

FY2013

Clayton State University Library Annual Report



Gordon Baker
Clayton State University
FY2013

Clayton State University Library Annual Report 2012-2013

Dear Readers:

FY 2012-2013 was a very busy year for the Clayton State University Library and its staff. As you read this report you will see in detail how busy we have been. In the following paragraphs I will provide a summary of activities.

The major emphasis was the beginning of a complete renovation of the Library building. Opened in September 1979, the Library building had been divided among other departments over the years with the Library eventually being located on the upper level of the building. In 2004, when the Baker University Center was attached to the Library, the Collection & Resource Management Department was relocated to the lower level of the Library building into the old television studio.

How did the renovation process begin? Dean Gordon Baker and Associate Dean Cathy Jeffrey attended the Academic Library Planning and Revitalization seminar presented by Academic Impressions, March 26-28, 2012 in Baltimore, MD. While attending this conference they visited the new Library/multi-purpose building, Athenaeum at Goucher College. During the Summer of 2012, Dr. Baker met with architect David Moore of McMillan Pazdan Smith in Greenville, SC. Mr. Moore reviewed the two floors of the library building and following a discussion with Dean Baker and what his visions were for the Library; Mr. Moore created a proposed plan. After several meetings, the plan has been finalized and can be found following this introduction.

To be ready for this renovation a major review of the collection was necessary. A weeding document was created. The goals of the weeding project are to weed the reference collection by 50% and replace what is worth replacing by electronic resources and to weed the circulation collection by 20%. The library liaisons were provided with lists of their areas and began the process.

The renovation of the Library officially began during June 2013, when the Collection and Resource Management Department was relocated from the lower level into L200, the Library's instruction room. The progress of the renovation will continue in the 2013-2014 Annual Report.

DEPARTMENTAL SUMMARIES

Assessment & Marketing – Assessment & Marketing Librarian (AML) Erin Nagel was very busy this year as majority of the year was spent drafting and finalizing the narratives for the Compliance Certification document for the SACS 2014 Reaffirmation of accreditation. Deadlines for the submissions were met. In addition work was done with the CSU 1022 instruction and assessment. Internal and external surveys of students and faculty have also been done. Bruce, the Library Goose, joined the staff and has become very popular with the librarians and the student. Bruce now writes a column for the campus newspaper, *The Bent Tree*.

Erin is one of the founding members for the Southeastern Library Assessment Conference. The inaugural conference will be in October 2013 in Atlanta.

With the help of Rhonda Gibson, University Grant Coordinator, Erin submitted a proposal for the Created Equal initiative. If awarded the \$1,200 will support programming related to the struggle for Civil Rights in America.

Archives – Archivist Rosemary Fischer continues to acquire more materials for the Archives. Our current Archives is overcrowded and has no separate areas for processing and research. Ms. Fischer has worked with Dean Baker to design a fully functioning Archives once the renovation has been completed. The year has seen the implementation of assessment tools in the Archives to track the numbers of things and frequency of events. The Archives founded, Our Genealogy Group (OGG) celebrated its fifth anniversary this year.

Collection & Resource Management – Lead by Associate Dean Cathy Jeffrey, this fiscal year will be remembered as the first year that the materials budget exceeded \$500,000.00. Much of that amount was expended on e-resources with the majority purchasing individually selected e-books. Staff members continued to perform their functions of ordering, cataloging, borrowing, and processing materials for the library's collections. In June, the Department relocated to L-200, the Library's Instruction Room as part of Phase 1 of the renovation plan.

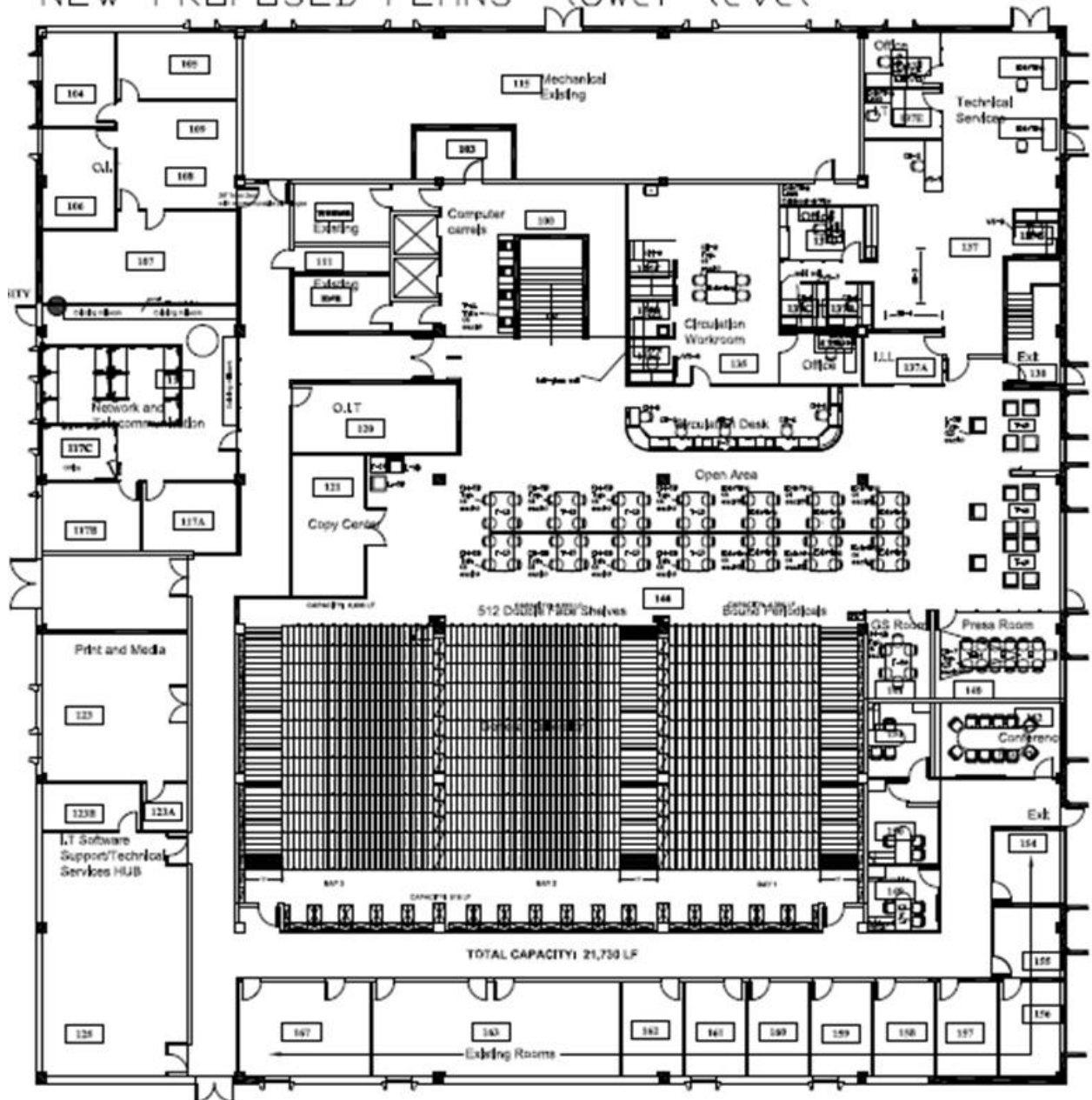
Access and Information Services Department – Lead by Assistant Dean Katherine Quinnell, maintained the Library schedule with the Library opening 88 hours per week during Fall and Winter Semesters. In addition, Discover GALILEO was implemented in October 2012. Universal borrowing (interlibrary loan and GIL Express) continue to be used by both faculty and students. Librarians taught 96 library instruction classes, approximately 1920 students. Service to our community is still the number one goal for this Department. In reaching this goal the Department maintained both the physical and virtual reference desks. The physical reference desk is open 83 hours per week and the virtual desk is open 88 hours per week. Electronic Resources and Services continued to work with the Library staff and students to provide them access to electronic resources.

For a more detailed description, please continue reading through this document.

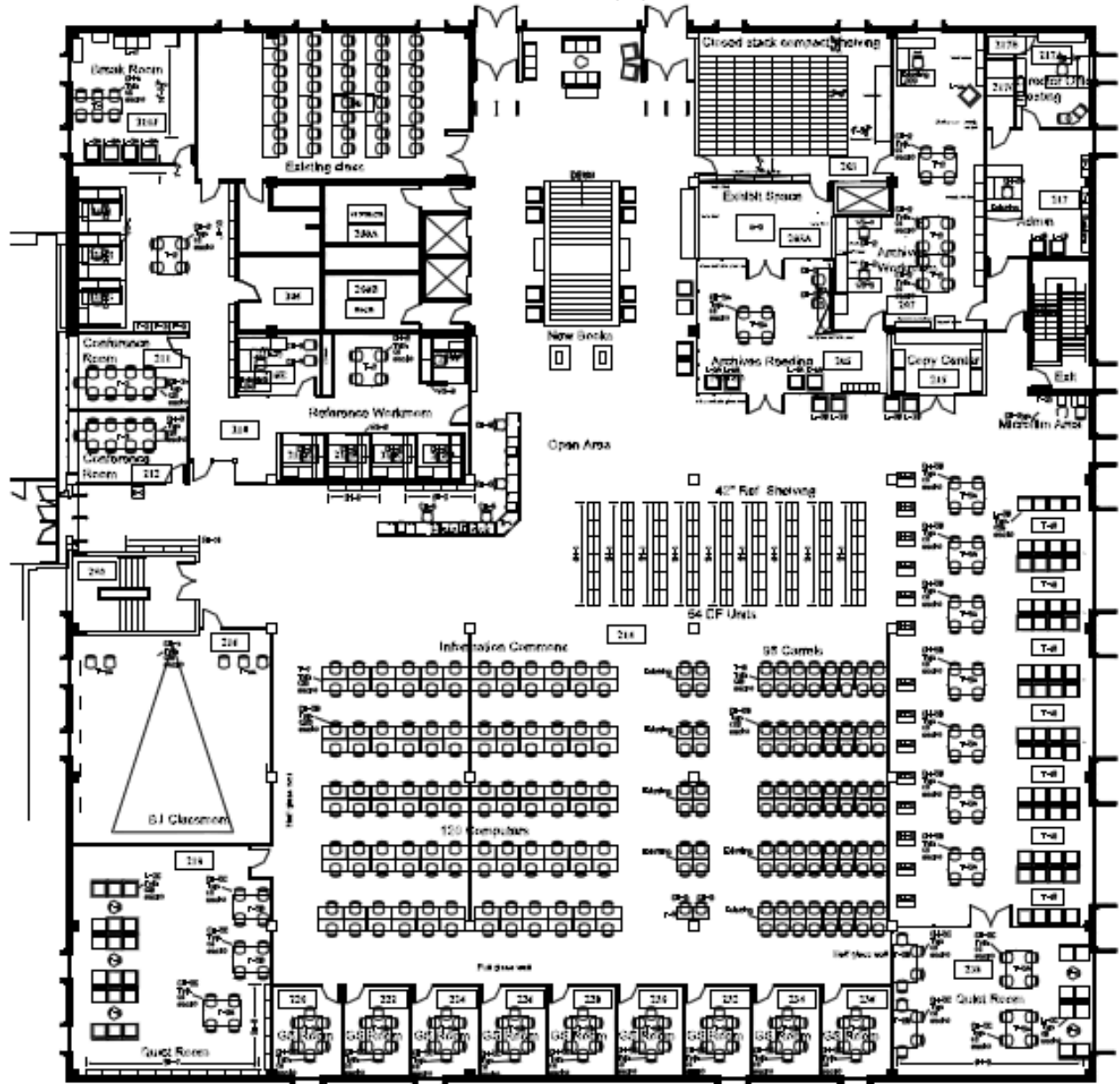
With regards,

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

NEW PROPOSED PLANS- lower level



NEW PROPOSED PLANS- upper level



LIBRARY ASSESSMENT AND MARKETING

2012-2013 Annual Report



Erin L. Nagel
Assessment & Marketing Librarian
Clayton State University Library
2012 – 2013

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Goal Progress for 2012-2013

Secure a recurring column in the student newspaper, *The Bent Tree*

The library now has two columns in the Bent Tree although the newspaper did not go to print each month during the school year. Because of uncertainty over when or if the newspaper would publish, the columns were not printed consistently.

Develop a website for the publication of library dashboard

The LibGuides platform proved too cumbersome to be used as an online dashboard at this time. The Assessment & Marketing Librarian will investigate other methods of distributing the dashboard electronically

Draft responses to relevant SACS standards

Responses to SACS standards and requirements submitted on time.

Work with Reference & Instruction Team to develop a variety of methods to assess newly identified Student Learning Outcomes.

Instruction librarians collaborated on a common assignment for CSU 1022 and developed additional assessments individually. Samples will be collected and shared on an internal LibGuide called Instruction Resource Repository.

<http://clayton.libguides.com/Warehouse205>

Summary of Activities

Assessment

SACS

Much of the 2012-2013 year was spent drafting and finalizing narratives for the Compliance Certification document for the SACS 2014 Reaffirmation of Accreditation. The Assessment & Marketing Librarian gathered data from all library departments and offices and submitted initial drafts to the Assessment officer by the December deadline and final drafts by the July deadline. The library was solely responsible for the narratives for Core Requirement 2.9 and Comprehensive Standards 3.8.1, 3.8.2, 3.8.3.

Learning Outcomes

Both as an instruction librarian and assessment librarian, the Assessment & Marketing Librarian (AML) worked with the instruction team to develop the CSU 1022 instruction and assessment. The AML collected and compiled all CSU 1022 quiz results and, when available, works cited pages from the ENGL 1102 classes taught by instruction librarians. In the future, these will be collected using the e-portfolio system. Due to other projects including SACS and weeding, the AML was unable to conduct workshops for CSU 1022 quiz item analysis and works cited page assessment. These activities will be a priority in the coming year and must be completed before the next 2-year Learning Outcome assessment cycle.

Surveys- Internal

In Fall 2012 the library conducted a survey of faculty to determine satisfaction with library collections, resources, and services. Despite a low response rate, the results were generally positive and provided insights into faculty opinions of the library. Overall, 71% of respondents reported that they were satisfied with the library overall. Faculty respondents were highly satisfied with the service from library faculty and staff but reported lower levels of satisfaction with print and electronic resources. Additional services faculty expressed interest in were increased integration with campus courseware (GA View), assistance with integrating library research skills into the curriculum, and additional streaming resources. Faculty also reported a large gap between the importance of several information literacy skills and student performance in those areas. Over three quarters of respondents supported the development of library research course. The results of this survey indicate that faculty value information literacy skills and would like the library to assist in students' development of those skills. This supports the library's shift in instruction philosophy from traditional one-shot sessions to greater integration within courses and multiple, shorter, instruction sessions. The Assessment & Marketing Librarian has met with the Electronic Services Librarian to discuss integrating library instruction modules into the online course management system Desire2Learn. Faculty survey result reports are posted on the Library Assessment website.

In Spring of 2013, in lieu of a student survey, the Assessment & Marketing Librarian cooperated worked with the Web Team to develop and implement usability testing

for the new website. Results will be shared with the Web Team in the September 2013 meeting.

Surveys- External

Both the ACRL annual survey and the NCES Academic Library Survey were submitted on time. Due to changes in the ACRL survey questions, previous efforts to streamline the process were not useful as hoped. However, the new ACRL survey length is considerably shorter and should be completed even more quickly in the future.

Database

In the process of drafting the SACS narratives and responding to requests from faculty conducting Comprehensive Program Reviews, the Assessment & Marketing Librarian identified a need for a historical database. The present system using Voyager Access reports can only show the status of the collection at that moment. The historical database will store time-stamped “snapshots” of the collection at specific times: end of fiscal year and end of calendar year. This will make possible the ability to show changes in the collection over time. This database will prove especially helpful in determining the success of the weeding projects as the library will be able to determine the size of the collection before and after the projects. Further, this will be a tool to assist library liaisons in identifying weaknesses in their subject areas. The first “snapshot” of the collection was taken on July 1st, 2013 to capture the FY 2013 holdings.

Southeastern Library Assessment Conference

In January, the Assessment & Marketing Librarian joined with assessment librarians at other institutions to plan a regional conference dedicated to the advancement of library assessment. Specific contributions included helping select the conference site, selecting proposals and setting the schedule, and assisting with logo design. The inaugural Southeastern Library Assessment Conference will be held in October in Atlanta, GA.

Marketing

Bruce

One of the most noticeable marketing accomplishments during the 2012-2013 year was the addition of Bruce, the CSU Library Goose. Bruce was the result of a brainstorming session to develop a pseudonym for the library advice column author in the Bent Tree. A goose as a mascot or representative is in line with the university's use of waterfowl species in naming services, like the DUCK and the SWAN. Initial publications and advertisements for Bruce used images of a live goose from university grounds. Later, the library purchased a stuffed toy goose to represent Bruce. Bruce sits near the bulletin board in the library.

Newspaper

This year, the Assessment & Marketing Librarian was successful in securing and writing recurring columns for the student newspaper, *The Bent Tree*. The first columns appeared in the October 2012 edition. One column, "In the Know", is an informational essay that highlights a key service or resource of the library. The other column, "Ask Bruce", is an advice column that provides answers to common library questions. There is an online form for "Ask Bruce" submissions, but no questions were submitted this year. Instead, the AML created questions based on real-life situations. While columns were submitted by the deadlines, due to the irregularity of publication of the newspaper, the library columns did not make it into every issue. For the upcoming year, the AML will submit the columns well in advance of the deadlines to increase the chances of getting published.

Events

The library sponsored a booth at the annual CARE Fair in February 2013. The booth featured print and electronic resources related to career and major selection. The "Ask Bruce" column was also advertised.

In April 2013, the Assessment & Marketing Librarian initiated and co-hosted an event to celebrate the 50th anniversary of Dr. Martin Luther King's *Letter from Birmingham Jail*. The library worked with Student Life and the Alpha Phi Alpha fraternity to stage public readings of the letter on Main Street of the University Center. This event was well-received and future collaborations with student life are in the works.

In April 2013, to support National Library Week, the Assessment & Marketing Librarian printed a poster-sized version of the NLW proclamation signed by and with the image of Bruce the Goose. This was placed on the underused bulletin board along with information about NLW activities and library information. Approximately 1/3 of the board space was devoted to Library Notes which asked patrons 3 questions and provided writing utensils to answer them. Library users left 26 notes on the board. After NLW, the Library Notes bulletin board remained and new questions are replaced periodically.

In May 2013, the Assessment & Marketing Librarian collaborated with the university grants office to submit a grant proposal for the Created Equal initiative. The grant totaled \$1,200 and will support programming related to the struggle for Civil Rights in America. Programming will begin in Fall 2013.

Social Media

The Assessment & Marketing Librarian collaborates with Electronic Services to maintain a strong social media presence on Facebook and through the library blog. The Fall 2012 assessment objective related to Facebook was met. The number of page likes continues to increase.

Other

The Assessment & Marketing Librarian continues to distribute a monthly dashboard report highlighting key data points. Due to the adoption of the EBSCO Discovery search tool, the reporting of electronic resource usage must change, and AML is working with Electronic Services to identify better methods.

The Assessment & Marketing Librarian continues to produce the monthly slides for the library kiosk displays. New for 2012-13 is the addition of a new featured library resource and LibGuide each month.

Reference, Instruction, and Liaison Duties

In addition to assessment and marketing responsibilities, the Assessment & Marketing Librarian performed regular reference duties at the reference desk as well as online via chat and email. In addition, the AML conducted 25 reference consultations during the 2012-2013 academic year. Most of these were with individual students but some were with small groups of 2 or 3 students. Many of these were with repeat students working on multiple phases of a single project or returning for assistance on different assignments.

The Assessment & Marketing Librarian provided instruction to CSU 1022, ENGL 1101, and ENGL 1102 classes as well as a chemistry class, CHEM 2500.

As a result of the faculty survey, the Assessment & Marketing Librarian met with an English instructor to discuss how the library can support his classes. The AML also completed the weeding of the reference collection related to English and is in the process of completing the weeding of the circulation section.

Highlights

Professional Development

Webinars

- *Discover GALILEO: A New Way to Search* August 14, 2012 (Instruction/Reference)
- *The art of using animations in meaningful ways* January 9, 2013 (Marketing)
- *LexisNexis Academic- Legal* January 14, 2013 (Reference)
- *Strengthen the Influence of your Leadership: People Skills, Personal Substance, and Influence Smarts* January 30, 2012 (Marketing)
- *Exploring the evolving and growing world of assessment* March 12, 2013 (Assessment)
- *Everything you Need to Know About Focus Groups* March 13, 2013 (Assessment)
- *How to Fail at Social Media* March 20, 2012 (Marketing)
- *Gamification in the Classroom* July 16, 2013 (Instruction)
- *Created Equal: America's Civil Rights Struggle* July 18, 2013 (Marketing/Events/ Grants)

Meetings, Workshops, Conferences

COMO 2013

- *Macon More of Reference Stats: Using the READ Scale to Guide Instruction, Liaison, and Outreach* (Assessment)
- *Click Tracking: Documenting Electronic Resource Usage Through the Catalog*
- *Back to (Offline) Basics: The Supremacy of the Restroom Newsletter* (Marketing)
- *Poster Power! Communicating Visually with Your Library Users* (Marketing)
- *Demonstrating Your Library's Value: The Basics of Library Assessment* (Assessment)
- *Promoting Our Value: Tying Academic Success to Use of Library Online Resources* (Assessment)
- *SACS is Coming: Are you Ready?* (Assessment)

GLA Midwinter 2013

North Georgia Associated Libraries, April 2013

- *Secret Shoppers in the Library* (Assessment)

GUGM 2013

- *Planning and Implementing a Successful Traveling Exhibition* (Marketing/Programming)
- *Discovery Across Georgia: Perspectives on Using the New GALILEO Discovery Tool* (Reference/ Instruction)
- *Building a Meaningful Movie Collection at an Academic Library* (Collection Development)

Publications, Reports

Fall 2012 Faculty Survey Quick Facts (Assessment)

The Bent Tree

- "In the Know" October 2012, November 2012
- "Ask Bruce, the Library Goose" October 2012, November 2012, March 2013

LibGuides

Special Topics: Letter from Birmingham Jail

Membership

Georgia Library Association

GLA Assessment Interest Group- Secretary

GLA Scholarship Committee

Southeastern Library Association

ALA Library Leadership and Management Association- Measurement, Assessment, and Evaluation Section

Institutional Participation

Institutional Review Board- Secretary
Faculty Senate- Senator
Library Web Team
Library Reference/ Instruction Team

Classes Taught

Fall 2012

CSU 1022, library partner, 4 sections
ENGL 1101, 4 sections
ENGL 1102, 3 sections

Spring 2013

ENGL 1102, 6 sections
CHEM 2500, 1 section

Goals for 2013-2014

Initiate a review of the periodical collection to identify redundancies in coverage. Objectives are to reduce spending, increase physical space, and increase serials processing efficiency.

Host an assessment workshop with instruction librarians to assess learning outcomes across class sections and develop new assessment tools

Respond to SACS recommendations as needed

Develop an efficient method of tracking historical library collection data for use in collection analysis and identifying trends.

Clayton State University Library/Archives 2012-2013 Annual Report



Rosemary Fischer
Clayton State University
Library/Archives
Archivist
2012 – 2013

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OVERVIEW

The Clayton State University Library Archives continues to thrive. Despite the crowded conditions and lack of space for work and storage, the staff is optimistic and always in good humor.

Assessment has become a watch word for everyone in the library and the archives. We are now tracking the numbers of things and frequency of events so that we can better present a realistic picture of the work in the University Archives.

The staff in the University Archives, archivist, student assistant, interns and volunteers, are all looking forward to the renovation and move. It means a lot of extra work and temporarily “making do” but the outcome will be terrific and we will have a beautiful new archives with research, exhibit, storage, and work space. We are all looking forward to a new beginning.

STATUS OF LAST YEAR'S GOALS

- More professional development. Professional development is limited to in-house and local training because of expense. Only one or two conferences are attended. This will continue to be the outcome of this goal.
- Record Group Numbers. We have opted to label our boxes with the name of the collection for storage during the renovation. The labeling will help us organize the collections on the shelves once we are established in our new space.
- Update and Publish the Internship Manual. The Internship Manual is undergoing another revision. The projects will not be defined by collection but by archival work to be done: discovery, inventory, arrangement, description and finding aids, abstract, exhibits, etc. This will make the manual shorter but will also focus on archival processes. Once this is completed, the manual will be saved as a searchable PDF and put online.
- Learn Archon and start populating the database with collection information. This goal is not reached. Since the creators of Archon are busy creating a new database, which is a combination of Archon and Archivist Toolkit, there is no training available for this program. Once the new program is ready, the archivist and student assistant will seek out training.
- Add Digital Collections to the Archives' webpage. 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. Once this done, the collections that have been digitized can be put online.
- Create online exhibits for the new Archives' web page. This is a work-in-progress. The student assistant has been busy digitizing the sports media books for the Athletic Department. The same student assistant has also been saving all University Relations publications to CD for eventually including these on the web page. Also to be included is a work-in-progress of saving teacher bios and syllabi from their websites. Eventually this will also go online.
- Create a collection for the dental hygiene program. Our volunteer has completed collecting materials and providing resources for the Dental Hygiene program.
- 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.
- Prepare and present a program on *Internships in the Archives* for GUGM. The archivist presented a short program about creating internships for archives at the past GUGM meeting.
- Sign up to be a mentor for the Society of Georgia Archivist. The Archivist signed up and is a mentor to a young archivist in the area. There have been emails and phone conversations

ACCOMPLISHMENTS

- Increased technology skills. Learned to save documents in PDF and then into JPEG. Have learned to take Word documents and save then as PDF and JPEG. Have been honing skills in Photoshop: learning to repair photographs, improve lighting, remove red eye, and sharpen “fuzzy” photos.
- Continue to Work with Our Genealogy Group at Clayton State. The archivist is a member of the Steering Committee. The Committee plans the monthly programs and the workshop. This year OGG celebrated its fifth anniversary.
- Our Genealogy Group at Clayton State. Archivist created name tags, a table-top exhibit, forms, and a turning display which holds the forms and name tags. Archivist also created displays of Hollinger Metal Edge and Gaylord products to use at the workshop and other genealogy events in the area.
- Planned and presented All-Day Workshop for Our Genealogy Group at Clayton State. This workshop was a huge success with six outside speakers and six OGG speakers. We had a dozen exhibitor tables. There were close to 100 attendees. Evaluations from attendees were rave reviews and contained comments of what we could add in addition to what we did.
- Speaker for the Family History Center Genealogy Workshop in April. Presented two programs for this workshop: *Cemeteries: a Grave Undertaking* and *Family Reunion Ideas*. Also provided displays in the Exhibit Hall for: Reunion Ideas, Hollinger Metal Edge, Gaylord, and Our Genealogy Group.
- Speaker for National Active and Retired Federal Employees Program in June. Presented a program on *Genealogy: A Family Thing*. Created display but there was no room to set it up.

Requests Received and Fulfilled

The Clayton State Archives gets a wide variety of requests for information and assistance. Some of the requests are filled by the archivist or staff. Other requests for information outside the collections of Clayton State are referred to another resource. To find this resource may take some research on the behalf of the archivist.

9 July 2012	Wanted access to African American newspapers
9 July 2012	Where can you find tax digests for Virginia for 1910-1940?
8 July 2012	Interview for capstone paper for graduate student
10 July 2012	Information about Special Collections in the CSU Archives – survey for East Carolina University Archives
13 July 2012	Faculty listings from 1974, 1985 and 1990 catalogs for John Hardy speech to retirees
18 July 2012	Valdosta Student interview for MLIS program
14 August 2012	CSU staff member wanted to know where you can get a 1600s Dutch bible appraised.
15 August 2012	Student doing research project for class needed to know how to order vital records from Jamaica?
26 September 2012	How do you access and use Ancestry database here at CSU?
8 October 2012	How do you access and use Ancestry database here at CSU?
8 October 2012	Student needed Information on the actual bent tree for a class assignment
10 October 2012	Teacher Ed department needed to access collection to do a verification for a former student
11 October 2012	Photograph of employee for retirement luncheon
16 October 2012	How do I access the databases on my personal notebook?

5 November 2012	Detailed information on the Melanie Hartsfield murder, including the staff at Clayton that was involved.
8 November 2012	Dean requested information about CJC charter for operation in 1965-1969.
12 November 2012	Dean requested information on name change to CCSU and CSU
27 November 2012	How do I establish and Internship program at my school Archives?
5 December 2012	Student requested information on history of Clayton State University: founding, people involved, legislators in support of CJC, bus lines at that time and the early days of Clayton
12 December 2012	Community member called to get information on who could organize, inventory and rehouse collection about his uncle, a jazz musician.
31 December 2012	Dr. Kemp requested a class on archival collections and how to work with archives.
23 January 2013	Researcher requested original documents for English maritime history. Requests can via librarians.
24 January 2013	CSU traditions for a paper on school traditions
30 January 2013	Dean requested information on the date a particular course was started at CSU
8 February 2013	Orientation requested a tour of the archives.
11 February 2013	Original plans for the original library and first library renovation and documents noting the square footage
19 February 2013	Tour of Archives – Orientation Team
20 February 2013	Student groups requested brochures about donating to the archives
21 February 2013	Student requested copies of two photographs from the 1974 Centurion yearbook.

22 March 2013	Michael Deis requested photographs of Greg Kordecki for his retirement party
3 April 2013	Course description from past catalogs
15 April 2013	Rhonda Boozer requested the Archives to verify the barcodes of 49 videos

Exhibits and Displays

The Archivist created and displayed the following exhibits.

- Our Genealogy Group at Clayton State. Created table-top display (5 panels) with handouts, brochures, and scrapbooks of past events.
- Hollinger Metal Edge. Created an exhibit of their products with give-away catalogs. This display will be used at workshops.
- Gaylord. Created and exhibit of their products with give-away catalogs. This display will be used at workshops.
- Family Reunion Ideas. Created a 3-table display of ideas to use at family reunions. Includes large print-outs of pedigree charts, information on namesakes, photographs, "wanted" poster (copies of photographs or items that need explanation), photographs, posters celebrating the children of an ancestor, books about each child of an ancestor, family heirlooms and keepsakes, etc.

Presentations, Programs and Classes

4 September 2012	CSU 1022 Class – What are Archives and how do I use them?
9 September 2012	Our Genealogy Group – Death Defying Research program
24 January 2013	Kemp's History class: What are Archives and how do I use them?
7 April 2013	Our Genealogy Group – Keeping Keepsakes: Using Archival Supplies
27 April 2013	Family History Center – Cemeteries: A Grave Undertaking
27 April 2013	Family History Center – Family Reunion Ideas
16 May 2013	GUGM: How to Create an Internship Program and Manual National Active and Retired Federal Employees Program:
13 June 2013	Genealogy: A Family Thing

Meetings

10 July 2012	Continuing Education meeting at NARA to discuss possibility of offering a genealogy course.
11 July 2012	Meeting with Ruth Caillouet and Joy Bryant regarding the Teacher Education Collection.
17 July 2012	Interview with Valdosta MLS student- Carol Waggoner-Angleton
1 August 2012	Library Steering Committee: student assistant funding
1 August 2012	Library: LibGuide Meeting
6 August 2012	Assessment Meeting
7 August 2012	Meeting with Heather Williamson (library grad school prep)
27 August 2012	Meeting with Tiffany Atwater (volunteer)
4 September 2012	Staff Development Day
11 September 2012	Meeting with Heather Williamson to go over assignments
24 September 2012	Meeting with former intern, Bashar
25 September 2012	Faculty Meeting
27-29 Sep 2012	Carol Waggoner-Angleton – tour of CSU Archives, Georgia Archives, and National Archives.
8 October 2012	Meeting with Annie Carr
11 October 2012	Farewell to Tameka in Career Services
7-9 November 2012	Society of Georgia Archivists Annual Conference

27 November 2012	Meeting with Ashley Daniel – mentoring
28 November 2012	Meeting with Brandon Nelson
3 December 2012	Meeting with Ashley Daniel – mentoring
15 January 2013	Meeting with Rhonda Gibson
28 January 2013	Meeting with Terri Taylor-Hamrick re uncomfortable situation
11 February 2013	Meeting with Laura Herndon re proofing LibGuide
13 March 2013	Meeting of Library staff re Georgia Archives
25 March 2013	McDonough School Museum meeting in Archives
26 March 2013	Meeting with Mary Huie Jolly re Lucy Huie Collection
9 April 2013	Retirees to identify photographs
9 April 2013	Visit to Huie household to view collection
11 April 2013	Library met with Dr. Hynes
1 May 2013	Faculty Meeting
10 June 2013	Meeting with Tina Lake-Veterans' Office – internships
17 June 2013	Interviewed Rob Vickers for internship
19 June 2013	Interviewed Janelle Hughley for internship
19 June 2013	Interviewed Kathleen Ashley for internship
20 June 2013	Met with former intern Lora Billinger

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: an all-day workshop and a mini workshop (4 hours).

McDonough School Museum

Gordon Baker, Jennifer Duke, Robin Faulkner and Rosemary Fischer are working together to bring the museum up-to-date and organize the collections. This is a long-term project.

Outreach for 2012-2013

12 July 2012	Our Genealogy Group Meeting – Mini Workshop 1:00-5:30 p.m.
5 August 2012	Our Genealogy Group Meeting and preparation 11:30-5:30 p.m.
9 September 2012	Our Genealogy Group Meeting – Did a presentation on <i>Death Defying Research</i> , 1:00-5:30 p.m.
7 October 2012	Our Genealogy Group Meeting, 1:00-5:30 p.m.
12 October 2012	Judge Homecoming Decorations at Dutchtown High School
4 November 2012	Our Genealogy Group Meeting, Citations, 1:00-5:30 p.m.
26 November 2012	Scan photo for OGG members (2)
2 December 2012	Our Genealogy Group Holiday Party, 2:00-6:00 p.m. Host
14 December 2012	Judge science fair at Union Grove Middle School
6 January 2013	Our Genealogy Group Meeting, 1:00-6:00 p.m.
1 February 2013	Helen Ruffin Reading Bowl – help set up

3 February 2013	Our Genealogy Group Steering Committee Meeting 1:00-3:00 Our Genealogy Group Meeting 3:00-5:30 p.m.
February 2013	Preparations for Our Genealogy Group All-day Workshop
6 March 2013	McDonough School Museum organizational meeting
8 March 2013	Our Genealogy Group prep for workshop 5:00-8:00 p.m.
9 March 2013	Our Genealogy Group All-Day Workshop with Exhibits, 6:30 a.m. – 6:30 p.m.
21 March 2013	McDonough School Museum – work and meet
25 March 2013	McDonough School Museum – meeting in Archives
4 April 2013	Met with Terri Taylor-Hamrick to prepare for Our Genealogy Group program – <i>Keeping Keepsakes</i>
15-18 April 2013	Library Book sale
27 April 2013	Family History Center Workshop – 7:00-5:00 p.m. Presented two programs: <i>Cemeteries: A Grave Undertaking</i> and <i>Family Reunion Ideas</i> . Set up 4 exhibits: Our Genealogy Group, Family Reunion Ideas, Hollinger metal Edge and Gaylord.
1 May 2013	Drop off Our Genealogy Group brochures at the National Archives
2 June 2013	Our Genealogy Group Annual Picnic celebrating 5 years
13 June 2013	Program for the National Active and Retired Federal Employees Program entitled <i>Genealogy: A Family Thing</i>

ACQUISITIONS

The Archives has just started to note each item which is sent to the Archives for its collections. Record keeping started in November 2012 and is improving with each month. Below is a table showing the number of items received each month.

Month	Number of Items Received
November 2012	7
December 2012	0
January 2013	0
February 2013	0
March 2013	5
April 2013	13
May 2013	120
June 2013	81

PROMOTION OF ARCHIVES

Every speaking opportunity is also an opportunity to promote Clayton State University and its Archives. Every personal appearance provides the same chance to promote our school and the quality of education and services we provide.

- | | |
|------------------|---|
| 4 September 2012 | CSU 1022 Class – <i>What are Archives and how do I use them?</i> |
| 24 January 2013 | Kemp's History class: <i>What are Archives and how do I use them?</i> |
| 13 February 2013 | Care and Majors Fair on Main Street 4:30-6:00 p.m. |

COMMITTEES AND MEMBERSHIPS

- Clayton State Committees and Councils
 - Librarians Committee
- Memberships
 - **NATIONAL**
 - Society of American Archivists
 - National Genealogical Society
 - **REGIONAL**
 - New England Historic Genealogical Association
 - **STATE**
 - Society of Georgia Archivists
 - GUGM
 - HERA
 - **OTHER**
 - University of South Carolina Alumni Association
 - University of Washington Lifetime Alumni Member
 - Old New Hanover Genealogical Society (NC)
 - Horry County Historical Society (SC)
 - Our Genealogy Group at Clayton State University

PROFESSIONAL DEVELOPMENT

Each day after the Photoshop instruction, I spend time working with the different tools in Photoshop. I have learned to repair a tear or bend in a photo and remove spots from garments, faces, hair, etc.

7 November 2012	Basic Electronic Records, Geoffrey A. Hutch
8 November 2012	Representation and Accessibility in Digital Archival Collections
8 November 2012	Assessment in Archives
8 November 2012	Archives Advocacy Training
9 November 2012	Copyright in the Digital Age
12 December 2012	Pre-LibGuide Training
26 March 2013	Photoshop Instruction (CID with Christopher White)

STAFF ACCOMPLISHMENTS



Student Assistant Accomplishments

Reico Cartwright

Reico came to us a year ago from the Information Technology program. He switched his major to history after doing an internship in the Archives. He hopes to go to graduate school for archival studies.

Reico is digitizing the Sports Media Yearbooks for the Athletic Collection. This is a huge job. He is saving each yearbook onto an archival CD.

Reico also monitors and temperature and humidity in the Archives and prepares a monthly report.

Reico is also digitizing faculty syllabi on archival CDs for the collection. He is going department-by-department. This also is a long-term project.

Our collection of University Relations publications is growing daily. Reico copies all news clippings, the Laker Lines, the Laker Lines for Students, the Campus Review, and the Laker Connection onto archival CDs.

All the photography in our department is the responsibility of the Student Assistant. Reico takes photographs of collection items, exhibits and displays, special events, and the new interns and volunteers.

Reico also assists with exhibits and displays, requests for archival information, and works with different collections on special assignments. After training, Reico will also be assisting with getting the LibGuides for genealogy topics online.

INTERNS AND VOLUNTEERS

The number of interns and volunteers and the time they spend in the Archives fluctuates from semester-to-semester. When the Archives first began taking interns and volunteers, an internship was required for history students. This sent a steady supply of students to the Archives. The internship requirement was dropped from the history major. As a result, there are less interns than in the past.

The Archivist recruits from all departments, as well as, Career Services, and the Veterans. The Archivist also uses the Internship Fair to let the students know about an opportunity for an internship on campus. Not all departments consider an internship in the University Archives as valid for their program of studies, i.e. Nursing, Health Care Management, and Teacher Education.

To-date, interns have come from these department: history, psychology, business, information technology, integrated studies and liberal studies. Volunteers are usually former interns that have graduated or worked in the library during their undergraduate studies.

Intern Accomplishments



Rob Napier

Rob did two internships with the Archives: Fall 2012 and Spring 2013. Both semesters he worked on the Athletic Department Collection. He did discovery on what was in the boxes. He identified photographs by using the Sports Media Books from each year and each sport. He organized the collection and prepared a full inventory of all the boxes.

This is a large collection of 40 boxes and two bags of clothing and photographs yet to inventory.

Volunteer Accomplishments



Sarah
Fraticelli

Sarah assembled a collection for the Dental Hygiene program by researching multiple collections and copying materials for Dental Hygiene. This is the second collection Sarah has created for reference in the Archives.

The original order of the Library Collection was destroyed by a volunteer. Since Sarah had worked in the library, knew the staff, and the departments, she agreed to put the collection back in original order by department. This collection consists of 17 boxes.



Tiffany
Atwater

Tiffany was a volunteer from the Masters of Archival Studies degree program. She wanted to be a university archivist. Tiffany helped create a brochure and presentation for student organizations, especially the Greeks. We are planning on passing out this brochure to student organizations and to present the program at the beginning of each year.

Tiffany helped research requests that came for information about Clayton State. She pulled together information about the CJC charter and name changes. She had to research over 100 boxes of the President's collection to pull this information.



Erica
Harrington

Erica was an intern with the Valdosta Library degree program. Erica spent five weeks in the Archives to become familiar with what an Archives does and how it works.

Erica worked on discovery and inventory projects. She also completed the vocabulary and space assessment projects that are given to all interns and volunteers who have not taken classes in archival theory and management.

Clayton State
Retirees
Association

Four volunteers from CSRA came and worked for three hours to help identify faculty photographs.

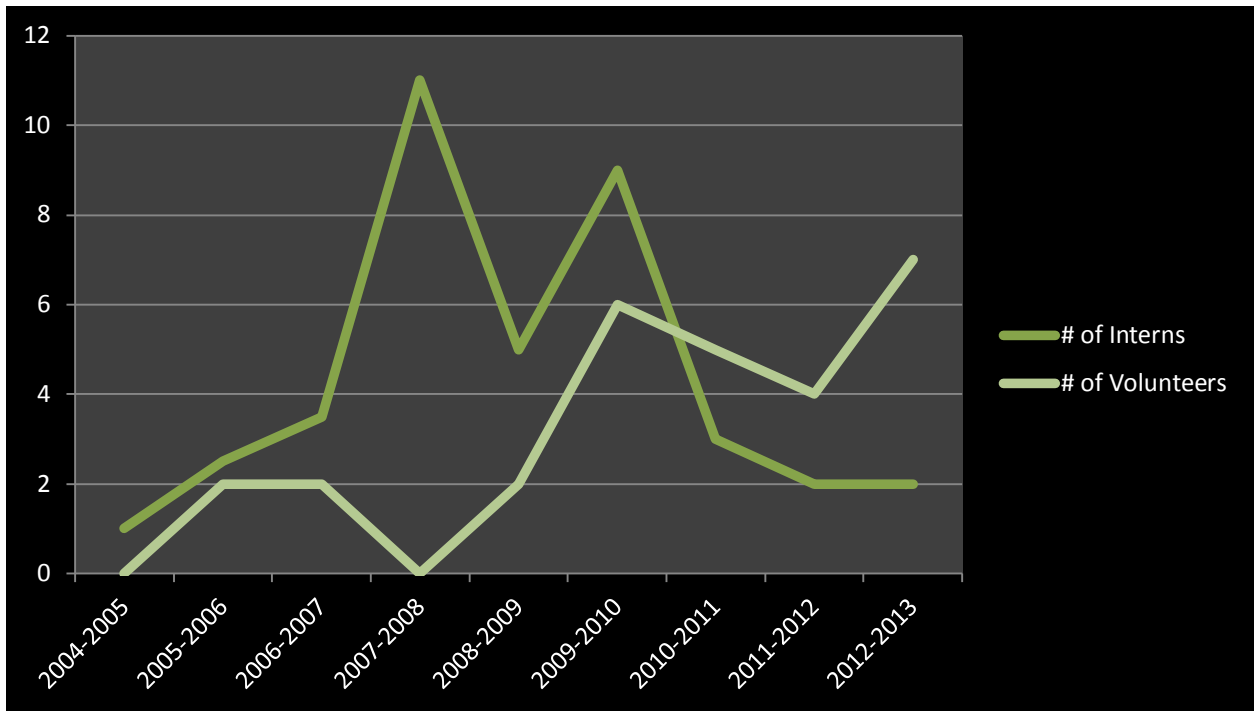
Intern and Volunteer Statistics

INTERN AND VOLUNTEER HOURS 2004 to JUNE 2013

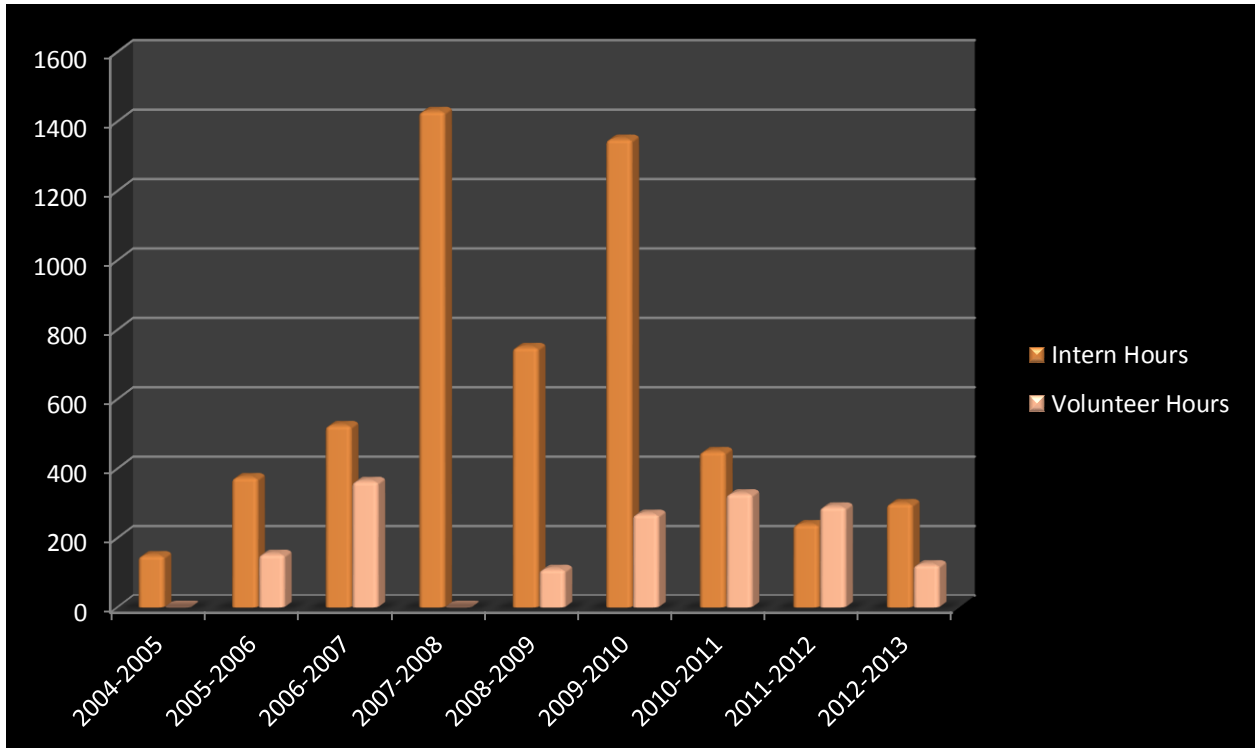
Academic Year	Number of Interns	Intern Hours	Number of Volunteers	Volunteer Hours
2004-2005	1	150	0	0.00
2005-2006	2.5	375	2	154.00
2006-2007	3.5	525	2	364.00
2007-2008	11*	1430*	0	0
2008-2009	5	750	2	110.50
2009-2010	9	1350	6	269.25
2010-2011	3	450	5	328.25
2011-2012	2	239.50	4	295.50
2012-2013	2	300	7	123.75
TOTALS	39	5569.50	28	1640.00

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

COMPARISON OF THE NUMBERS OF INTERNS AN VOLUNTEERS



COMPARISON OF INTERN AND VOLUNTEER HOURS



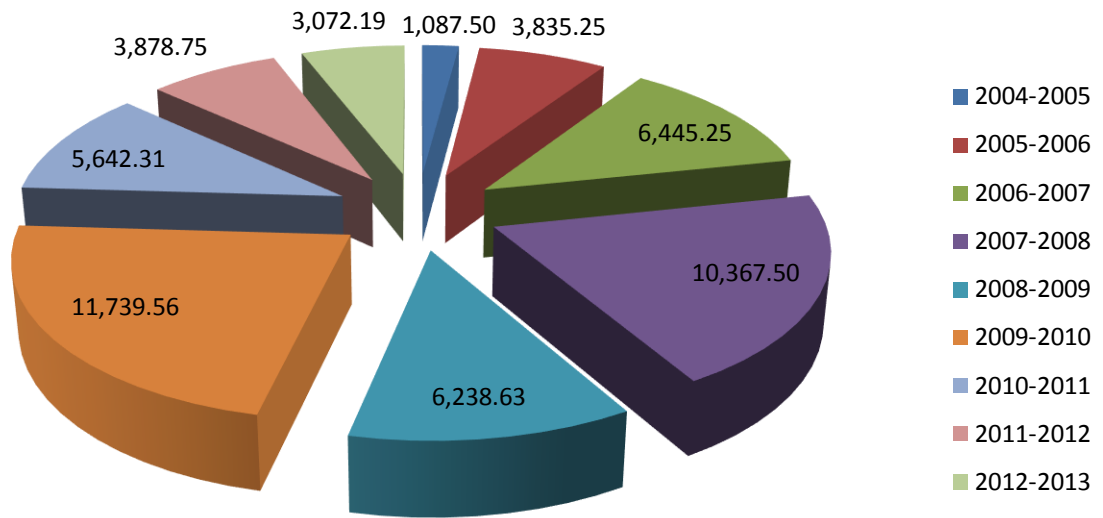
This table and the charts which follow show the contribution that interns and volunteers make to the Clayton State Archives. The students and friends of the archives have made it possible to move forward and to process collections.

Unpaid Intern and Volunteer Hours as a Donation to the Archives

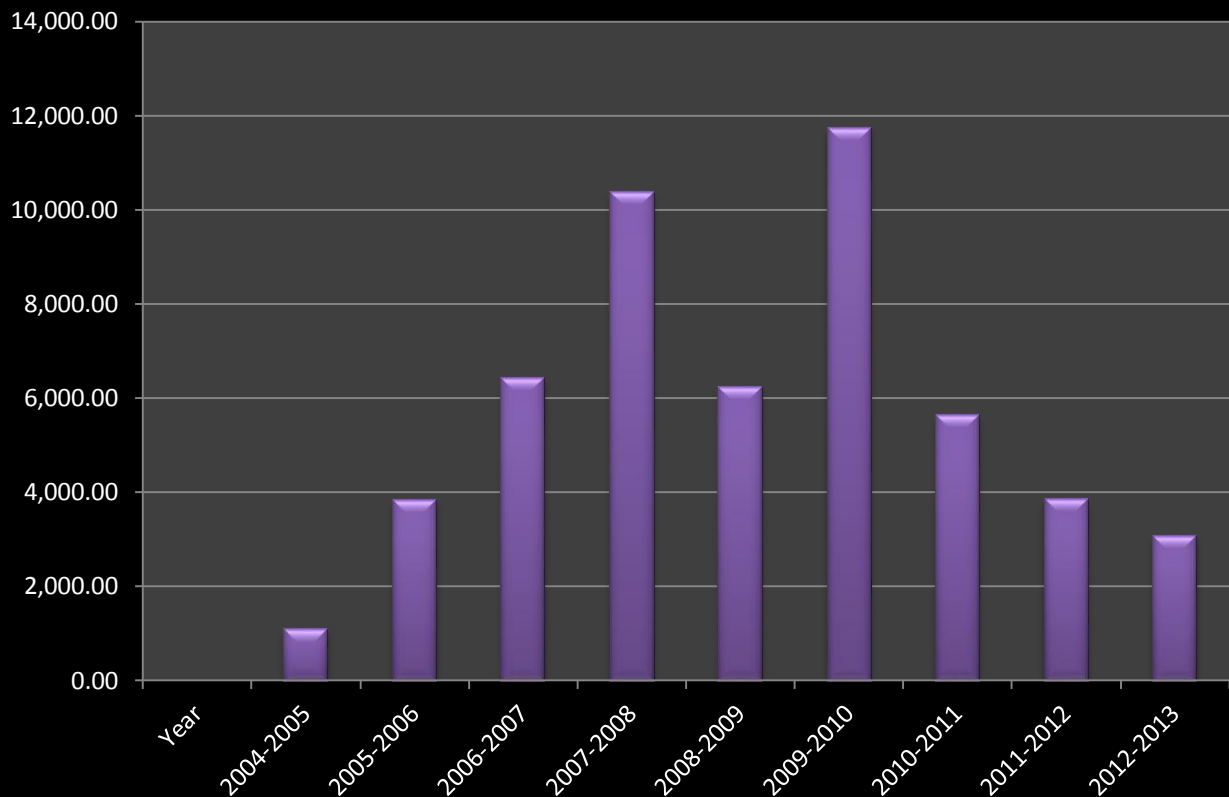
(Based on a wage of \$7.25 per hour – minimum wage)

Academic Year	Intern Hours	Volunteer Hours	Total Hours	Total \$ Donation
2004-2005	150.00	0.00	150.00	1,087.50
2005-2006	375.00	154.00	529.00	3,835.25
2006-2007	525.00	364.00	889.00	644.35
2007-2008	1,430.00	0.00	1,430.00	10,367.50
2008-2009	750.00	110.50	860.50	6,238.63
2009-2010	1,350.00	269.25	1,619.25	11,739.56
2010-2011	450.00	328.25	778.25	5,642.31
2011-2012	239.50	295.50	535.00	3,878.75
2012-2013	300.00	1,640.00	1,940.00	14,065.00
	5,569.50	1,645.25	7,214.75	52,306.94

Total Donation



Total \$ Donation



GOAL AND CHALLENGES

- Smooth transition to new space.
- Exhibits for new display area. Start working on adding to existing displays like the posters created by Amy Allen which are displayed on the end of our shelves. We will be adding new posters with additional buildings and redoing the Presidents. We will create new exhibits which can be put in the new exhibit space in the archives.
- Label all archival boxes in the entire archives. This must be done before the boxes are taken to storage.
- Update the Archives' web page. Work with the Image folks to develop a new web page for the Archives.
- Update and publish the Internship Manual online. The layout of the manual has been changed. Instead of individual projects, project outlines will be created by the type of work to be done: discovery, inventory, arrangement, description and finding aids, exhibits and displays, digitization.
- Archon? Archon has been combined with Archivists' Toolkit to provide one program for everyone. Once training is offered, the Archivist and the Student Assistant will take the training.
- Keep creating digital collections for the archives' web page. Eventually the collections we are digitizing will be put on the archives' web page.
- Create online exhibits for the new Archives' web page. These exhibits will focus on collections in the Archives.
- Continue to monitor the environment in the Archives. Provide monthly updates and reports. We are looking to comparing the current reports to the reports that will come from our new improved space.

Clayton State University Library
Collection and Resource Management Department

2012/2013 Annual Report



Cathy Jeffrey
Associate Dean of the Library
Clayton State University
2012 – 2013

Overview

Fiscal year 2012/2013 will be remembered as the first year that the materials budget exceeded a half million dollars. Much of that budget was expended on e-resources with the largest purchase of individually selected e-books to date. Some of the e-books were funded through the campus one time funding initiative. FY2013 was also a year that was notable for new projects and a major move while maintaining normal operating functions.

During FY2013 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 82,040 volumes. This total reflects the addition of 2,695 volumes and the removal of 12,260 volumes. An additional 27,440 bound periodical volumes bring the bound volume total to 109,480 volumes. There are an additional 344,117 electronic, audiovisual and microform items owned by the Library bringing the total collection to 453,597. The Library's collections were supplemented by materials borrowed through InterLibrary Loan. A total of 926 InterLibrary Loan requests made by Clayton State students, faculty and staff were filled during FY2013. For a detailed summary of additions to the collection during FY2013 see Appendix B.

This year in addition to routine functions, the Collection and Resource Management Department staff participated in several projects related to the Library's commitment to weed 20% of the circulating and reference book collections. The Librarians in the department reviewed materials in their liaison areas selecting titles that could be withdrawn. All department members participated in the process of physically withdrawing materials from the collection and packing them for state surplus.



As illustrated in the pictures above, the department was frequently congested by the volume of books being processed out of the collection.

During FY2013 the Library worked with staff members of other departments to develop plans for a proposed renovation of the Library building that will increase the Library's square footage and provide more space for student study and research. At the close of FY 2013 as a first step toward the renovation of the first floor of the building, the Collection and Resource Management Department was relocated to the second floor occupying L-200. Members of the Collection Management Department evaluated furniture and equipment to determine what should be moved and what could be sent to state surplus.



Department staff spent two weeks in June packing, moving and unpacking.

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. 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 served as Treasurer of the organization; Laura Herndon serves as secretary of the GLA Paraprofessional Division; Rhonda Boozer chairs the Awards Committee of the Paraprofessional Division.

Library Expenditures

The Library materials budget allocated in July 2012 totaled \$425,000.00. This amount reflects an increase of \$49,500.00 over the amount initially allocated for FY2012.

During the course of FY2013 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2013 budget was \$503,044.10. This amount reflects a record high allocation of funds for the purchase of library materials for the second year in a row surpassing the previous record by \$15,324.33. The increase in allocation included funds transferred from the Library's operating budget, funds allocated to the library to purchase e-resources as part of the campus wide one-time funding initiative and funds transferred to the Library by other departments to support library resources.

For the first time spending on electronic resources accounted for over half of the Library's expenditure on materials totaling \$276,339.02. This increase in spending on electronic resources was in part due to an initiative to update the reference collection and make more reference sources available to students and faculty remotely.

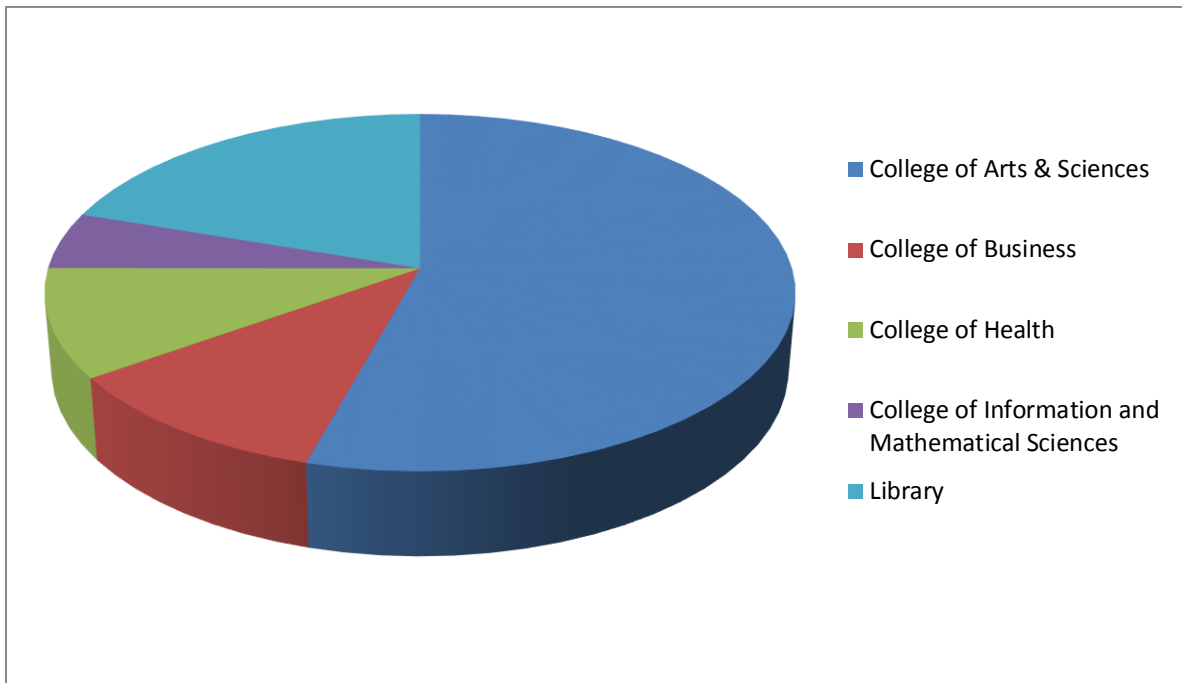
The materials selected during FY2013 will contribute to the Library's ability to appropriately support the curriculum of the University. Many of the purchases made during FY2013 were for continuing resources. To maintain these resources the library will need continued support in coming years. Every periodical 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.

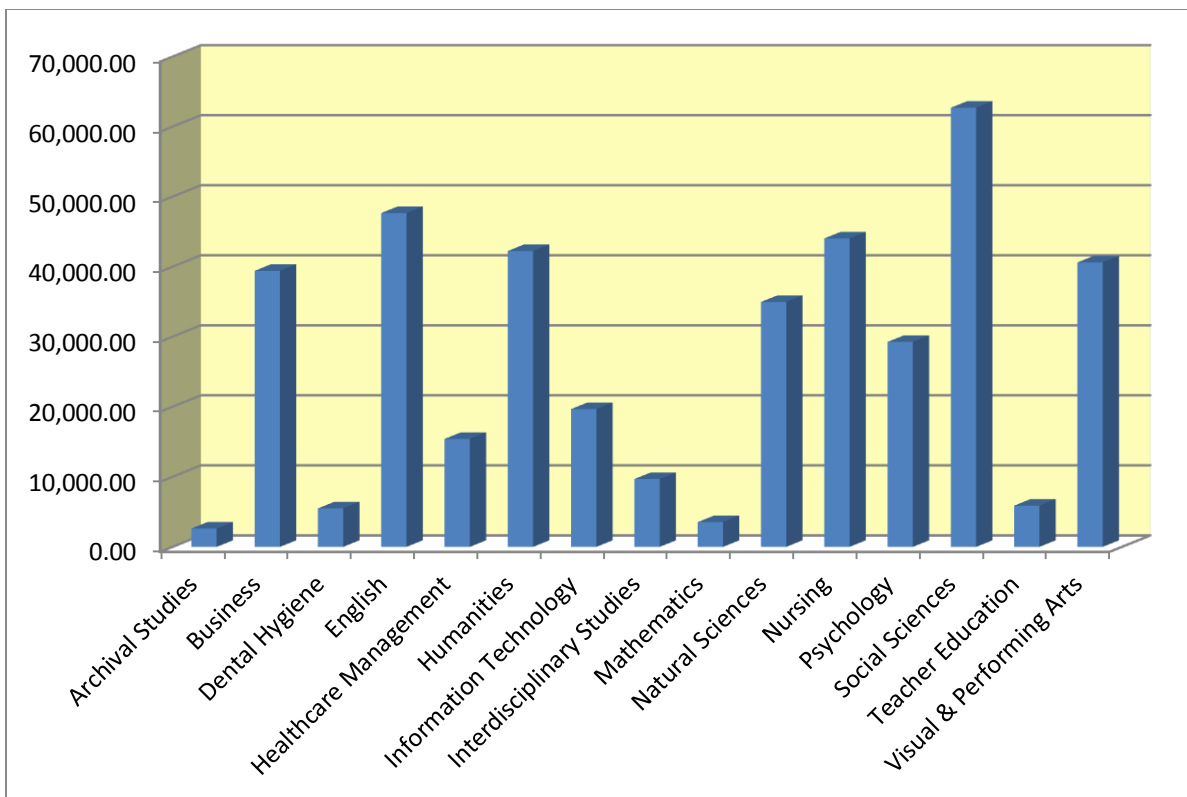
Expenditures by College/Department

College	Expenditure	Percent of Budget
College of Arts & Sciences		
English	\$47,667.88	9.47%
Humanities	\$42,253.80	8.4%
Interdisciplinary Studies	\$9,689.83	1.93%
Natural Science	\$34,977.02	6.95%
Psychology	\$29,266.14	5.82%
Social Sciences	\$62,709.37	12.47%
Teacher Education	\$5,887.09	1.17%
Visual & Performing Arts	\$40,619.48	8.07%
Total	\$273,070.61	54.28%
College of Business		
Business	\$39,421.34	7.84%
Health Care Management	\$15,416.00	3.06%
Total	\$54,837.34	10.9 %
College of Health		
Dental Hygiene	\$5,498.08	1.09%
School of Nursing	\$44,044.37	8.76%
Total	\$49,542.45	9.85%
College of Information and Mathematical Sciences		
Archival Studies	\$2,622.29	.52%
Information Technology	\$19,676.52	3.92%
Mathematics	\$3,533.32	.7%
Total	\$25,832.13	5.14%
Library	\$99,761.58	19.83%
Total	\$503,044.11	100.00%

Expenditures by College/School

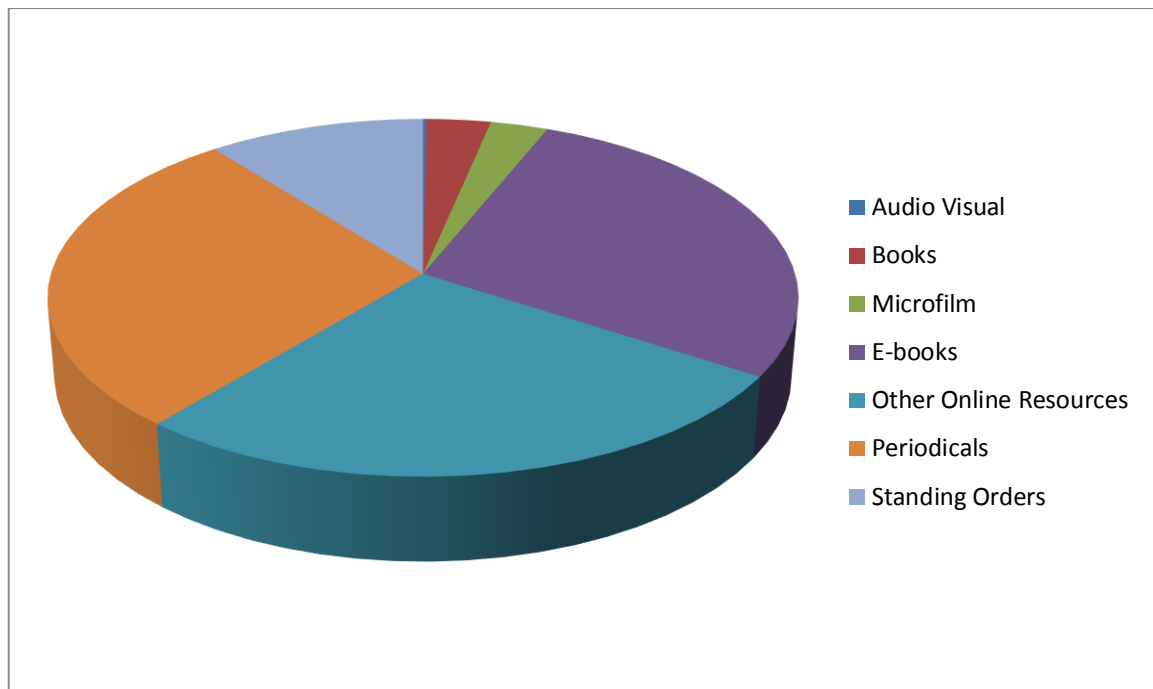


Expenditures by Department



Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$902.96	.18%
Books	\$15,794.97	3.14%
e-Books	\$140,903.32	28.01%
Microfilm	\$14,187.05	2.82%
Online Resources	\$135,435.79	26.92%
Periodicals	\$142,243.40	28.28%
Standing Orders	\$53,576.62	10.65%



Accomplishments

Below are highlights of the Collection and Resource Management Department activities for FY2013. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

During FY2013 the Collection and Resource Management staff placed orders for 1,540 titles and received 1,265 items. 4,577 new titles were added to the collection with a total of 4,148 items. The staff made 588,305 updates to records in the online catalog. 3,024 items were processed for the shelf. 631 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.

Emphasis was placed on the acquisition of additional electronic resources. Cathy Jeffrey worked with other staff members to prepare and submit a successful proposal for the campus one time funding initiative securing an additional \$58,552.07 for the purchase of electronic books. The library has a total of 34,077 e-books of which 1,067 were added during FY2013 at a cost of \$140,903.32.

All department staff participated in the project to withdraw old, outdated and under used materials from the collection. The goal for this project is to withdraw 20% of the Library's print materials. Emphasis is on withdrawing books older than 1990 which have not circulated in the last 13 years and to withdraw titles that can be replaced by updated electronic content.

Several projects to improve the integrity of the on-line catalog were undertaken. Changes made included: projects to adjust URLs in e-book and Films-on-Demand MFHDs by adding the EZproxy prefix to the links of those domains that are configured to work with EZproxy making these titles available off campus; updated records to improve display of facets in GIL Find; work with the service site staff to correct a problem with suppressed records continuing to display in the GIL Find Universal Catalog; updated headings changed as a result of the implementation of RDA.

Department staff worked on several projects some of which were completed during FY2013. Completed projects include; updating labeling for the *United States Code Service*; updating reserve records to correctly display video formats; removing records for audiocassette gifts that will not be added to the collection; replaced electronic book call numbers with a Library of Congress classification information.

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 FY2013: Adam Kubik and Cathy Jeffrey participated in the Library Liaison team project to review the reference collection and select print materials to be weeded and/or replaced with electronic books; Heidi Benford planned and hosted the annual Holiday party along with quarterly birthday celebrations and a wedding shower for Katherine Ott; department staff made arrangements for library displays including displays on the study abroad program, disability services, and Saudi Arabia; the OPAC Team reviewed the Galileo Discovery interface and made recommendations; all department staff members participated in the Library book sale.

Collection and Resource Management staff assisted other libraries in solving problems with Voyager online catalog displays, Voyager Acquisitions procedures, issues with Cataloger's Toolkit, and the bulk import of MARC records into Voyager. In addition, Cathy Jeffrey worked with USG catalogers and the USG System Office to initiate a consortial subscription to the RDA Toolkit.

The Department made arrangements to provide permanent backup for InterLibrary Loan processing. Rhonda Boozer trained Heather Walls in Interlibrary Loan procedures. Heather will fill in whenever Rhonda is out of the office for an extended period insuring that student and faculty needs are met.

Collection Management has assumed responsibility for filing updates into Reference and Legal volumes. Freeing the Reference Department of this chore will allow more time for instruction and individual consultations with students.

The backlog of gift books awaiting cataloging was eliminated during FY2013.

Personnel

The Collection and Resource Management Department was honored to have 3 members of the staff receive awards for service to the institution. Heidi Benford and Heather Walls both received awards for 20 years of service at Clayton State. Laura Herndon received an award for 15 years of service to the institution.

The Collection and Resource Management staff was stable during the 2012/2013 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. The four staff positions were held by Heidi Benford, Acquisitions Assistant; Rhonda Boozer, InterLibrary Loan and Reserves Assistant; Laura Herndon, Periodicals Assistant; Heather Walls, Catalog Assistant. For more information on the work of the permanent staff see the Staff Accomplishments section of this document.



Sarah Fraticelli joined the department as a part time temporary catalog librarian. Sarah worked on a project to eliminate the backlog of gift books. Her employment lasted from July 2012 through December 2012.

Student assistant, Vanessa Okyere left the department at the end of spring semester 2012. Ashley Vereen continued in her student assistant position through her graduation in spring 2013. Ashley has been an asset to the department and will be missed. The primary responsibilities of the student assistants include preparing new books for the shelf and processing and shelving new periodical issues.

Erica Harrington worked as a library intern during spring semester 2013. She spent four weeks of her internship in the Collection and Resource Management Department working on an e-resource project. Her work improved access to online journal content.

Staff Accomplishments

Heidi Benford



Successes

- Received an award for 20 years of service at Clayton State.
- Trained student assistant Ashley Vereen in entering gift items in Voyager Acquisitions.
- Completed a project to correct records for cancelled orders insuring that the records have been suppressed from the OPAC.
- Assisted acquisitions staff from Kennesaw State University with questions regarding the Voyager Acquisitions module.
- Led a Staff Council Coke products sale fund raiser.
- Participated in the weeding/withdraw project.
- Assumed management of the Baker and Taylor Lease order and return process.
- Processed orders for 1,540 titles.
- Received and processed invoices for 719 volumes.
- Checked-in and processed invoices for 452 volumes received on standing order.
- Dedicated 26 hours to team meetings and activities.

Professional Development

- Georgia Library Association
 - GLA member
- Attended a University System of Georgia Staff Council meeting, May 1, 2013.
- State Media Festival Committee
 - Committee Member
 - Served as food coordinator of the State Media Festival

Meetings, Workshops, Training

- Attended the Georgia Governmental Purchasing Conference and Products Exposition, March 27, 2013
- Along with Cathy Jeffrey, Gordon Baker, Kara Mullen and Jennifer Duke met with internal auditor Ceimone Strickland to discuss library vendors and purchasing practices, Aug. 9, 2012.

- Along with Kara Mullen and Cathy Jeffrey met with B&T representative John Laraway to discuss how e-books from EBSCO and other aggregators can be purchased through Title Source 3, Aug. 27, 2012.
- Attended a webinar from ExLibris titled; Alma 101: Overview and Demonstration, Oct. 24, 2012
- Completed the required training course: Sexual Harassment: A Commonsense Approach!
- Attended Procurement Day workshops, Feb 27, 2013
- Attended a webinar titled: Statewide procurement manual changes, June 25, 2013.

Institutional Participation

- Collection and Resource Management Department Team
 - Team Member
- Social Team
 - Team Leader
- Staff Council – Chair
- Member of the Clayton State Foundation Board
- Co-chair of the AJC Top 100 Workplaces Celebration Committee
- Staff representative on the Institutional Review Board.
- Helped plan and host the Top 100 Workplaces Employee Celebration Event
- Participated in the Library Staff Development Day.
- Assisted with the Library Book Sale
- Member of the IRB Committee
- Member of the Parking Committee
- Homecoming Committee – member; Homecoming Parade - Chair
- Co-Chair of the Faculty-Staff Fund Drive Committee
- Staff representative to Administrative Council
- USG State Staff Council member
- Women's Forum Auction & Chili Cook-Off Team member.
- Member of the Homecoming Committee
- Chair of the Homecoming Parade Committee
- Member of the AJC Workplace Celebration Committee
- Participated in events on campus including: Loch Shop Wii Wednesday programs; Faculty/Staff Fund Drive Hot Dog Rally; attended AVP/Controller candidate presentations; attended the Employee Benefits Fair; Loch Shop Halloween Contest; attended a farewell reception for Reda Rowell; Loch Shop Holiday Celebration; Tree Lighting Ceremony; President Hynes' Holiday Social Gathering; 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.

Community Service

- Parade of Excellence volunteer.
- 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

Rhonda Boozer



Successes

- Participated in the weeding/withdraw project.
- Completed end of semester Interlibrary Loan inventories.
- Completed a project to update reserve records to correctly display Video format.
- Completed a project to remove 239 audiocassette gifts from the OPAC.
- Began a project to update reference e-books with the new Electronic Reference Book location. This project will also include adding genre terms and LC call numbers as needed.
- Assisted with opening the Library two days per week during Summer Semester due to staffing fluctuations in the circulation department.
- Performed monthly and end of semester inventories and copyright compliance for the Reserves Collection.
- Trained Heather Walls in ILL procedures.
- Added 672 reserve items.
- Removed 589 items from reserves
- Processed 2,084 interlibrary loan requests
- Added 585 item records.
- Dedicated 3 hours to team meetings and activities.

Professional Development

- Georgia Library Association (GLA)
 - GLA Member
 - Awards Committee Member
 - Paraprofessional Division Awards Committee Chair
- Georgia Association for Instructional Technology (GAIT)
 - GAIT Member
- Atlanta Regional Consortium for Higher Education (ARCHE)
 - ILL/ILU Committee Member
- GIL ILL Committee Member
- Attended the OCLC Virtual Resource Sharing User Group Meeting webinar, July 12, 2012
- Attended "Emerging technologies: Tips and Strategies for Success in Libraries, July 18, 2012
- Attended Designing Vibrant Libraries: Using our Strength to Create the Libraries of the Future, July 20, 2012.
- Attended the GaCOMO conference held Oct. 3-5, 2012 in Macon, Ga.

- Attended OCLC WorldShare ILL Borrowing training webinar, Jan. 3-4, 2013
- Attended OCLC Resource Sharing Virtual User Group Meeting (Webinar), Feb. 7, 2013.
- Attended WorldShare ILL Post-Install Update (Webinar), Feb. 7, 2013
- Attended 2012/13 Lyris Annual Meeting (Webinar), Feb. 7, 2013
- Attended Building a Research Commons in a University Library (Webinar), Feb. 13, 2013
- Attended WorldShare Interlibrary Loan "Best Practices" Webinar, May 28.
- Attended a webinar titled: RDA has arrived: essentials for RDA for Public Services, June 19, 2013
- Attended a WorldShare ILL Updates webinar, June 20, 2013

Meetings, Workshops, Training

- Attended the demonstration of the new Scanpro Microfilm machine, July 23, 2012.
- Attended a Student Organization Advisor Training Workshop, July 27, 2012.
- Attended the ARCHE ILL/ILU meeting held at the University of West Georgia, Aug. 3, 2012
- Attended the Transforming Discovery and Resource Sharing with OCLC: First Search, WorldCat Resource Sharing and Marc webinar, Aug. 22, 2012.
- Attended the Document Delivery Using OCLC Article Exchange webinar, August 28, 2012.
- Attended the OCLC WorldShare Management Services Demonstration: Circulation and Discovery (Webinar), Oct. 30, 2012
- Attended the webinar titled "Planning for disaster", Nov. 8, 2012.
- Attended the webinar titled "RDA are we there yet?" Nov. 14, 2012.
- Completed the required training course: Sexual Harassment: A Commonsense Approach!

Institutional Participation

- Collection and Resource Management Department Team
 - Team Member
- Opac Team
 - Team Member
- Social Team
 - Team Member
- Participated in the Library Staff Development Day.
- BCM Advisor
- Participated in events on campus including: Top 100 Workplaces Employee Celebration Event
- Assisted with the Library Book Sale.

Laura Herndon



Successes

- Received an award for 15 years of service at Clayton State.
- Worked to expand the Library's periodical collection by accepting and processing periodical volumes and microfilm. As part of this assignment, created a new template for microfilm holders. It was necessary to rearrange periodical shelving to accommodate the new bound volumes and microfilm.
- Completed a project to update labeling for the *United States Code Service*.
- Assumed new duties previously assigned to the Reference Librarians. Ms. Herndon will now be responsible for filing updates into reference and legal volumes. This change will allow Reference Librarians to spend more time on instruction duties.
- Completed a project to update Hegis codes in Ebsconet.
- Participated in the weeding/withdraw project assuming primary responsibility for locating titles that were the last copy available in USG libraries so that these titles could be offered to the University of Georgia and remain available to USG students.
- Continued to provide training for student assistant, Ashley Vereen, in periodical check-in, processing, and shelving.
- Completed a LibGuide on the Civil War.
- Prepared a display on Saudi Arabia.
- Began cataloging training for periodicals.
- Processed 140 claims/requests for missing periodical issues.
- Prepared 631 volumes for shipment to the bindery and received and processed them when returned.
- Added 625 rolls of microfilm to the collection.
- Added 456 volumes to the collection.
- Checked in 2,862 periodical issues.
- Cataloged 96 titles.
- Dedicated 17 hours to team meetings and activities.

Professional Development

- Georgia Library Association (GLA)
 - GLA Member
 - GLA Awards Committee member.

- Secretary of the Paraprofessional Division
 - Paraprofessional Division Awards Committee member
- Attended the GaCOMO conference held Oct. 3-5, 2012 in Macon, Ga. Participated as a Co-presenter of a session titled: Cross-Training for the Front Lines
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 11, 2013.
- Attended the annual GIL User Group Meeting (GUGM), May 16, Macon, Ga.
- 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 a LibGuides meeting, Aug. 1, 2012.
- Attended a webinar from ExLibris titled; Alma 101: Overview and Demonstration, Oct. 24, 2012
- Attended a webinar titled “RDA, Are we there yet?” Nov. 14, 2012.
- Completed the required training course: Sexual Harassment: A Commonsense Approach!
- Attended the LibGuides Fall wrap up meeting and the training session, Dec. 10, 2012.
- Attended a LibGuides meeting, May 29, 2013.

- Institutional Participation

- Collection and Resource Management Department Team
 - Team Member
- Opac Team
 - Team Member
- Member of Provost’s Staff Advisory Council
- Treasurer of the Laker Angels organization.
- Participated in the Library Staff Development Day.
- Assisted at the Library Book Sale.
- Staff Council delegate.
- Chair of the Staff Council, Professional Development Committee.
- Participated in events on campus including: participated in the HUB’s Windows 7 Migration survey; attended the Benefits Fair.

Community Service

- Served as a judge at the Union Grove Middle School media science project fair.
- Volunteered at the Helen Ruffin Reading Bowl, Feb. 2, 2013.

Cathy Jeffrey



Successes

- Successfully managed the Library materials budget including reconciling the FY2012 accounts with the Business office and overseeing the FY2013 Materials Budget including the creation of the Voyager ledger for FY2013 and spreadsheets used for reporting.
- Successfully sought additional funding for Library materials by compiling a list of e-books selected by the liaison librarians as replacements for titles in the reference collection. This list along with a justification document drafted by Katherine Ott was submitted as part of an effort to participate in a University wide one time funding initiative.
- 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. Also met with vendor representatives to discuss products and services offered.
- Prepared a report for Gordon Baker detailing expenditures and holdings to support the Dental Hygiene program during its accreditation visit.
- Managed the purchase and addition of 541 e-books to the Clayton State Library Collection at a cost of \$81,000.00.
- Participated in projects to weed the Reference and Circulating Collections. The Reference project included selecting potential replacement e-books for Reference Collection materials. Work on the Circulation project included developing procedures for quickly moving the withdrawn items through the department including identifying any titles that were the "last copy in Georgia" and making arrangements to ship these to the University of Georgia; assisting librarians with questions about the project and offering help with documents and procedures; and arranging for pick up by the Facilities Management Department for transfer to the State Surplus Facility.
- Revised the Library's Enterprise Risk Management (ERM) Document.
- Assisted the Math Department in completing the Library section of its Comprehensive Program Review.
- Continued work on electronic resource management. During FY2013 1,067 e-books were added to the collection for a total cost of \$140,903.32. Bibliographic records for 2,420 Films on Demand streaming videos were added to the online catalog. Progress on activating individual electronic journals slowed but some improvements were made

- Participated in discussions and planning for a proposed expansion of the Library into space currently occupied by other University departments including meetings with facilities management staff and staff members from other departments housed in the Library building who will be affected by the move. Welcomed staff members from other departments who were evaluating Collection Management current space for repurposing for their needs.
- Participated in the Clayton State Library's LibGuide project by attending periodic meetings and updating existing LibGuides as needed and as time permitted. Provided initial LibGuide training to volunteer Debbie Meyer who hoped to create additional LibGuides for the Library.
- Participated in the Library Liaison initiative by continuing to build relationships with the CIMS faculty and faculty in the Interdisciplinary Studies Department; was a guest speaker at the August meeting of WISTEM at the request of the faculty sponsor; made presentations on the IEEE Computer Society Digital Library and the ACM Digital Library to two computer science classes at the request of the faculty member; met with the Mathematics Department Library Committee chair; encouraged CIMS faculty members to participate in the Library's faculty survey.
- Administered the Voyager System including: providing training for Elizabeth Bradshaw and Erin Nagel in Voyager access reports; produced a shelflist of the AV collection for Barbara Dantzler; oversaw the patron loads at the beginning of each semester; updated the Voyager calendar as needed; updated SYSADMIN to reflect the decision to give all non-book items a 7 day loan period including changes to location displays and the circulation matrix and working with location limit groups and operator profiles to get reserves to accept the new locations; bulk imported bibliographic records for e-books, Films on Demand titles, and B&T lease books; assisted Erin Nagel in creating Access Reports needed for SACS documentation; assisted Joan Taylor with Excel spread sheet for the weeding project; assisted Joan Taylor by creating a list of titles that support the BAS program; followed up with service site staff regarding online catalog access to Films on Demand titles; created a shelflist of materials that would support a dance minor for Gordon Baker; created a new location for an Archives Reference Collection; updated the Galileo password; installed the Voyager clients on Rhonda Boozer's workstation; prepared an A-V shelflist for Barbara Dantzler; created a new location for the Library Atlas stand; installing Voyager on workstations upgraded to Windows7 and following the Voyager System upgrade in December; produced the annual "missing/lost system list" for CID and the Circulation Dept.
- Assisted staff from other libraries: assisted Jenny Hock of Angelo State University and Constance Wade of East Georgia State College with LibGuide questions; hosted a visit by Olga Russo and other staff members from Kennesaw State University who needed help in the implementation of Voyager acquisitions; assisted Jeannie Blakely of Georgia Highlands College with the bulk import of marc records into the Voyager database.

- Coordinated displays on: the CSU Study Abroad Program and the Center for Disability Services.
- Cataloged 66 titles.
- Processed 4,290 volumes as Lost or Withdrawn.
- Added 3,488 records for e-resources to the online catalog.
- Dedicated 19.5 hours to team meetings and activities.

Professional Development

- Georgia Council of Media Organizations (GaCOMO)
- Treasurer
- Georgia Library Association
- GLA Member
- GLA Treasurer
- GLA Executive Board member
- GIL Cataloging Committee
- Member
- GOLD Next Steps Committee
- Member
- GLA Budget Committee member
- Attended the GaCOMO conference held Oct. 3-5, 2012 in Macon, Ga. Participated as a member of two panel discussions at Georgia COMO titled Electronic Resources Panel Discussion and Gift Horses & White Elephants: Managing Material Donations in a Down Economy. Thursday, October 4, 2012.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 11, 2013.
- Attended the annual ELUNA meeting held May 1-3, 2013, Athens, Ga.
- Attended the annual GIL User Group Meeting (GUGM), May 16, Macon, Ga.

Meetings, Workshops, Training

- Along with Heidi Benford, Gordon Baker, Kara Mullen and Jennifer Duke met with internal auditor Ceimone Strickland to discuss library vendors and purchasing practices, Aug. 9, 2012.
- Attended a webinar from ExLibris titled; Alma 101: Overview and Demonstration, Oct. 24, 2012
- Completed the required training course: Sexual Harassment: A Commonsense Approach!
- Attended a webinar on EBSCO EDS and adding the GIL Catalogs as a database within EBSCO Discovery, Dec. 13, 2012.
- Along with Kara Mullen and Heidi Benford met with B&T representative John Laraway to discuss how e-books from EBSCO and other aggregators can be purchased through Title Source 3, Aug. 27, 2012.

Institutional Participation

- 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
- Participated in the Library Staff Development Day.
- Member of the Search Committee for the Assistant Vice President/Controller position.
- Assisted at the Library Book Sale.
- Member of Student Affairs Committee.
- Represented the Library by attending meetings when the Dean was not available including Administrative Council meetings, Deans meeting, and Complete College Georgia meeting.
- Attended the Faculty/Staff Awards ceremony serving as an usher.

Adam Kubik



Successes

- Successfully managed the project to eliminate the backlog of gift books. As part of this project, completed copy cataloging training for Sarah Fraticelli.
- Participated in projects to weed the Reference and Circulating Collections including selecting potential replacement e-books for the Reference Collection. Adam also assumed primary responsibility for recording a count of volumes withdrawn, removing titles from the online catalog and deleting holdings from OCLC.
- Adam Kubik sent title and item counts of the L class and prepared a list of education related journal titles for Gordon.
- Participated in the Library Liaison initiative by continuing to build relationships with the Music faculty. Met with Kurt Zeller and Kathleen Kelly to discuss the proposed dance minor
- Adam Kubik and members of the OPAC Team reviewed several prospective versions of the GALILEO Discovery interface and recommended the version with local catalog records but without GIL Universal Catalog records for the Clayton State library. The team also tested and commented on the search functionality
- Participated in the Clayton State Library's LibGuide project by attending periodic meetings and updating and editing the Music LibGuide.
- Installed Connexion 2.4 on staff workstations.
- Maintained the CTK installation web page which has been used by other USG institutions.
- Updated the Voyager Cataloging tag table files and installed on staff workstations as needed.
- Assisted librarians from other institutions in solving problems including: working with Sean Purcell of the USG Service Site to help him troubleshoot the problem with some suppressed records not being removed from the GIL-Find UC; working with Tessa Minchew of Georgia Perimeter College and Barbara Milam of Kennesaw State to identify and seek a resolution for a new heading problem in Voyager; assisted Jacqueline Radebaugh of Columbus State with a cataloger's toolkit problem; corresponded with Pamela McCreless of Columbus State University about Cataloger's Toolkit installation.
- Met with Jessie Henry, a graduate student in the Valdosta State MLIS program, as part of an assignment about work in a Technical Service Department.

- Completed numerous projects to improve the integrity of the on-line catalog:
 - Worked on several projects related to e-book record cleanup. Included in these projects are: standardizing 007 fields in bibs and MFHDs; standardizing the usage of fixed field positions for government publications in the 006 and 008 field; working with Robin Faulkner, initiated a project to adjust URLs in e-book MFHDs by adding the EZproxy prefix to the links of those domains that are configured to work with EZproxy. Developed an automated method for cleaning up records for e-books following their initial load into the catalog.
 - Worked with Kara and Robin to test our e-book URLs for compatibility with the EZproxy service which they are implementing. After determining that the large majority of URLs were compatible, proceeded to add the EZproxy prefix to those URLs in our MFHD records. A small number of URLs which remain incompatible with EZproxy were not changed.
 - Updated all of the bib records in certain AV locations to ensure that the new circulation periods for those locations were properly displaying in GIL-Find.
- In preparation for the upcoming project to withdraw roughly 20% of the circulating collection, Adam Kubik developed a procedure for largely automating the process of updating records in the catalog and removing holdings from OCLC, where necessary.
- Added the EZproxy prefix to the URLs in the MFHDs of our Films on Demand records; touched all of the bib records with a reserve location, as well as all of the bib records for locally purchased e-books or e-journals, so as to push the new OPAC display locations for these locations into the facet display of GIL-Find.
- Fixed instances of multiple 020 \$a subfields in the same field, which is no longer a repeatable subfield. Also dealt with 020 \$b subfield data (which is no longer a valid subfield), usually by moving the data into the adjacent subfield \$a.
- Removed any final punctuation from 240 fields (unless the last element was an abbreviation).
- Added the EZproxy prefix to the URLs in the MFHDs of our remaining electronic books with a domain of www.netlibrary.com.
- Added 007 fields to the MFHD records of books and scores in the circulation and reference collections that were missing them.
- Added an additional 007 field of “qu” to bib records of scores for which 007 fields representing sound or electronic resource formats were also appropriate, to allow both the score and the additional format(s) to be assigned in GIL-Find.
- Checked for and corrected most invalid or obsolete bib record fixed field Publication status code combinations, however, we still have many records with a Publication status code of “r” and Date2 blank.

- Copied over 007 fields from bib records to MFHD records in cases where sound recording, video recording or microfilm MFHDs had 007s present in the associated bib records but lacking in the MFHD itself;
- Added indicators to the MFHD 866 fields that were lacking them.
- Reduced the MFHD Encoding Level to 2 and adjusted the Type of Record fixed field to “x” in cases where there was no coded or textual holdings statement present in the MFHD.
- Adjusted the MFHD Leader/18 code to “n” (No item information in record) for most MFHDs where it had been blank.
- Replaced a character string in the URLs of around 20,000 e-book MFHDs from “purl.galileo.usg.edu/gdir?code” to “www.galileo.usg.edu/express?link”.
- Adjusted the Type of Record fixed field in MFHDs from “x” to “y” for records that were coded serials in the bib record and had holdings recorded in an 86X field.
- Added the local (non-LCGFT) genre heading of “Foreign films” to several thousand additional bib records.
- Added the 257 field which indicates country or countries of production to the foreign films records.
- Provided lists of local bib records marked for suppression to Sean Purcell from the GIL Service Site to help him troubleshoot the problem of suppressed records not being removed from the GIL-Find UC in a timely manner. Also checked the GIL-Find UC to help determine the scope of records affected and whether the attempted fixes were working as expected. As of the end of March the problem appeared to be solved for newly suppressed records, though some previously suppressed still remained in the GIL-Find UC.
- Completed a project to remove “Electronic Book” MFHD call numbers from e-books with LC call numbers present in the bib record, and to move the LC call number into the MFHD.
- 043 geographic area codes were added to bib records to match jurisdictions given in 651 \$a or 6XX \$z bib subfields for the US, Canada, and their subdivisions.
- Completed changes to headings in the local catalog that were affected by the RDA Phase 2 updates to the national authority file. This included changing headings with matching authority records that were affected by the Phase 2 update, as well as using Gary Strawn’s RDA Conversion program to assist in making changes to headings that would have been changed by the Phase 2 update, but lacked matching authority records.
- Changed all uniform titles which included an ampersand or “Polyglot” in \$l (with the exception of a few headings for librettos, which are subject to additional considerations), which are no longer valid headings under RDA
- Cataloged 404 titles.
- Processed 8,024 volumes as Lost or Withdrawn.
- Made 9,723 corrections to the Voyager database.
- Dedicated 13 hours to team meetings and activities.

Professional Development

- Georgia Library Association
- GLA member
- Music Library Association
- MLA member
- Southeastern Library Association
- SELA member
- Attended the GaCOMO conference held Oct. 3-5, 2012 in Macon, Ga.
- Attended a webinar on EBSCO EDS and adding the GIL Catalogs as a database within EBSCO Discovery, Dec. 13, 2012.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 11, 2013.
- Attended the annual ELUNA Meeting held May 1-3, 2013 in Athens, Ga.
- Attended the annual GIL User Group Meeting (GUGM), May 16, Macon, Ga.
- Attended a LibGuides meeting, May 29, 2013.

Meetings, Workshops, Training

- Attended a webinar from ExLibris titled; Alma 101: Overview and Demonstration, Oct. 24, 2012
- Completed the required training course: Sexual Harassment: A Commonsense Approach!

Institutional Participation

- Collection and Resource Management Department Team
- Team Member
- Library Liaison Team
- Team Member
- Opac Team
- Team Leader
- Web Team
- Team Member
- Participated in the Library Staff Development Day.
- Assisted with the Library Book Sale.
- Member of the Undergraduate Curriculum Committee.
- Participated in events on campus including: Faculty/Staff Awards Ceremony serving as an usher.

Heather Walls



Successes

- Received an award for 20 years of service at Clayton State.
- Trained student assistant, Ashley Vereen, in score processing including sewing techniques.
- Trained student assistant, Ashley Vereen, in book repair techniques including hinge tightening and end sheet repair.
- Was cross trained in ILL procedures in order to fill in for Rhonda Boozer when she is out of the office and served in this capacity several times during the fiscal year.
- Completed a project to transfer Reference Collection titles to the Circulating Collection.
- Completed a project to update labeling for the *United States Code Service*.
- Participated in the weeding/withdraw project assuming primary responsibility for boxing volumes for transfer to the Facilities Management Department.
- Managed the processing and shelving of the Popular Reading collection.
- Repaired loose wheels on several book trucks extending the useful life of this equipment.
- Served as the Department's supplies manager.
- Designed the Library Holiday card for 2012.
- Cataloged 1,093 titles.
- Provided rush cataloging and processing for 40 volumes.
- Prepared 4,007 spine labels.
- Prepared 100 special labels
- Provided processing quality review for 2,775 volumes.
- Sent 27 new material notifications to faculty
- Dedicated 19 hours to team meetings and activities.

Meetings, Workshops, Training

- Attended a webinar from ExLibris titled; Alma 101: Overview and Demonstration, Oct. 24, 2012
- Completed the required training course: Sexual Harassment: A Commonsense Approach!

Institutional Participation

- Collection and Resource Management Department Team
 - Team Member
- Web Team
 - Team Member
- Participated in the Library Staff Development Day.
- Assisted with the Library Book Sale.
- Participated in events on campus including: attended the Benefits Fair; Women's Forum Auction; attended the Faculty/Staff Awards Ceremony.

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 functions of the Clayton State Library Collection and Resource Management Department.

Maintain an Accurate and Updated Online Catalog.

Provide excellent service to Clayton State University faculty and students by maintaining an accurate and fully updated online catalog. Providing an accurate catalog of the Library's holdings is one of the primary functions 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 functions 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 functions of the Clayton State Library Collection and Resource Management Department.

Create Electronic Resources and Services Unit.

A new position and the creation of the Electronic Resources and Services Unit should improve management of electronic resources and strengthen online services offered by the Library providing improved access for students and faculty. It is the goal of the Collection and Resource Management Department to fill the new position in this area and have the new Unit fully functional by the end of FY2014.

Complete the project to integrate 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 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 continue to be a major undertaking for the Collection and Resource Management Department during FY2014.

Plan for move to new Department Location.

Following the renovation of the first floor of the Library building the Collection Management Department will move to a new permanent location. During FY14 the Collection Management Department will plan for this move to insure a smooth transition into the new space.

Challenges Ahead

The new fiscal year will bring with it significant changes for the Collection and Resource Management Department. New staff will be added to the department with the creation of the Electronic Resources and Services Unit. The renovation of the Library will mean a move to a new permanent location. These changes bring the opportunity for growth and development but could also cause disruption.

SOLUTION: Planning and organization prior to the move and to welcoming new staff members to the department should mitigate any problems encountered.

The Clayton State Library will continue the project to withdraw 20% of the Library's circulating and reference collections in FY2014. As a result withdrawn volumes must continue to be processed out of the collection by the Collection Management Department. This additional workload could seriously impact the normal functions of the Department.

SOLUTION: The Head of the Department and the Head of Monographic Cataloging will monitor the progress of the project ensuring materials are processed out of the collection as efficiently as possible. All Department staff will be called upon 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

FY2013

New, Changed, Discontinued, and Ceased Periodical Titles

July 2012-June 2013

Titles Added

Air cargo world

Health affairs

Journal for research in mathematics education

Journal of band research

Journal of medicinal chemistry

Renewed Subscriptions

Title Changes

From	To
Archives of pediatrics & adolescent medicine	JAMA Pediatrics
International journal of nursing terminologies and classifications	International journal of nursing knowledge

Journal for nurses in staff development	Journal for nurses in professional development
Modern schoolman	Res philosophica
Oral surgery, oral medicine, oral pathology, oral radiology and endodontics	Oral surgery, oral medicine, oral pathology and oral radiology

Ceased:

Georgia business and economic conditions

Newsweek (print publication)

Appendix B

Statistical Summaries

FY2013

Clayton State University Library

Holdings by Format FY2013

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		2089	-7408	-5319
Reference Collection		606	-4852	-4246
Reference & Circulating Collection Total	91,605	2695	-12,260	82,040
Bound Periodicals	26,945	495		27,440
Total Bound Volumes	118,550	3,190	-12,260	109,480
Archives	60	0		60
Audio Compact Discs	7,354	82		7,436
Audio Tapes	1,129	3		1,132

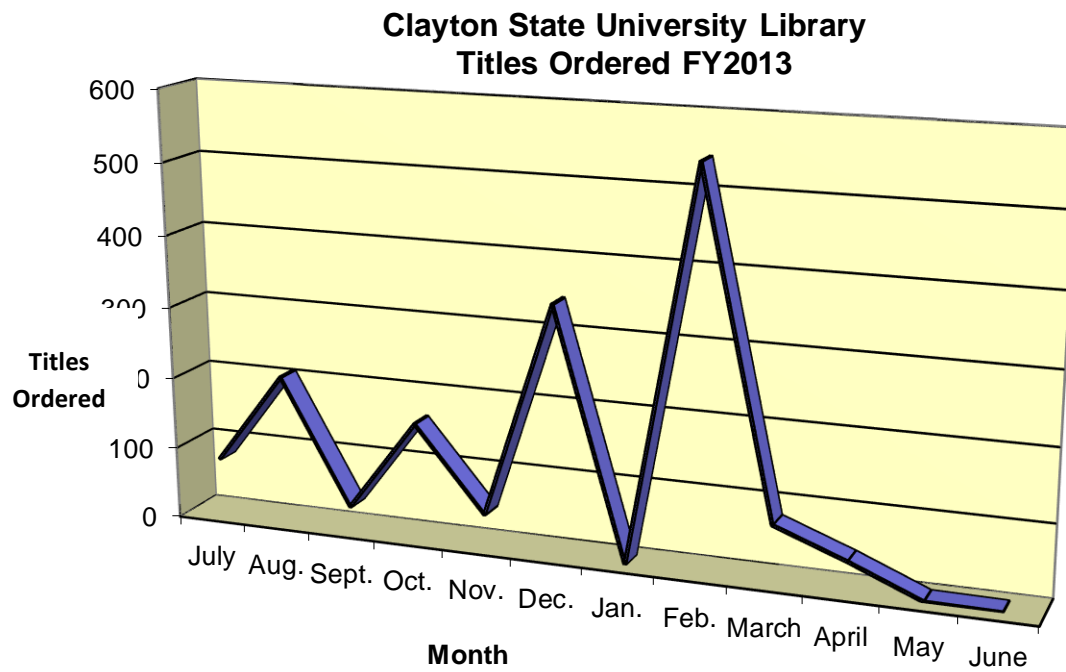
CD Roms	170	2		172
Computer Files	14	12		26
DVDs	1,489	26	-1	1,514
E-Books	33,010	1,067		34,077
Microfiche Cards	272,932	0		272,932
Microfilm Rolls	13,899	930		14,829
Miscellaneous	77	0		77
Motion Pictures (16 mm)	1	0		1
Phonograph Records	617	0		617
Streaming Video	5,992	2,420	-7	8,405
Videodiscs	21	0		21
Video Tapes	2,819	7		2,826
Total of Other Materials	339,576	4,549	-8	344,117
Total Bound/Other Materials	458,126	7,739	-12,268	453,597
Monographic, E-books & Bound Titles	115,433	3,119		118,552

Non-Book Titles	8,545	2,501	11,046
Periodical Titles	1,138	24	1,162
Other Serial Titles	889	10	899
Total Titles	126,006	5,654	131,660
Individually Purchased e-journals (not part of a database)	56	7	63
Free serials	11	0	11

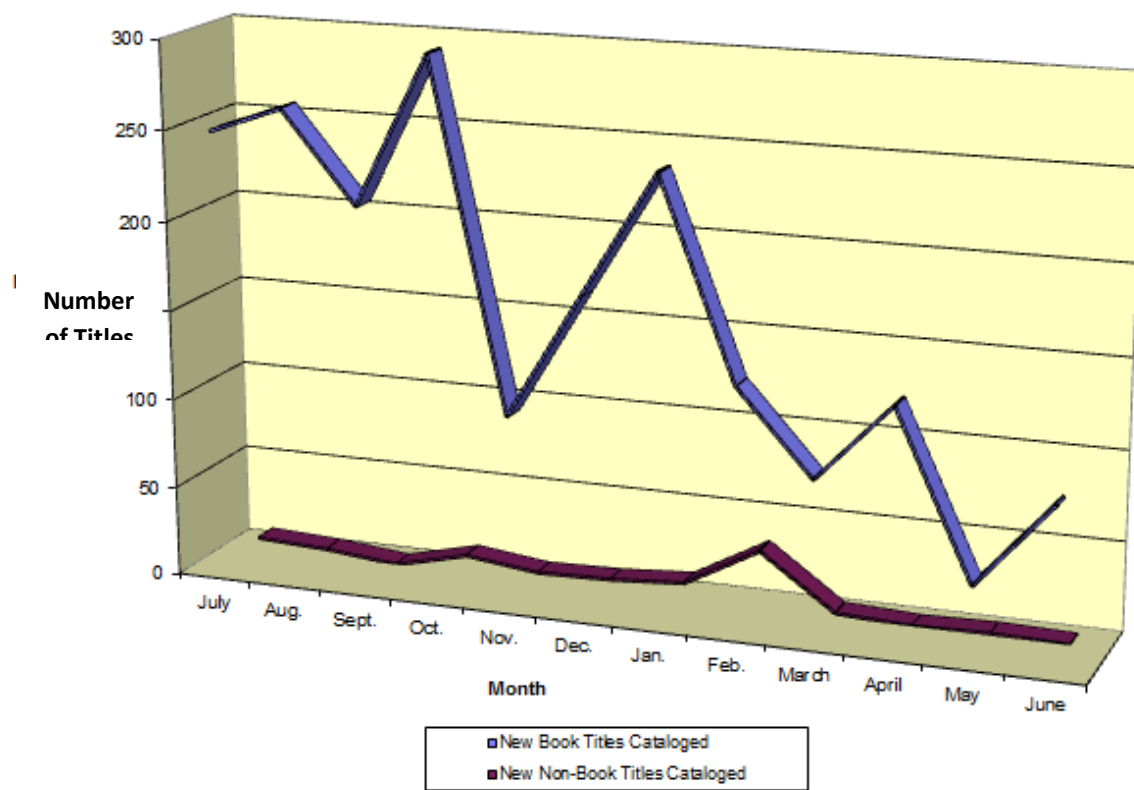
Clayton State University Library

Activity Report FY2013

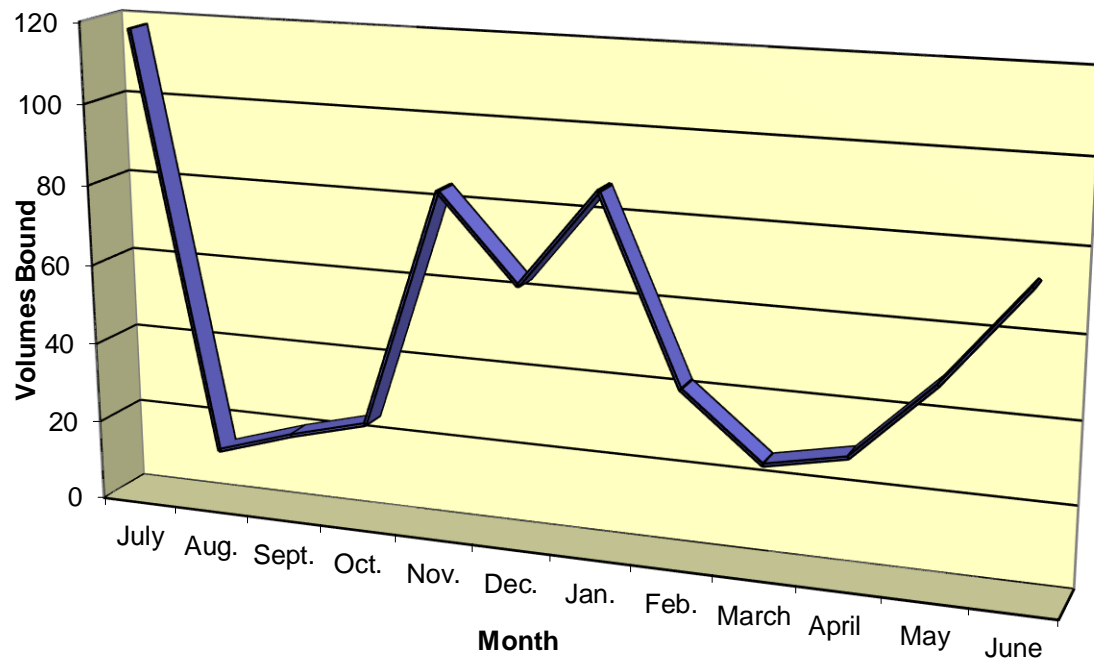
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	81	208	34	162	46	344	0	543	79	42	1	0	1540
Vols. Received on S.O.	40	37	47	45	27	25	47	41	44	37	16	46	452
Items Received	136	120	51	66	69	42	30	5	112	7	1	11	650
Periodicals													
Bound Vols. Added	48	34	20	19	28	67	66	84	40	21	28	40	495
Microform Pieces Added	65	21	18	10	123	0	135	60	111	11	22	354	930
Claims	7	7	16	6	8	5	41	21	11	5	8	5	140
Binding													
Vols. Sent to the Bindery	118	14	20	25	84	63	87	42	26	30	49	73	631
Book Repair	0	0	0	0	0	7	1	0	0	0	0	3	11
Cataloging													
New Book Titles Cataloged	249	264	214	299	106	176	245	135	89	133	41	89	2040
New Non-Book Titles Cataloged	6	4		10	5	6	9	32	2	0	1	2426	2501
Total New titles Cataloged	255	268	214	309	111	182	254	167	91	133	42	2515	4541
Vols. Added	32	37	59	71	44	19	60	35	62	19	48	33	519
Copies Added	0	1	1	2	1	0	2	0	0	0	9	0	16
Reinstatements	1			0			0	0	1	0	0	0	2
Database Maintenance													
Records Corrected	297	321	366	1323	376	7	593	378	4753	540	514	292	9760
Records Updated	77746	39278	50168	80901	70954	5305	7333	10750	1E+05	80153	13703	27057	6E+05
Volumes Processed	297	194	408	258	175	345	308	282	294	249	57	157	3024
InterLibrary Loan Transactions	156	167	169	256	160	54	176	217	274	206	87	162	2084
Reserves Activity	3	347	33	64	4	463	23	16	14	24	256	14	1261



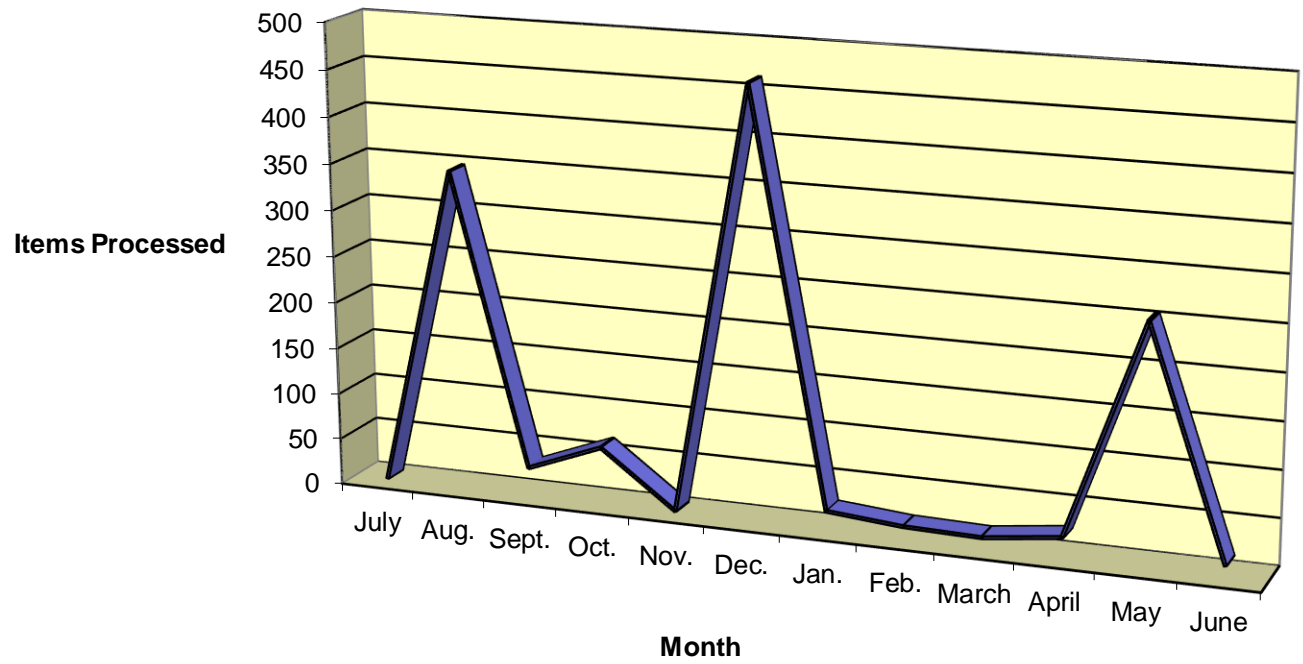
**Clayton State University Library
Titles Cataloged FY2013**



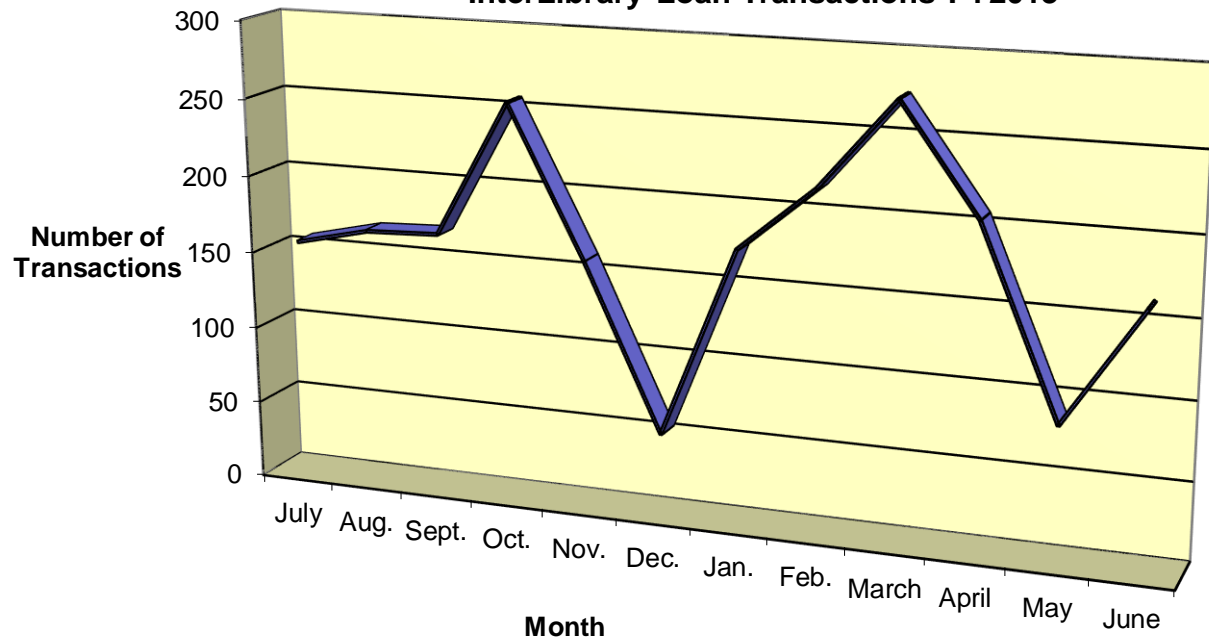
**Clayton State University Library
Volumes Sent to the Bindery FY2013**



**Clayton State University Library
Reserves Activity FY2013**



**Clayton State University Library
InterLibrary Loan Transactions FY2013**



Appendix C

Library Expenditures

FY2013

Clayton State University Library

FY2013 Budget Summary

COLLEGE OF ARTS AND SCIENCES										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
English				41,007.28	6,632.60	28.00	47,667.88	0.00	47,667.88	0.00
Humanities	46.55	2,095.85		32,762.32	7,110.23	238.85	42,253.80	0.28	42,253.80	0.00
Interdisciplinary Studies	393.97			9,295.86			9,689.83	0.00	9,689.83	0.00
Natural Sciences		756.94		13,568.50	20,651.58		34,977.02	0.00	34,977.02	0.00
Psychology		10.99		26,603.75	2,651.40		29,266.14	0.00	29,266.14	0.00
Social Sciences	290.00	1,049.27		26,250.98	8,283.00	26,836.12	62,709.37	0.00	62,709.37	0.00
Teacher Education			539.60	1,594.63	3,752.86		5,887.09	0.00	5,887.09	0.00
Visual and Performing Arts							40,619.48	0.00	40,619.48	0.00
>>Communication, Art & Theater		117.86		21,921.96	2,170.20		24,210.02	0.00	24,210.02	0.00
>>Music	172.44	877.70		9,940.33	1,819.75	3,599.24	16,409.46	0.00	16,409.46	0.00
SUB TOTAL	902.96	4,908.61	539.60	182,945.61	53,071.62	30,702.21	273,070.61	-538.25	273,070.61	0.00
COLLEGE OF BUSINESS										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Business		3,226.50		18,444.94	6,368.40	11,381.50	39,421.34	-44.91	39,421.34	0.00
Healthcare Management		180.92		1,930.91	13,304.17		15,416.00	0.00	15,416.00	0.00
SUBTOTAL	0.00	3,407.42	0.00	20,375.85	19,672.57	11,381.50	54,837.34	-44.91	54,837.34	0.00
COLLEGE OF HEALTH										
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Dental Hygiene		25.98		55.95	5,416.15		5,498.08	0.00	5,498.08	0.00
Nursing		1,490.36		10,367.43	32,186.58		44,044.37	0.00	44,044.37	0.00
SUBTOTAL	0.00	1,516.34	0.00	10,423.38	37,602.73	0.00	49,542.45	0.00	49,542.45	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				1,142.55	1,479.74		2,622.29	0.00	2,622.29	0.00
Information Technology				19,413.11	263.41		19,676.52	0.00	19,676.52	0.00
Mathematics		276.17		1,017.93	2,239.22		3,533.32	0.00	3,533.32	0.00
SUB TOTAL	0.00	276.17	0.00	21,573.59	3,982.37	0.00	25,832.13	0.00	25,832.13	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					7,769.75		7,769.75	0.00	7,769.75	0.00
General Materials		5,686.43	13,647.45	41,020.68	20,144.36	11,492.91	91,991.83	0.00	91,991.83	0.00
SUBTOTAL	0.00	5,686.43	13,647.45	41,020.68	27,914.11	11,492.91	99,761.58	0.00	99,761.58	0.00
TOTAL	902.96	15,794.97	14,187.05	276,339.11	142,243.40	53,576.62	503,044.11	-583.16	503,044.11	0.00

Appendix D

Collection and Resource Management Department Statistics

FY2013

Cataloging and Database Management Statistics

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>Monographic Books	249	264	214	299	106	176	245	135	89	133	41	89	2040
>Non-Book Materials	6	4		10	5	6	9	32	2		1	2426	2501
>Periodicals		3	14						1		6		24
>Reinstatements	1								1				2
>Serials		1	5									4	10
Total	256	272	233	309	111	182	254	167	93	133	48	2519	4577
Pieces Added													
>New Titles (Books)	250	265	219	299	106	176	245	135	90	133	41	93	2052
>Added Volumes	32	37	59	71	44	19	60	35	62	19	48	33	519
>Added Copies		1	1	2	1		2				9		16
>Non-Book Pieces Added	71	26	18	53	137	6	146	97	113	11	25	363	1066
>Bound Volumes Added	48	34	20	19	28	67	66	84	40	21	28	40	495
Total	401	363	317	444	316	268	519	351	305	184	151	529	4148
Titles Recataloged													0
Rush Requests	1	5		5	3	6	8		2	1	7	1	39
E-Books		7	31	39		308		541		41	4	96	1067
Database Maintenance													
Bib Records Corrected	17	2	109	462	13	2	1	2	1	2			611
Bib/Item Records Enhanced	12	1	119	633	15	4	8	2	27	8	40	2	871
Headings Corrected Globally													0
Subject Headings Corrected	70	69	39	73	82		104	84	1561	194	41	79	2396
Name Headings Corrected	186	249	94	153	259		469	278	3096	321	315	208	5628
Series Entries Corrected	12				5	1	11		68	3	114	3	217
MFHD/Item Records Corrected			5	2	2			12		12	4		37
Total	297	321	366	1323	376	7	593	378	4753	540	514	292	9760
Record Update Count													
>Bib Records Updated	75608	5828	42738	24966	6622	789	3979	7637	50583	7358	9618	14604	250330
>MFHD Records Updated	1786	32,564	6931	55151	63724	3970	2071	2469	70520	68107	2047	10024	319364
>Item Records Updated	352	886	499	784	608	546	1283	644	3854	4688	2038	2429	18611
Total	77746	39278	50168	80901	70954	5305	7333	10750	124957	80153	13703	27057	588305

Acquisitions and Periodical Statistics

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	77	201	3	122	30	34			79				546
>Scores					10								10
>Non-Book Materials	4	7	31	40	6	310	0	543	0	42	1	0	984
>>Audio CDs						1							1
>>CD ROMs					3			1					4
>>DVDs	4			1	3	1		1			1		11
>>e-books		7	31	39		308		541		41			967
>>On-line Databases										1			1
>>Videos													0
>>Other Non-Book													0
Total	81	208	34	162	46	344	0	543	79	42	1	0	1540
Vols. Received on Standing Order	40	37	47	45	27	25	47	41	44	37	16	46	452
Items Received and Unpacked													
>Books	124	116	51	65	47	36	30	5	110	7		10	601
>Scores					17								17
>Non-Book Materials	12	4	0	1	5	6	0	0	2	0	1	1	32
>>Audio CDs	2				3	5			1				11
>>DVDs	7	4		1	2	1			1		1	1	18
>>Other Non-Book	3												3
Total	136	120	51	66	69	42	30	5	112	7	1	11	650
B&T Lease Books													
Received	20	15	16		14	14	11	13	13	15	15	17	163
Returned											2		2
Added to the Collection								7					7
Periodical Statistics													
New E-Journals		1											1
New Print Subscriptions (Including		2											2
Title Changes		1											1
Total New Titles	0	4	0	0	0	0	0	0	0	0	0	0	4
Withdrawn/Discontinued Titles													0
LHR's Added/Updated		6	5	2	2		20	12		12	4	7	70
Claims & Requests	7	7	16	6	8	5	41	21	11	5	8	5	140
Titles Entered for GOLD		3											3

Processing, Book Repair and Binding Statistics

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Audio Cassettes													0
Audio CDs					4	8		27		1	2		42
Books	297	166	389	246	167	332	286	239	294	245	7	155	2823
CD ROMs								1					1
DVDs		10			4	4		13		3			34
Microfilm Rolls													0
Scores		18	19	12			22				48	2	121
Videos						1		2					
Other Non-Book													0
Total	297	194	408	258	175	345	308	282	294	249	57	157	3024
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired						7	1					3	11
Binding Statistics													
Volumes Sent to Bindery	118	14	20	25	84	63	87	42	26	30	49	73	631
Volumes Returned from Bindery	62	118	14	20	25	83	63	91	42	26	30	49	623
White pen corrections												5	5

AV Pieces Added

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes												3	3		3
Audio CDs				38	13	2	6	22	1				82		82
CD ROMs								1				1	2		2
Computer Files								12					12		12
DVDs	6	5		4	1	3	5		1			1	26	-1	25
Microfiche Cards													0		0
Microfilm Rolls	65	21	18	10	123		135	60	111	11	22	354	930		930
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Streaming Video												2420	2420	-7	2413
Video Cassettes				1				2				4	7		7
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	71	26	18	53	137	5	146	97	113	11	22	2783	3482		3474

Additions to the Circulating Collection

FY2013

[illegible][illegible]

InterLibrary Loan

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Total ILL Transactions	156	167	169	256	160	54	176	217	274	206	87	162	2084
Percentage Change FY12 to FY13	33.33%	-28.32%	-17.96%	-9.86%	11.11%	-30.77%	-34.57%	10.15%	-7.43%	-14.52%	-26.89%	-7.95%	-11.70%
Materials Requested by CSU													
Material Requests Made By:													
>Students	22	34	83	80	17	3	8	29	88	57	24	14	459
>>Books	8	12	19	14	10		4	7	8	12	5	5	104
>>Articles	14	22	64	66	7	3	4	22	80	45	19	9	355
>Faculty (Including Library Faculty)	49	54	32	47	28	25	37	32	29	40	37	68	478
>>Books	12	18	17	16	9	11	22	21	16	20	9	38	209
>>Articles	37	36	15	31	19	14	15	11	13	20	28	30	269
>Staff (Including Library Staff)	2	3	6	3	3	0	0	0	2	2	1	9	31
>>Books		3	2	1	3				1	2	1	8	21
>>Articles	2		4	2					1			1	10
Total	73	91	121	130	48	28	45	61	119	99	62	91	968
Material Requests Filled By:													
>University System Institutions	36	47	61	53	11	5	14	20	53	35	23	45	403
>>Books	7	15	12	12	2	2	9	7	13	13	4	27	123
>>Articles	29	32	49	41	9	3	5	13	40	22	19	18	280
>Other Georgia Libraries	18	17	25	25	11	13	17	19	22	21	11	34	233
>>Books	8	10	14	6	4	6	9	13	7	7	8	19	111
>>Articles	10	7	11	19	7	7	8	6	15	14	3	15	122
>Out of State Libraries	19	25	32	47	19	8	12	19	41	36	21	11	290
>>Books	5	7	11	9	12	2	6	5	5	12	2	4	80
>>Articles	14	18	21	38	7	6	6	14	36	24	19	7	210
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	73	89	118	125	41	26	43	58	116	92	55	90	926
Total Unfilled Requests	0	2	3	5	7	2	2	3	3	7	7	1	42

Materials requested from CSU Library														
Requested from CSU Library:														
>University System Institutions	30	22	16	35	29	4	30	42	43	23	8	19	301	
>>Books	11	17	7	15	8	2	11	13	16	12	3	7	122	
>>Articles	19	5	9	20	21	2	19	29	27	11	5	12	179	
>Other Georgia Libraries	13	15	9	22	27	5	38	32	29	22	4	18	234	
>>Books	10	12	4	18	19	5	17	20	21	15	1	11	153	
>>Articles	3	3	5	4	8		21	12	8	7	3	7	81	
>Out of State Libraries	40	39	23	69	56	17	63	82	83	62	13	34	581	
>>Books	15	11	7	11	8	4	19	22	19	14	3	8	141	
>>Articles	25	28	16	58	48	13	44	60	64	48	10	26	440	
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0	
>>Books													0	
>>Articles													0	
Total	83	76	48	126	112	26	131	156	155	107	25	71	1116	
Requests Filled By CSU Library:														
>University System Institutions	26	17	11	19	20	4	23	35	32	16	6	15	224	
>>Books	11	14	5	6	8	2	10	12	14	8	3	6	99	
>>Articles	15	3	6	13	12	2	13	23	18	8	3	9	125	
>Other Georgia Libraries	12	14	8	20	19	5	23	28	19	16	3	16	183	
>>Books	10	12	4	16	16	5	12	20	13	13	1	10	132	
>>Articles	2	2	4	4	3		11	8	6	3	2	6	51	
>Out of State Libraries	30	29	19	54	44	14	51	53	56	40	11	19	420	
>>Books	11	8	6	9	5	4	16	11	15	11	2	4	102	
>>Articles	19	21	13	45	39	10	35	42	41	29	9	15	318	
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0	
>>Books													0	
>>Articles													0	
Total	68	60	38	93	83	23	97	116	107	72	20	50	827	
Total Unfilled Loans	15	16	10	33	29	3	34	40	48	35	5	21	289	
Truck Mail Deliveries														
Borrowed by CSU	25	40	54	45	12	14	26	26	43	43	20	65	413	
Lent by CSU	19	18	9	16	13	4	20	32	24	17	5	17	194	

Course Reserves

FY2013

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Items Added													
Books	2	56	23	56		41	18	12	6	21	41	14	290
Articles		86				21			1		5		113
Audio CDs		2											2
VHS/DVD		115	10	7	2	71	5	4	5	3	39		261
Other (Software, etc.)		2		1		2					1		6
Total	2	261	33	64	2	135	23	16	12	24	86	14	672
Items Removed													
Books	1	35				126					89		251
Articles		5				69					22		96
Audio CDs						1							1
VHS/DVD		44			2	129			2		58		235
Other (Software, etc.)		2				3					1		6
Total	1	86	0	0	2	328	0	0	2	0	170	0	589
Total Reserves Activity	3	347	33	64	4	463	23	16	14	24	256	14	1261

Clayton State University Library
Access & Information Services Department
2012/2013 Annual Report

Submitted by

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

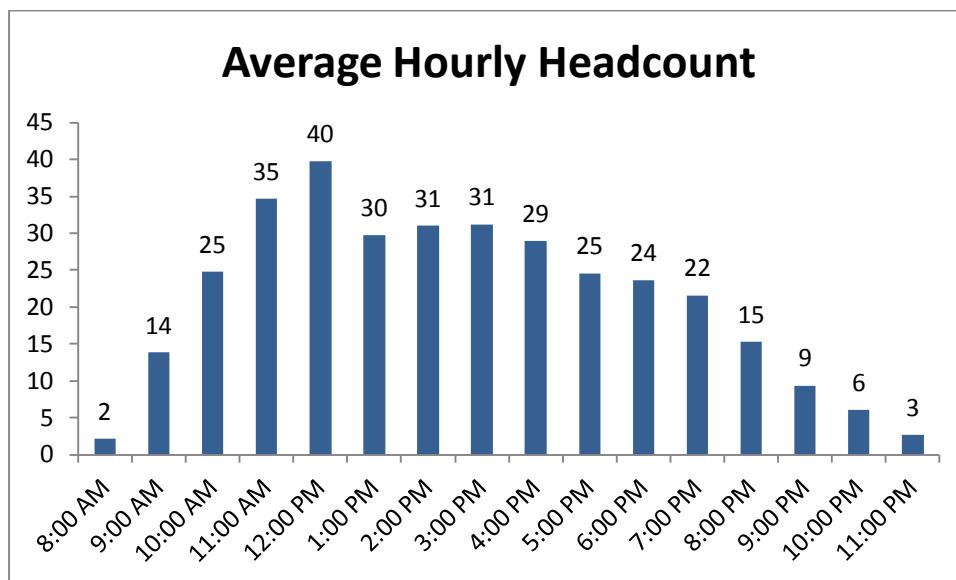
Clayton State University Library Access & Information Services Department 2012/2013 Annual Report

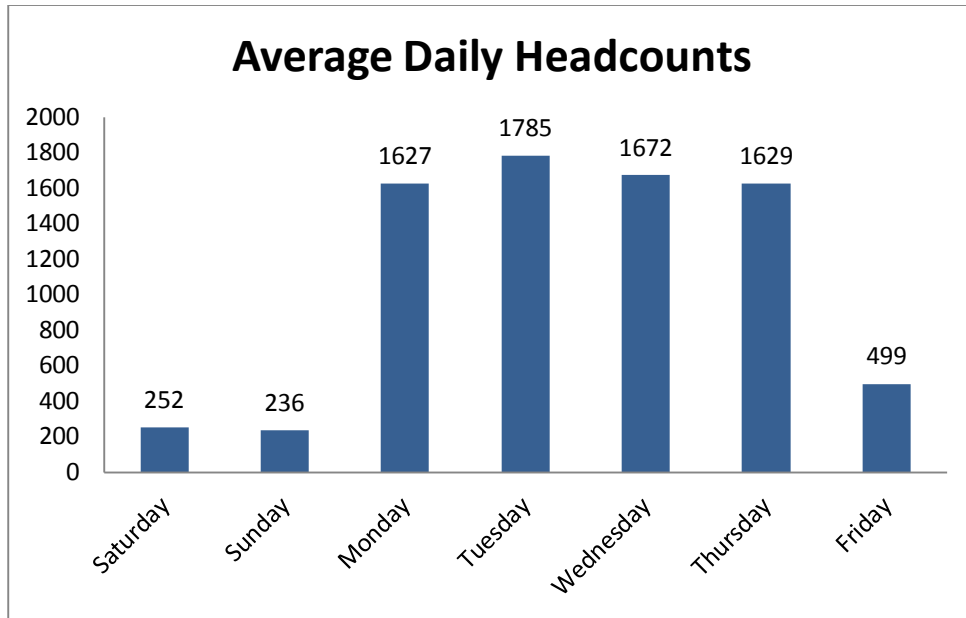
Submitted by Katherine Quinnell, Assistant Dean of Libraries, Public Services

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 80 hours with 16 hours open on 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 and then drop through the day and our peak days spread evenly across Monday through Thursday. Friday and weekend patron counts remain consistent with last year's numbers which are low.

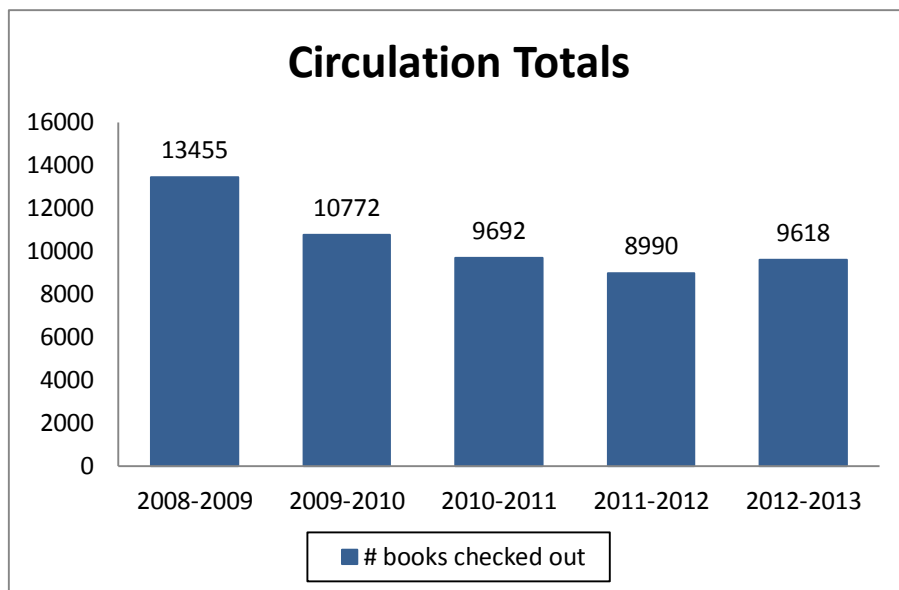


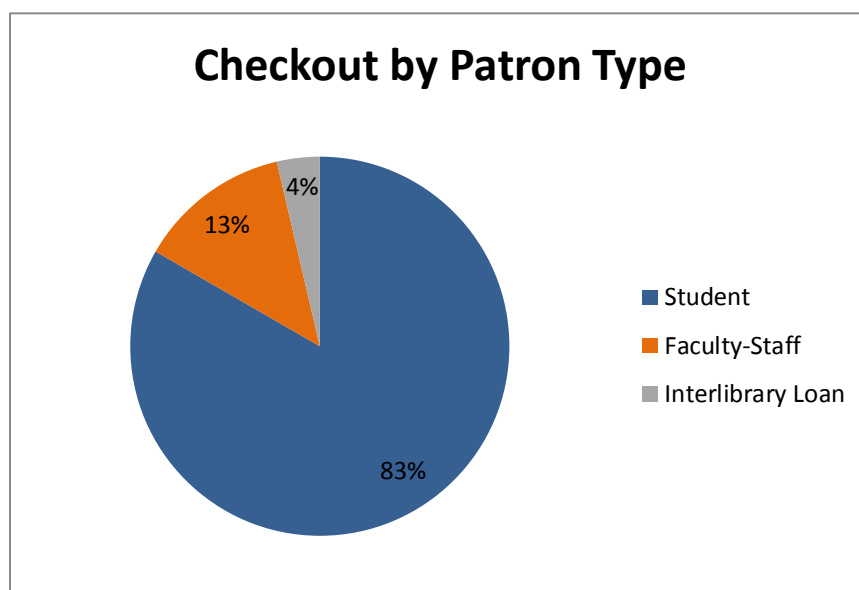


Department Reports:

Circulation:

The library's Circulation checkout total increased this year. The checkout by patron type remained consistent with last year's numbers.



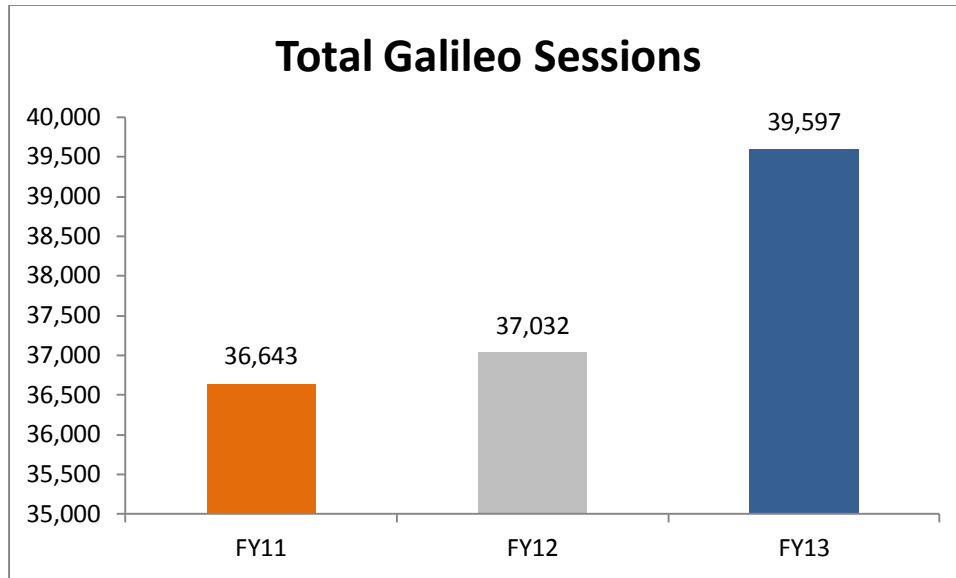


Electronic Services:

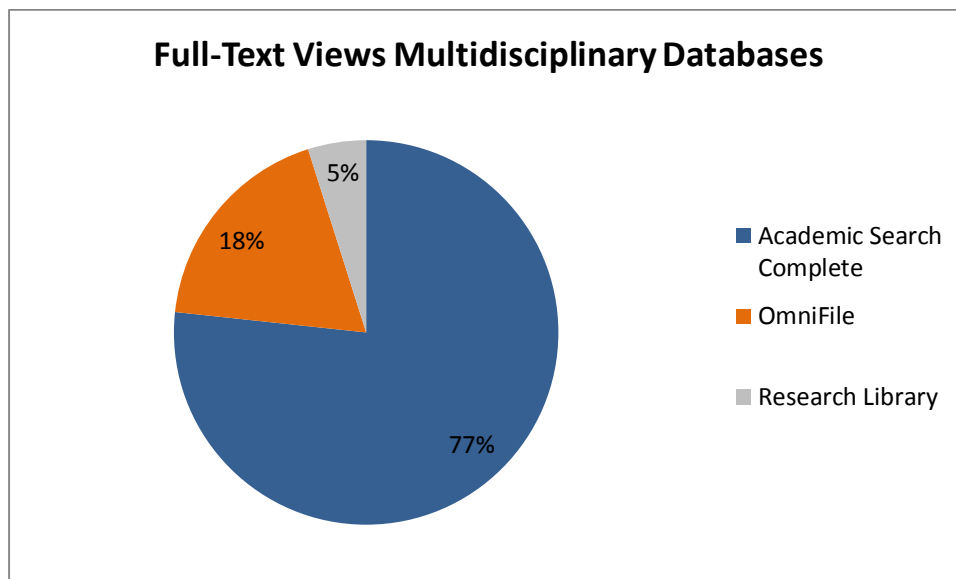
Discover GALILEO the EBSCO EDS was implemented in October 2013. This new discovery tool has impacted data collecting, specifically in regards to searches. Any search performed by a user retrieves results from over 90 databases. Consequently, search data for FY13 is skewed and will not be analyzed. In March 2013 our Discover GALILEO profile was changed to include CSU Catalog records. Clayton State University Library has been selected to serve as a pilot institution for branding and local customization for Discover GALILEO.

EZproxy was implemented in January 2012 with minimal interruption in access or service. For FY13, 28,996 users successfully logged in from off campus to search electronic resources.

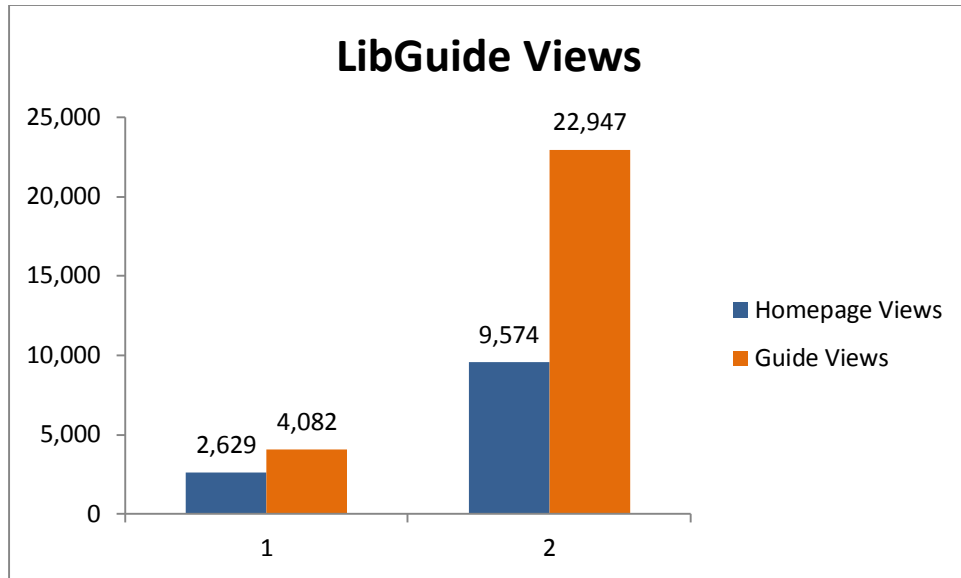
Below are the total number of sessions initiated through the GALILEO. There was an increase from last year in the use of the databases which can be attributed to a number of factors including the implementation of EZproxy, the LibGuides, and the increase in instruction sessions.



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 82% of the multidisciplinary use.



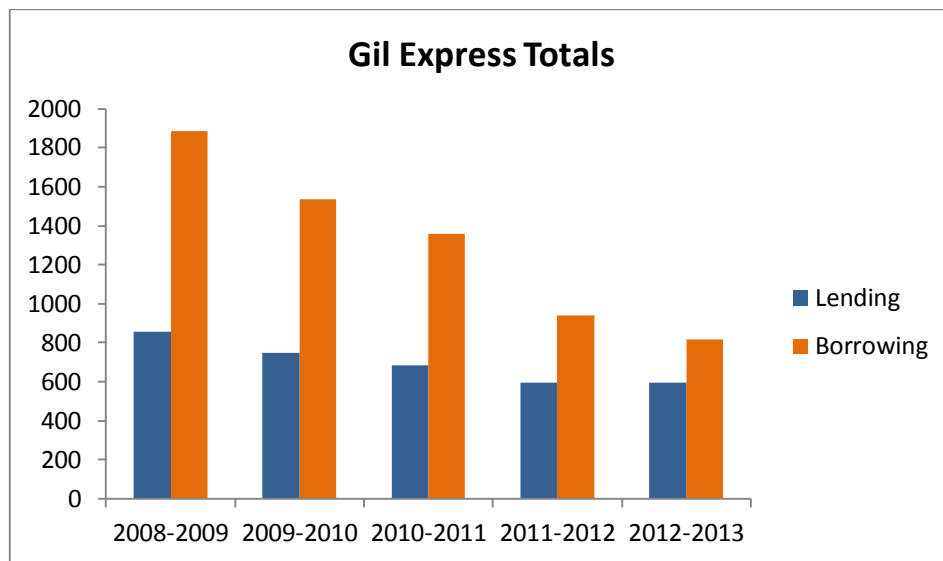
The library implemented LibGuides in November of 2011. This year the number of LibGuides published increased to 54 individual guides, an increase of 26. As a result of the increase in number and the marketing campaign in instruction and the web page, the usage of the LibGuide increased this year

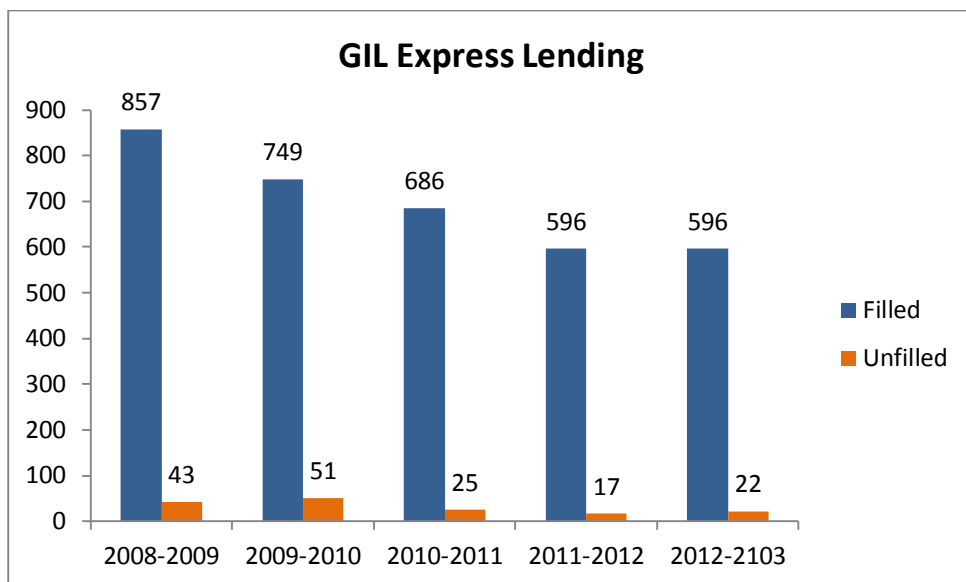
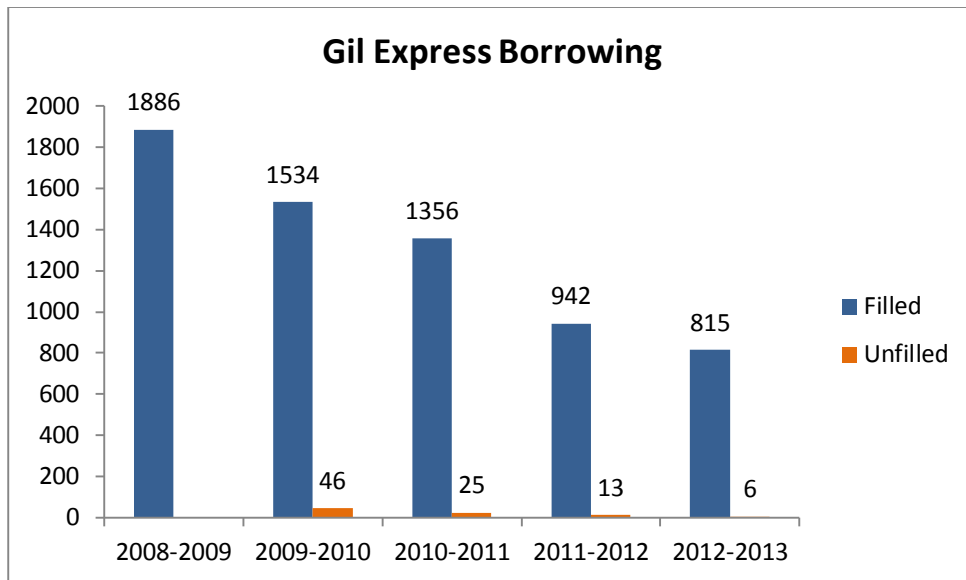


Appendix A includes the following lists: Top Webpages, Top LibGuides, CSU Catalog Visits, E-book Use, Homepage Visits, and Searches via non Galileo Databases.

Gil Express:

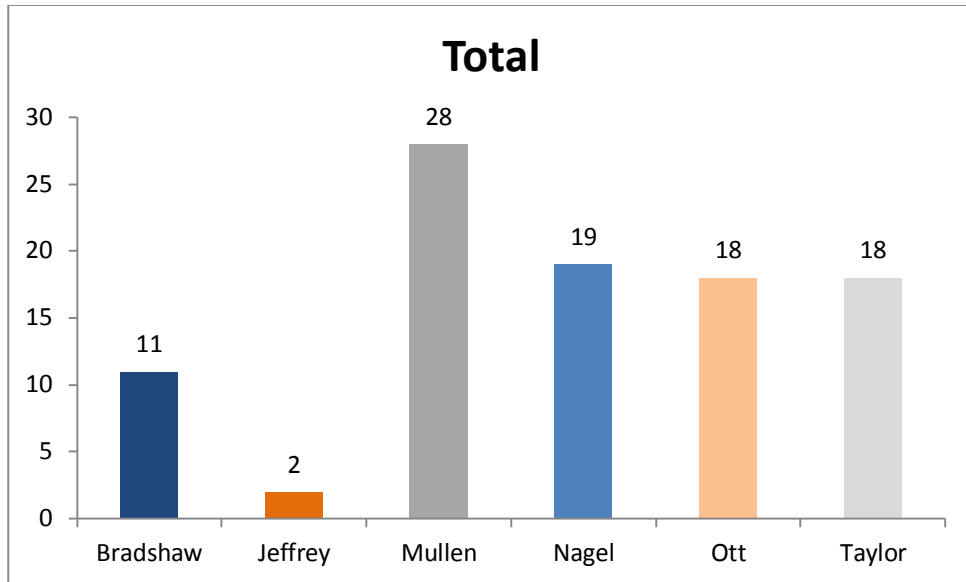
Gil Express numbers remained the same for lending and borrowing this year. This service continues to be utilized on a consistent basis and is an asset to the library system.



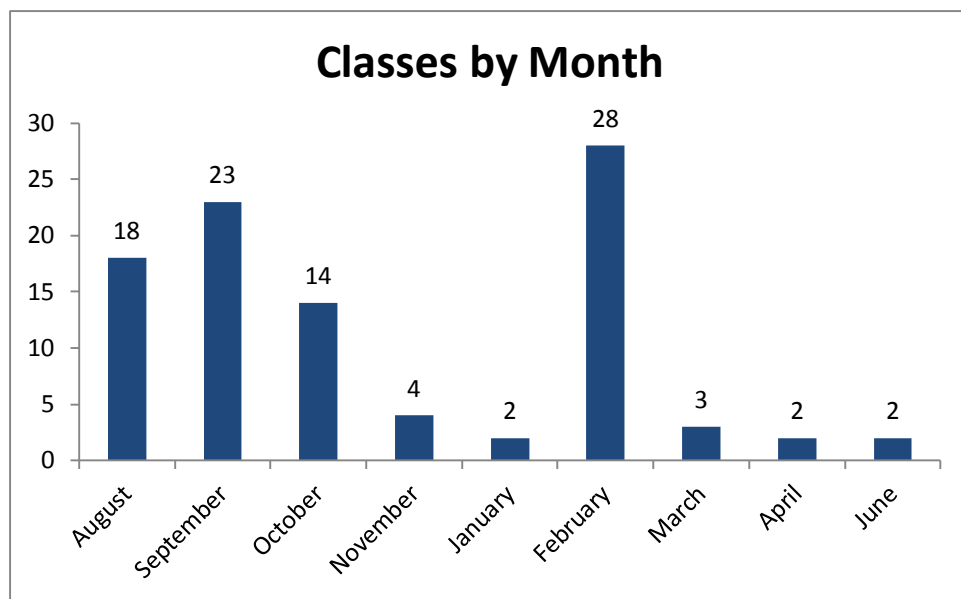


Instruction:

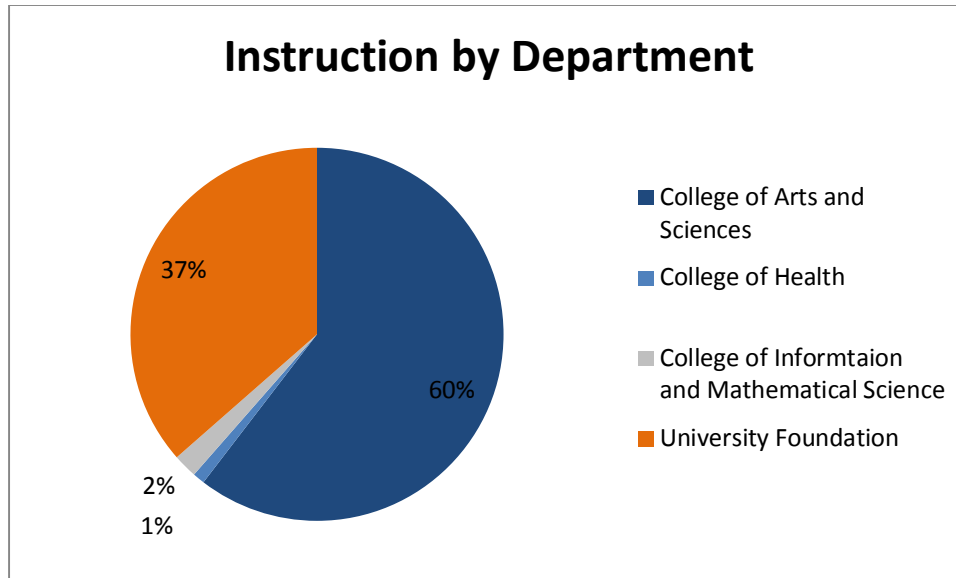
The Instruction Department of the library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Katherine Quinnell. She coordinates the scheduling of the instruction room and who teaches each class. The librarians who taught this previous year are Elizabeth Bradshaw,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



For the year, the library taught 96 library instruction classes 59 in the fall and 37 in the spring. We reached approximately 1920 students in these classes.



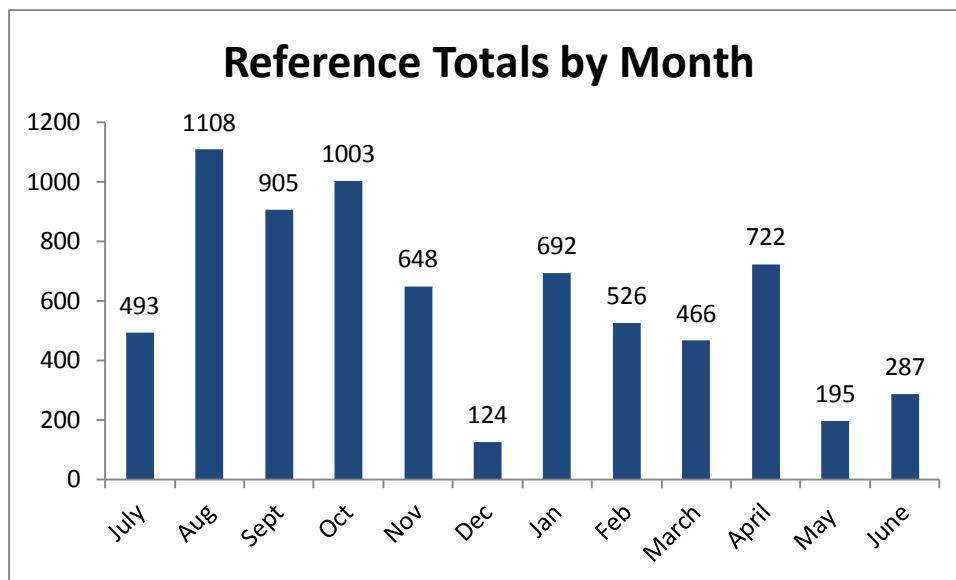
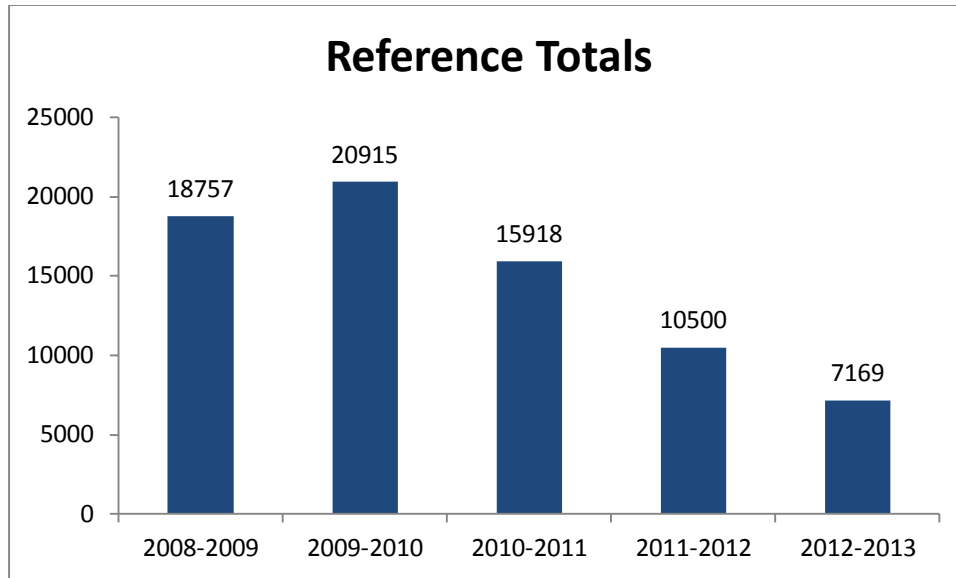
The classes taught were primarily from the College of Arts & Sciences. The departments that we have worked with in the College of Arts & Sciences are English, Criminal Justice, Sociology, History, and Communications. The library currently has two collaborative efforts in teaching, one with English 1102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



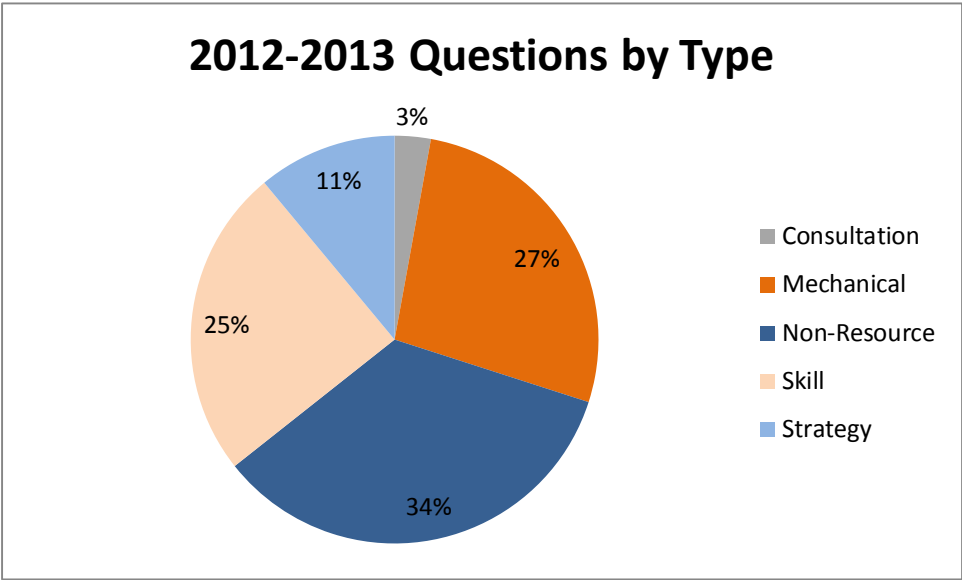
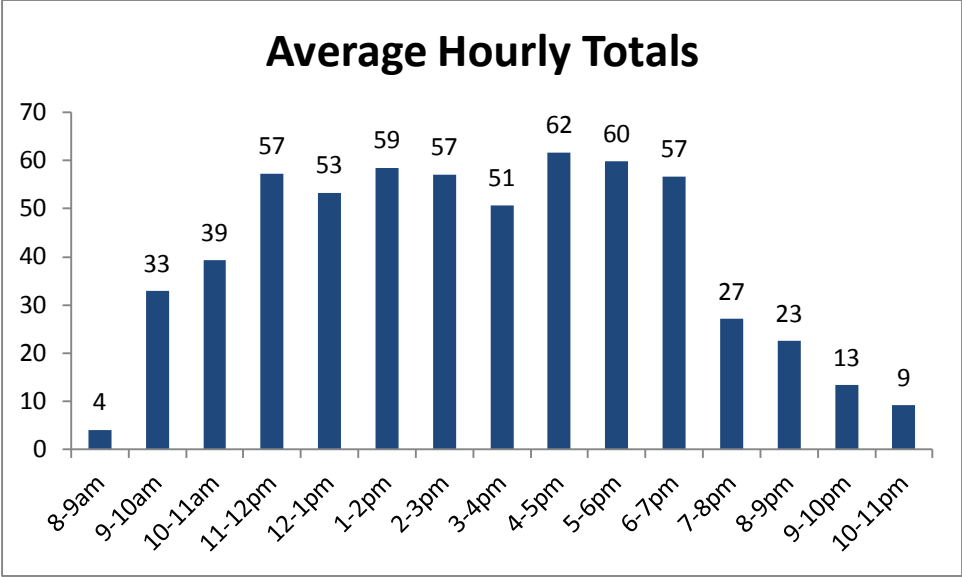
Reference:

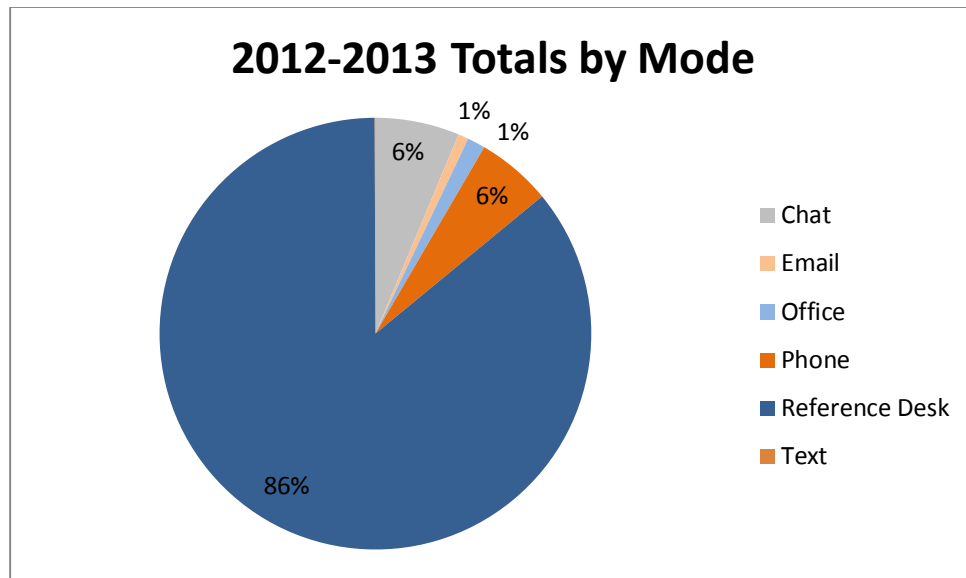
The physical reference desk was open 83 hours per week with reduced hours in the summer. Virtual reference was staffed 88 hours per week with reduced hours in the summer.

The statistics for reference decreased this year. This can be attributed to other job responsibilities that leave the desk unmanned due to less staff and a change in the recordkeeping of the questions. The monthly totals remain consistent in the distribution of when in the semester questions are asked. The drop in reference questions in the spring 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 consistently staffed and remained constant with last year's graph. The library may consider opening earlier in the morning. The evening hours are dropping around 7pm. The Questions by Type and the Questions by Mode remained consistent with last year's numbers.





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. And the library restructured to create an Assessment & Marketing librarian position, giving up the Instruction coordinator for the library.

In the summer 2012, the library staff participated in the, CSU job fair and the Georgia Student Media Festival.

In the fall of 2012, the library hosted the CASA Ducks, purchased and implemented LibGuides, implemented EZproxy, and began preparing for SACS. The librarians and staff attended and participated in the Georgia libraries' annual conference, COMO, and International Conference on Information Literacy in Savannah. Librarians began offering a personal librarian services for all full time freshmen, the webpage began a redesign to incorporate DNN, and the librarians attended numerous webinars and online trainings.

In the spring of 2013, the library staff participated in multiple conferences including GLA midwinter, GUGM, Atlanta Area Bibliographic Instruction Group, but the majority of their professional development this semester was via online training and webinars. Public

Services hosted an intern from Valdosta State, Erica Harrington. The library hosted a book sale, Library Weed activities, and monthly book displays.

In the June 2013, Public Services vacated L200 so Collection Management could take over the space during renovation.

The Public Services department created 26 new guides, completed the Reference collection weed and began the Circulation collection weed. Electronic Services, which will be moved under Collection management next year, implemented EZproxy, a WordPress blog, and established access to 8 new resources.

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. The library completed the weeding of the Reference collection and is in the process of weeding the Circulation collection. This will assist the library in moving the collection to the lower level as the renovation continues and strategically spend the print budget on materials the students need.

The library was approved for a remodel this year. Staff and services began shifting in the Summer. As a result Collection Management was moved in to the library instruction room. They are expected to be there for approximately 6-8 months while the lower level is remodeled. The instruction librarian will be teaching in the assigned classrooms or in the CID classroom as it is available.

Personnel:

The Access & Information Services Staff remained constant during the 2012/2013 fiscal year. We retained four professional positions in the Department that were filled by Katherine Quinell, Assistant Dean of Public Services, Elizabeth Bradshaw-Veasey, Weekend Services Librarian, Kara Mullen, Electronic Services Librarian and Joan Taylor, Public Services Librarian. We also retained the two staff positions. 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, GIL Express 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.

Robin Faulkner took a medical leave of absence for surgery in May of 2012 and is anticipated to return to work in November of 2013. During that time Public Services staff will be decreased as her position and that of Kara Mullen transition to the Collection Management Department.

Katherine Quinnell, previously Katherine Ott, got married and was accepted into Mercer University's Educational Leadership PhD program.

Staff Activities:

Because Robin Faulkner is on medical leave her section for the Staff Activities is omitted.

Name: Katherine Ott

Successes:

- Accepted into Mercer PhD program began coursework Aug.
- Created and presented handout for New Faculty Orientation
- Completed Reference weeding, moving on to Circulation weeding project
- Created LibGuides
- Taught CSU1022, English 1101, English 1102, Comm 1101
- Created Newsletter to be published quarterly
- As a part of IT Strategic Planning interviewed 5 Department Heads
- With Kara Mullen presented 2 workshops for the Writer's Studio
- Completed 13 consultations
- Volunteered at the Library Book Sale
- Attended the MLK Reading
- Presented at English departments Writing Orientation
- Volunteered for the Helen Ruffin Bowl
- In the Spring began monthly meetings for Public Services
- Worked with Steven Smith to write the copyright sections for the SACS reports
- With Gordon, met with Visual and Performing Arts to discuss the new Dance program
- Hosted intern from Valdosta, Erica Harrington
- Researched the history of the Clayton State Library

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 GUGM
- Attended AABIG
- Attended COMO 2012
- Attended GLA Midwinter
- Completed CITI Research Practices training

Meetings, Workshops, Training:

- Led CSU 1022 Assessment and Outcomes meeting
- Attended Lightening in a bottle (ACRL webinar)
- Attended Carterette webinar: Emerging Technologies Tips and Strategies
- Attended Carterette webinar: Designing Vibrant Libraries
- Attended GLA Board meeting
- Carterette webinars (23 Things & Circulating Ideas)
- Webinar: Brain Bandwidth
- Lyrasis – Clip it webinar
- Participated in Library Staff Development day
- 1 Lyrasis – eGathering
- Bozarthzone: Nuts and bolts of social media webinar
- What would Walt do webinar
- Webinar: Creating a culture of innovation
- Stealth Librarianship webinar
- Attended ARCHE meeting for Gordon
- LLAMA webinar: Change management
- IBIS online demonstration
- Bookscanner demonstration
- Attended ProQuest Statistical Data Sets presentation
- Libraries & E-government webinar
- Mercer Spring Seminar – Theoretical Frameworks
- Mercer Spring Seminar – Leadership Theories

Institutional Participation:

- Served as Faculty Senate member
- Served on Provost Advisory Board member
- Served as Chair for subcommittee of IT Strategic Planning Committee
- Served on the University Customer Service Committee
- Attended the All Faculty meetings
- Library Steering Committee member
- Library Website Team oversight
- Library Instruction Team oversight
- Led Public Services Meetings
- Attended Campus Budget meeting
- Attended the Benefits Fair
- Straighterline.com meeting
- Attended LibGuides meetings
- Attended SACS writing group

Name: Elizabeth Bradshaw

Successes:

- Completed 7 Day Loan Labeling Project
- Participated in the Keep/Withdraw Damage Books Project
- Put together display and created signage for Banned Book Week
- Published Health Fitness LibGuide
- In conjunction with Erin, Barbara and Katherine helped implement new electronic statistical data input system for Circulation
- Compiled reports for the Comprehensive Program Review of Biology
- Worked with Cathy and the Mathematics and Natural Sciences faculty to secure a much desired subscription to IEEE Xplore Digital Library

Supervision:

- Hired 5 new student assistants and one volunteer assistant
- Trained and evaluated student assistants in conjunction with Barbara

Instruction:

- Taught 6 sections of CSU 1022
- Taught 8 sections of English 1101/1102
- Taught 1 section of SA Orientation

Consultations:

- Conducted 17 Research Consultations

Professional Development:

- Attended GUGM, May 16 2013

Workshop/Meetings/Training:

- Attended Library Instruction/Assessment Meetings
- Attended Public Services Meetings
- Met with faculty for CSU 1022 Instruction/Assignments
- Attended Scannx Book ScanCenter Demonstration, July 30, 2012
- Attended LibGuide/Webpage training sessions
- ProQuest Statistical Datasets Presentation, August 8, 2012
- R2Digital Library Webinar/Training, September 20, 2012
- Human Resources Sexual Harassment Training, October 3, 2012
- Rittenhouse R2Library Online Presentation, November 12, 2012
- Attended Weeding Project Meetings
- Webinar - Helping People Find Good Health Information Online, May 8, 2013
- Webinar - Open Source Resources & Tools for Librarians, June 16, 2013

Institutional Participation:

- Attended in-house Library socials including:
- OPAC Team Member
- Assisted with the Library Book Sale
- Campus Faculty Meeting, August, 8 2012
- CSU Job Fair, August 14 2012

- Faculty Senate Meeting, February 25, 2013
- Library Faculty & Staff Meeting, March 13, 2013
- Attended CSU Occasional Papers Series: The Unreasonable Effectiveness of Mathematics in Science presentation, March 19, 2013
- Attended the Smith Awards, April 23, 2013
- Attended Spring Faculty Meeting, May 4, 2013

Name: Barbara Dantzler

Successes

- Worked with student volunteer
- Attended New Student Orientation
- CASA Ducks display was a hit with students as well as voting on the most fun display.
- Completed Sexual Harassment Training: a common sense approach on October 19th
- Banner holds completed
- Cleaned out all Gil Express 2012 files (will keep until end of 2013)
- Made new labels for Gil Express 2013 file cabinet
- Suggested that Reference take on a more supervisory role (at night), in circulation
- Suggested moving the extra stools from the reference desk to L-200 closet
- Blocked and straighten the Juvenile and Circulating Collection
- Read, block and straighten Legal section
- Trained new student assistants: Fallon Binkney and Sabrina Arnett
- Assisted in the training of new student assistants
- Covered the reference desk for varies co-workers
- Attended JoAnn Quattlebaum's retirement celebration-June 27th

Workshops/Meetings:

- I attended the Scannix webinar
- I attended a Circulation statistics meeting
- ALA-World Share: Management Services and perspectives from different types of libraries/
- Director Andrew K. Pace via OCLC video /August 3, 2012
- Attended the Public Services meeting- December 12
- Attended the Laker Angel's meeting- December 14
- CLC-World Cat: Connect users to your library via video/August 16, 2012
- I attended the library staff meeting
- : Attended COMO in MACON, GA October 4-5
- Attended the discussion on "Cross training for the front lines" session at COMO
- Attended the discussion on "The unaffiliated User" and took part in the panel discussion on Community users at Clayton State Library
- I attended the Campus Christian meeting on October 9 and 16
- I attended the Benefits Fair on October 26
- Attended the Public Services meeting- December 12
- Attended the Laker Angel's meeting- December 14
- Mid-Winter conference – January 11
- Webinar- ALA: The Fiscal cliff, the 113 Congress and you-How what's happening in Washington, DC might impact the library community-January 17
- Web Team Meeting- March 7
- Public Services Meeting March 13
- Attended a Public Services meeting (April 10)

- Attended a Lake Angels meeting (April 16)
- Lead the Service Award Ushers in rehearsal 10am on (April 23)
- Public Services Meeting May 15, 2013
- Met with Bob Holmes and other library staff to talk about trouble shooting smart print June 4th
- Attended a Laker Angel's meeting/luncheon-June 11th
- Webinars: OCLC World Share Management Services/Creating a different future for library services-June 12th.
- GA Public Library Services Online: "Glean for Libraries/Jay Turner-June 25th
- Attended a Public Services meeting-June 19th

Institutional Participation

- Served as Chair of the Paraprofessional Division
- Served on the 2013 Service Award Program Committee/Usher
- Received a 25 year Service Award plaque from Clayton State University
- Attended the Annual Campus Life Advisors Appreciation Luncheon (April 25)
- I attended the Top ten workplace employee celebration
- Volunteered for the Top ten workplace employee celebration
- Help setup the CASA duck displays
- Two new desks in the circulation department
- Ended my term as Chair of Paraprofessional division January 2013
- I was one of many secret shoppers for Auxiliary Services on October 8th
- Attended the Library's annual Christmas luncheon- December 12
- Attended the Laker Angel's Christmas brunch- December 14
- Made closing holiday signs
- Watered and clipped library plants
- Attended a Talk with a New York Times: Gun control: Missing the target- January 25
- Women's History Month Book Display- March 5
- Cake-n-Cream Birthday Celebration- March 7
- Display books on World Health and Earth Day
- Volunteered for the Book Sale (April 18)
- Book display for the month of May "**When We Learn, We Grow**"
- Printed new address labels to reflect name changes for 4 universities
- Book display for the month of June: "**There is no such thing as too many books**"

Professional Development

- A member of The Southeastern Library Association
- A member of Georgia Library Association

Name: Kara Mullen

Successes

- Public Services
 - Circulating Collection weeding project
 - LibGuides Published: (1) Modern World History , (2) LART 3010: Teaching Reading & Writing, (3) Archival Studies, (4) Newspapers @ the Clayton State Library, (5) American History to 1877, (6) Books @ the Clayton State Library, (7) Special Topics: National Library Week, (8) NURS 4100: Nursing Research
 - Published 60 Blog Posts
 - Hosted with Katherine Ott 2 Writer's Studio Workshops: Search Smarter, Not Harder and Late Night, Last Minute Articles
 - Participated in the CSU 1022 program offering instruction sessions, workshops, assignments and grading
 - Scheduled 9 reference appointments
 - Taught 30 sections of COMM 1110, CSU 1022, ENGL 1101, ENGL 1102, HIST 2500, LART 3010, NURS 4100
 - Resource list for History B.A. Comprehensive Program Review
- Electronic Services
 - Hosted VSU Intern, Erica Harrington
 - EZproxy
 - Revised config.txt for local resources
 - Maintenance to remove 20 orphaned hosts, 229 hosts older than 30 days, and compress port usage by reassigning higher ports into any available gaps
 - Electronic Resources
 - Discover GALILEO
 - Established access for (1) ACS Publications, (2) SpringerLink Business & Economics Collection, (3) Kanopy Streaming, (4) Literature Criticism Online, (5) Gale Directory Library, (6) Dictionary of Literary Biography Complete Online, (7) Something About the Author Online, (8) Value Line Research Center
 - Managed migrations for (1) Business Insights Essentials, (2) SpringerLink, (3) Cambridge Companions to Philosophy, Religion and Culture, (4) Cambridge Histories Online
 - LibGuides
 - Facilitated training
 - Web Team Leader; website maintenance

Professional Development

- COMO XXIV
- Georgia Library Association member

- Midwinter Conference
 - Academic Library Division Chair
- Southeastern Library Association member

Meetings, Workshops, Training

- NGAL Meeting, Secret Shoppers in the Library with Jennifer Link Jones, Georgia State University
- Webinars
 - *SpringyCamp*
 - *Emerging Technologies: Tips and Strategies for Success in Libraries* presented by Roy Cummings
 - *Designing Vibrant Libraries: Using our Strengths to Create the Libraries of the Future* presented by Michael Porter
 - WebJunction Webinar: *Librarians are Wikipedians Too*
 - *Clippin' it: Create, Edit, and Post Video Using Inexpensive Tools* LYRASIS 2nd Friday Series webinar
 - *Brave New LibGuide*, LYRASIS 2nd Friday Series webinar
 - WebJunction Webinar: *How Libraries can meet the Evolving Needs of Patrons in the Digital Age*
 - *Introduction to the Semantic Web* LYRASIS 2nd Friday Series webinar
- Training
 - *Power Searching with Google* MOOC
 - *Camtasia Relay* with Christopher White, CID
 - *Desire2Learn Overview* with James Fries, CID
 - *Digital Measures* with Jill Lane, CID
 - *D2L News and Communication Tools*, CID
 - *D2L Groups and Drop Box*, CID
 - *D2L Rubrics*, CID
 - *GALILEO EDS GIL-Find Profiles* with Lauren Fancher
 - *GALILEO EDS Branding* with Lauren Fancher & Courtney McGough
 - Sexual Harassment
 - CMS DotNetNuke
- Library Staff meetings
- Public Services Staff meetings
- Library Staff Development Day
- Library Team meetings
- Faculty meetings

Institutional Participation

- Faculty Affairs Committee Chair
- Facilities Advisory Committee member
- Library Building, 2nd Floor Emergency Coordinator

- Laker Angels member
- Top 100 Workplaces Celebration
- University Health Services Awareness Fair
- Employee Benefits Fair
- Faculty/Staff Fund Drive
- CARE & Majors Fair
- MLK Letter from Birmingham Jail public readings
- Open Budget meetings with President Hynes
- Annual Service Awards ceremony
- Spring 2013 Commencement

Name: Joan Taylor

Activities and Accomplishments

- **Completed Reference E-Titles/weeding project**
- Published ***Statistical Sources for your Assignments, Political Science, SOCI 1101, HCMG 4401, “Quality Enhancement Planning”*** LibGuide.
- Wrote a draft of the library course proposal at the request of Dean Gordon Baker.
- Circulation Weeding project: Completion of HM, HN, HQ* *(split with Cathy Jeffrey) , HS, HT, J-JF, JK-JX, majority of HV completed.
- Selection of a month of titles for the Popular Reading Lease Collection
- Consultation appointments with students: Jan-June2013 February-5 appts. March-5 appts. April- 6 appts. May-1 appt. June- 1 appt.
- Provided Dr. Lisa Holland-Davis a list of library resources for the subject area of criminal justice, in preparation for the department’s comprehensive review.
- Research consultation strategies and phone questions taken from various faculty members.
- **Collection development liaison activities for the year:** created carts of resources, recommended resources, identified academic areas needing more collection building, consulted with faculty for their input, and submitted resource recommendation purchase requests from faculty.
- Received 10-year service award recognition and plaque from the CSU Foundation.
- **Atlas project**-reviewed existing atlases, selected replacements, and coordinated discussion, and conferred with colleagues with decision to suggest label/catalog location for items that was completed by Collection Management Department services.
- TEAS items now on reserve for nursing students.
- Taught multiple CSU1022, ENG 1102, HCMG 4401, SOCI 4401 courses

Professional Development

- Member of Southeastern Library Association
- Member of the Georgia Library Association
- Served as Secretary of the Reference Services Interest Group for the Georgia Library Association.
- Conference attendance
- GLA/SELA COMO Conference –Macon, Georgia
- GUGM Conference-Macon, Georgia

Meetings, Workshops, Training

- DeLandra Hunter and librarians (CSU 1022)
- Matt Cornick-coordinator of Legal Studies/Paralegal Program- discuss questions about legal research titles, particularly related to ABA accreditation requirements/needs

- Bridgette McDonald and Lashay Taylor-CSU 1022 planning
- Diana Johnson-CSU 1022 planning
- Elicia Collins-CSU 1022 planning
- Rafik Mohamed-CSU 1022 planning.
- Public Services Meeting
- LibGuides Wrap Up meetings
- Cathy Jeffrey- discussed legal resources, technical call number issues, and a few changes in processing procedures that will be initiated by Collection Management Services.
- Cathy Jeffrey-strategy to create a list of collection holdings for the diverse B.A.S. area in preparation for their program comprehensive review.
- Cathy Jeffrey-prepared a list of collection holdings for criminal justice area in preparation of their program comprehensive review.
- OPAC Team
- Open Budget Meeting
- Faculty wide fall/spring meetings
- Dr. Sarah Stein, Social Science faculty member- discuss resource needs for the newly approved forensic studies minor.
- Laker Angels meeting/luncheon.
- Bob Holmes-discuss Laker Card and Smartprint updates, issues, concerns, and questions.
- Webinar- NLM Southeastern Region- *"PubMed: A Grab Bag of Tips and Tricks for Experienced Searchers"*
- Webinar-EBSCO-*"EDS- Completing the Questionnaires"*
- ProQuest demonstration of *DataSets*
- Congress.gov THOMAS training webinar
- University System of Georgia- *"Desire2Learn"* overview webinar.
- ALA sponsored webinar-*"The Fiscal Cliff, 113th Congress and You...How What's Happening in DC Might Impact the Library Community"* webinar.
- CID hosted campus webinar conferencing, *"Flipping the Classroom"*
- Webinar-NLM Regional Advisory Committee-Southeastern Region-*"Emerging Technologies in Medical Libraries: Librarian Interest and Perceived Challenges"*
- Webinar-*"Using the American Community Survey for Health Services Research"* (American Fact Finder)
- Webinar-*"Perspectives on Academic Patrons: A Closer Look at Takeaways from LJ's Academic Patrons' Profiles"*.
- Webinar- Beyond the SEA -NLM- *"Consumer Health Resources about Animals"- Disaster Resources,.."* etc.
- **LexisNexis** Webinar-*"Shepard's Legal Research"*
- Webinar- *"Libraries & E-government"* Learning how to use the LibEGov.org webtool, their Ask-A-Librarian service, and overview of gov't agencies and ngo's for immigration and taxation"
- Webinar-ValueLine

Institutional Participation

- Library Book Sale
- Faculty Wine & Cheese Social

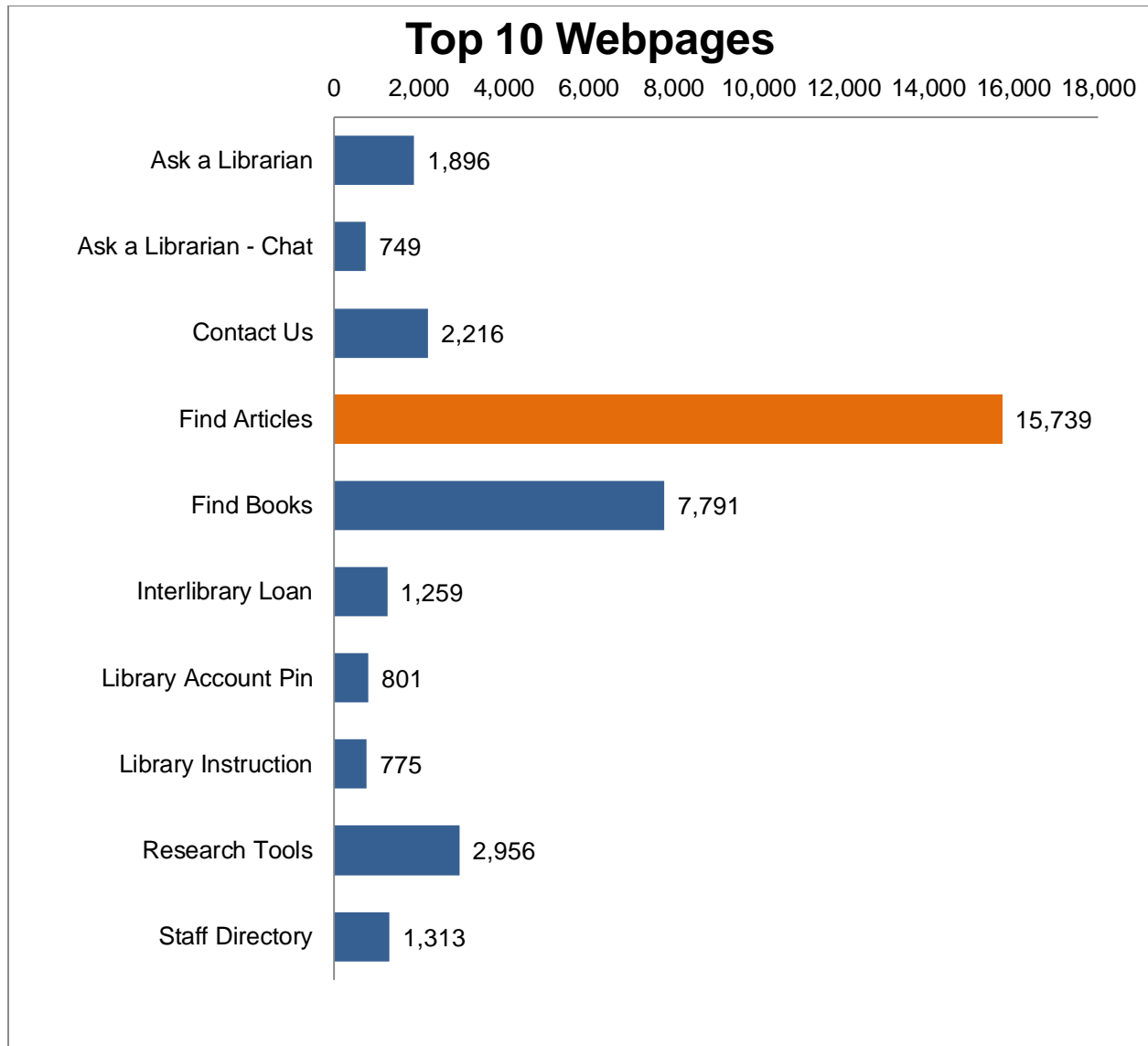
- General Faculty meeting
- Undergraduate Curriculum Committee
- Quality Enhancement Planning Committee
- Quality Enhancement Planning Committee-Subcommittee-Literature Review
- Benefits Fair
- Course Fee Committee
- Laker Angels
- Women's Forum-quilt raffle for scholarship fund.
- Clayton State Foundation
- Faculty Staff Service Awards
- Dedication of the Clayton State Retirees Association Butterfly Garden

Department Goals for the coming year:

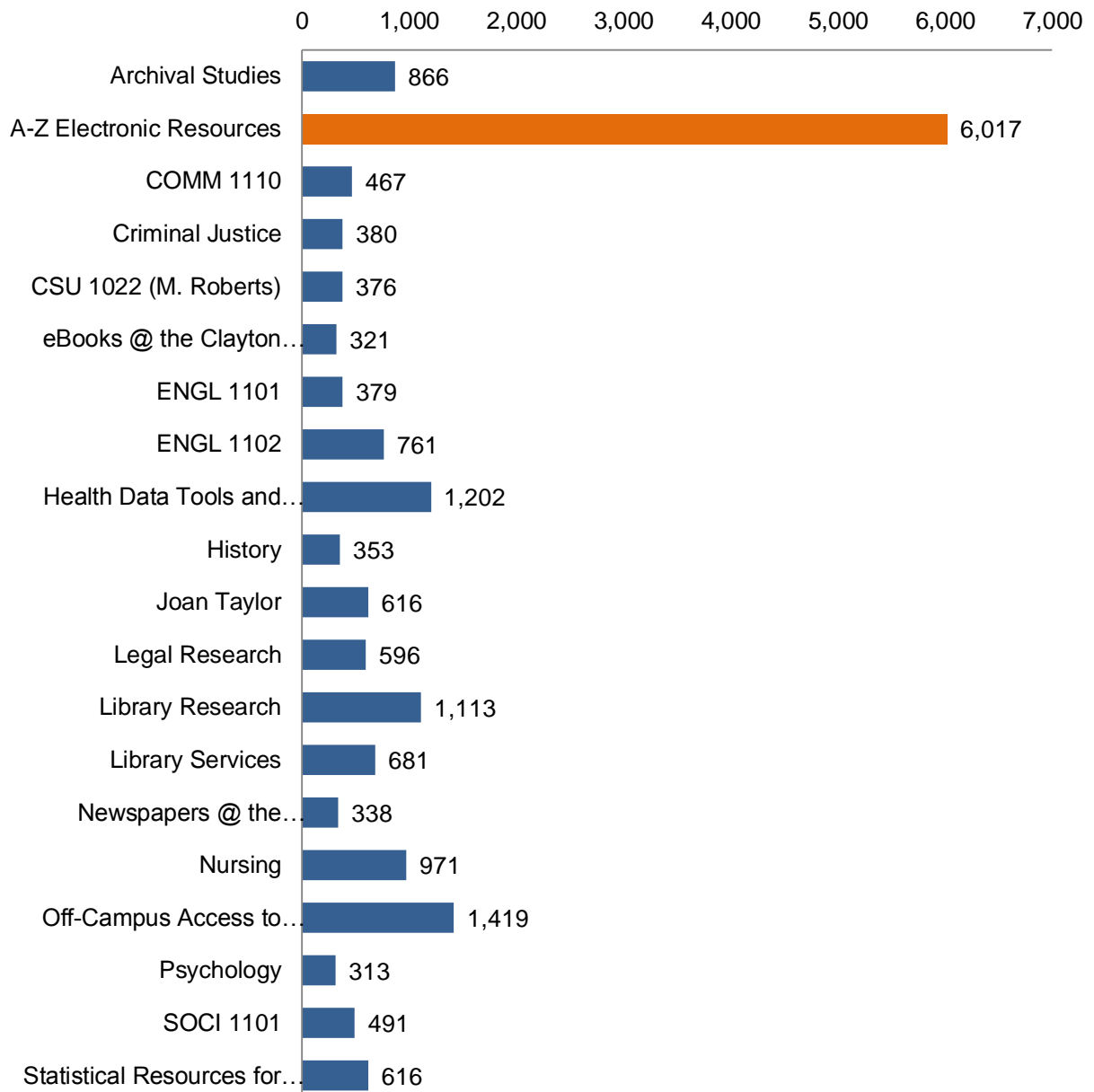
1. Maintain efficient running of service departments in the library including developing, implementing and maintaining service operations and oversight of the library facility and materials to ensure easy access and proper staffing.
2. Enhance library efficiency by offering a variety of service options. Develop, maintain and review on a regular basis the service options currently offered. Explore and create new methods of service as needed.
3. Enhance and expand the “personal” librarian instruction program.

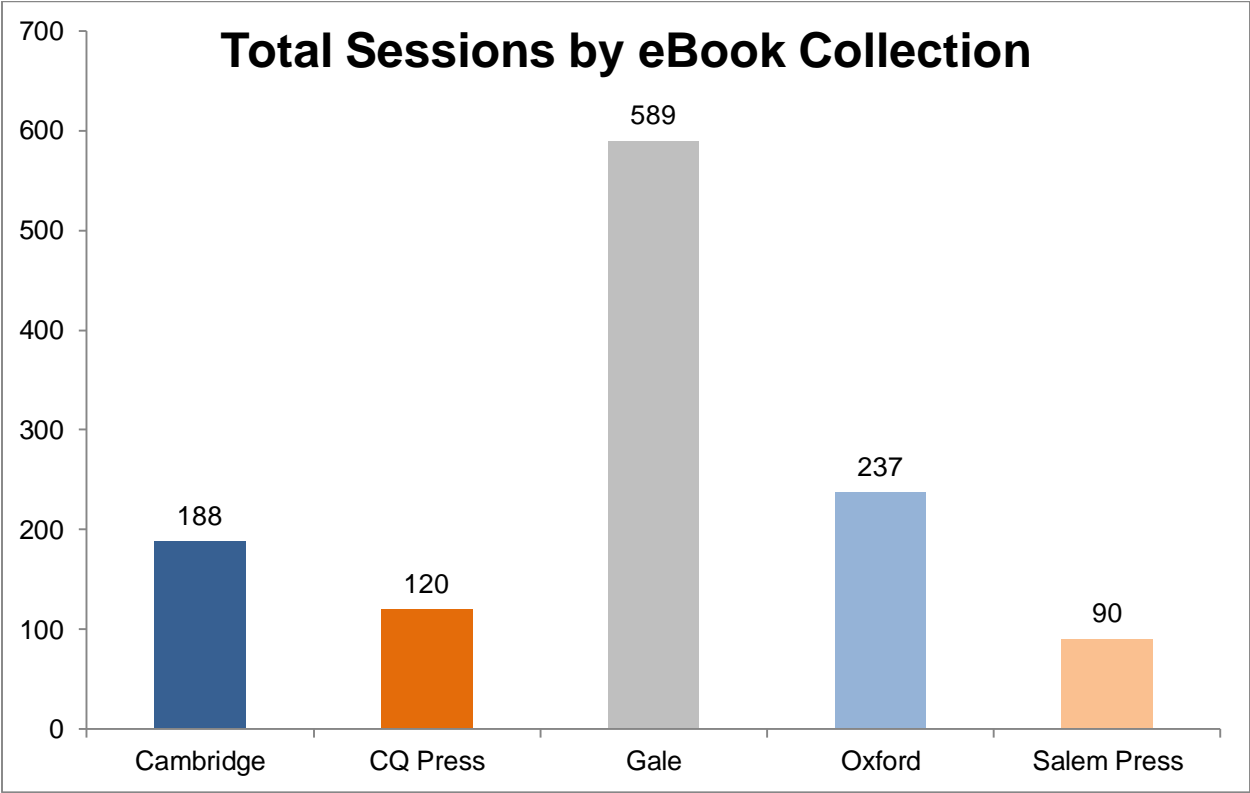
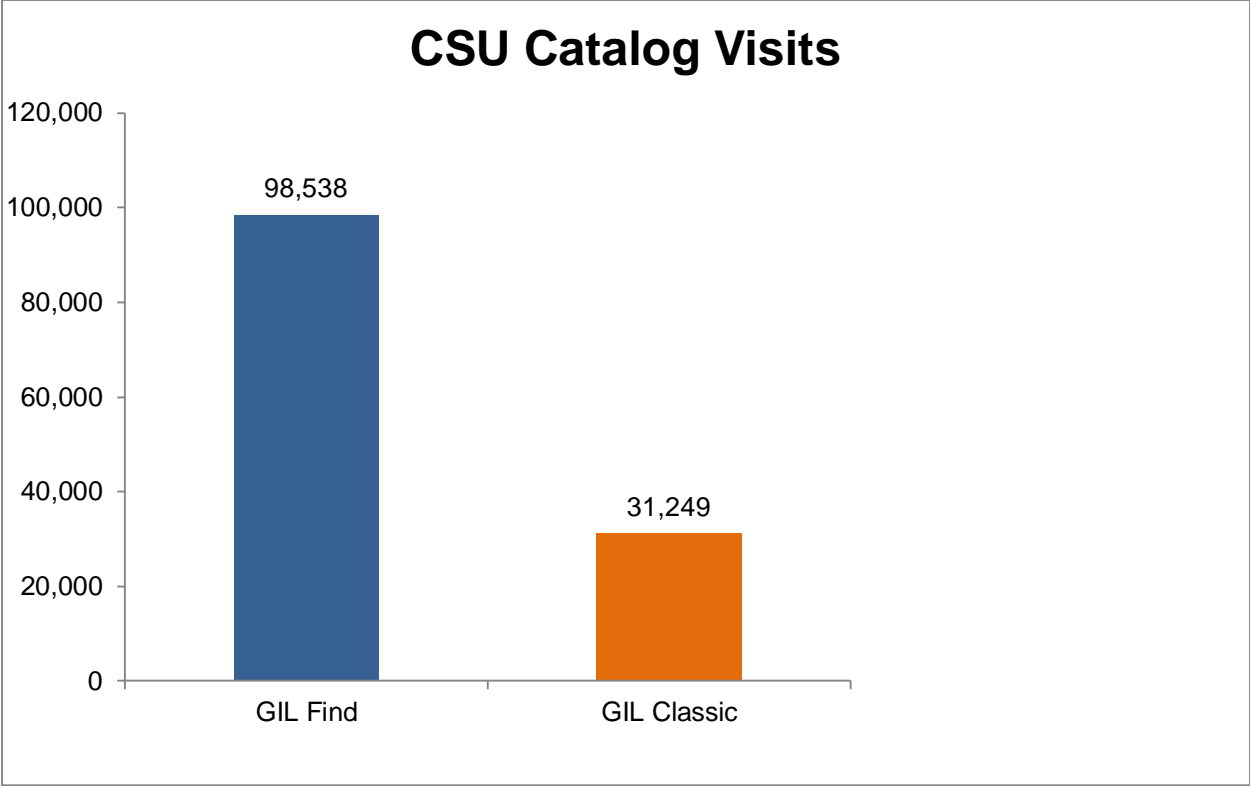
Appendix A
Additional Departmental Statistics and Charts
2012-2013

Electronic Services:

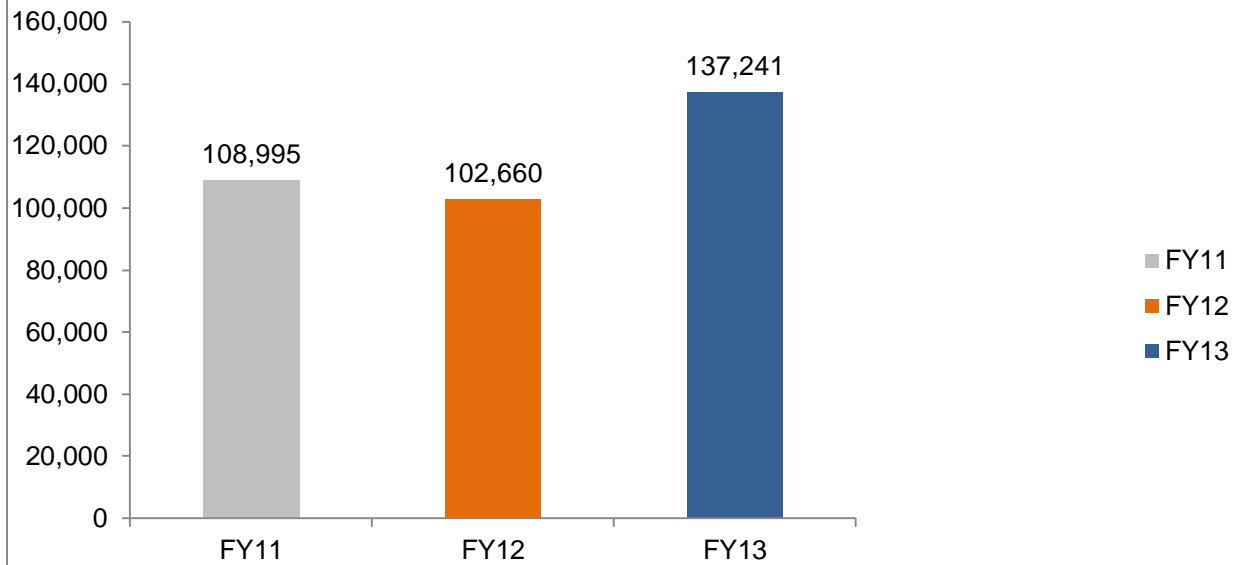


Top 20 LibGuides





Library Homepage Visits



Searches via non-Galileo Databases

