	10	16	20	13	120

## Processing, Book Repair and Binding Statistics FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Audio Cassettes	11			2	2								15
Audio CDs	123		129	28	54			21	36	46	6		443
Books	74	287	92	233	322		173	191	259	184	302	354	2471
CD ROMs													0
DVDs		1	1		27		48	40	1	1			119
Microfilm Rolls													0
Scores			1	1							11		13
Videos							1						0
Other Non-Book													0
Total	208	288	223	264	405	0	222	252	296	231	319	354	3062
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired					7	34			1				42
Binding Statistics													
Volumes Sent to Bindery	27	16	20	27	48	119	74	52	61	54	108	123	729
Volumes Returned from Bindery	63	27		20	27	48	119	74	53	61	54	161	707
White pen corrections											18		18

## AV Pieces Added FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes			8	7									15		15
Audio CDs	77	84	116	47			10	46	26	30	24		460	-1	459
CD ROMs					1								1	-1	0
Computer Files													0		0
DVDs		2		11	24	4	96	21	1	1			160	-15	145
Microfiche Cards													0		0
Microfilm Rolls	90	144	218	91	173	32		95	145	365		368	1721		1721
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes						1							1	-30	-29
Video Discs													0	-5	-5
16 mm Motion Pictures													0		0
Total	167	230	342	156	198	37	106	162	172	396	24	368	2358		2306

# Additions to the Circulating Collection FY2012

July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
			1									1		1
9	5	12	18		1	5	6	3	3	9	7	78		78
			2	1	2	1		1		5	5	17		17
	4	7	3		3		6	3	2			28		28
14	9	6	22	3	4	7	5	1	3	13	5	92	-2	90
5	13	10	2	3	2	29	12	6	5	9	7	103	-4	99
17	4	8	3			9	8	2	7	4	3	65	-1	64
3	6	3	2		2	2	4	2	2	4	3	33	-2	31
12	14	12	5			9	11	7	11	6	9	96	-5	91
6	11	19	12	4	5	8	5	2	12	4	10	98		98
8	3	8	3			4	3	2	3	2		36		36
4	1	2	3	1	1	3	4	1	1	5	4	30	-3	27
5	3	9	3	193	124	3		2	2		5	349	-2	347
1	2	6	1			1	11	5	6	25	24	82	-35	47
1	5	1			1	1	1	1		1	2	14	-17	-3
32	45	17	24	3	15	50	40	9	44	44	42	365	-187	178
17	16	35	4	9	8	9	14	8	9	3	14	146	-160	-14
4	6	7	5	1		8	8	8	5	4	20	76	-231	-155
1		3	2				3		2	1		12	-10	2
6	4	5	3			4	1	3	2	2	12	42	-56	-14
3						1					1	5	-1	4
												0		0
	2		5		1			2			3	13	-8	5
148	153	170	123	218	169	154	142	68	119	141	176	1781	-724	1057

# Additions to the Reference Collection FY2012

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Reference Collection	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
A			1				1	1	1				4	-2	2
B except BF											1	1	2		2
BF									1				1		1
C	1							1	1			1	4		4
D		3	1		1		1	1		2		1	10	-2	8
E		2		2				4					8	-3	5
F			1										1	-1	0
G		1							1		2		4	-2	2
H-HJ	8	6	5		2	5	5	1	12	2	7	15	68	-56	12
HM-HX		10		1	5	4			3		4		27	-14	13
J	1	3	1	1	2					1	2		11	-11	0
K	6	35	23	15	81	17	53	12	29	16	22	20	329	-207	122
L				2			1		1		1		5	-5	0
M	1	3			1			1	1	1		1	9	-1	8
N												1	1		1
P	4	21	19	6	7	12	10	4	18	10	2	29	142	-9	133
Q		1			1		1					3	6	-2	4
R		2						2	2	1	1		8	-27	-19
S													0	-1	-1
T					1						1	5	7	-4	3
U													0		0
V													0		0
Z	1	2	7	1			2		1	1		4	19	-8	11
Total	22	89	58	28	101	38	74	27	71	34	43	81	666	-355	311

# InterLibrary Loan FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Total ILL Transactions</b>	<b>117</b>	<b>233</b>	<b>206</b>	<b>284</b>	<b>144</b>	<b>78</b>	<b>269</b>	<b>197</b>	<b>296</b>	<b>241</b>	<b>119</b>	<b>176</b>	<b>2360</b>
<b>Percentage Change FY11 to FY12</b>	<b>20.62%</b>	<b>-8.98%</b>	<b>14.44%</b>	<b>38.54%</b>	<b>12.19%</b>	<b>85.71%</b>	<b>33.17%</b>	<b>-18.60%</b>	<b>6.86%</b>	<b>11.06%</b>	<b>38.37%</b>	<b>-7.37%</b>	<b>18.83%</b>
<b>Materials Requested by CSU Library</b>													
<b>Material Requests Made By:</b>													
>Students	20	69	65	97	46	19	35	36	46	70	15	27	545
>>Books	11	34	20	21	12	4	13	13	14	13	3	4	162
>>Articles	9	35	45	76	34	15	22	23	32	57	12	23	383
>Faculty (Including Library Faculty)	37	66	55	59	25	28	125	36	88	36	54	53	662
>>Books	8	20	19	25	16	9	18	14	37	5	18	29	218
>>Articles	29	46	36	34	9	19	107	22	51	31	36	24	444
>Staff (Including Library Staff)	3	5	5	1	1	1	2	1	5	3	2	1	30
>>Books	1	4	5	1	1	1	2	1	5	3	2	1	27
>>Articles	2	1	0	0	0	0	0	0	0				3
<b>Total</b>	<b>60</b>	<b>140</b>	<b>125</b>	<b>157</b>	<b>72</b>	<b>48</b>	<b>162</b>	<b>73</b>	<b>139</b>	<b>109</b>	<b>71</b>	<b>81</b>	<b>1237</b>
<b>Material Requests Filled By:</b>													
>University System Institutions	35	73	65	69	34	19	83	31	55	54	39	43	600
>>Books	9	25	19	21	12	4	19	11	19	10	14	10	173
>>Articles	26	48	46	48	22	15	64	20	36	44	25	33	427
>Other Georgia Libraries	11	37	23	39	14	13	50	18	54	40	20	7	326
>>Books	6	23	12	11	7	2	9	5	25	5	8	3	116
>>Articles	5	14	11	28	7	11	41	13	29	35	12	4	210
>Out of State Libraries	10	26	29	43	21	13	23	20	25	15	11	26	262
>>Books	2	7	6	11	8	7	2	9	9	6	0	17	84
>>Articles	8	19	23	32	13	6	21	11	16	9	11	9	178
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Articles	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>56</b>	<b>136</b>	<b>117</b>	<b>151</b>	<b>69</b>	<b>45</b>	<b>156</b>	<b>69</b>	<b>134</b>	<b>109</b>	<b>70</b>	<b>76</b>	<b>1188</b>
<b>Total Unfilled Requests</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>49</b>
<b>Materials requested from CSU Library</b>													
<b>Requested from CSU Library:</b>													
>University System Institutions	14	33	27	32	15	5	31	36	44	42	14	22	315
>>Books	5	17	6	7	4	3	17	13	20	14	4	13	123
>>Articles	9	16	21	25	11	2	14	23	24	28	10	9	192
>Other Georgia Libraries	13	23	16	30	16	7	20	26	40	31	12	25	259
>>Books	8	17	9	20	11	4	18	16	24	16	6	11	160
>>Articles	5	6	7	10	5	3	2	10	16	15	6	14	99
>Out of State Libraries	30	37	38	65	41	18	56	62	73	59	22	48	549
>>Books	10	13	15	24	14	4	29	22	21	19	9	12	192
>>Articles	20	24	23	41	27	14	27	40	52	40	13	36	357
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Articles	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>57</b>	<b>93</b>	<b>81</b>	<b>127</b>	<b>72</b>	<b>30</b>	<b>107</b>	<b>124</b>	<b>157</b>	<b>132</b>	<b>48</b>	<b>95</b>	<b>1123</b>
<b>Requests Filled by CSU Library:</b>													
>University System Institutions	11	20	26	28	13	2	24	28	34	36	10	15	247
>>Books	4	10	6	5	4	2	16	10	18	12	4	10	101
>>Articles	7	10	20	23	9	0	8	18	16	24	6	5	146
>Other Georgia Libraries	9	21	13	25	13	5	17	22	26	25	12	21	209
>>Books	6	16	8	17	11	4	17	15	17	16	7	11	145
>>Articles	3	5	5	8	2	1	0	7	9	9	5	10	64
>Out of State Libraries	18	25	25	40	35	11	39	46	54	41	13	37	384
>>Books	8	11	7	8	12	1	14	16	13	12	7	12	121
>>Articles	10	14	18	32	23	10	25	30	41	29	6	25	263
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Articles	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>38</b>	<b>66</b>	<b>64</b>	<b>93</b>	<b>61</b>	<b>18</b>	<b>80</b>	<b>96</b>	<b>114</b>	<b>102</b>	<b>35</b>	<b>73</b>	<b>840</b>
<b>Total Unfilled Loans</b>	<b>19</b>	<b>27</b>	<b>17</b>	<b>34</b>	<b>11</b>	<b>12</b>	<b>27</b>	<b>28</b>	<b>43</b>	<b>30</b>	<b>13</b>	<b>22</b>	<b>283</b>
<b>Truck Mail Deliveries</b>													
Borrowed by CSU	28	65	55	70	35	23	89	34	76	66	47	23	611
Lent by CSU	6	18	17	20	17	4	22	26	17	37	6	18	208

# Course Reserves FY2012

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Items Added</b>													
Books	3	40	3	17	7	45	18	17	16	2	31	3	202
Articles		101		1		28	1			4	5		140
Audio CDs													0
VHS/DVD	3	65	2			49	9	4	3	1	43		179
Other (Software, etc.)						2					4		6
<b>Total</b>	<b>6</b>	<b>206</b>	<b>5</b>	<b>18</b>	<b>7</b>	<b>124</b>	<b>28</b>	<b>21</b>	<b>19</b>	<b>7</b>	<b>83</b>	<b>3</b>	<b>527</b>
<b>Items Removed</b>													
Books		42	1			106				20	83		252
Articles		14				102				12	21		149
Audio CDs		1											0
VHS/DVD		46				72				3	67		188
Other (Software, etc.)		7				2					4		13
<b>Total</b>	<b>0</b>	<b>110</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>282</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>175</b>	<b>0</b>	<b>603</b>
<b>Total Reserves Activity</b>	<b>6</b>	<b>316</b>	<b>6</b>	<b>18</b>	<b>7</b>	<b>406</b>	<b>28</b>	<b>21</b>	<b>19</b>	<b>42</b>	<b>258</b>	<b>3</b>	<b>1130</b>

**Clayton State University Library  
Access & Information Services Department  
2011/2012 Annual Report**



**Submitted by**

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

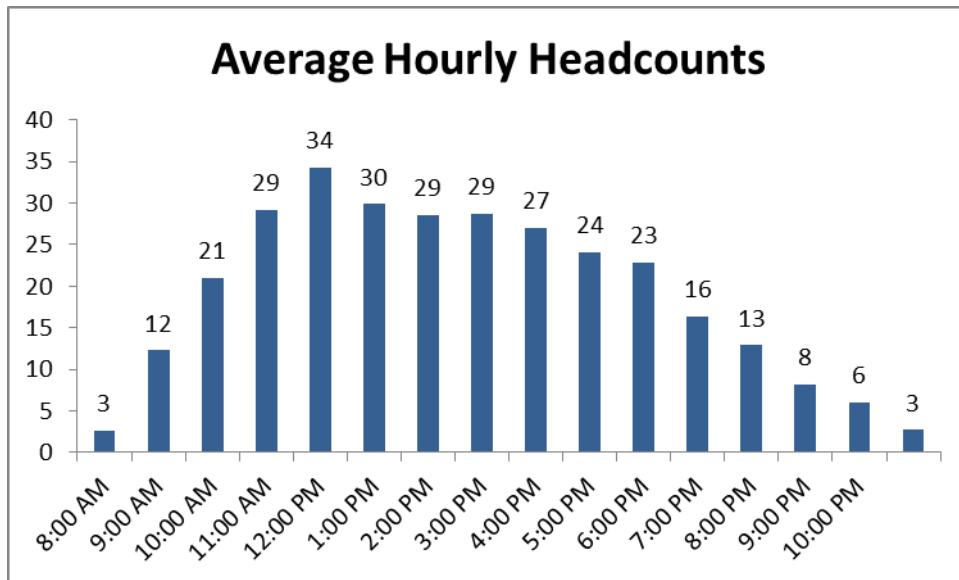
Clayton State University Library  
Access & Information Services Department  
2011/2012 Annual Report

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

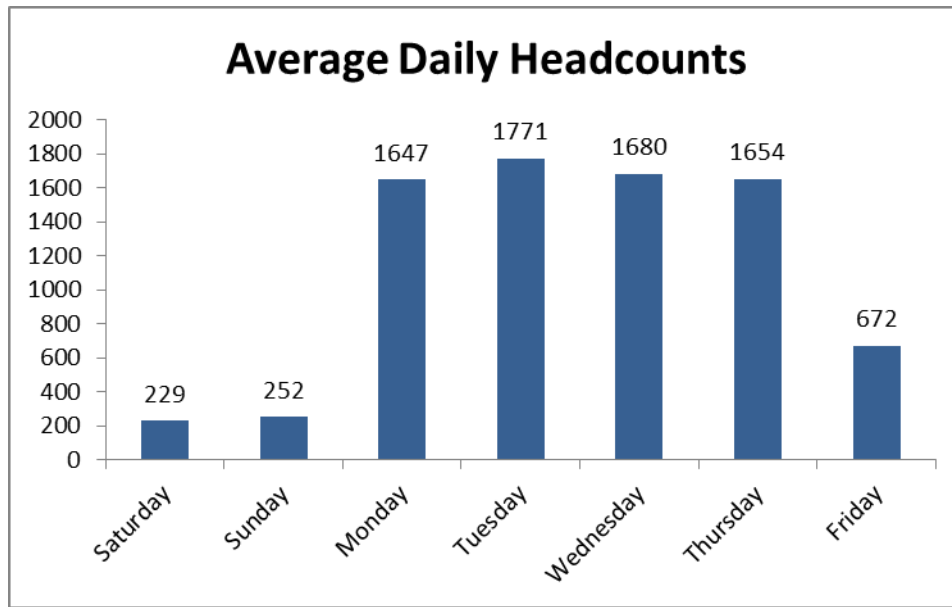
**State of the Department:**

The Public Services Department endeavored to maintain the level of service expected from us this year. The expansion of the library hours last year was met with approval by the constituents of the library however the Sunday hours were tweaked at student requests. The library was open 88 hours a week (M-Th 8am-11pm; F 8am-6pm; S 9am-6pm; Sn 1pm-10pm) during the Fall and Spring. During the Summer we maintained 71 hours with no Saturday hours available. Next year we intend to open both days of the weekend.

The headcounts for the year show that the library is being utilized by the students on a regular basis. Our hours peak at noon but trend toward gradual decline during the day and our peak days spread evenly across Monday through Thursday. We have seen a slight increase in students on Saturday and a consistent average for Sunday.







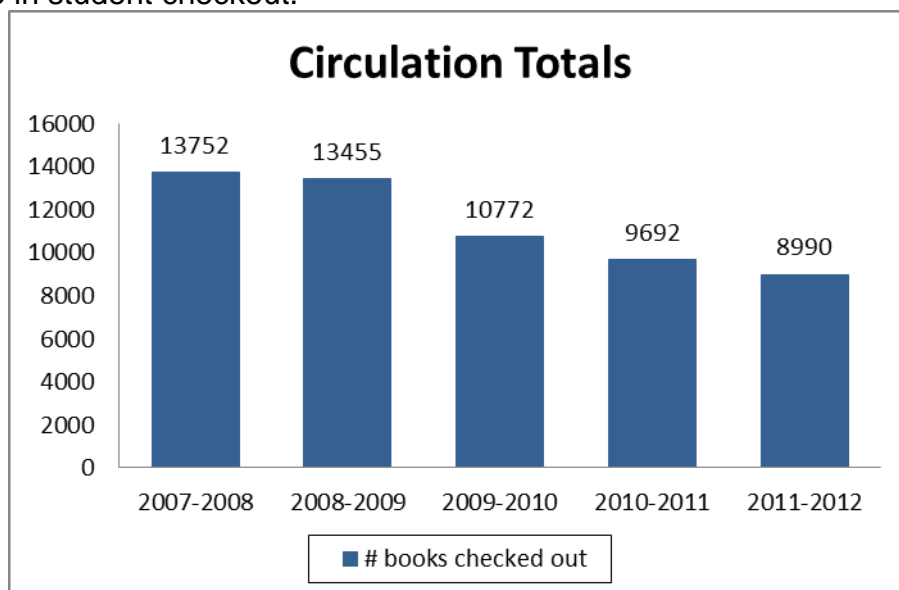
#### **Department Reports:**

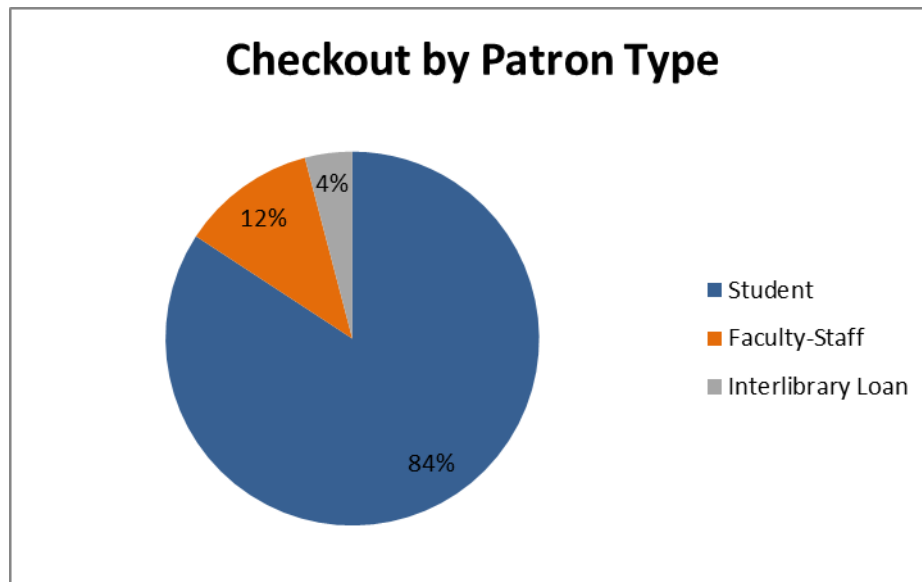
#### **Restructuring:**

After a restructuring the *Interlibrary Loan* and *Reserves* services were moved under Collection Management.

#### **Circulation:**

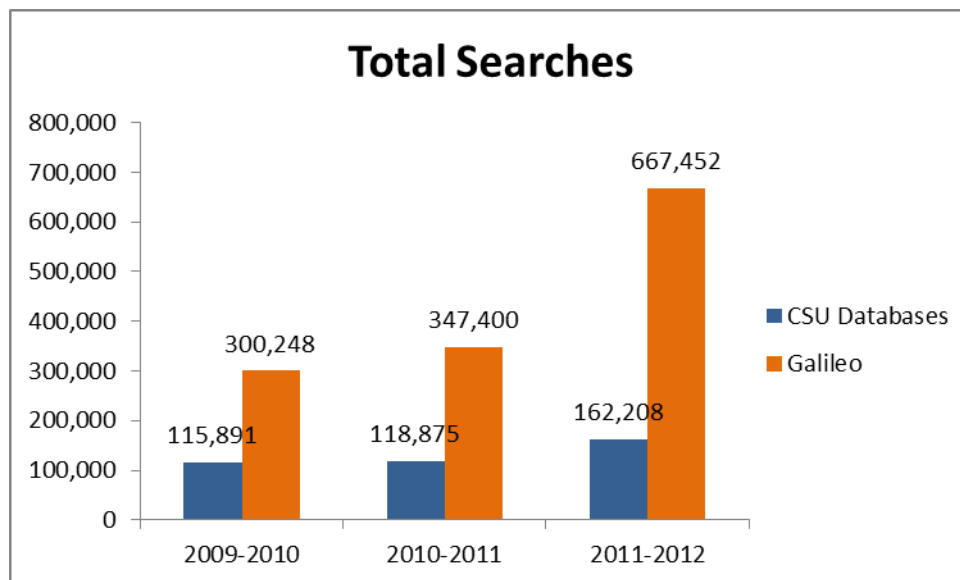
The library's Circulation totals continue to decrease. This can be explained by our electronic offerings continuing to increase and the age of our collection. The checkout by patron type changed in a decrease in Interlibrary loan and an increase in student checkout.





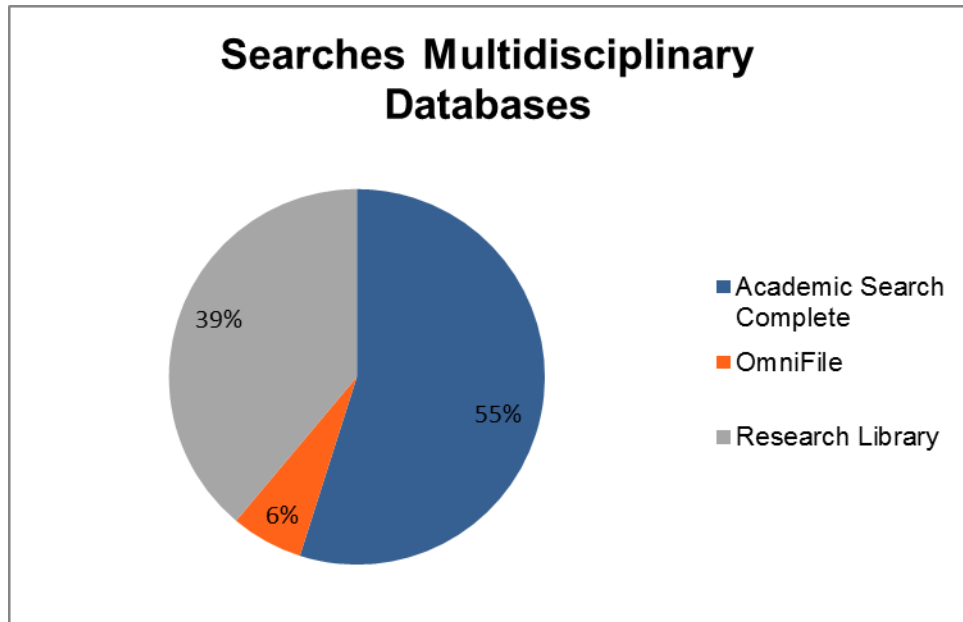
#### Electronic Services:

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's dramatic increase in usage supports the trend in libraries that students want material electronically. It also supports the purchase of EZProxy which made it easier for students to access the databases and electronic materials the library purchases.



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 94% of the multidisciplinary use. The library's effort to teach freshmen how to best utilize Academic Search Complete has resulted in a 11% increase in usage.

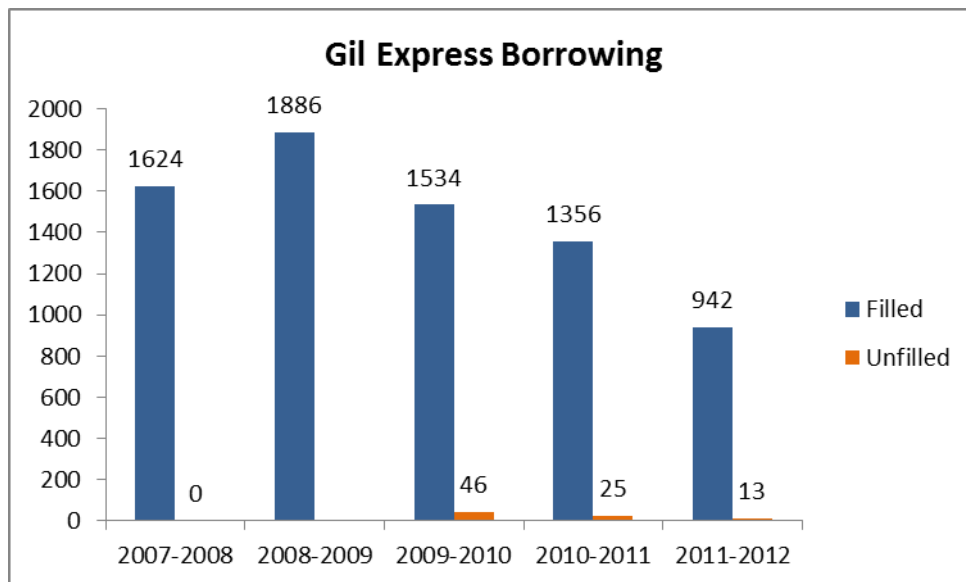
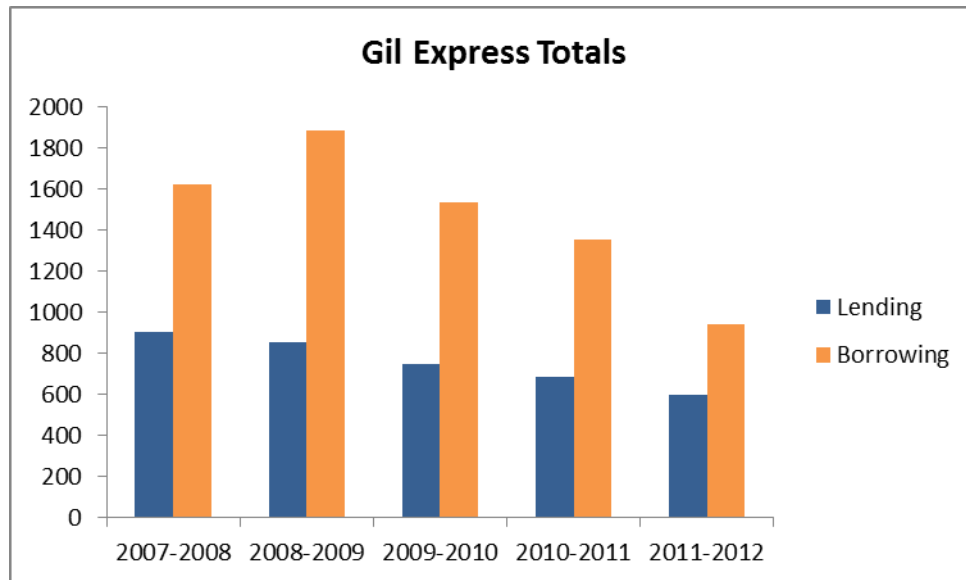


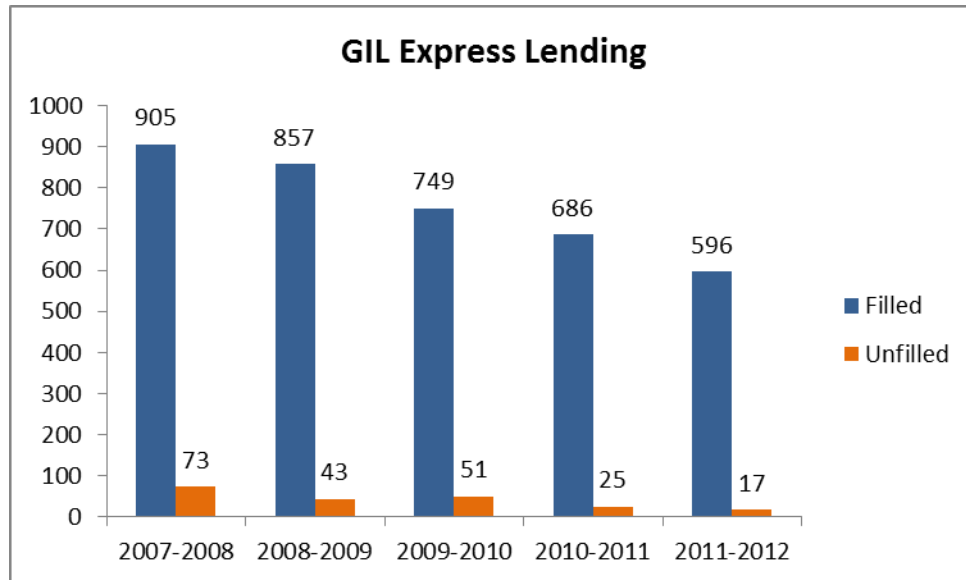
Appendix A includes the following lists: Top 20 Webpages, Top 20 Databases by Vendor and Ebook Use.

**Gil Express:**

Gil Express numbers went down again this year in both borrowing and lending. This can be correlated to the increase in use of the electronic materials.

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.

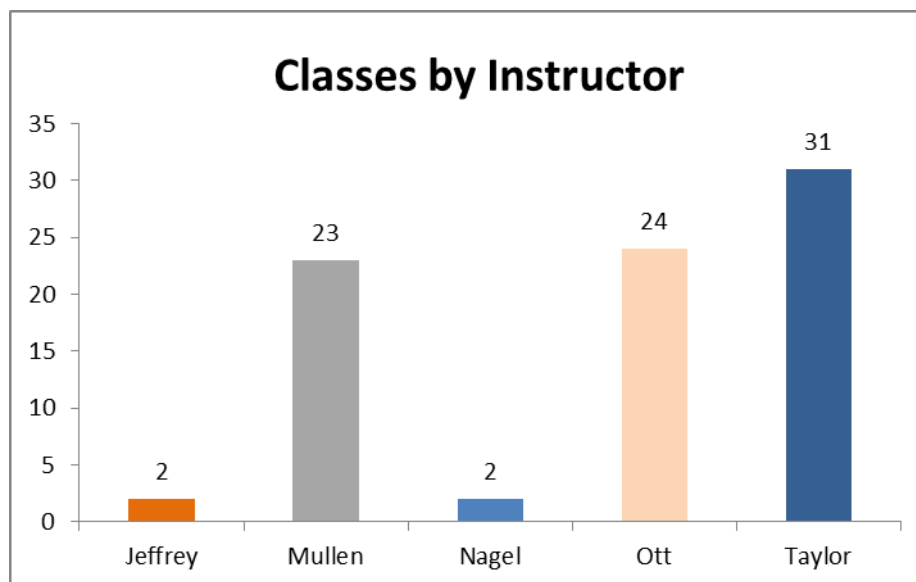




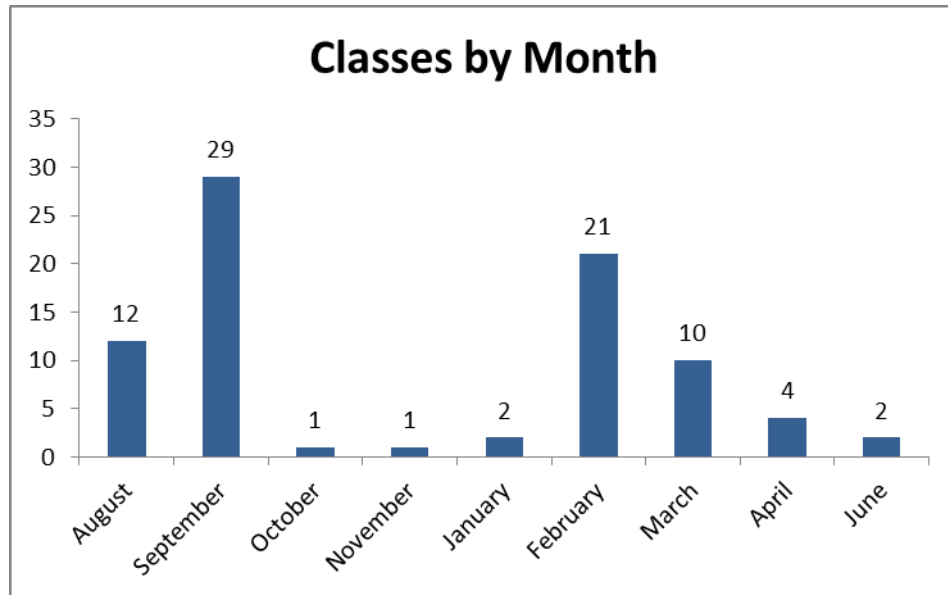
This year our students borrowed less material from other libraries, which may be explained by the increase in our electronic book collection.

#### **Instruction:**

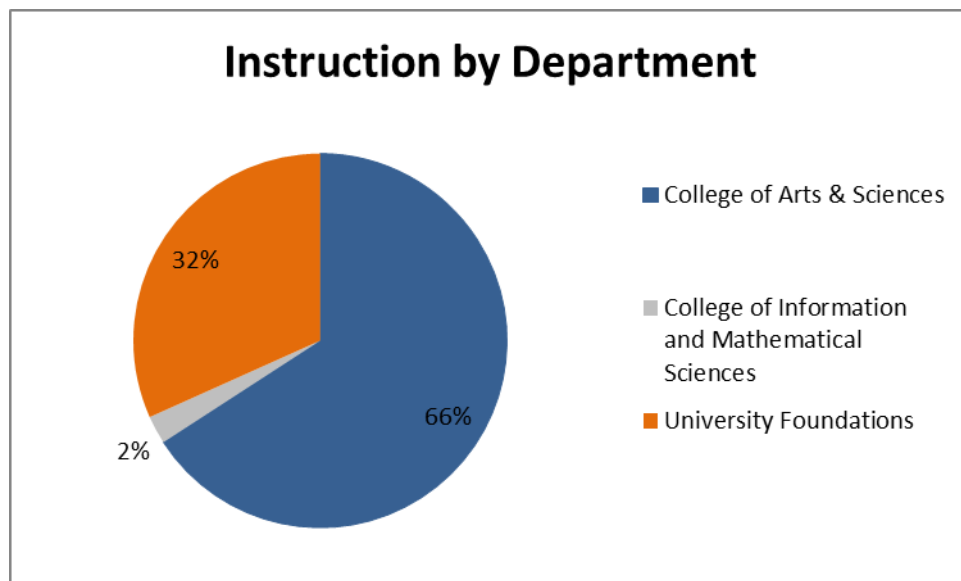
The Instruction Department of the library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Katherine Ott. She coordinates the scheduling of the instruction room and who teaches each class. The librarians who taught this previous year are Cathy Jeffrey, Kara Mullen, Erin Nagel, Katherine Ott and Joan Taylor.



For the year, the library taught 82 library instruction classes 43 in the Fall and 37 in the Spring. We reached approximately 1476 students in these classes.



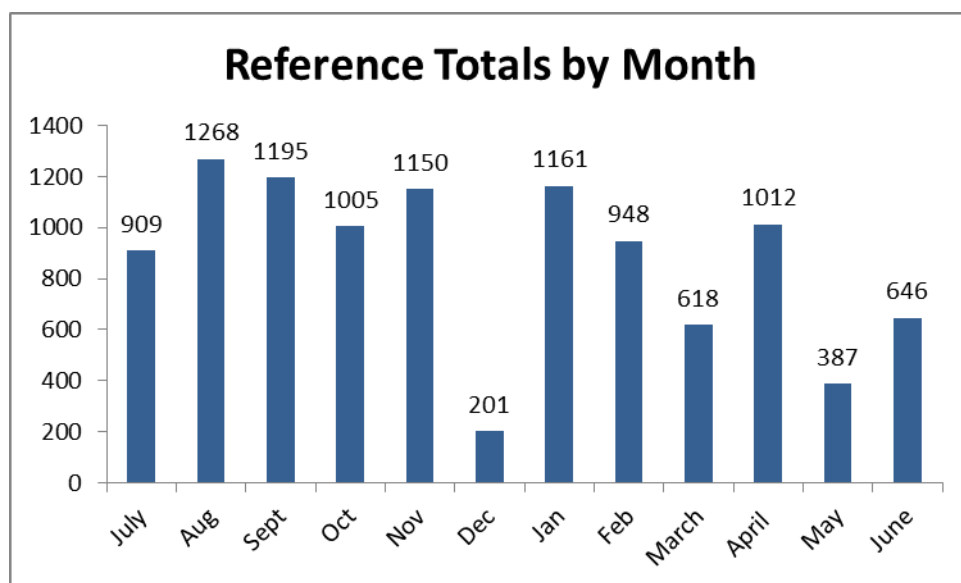
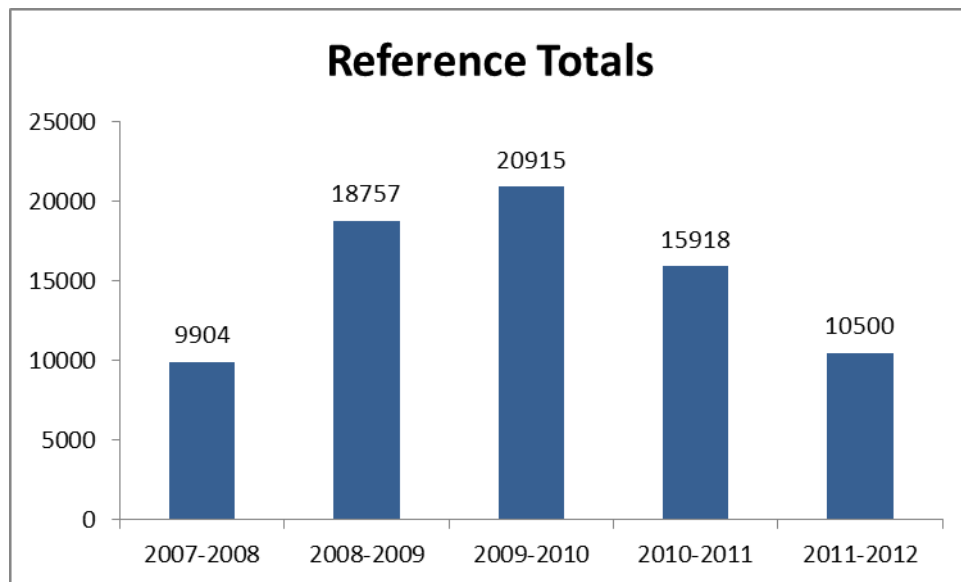
The classes taught were primarily from the College of Arts & Sciences. The departments that we have worked with in the College of Arts & Sciences are English Criminal Justice, Sociology, History, and Communications. The library currently has two collaborative efforts in teaching, one with English 1102 course and one with the University Foundations course that make up the majority of our teaching load.



## Reference:

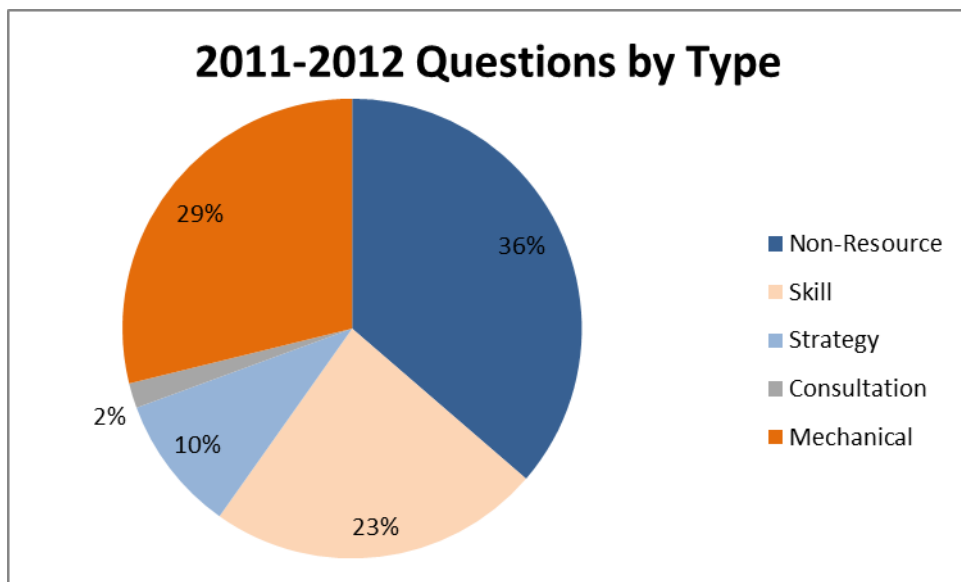
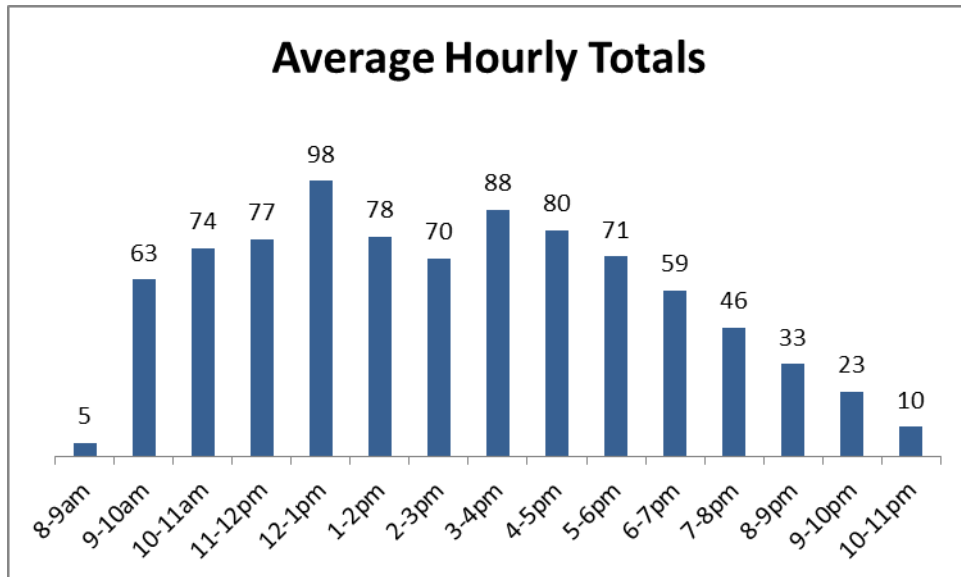
The physical reference desk was open 83 hours per week with reduced hours in the Summer. Virtual reference was staffed 88 hours per week with reduced hours in the Summer.

The statistics for reference decreased this year. This can be attributed to 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. The drop in reference questions in March could be due to the intense instruction taught in early March and before Spring Break.

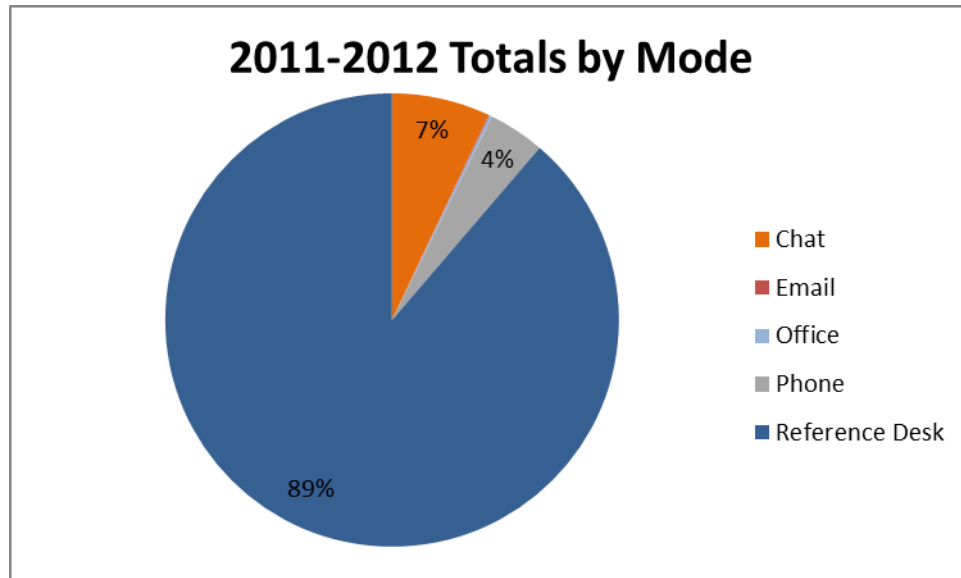


Our average hourly totals show that the desk assistance is accurately being staffed and remained consistent with last year's numbers. The Questions by

Type stayed consistent while the Questions by Mode shows a slight movement from desk service to chat.







#### **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. Two of the Public services employees went on maternity leave this year. And the library restructured to create an Assessment & Marketing librarian position, giving up the Instruction coordinator for the library.

In the Summer 2011, the library staff participated in the Georgia Student Media Festival.

In the Fall of 2011, the library hosted the CASA Ducks, purchased and implemented LibGuides, and began preparing for SACS. The librarians and staff attended and participated in the library's annual conference, COMO and International Conference on Information Literacy in Savannah.

In the Spring of 2012, the library staff participated in multiple conferences including GLA midwinter, GUGM, Atlanta Area BIG and the ACRL Scholarly Communication roadshow. The library bought a new book drop, leased a popular reading collection, and restarted the library newsletter.

In the Summer 2012, the library staff volunteered with the Georgia Student Media Festival. The Reference staff changed the chat service used from meebo to zoho.

### **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 library began a weeding project to improve the collection in anticipation of increasing the library's floor space.

The library maintained 88 operating hours. The students responded to the increased weekend hours; however they continue to request more evening hours. 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.

### **Personnel:**

The Access & Information Services Staff was decreased during the 2011/2012 fiscal year. We retained three professional positions in the Department that were filled by Katherine Ott, Assistant Dean of Public Services, Elizabeth Bradshaw-Veasey, Weekend Services Librarian, Kara Mullen, Electronic Services Librarian and Joan Taylor, Public Services Librarian. The Instruction Librarian position was refurbished to create an Assessment & Marketing Librarian who reports directly to the Dean.

There was no turn over in the permanent staff, however Rhonda Boozer the Interlibrary Loan/Reserves Assistant was moved to Collection Management dropping Access Services staff to two. Robin Faulkner continued as the Electronic Services Assistant 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:**

- Participated in interviews for Assessment & Marketing Librarian
- Taught sections of CSU 1022 and English 1102
- Present at English orientation and New Faculty Orientation
- Presented with Steven Smith on copyright to faculty through CID
- Served on the Dental Hygiene Head search committee
- Presented at Augusta State University Staff Development Day
- Volunteered at the Safe Zone for the Day of Silence
- Attended the Breaking the Silence Rally
- Volunteered as a judge at the Student Media Festival
- Reviewed GCIL program submissions
- Attended ScanPro training

**Professional Development:**

- American Library Association member
  - RUSA member
  - LITA member
  - ACRL member
- Georgia Library Association member
  - Academic Library Division President
- SELA
  - Chair Awards Committees
  - Member of Annual meeting Planning committee
- Attended GCIL
- Attended COMO 2011
- Attended Atlanta Emerging Librarian Series
- Attended GUGM
- Attended AABIG
- Attended ACRL Scholarly Communication Roadshow

**Meetings, Workshops, Training:**

- Map-works training
- Participated in Library Staff Development day
- Attended IBIS demonstration
- Library Leadership is not an Oxymoron
- Met with GALE reps
- Attended the SELA Board meetings
- Met with Mark Daddona
- Attended LibGuide workshop
- Met with Rhonda Gibson
- Attended Content Management training

- Attended Customer Service Team meeting
- Attended B&E meeting
- Attended DNN training
- Attended GLA Board meeting
- Attended Springy Camp
- Attended CSDL training
- Attended Atlanta Emerging Librarians: Leadership is not an Oxymoron
- Attended ACRL webinar: Pinrest and Academia
- Attended Carterette Series: WordPress for Library Websites
- Attended webinar: QR Connections
- Attended webinar: Bozarthzone
- Attended webinar: Foundations of Interpersonal Communication
- Met with Proquest vendor
- Zoho training

#### **Institutional Participation:**

- Served on Student Affairs Committee Faculty Senate representative
- Served as Faculty Senate member
- Served on Provost Advisory Board member
- Served on IT Strategic Planning Committee
- Attended the All Faculty meetings
- Library Steering Committee member
- Library Promotions Team oversight
- Library Website Team oversight
- Library Instruction Team oversight
- Led Public Services Meetings
- Attended Graduation Ceremony
- Attended Campus Budget meeting

**Name:** Elizabeth Bradshaw

**Successes:**

- Interviewed, hired and completed scheduling and training for student assistants
- Completed Student Assistant Training Manual
- Completed Reference and Liaison recommendations/purchases
- Created LibGuides for all my liaison areas
- Instruction:
  - CSU 1022
  - English 1101/1102
  - CSU Student Assistant Orientation
  - Introduction to College Libraries & Research Methods/CSU Library tour (College Bound Group with Senator Davenport)

**Workshop/Meetings/Training:**

- Attended Meetings for Library's Instruction and Promotions Teams
- Attended ADP Manager Training
- Attended Georgia Student Media Festival Committee Meeting
- Attended Meetings for the Library's Weeding Project
- Attended Public Services division Meetings
- Attended Gale Literature Criticism Presentation
- Attended LibGuides Workshops
- Attended Google Docs Training
- Attended Next Generation Library Systems Webinar
- Attended University of West Georgia's Library 101 Class/Tour
- iRespond Training
- EBSCOHost Train the Trainer
- eBooks Training
- Rittenhouse R2Library Presentation
- IEEE Xplore Digital Library Training Webinar
- Demonstration of PsycTESTS and PsycTHERAPY
- English 1102 Training sessions
- Rittenhouse Building a Specialized eBook Collection Webinar
- National Geographic & Archive Webinar
- Microfilm Reader Demonstration/Training
- Voyager Training
- ProQuest Presentation
- ZHOHO Widget Training

**Institutional Participation:**

- Attended CSU Faculty Meeting
- Attended Staff Development Day
- CSU Smith Awards

**Name:** Barbara Dantzler

**Successes:**

- Clayton County CASA display setup
- New Student Orientation
- Attended the Health Fair
- Attended the student orientation workshop
- Had a meeting with the Dean of Library's
- Attended the Heart for Hearts workshop hosted by East Clayton Campus
- Watched the Archive session of Wimba: Next Generation library system Discovery
- Attended the Annual Service Award program meeting
- Attended the TRS Lunch and Learn workshop hosted by East Clayton

**Professional Development:**

- A member of Georgia Library Association
- Attend COMO Conference
- A member of The Southeastern Library Association
- A member of Georgia Library Association
- Attended the Mid-winter Library conference
- Chair of the Paraprofessional Division
- Hearts for Hearts Event/East Campus
- Webinar: Next Generation Library Systems
- Webinar: A conversation with Paul Cowrant: The future of Academic libraries
- Webinar: "Ask the Advocate" find what you need to make the case
- Staff Development Day
- Linc Webinar: Reminder for using social media for the most effective job search
- Webinar: Common Core-in-your library: 10 critical concepts
- Webinar: Discover World Cat Local
- World Cat Q&A
- Webinar: World Share management services
- Sessions: GUGM Texting messages: a new way to enhance your library services
- Sessions: GUGM GIL Express: Best Practices
- Webinar: What does the GA State decision means for libraries

**Workshop/Meetings:**

- Library Staff Development Day
- Promotional Team meeting
- Library meeting with Dr. Hynes

- Attended session I of the CSU Town Hall meeting
- Attended the Circulation Meeting
- Attended the Ebscohost A-Z workshop
- Attended the ProQuest History Vault meeting
- Watched the GLA Carterette series Webinar on “Strategy for Blogging and Social Networking”
- Watched the Carterette series Webinar on Branding and Influence: Establishing your Identity and reputation workshop
- Attended the Ebscohost Basic Webinar
- Attended the Ebscohost Advanced Galileo Webinar
- New and hires orientation
- Library Staff Development meeting
- ALA-World Share: Management Services and perspectives from different types of libraries/
- Director Andrew K. Pace via OCLC video /August 3, 2012
- OCLC-World Cat: Connect users to your library via video/August 16, 2012
- Microfilm Scanner presentation
- GUGM/Macon, GA
- GUGM Users group meeting
- Student Assistants Interviews

### **Institutional Participation**

- Updated laptop signs
- Attended the Women monthly Luncheon
- Attended the International day celebration held on Main Street
- Art of cooking/East Campus
- 2012 Smith Awards program committee meeting
- Student Organization Advisor-workshop/SAC building
- Reinventing the wheel: Safe Driving Health Fair/James Baker Center
- Attended the Care and Majors Fair/main street
- TRS Lunch-n-Learn/East Campus
- AAA presentation Lunch-n-Learn
- Smith Awards Program committee meeting
- Attended the fall 2011 Budget application workshop for Campus Christian Ministries



**Name:** Robin Faulkner

**Successes:**

- Completed Microsoft 2010 Workshop Series
- Created a webpage for digitized material on the Archives website
- Created eBook how-to guides
- Adjusted statistics to correspond with DotNetNuke webpages
- Created Library Avatar
- Provided support during the migration to Windows 7 and during various software and hardware installations and upgrades throughout the year
- Provided support for CSU 1022 and English 1102 instruction
- Created GLRI records for multiple databases and loaded scope, spotlight, and thumbnail images for previously created GLRI records
- Created EZproxy login page, additional pages associated with EZproxy login, and CSS
- Coordinated installations, updates, and troubleshooting with the Hub throughout the year
- Wrote informational blurbs in the Clayton State Library Blog and Laker Lines
- LibGuides:
  - A-Z Resource List
  - eBooks @ Clayton State
  - Health Data Tools and Statistics
  - Library Services

**Meetings, Workshops, Training:**

- Webinars
- Web Team Meetings
- Springy Camp
- Literary Criticism
- IEEE Training
- ProQuest Training
- SACS/ Assessment Workshop
- Footnote Training Session
- Zoho Meeting
- LibGuides Workshops
- EZproxy Meetings and Discussions
- Staff Development
- Lyrasis Training

**Professional Development:**

- Lyrasis eBook Event

**Institutional Participation:**

- Content Management System Meeting
- University Budget Meeting
- IT Strategic Plan Meeting
- Benefits Fair
- DNN tutorials
- Meeting with the President

**Name:** Kara Mullen

## **Successes**

- **Public Services**
  - Reference Collection evaluation project
  - LibGuides Published: (1) COMM 1110, (2) HIST 2500: Historical Methods, (3) Special Topics: Elections & Campaign 2012, (4) History, (5) Premodern World History, (6) Special Topics: London 2012 Olympics
  - Blog Posts: (1) 1940 Census, (2) Celebrate National Library Week, (3) Films on Demand: Interactive Transcripts, (4) History Reference Center: New Interface, (5) HathiTrust Links added to CSU Catalog
  - Instruction Team member
  - Created the CSU 1022 iRespond test bank
  - Hosted seniors from Decatur High School
  - Taught sections of COMM 1110, CSU 1022, ENGL 1101, ENGL 1102, HIST 2500
  - Assessment & Marketing Librarian search committee member
- **Electronic Services**
  - Managed the Windows 7 Migration project for 7 desktops in the Public Services Department
  - LibGuides
    - Established admin status and activated accounts
    - Facilitated training
  - EZproxy
    - Revised config.txt for local resources
    - Install, Training & Testing: October 2011 – December 2011
    - Implemented service: January 2012
    - V5.6 Upgrade: May 2012
  - Electronic Resources
    - Established access for (1) Morningstar Investment Research Center, (2) IEEE Computer Society Digital Library [CSDL], (3) PsycTESTS, (4) PsycTHERAPY
    - Applied GALILEO format categories for local resources
  - Assisted with installation of 15 new GALILEO desktops
  - Qualtrics forms: (1) Email a Librarian, (2) Instruction Request, (3) Reference Appointment, (4) ILL Book Request, (5) ILL Article Request
  - Established WordPress blog for library news, events & featured resources
  - Web Team Leader; website maintenance; DNN conversion

## **Professional Development**

- Georgia Conference on Information Literacy
  - Co-presented with Katherine Ott, *iRESPOND*, *uRESPOND*, *weRESPOND: Using Clickers to Assess Instruction in an Academic Setting*
- COMO XXIII
  - Panel member, *Making the Leap: Transitioning from Paraprofessional to Professional*
- Georgia Library Association member
  - Midwinter Conference
  - AEL: Atlanta Emerging Librarians Meetings
- Southeastern Library Association member
  - SELA Summer Conference

### Meetings, Workshops, Training

- Lyris Ideas & Insights Meeting - Positioning your Library in the Mobile Ecosystem: Content and Delivery
- Lyris Annual Meeting - Content, Access and the Role of Libraries in a Connected World
- GUGM
- ACRL Roadshow - Scholarly Communication: From Understanding to Engagement
- EZproxy Virtual Users Group meetings
- Webinars
  - *EBSCO Footnote (Fold3) Overview & Searching Tips*
  - *Films on Demand: enhancement overview*
  - *GLRI New Interface*
  - *Next Generation Systems: Discovery, USG Experiences*
  - *GALE Usage Statistics*
  - *Pinning a New Path for Social Networking Tools*
  - Opening keynote for Computers in Libraries (CIL): *Innovation Success Framework*, Jeffrey Phillips
  - CIL Keynote: *Creating Innovative Libraries*, Susan Hildreth
  - CIL Session: *Ebook Trends: Info Pro Perspectives*, Michael Porter, Sarah Houghton, Andy Woodworth
  - CIL Keynote: *Creating Inspiring Services, Going Boldly into the Present*, Michael Peter Edson
  - CIL Session: *Ebook Issues & Challenges: Debrief II*, Chad Mairn, Ken Roberts, Matt Barnes, Buffy Hamilton
  - *SpringyCamp*
  - *IEEE CSDL Training and Search Tips*
  - *Ancestry.com & 1940 Census*
  - *eBooks: New Models, New Tools and New Approaches*
  - *QR Connections – QR Codes in Libraries*
  - *LexisNexis Academic: Business*

- *Polite Debate Society – At the Desk, best practices for reference services*
  - *Discover GALILEO*
  - *LibGuides API & Widgets*
- Training
  - *What's New in Word 2010?* with Lou Brackett, CID
  - *What's New in Excel 2010?* with Lou Brackett, CID
  - ProQuest PAM with Linda Cubias
  - CMS DotNetNuke
  - Ethics Refresher
  - GALE LCO Overview
  - Qualtrics Advanced Features with Lou Brackett, CID
  - Exploring the iPad in Education with Stephen Smith, CID
- Library Staff meetings
- Public Services Staff meetings
- Library Staff Development Day
- Library Team Meetings

### **Institutional Participation**

- Faculty Affairs Committee member
- Facilities Advisory Committee member
- Library Building, 2<sup>nd</sup> Floor Emergency Coordinator
- Laker Angels member
- The Loch Shop ribbon cutting ceremony
- First-Year Advising & Retention Center Open House
- National Punctuation Day event, hosted by the Writer's Studio
- Annual Fund Drive Hot Dog Rally
- Strategic Plan Launch Party
- Benefits Fair
- University Commitment survey
- Faculty/Staff Fund Drive
- Women's Forum Chili Cook Off
- CARE & Majors Fair
- Heart to Heart session hosted by OHR
- IT Focus Group participant
- CSU East Open House
- Open Budget meeting with President Hynes
- Annual Service Awards ceremony

**Name:** Joan Taylor

### **Activities and Accomplishments**

- Assessment/Marketing Librarian Selection Committee
- Undergraduate Curriculum Committee member
- Special Course Fee Committee member
- Laker Angel Committee member
- Strategic SACS Launch Party
- USG Ethics training
- LibGuides created for the following subject areas, Career Services, Legal Research, Criminal Justice, Statistical Sources for Your Assignments, Psychology-co-creator, Health Data Tools and Statistics-co-creator
- CID tutorial –Pivot tables
- Library Course planning
- Worked the Library table at the annual Career Fair (2012)
- Submitted an article for the “Ideas, Hints, and Tips” –RSIG column that was published in the spring issue of *Georgia Library Quarterly*.
- Updated information in the *Reference Manual*.
- Served as a judge at the Georgia State Media Festival.
- Updated legal research resources throughout the year.
- Communicated with faculty in liaison areas for fall 2011.

### **Instruction sessions for the following classes:**

- English 1101, 1102, CRJU 4700, CRJU 3210, SCI 1101, CSU 1022, NURS 4100.
- Multiple sessions were completed for some of the sections of English and CSU courses.

### **Workshop/Meetings:**

- GLA Mid-Winter Conference 2011
- GLA Mid-Winter Conference 2012
- Gale Cengage overview
- LibGuides overview and training
- NextGeneration- “Library Software” overview
- “Next Generation-The Cloud” –GALILEO webinar
- UWG Colloquial- Library Course information
- Instruction session training
- EBSCO CINAHL webinar training
- GALILEO training session at our Library by Karen Minton
- Initiated demo of American Psychological Association databases which we did get as subscriptions.

- MEDLINE webinar
- Viewed the 5 recorded sessions of the Springyshare Live webinar event to learn about how other universities and libraries are using LibGuides and other Springshare products.
- IEEE training webinar for ACM Digital Library resource.
- Ancestry webinar
- ProQuest Footnote Training
- New Student Convocation
- Staff Development Day
- Annual COMO Conference 2011 panel discussion session participant – E-books
- GLA Scholarship Committee member
- Annual COMO Conference 2012 Reference Services Interest Group – Secretary
- GLA Scholarship Committee member
- Georgia Library Association member
- Southeastern Library Association member
- Attended 2012 Spring Commencement ceremonies
- Attended OPAC Team meeting
- Reference weeding meeting
- Retirement receptions for various staff members.

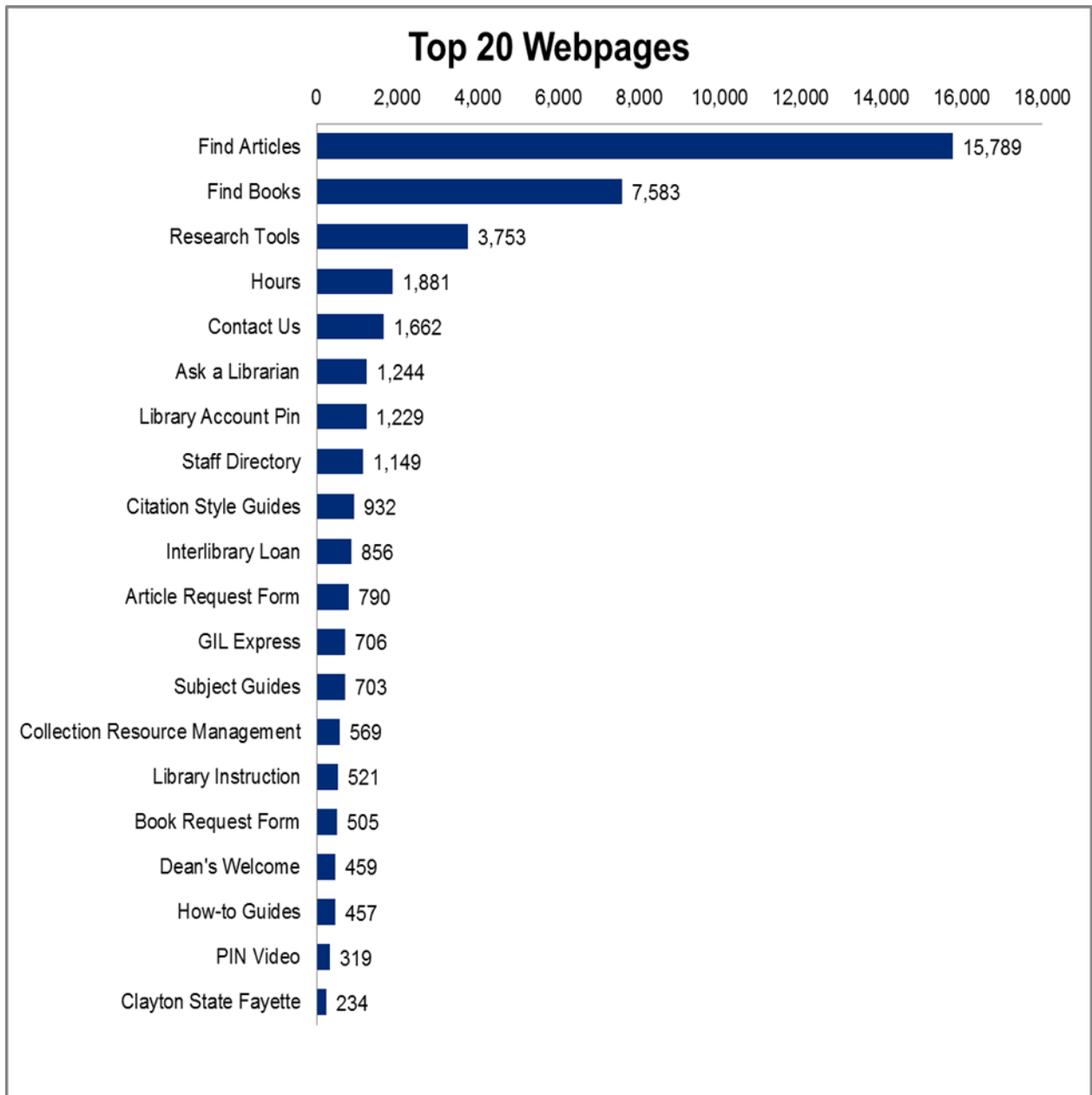
**Department Goals for the coming year:**

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 by Vendor

