



Clayton State University Library 2013-2014 Annual Report

Dr. Gordon N. Baker

Dean of Libraries

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Clayton State University Library Annual Report 2013-2014

Dear Readers:

FY 2013-2014 has been 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 has been the beginning of the renovation of the lower floor of the Library building. Throughout the summer and fall semesters the former occupants of the lower level were relocated. This relocations included the Testing Center moving to its new location in Arbor Hall on the CSU East Campus; the Center for Academic Success moving to Suite 276 in Edgewater Hall; and The Hub Software Support moving to L125 into the former Collection & Resources Management suite.

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 continues in this edition of the Annual Report.

Members of the Library's faculty and staff continued to be professionally active. All faculty and staff hold membership in both the Georgia Library Association and the Southeastern Library Association. Concurrent sessions by department members were presented at the Georgia Council of Media Organizations annual conference in Macon, Georgia that the Macon Centerplex in October 2013.

DEPARTMENTAL SUMMARIES

Archives – Archivist Rosemary Fischer continues to acquire more materials for the Archives. The major focus of this year has been readying the collection for storage during the Library renovation. The majority of the collection will be housed off-site. All boxes have been labeled and all collections have been placed together.

In addition, interns and volunteers worked on digitizing different collections in the Archives. Progress is being made. Once the Archives website is completed, these collections will be accessible.

Archives volunteers contributed 100 hours to the CSU Library Archives. Intern hours totaled 450 hours.

Assessment & Marketing – Assessment & Marketing Librarian (AML) Erin Nagel successfully completed the library's portion of the SACS documentation for the SACS 2014 Reaffirmation. Erin continued to work with the faculty and staff in developing the assessment tools for both CSU 1022 and ENGL 1102. In

addition, Erin completed both the ACRL Library Survey and the NCES Academic Library Survey.

Erin is one of the founding members for the Southeastern Library Assessment Conference. The inaugural conference held during October 2013 in Atlanta was a major success.

The *Created Equal* Grant committee, after much planning, held their kickoff event on February 14, 2014. Approximately 100 folks composed of CSU student, faculty, staff and community members attended. Additional programming will follow.

Collection & Resource Management – After a record setting materials budget of more than \$500,000.00 last year, the budget for this time period dropped to \$448,602.73. Much of that amount was expended periodicals and continuations. Staff members continued to perform their functions of ordering, cataloging, and processing materials for the library's collections. Universal borrowing (interlibrary loan and GIL Express) continue to be used by both faculty and students. The major change for this department was the establishment of the Electronic Resources and Services unit led by Kara Mullen. Chris Stotelymer was hired as the Electronic Services Librarian. Cathy Jeffrey leads the Collection & Resource Management Department.

Public Services Department – Lead by Assistant Dean Katherine Quinnell, the Department maintained the Library schedule with the Library opening 88 hours per week during Fall and Winter Semesters and 71 hours during the summer. Librarians taught 73 library instruction classes, approximately 1533 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.

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

With regards,

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



2013 – 2014 Clayton State University Library Departments

Administration

Dr. Gordon N. Baker, Dean of Libraries
Jennifer L. Duke, Executive Assistant to the Dean
Erin Nagel, Marketing & Assessment Librarian

Collection & Resource Management

Cathy Jeffry, Associate Dean of Libraries and Head of
Collection & Resource Management
Adam Kubik, Head of Monographic Cataloging
Laura Herndon, Serials Librarian
Rhonda Boozer, ILL/Reserves Assistant
Heidi Benford, Acquisitions Assistant
Heather Walls, Cataloging Assistant
Kara Mullen, Head of Electronic Resources & Services
Christopher Stotelymer, Electronic Resources & Services Librarian
Robin Faulkner, Electronic Services Assistant

Public Services

Katherine Ott Quinnell, Assistant Dean of Libraries and
Head of Access & Instructional Services
Joan Taylor, Reference Coordinator
Elizabeth Bradshaw, Weekend Coordinator and Instruction Librarian
Barbara Dantzler, Circulation & GIL Express Coordinator

University Archives

Rosemary Fischer, University Archivist

Clayton State University Library Administrative Team

Dr. Gordon N. Baker began at Clayton State University in 1979 when it was Clayton Junior College. Dr. Baker was the evening and weekend coordinator for 25 years before joining the staff fulltime in 2004 as Head of Public Services. In 2005, he became the Interim Director of the Library. In 2006, he was named Director of Libraries. In 2009, Dr. Baker became Dean of Libraries. He holds an Associates of Arts from Clayton Junior College (now Clayton State University); a bachelor's degree in Elementary Education with a minor in Library Science from Valdosta State University; both a Master's degree and Specialist's degree in Library Services from Atlanta University (now Clark Atlanta University); and Doctor of Educational Leadership from Nova Southeastern University.

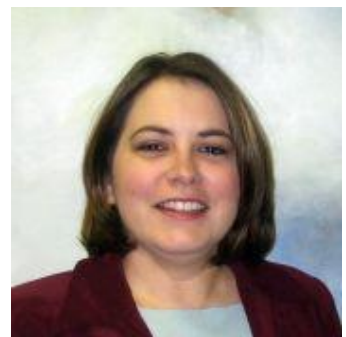


Cathy Jeffrey began at CSU in 1987 as a part-time cataloger. In 1996, her status was changed to full-time. In 2005 she became the Head of Technical Services. In 2004, she was promoted to the Head of Technical Services. In 2010, she became the Associate Dean of the Library and Head of Collection and Resource Management. She now supervises the largest department of the Library.

Cathy holds an Associate of Arts from Reinhardt College (now University), a Bachelor of Arts in

English from the University of Georgia and her MSLS from Florida State University.

Katherine Ott Quinnell joined the Staff at Clayton State in 2008 as the Head of Public Services. In 2009, she became the Assistant Dean of the Library and Head of Access and Information Services. Prior to coming to CSU, Katherine was an instructor at Northeastern State University; Tahlequah, OK; Head of User Information Services at Florida State University in Tallahassee, FL; and Head of Information Services at Southwestern Oklahoma State University in Weatherford, OK. She holds a MLS from Texas Woman's University; a M.Ed. in Higher Education; and is currently working on her PhD at Mercer University in Atlanta.



Adam Kubik joined the CSU Library staff in April 2005 as the Catalog Librarian. In March 2011 he was named the Head of Monographic Cataloging. Prior to coming to CSU, Adam worked at Bucknell University in Lewisburg, PA. Adam received his MLS from the State University of New York at Buffalo in 2004.



Kara Mullen joined the staff of Clayton State University in 2000 as the Administrative Assistant to the Director of the Library. In 2010 she was named the first Electronic Resources and Services Librarian. In 2013 she was promoted to the position of Head of the newly established Electronic Resources and Services Department. Kara holds a Bachelor's in English from Georgia State University in Atlanta and an MLIS from Valdosta State University in Valdosta, GA.

Rosemary Fischer joined the Clayton State Library staff as the University's first Archivist in 2004. As she likes to say, she took a room with a broken desk and two bookcases and turned it into a first-rate Archives. In addition to her archival responsibilities, Rosemary also performed Public Services functions for her first few years. In 2010, she became the full-time University Archivist. Rosemary holds a Bachelor's degree in English from the University of Washington in Seattle and an MLIS from the University of South Carolina in Columbia.



Jennifer Duke joined staff at Clayton as the Reserves Assistant in 2006. She had previous library experience from the Henry County Library System, McDonough; the Clayton County Library System, Jonesboro; the Valdosta State University Library, Valdosta; and the Brooks County Library, Quitman. She became the Executive Assistant to the Dean of the Library in 2012. Jennifer holds a Bachelor of Art in English Literature from Excelsior College; an MLIS from Valdosta State University, Valdosta; and is currently pursuing her

Education Specialists in Instructional Technology from Valdosta State University.



Clayton State University Library

Administration

Administration

This year Library Administration was primarily focused on the Library Renovation Project. Dean Gordon Baker and Executive Assistant Jennifer Duke had many meetings throughout the year with Project Manager Priti Bhatia. In addition to meetings regarding furniture and fabrics, other meetings included meeting with Flood Brothers regarding the relocation of the different library departments and the collections; meeting with representatives from Patterson Pope regarding the high density shelving for the new shelving and the relocation of the shelving in the Archives and Circulation Area; met with different individuals regarding data and networking and electrical work.

Dean Gordon Baker served as the Library's representative to the Administrative Council, the Deans Council, the President's Extended Cabinet, and the Information Technology Council. In addition, Dr. Baker chaired the successful search committee for the Director of the University's Human Resources Department. Dr. Baker also has monthly one-on-one meetings with Provost Micheal Crafton.

Both Dean Baker and Jennifer Duke were involved with many outreach activities to the K-12 community. Dr. Baker served as co-chair of the Georgia Student Media Festival Steering Committee and coordinated the set-up for the State Festival in Jonesboro. Jennifer Duke coordinated food activities related to the committee and festival. In addition she worked closely with Dean Baker with the sorting and distribution of the Festival projects. During the summer, Clayton State Library hosted one of the judging sites for the International Student Media Association Festival. Dr. Baker served as the site coordinator and Jennifer Duke assisted with the local arrangements.

Gordon and Jennifer also worked closely with the set-up and coordination of the Metro-Atlanta Helen Ruffin Reading Bowl Competition.

The Library also became a site for the Foundation Center's Coordinating Collection. Jennifer Duke participated in training for this new venture and was appointed as the site coordinator.

Dr. Baker was active professionally during this year. He continued serving a two-year term as President of the Southeastern Library Association. In addition he coordinated meetings of the Georgia Association for Instructional Technology (GAIT) Board of Directors and the Georgia Council of Media Organizations (Georgia COMO). He continued serving on the Henry County Library Board of Trustees as a member and elected chair. He also began serving a two-year term as immediate past president of the Henry County Retired Educators Association. Finally he presented sessions at both the October 2013 Georgia COMO Conference and the November 2014 Joint Conference of the Southeastern Library Association and South Carolina Library Association and the Georgia Library Media Association's Summer Institute.

The Administrative Staff worked closely with the Search Committee for the Head of Electronic Services. Three individuals were interviewed for the position: Kara Mullen, Jessie Copeland, and Gretchen Smith. Kara Mullen was selected as the first Head of Electronic Services.

Adding the new Department of Electronic Services prompted Dean Baker to study the Library's reorganization. After reviewing organization charts from many colleges and universities and chats with other library deans and directors, he presented a new organizational plan to Interim Provost Kevin Demmitt in June 2014. The new plan was to become effective on July 1, 2014.

Activities of Dean Gordon Baker

July 2013

- Began serving a two-year term as Past President of the Henry County Retired Educators Association, July 1.
- Attended American Library Association, Chicago, IL
 - Member of Public Awareness Committee
 - Member of ACRL Liaisons Committee
- Met with Mark Patterson regarding Library furniture for renovation, July 8.
- Participated in an online training session for the International Student Media Association, July 9.
- Hosted and coordinated area judging for the International Student Media Association Festival, July 10.
- Met with Priti and Jennifer about fabrics for furniture for Library renovation.
- Met with Priti and Pat Harris regarding Library Renovation.
- Attended meeting regarding Data Needs for the University.
- Met with Priti concerning Library move, July 15.
- Met with EBSCO Representative, Walker Godin, July 16.
- Attended Foundation Center training session, July 16.
- Attended the Non-Profit Forum Kick-Off event at CE, July 18.
- Telephone conference call with Zach Dunmire with 3M, July 18.
- Met with Laura Whitelaw of Marriott International, July 18.
- HR Candidate on Campus, Chaired Event – July 22
- HR Candidate on Campus, Chaired Event – July 23
- Met with Priti, Mark Patterson, and Jennifer Duke regarding Library Furniture for Renovation.
- HR Candidate on Campus, Chaired Event – July 24.
- Submitted HR Candidate recommendation – July 26.
- Attended Deans Retreat, July 29
- Attended GREA Area X & XI Meeting in Fayetteville, July 30.

August 2013

- Met with Franklin Smith, August 5
- Took Technical Services to Lunch for winning Table Decorating Contest for the Library Book Sale.
- Attended the CSU Welcome Back Reception at CE
- Coordinated and chaired the SELA Summer Conference, Birmingham, AL – August 8-10.
- Chaired Library Staff Meeting, August 19.
- Attended a meeting of Complete College Georgia, August 20.
- Met with Sandy Piver of ProQuest, August 21.
- Met with Priti, Wilson Pritt, and Dick Beery regarding Compact Shelving, August 23.
- Hosted and coordinated meetings of Georgia COMO and GAIT, August 24.

- Attended meeting of the Extended Cabinet, August 27.
- Attended meeting of the Administrative Council, August 28.
- Attended Extended Dean's Meeting, August 29.

September 2013

- Attended and chaired September meeting of the Henry County Library Board of Trustees, September 9.
- Attended Top Work Place Event, September 12
- Attended IT Costs for Library Renovation with Corlis, John Bryan, etc., September 16.
- Attended meeting of the President's Extended Cabinet, September 17.
- Attended One on One with Micheal Crafton on September 19.
- Met with Jennifer and Will Smith, VSU Student.
- Attended Reception for new HR Director Tom Gausvik, September 23.
- Attended meeting of the Administrative Council, September 24.
- Attended interviews for Head of Electronic Services – Kara Mullen and Jessie Copeland, September 25, 2013.
- Attended Extended Dean's Meeting, September 26.
- Attended interview for Head of Electronic Services – Gretchen Smith, September 26.

October 2013

- Attended meeting of the Henry County Board of Commissioners, October 1.
- Judged Homecoming event at Dutchtown High School, October 2.
- Met with Will Smith and Jennifer, October 3.
- Attended Georgia COMO October 9 – 11. Presented two sessions.
 - Georgia Student Media Festival – What's New for 2013-2014? With Michelle Lenderman.
 - Library Book Sales, with Jennifer Duke.
- Met with Wesley Jones, October 14
- Attended Manager's Training Session, October 15.
- Met with Will Smith and Jennifer, October 15.
- Met with accreditation committee for the School of Nursing, October 17.
- Met with Micheal Crafton for monthly One on One, October 21.
- Attended ITC Meeting, October 23.
- Attended Extended Dean's Meeting, October 24.
- Attended Created Equal Committee Meeting, October 25.
- Attended interview for Cheryl Martinez and had lunch, October 29.

November 2013

- Attended and chaired Library Board of Trustees meeting, November 4, 2013.
- Attended Administrative Council, November 5, 2013

- Set-up Georgia COMO booth at GAETC with Jennifer Duke, November 5.
- Attended ARCHE Meeting at Agnes Scott College. Now chair-elect of ARCHE.
- Attended GAETC Conference, November 6.
- Attended Caryn Young interview, November 11.
- Attended the Joint Conference of the Southeastern Library Association and the South Carolina Library Association. Joint presentation with Bob Fox.
- Attended One on One meeting with Micheal Crafton, November 18.
- Attended President's Extended Cabinet, November 19.
- Met with Dave Brown, Evaluator of the President, November 19.
- Attended CSU Solicitation Policy Training Session, November 19.
- Met with Will Smith and Jennifer Duke, November 20.
- Met with Cheryl Jordan regarding the Information Technology Council, November 20.
- Attended Extended Dean's Meeting, November 21.
- Chaired and attended Library Steering Committee, November 21.

December 2013.

- Attended Administrative Council, December 3.
- Coordinated and assisted with Stockbridge Middle School class and their History Day Project, December 6.
- Hosted and chaired a meeting of the Helen Ruffin Reading Bowl Committee, December 11.
- Participated in telephone conference call regarding the Liaison Training and Development Committee, December 13.
- Attended the CSU Library Luncheon at Longhorn, December 16.
- Attended the HCREA Holiday Luncheon, December 17.
- Attended Extended Dean's Meeting and Luncheon, December 19

January 2014

- Began serving second year of a two-year term as President of the Southeastern Library Association, January 1.
- Hosted and chaired Georgia Student Media Festival Steering Committee Meeting, January 7.
- Met with Cheryl Thibodeau, January 13.
- Chaired a meeting of the Henry County Library Board of Trustees. Met with Henry County Schools Superintendent Ethan Hildreth and Superintendent designee Rodney Bowler in McDonough, January 14.
- Attended the EAB Student Success Collaborative Kick-off, January 15.
- Met with Priti Bhatia concerning the Library renovation project, January 16.
- Met with Provost Micheal Crafton for monthly one-on-one meeting, January 16.

- Organized and attended the Georgia Library Association's Mid-Winter Conference held at Clayton State's Downs Continuing Education Center, January 17.
- Attended a Library Phase I Pre-Demo Meeting in the Facilities Management Conference Room, January 21.
- Attended a Deans Meeting, January 21.
- Attended the President's Extended Cabinet, January 21.
- Attended the annual mid-winter conference of the American Library Association in Philadelphia, PA – January 23 – 28.
- Attended a meeting of the Campaign for America's Library Subcommittee in Philadelphia, January 25.
- Attended a meeting of the Liaisons Training & Development Committee in Philadelphia, January 26.
- With assistance of Library staff, coordinated the set-up for the 2014 Helen Ruffin Reading Bowl on Friday, January 31.

February 2014

- Organized, welcomed, and coordinated the 2014 Helen Ruffin Reading Bowl on Saturday, February 1, 2014 in the Student Activities Center and other buildings on campus.
- Met with Priti Bhatia regarding the Library Renovation Project, February 3.
- Met with Facilities Management folks concerning the Library's fire doors as part of the Library Renovation Project, February 6, 2014.
- Attended a Library Renovation Project meeting at Facilities Management, February 17.
- Attended a meeting of the President's Extended Cabinet, February 18.
- Attended and welcomed folks to the kickoff event for the Created Equal: America's Civil Rights Struggle series, Downs Continuing Education Center, February 19.
- Met with Provost Micheal Crafton for monthly one-on-one meeting, February 20.
- Attended a meeting of the ITC's Operations Subcommittee on February 21.
- Attended monthly meeting of the ITC on February 21.
- Week of February 24, 2014, began reviewing faculty and staff evaluations.
- Met with Priti Bhatia concerning carpeting for the Library Renovation Project, February 24, 2014.
- Met with Cathy Jeffrey and Katherine Quinnell concerning the 2014 Salary Stressor funding, February 25.
- Attended the monthly meeting of the Administrative Council, February 26.
- Attended a meeting of the Extended Deans Council on February 27.
- Attended the Making Things Better Presentation in UC 272. The Library was recognized as receiving a nomination for this award, February 28.

March 2014

- Attended and chaired meeting of the Henry County Library Board of Trustees, March 3.
- Attended meeting of the Created Equal Committee, March 6.
- Attended and hosted a meeting of the Georgia Student Media Festival Steering Committee, March 10.
- Attended a webinar meeting of the Affordable Learning Georgia, March 11
- Took Library Faculty and Staff to Lunch, March 12.
- Met with President Tim Hynes regarding the position of CSU Provost, March 14.
- Attended a meeting of the GAIT Board of Directors, Clayton State, March 15.
- Attended a meeting of the Georgia COMO Steering Committee, Clayton State, March 15.
- Attended a meeting of the GLA Budget Committee, Clayton State, March 15.
- Assisted with the set-up of the HCREA/GREA District X Meeting in McDonough, March 17.
- Attended the HCREA/GREA District X Meeting in McDonough, March 18.
- Attended Extended Deans Meeting, March 20.
- Met with Provost Michael Crafton for monthly one-on-one meeting, March 20.
- Attended a Created Equal Committee meeting, March 20.
- Chaired and hosted a meeting of the Southeastern Library Association Executive committee at the Classic Center in Athens, GA, March 28.

April 2014

- Met with Priti Bhatia concerning the Library Renovation Project, April 1, 2014.
- Attended Deans Meeting, April 3.
- Attended webinar meeting of the Affordable Learning Committee, April 3.
- Attended the Director of Undergraduate Recruitment & Admissions interview for Luis Ocasio.
- Met with Joan Taylor, April 16.
- Attended Created Equal presentation, Downs Continuing Education Center, April 16.
- Attended Library Renovation Project meeting, Facilities Management, April 17.
- Attended Extended Deans Meeting and Lunch, April 17
- Attended President's Extended Cabinet meeting, April 18.
- Attended the Director of Undergraduate Recruitment & Admissions interview for Angelo Lee, April 21.
- Attended the Director of Undergraduate Recruitment & Admissions interview for Joe Stone, April 23.

- Attended Dr. Micheal Crafton's Farewell Party, April 23.
- Attended the CSU Vendor Fair, Downs Continuing Education Center, April 24.
- Met with Priti Bhatia regarding the Library Renovation Project, April 25.
- Sorted Georgia Student Media Festival projects, April 28.
- Attended April Administrative Council Meeting, April 29.
- Attended CSU Awards Day, Spivey Hall, April 29. Recognized for 35 years of dedicated service to Clayton State!
- Attended Library Renovation Project meeting regarding high density shelving, Facilities Management, April 30.

May 2014

- Coordinated and assisted with the set up for the Georgia Student Media Festival, Clayton County Schools Professional Learning Center, Jonesboro, May 1, 2014.
- Coordinated, welcomed, and attended the Georgia Student Media Festival, Clayton County Schools Professional Learning Center, Jonesboro, May 2, 2014.
- Attended the retirement party for Cindy Adair at Flippen Elementary School, May 5.
- Attended and chaired the Henry County Library Board of Trustees, May 5.
- Attended the CSU Spring Faculty Meeting, May 6.
- Attended the Henry County Retirement Tea at Union Grove Middle School, May 8.
- Met with Media Daniels, library/media specialist, at Dutchtown High School, May 14.
- Attended GIL Users Group Meeting, Middle Georgia State College, Macon, May 15.
- Coordinated and chaired the Georgia COMO Site Selection Presentations, CSU, May 17.
- Met with Priti Bhatia concerning the Jazzman's Entrance to the Library for the Library Renovation Project, May 19.
- Attended the President's Extended Cabinet meeting, May 21.
- Met with Kara Mullen, Cathy Jeffrey, and Jodi Kuehl from EBSCO, May 22.
- With Jennifer Duke and Rosemary Fischer, attended Sylvia Burch's Retirement Tea at the Henry County Board of Education Office in McDonough, May 27.
- Attended the Henry County Retired Educators Leadership Meeting at the Henry County Public Library in McDonough, May 29.

June 2014

- Attended the Weekend Librarian Interviews – Justin de la Cruz, June 2.
- Met with Priti Bhatia concerning the Library Renovation Project, June 3.

- Met with Erin Nagel for a Created Equal Committee Update, June 3.
- Coordinated and chaired an electronic board meeting of the Southeastern Library Association, June 4.
- Met with Interim Provost, Kevin Demmitt for monthly one-on-one. Presented the Library Reorganization Plan. The Plan was approved, June 4.
- Attended the webinar meeting of Affordable Learning Georgia, June 5.
- Attended the Weekend Librarian Interviews – Thomas Jackson, Jr., June 5.
- Met with Tripp McKinney from the Athens CVB concerning Georgia COMO 2015, June 6.
- Attended the Weekend Librarian Interviews – Stacy Brown, June 6.
- Attended the GAIT Board of Directors Meeting, CSU, June 7.
- Attended and presented at the Georgia Library Media Association's Summer Institute, Peachtree City, June 10.
- Attended Deans Council Meeting, June 12
- Met with HR Director, Tom Gausvik regarding the Library Organization Plan and resignation of Assistant Dean, Katherine Ott Quinnell, June 16.
- Met with Interim Provost, Kevin Demmitt regarding the resignation of Katherine Ott Quinnell and the posting of the Head of Reference and Instruction position.
- Attended Georgia COMO meeting, CSU, June 18.
- Attended monthly ITC meeting, June 20.
- Met with Tommy Smith, Chairman of the Henry County Board of Commissioners, June 24.
- Attended the Brand Road Show, June 25.
- Met with Joan Taylor regarding the future of the Public Services Department, June 25.
- Attended Created Equal Committee Meeting, June 25.
- Attended the annual summer conference of the American Library Association, June 26-July 1, Las Vegas, Nevada.
- Attended the Public Awareness Committee Meeting, Las Vegas, June 28.
- Attended the Liaisons Coordinating Committee Meeting, Las Vegas, June 29.
- Last day for Elizabeth Vessey-Bradshaw and Katherine Ott Quinnell, June 30.

Activities of Executive Assistant Jennifer Duke

Ongoing Projects during July 2013 – June 2014

- Attended classes in Instructional Technology, Leadership, and Instructional Design, resulting in a Specialist Degree from Valdosta State University.
- Participated in work session regarding the McDonough School Museum, how to strengthen the collection and how to grow the collection.
- Cleaned and documented donations to the McDonough School Museum.
- Assisted with online and in person desk hours at the Reference Desk and Circulation Desk.
- Edited and updated the Emergency Procedures Notebook.

July 2013

- Met with Dean Gordon Baker and Mark Patterson regarding furniture for Library Renovation Project, July 8.
- Served as judge for International Student Media Association Festival, July 9.
- Met with Dean Gordon Baker and Priti Bhatia regarding fabrics for the Library Renovation Project.
- Met with Dean Gordon Baker, Priti Bhatia and Pat Harris regarding the Library Renovation Project.
- Met with Dean Gordon Baker and Priti Bhatia regarding the Library move, July 15.
- Attended Foundation Center training session, July 16.
- Met with Dean Gordon Baker, Priti Bhatia, and Mark Patterson regarding Library furniture for Library Renovation Project.

August 2013

- Assisted Dean Gordon Baker with the printing and collation of packets for the SELA Summer Conference.
- Met with Dean Gordon Baker, Priti Bhatia, Dick Beery, and Wilson Pritt regarding the high density shelving for the Library Renovation Project, August 23.

September 2013

- Attended the TOP Work Place Event, September 12.
- Met with Dean Gordon Baker and VSU Student Intern, Will Smith.
- Attended Reception for new HR Director Tom Gausvik, September 23.
- Attended interviews for Head of Electronic Services – Kara Mullen and Jessie Copeland, September 25.
- Attended interview for Head of Electronic Services – Gretchen Smith, September 26.

October 2013

- With Dean Gordon Baker and Rosemary Fischer judged Homecoming event at Dutchtown High School, October 2.
- Attended Georgia COMO, October 9 -11, Macon, GA.
- With Dean Gordon Baker presented a conference session entitled, Library Book Sales.
- Met with Dean Gordon Baker and VSU Student Intern Will Smith, October 15.

November 2013

- With Dean Gordon Baker set up the Georgia COMO booth at GAETC, College Park, November 5.
- Attended the GAETC Conference, College Park, November 6-8.
- Attended CSU Solicitation Policy Training Session, November 19.
- With Dean Gordon Baker met with VSU Student Intern, Will Smith, November 20.
- Attended Library Steering Committee Meeting, November 21,

December 2013

- Assisted with the Stockbridge Middle School class and their History Day Project, December 6.
- Attended a meeting of the Helen Ruffin Reading Bowl Committee, December 11.
- Attended the CSU Library Luncheon at Longhorn, December 16.

January 2014

- Attended Georgia Student Media Festival Committee meeting, January 7.
- With Dean Gordon Baker met with Priti Bhatia concerning the Library Renovation Project, January 16.
- Attended the Georgia Library Association's Mid-Winter Conference held at Clayton State, January 17.
- With Dean Gordon Baker attended a Library Phase I Pre-Demo Meeting in the Facilities Management Conference Room, January 21.
- Assisted with the set-up for the 2014 Helen Ruffin Reading Bowl, January 31.

February 2014

- With Dean Gordon Baker met with Priti Bhatia regarding the Library Renovation Project, February 3.
- With Dean Gordon Baker met with Facilities Management folks concerning the Library's fire doors as part of the Library Renovation Project at Facilities Management, February 17.

- With Dean Gordon Baker met with Priti Bhatia concerning carpeting for the Library Renovation Project, February 24.
- Attended the Making Things Better Presentation in UC 272, February 28.

March 2014

- Attended a meeting of the Georgia Student Media Festival Steering Committee, March 10.
- Attended a Library Luncheon at Sushi China Café, March 12.

April 2014

- With Dean Gordon Baker met with Priti Bhatia concerning Library Renovation Project, April 1.
- With Dean Gordon Baker attended Library Renovation Project meeting, Facilities Management, April 17.
- Attended the CSU Vendor Fair, April 21.
- With Dean Gordon Baker met with Priti Bhatia regarding Library Renovation Project, April 25.
- Assisted Dean Gordon Baker with the sorting of the Georgia Student Media Festival projects, April 28.
- Attended CSU Awards Day, Spivey Hall, April 29.
- With Dean Gordon Baker attended Library Renovation Project meeting regarding high density shelving, Facilities Management, April 30.

May 2014

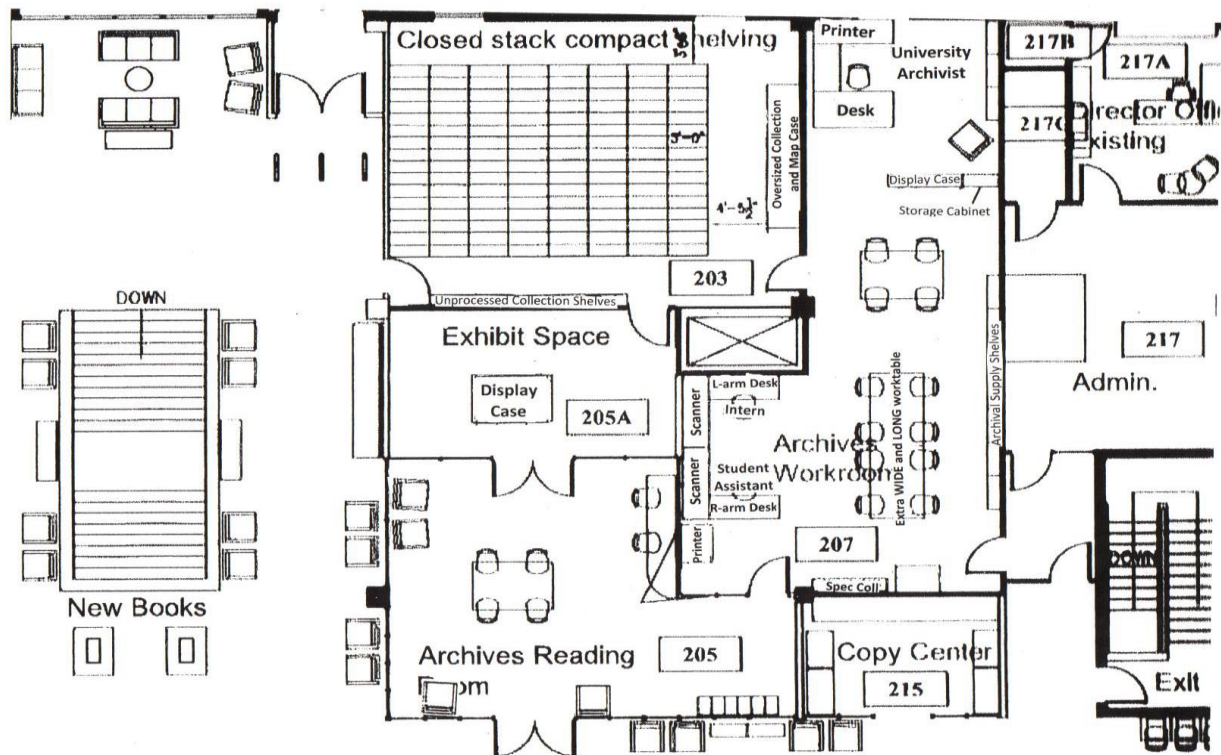
- Assisted Dean Gordon Baker and others with the setup of the Georgia Student Media Festival, May 1.
- Attended the Georgia Student Media Festival, May 2.
- Attended the GIL Users Group Meeting, Middle Georgia State College, Macon, May 15.
- With Dean Gordon Baker met with Priti Bhatia concerning the Jazzman's Entrance to the Library as part of the Library Renovation Project, May 19.
- With Dean Gordon Baker and Rosemary Fischer attended the Retirement Celebration for Sylvia Burch at the Henry County Board of Education Office, May 27.

June 2014

- Attended the Weekend Librarian Interviews – Justin de la Cruz, June 2.
- With Dean Gordon Baker met with Priti Bhatia regarding the Library Renovation Project, June 3.
- Attended the Weekend Librarian Interviews – Thomas Jackson, Jr., June 5.
- Attended the Weekend Librarian Interviews – Stacy Brown, June 6.
- Attended the Brand Road Show, June 25.

Clayton State University Library Archives University Archives & Special Collections

ANNUAL REPORT July 1, 2013 – June 30, 2014



Our Future

Submitted by

Rosemary Fischer
University Archivist & Head of Special Collections

**Clayton State University Archives
2013-2014 Annual Report**

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OVERVIEW

The Clayton State University Library Archives is in transition and still functioning. This past year has been immersed in preparations for the move to L200 and storing our collections off-site. Plans are constantly changing and the temporary home for our collections has not been decided.

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

Exhibits for the New Display Area. Several exhibits have been outlined and created on paper. Once the collections are back, we can start to pull the exhibits together.

Label Archival Boxes in the Collection. We managed to get all the boxes labeled and collections pulled together in the same space.

Update and Publish the Internship Manual. Several major changes have been made to the Internship Manual. The Desk Reference portion is outlined and much of the information is in place. Once the manual and archives’ website is completed, we can publish it online.

ArchivesSpace. Archon has been replaced by ArchivesSpace. Training information is being researched and noted.

Digital Collections. The students continue to digitize collections and save them to CDs. They are currently working on Faculty Syllabi, Fact Books, and Faculty Accomplishments. Once the archives’ website is functioning, we will be able to share these collections online.

Create online exhibits for the new Archives’ web page. This is a work-in-progress. The student assistant has digitized the sports media books for the Athletic Department. We hope to have several links to our campus publications online.

Monitor the environment in the Archives. Monitoring the environment is no longer applicable since we are in a temporary space. Once we are settled in our new space, monitoring will begin.

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. This program has concluded. I was not sure of the value I provided to the mentee.

ACCOMPLISHMENTS

Increased technology skills. Continue to work with PDFs, Photoshop, and inserting artwork into Word documents. Have been introduced to Adobe Illustrator and Adobe Premier (for working transfer of VHS tapes to DVDs).

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 eighth anniversary. The group continues to grow and provide a service to the community.

Our Genealogy Group at Clayton State All-Day Workshop. Planned and prepared for all-day workshop. Created packets, name tags, etc. Archivist conducted two classes and welcomed the workshop attendees. The conference was a huge success attracting over 80 folks and lots of praise for the workshop. We have 30 exhibitors and 8 sessions to offer for the workshop.

Speaker for National Active and Retired Federal Employees Program in June. Presented a program on *Genealogy: Reunion Ideas*. Created display of different reunion ideas for folks to browse.

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.

19 July 2013	What is the caption under the photo in <i>Historic Clayton County: the Sesquicentennial History</i> by Kathryn Kemp
26 July 2013	Request for documents to support assessment criteria – interns and volunteers.
1 August 2013	Request for information on archival education in the U.S.
3 September 2013	Letter of Reference for colleague for promotion to full professor
7 September 2013	Student wanted records of the Student Government Association of CSU
9 September 2013	Student requesting information on the Student Government Association here at Clayton State.
24 October 2013	Request for letter of recommendation for promotion to full professor (Deborah Davis).
24 October 2013	Request for resources and collections of Civil War governors from Kentucky.
28 October 2013	Preservation techniques used in archives – student doing research paper. Visit to archives.
18 November 2013	Information on Loch's history for the Loch webpage.

19 November 2013	Names of book appraisers in the Atlanta area – for a private collection.
23 January 2014	Genealogy research questions – Irish research.
1 February 2014	Request for assistance in genealogy research.
24 February 2014	Student visited archives to look at the history of CSU.
24 February 2014	Request for letter of recommendation for Carroll Hart Scholarship to attend Georgia Archives Institute (Robert Wilson)
25 February 2014	Individual looking for noncomputer generated genealogy charts.
25 February 2014	Request for a copy of the William Wood Graduation Program from 1978.
March 2014	Conduct a genealogy workshop for Ray of Hope Christian Church in Decatur.
11 March 2014	Genealogy researcher requested help in locating an ancestor.
17 March 2014	Yearbook staff wanted copies of the first yearbooks.
2014	Original photo of Joan McElroy in the bent tree.
2014	Request assistance in organizing a church archives

Exhibits and Displays

The Archivist created and displayed the following exhibits.

Namesake Exhibits – created four person exhibits on namesakes and naming traditions from my family to use as OGG display at workshop.

Our Genealogy Group at Clayton State. Created namesake exhibit for the OGG all-day workshop. Included exhibits made by other members as well as the Archivist.

Family Reunion Ideas. Updated and modified exhibit to include new items and other display elements.

WASPS – Women Who Served in WWII as Pilots – Poster and Description of this branch of the service.

The Men Who Served – Poster showing veterans from all sides of the Family

And The Women Who Waited for Them – Poster showing the women in the family who waited at home for servicemen to return

OGG ANNUAL WORKSHOP BANNER. Designed and had made a banner made for the annual workshops of Our Genealogy Group at Clayton State.

Presentations, Programs and Classes

September 2013	English 1102 – taught class with Gordon Baker
September 2013	English 1102 – taught class with Gordon Baker
September 2013	English 1102 – taught class with Gordon Baker
September 2013	Rotary Program with Terri Taylor-Hamrick
November 2013	Death-defying Research – Sources for researching death and burial records
February 2014	Libraries and Archives – History Class
March 2014	Resources for Genealogy Research at CSU Library

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 2013-2014

8 March 2014	Our Genealogy Group All-Day Workshop with Exhibits, 6:30 a.m. – 6:30 p.m. Presentation: Researching and Resources at CSU Library
June 2014	Program for the National Active and Retired Federal Employees Program entitled <i>Genealogy: A Family Thing</i>

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.

8 March 2014	Our Genealogy Group All-Day Workshop with Exhibits, 6:30 a.m. – 6:30 p.m.
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COMMITTEES AND MEMBERSHIPS

Clayton State Committees and Councils

- Librarians Committee
- Honor Committee
- Awards Committee

Memberships

NATIONAL

- Society of American Archivists
- National Genealogical Society

REGIONAL

- New England Historic Genealogical Association

STATE

- Society of Georgia Archivists
- Southeastern Library Association
- Georgia Library Association
- 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

31 July 2013	Personal Digital Archiving Train-the-Trainer Workshop
30 October 2013	Right to Know – HR Required Training
30 October 2013	Ethics – HR Required Training
30 October 2013	Security Awareness – HR Required Training
30 October 2013	Campus Vehicle Use Training- HR Required Training
27 November 2013	Sexual Harassment – HR Required training

STAFF ACCOMPLISHMENTS



Reico Cartwright

Student Assistant Accomplishments

Reico came to us from the Information Technology program. He switched his major to history after doing an internship in the Archives. He was graduated in May 2014.

Reico completed digitizing the Sports Media Yearbooks for the Athletic Collection. This was a huge job. Each yearbook has been saved onto an archival CD.

Reico provided temperature and humidity monthly reports.

Reico completed digitizing faculty syllabi on archival CDs for two departments. This is a long-term project which will be continued by future student assistants.

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.

Another of Reico's accomplishments was to research and recommend a camera and equipment for the archives. We took his recommendations and purchased the camera photograph equipment. All the photography in our department is the responsibility of the Student Assistant. Reico took photographs of collection items, exhibits and displays, special events, and new interns and volunteers.

Reico also assisted with exhibits and displays, requests for archival information, and works with different collections on special assignments.

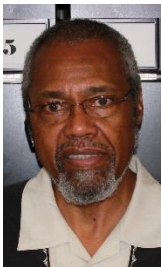
INTERNS AND VOLUNTEERS

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. To-date, 46 students have worked in the archives as student assistants, interns, and volunteers.

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, Dental Hygiene, 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



Robert Wilson

Robert completed two more internships with the Archives for a total of three internships. Robert's main focus was on creating an archives for his church. In order to do this, he completed projects in accessioning, acquisitions, collection development, policy development, recruitment, as well as exhibits and displays.

Robert has established an archives for his church and has a working relationship with the church historian.



Feechi Hall

Feechi Hall was an intern from Valdosta's MLIS program. Feechi got a lot of hands-on experience in inventorying and moving collections off-site for storage. Feechi was instrumental in seeing that all collection materials were inventoried by box and that each box was labeled for the collection and also numbered for the movers. Our move to temporary space would never have gone off as smoothly without Feechi's help.

Volunteer Accomplishments



Feechi Hall

Feechi Hall decided to stay on after her internship. She volunteers at least two days a week. As a volunteer, Feechi is helping with the record group numbers which will be assigned when the collections are returned to our renovated space. Feechi is also working on a system of organizing the email collections, Her other assignments include the Library Collection and digitizing a photo album.

Intern and Volunteer Statistics

INTERN AND VOLUNTEER HOURS 2004 to JUNE 2014

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
2013-2014	3	450	1	100.00
TOTALS	42	6019.50	29	1740.00

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

GOAL AND CHALLENGES 2014-2015

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.

LIBRARY ASSESSMENT AND MARKETING

2013-2014 Annual Report



Erin L. Nagel
Assessment & Marketing Librarian
Clayton State University Library
2013 – 2014

Goal Progress 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.

- *Forms for collecting information about the physical collection were created and shared with the Head of Collection and Resource Management.*

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

- *This goal was put on hold and will be accomplished with coordination with the new Head of Reference & Instructional Services*

Respond to SACS recommendations as needed

- *All SACS narratives were submitted on time and resulted in zero recommendations from the On-Site Review Committee. The Assessment & Marketing Librarian also assisted the University Archivist with related SACS narratives.*

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

- *An Access query was developed to take snapshot of the collection. This is now done twice per year: at the end of the calendar year and the end of the fiscal year. The resulting tables can be incorporated into queries to analyze the collection by subject, year, etc., and to show changes over time.*

Summary of Activities

Assessment

SACS

Much of Fall 2013 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. 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. As a result, the library received no recommendations from the on-site review committee.

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 workshop and assessment. For Fall of 2013, CSU 1022 students were encouraged to attend a workshop on Information Resources. Working with the instruction team, the AML developed an online, self-scoring quiz that faculty could assign for their classes. Quiz responses were low but this could be because the library was not incorporated into CSU 1022 like in previous years. The ENGL 1102 learning outcome focus for 2013-14 was the ethical use of information, focusing on proper citations and avoiding plagiarism. The AML encouraged instruction librarians to try informal assessment methods like in-class quizzes and shared instruction slides for accomplishing this.

Surveys- External

Both the ACRL annual survey and the NCES Academic Library Survey were submitted on time.

RACL Assessment Task Force

The Assessment & Marketing Librarian was invited to join a group of assessment-minded professionals at other USG libraries to investigate assessment practices in these libraries. The Assessment Task Force began work in December 2013 on a survey for USG libraries. The task force shared the survey results with RACL in March 2014.

Southeastern Library Assessment Conference

The inaugural Southeastern Library Assessment Conference took place October 21-22, 2013 in Atlanta, GA. The Assessment & Marketing Librarian (AML) served on the coordinating committee for planning the conference and was involved with activities leading up to and during the conference such as:

coordinating presenter gifts, moderating conference sessions, planning and co-leading the keynote and closing remarks for the conference. Over 100 people attended the conference. Seventy-five percent of attendees who completed a follow-up survey indicated that they definitely would attend the conference again and 85% reported that they would recommend the conference to a colleague. The next SLAC conference will be held in 2015. The AML will serve as co-chair of the coordinating committee.

Marketing

Newspaper

The Assessment & Marketing Librarian continued to write two monthly columns for the student newspaper, *The Bent Tree*. Due to changeover in the editor position, columns were not published until Spring of 2014. September 2013, however, the first question was submitted to the *Ask Bruce* online form. This question was used in a column, but the rest of the questions for *Ask Bruce* were developed by the AML. Topics covered for the *In the Know* columns included: electronic resources, goal setting, African-American history resources, resource sharing, National Library Week, and alumni access to library resources.

Events

The Assessment & Marketing Librarian submitted a proposal for a session during the Freshman Premiere II first year student orientation. After the proposal was accepted the AML led a team of librarians and staff in organizing a presentation for incoming freshman about how and why to use the library. Approximately 25 students attended. Feedback forms were collected by the orientation office but not returned to the library.

In October 2013, the Assessment & Marketing Librarian (AML) initiated the library's involvement with *The Big Thank You* project which collects thank you letters for U.S. troops deployed overseas during Thanksgiving. The AML created a display to advertise the initiative and devised an incentive program to encourage student assistants to promote it. The AML also coordinated with student groups and the First Year Advisement and Retention Center to collect and sort letters. The library received over 300 letters to send to troops overseas.

The library sponsored a booth at the annual CARE Fair in February 2014. The booth featured print and electronic resources related to career and major selection.

In support of the *Created Equal* grant awarded in Spring of 2013, the Assessment & Marketing Librarian led a planning committee that produced two film screening and discussion events in Spring 2014. The kickoff event was held in February 2014 and offered a sampling of what was to come in future events,

with clips from each film and opportunities for facilitated group discussions. Nearly 100 people attended. Evaluation response rate was low, but of the 39 who completed surveys, over 80% reported that the experience was worthwhile and engaging and that they learned something new and valuable. About half reported that they would visit the library to learn more about the topics. In April 2014, the *Created Equal* team produced an event to focus on the film *Slavery by Another Name*. This event featured film clips, an expert panel, and facilitated small group discussions. Two of the panelists were Clayton State instructors while two were guests, a lawyer/activist specializing in civil/human rights, and a politician with a focus on civil/human rights. This event also drew approximately 100 attendees. A little more than half completed evaluations with over 95% reporting that they found the experience worthwhile and engaging and that they learned something new and valuable. Over 60% reported that they planned to visit the library to learn more about the topic. The *Created Equal* events are providing an opportunity for the campus and the surrounding community to engage in meaningful discussions while learning about our nation's historical and current struggles to achieve equality.

Building upon the *Library Notes* activity started for National Library Week 2013, the Assessment & Marketing Librarian continued using the bulletin board to engage with patrons. Different questions were posted for summer, fall, midterms, Valentine's Day, and National Library Week. The board generated a lot of responses and should be continued as a fun, inexpensive method to engage with and get feedback from patrons.

Social Media

The Assessment & Marketing Librarian continued to collaborate with Electronic Services to maintain a strong social media presence on Facebook, Twitter, and through the library blog. In April 2014, the AML authored a daily blog series in conjunction with Money Smart Week highlighting library and external resources to help readers become Money Smart.

Other

The Assessment & Marketing Librarian continues to distribute a monthly dashboard report highlighting key data points

The Assessment & Marketing Librarian continues to produce the monthly slides for the library kiosk displays, highlighting a 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 collaborated on the development and implementation of a workshop for CSU 1022 students. The AML provided instruction to CSU 1022, ENGL 1102, COMM 1110 classes as well as healthcare management classes, HCMG 4901, HCMG 5650, & HCMG 6650.

Highlights

Professional Development

Webinars

- *Gamification in the Classroom* July 16, 2013 (Instruction)
- *Created Equal: America's Civil Rights Struggle* July 18, 2013 (Marketing/ Grants)
- *Webinar on LexisNexis Academic NEW Interface* December 9, 2013 (Reference)
- *Tips & Tricks for Creating Persuasive Presentations* March 11, 2014 (Instruction/ Marketing)
- *Increase Database Usage with LibraryAware and NoveList Select* April 17, 2014 (Marketing)

Meetings, Workshops, Conferences

GA-COIL 2013

- *Co-presenter: Making Our Meets Short and Sweet: Embedding Library Instruction with Multiple Short Interactions*
- *Using Livebinders to Organize and Share Information*
- *Digging Deeper: A Teachers' Model for Implementing Information Literacy Standards through the Bloom's Taxonomy Framework*
- *Mining Course Syllabi to Improve Faculty Outreach*
- *Quick Writes to the Rescue! Assessing Student Learning through Direct Evidence*
- *"One Shots" or "For-Credit" Teaching Information Literacy, Communication is Key*
- *Overconfident and Overwhelmed: Examining Research Anxiety in Millennial First-Year Undergraduates*
- *Digital Autodidacts: Six Simple Strategies for Selfguided Researchers*
- *Are Discovery Tools Making Us Information Illiterate?*

SLAC 2013

- *Assessment Librarianship 101: What does an assessment librarian do, anyway?*
- *'Common' Tools for Tracking the Use of New Library Space*
- *The Whole Picture - One library's assessment activities*
- *Pivot Tables and Data Visualization for the Rookie Analyst*

GLA Midwinter 2014

GUGM 2014

- *Discovery: Making the Complicated Easy* (Reference)
- *It Isn't Just Circulation Anymore: The Expanding Role of Access Services in Academic Libraries* (Reference)
- *A GUGM InvenStory: Using Voyager-Friendly Inventory Software in the Stacks* (Collection Management/Assessment)

Publications, Reports

The Bent Tree

- “In the Know” Fall 2013 Freshman edition, October 2013, January 2014, February 2014, March 2014, April 2014, May 2014
- “Ask Bruce, the Library Goose” Fall 2013 Freshman edition, October 2013, January 2014, February 2014, March 2014, April 2014, May 2014

LibGuides

- Created Equal: America’s Civil Rights Struggle
- *Blog posts*
- “Money Smart Week” 8-part series

Membership

- Georgia Library Association
- GLA Assessment Interest Group
- GLA Awards Committee
- Southeastern Library Association
- ALA Library Leadership and Management Association- Measurement, Assessment, and Evaluation Section

Institutional Participation

- Institutional Review Board
- Faculty Senate
- Brand Champion

Classes and Workshops Taught

Fall 2013

- Answers Made Real, Freshman Premiere II session
- Information Sources workshop for CSU 1022, 2 sessions
- CSU 1022, 1 section
- ENGL 1102, 3 sections
- HCMG 4901, 1 section
- COMM 1101, 2 sections

Spring 2014

- ENGL 1102, 2 face to face sections, 2 online sections
- HCMG 4901, 1 section
- HCMG 5650, 1 section

Goals for 2014-2015

- Continue the review of the periodical collection to identify redundancies in coverage.
- Review the reliability of the current reference statistics tracking tool and make recommendations based on findings
- Work with the office of Marketing & Communications to develop marketing materials for the library.



Annual Report

July 1, 2013-June 30, 2014

Clayton State University Library
Collection and Resource Management Dept.

The screenshot shows the Clayton State University Library website. The header includes the word "Library" and a navigation bar with links: Search +, Books +, Articles +, LibGuides, Services, and About Us. The main content area is divided into several sections:

- Today's Library Hours:** 8:00am - 9:00pm, with a link to the Library Calendar.
- My Library Account:** A button for users to manage their accounts.
- NEW MATERIALS LIST:** Titles added last month.
- FEATURED RESOURCE:** Cambridge Companions.
- FEATURED LIBGUIDE:** Music.
- Comments and Suggestions:** A button for user feedback.

The central search area includes a search bar with the text "Search for articles, books, media and more" and a "Find" button. Below the search bar is an "Alphabetical List of Resources" with a grid of letters: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | V | W.

The "Library News and Updates" section features two featured items:

- July Featured Content: Independence Day**
The Revolution: explores the history of the American Revolution, from the beginning incidents that fueled dissent, to the inauguration of the first president of the fledgling, independent nation. 8-part series, 45 minutes each For Love of Liberty: The Story of America's Black Patriots: an all-star cast reads from a collection of letters, diaries, speeches, and ... [Continue reading →](#)
- June Featured Resource: Cambridge Companions to Philosophy, Religion and Culture**
The Cambridge Companions to Philosophy, Religion and Culture series offers collections of essays which are intended to serve as reference works for an inter-disciplinary audience. Addressing topics and figures ranging from Plato through Kant to Habermas, and philosophical movements such as the Scottish Enlightenment and German Idealism, this online eBook collection contains over 1300 downloadable ... [Continue reading →](#)

The "June Featured LibGuide: Music" section includes a brief description of the music guide and a link to the Classical Music Library.

On the right side of the page, there is a "Do you have a question?" section with a "Chat" button and a "Text" button. Below this is a "Follow the Library" section with social media icons for Facebook, Twitter, YouTube, and RSS.

Submitted by
Cathy Jeffrey
Associate Dean of Libraries
Kara Mullen
Head of Electronic Resources & Services
Clayton State University Library
Collection and Resource management Dept.

Clayton State University Library
Collection and Resource Management Department
2013/2014 Annual Report

Submitted by Cathy Jeffrey, Associate Dean of Libraries

Overview

The most important event for the Collection and Resource Management Department during 2013/2014 was the creation of the Electronic Resources and Services Unit (ERS). ERS was inaugurated in October 2013 becoming an independently functioning unit within the Collection and Resource Management Department. Comprised of two existing positions and a new position that supervises the Unit, it was created to improve access to the Library's electronic content through better communication and a more organized approach.

During FY2014 department staff members continued to execute their primary functions. These include ordering, cataloging, and processing materials for the Library's collections; making materials that are not owned by the Library available through interlibrary loan and course reserves; creating and updating the Library's web pages; establishing and maintaining access to the Library's electronic holdings. The Library's book collection now totals 77,118 volumes. This total reflects the addition of 1,605 volumes and the removal of 6,527 volumes. An additional 27,988 bound periodical volumes bring the bound volume total to 105,106 volumes. There are an additional 354,858 electronic, audiovisual and microform items owned by the Library bringing the total collection to 459,964. The Library's collections were supplemented by materials borrowed through InterLibrary Loan. A total of 1067 InterLibrary Loan requests made by Clayton State students, faculty and staff were filled during FY2014. For a detailed summary of additions to the collection during FY2014 see Appendix B.

In addition to their primary functions, Collection and Resource Management staff also assisted with public service functions. Staff members worked assigned hours at the reference desk, taught classes, accepted responsibility for opening the library and filled in at the circulation desk when needed.

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

Technical Services

Library Expenditures

The Library materials budget allocated in July 2013 totaled \$425,000.00. The initial allocation was the same as the amount allocated for FY2013. During the course of FY2014 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2014 budget was \$448,602.73. This amount reflects a decrease of \$54,441.38 from the record materials expenditures of FY2013.

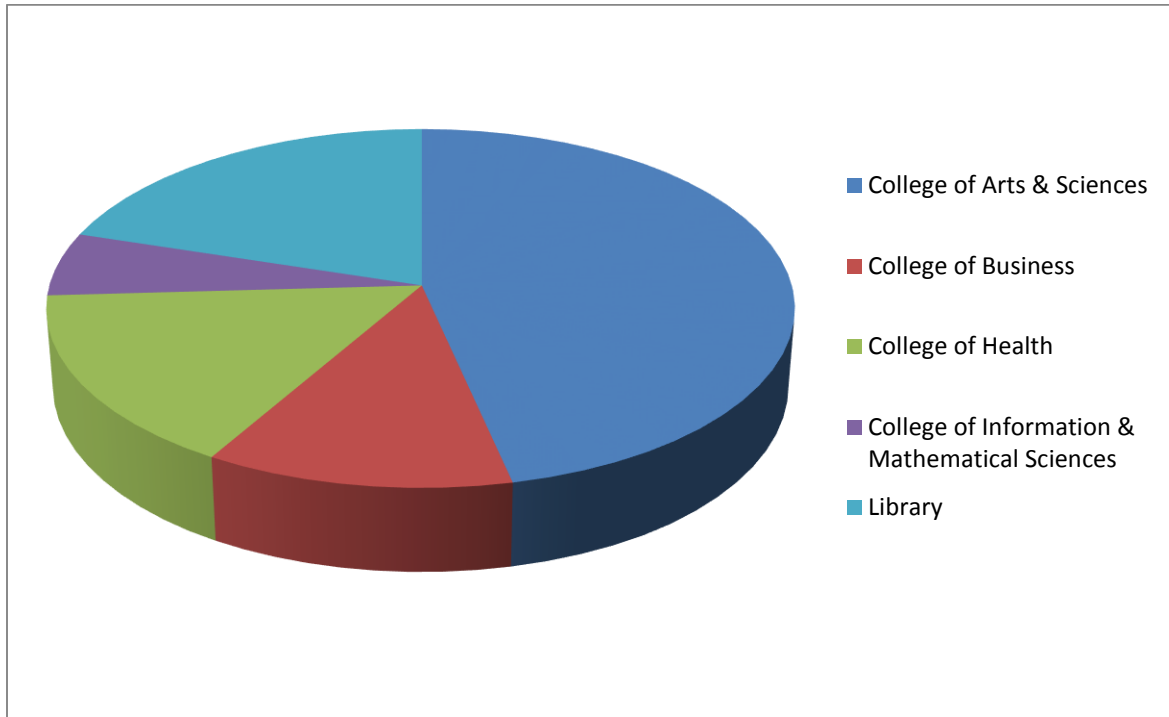
The materials selected during FY2014 will contribute to the Library's ability to appropriately support the curriculum of the University. Many of the purchases made during FY2014 were for continuing resources. To maintain these resources the library will need continued support in coming years. Every periodical 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.

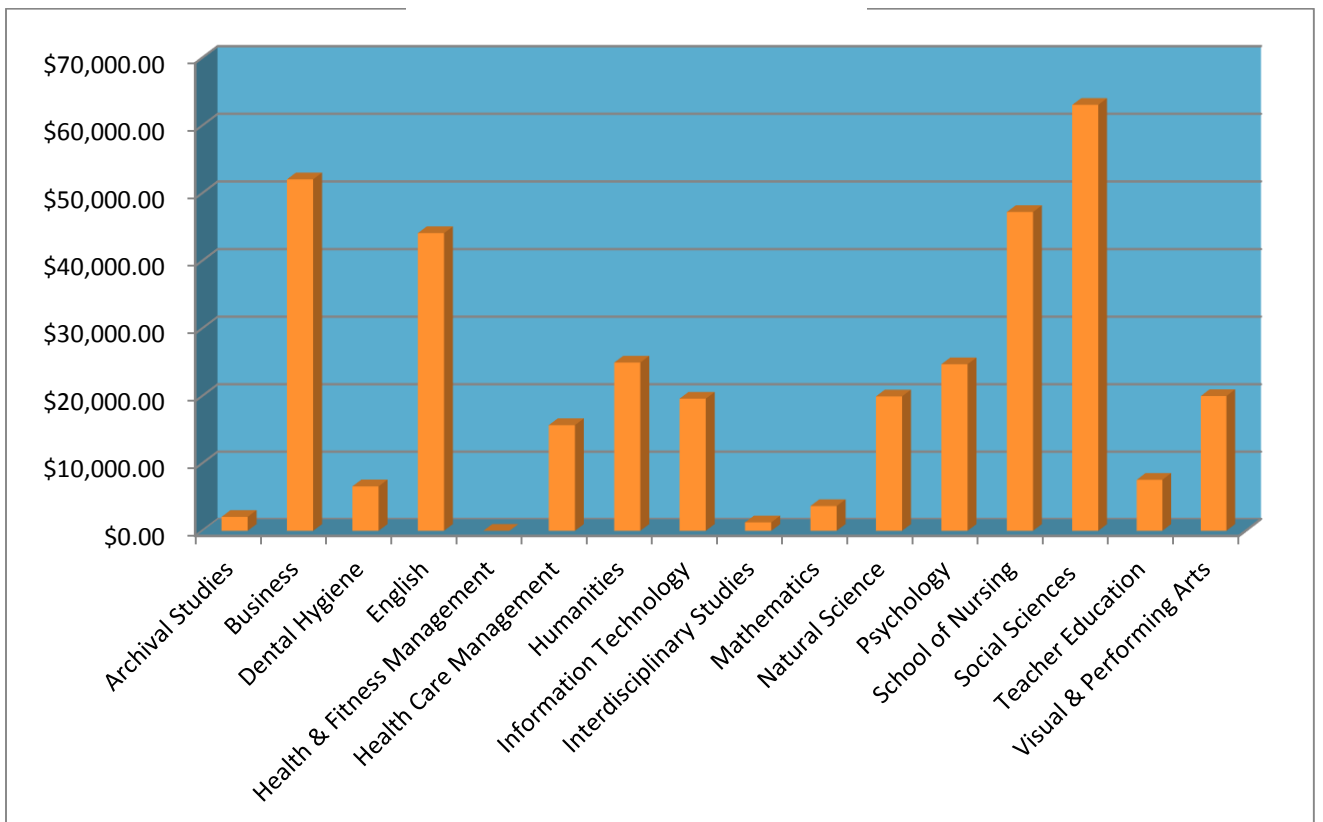
Expenditures by College/Department

College	Expenditure	Percent of Budget
College of Arts & Sciences		
English	\$44,103.56	9.83%
Humanities	\$24,957.87	5.57%
Interdisciplinary Studies	\$1,250.09	0.28%
Natural Science	\$20,110.63	4.48%
Psychology	\$24,709.11	5.51%
Social Sciences	\$67,158.56	14.97%
Teacher Education	\$8,535.45	1.91%
Visual & Performing Arts	\$19,993.17	4.45%
Total	\$210,818.44	47.00%
College of Business	\$52,054.04	11.6 %
College of Health		
Dental Hygiene	\$6,596.26	1.47%
Health & Fitness Management	\$0.00	0%
Health Care Management	\$15,681.50	3.50%
School of Nursing	\$47,227.32	10.52%
Total	\$69,505.08	15.49%
College of Information and Mathematical Sciences		
Archival Studies	\$2,063.03	.46%
Information Technology	\$19,615.01	4.38%
Mathematics	\$3,671.95	.82%
Total	\$25,349.99	5.66%
Library	\$90,875.18	20.25%
Total	\$441,460.35	100.00%

Expenditures by College/School

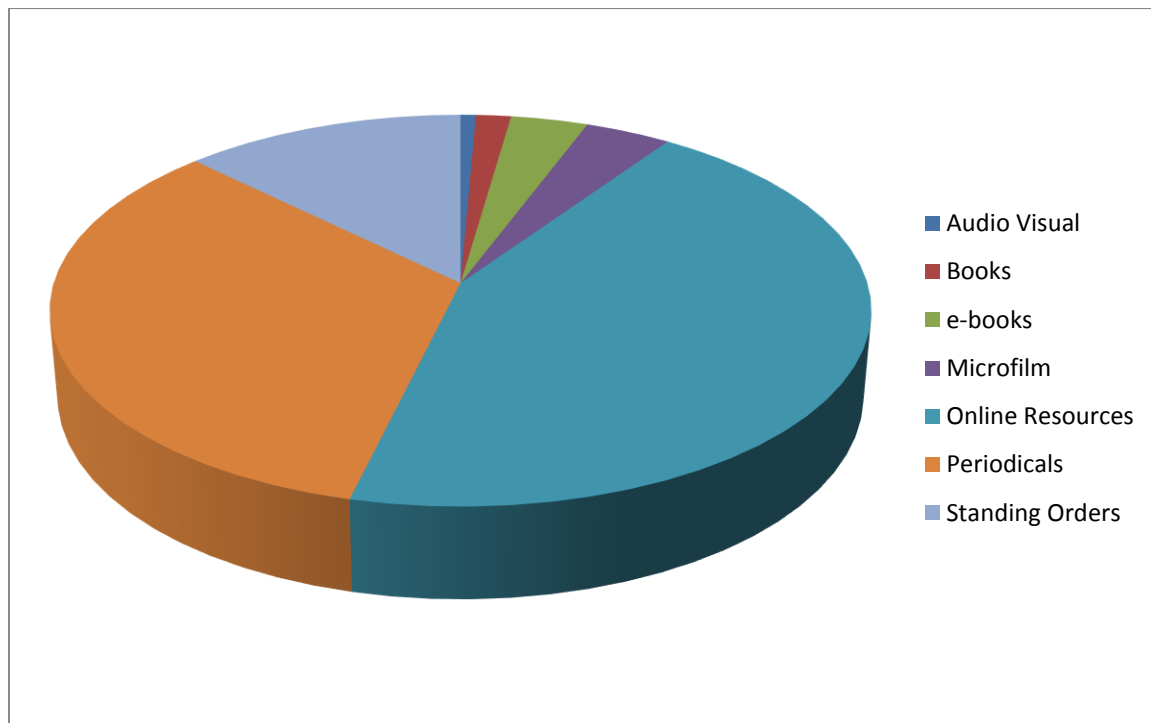


Expenditures by Department



Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$3,044.63	.68%
Books	\$6,962.07	1.56%
e-Books	\$15,350.91	3.42%
Microfilm	\$17,111.01	3.82%
Online Resources	\$194,954.08	43.45%
Periodicals	\$150,362.97	33.52%
Standing Orders	\$60,817.06	13.55%



Accomplishments

Below are highlights of the Collection and Resource Management Department activities for FY2014. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

During FY2014 the Collection and Resource Management staff placed orders for 276 titles and received 605 items. 12,694 new titles were added to the collection with a total of 14,086 items. The staff made 505,177 updates to records in the online catalog. 2006 items were processed for the shelf. 567 volumes were sent to the bindery. There were 2,321 Interlibrary Loan transactions and 1,011 items managed for Course Reserves. 11,385 electronic resource titles were added to the collection. 18 LibGuides were added and 86 updates were made. 424 messages were sent to social media and other audiences. 103 service requests were addressed. 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.

Projects to add bibliographic records for open access electronic titles were initiated.

All withdrawn materials identified during several independent weeding projects have been removed from the collection.

Interlibrary loan successfully transitioned from the OCLC FirstSearch ILL platform to the new WorldShare ILL System.

As part of Voyager system administration responsibilities, department staff worked to improve problems encountered by Circulation Department staff when using the card swipe equipment to retrieve patron records. Part of the solution to this problem was to switch the patron barcode from a randomly assigned coda bar number to the user's institution (Laker) ID. This change required coordination with the Laker card office, the Office of Information Technology and the GIL Service Site.

The department made major strides toward self-sufficiency during FY2014. The responsibility for creating and uploading patron record files was transferred from the Office of Information Technology to the library system administrator. Transferring this function to Library staff will give the Library more control over the patron loads including when and how often the patron records are updated. It will also give the library the ability to evaluate the accuracy of the patron loads. OIT also granted ERS staff access to the server directory allowing them to serve as the account password manager. This will allow the library to update the password for the circulation computers as needed without having to contact OIT staff for assistance.

Department staff worked on several projects some of which were completed during FY2014. Completed projects include: a project to correct holding records for electronic resources; cataloging was completed for titles purchased from Mumford; a new professional journal routing procedure was developed and implemented; a project to box the Gale standing order volumes that were being withdrawn was completed; end of semester course reserve copyright compliance inventories were completed.

Department staff began planning for the move to the renovated space on the lower level of the building. Included in this planning were the placement of new and existing furniture in the department; relocation planning for individual collections; shelving estimates for existing books and periodicals.

Collection and Resource Management staff contributed to the profession by assisting other libraries in solving problems with Voyager ILS and Cataloger's Toolkit; by chairing or serving on USG Next Generation Catalog RFP development teams; by participating in the Affordable Learning of Georgia initiative; by actively participating in the Georgia Library Association

Electronic Resources & Services

In October 2013, the Electronic Resources & Services unit was formed and officially moved to the Collection and Resource Management department supervised by Cathy Jeffrey, Associate Dean. Kara Mullen served as Head of Electronic Resources & Services and Robin Faulkner served as Electronic Services Assistant. The Electronic Resources Librarian position was vacant until March 2014 when we welcomed Christopher Stotemyer to the staff.

Electronic Resources

Electronic Resources & Services established access for 13 resources in FY14:

1. Sage Knowledge
2. AtoZ the World
3. Artemis Literary Sources
4. Encyclopedia of Cross-Cultural Psychology
5. Handbook of Psychology, 2nd edition
6. ARL SPEC Kits
7. SpringerLink Behavioral Sciences Collection
8. SpringerLink Humanities, Social Sciences & Law Collection
9. SpringerLink Professional Computing and Web Design Collection
10. The Chronicle of Higher Education
11. Scientific American
12. JAMA
13. PsycTESTS (EBSCO)

Clayton State University Library continues to serve as a pilot institution for branding and local customization for Discover GALILEO. In July 2013, a custom EBSCO Discovery Service (EDS) search box with GALILEO cobranding was added to the Search+ tab on the library's homepage. In April 2014, we activated metadata and full-text linking for GALE Business Insights: Essentials in our EDS profile.

EZproxy was implemented in January 2012 and continues to meet the needs for off-campus access to our electronic resources. For FY14, 29,930 users successfully logged in from off campus to search electronic resources, a slight increase from the 28,996 users in FY13. We upgraded to version 5.7.26 in December 2013 and increased the number of firewall ports from 2048-2602 to 2048-3000 to support the 13 new electronic resources added this year. Regular server maintenance for MaxVirtual hosts limits and port availability was accomplished to avoid disruption in service.

Release 4 of the COUNTER Code of Practice for eResources in January 2014 impacted our standard usage statistics practice of collecting sessions and searches for our databases and eBook collections; therefore, our focus changed to full-text article requests for databases and full-text section requests for eBook collections.

For this reporting cycle, we are able to compare data from FY13 and FY14 for our local and cost share resources.

A **Request** is defined as viewing, downloading, emailing and printing of items, where this activity can be recorded and controlled by the server rather than the browser.

A **Full-text Article** is defined as the complete text, including all references, figures and tables, of an article, plus links to any supplementary material published with it.

A **Full-Text Section** is defined as the first level of subdivision of a book or reference work, typically a chapter or entry.

Of the 27 resources reporting, JSTOR dominated as a multidisiplinary database serving many researchers with 19,230 full-text article requests for FY14. CINAHL Plus with Full Text follows with 11,853 and PsycARTICLES with 10,503. (Figure 1)

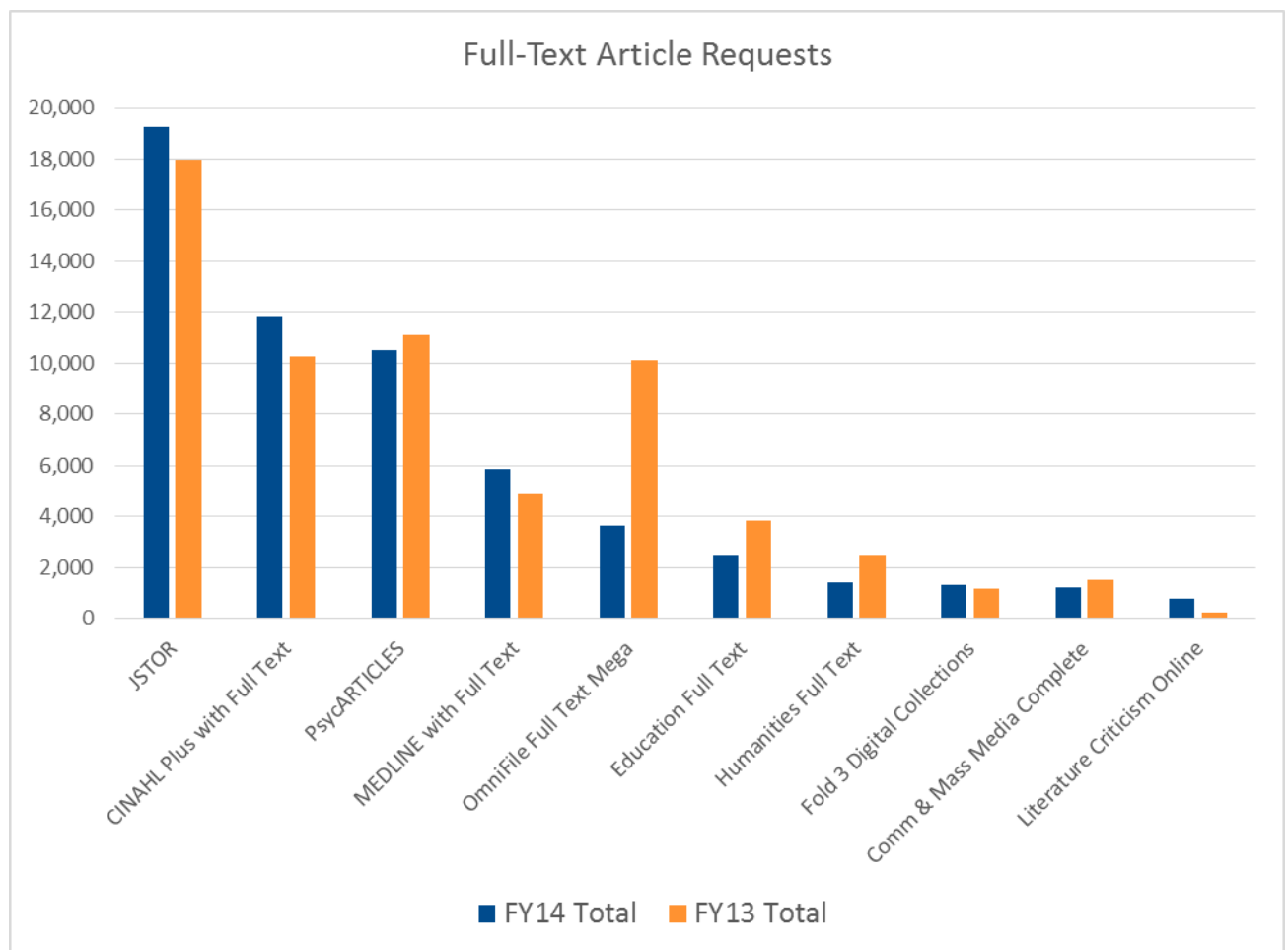


Figure 1

Resources with the lowest activity are: ACM Digital Library, Today's Science, IEEE CSDL, Book Review Index Online Plus, BioOne.2 and Something About the Author Online.

Full Text Article Requests	FY14 Total	FY13 Total
JSTOR	19,230	17,981
CINAHL Plus with Full Text	11,853	10,263
PsycARTICLES	10,503	11,127
MEDLINE with Full Text	5,849	4,885
OmniFile Full Text Mega	3,659	10,098
Education Full Text	2,459	3,860
Humanities Full Text	1,440	2,458
Fold 3 Digital Collections	1,344	1,202
Communication & Mass Media Complete	1,228	1,534
Literature Criticism Online	759	218
Social Sciences Full Text	695	1,750
Issues & Controversies	603	226
Business Abstracts with Full Text	564	1,594
Readers' Guide Full Text Mega	526	1,971
World News Digest	471	239
CQ Researcher plus Archive	482	319
Criminal Justice	349	N/A
Business Insights: Essentials	187	113
GenderWatch	160	N/A
General Science Full Text	125	1,444
Dictionary of Literary Biography Online	102	8
ACM Digital Library	79	258
Today's Science	57	102
IEEE Computer Science Digital Library (CSDL)	15	252
Book Review Index Online Plus	12	18
BioOne.2	8	53
Something About the Author Online	3	4

Of the 8 eBook Collections reporting, Oxford Reference slightly edged out Gale Virtual Reference Library with 1,063 full-text section requests against 799 for

GVRL in FY14. Our SpringerLink subject collections follow with 156 and CQ Press Library with 69. (Figure 2)
In comparison eBooks on EBSCOhost had 2,549 section requests.

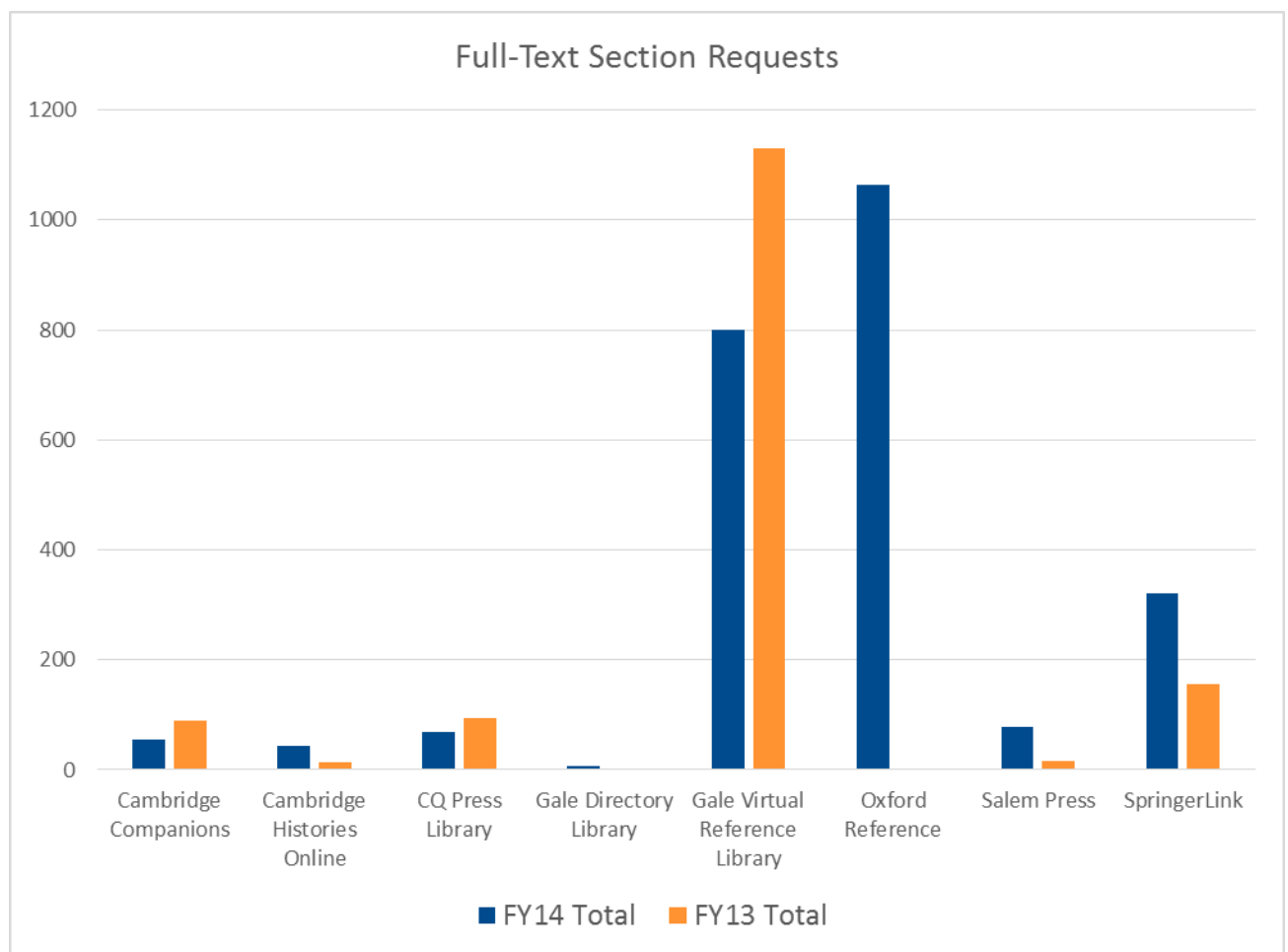


Figure 2

Electronic Services

Our LibGuides collection had a total of 29,930 guide views and we added 18 new guides. We received v2 Beta access in March 2014. The Electronic Services Assistant customized the system settings, applied CSS Clayton State University branding and purged guide content in preparation of the migration to version 2. Initial limitations of the Beta site, priority of other ERS projects and Reference & Instructional Services staff vacancies slowed down the migration to version 2.

LibGuides are introduced to students in instruction sessions and are designed to support research assignments for specific courses. For example, ENGL 1102 is the core of our instruction program and had the most traffic with 1,371 views. Followed by HCMG 4401, NURS 4100, CSU 1022 and COMM 1110. Broad subject guides are published by each liaison librarian to support research topics in their assigned areas. The most popular subject guide was Archival Studies

with 1,204 views, followed by Legal Research, Psychology, Sociology, and Criminal Justice. (Figure 3)

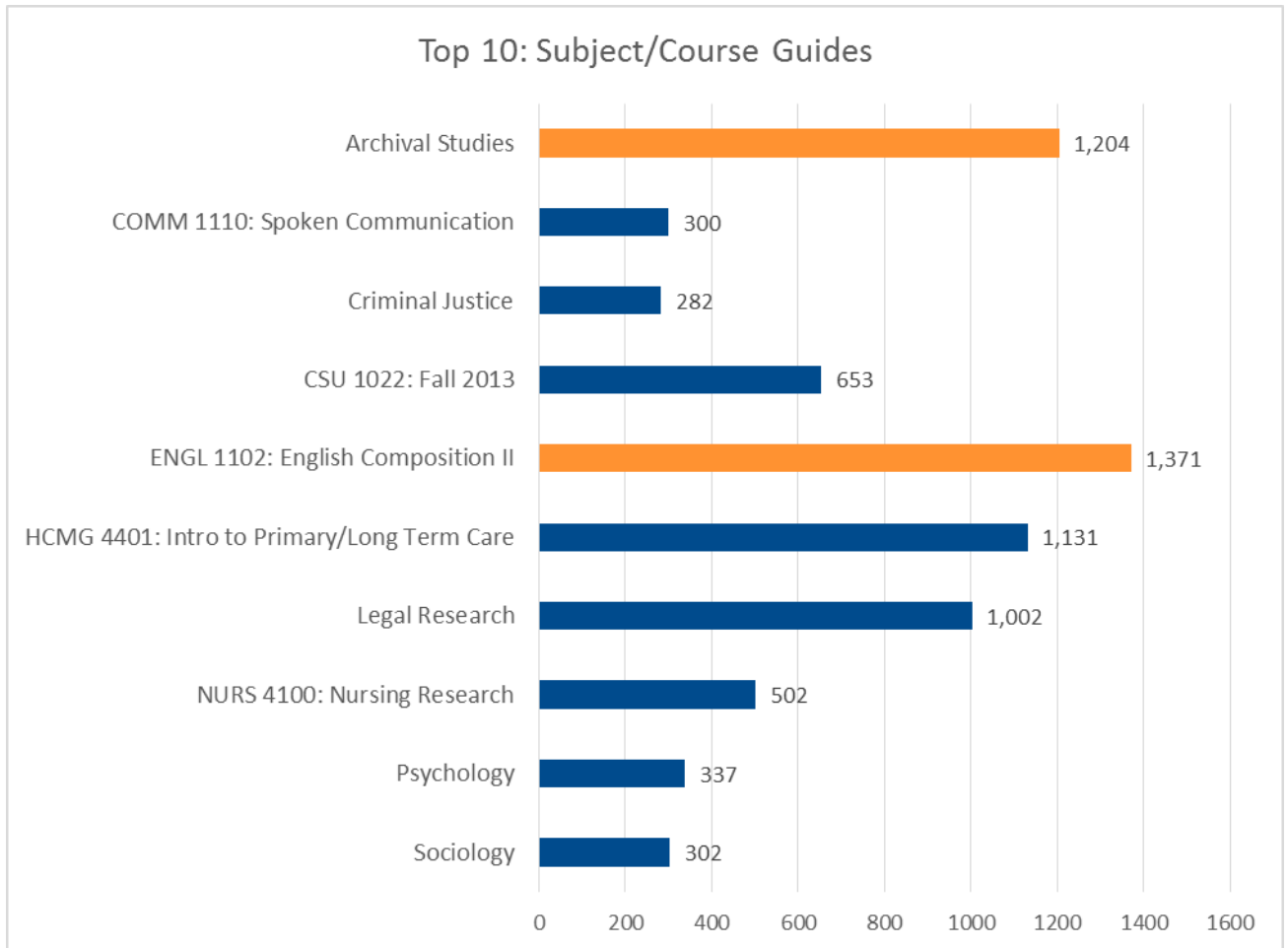


Figure 3

General Reference and Tech Support guides were just as popular for our users. For example, the top tech support guide with 3,510 views was A-Z Electronic Resources. This guide offers users direct access to databases, digital collections and eBooks. The top general reference guide with 1,909 views was Library Research. This guide introduces students to the research process and walks them through topic development, identifying keywords and building an effective search strategy. (Figure 4)

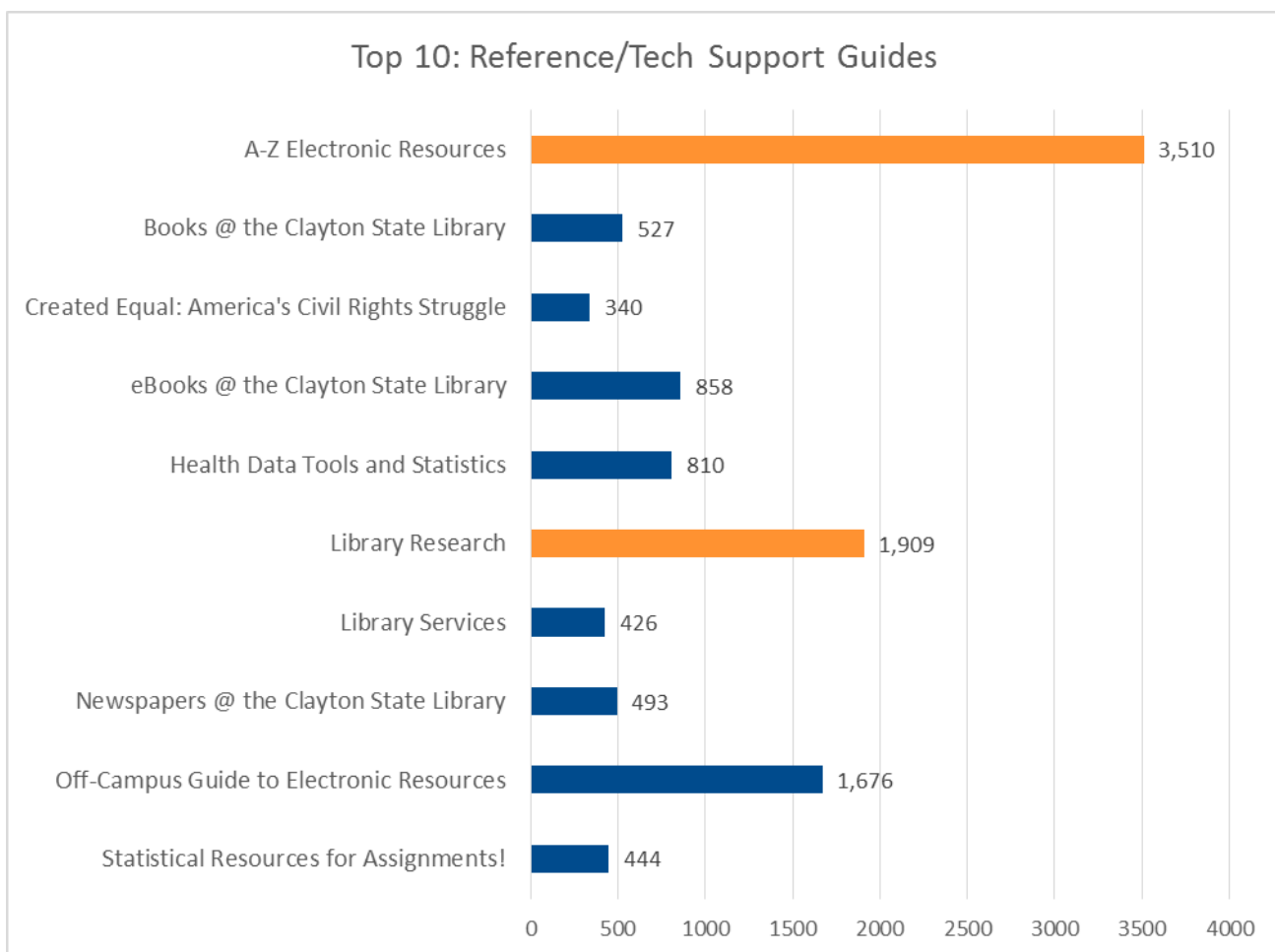
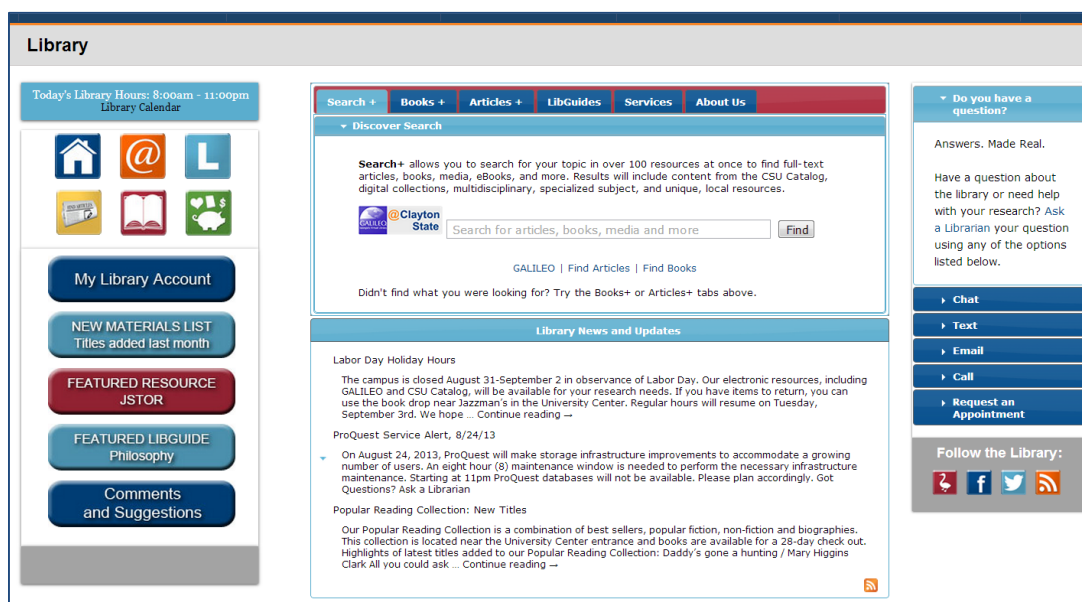


Figure 4

In June 2014, LibCal was established as the new Schedule a Research Appointment service replacing the Qualtrics form. ERS customized system settings, applied CSS Clayton State University branding when possible, and added calendar availability. All occurrences of the Schedule an Appointment access points were updated with the new URL, <http://clayton.libcal.com/booking/research>

ERS takes the lead in creating and publishing social media content. The Clayton State University Library Wordpress blog had 57 blog posts published with a total of 3,899 views for FY14. Facebook and Twitter served as announcement platforms for new resources, interface design changes, access outages, and other library related news. The Electronic Services Assistant recorded and uploaded 8 video tutorials to our YouTube Channel. Flickr was added to our social media presence in December 2013 to highlight the ongoing renovations of the lower level of the library building.

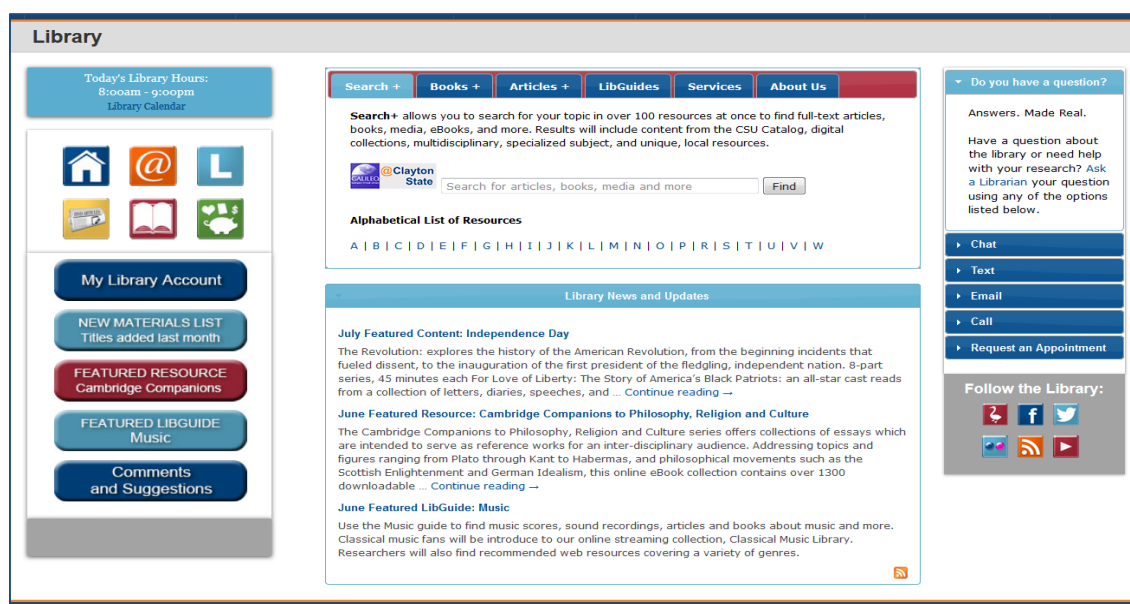
On September 3, 2013, the library's new web design was launched with great success and with no interruption in virtual services. The design was well received by the campus community.



July 2013

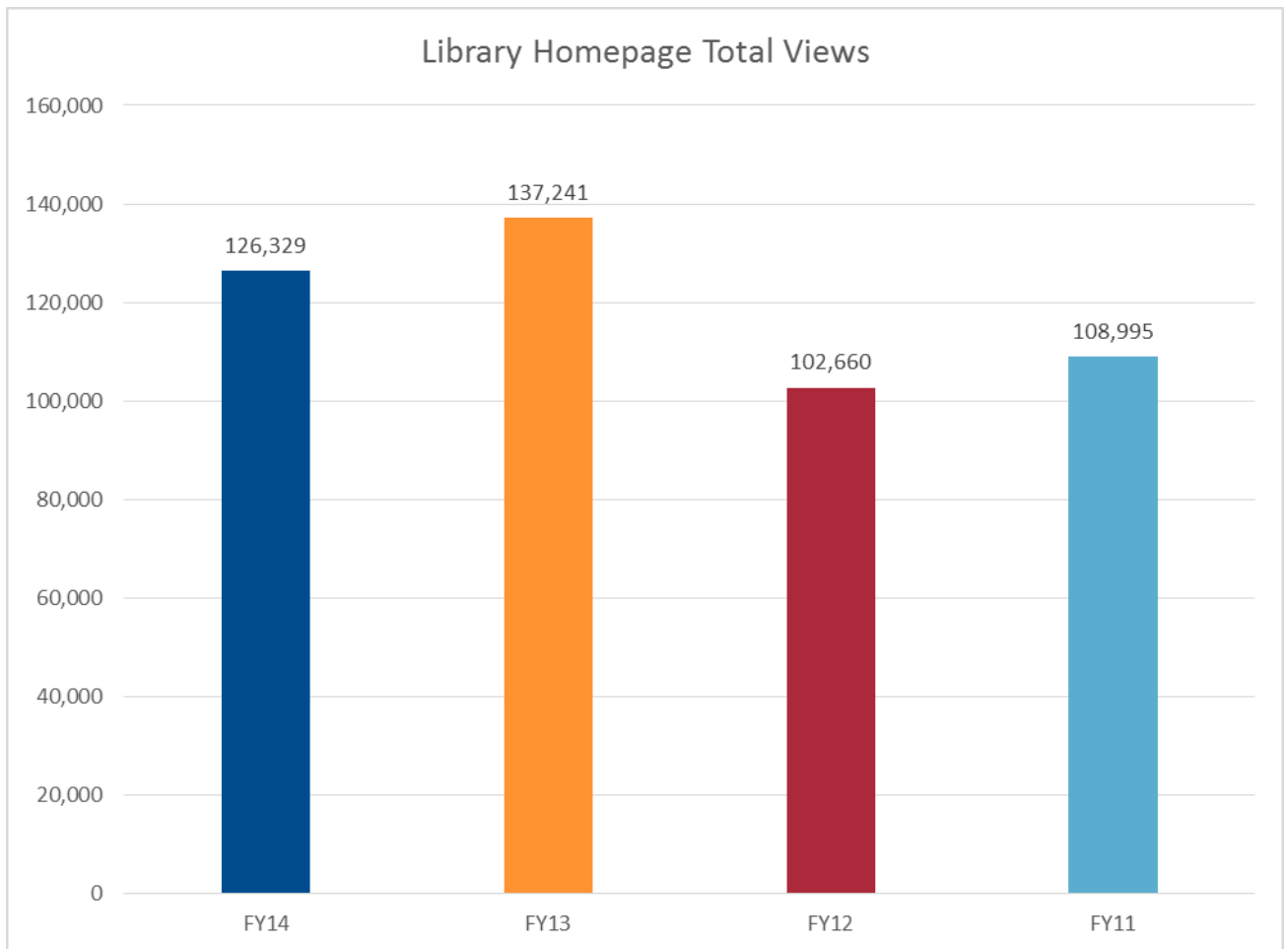
During the course of the year, slight modifications were made to improve navigation and reduce the number of clicks for users. The homepage layout was slightly impacted by the campus implementation of responsive design. On the Search+ tab, an API alphabetical bar was added for direct access to electronic resources and a CSS style sheet applied to the RSS feed completed the branding of the page. Flickr and YouTube icons were added to the social media applications to connect users to this new content.

The Electronic Services Assistant created new *Featured Resource* and *Featured LibGuide* buttons each month. In addition, performed periodic maintenance of hyperlinks and content changes.



June 2014

Our virtual library serves the Clayton State academic community 24/7. Users visited the homepage 126,329 times for FY14. (Figure 5) The 7.9% decrease from FY13 is not significant enough to determine a cause.



Personnel

During 2013/2014, the staff of the Collection and Resources Management Department was increased by three positions with the creation of the Electronic Resources and Services Unit. One position was new for the Library and was filled in March with the addition of Christopher Stotemyer to the Library staff. The other two positions were transferred from the Public Services Department because of the back office nature of the work. Another milestone for the Department was the promotion of Laura Herndon from a staff position to a Faculty position as Serials Librarian. In addition Kara Mullen marked a personal milestone receiving a 15 year service award.

The addition of the Electronic Resources and Services Unit brings the total staffing for the department to nine full time employees and one student assistant. The five professional positions in the Department were filled by Cathy Jeffrey, Associate Dean of Libraries; Adam Kubik, Head of Monographic Cataloging; Kara Mullen, Head of Electronic Resources and Services; Laura Herndon, Serials Librarian; Chris Stotemyer, Electronic Resources Librarian. The four staff positions were held by Heidi Benford, Acquisitions Assistant; Rhonda Boozer, InterLibrary Loan and Reserves Assistant; Robin Faulkner, Electronic Services Assistant; Heather Walls, Catalog Assistant. For more information on the work of the permanent staff see the Staff Accomplishments section of this document.

Emily Mercer was hired as the Department student assistant Fall Semester 2014. Ms. Mercer has been an asset to the department. The primary responsibilities of the student assistant include preparing new books for the shelf and processing and shelving new periodical issues. Linda Cooks worked as a library intern during spring semester 2014. She spent several weeks of her internship in the Electronic Resources and Services Unit working with LibGuides. Parrish Crittenden worked as a library intern during summer semester 2014. He spent part of his time in Collection Management processing materials including new periodical issues and withdrawn volumes.

Staff Accomplishments

Heidi Benford



Successes

Participated in the weeding/withdraw project assuming primary responsibility for editing the title list sent to facilities management. Also participated in a special project to box the Gale Standing order titles that were being withdrawn.

Assisted at the Circulation Desk when needed.

Met with Baker and Taylor representative John Laraway.

Assisted with training for library intern Parrish Crittenden.

Managed the Baker and Taylor Lease order and return process.

Processed orders for 276 titles.

Received and processed invoices for 403 volumes.

Checked-in and processed invoices for 329 volumes received on standing order.

Professional Development

State Media Festival Committee

Committee Member

Served as food coordinator of the State Media Festival

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.

Attended Budget and Finance Day training event, April 16, 2014.

Institutional Participation

Collection and Resource Management Department Team

Team Member

Staff Council – Chair

Service Award Committee – Member

Women's Forum – Member

Women's Forum Auction & Chili Cook-Off Team – member

Created Equal Coordinating Team – Member

Participated in the interview process for the Head of Electronic Resources and Services and the Electronic Resources Librarian positions.
Participated in Library staff events including birthday celebrations, the baby shower for Erin Nagel.
Staff representative on the Institutional Review Board.
Helped plan and host the Top 100 Workplaces Employee Celebration Event
Parking Committee - member
Homecoming Committee – member.
Staff representative to Administrative Council
Security Enhancement Committee - member
USG State Staff Council member
Participated in events on campus including: Faculty/Staff Fund Drive Hot Dog Rally; attended AVP/Controller candidate presentations; attended the Employee Benefits Fair; volunteered at the Library Care and Majors fair; attended Clayton State Brand Road Show; attended the farewell reception for Michael Crafton; attended the Vendor Expo; attended the Arbor Day celebration; attended Pat Keane's retirement luncheon; Jane Winkle's Retirement Reception; Dr. Linda Nash's Retirement Reception; attended the Loch Shop Cinco de Mayo Sales Event; attended Cindy Lauer's retirement reception.

Community Service

Served as a judge during the International Media Festival.
Parade of Excellence volunteer.
Assisted with the Bank of America 100 Black Men of Atlanta Parade of Excellence

Rhonda Boozer



Successes

Managed the Library's transition from the OCLC FirstSearch ILL platform to the new OCLC WorldShare ILL System. This transition required training on the new platform and adjusting local procedures.

Participated in the weeding/withdraw project including participation in a special project to box the Gale Standing order titles that were being withdrawn.

Completed end of semester Interlibrary Loan inventories.

Accepted responsibility for opening the Library one day each week.

Performed monthly and end of semester inventories and copyright compliance for the Reserves Collection.

Assisted with training for library intern Parrish Crittenden.

Added 520 reserve items.

Removed 491 items from reserves.

Processed 2321 interlibrary loan requests.

Filled 275 ILL requests with CSU content.

Enhanced 370 records.

Professional Development

Georgia Library Association (GLA)

GLA 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

Southeastern Library Association

SELA Member

Attended the GaCOMO conference held Oct. 9-11, 2013 in Macon, Ga.

Presented three GLA Paraprofessional Grants at the Awards Banquet on October 10, 2014.

Meetings, Workshops, Training

Attended an ARCHE Meeting at SCAD Atlanta, Aug. 1, 2013.

Attended a webinar titled: Putting "E" in Interlibrary Loan, Aug. 14, 2013.

Attended Who's Using WorldShare ILL Now?: Practical Advice from Real Users webinar, Feb. 18, 2014.

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.

Attended Innovative Interfaces product demonstration of their next generation catalog, Sierra, March 10-11, 2014.

Attended VTLS product demonstration of their next generation catalog, Open Skies, March 24-25, 2014.

Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 27-28, 2014.

Completed refresher training for the new WorldCat ILL System.

Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota demonstration, April 21-22.

Attended the OCLC webinar: Making changes now to shape your library for the future, April 23, 2014.

Institutional Participation

Collection and Resource Management Department Team
Team Member

Opac Team
Team Member

Participated in the interview process for the Head of Electronic Resources and Services, the Electronic Resources Librarian, and the Weekend Reference Librarian positions.

Participated in the interview process for the Electronic Resources Librarian

Participated in Library staff events including birthday celebrations; the baby shower for Erin Nagel

BCM Advisor

Robin Faulkner*

Successes

Served as the Library's primary web editor updating and improving pages as needed. As part of this functionality Ms. Faulkner monitored the evolution of the University DNN implementation and investigated new tools including Google Analytics Events and jQueryui ThemeRoller.

Actively worked to improve LibGuide content. Updated existing guides including adding Created LibGuide content including: Search Galileo @ Clayton State. Created new guides as needed and as time permitted. Set-up and tested LibGuides version 2 and managed the migration to the new version. Also notified guide authors of broken links.

Managed online accounts including updating library usernames and passwords. Created instructional videos including: "Create an EBSCO Account" video.

Negotiated with the Office of Information Technology to be granted access and the ability to update the Active Directory Users and Computers. This permission allows the Library to have control of and the ability to manage the user ID and password for the circulation computers as needed.

Tested LibCal booking and appointment widgets.

Created a Clayton State Library YouTube Channel available at:

<http://www.youtube.com/user/claytonstatelibrary?feature=watch>

Edited video clips to create the video used during the Created Equal: America's Civil Rights Struggle – Kickoff Event. Assessed new products including: LibAnswers and LibCal sandboxes.

Accepted responsibility for opening the Library two days each week.

Established a good working relationship with internal and external contacts to maintain and improve access to electronic content.

Regularly updated GLRI records and images.

Created instructional videos on various topics including: how to download e-books; OASIS website navigation.

Maintained library equipment including: repair and relocation of ScanPro3000; seeking quotes for staff computer upgrades and coordinating replacement; researched and made recommendations to the Steering Committee for telephone headset adaptors; coordinated with Dell the exchange of a damaged staff computer.

Participated in the interview process for the Electronic Resources Librarian and the Weekend Reference Librarian positions.

Contacted 93 vendors (March-June).

Responded to 69 user problems (April-June)

Updated 31 LibGuides

Updated 36 web pages

Processed 38 equipment purchase or service orders.

Professional Development

Georgia Library Association (GLA)

GLA Member
Georgia Student Media Festival volunteer.
Attended GLA Mid-Winter Planning Meeting, Jan. 17, 2014.
Worked on a project for Henry County Schools Museum.
Attended the Social Media Summit, Macon, Ga., May 12-13, 2014.

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.
Attended DNN Web Editing Update Training, Oct. 14, 2013.
Attended the webinar: Google Analytics – Bounce Rate: the Simply Powerful Metric, Oct. 29, 2013.
Attended a web presentation on Mango Languages products, Oct. 31, 2013.
Attended Libguides 2: Next Generation Sneak Peeks webinar, Nov. 21, 2013.
Attended Engaging and Assessing Learners with iPads, Dec. 3, 2013.
Attended OASIS training, Dec. 9, 2013.
Attended What USG Libraries Are Doing and Can Do to Reduce the Costs of Textbooks webinar, Dec. 16, 2013.
Attended EBSCO Training Series webinars – Widgets, Dec. 16, 2013; API Dec. 17, 2013; EDS and Library instruction, Dec. 18, 2013.
Attended EBSCO Discovery Service Reading List Plugin webinar, Dec. 18, 2013.
Attended Makerspace: is it right for your library? Feb. 26, 2014.
Attended LibAnswers/LibCal with Dave Ware, Feb. 28, 2014.
Attended a webinar titled: eBooks, the present and future – American Libraries Live, March 13, 2014.
Attended online training for setting up LibGuides v2, March 26, 2014.
Attended the LibCal: Admin, Hours Module & System Style Webinar, April 2, 2014.
Attended the DIY Video Creation Webinar, April 9, 2014.
Attended a webinar titled: Admin, Setting up Libguides, version 2, April 25, 2014.
Attended a webinar titled Introduction to LibAnswers version 2, April 28, 2014.
Attended a webinar titled Admin, Setting up LibAnswers version 2, April 29, 2014.
Attended a webinar titled Basic Legal Research for Any Librarian, May 7, 2014.
Attended a meeting on migrating to LibGuides v2.
Completed CPR training offered by University Health Services, June 23, 2014.
Met with vendors including: Dan Foster of Scan Pro 2000; Louis Palmer of Gale.

Institutional Participation

Collection and Resource Management Department Team
Team Member
Electronic Resources and Services Unit Team
Team Member
Web Team
Team Member
Laker Angels member

Served as an usher during the Annual Faculty Staff Awards Ceremony.
Participated in Library staff events including birthday celebrations; her own welcome back party following an extended leave; attended Dspace Institutional Repository, Reico Cartwright internship meeting; baby shower for Erin Nagel.
Served on the Electronic Resources Librarian Search Committee.
Participated in events on campus including: the Employee Benefits Fair; attended the ribbon cutting and open house for the new Health Services facility; attended the University budget meeting; attended the farewell reception for Michael Crafton; attended Arbor Day celebration; Cindy Lauer's retirement reception.

Community Service

Georgia Student Media Festival volunteer
Worked on a project for Henry County Schools Museum

*These accomplishments reflect Ms. Faulkner's work from the time that she joined the Department in October 2013 through the end of June 2014.

Laura Herndon



Successes

Promoted to a faculty position as Serials Librarian. Responsibilities of this new position will include: review of the primary periodical invoices which are received twice a year; participating in retention decisions for individual periodical titles; cataloging periodicals and serials including electronic titles; overseeing periodical check-in, processing, binding and shelving; working with Chris Stotemyer to develop and implement procedures for handling e-serials and e-periodicals; working with added volumes as needed; participating in the library liaison program; serving on University faculty committees; developing methods for tracking progress on issues related to serials.

Accepted a new assignment to assist the Public Services Department in covering Reference Desk hours beginning Spring Semester 2014. Also assisted in covering the circulation desk when needed and was trained in procedures for opening the library in the morning. Ms. Herndon accepted responsibility for opening the library one day each week.

In preparation for the changes required by the renovation of the Library building, Ms. Herndon evaluated the space needed for microfilm cabinets in the library renovation. Based on current receipts it is estimated that there is sufficient cabinet space available to add newspaper microfilm rolls for the next five years at least. It also appears that there will be room in the renovated space to house the current microfilm cabinets adjacent to the microfilm readers. Ms. Herndon also researched options for shelving periodical microfilm on the new shelving. In addition Ms. Herndon evaluated the shelf space that will be available to house the current periodical collection in preparation for moving the periodical collection to the new space. The periodical collection may need to be weeded in order to better fit the new space. Ms. Herndon began compiling a list of periodical titles that could be weeded without seriously impacting support of the curriculum.

Participated in the evaluation of LibAnswers/LibChat

Assisted with training for library intern Parrish Crittenden

Worked to expand the Library's periodical collection by adding microfilm that was withdrawn by other libraries.

Filed updates into reference and legal volumes.

Completed a project to compile information on Clayton State binding practice and cost.

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. Also participated in a special project to box the Gale Standing order titles that were being withdrawn.

Participated in the interview process for the Head of Electronic Resources and Services, the Electronic Resources Librarian and the Weekend Reference Librarian positions.

Provide training for student assistant, Emily Mercer, in periodical check-in, processing, and shelving.

Processed 137 claims/requests for missing periodical issues.

Prepared 567 volumes for shipment to the bindery and received and processed them when returned.

Added 373 rolls of microfilm to the collection.

Added 253 volumes to the collection.

Checked in 2,170 periodical issues.

Professional Development

Georgia Library Association (GLA)

- GLA member
- GLA Awards Committee member
- Secretary of the GLA Technical Services Interest Group
- Secretary of the Paraprofessional Division
- Paraprofessional Division Awards Committee member

Attended the GaCOMO conference held Oct. 9-11, 2013 in Macon, Ga.

Attended the GaCOMO preconference: Bringing it all together: RDA from experience, Oct. 9, 2013.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 17, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the SirsiDynix BLUEcloud system, April 7, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota system, April 21-22, 2014.

Attended the annual GIL User Group Meeting (GUGM), May 15, 2014, Macon, Ga.

Served as a judge at the Georgia Student Media Festival.

Evaluated applications for the GLA paraprofessional grants and participated in the selection of winners.

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.

Completed NIH training, Nov. 4, 2013.

Attended OASIS training, Dec. 9, 2013.

Attended RDA Toolkit Essential webinar, Dec. 18, 2013.
Attended EBSCO ADI webinar, Dec.18, 2013.
Attended EDS and Library Instruction webinar, Dec. 19, 2013.
Attended a LibGuides.2 meeting, Jan. 6, 2014.
Attended Joan Taylor's presentation on Reference Desk Models, Jan. 10, 2014.
Attended Artemis Literary Sources webinar, Jan. 24, 2014
Attended a Lexis-Nexis webinar, Feb. 20, 2014.
Viewed the archived ProQuest Statistical Abstract of the United States webinar, Feb. 20, 2014.
Attended Innovative Interfaces product demonstration of their next generation catalog, Sierra, March 10-11, 2014.
Attended VTLS product demonstration of their next generation catalog, Open Skies, March 24-25, 2014.
Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 10-11, 2014.
Attended Ebsconet renewals training webinar, May 7, 2014.
Completed CPR training provided by University Health Services, June 26, 2014.

Institutional Participation

Collection and Resource Management Department Team

Team Member

Opac Team

Team Member

Participated in the evaluation of LibAnswers/LibChat.

Participated in the interview process for the Head of Electronic Resources and Services and the Electronic Resources Librarian positions.

Treasurer of the Laker Angels organization.

Staff Council delegate.

Security Enhancements Committee member.

Chair of the Staff Council, Professional Development Committee.

Staff Council representative on IRB.

IRB Audit Committee member.

Served as an usher during the Faculty/Staff Awards ceremony.

Participated in Library staff events including birthday celebrations, promotion celebration for Kara Mullen, welcome back party for Robin Faulkner and baby shower for Erin Nagel.

Participated in events on campus including: attended the Happy Fiscal New Year celebration; attended the Top Work Place celebration; attended the reception for the new Director of Human Resources; attended the faculty/staff fund drive Hot Dog Rally; attended the Employee Benefits Fair; participated in a President's Evaluation meeting with other members of Staff Council; attended the Loch Shop Faculty/Staff Appreciation Day; attended the open budget meeting; attended a QEP/SACSCOC Town Hall Forum; attended the Making Things Better Award presentation; attended the Clayton State Brand Road Show; attended the farewell reception for

Michael Crafton; Vendor Expo; Arbor Day celebration; attended Pat Keane's retirement luncheon.

Community Service

Served as a judge during the International Media Festival.

Participated in the Stockbridge Middle School 6th grade research day that was part of their National History Day activities, Dec. 9, 2013.

Volunteered at the Helen Ruffin Reading Bowl, Feb. 1, 2014.

Serves as administrator of the Covington-Conyers Community Orchestra Facebook page.

Cathy Jeffrey



Successes

- Successfully managed the Library materials budget including reconciling the FY2013 accounts with the Business office and overseeing the FY2014 Materials Budget including the creation of the Voyager ledger for FY2014 and spreadsheets used for reporting. Also assisted Gordon Baker in preparation of anticipated expenditures as required by the Business Office.
- Completed a project to convert the Voyager patron barcode from a coda bar number to the Clayton State institutional ID number. Coordinated this change with Library staff, GIL Services site staff, Card Office Staff, and campus OIT staff. As part of this project worked with Tom Marshall of OIT to improve the patron load process and transfer responsibility of this function to her as part of Voyager system administration.
- Worked with Erin Nagel on an assessment of the Periodical Collection. Areas of review included current subscriptions that are available through databases, binding practices and bound volume retention.
- Asked to serve as Chair of the Board of Regents Next Generation Library System Collaborative Technical Services Team. Responsibilities included chairing regular WebEx meetings of the group, disseminating information about the progress of discussions and managing the preparation of the Collaborative Technical Services portion of the Next Generation Catalog RFP. The draft of the RFP questions was submitted on time on December 19, 2013.
- 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, updating and expanding the department policy and procedural manual including the addition of a section for Electronic Resources and Services, providing statistical information as needed for ACRL and other reports, and preparing and reviewing annual evaluations. Also met with vendor representatives to discuss products and services offered including: John Laraway of Baker and Taylor; Chris Harris of SirsiDynix; Yung Murphy of the American Chemical Society; Steve O'Dell and Lori McGill of EBSCO; Dave Putz of Ingram Content Group; Dave Putz of Ingram/Countts.
- Developed a new routing procedure for professional journals. The new procedure saved time, delivered content to librarians in a timelier manner and resulted in more efficient binding for affected titles.

Worked with Laura Herndon to transfer duties related to serials management to her as the new Serials Librarian and to train Laura in these new responsibilities as needed.

Worked with Kara Mullen and Laura Herndon to plan the move of the Library collection to the renovated space on the first floor. Evaluated the space needed for the Reference Collection the Juvenile Collection and the Indexes.

Assisted in the management of internships for Linda Cooks and Parish Crittenden.

Worked with Adam Kubik to begin the transfer of e-book cataloging to him.

Worked with Kara Mullen to define and establish the new Electronic Resources and Services Unit and to integrate it into the Collection and Resource Management Department. Included in this process was the transition of electronic resource management duties to the new librarian position held by Christopher Stotemyer. Initiated the development of written policies and procedures for the unit.

Worked with Katherine Quinnell to determine ways that Collection Management staff could assist Public Services staff in covering public service desks during hours of operation. Accepted an assignment of 28 hours at the reference desk to be provided by Collection Management staff. Assisted with this new task by personally covering assigned Reference Desk hours beginning Spring Semester 2014.

Participated in the discussion of promotion options for Clayton State University librarians.

Oversaw a project to withdraw VHS tapes and selectively replace them with DVDs including a review of assigned subject area.

Participated in projects to weed the Circulating Collection. Participated in the weeding/withdraw project including participation in a special project to box the Gale Standing order titles that were being withdrawn.

Continued work on electronic resource management. During FY2014 690 e-books were added to the collection for a total cost of \$15,350.91. Bibliographic records for 4,323 Films on Demand streaming videos were added to the online catalog. Completed a project to correct holding records for electronic resources that were lacking the EZproxy prefix in the URL and to remove outdated notes.

Participated in the Library Liaison initiative by continuing to build relationships with the College of Information and Mathematical Sciences (CIMS) faculty and faculty in the Interdisciplinary Studies Department; notified CIMS faculty of IEEE/CSDL training opportunities; provided bibliographic instruction for a mathematics class focusing on research; met with Math 5100 students to assist with research projects.

Participated in the interview process for the Head of Electronic Resources and Services, the Electronic Resources Librarian and the Weekend Reference Librarian positions.

Administered the Voyager System including: producing the new materials list each month; running the Voyager fund snapshot monthly; managed patron loads each semester; worked with the service site, library and university staff to change the patron bar code number to be the same as the

institution ID; initiated changes to the patron load procedures as described above; updated the Voyager calendar as needed; bulk imported marc records for B&T lease books, Films on Demand streaming videos and various e-book collections; ran annual circulation reports for Katherine Quinnell; prepared a report for Gordon Baker detailing library acquisitions over the last 4 years; loaded ODBC drivers for Chris Stotemyer and Erin Nagel and provided training in Voyager Access Reports for Chris Stotemyer; produced the annual lost-system/missing list for Circulation and CID; produced a shelflist of materials held for CID.

Processed 970 volumes as Lost or Withdrawn.

Added 5,285 bibliographic records to the online catalog.

Professional Development

Georgia Library Association

GLA member

GLA Awards Committee member

GIL Cataloging Committee

Member

GOLD Next Steps Committee

Member

USG Next Generation Catalog Collaborative Technical Services Team

Chair

Attended the GaCOMO conference held Oct. 9-11, 2013 in Macon, Ga.

Participated as a member of an Acquisitions Round Table panel discussion at Georgia COMO on Oct. 11, 2013.

Attended the GaCOMO preconference: Bringing it all together: RDA from experience, Oct. 9, 2013.

Attended the Lyrasis Preservation of Photographic Materials Workshop online presented by Alix Bentrud, Dec. 18-19, 2013.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 17, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota system, April 21-22, 2014.

Attended the annual GIL User Group Meeting (GUGM), May 15, 2014, Macon, Ga. including co-presenting the program titled: What Comes After Voyager Cataloging?: Updates from the Cataloging and Collaborative Tech Services Next Gen ILS Planning Teams.

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.

Attended an Introduction to WebEx Meeting Center web meeting, Sept. 24, 2013.

Attended a Webcast seminar sponsored by OCLC titled: Getting off the island :
 collaborating to create boundless collections, Oct. 15, 2013.
 Attended the USG Faculty Development webinar: Scholarly Open-Access
 Publishing and the Peril of Predatory Publishers presented by Jeffrey
 Beall, Oct. 22, 2013.
 Attended DNN Web Editing Update training, Oct. 22, 2013.
 Attended a web presentation on Mango Languages products, Oct. 31, 2013.
 Attended an ARCHE Library Council meeting, Nov. 6, 2013.
 Attended a RACL meeting, Nov. 15, 2013.
 Attended Solicitation Policy Training session, Nov. 19, 2013.
 Attended OASIS Training, Dec. 9, 2013.
 Attended What USG Libraries Are Doing and Can Do to Reduce the Costs of Textbooks
 webinar, Dec. 16, 2013.
 Attended the USG Faculty Development presentation of Affordable Textbook
 Solutions in the USG: E, Free and Open, Jan. 14, 2014.
 Attended a presentation on a new student advising system that will be piloted on
 campus – Student success Collaborative, Jan. 15, 2014.
 Attended Created equal: America's civil rights struggle a grant funded program
 sponsored by the Clayton State Library, Feb. 19, 2014.
 Attended Innovative Interfaces product demonstration of their next generation
 catalog, Sierra, March 10-11, 2014.
 Attended VTLS product demonstration of their next generation catalog, Open
 Skies, March 24-25, 2014.
 Attended OCLC product demonstration of their next generation catalog,
 WorldShare Management Services, March 10-11, 2014.
 Attended Next Generation Library System – Update on next steps and demos
 web meeting, March 3, 2014.
 Attended the webinar An Evolving Model for Consortial Print and E-Books
 Collections presented by Triangle Research Libraries Network, Oxford
 University Press, YBP Library Services Pilot, June 12, 2014.

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

Member of the Search Committee for the Head of Electronic Resources and Services position.

Member of the Search Committee for the Electronic Resources Librarian.

Member of Student Affairs Committee.

Represented the Library by attending meetings when the Dean was not available including: President's Extended Cabinet meetings, Administrative Council meetings, Extended Dean's meetings; President's Leadership Retreat.

Participated in the evaluation of LibAnswers/LibChat.

Participated in Library staff events including birthday celebrations, promotion celebration for Kara Mullen, welcome back party for Robin Faulkner and baby shower for Erin Nagel.

Participated in events on campus including: attended presentations made by candidates for the position of Director of Human Resources; attended a Faculty Senate meeting as a representative of the Student Affairs Committee; volunteered at the Library CARE Fair table; attended the Faculty/Staff Awards ceremony serving as an usher; attended the spring faculty meeting.

Adam Kubik



Successes

- Participated in project to weed the Circulating Collections assuming primary responsibility for recording a count of volumes withdrawn, removing titles from the online catalog and deleting holdings from OCLC. Also participated in a special project to box the Gale Standing order titles that were being withdrawn.
- Successfully managed the project to eliminate the backlog of books purchased from Mumford Library Books in 2012.
- Successfully managed the process of interviewing, selecting and hiring a new student assistant. Oversaw the training of new student assistant Emily Mercer.
- Managed the upgrade of Connexion Client to version 2.5 for the department and assisted other staff members with the installation of the software.
- Assisted with training for library intern Parrish Crittenden.
- Asked to serve on the Board of Regents Next Generation Library System Cataloging/Metadata Team.
- Accepted a new assignment to assist the Public Services Department in covering Reference Desk hours beginning Spring Semester 2014.
- Began a new assignment to take over cataloging responsibility for e-content including participation in developing policies and procedures for inclusion and display of e-content in the online catalog. His first assignments included cataloging 40+ ALA Spec Kit e-titles and preparing records from the Classical Music Library for bulk import. Mr. Kubik also developed a project for Heather Walls to begin adding open access e-titles to the online catalog. Mr. Kubik worked with other staff members to determine the best display for these records and assisted Ms. Walls with beginning this project.
- Participated in the interview process for the Head of Electronic Resources and Services, the Electronic Resources Librarian and the Weekend Reference Librarian positions.
- Participated in the project to withdraw VHS tapes and selectively replace them with DVDs. In addition to reviewing assigned subject area was responsible for withdrawing titles that were being removed from the collection and cataloging new DVD titles.
- Participated in the Library Liaison initiative by continuing to build relationships with the Music faculty.
- Assisted librarians from other institutions in solving problems including: responding to multiple requests from Hyun Chu Kim of Kennesaw State University for help with Cataloger's Toolkit installation; responding to

multiple requests from Erin Grant and Li Chen of Southern Polytechnic State University for help installing the ODBC drivers and helping them in trying to install Cataloger's Toolkit and discussing potential projects they would like to do; corresponded with Jennifer Young of Kennesaw State about Cataloger's Toolkit and BibDelete configuration; assisted Sunshine King and Jacqueline Radebaugh of Columbus State University in troubleshooting their Cataloger's Toolkit installation; corresponded with Erin Grant and Susann Wynne about ODBC drivers.

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

- Worked on a project to improve headings in Films on Demand records
- Made batch correction to bulk imported bib and MFHD records for Films on Demand and Springer e-book titles.
- Removed 78 reserve items from the database for Rhonda Boozer.
- Corresponded with Erin Grant of Southern Poly and Susan Wynne of Georgia State about the Voyager Global Data Change module and Cataloger's Toolkit global editing capabilities.
- Installed and began testing a new Cataloger's Toolkit functionality for making batch RDA adjustments to descriptive cataloging data in pre-RDA records for example adding 336, 337, and 338 fields and expanding abbreviations in the 260, 300, etc.);
- Made batch corrections to a set of 276 Films on Demand records and suppressed 32 Films on Demand titles that had been discontinued.
- Made extensive batch corrections to the 300 fields including use of ISBD punctuation, proper subfield coding, standardizing the choice of terms and correcting errors in standard abbreviations in anticipation of RDA related changes to legacy records; changed remaining 305 fields to 300 fields.
- Successfully worked with Sean Purcell at the service site to get the 730 field added to the fields that display under the "Additional titles" caption in GIL-Find
- Completed a project to remove various "Library keeps latest edition only" notes (around 140) from bibliographic records, and replace them with non-public notes in the MFHD.
- Made batch corrections to bibliographic 245 \$h, 099 \$a, 5XX fields and fixed fields, as well as MFHD 852 \$h and fixed fields, to bulk imported e-resource records.
- Completed a project to update feature film bib records by adding genre headings based on data collected from IMDB by Emily Mercer.

Added 6,805 bibliographic records to the online catalog.
 Processed 7,228 volumes as Lost or Withdrawn.
 Made 4,396 corrections to the Voyager database.

Professional Development

Georgia Library Association
 GLA member
 Music Library Association

MLA member
Southeastern Library Association
SELA member
Attended the GaCOMO conference held Oct. 9-11, 2013 in Macon, Ga.
Attended the OCLC Users' Group Meeting in Atlanta, Feb. 25-26, 2014.
Attended the Music Library Association Annual Conference, Feb. 27-March 1, 2014, Atlanta, Ga.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 17, 2014.
Attended the annual GIL User Group Meeting (GUGM), May 15, Macon, Ga. including co-presenting the session titles: Batch Changes to Voyager.

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training
Attended the GaCOMO preconference: Bringing it all together: RDA from experience, Oct. 9, 2013.
Attended DNN Web Editing Update training, Oct. 30, 2013.
Attended OASIS Training, Dec. 9, 2013.
Attended Joan Taylor's presentation on Reference Desk Models, Jan. 10, 2014.
Attended Innovative Interfaces product demonstration of their next generation catalog, Sierra, March 10-11, 2014
Attended VTLS product demonstration of their next generation catalog, Open Skies, March 24-25, 2014.
Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 10-11, 2014
Attended Next Generation Library System – Update on next steps and demos web meeting, March 3.
Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014
Attended the GIL Next Generation Catalog demonstration presented on the SirsiDynix BLUEcloud, April 7, 2014
Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota, April 21-22, 2014

Institutional Participation

Collection and Resource Management Department Team
Team Member
Library Liaison Team
Team Member
Opac Team
Team Leader
Web Team
Team Member
Member of the Undergraduate Curriculum Committee.

Participated in the interview process for the Head of Electronic Resources and Services

Member of the Search Committee for the Electronic Resources Librarian position.

Participated in the evaluation of LibAnswers/LibChat

Participated in Library staff events including birthday celebrations, promotion celebration for Kara Mullen and welcome back party for Robin Faulkner.

Participated in events on campus including: volunteered at the Library CARE Fair table; Faculty/Staff Awards Ceremony serving as an usher.

Community Service

Volunteered at the Clayton Non-Profit Forum on Nov. 14, 2013.

Participated in the Stockbridge Middle School 6th grade research day that was part of their National History Day activities, Dec. 9, 2013

Kara Mullen



Successes

Received her 15 year service award during the annual Faculty/Staff Awards Ceremony. Promoted to Head of the new Electronic Resources and Services Unit. This Unit is part of the Collection and Resource Management Department and will be responsible for the management of all electronic materials and services available to Clayton State Library users. Worked with Cathy Jeffrey to transition electronic resource management functions to the new position.

As Head of the Electronic Resources and Services Unit: responded to access issues for electronic resources; created custom EDS search box with GALILEO cobranding for the library's homepage; coordinated trials for: Trench Journals & Unit Magazines of WWI, CQ Press State Stats, Euromonitor Passport, AtoZ the World, IBISWorld, Social Explorer, Oxford Handbooks Online; initiated licenses for: JSTOR Arts & Sciences V; established access to: Sage Knowledge, AtoZ the World, Artemis Literary Sources, Encyclopedia of Cross-Cultural Psychology, Handbook of Psychology 2nd ed., ARL SPEC Kits, SpringerLink Behavioral Sciences Collection, SpringerLink Humanities, Social Sciences & Law Collection, SpringerLink Professional Computing & Web Design Collection, PsycTESTS (EBSCO); contacted vendors: Alexander Street Press to inquire about Marc records for Classical Music Library; EBSCO for a quote for PsycTESTS; Palmetto Microfilm for a quote for ScanPro3000; initiated the transfer of the PsycTESTS database from APA to the EBSCO platform; restored backfile access 1977-2011 for Magill's Literary Annual hosted on Salem Literature; updated our operating budget and FTE in our Lyrasis account for FY2014/2015; renewed the SSL Certificate for APA PsycTHERAPY until 2017; completed a title list review of Salem Press, CQ Press Library and Sage Knowledge; worked to improve the gathering and reporting of ERS statistics.

As EZproxy Administrator: added IP address exclusion statements to include new wireless ranges activated for the campus; updated resource stanzas to maintain access; added resource stanzas to establish off-campus access; requested upgrade to V5.7.26; performed periodic host maintenance tasks to remove older hosts and compress port usage; requested additional firewall ports; increased MaxVirtual hosts limits

Assessed and implemented LibCal Room Booking including creating accounts for Library staff and applying recommended customizations for the improved Schedule a Research Appointment service. Also led the evaluation of LibAnswers and LibChat.

Analyzed Counter usage reports for all databases and eBook collections identifying three reports that can be used to gather monthly usage statistics in FY2015. These reports will provide needed information in the assessment of purchased

database and will help library staff make decision about maintaining or replacing some of the current databases provided by the library.

Participated in the Library Liaison initiative by continuing to build relationships with the Humanities Department faculty; developed a suggested HIST 2112 resource list focusing on the New World (1500-1800) time period for Andrew Kurt; completed a project to remove out of date VHS tapes in her liaison area and replace with DVD titles where appropriate; assisted graduate student working on a War of 1812 microfiche indexing project for Adam Tate; taught classes and provided instruction for students to assist with research projects.

In collaboration with Cathy Jeffrey and Laura Herndon developed plans to move the circulating and periodical collections into the renovated Library space. This project included evaluating the space requirements of the current collection and making plans for additional shifting and weeding that may be needed prior to the move. Initiated a shifting project in the Circulating Collection to facilitate the final move to the new shelving.

Managed the process of filling the new Electronic Resources Librarian position including serving as Chair of the search committee, working with Human Resources to complete the hiring process, and welcoming and beginning training for the new librarian.

Selected to serve as the Clayton State University Library Coordinator for the Affordable Learning Georgia initiative.

Served as the Library point person in establishing and managing a continued presence on social media applications including Flickr, Twitter, Facebook, and the Library Blog.

Worked with Cathy Jeffrey to successfully convert the Voyager patron barcode from a coda bar number to the Clayton State institutional ID number.

Hosted VSU Intern Linda Cooks for her experience in technology. Ms. Cooks began this part of her internship working with LibGuides.

Served as a member of the tech support team for CR&L Forum: Creating a Culture of Assessment in Academic Libraries.

Received training to serve as the back-up Voyager system administrator for updates to the Galileo password and the Voyager calendar.

Worked with vendors to insure continued access to electronic content including: Sage Knowledge/CQ Press; Gale GVRL, Artemis Literary Sources and Business Insights: Essentials; Yung Murphy of the American Chemical Society; Steve O'Dell, Jodi Kuehl, Paul Bostley and Lori McGill of EBSCO; Arian Bian of Springer; Rebekah Nuss of Thomson Reuters; Cambridge Companions to Philosophy, Religion & Culture.

Assisted Gordon Baker by composing a nursing database resource list to share with a nursing accrediting team.

Participated in Public Services activities by working assigned reference desk hours, teaching classes, CSU 1022 instructional materials and workshops; research consultations; Banned Books Week display; ENGL 1102 works cited analysis project; National History Day; First Year Writing assessment planning and attended staff meetings. Also provided training and support in reference desk functions for Cathy Jeffrey, Adam Kubik, Laura Herndon, Tim Wojcik and Chris Stotelmyer.

Completed equipment and software inventory required by Information Technology Council (ITC)
Taught 34 classes.
Created 6 LibGuides.
Updated 55 LibGuides.
Established 10 GLRI access.
Authored 392 posts to social media or Library staff e-mail.

Professional Development

Georgia Library Association (GLA)
GLA Member
Chair of the Academic Division
GLA Executive Board member
GLA Administrative Services
Southeastern Library Association (SELA)
SELA Member
SELA Administrative Services
Affordable Learning of Georgia Library Coordinator.
Attended SELA Summer Conference held Aug. 9-10, 2013 in Birmingham, AL.
Attended Georgia International Conference on Information Literacy held Aug. 23-24, 2013 in Savannah, Ga. Presented Making Our Meets Short and Sweet: Embedding Library Instruction with Multiple Short Interactions with Erin Nagel and Joan Taylor.
Attended the GaCOMO conference held Oct. 9-11, 2013 in Macon, Ga. Hosted the Academic Division and Public Library Division Luncheon, Oct. 10. Presided over the Academic Papers Program, Oct. 10.
Attended GLA MidWinter held Jan. 17, 2014 at Clayton State University. Attended Social Media Summit held May 12-13, 2014 in Macon, Ga.

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training. Attended FridayLive! There's an APP for that! Webinar, Sept. 13, 2013.
Attended Lyrasis Representing Reference - Measuring Success webinar, Sept. 17, 2013.
Attended ProQuest US Statistical Abstract webinar, Sept. 20, 2013.
Attended FridayLive! Social collaboration in the classroom: student sharing strategies webinar, Sept. 20, 2013
Attended Tips and Resources for Effectively Supporting the Success of Student Veterans Transitioning from Military Life to Campus Life, Sept 20, 2013.
Attended DNN Web Update Training, Oct. 18, 2013, March 28, 2014.
Attended an ALCTS E-Forum: Technical Services Librarians with Public Services Responsibilities: How Do We Make This Work? Oct. 22-23, 2013.
Attended Artemis Literary Sources webinar, Oct. 29, 2013.
Attended a web presentation on Mango Languages products, Oct. 31, 2013.

Attended an ALCTS E-Forum: Collection Evaluation and Assessment, Nov. 12-13, 2013.
 Attended LibGuides 2: Next Generation Sneak Peeks webinar, Nov. 14, 2013.
 Attended the Artemis GVRL sub-collection meeting, Nov. 15, 2013.
 Attended Solicitation Policy training, Nov. 19, 2013.
 Attended Gale Geek Webinar: Best Practices for Reaching Students and Faculty, Nov. 22, 2013.
 Attended the ALG Library Coordinators Kick-Off meeting, Dec. 2, 2013. Attended the LexisNexis Academic New Interface webinar, Dec. 3, 2013.
 Attended Engaging and Assessing Learners with iPads, Dec. 3, 2013.
 Attended the National History Day planning meeting, Dec. 3, 2013. Attended the InfoToday: Maximizing Discipline Searching in Your Discovery Service webinar, Dec. 3, 2013.
 Attended the Library Journal: What is a Data-Driven Academic Library? Webinar, Dec. 4, 2013.
 Attended OASIS training, Dec. 9, 2013.
 Attended an EBSCO, Introducing BiblioBoard to Academic Libraries meeting, Dec. 10, 2013.
 Attended an Electronic Resources Librarian search committee meeting, Dec. 11, 2013.
 Attended the InfoToday, the Evolution of Usage and Impact, Analyzing, Benchmarking and Redefining Use webinar, Dec. 11, 2013.
 Attended What USG Libraries Are Doing and Can Do to Reduce the Costs of Textbooks webinar, Dec. 16, 2013.
 Attended the InfoToday: Measuring Impact, Redefining Scholarly Value Through New Data webinar, Dec. 18, 2013.
 Attended a Lyrrasis FOSS4LIB webinar, Jan 3, 2014.
 Attended a LibGuides.2 meeting, Jan. 6, 2014.
 Attended Joan Taylor's presentation on Reference Desk Models, Jan. 10, 2014.
 Attended USG Faculty Development presentation of Affordable Textbook Solutions in the USG: E, Free, Open, Jan. 14, 2014.
 Attended a presentation on a new student advising system that will be piloted on campus – Student Success Collaborative, Jan. 15, 2014.
 Attended Merlot 101, Finding evaluating, and integrating open educational resources into your courses webinar, Jan. 21, 2014.
 Attended Created equal: America's civil rights struggle a grant funded program sponsored by the Clayton State Library, Feb. 19, 2014.
 Attended ProQuest Statistical Abstract of the United States webinar, Feb. 11, 2014.
 Attended LibAnswers/LibCal with Dave Ware, Feb. 28, 2014.
 Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 10-11, 2014.
 Attended the Academic Research Conference including the Keynote address by David Lowery and poster sessions, March 28, 2014.
 Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.
 Attended a Springshare LibCal Room Bookings webinar, April 1, 2014.
 Attended a CMEA Showcase, April 2, 2014.
 Attended a CR&L Forum: Creating a culture of assessment in academic libraries, April 10, 2014.

Attended a Springshare LibAnswers version 2 Sneak Peek, April 18, 2014.
Attended a Springshare LibGuides version 2 Admin webinar, April 22, 2014.
Attended a Springshare LibGuides version 2 Users webinar, April 24, 2014.
Attended an EBSCOadmin: Reports and Statistics webinar, May 27, 2014.
Attended an EBSCO LinkSource and A to Z introduction webinar, May 27, 2014.
Attended a Gale Interlink webinar, May 28, 2014.
Attended Full Text Finder: Migration from EBSCO A-Z webinar, June 12, 2014.
Attended American Libraries Live: Going beyond Google webinar, June 12, 2014.
Attended an EDS: New Features webinar, June 20, 2014.
Attended a First Year Writing & Library Assessment meeting, June 26, 2014.

Institutional Participation

Web Team

Team Leader

Collection and Resource Management Department Team

Team Member

Public Services Team

Team Member

Electronic Resources and Services Unit Team

Team Leader

Served as Chair of the Search Committee for the Electronic Resources Librarian position. Created Equal team member.

Served on the Weekend Services Librarian search committee.

Information Technology Council member.

Undergraduate Curriculum Committee member.

Served on the search committee for a Web Support Specialist.

Participated in Library staff events including birthday celebrations, promotion celebration and welcome back party for Robin Faulkner; attended Dspace Institutional Repository, Reico Cartwright internship meeting; baby shower for Erin Nagel.

Participated in events on campus including: Faculty Development Week activities and meetings, Top 100 Workplaces Celebration; Women's Forum Chili Cook Off; Employee Benefits Fair; Science Building Groundbreaking Ceremony; open budget meetings; Making Things Better Awards; QEP and SACSCOC Town Hall Meeting; Health Services ribbon cutting and open house; Academic Research Conference; Clayton State Brand Road Show; farewell reception for Michael Crafton; Arbor Day celebration; Pat Keane's retirement luncheon; Annual Service Awards; Cindy Lauer's retirement party.

Community Service

Participated in the Stockbridge Middle School 6th grade research day that was part of their National History Day activities, Dec. 9, 2013

Christopher Stotemyer*

Successes

Christopher Stotemyer joined the staff of the Electronic Resources and Services Unit in March as the Electronic Resources Librarian. He spent his first weeks on the job becoming acquainted with department staff and functional areas. His initial assignment was the organization and management of individual online periodical subscriptions.

As part of Electronic Management: worked with Joan Taylor to assess the American Hospital Directory for health marketing; worked with Laura Herndon to develop and implement procedures for handling e-serials and e-periodicals; created an Electronic Journal Project Folder on the Z drive to collect info in one place; corrected obsolete data in the USA Today Admin module; completed work on the American Chemical Society Admin module; began developing written procedures for e-journal checking; investigated DRUPAL, CORAL and creating a Wiki page for ERS; set up VPN access from home; generated a report for Rhonda Boozer including all of our electronic journals and their licensing rules.

Participated in the interview process for the Weekend Reference Librarian position.

Participated in Reference and Instruction Services by accepting a regular assignment at the reference desk, volunteering for additional shifts to close the library and beginning training in bibliographic instruction at Clayton State.

Met with vendors: Steve O'Dell and Lori McGill of EBSCO.

Professional Development

Wrote a review of *Occupational Health Hazards: Assessing Occurrence and Policies in Nigerian Academic Libraries* for *The International Information and Library Review*, contributing recommendations that were incorporated into the final paper which was accepted for publication on July 7, 2014.

Began a project with Dr. Singiser in the Chemistry Department and the American Chemical Society (ACS) to develop a method of efficiently gathering data from the ACS Legacy Archives.

Attended the Social Media Summit, Macon, Ga., May 12-13, 2014.

Attended the Annual GIL User Group Meeting, Macon, Ga., May 15, 2014.

Meetings, Workshops, Training

Attended VTLS product demonstration of their next generation catalog, Open Skies, March 24-25, 2014.

Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 10-11, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the SirsiDynix BLUEcloud, April 7, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota, April 21-22, 2014.

Attended an EBSCO Webinar Live: e-book update, April 14, 2014.
Attended an EBSCO Webinar Live: EBSCONET basics, April 15, 2014.
Attended EBSCO Webinar: A to Z Admin Overview, April 28, 2014.
Attended an EBSCONET eJournal Management webinar, May 20, 2014.
Attended an EBSCONET Comprehensive Review webinar, May 21, 2014.
Audited a MOOC on Medical Statistics developed by Stanford University.

Institutional Participation

Collection and Resource Management Department Team
Team Member

Created Equal Coordinating Team member.

Participated in events on campus including: attended a Clayton State Brand Road Show; attended a screening of the film "Slavery by another name"; attended a University budget meeting attended the farewell reception for Michael Crafton; participated in the Arbor Day celebration; attended a program in the Biology Seminar Speaker Series presented by Dr. Andrew Escayg of Emory University titled: Using Mouse Models to Develop Better Treatment for Epilepsy; attended the spring faculty meeting.

Community Service

*These accomplishments reflect Mr. Stotolmyer's work from the time that he joined the Department in March 2014 through the end of June 2014.

Heather Walls



Successes

Began a new assignment to process added volumes. This task entails adding new volumes as they are received on standing order and withdrawing older volumes that have been replaced.

Began a new assignment to add bibliographic records to the online catalog for open access e-titles. The first projects will focus on adding electronic access for titles that we currently have available as microfiche only.

Trained student assistant, Emily Mercer in book processing techniques; score processing including sewing techniques; and book repair.

Assumed ILL duties when Rhonda Boozer was out of the office, serving in this capacity several times during the fiscal year.

Assisted with training for library intern Parrish Crittenden.

Participated in the weeding/withdraw project including participation in a project to box the Gale Standing order titles that were being withdrawn. Also participated in a special project to box the Gale Standing order titles that were being withdrawn.

Participated in the interview process for the Head of Electronic Resources and Services, the Electronic Resources Librarian and the Weekend Reference Librarian positions.

Managed the processing and shelving of the Popular Reading collection.

Sent faculty notifications for new materials added to the collection as a result of their orders.

Served as the Department's supplies manager.

Designed the Library Holiday card for 2013.

Cataloged 990 titles.

Provided rush cataloging and processing for 14 volumes.

Prepared 2,166 spine labels.

Prepared 83 special labels

Provided processing quality review for 1,647 items.

Sent 38 new material notifications to faculty

Meetings, Workshops, Training

Completed Clayton State University required training courses: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, and Sexual Harassment Training.

Attended the webinar "Library Marketing for Everyone" presented by Demco, Sept. 11, 2013.

Attended the Fall Fiction webinar presented by Baker & Taylor, Oct. 8, 2013.

Attended Innovative Interfaces product demonstration of their next generation catalog, Sierra, March 10-11, 2014.

Attended VTLS product demonstration of their next generation catalog, Open Skies, March 24-25, 2014.

Attended OCLC product demonstration of their next generation catalog, WorldShare Management Services, March 10-11, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ExLibris Alma system, April 2-3, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the SirsiDynix BLUEcloud, April 7, 2014.

Attended the GIL Next Generation Catalog demonstration presented on the ProQuest/Serials Solutions Intota, April 21-22, 2014.

Institutional Participation

Collection and Resource Management Department Team
Team Member

Web Team
Team Member

Assisted Joan Taylor and Erin Nagel with a "Letters for the Troops" display.

Participated in Library staff events including birthday celebrations, promotion celebration for Kara Mullen; a baby shower for Erin Nagel.

Participated in events on campus including: 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.

Effectively Manage the Library's Web Presence

Provide excellent service to Clayton State University faculty and students by maintaining a robust and user friendly library website. Providing an accessible web presence is one of the primary functions of the Clayton State Library Electronic Resources and Services Unit.

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.

Effectively Manage the Library's Electronic Resources

Provide excellent service to Clayton State University faculty and students by managing access to the Library's electronic resources. Providing access to a variety of online resources is one of the primary functions of the Clayton State Library Electronic Resources and Services Unit.

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.

Plan for and execute 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. The completion of the renovation of the Library's lower level will mean a move to a new permanent location. For the first time all department staff members will be sharing the same physical space. These changes bring the opportunity for growth and development but could also cause disruption.

SOLUTION: Planning and organization prior to the move should mitigate any problems encountered.

During FY2014 department staff accepted new responsibilities assisting at the reference desk and in other public services capacities. This trend is likely to continue into FY2015 including the transfer of the supervision of the Access Services Department to the Head of Collection Management. Recent turnover in public services staffing could add to the need for Collection Management staff to assist with public services functions. Each hour spent in public services activities is an hour taken away from primary tasks. Department productivity could suffer as a result.

SOLUTION: Department staff will need to be flexible and able to adapt to the changing needs of the institution. It will be important for everyone to prioritize activities to be sure all critical tasks are completed in a timely manner.

Projections indicate that in FY2015 the cost of continuations including periodical subscriptions, electronic databases and serial standing orders will require the Library's entire materials budget. The Library's ability to add new content will be seriously limited or nonexistent.

SOLUTION: Current continuations will need to be reassessed to determine if they remain useful in supporting the University's curriculum. In addition the Dean and library faculty must communicate the need for additional funding for library materials to the University's faculty members and administrators.

Appendix A

Changes to Periodical Holdings

FY2014

New, Changed, Discontinued, and Ceased Periodical Titles
July 2013-June 2014

Titles Added

FBI law enforcement bulleting (online)
Utilitas mathematica

Ceased:

Americas
FBI law enforcement bulletin (ceased print publication)

Discontinued Subscriptions:

PC World
Canadian journal of public health (Title changed to online only and is available from
databases)

Appendix B

Statistical Summaries

FY2014

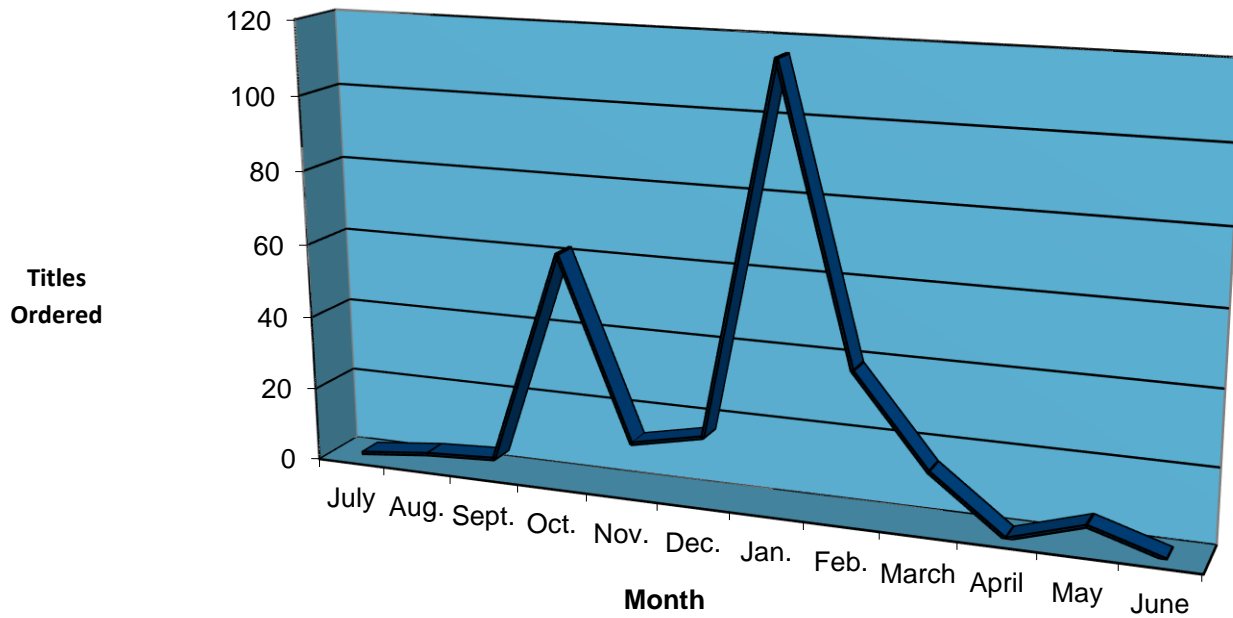
Clayton State University Library
Holdings by Format FY2014

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		1222	-5631	-4409
Reference Collection		383	-896	-513
Reference & Circulating Collection Total	82,040	1605	-6,527	77,118
Bound Periodicals	27,440	548	0	27,988
Total Bound Volumes	109,480	2,153	-6,527	105,106
Archives	60	0		60
Audio Compact Discs	7,436	17	-2	7,451
Audio Tapes	1,132	0		1,132
CD Roms	172	3	-2	173
Computer Files	26	0		26
DVDs	1,514	156	-1	1,669
E-Books	34,077	690	-2	34,765
Microfiche Cards	272,932	0		272,932
Microfilm Rolls	14,829	373		15,202
Miscellaneous	77	0		77
Motion Pictures (16 mm)	1	0		1
Phonograph Records	617	0		617
Streaming Audio		6,371		6,371
Streaming Video	8,405	4,323		12,728
Videodiscs	21	0		21
Video Tapes	2,826	0	-1,185	1,641
Total of Other Materials	344,117	11,933	-1,192	354,858
Total Bound/Other Materials	453,597	14,086	-7,719	459,964
Monographic, E-books & Bound Titles		1,866		
Non-Book Titles		106		
Periodical Titles		3	0	
Other Serial Titles		25		
Other electronic titles		10,694		
Total Titles		12,694		
Individually Purchased e-journals				
Free serials				

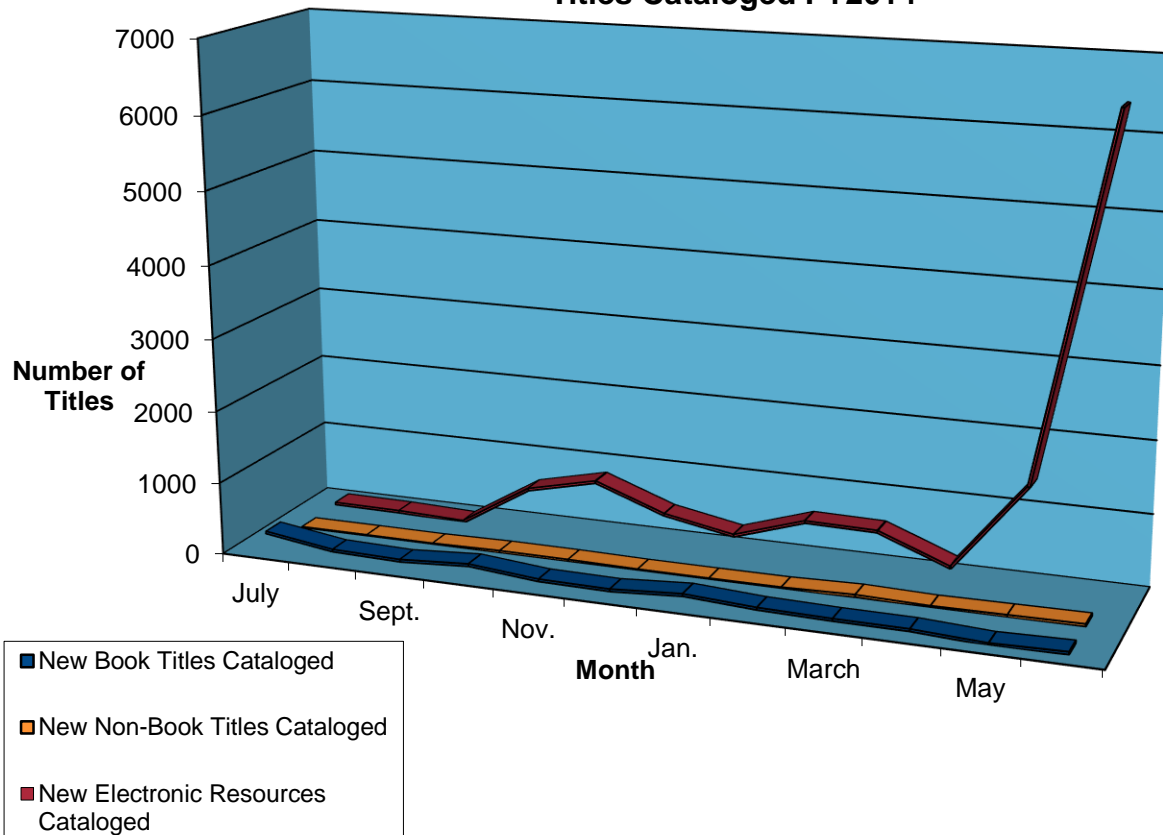
Clayton State University Library Activity Report FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	1	3	4	62	13	17	116	39	15	0	6	0	276
Vols. Received on S.O.	15	20	25	37	28	40	38	14	37	30	20	25	329
Items Received	42	3	4	33	50	12	163	56	17	17	6	0	403
Periodicals													
Bound Vols. Added	61	62	49	26	0	36	67	88	33	35	33	58	548
Microform Pieces Added	63	193	75	11	7	0	0	0	14	5	5		373
Claims	5	15	17	13	13	2	4	19	17	13	3	16	137
Binding													
Vols. Sent to the Bindery	79	50	57	34	69	0	112	0	32	34	58	42	567
Book Repair	0	0	0	0	0	0	1	17	0	18	0	0	36
Cataloging													
New Book Titles Cataloged	262	125	105	167	82	72	136	81	63	60	9	31	1193
New Non-Book Titles Cataloged		1		15	13	1		2	28	6	15	25	106
New Electronic Titles Cataloged	40	33	3	589	810	457	276	588	572	195	1412	6410	11385
Total New titles Cataloged	262	126	105	182	95	73	136	83	91	66	24	56	1299
Vols. Added	24	37	29	52	22	29	25	26	31	28	25	25	353
Copies Added	7	3	5	4	8	0	6	0	0	1	0	1	35
Reinstatements	2			1			0	0	0	0	1	0	4
Database Maintenance													
Records Corrected	221	270	647	627	490	182	875	163	194	241	395	145	4450
Records Updated	####	6858	4278	24465	4062	30375	15409	2E+05	12550	8833	5579	122781	505177
Volumes Processed	160	163	223	402	160	115	222	146	184	93	1	137	2006
InterLibrary Loan Transactions	228	179	229	277	161	92	195	220	237	219	136	148	2321
Reserves Activity	196	116	20	8	13	360	19	15	2	12	248	2	1011

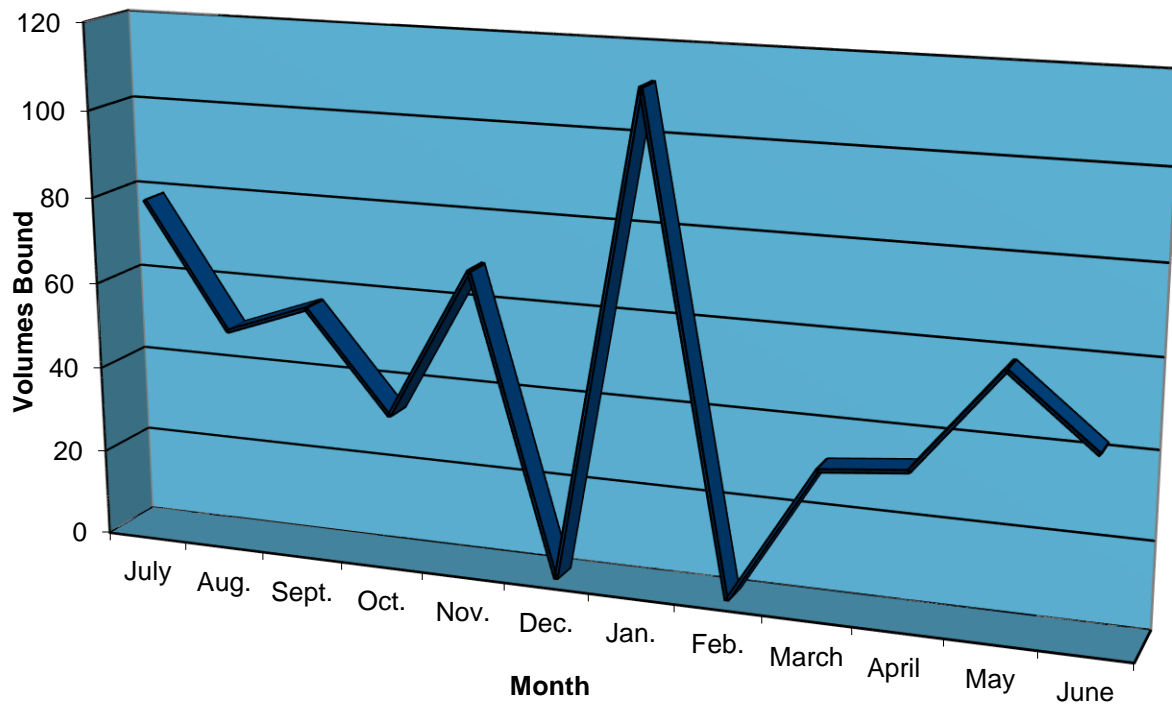
Clayton State University Library Titles Ordered FY2014



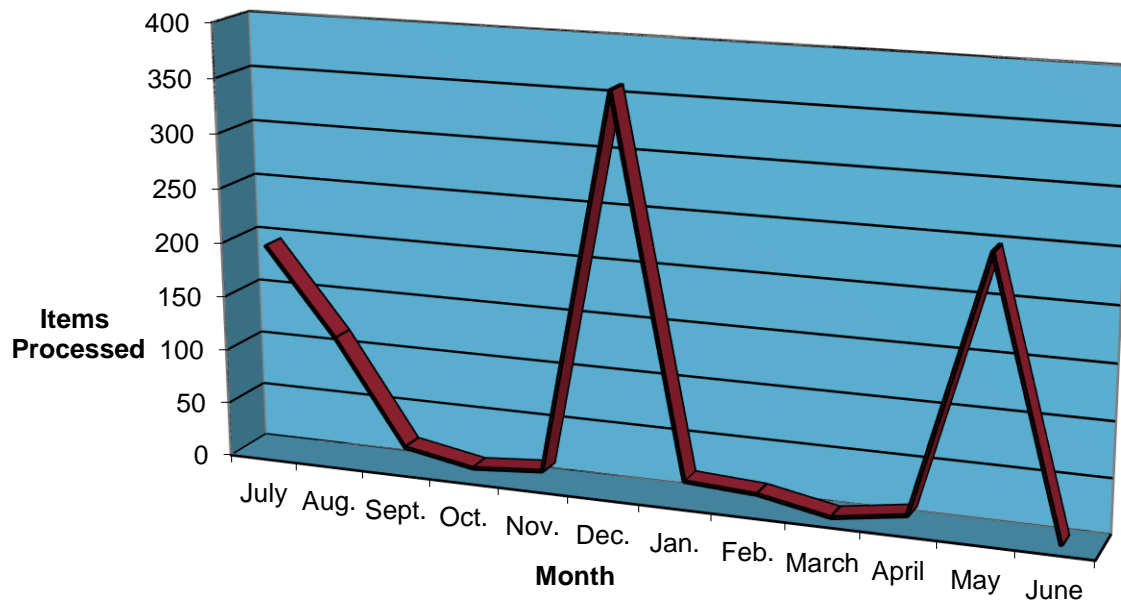
Clayton State University Library Titles Cataloged FY2014



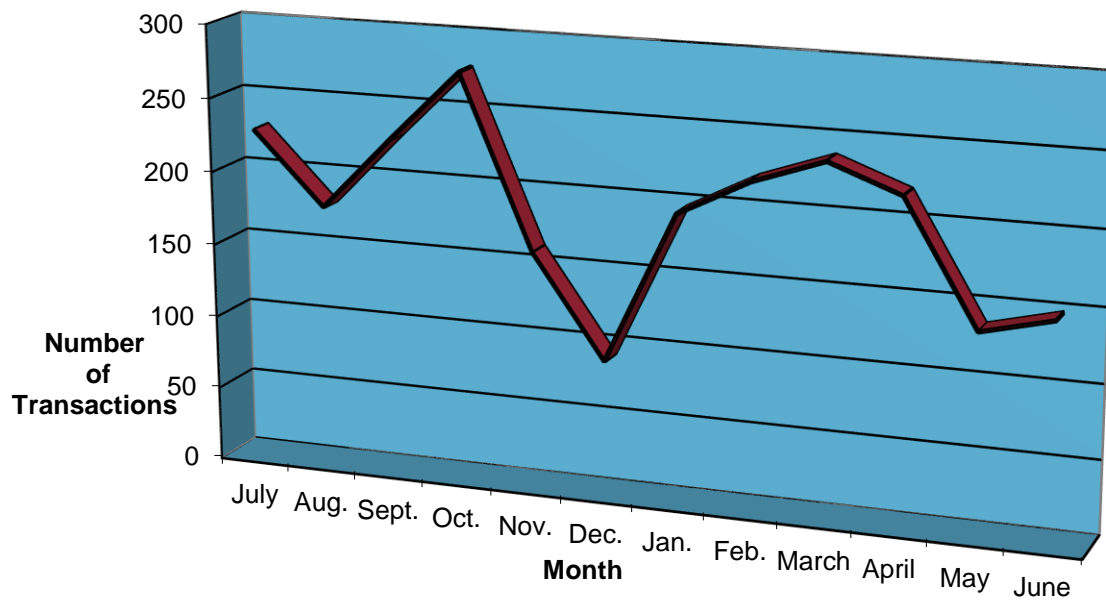
**Clayton State University Library
Volumes Sent to the Bindery FY2014**



Clayton State University Library Reserves Activity FY2014



Clayton State University Library InterLibrary Loan Transactions FY2014



Appendix C

Library Expenditures

FY2014

Clayton State University Library
FY2014 Budget Summary

COLLEGE OF ARTS AND SCIENCES											
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES EBOOKS	OTHER	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
English	808.99	285.65	148.00	750.20	35,085.95	7,024.77		45,101.78	285.65	44,103.56	998.22
Humanities		1,931.86	283.00	386.00	7,460.99	14,654.54	241.48	37,071.47	0.00	24,957.87	12,113.60
Interdisciplinary Studies	477.15	54.54		718.40				764.00	0.00	1,250.09	-486.09
Natural Sciences						19,953.27		22,919.61	0.00	19,953.27	2,966.34
Psychology		179.04	928.00	3,671.40	19,930.67			26,643.09	978.67	24,709.11	1,933.98
Social Sciences	97.62	2,859.74	104.00	2,538.82	25,028.12	4,075.32	28,366.92	57,794.39	2,098.61	63,070.54	-5,276.15
Teacher Education			545.28	583.68		4,203.42	2,229.00	5,385.00	0.00	7,561.38	-2,176.38
Visual and Performing Arts								31,477.98	0.00	19,993.17	11,484.81
>>Communication, Art & Theater	74.84	441.36	388.00	320.00	5,228.06	1,892.98		18,483.79	0.00	8,345.24	10,138.55
>>Music	855.80	432.24			4,548.51	2,020.29	3,791.09	12,994.19	0.00	11,647.93	1,346.26
				8,968.50	97,282.30						
SUB TOTAL	2,314.40	6,184.43	2,396.28		106,250.80	53,824.59	34,628.49	227,157.32	3,362.93	205,598.99	21,558.33
COLLEGE OF BUSINESS											
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES EBOOKS	OTHER	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Business				3,923.28	30,523.00	7,176.01	10,431.75	26,842.42	699.00	52,054.04	-25,211.62
SUB TOTAL	0.00	0.00	0.00		34,446.28	7,176.01	10,431.75	26,842.42	699.00	52,054.04	-25,211.62
COLLEGE OF HEALTH											
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES EBOOKS	OTHER	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Dental Hygiene		259.42		136.00		6,200.84		6,000.00	0.00	6,596.26	-596.26
Health & Fitness Mgmt								500.00	0.00	0.00	500.00
Healthcare Mgmt		84.55				15,596.95		14,203.30	0.00	15,681.50	-1,478.20
Nursing	115.00	3.99		1,564.00	3,471.53	42,072.80		34,921.18	0.00	47,227.32	-12,306.14
				1,700.00	3,471.53						
SUBTOTAL	115.00	347.96	0.00		5,171.53	63,870.59	0.00	55,624.48	0.00	69,505.08	-13,880.60
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES											
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES EBOOKS	OTHER	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Archival Studies		145.98			400.00	1,517.05		2,500.00	0.00	2,063.03	436.97
Information		100.48		314.18	18,915.12	285.23		14,429.69	0.00	19,615.01	-5,185.32
Mathematics	179.90	170.22		344.95	528.00	2,448.88		3,500.00	0.00	3,671.95	-171.95
				659.13	19,843.12						
SUB TOTAL	179.90	416.68	0.00		20,502.25	4,251.16	0.00	20,429.69	0.00	25,349.99	-4,920.30
LIBRARY											
	AUDIO VISUAL	BOOKS	MICRO- FILM	ONLINE RESOURCES EBOOKS	OTHER	PERIOD- ICALS	STAND ORDERS	TOTAL ALLOCATED	SPENT THIS MON.	SPENT Y-T-D	BALANCE REMAINING
Binding						10,397.25		8,000.00	398.95	10,397.25	-2,397.25
General Materials	435.33	13.00	14,714.73	100.00	43,834.13	8,438.49	11,019.32	103,406.44	-22.26	78,555.00	24,851.44
SUBTOTAL	435.33	13.00	14,714.73		43,934.13	18,835.74	11,019.32	111,406.44	376.69	88,952.25	22,454.19
TOTAL	3,044.63	6,962.07	17,111.01		210,304.99	147,958.09	56,079.56	441,460.35	3,739.62	441,460.35	0.00

Appendix D
Collection and Resource Management
Department Statistics
FY2014

Cataloging and Database Management Statistics FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>Monographic Books	262	125	105	167	82	72	136	81	63	60	9	31	1193
>Non-Book Materials		1		15	13	1		2	28	6	15	25	106
>Periodicals						3							3
>Reinstatements	2			1							1		4
>Serials	2												2
>E-Books	35	19		29	144	19			287	54	41	39	667
>E-Serials	5	14	3	1									23
>Other e-content				559	665	438	276	588	285	141	1371	6371	10694
Total	306	159	108	772	904	533	412	671	663	261	1437	6466	12692
Pieces Added													
>New Titles (Books)	266	125	105	168	82	72	136	81	63	60	10	31	1199
>Added Volumes	24	37	29	52	22	29	25	26	31	28	25	25	353
>Added Copies	7	3	5	4	8		6			1		1	35
>Non-Book Pieces Added	66	194	75	39	17	8		14	76	11	20	30	550
>Bound Volumes Added	61	62	49	26	0	36	67	88	33	35	33	58	548
Total	424	421	263	289	129	145	234	209	203	135	88	145	2685
Titles Recataloged													0
Rush Requests	2	2	3	1	1		3		1		1		14
Database Maintenance													
Bib Records Corrected	1	3	36	4		2	331		8	1		1	387
Bib/Item Records Enhanced	19	237	9	429	252	2	7	11	31		4	2	1003
Headings Corrected Globally													0
Subject Headings Corrected	34	9	91	47	30	29	26	11	11	34	123	15	460
Name Headings Corrected	167		435	145	193	149	160	141	142	205	265	125	2127
Series Entries Corrected			51		9		75		2		3	2	142
MFHD/Item Records Corrected		21	25	2	6		276			1			331
Total	221	270	647	627	490	182	875	163	194	241	395	145	4450
Record Update Count													
>Bib Records Updated	23576	2247	2660	15174	1483	25251	7733	235923	5951	6340	4367	80628	411333
>MFHD Records Updated	5554	2033	975	7789	634	4611	6590	762	5358	2151	925	41939	79321
>Item Records Updated	2234	2578	643	1502	1945	513	1086	1938	1241	342	287	214	14523
Total	31364	6858	4278	24465	4062	30375	15409	238623	12550	8833	5579	122781	505177

Acquisitions and Periodical Statistics FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	1	2	4	51	4	12	69				6		149
>Scores					3								3
>Non-Book Materials	0	1	0	11	6	5	47	39	15	0	0	0	124
>>Audio CDs					4								4
>>CD ROMs													0
>>DVDs		1		11	2		40	39	15				108
>>e-books						5							5
>>On-line Databases													0
>>Videos							7						0
>>Other Non-Book													7
Total	1	3	4	62	13	17	116	39	15	0	6	0	276
Vols. Received on Standing Order	15	20	25	37	28	40	38	14	37	30	20	25	329
Items Received and Unpacked													
>Books	42	2	4	31	33	12	115	18			6		263
>Scores					2								2
>Non-Book Materials	0	1	0	2	15	0	48	38	17	17	0	0	138
>>Audio CDs					4								4
>>DVDs		1		2	11		48	38	17	17			134
>>Other Non-Book													0
Total	42	3	4	33	50	12	163	56	17	17	6	0	403
B&T Lease Books													
Received	14	13	14	15	15	14	1	15	13		18	13	145
Returned		48											48
Added to the Collection		12											12
Periodical Statistics													
New E-Journals		2											2
New Print Subscriptions (Including		1										1	2
Title Changes													0
Total New Titles	0	3	0	0	0	0	0	0	0	0	0	1	4
Withdrawn/Discontinued Titles													0
LHR's Added/Updated	7	1	25	2	6		1			1			43
Claims & Requests	5	15	17	13	13	2	4	19	17	13	3	16	137
Titles Entered for GOLD		21											21

Processing, Book Repair and Binding Statistics FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Audio Cassettes	1												1
Audio CDs		1		1	1	3							6
Books	153	155	223	329	133	111	221	132	132	93	1	96	1779
CD ROMs		6											6
DVDs	2	1		12	8	1	1	14	51			41	131
Microfilm Rolls													0
Scores				60	18				1				79
Videos	4												
Other Non-Book													0
Total	160	163	223	402	160	115	222	146	184	93	1	137	2006
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired							1	17		18			36
Binding Statistics													
Volumes Sent to Bindery	79	50	57	34	69	0	112	0	32	34	58	42	567
Volumes Returned from Bindery	73	79	79	29	0	34	69	112	0	32	34	58	599
White pen corrections													0

AV Pieces Added FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes													0		0
Audio CDs				11	6								17	-2	15
CD ROMs	3												3	-2	1
Computer Files													0		0
DVDs				17	11	1		14	62	6	15	30	156	-1	155
Microfiche Cards													0		0
Microfilm Rolls	63	193	75	11	7				14	5	5		373		373
Miscellaneous													0		0
Phonograph Records													0		0
Slides/Sound													0		0
Video Cassettes													0	-1185	-1185
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	66	193	75	39	24	1	0	14	76	11	20	30	549		-641

Additions to the Circulating Collection FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdrawn	Total
Archives													0		0
Audio Cassettes													0		0
Audio CDs				11	6								17	-2	15
CD ROMs	3												3	-2	1
Computer Files													0		0
DVDs				17	11	1		14	62	6	15	30	156	-1	155
Microfiche Cards													0		0
Microfilm Rolls	63	193	75	11	7				14	5	5		373		373
Miscellaneous													0		0
Phonograph Records													0		0
Slides/Sound													0		0
Video Cassettes													0	-1185	-1185
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	66	193	75	39	24	1	0	14	76	11	20	30	549		-641

Additions to the Reference Collection

FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Reference Collection															
A	5			2			1						8	-114	-106
B except BF													0	-1	-1
BF													0		0
C	1						1						2		2
D									1			1	2	-1	1
E	1								2	4			7	-2	5
F													0		0
G	2										1	2	5	-7	-2
H-HJ	8	5	2	2	2	4	6	1	4		4	2	40	-107	-67
HM-HX	9	5		6				1				6	27	-11	16
J			2			2						2	6	-4	2
K	9	28	14	35	20	20	15	22	23	20	19	28	253	-189	64
L	1	1		2									4	-7	-3
M		1	2									1	4	-1	3
N							1			1			2	-1	1
P	4		2									1	7	-37	-30
Q				1		1							2	-5	-3
R	2		1					1					4	-20	-16
S													0	-1	-1
T	1			1								1	3	-2	1
U													0	-2	-2
V													0	-1	-1
Z	2	1										4	7	-383	-376
Total	45	41	23	49	22	27	24	25	30	25	24	48	383	-896	-513

InterLibrary Loan FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Total ILL Transactions	228	179	229	277	161	92	195	220	237	219	136	148	2321
Percentage Change FY11 to FY12	46.15%	7.19%	35.50%	8.20%	0.63%	70.37%	10.80%	1.38%	-13.50%	6.31%	56.32%	-8.64%	18.39%
Materials Requested by CSU Library													
Material Requests Made By:													
>Students	11	10	37	64	31	4	22	31	47	24	26	11	318
>>Books	7	2	11	22	17	3	2	4	8	2	5	2	85
>>Articles	4	8	26	42	14	1	20	27	39	22	21	9	233
>Faculty (Including Library Faculty)	120	73	117	74	68	44	48	52	44	60	71	49	820
>>Books	31	16	22	32	26	10	30	22	22	34	46	26	317
>>Articles	89	57	95	42	42	34	18	30	22	26	25	23	503
>Staff (Including Library Staff)	1	1	1	8	6	4	2	0	1	1	0	0	25
>>Books	1	1	1	7	1	2	2			1			16
>>Articles				1	5	2			1				9
Total	132	84	155	146	105	52	72	83	92	85	97	60	1163
Material Requests Filled By:													
>University System Institutions	79	29	40	37	33	17	23	25	39	34	51	22	429
>>Books	18	6	13	16	14	4	8	6	14	15	27	10	151
>>Articles	61	23	27	21	19	13	15	19	25	19	24	12	278
>Other Georgia Libraries	27	28	61	54	35	18	30	25	29	21	26	14	368
>>Books	15	4	12	20	14	4	19	9	7	7	14	8	133
>>Articles	12	24	49	34	21	14	11	16	22	14	12	6	235
>Out of State Libraries	20	22	40	33	28	11	16	26	16	23	17	18	270
>>Books	2	6	6	11	11	3	6	6	3	10	9	5	78
>>Articles	18	16	34	22	17	8	10	20	13	13	8	13	192
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	126	79	141	124	96	46	69	76	84	78	94	54	1067
Total Unfilled Requests	6	5	14	22	9	6	3	7	8	7	3	6	96
Materials requested from CSU Library													
Requested from CSU Library:													
>University System Institutions	20	36	29	38	18	8	35	30	46	41	12	25	338
>>Books	10	10	15	14	13	7	17	13	17	12	5	7	140
>>Articles	10	26	14	24	5	1	18	17	29	29	7	18	198
>Other Georgia Libraries	26	22	16	37	12	6	18	32	21	21	7	13	231
>>Books	19	20	13	21	3	3	11	22	10	12	3	2	139
>>Articles	7	2	3	16	9	3	7	10	11	9	4	11	92
>Out of State Libraries	50	37	29	56	26	26	70	75	78	72	20	50	589
>>Books	15	15	8	14	8	3	28	19	21	14	3	14	162
>>Articles	35	22	21	42	18	23	42	56	57	58	17	36	427
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	96	95	74	131	56	40	123	137	145	134	39	88	1158
Requests Filled By CSU Library:													
>University System Institutions	14	25	21	28	18	6	24	24	34	32	6	16	248
>>Books	7	8	15	12	13	6	13	12	14	10	3	5	118
>>Articles	7	17	6	16	5	0	11	12	20	22	3	11	130
>Other Georgia Libraries	24	19	13	30	5	4	13	26	15	15	5	7	176
>>Books	18	17	12	18	1	3	10	21	10	10	3	2	125
>>Articles	6	2	1	12	4	1	3	5	5	5	2	5	51
>Out of State Libraries	37	20	24	39	21	16	41	39	55	39	14	31	376
>>Books	12	12	5	10	7	3	18	12	18	8	2	10	117
>>Articles	25	8	19	29	14	13	23	27	37	31	12	21	259
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	75	64	58	97	44	26	78	89	104	86	25	54	800
Total Unfilled Loans	21	31	16	34	12	14	45	48	41	48	14	34	358
Truck Mail Deliveries													
Borrowed by CSU	52	42	71	71	56	29	42	35	52	43	60	28	581
Lent by CSU	22	24	20	26	10	9	16	26	24	19	6	7	209
ILL Request filled with CSU Content	12	22	24	31	32	6	28	21	32	34	16	17	275

Course Reserves
FY2014

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Items Added													
Books	50	32	8	5	2	51	8	6		11	52	1	226
Articles	5	54				5					5		69
Audio CDs			1										1
VHS/DVD	38	29	11	3	11	65	6	9	1	1	43	1	218
Other (Software, etc.)	2					2					2		6
Total	95	115	20	8	13	123	14	15	1	12	102	2	520
Items Removed													
Books	56	1				86					61		204
Articles	5					55	5				7		72
Audio CDs						2							2
VHS/DVD	38					92			1		76		207
Other (Software, etc.)	2					2					2		6
Total	101	1	0	0	0	237	5	0	1	0	146	0	491
Total Reserves Activity	196	116	20	8	13	360	19	15	2	12	248	2	1011

Clayton State University Library
Public Services Department
2013 - 2014 Annual Report



Submitted by

Dr. Gordon N. Baker
Dean of Libraries
Clayton State University Library

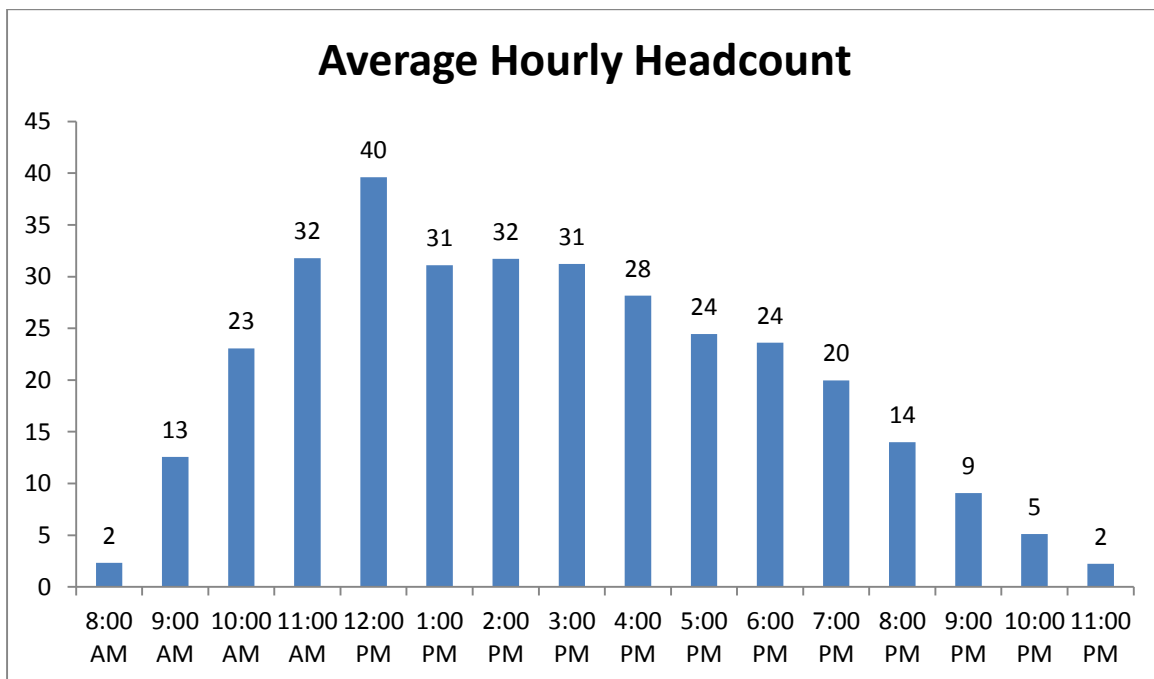
Clayton State University Library
Public Services Department
2013-2014 Annual Report

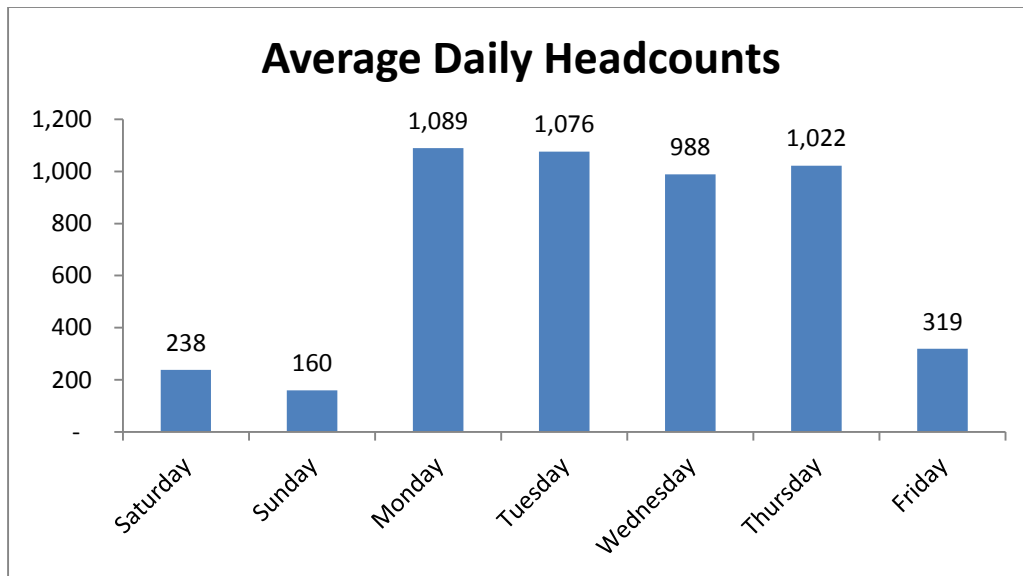
Submitted by Gordon Baker, Dean of Libraries

State of the Department:

The Public Services Department continued to maintain the level of service expected of 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.

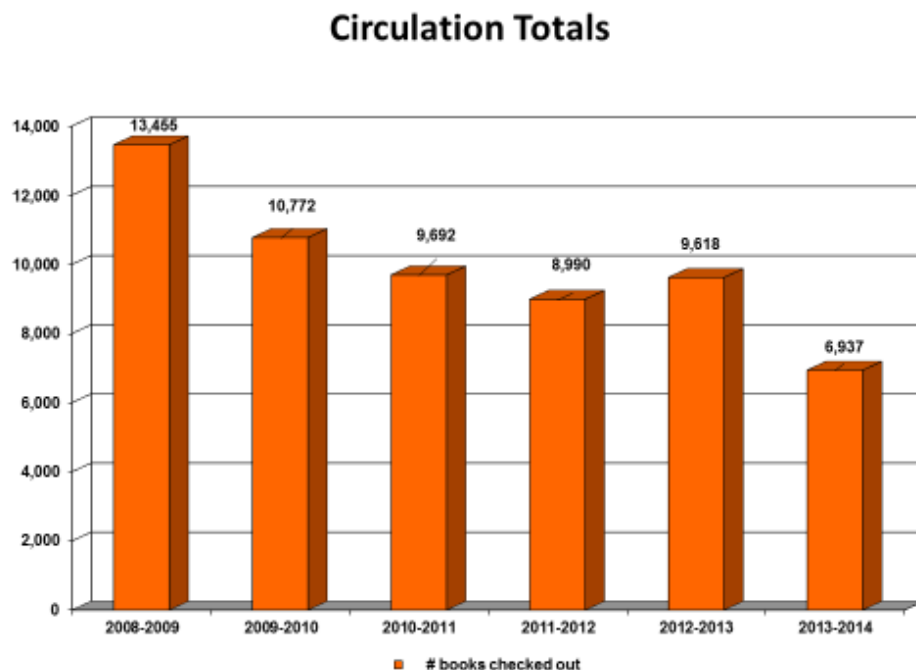


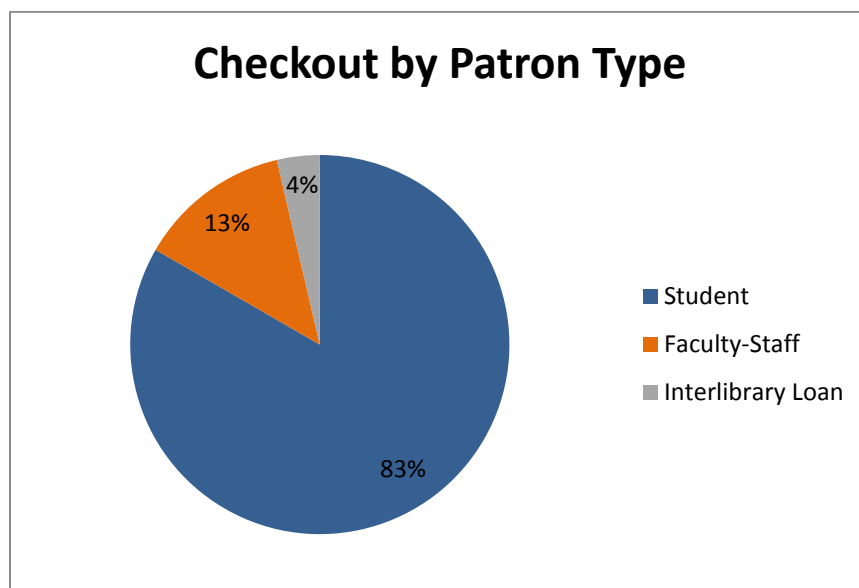


Department Reports:

Circulation:

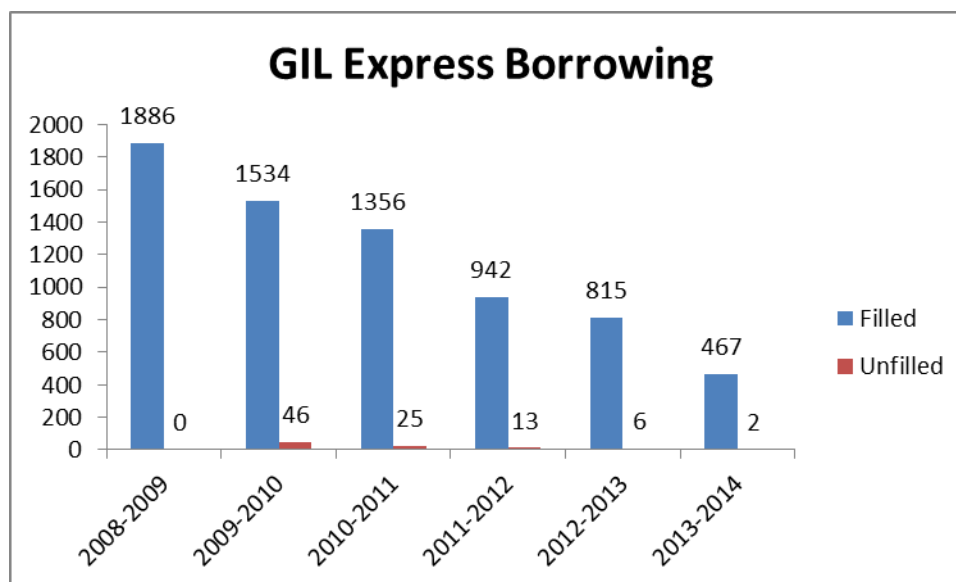
The Library's Circulation checkout total decreased this year. The checkout by patron type remained consistent with last year's numbers.

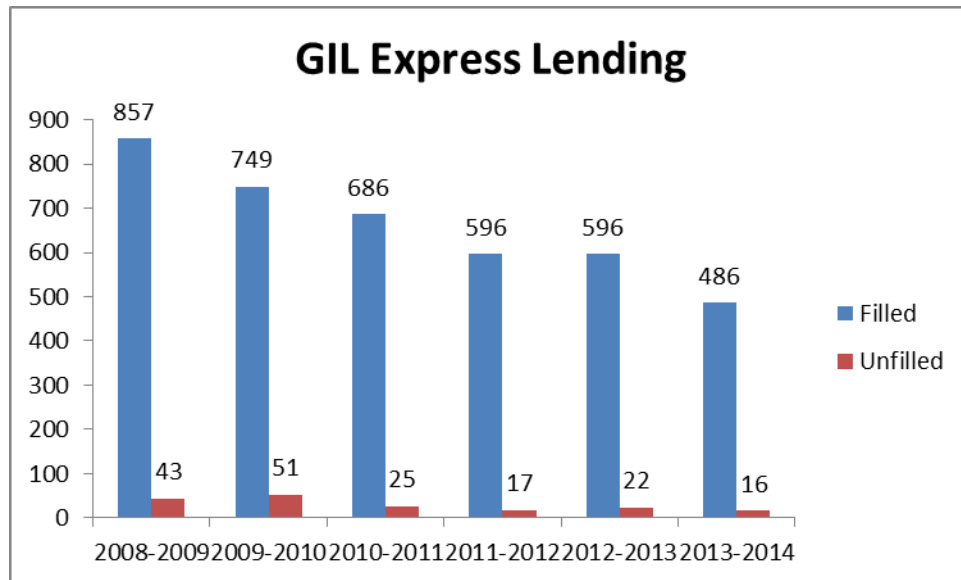




Gil Express:

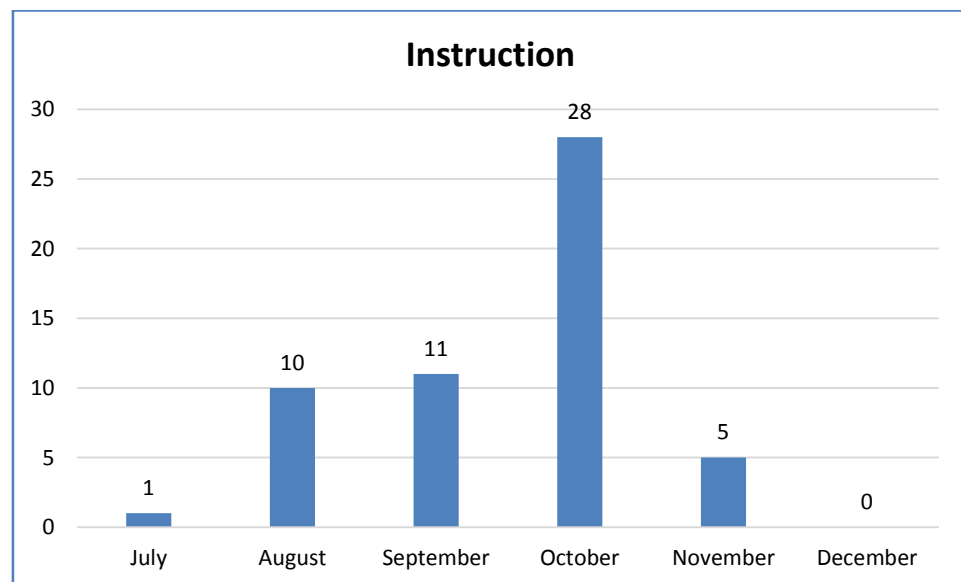
Gil Express numbers were down for lending and borrowing this year. This service continues to be utilized on a consistent basis and is an asset to the library system.



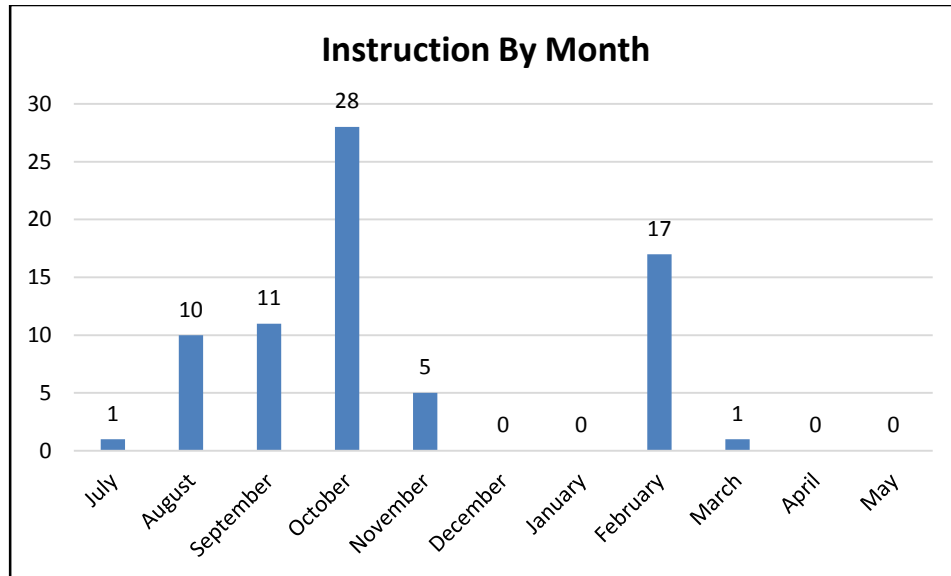


Instruction:

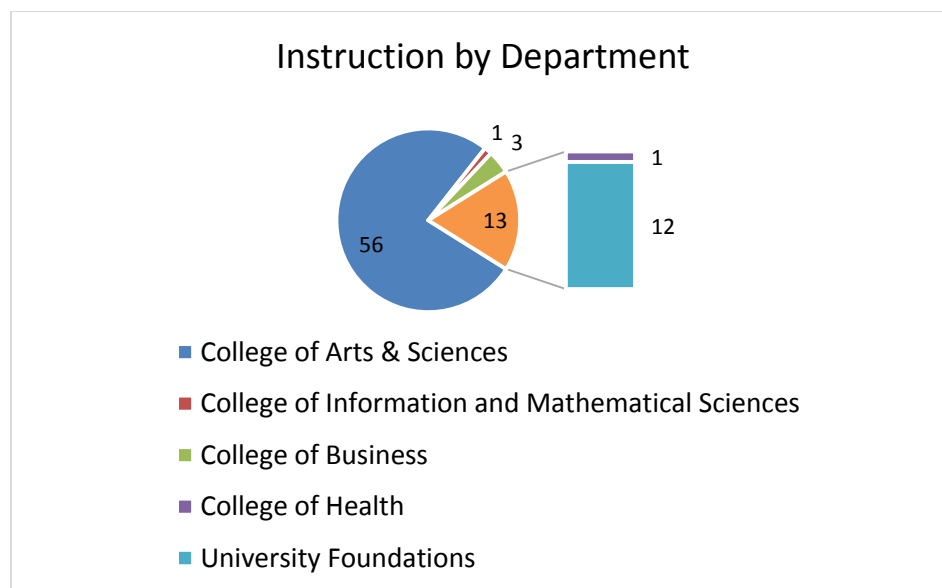
The Instruction Department of the Library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Katherine Quinnell. She coordinates the scheduling of the instruction room and who teaches each class. The librarians who taught this previous year are Elizabeth Bradshaw,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



For the year, the Library staff taught 73 library instruction classes: 37 in the Fall and 36 in the Spring. We reached approximately 1533 students in these classes.



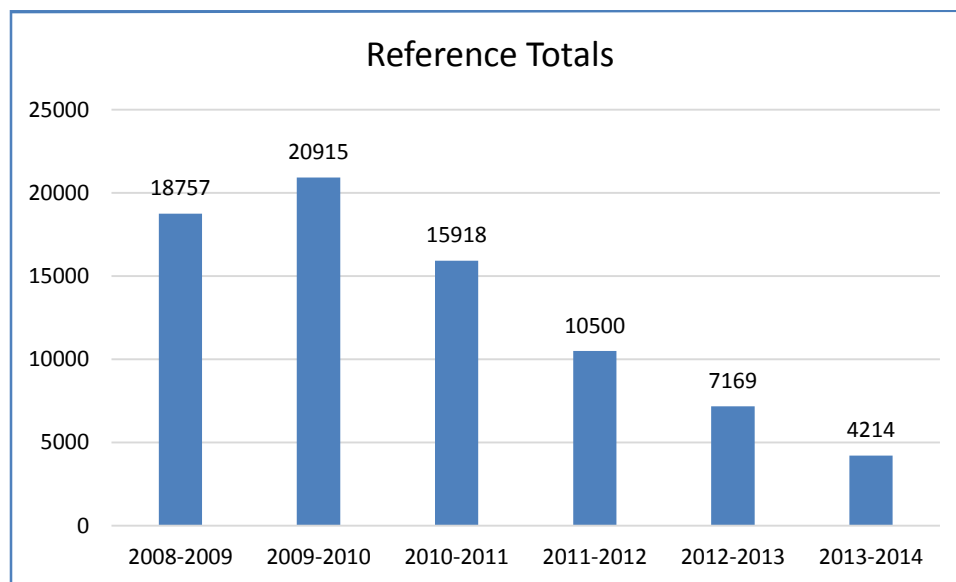
The classes taught were primarily from the College of Arts & Sciences. The departments that we have worked with in the College of Arts & Sciences are English, Criminal Justice, Education, Sociology, History, and Communications. The Library currently has two collaborative efforts in teaching, one with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

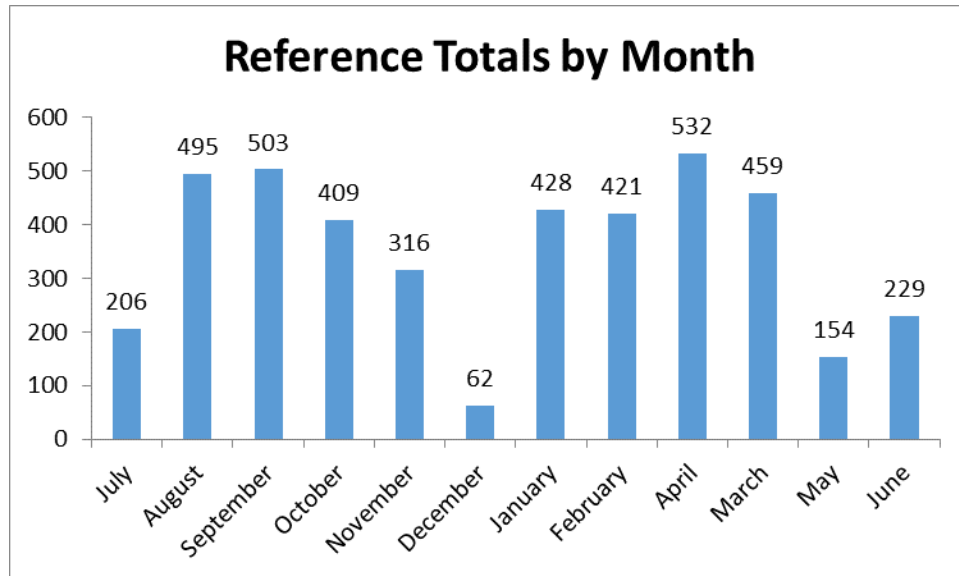


Reference:

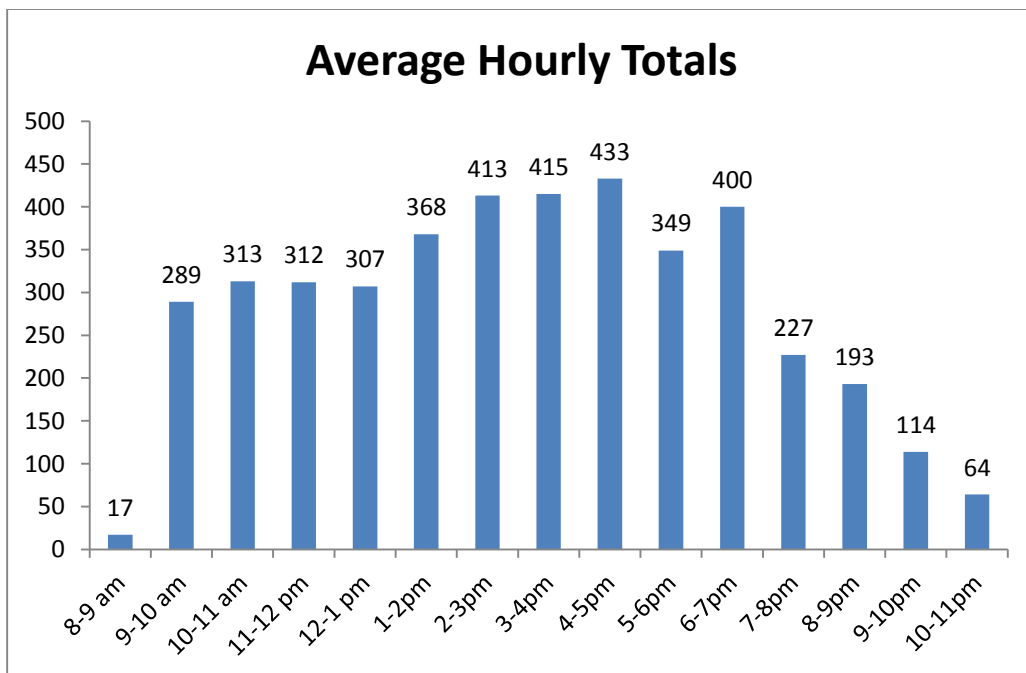
The physical reference desk was open 83 hours per week with reduced hours in the Summer. Virtual reference was staffed 88 hours per week with reduced hours in the Summer.

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 February and before Spring Break.

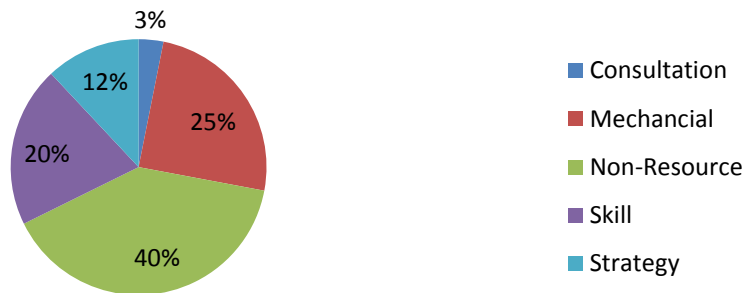




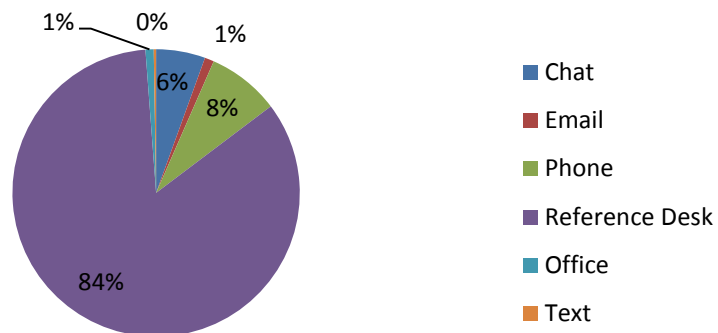
Our average hourly totals show that the desk assistance is consistently staffed and remained constant with last year's graph. Opening the Library earlier has been discussed, but no final decision has been made. Questions begin to drop at 7:00 P.M. The Questions by Type and the Questions by Mode remained consistent with last year's numbers.



2013-2014 Questions by Type



2013-2014 Totals by Mode



Department Accomplishments:

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

In December 2013, the Library staff assisted with National History Day Project. Clayton State and the Henry County School System are partners in this event. Approximately 40 sixth grade students from Stockbridge Middle School visited the Library and were assisted by Clayton State Library staff in their quest for information. In addition, the Library staff assisted with the set up and operation of the Helen Ruffin Reading Bowl and the Georgia Student Media Festival.

The librarians and staff attended and participated in both the annual Georgia Council of Media Organizations in Macon and the Joint Conference of the South Carolina Library Association and the Southeastern Library Association. Librarians attended numerous webinars and online trainings.

In the Spring of 2014, the Library staff participated Georgia Library Association's Mid-Winter Conference and the annual GIL Users Group Meeting, but the majority of their professional development this semester was via online training and webinars.

In the Summer 2013, Public Services vacated L200 so Collection Management could take over the space during renovation. This relocation resulted in lack of a designated space for library instruction within the physical Library building. Librarians began going to classrooms for instruction.

The Public Services department continued to create new libguides, completed the the Circulation collection weed and began to plan for renovated spaces. Due to a reorganization, the Circulation Department will be moved under Collection and Resource Management for the next year.

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 staff completed the weeding the Circulation collection. This will assist in moving the collection to the lower level as the renovation continues and strategically spend the print budget on materials the students need.

Personnel:

The Access & Information Services Staff remained constant during most of the 2013-2014 fiscal year. We retained three professional positions in the Department that were filled by Katherine Quinnell, Assistant Dean of Public Services, Elizabeth Bradshaw-Veasey, Weekend Services Librarian, and Joan Taylor, Public Services Librarian. We also retained the one staff position, Barbara Dantzler, works as the Circulation/Gil Express Assistant. On June 30, 2014, both Katherine Quinnell and Elizabeth Bradshaw-Veasey left the employment of the CSU Library.

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 additional students with extra funding from the Student Assistant Funding Request, which is slotted toward retention.

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.

Department Activities

Name: Katherine Ott Quinnell

Successes:

- Consultation: 10
- Weeded the Circulation Collection.
- Chaired the search committee for Electronic Services Department Head.
- Presented at the North Carolina Library Association Conference.
- Presented at the Joint Conference of the South Carolina Library Association and the Southeastern Library Association.
- Led the department working on SWOT analysis.
- Assisted with the National History Day Project with the Stockbridge Middle School students.

Professional Development:

- Member of Georgia Library Association and the Southeastern Library Association.
- Attended SELA Summer Conference in Birmingham, AL.
- Completed HR training.
- Webinar: 20

Meetings, Workshops, Training:

- Held monthly Public Services meetings.
- Served as a judge at the International Student Media Festival.
- Attended CSU 1022 Planning Meeting.
- Performed liaison activities.
- Attended GLA MidWinter Conference.

Institutional Participation:

- Participated in New Student Orientation Workshop.
- Volunteered at the Career Fair.
- Participated in Faculty activities and committees.

Name: Elizabeth Bradshaw

Successes:

- Weeded the Circulation Collection.
- Hired student assistants.
- Created schedules for student assistants.
- Worked to recreate CSU 1022 library instruction.
- Performed liaison activities.
- Supervised the AV inspection project.
- Supervised the VHS/DVD weeding project.
- Consultations: 12
- Created book displays.

Professional Development:

- Member of Georgia Library Association and the Southeastern Library Association.
- Webinar: 3
- Completed HR training.

Meetings, Workshops, Training:

- Attended CSU 1022 Planning Meeting.
- Attended Public Services Department Meetings

Institutional Participation:

- Participated in Faculty activities and committees.

Name: Barbara Dantzler

Successes:

- Created book displays for the display case.
- Taught Start Smart Answers: Made Real. Session.
- Assisted with the National History Day Project with the Stockbridge Middle School students.

Professional Development:

- Member of Georgia Library Association and the Southeastern Library Association.
- Completed HR training.
- Webinar: 5

Meetings, Workshops, Training:

- Attended Public Services Department Meetings
- Attended GLA MidWinter Conference.

Institutional Participation:

- Participated in New Student Orientation Workshop.
- Worked the Care Fair.

Name: Joan Taylor

Successes:

- Consultation: 20
- Conducted online consultation for graduate students.
- Weeded the Circulation Collection.
- Created numerous LibGuides and updated existing LibGuides.
- Worked to recreate CSU 1022 library instruction.
- Performed liaison activities.
- Presented at the GCIL Conference.
- Taught Start Smart Answers: Made Real. Session.
- Assisted with the National History Day Project with the Stockbridge Middle School students.
- Created a training/review session of Reference Desk basics and reference interview/search strategies for CRM staff.

Professional Development:

- Member of Georgia Library Association and the Southeastern Library Association.
- Webinar: 15
- Attended an Alma 101 web presentation by Ex Libris North America.
- Completed HR training.

Meetings, Workshops, Training:

- Attended Public Services Department Meetings
- Served as a judge at the International Student Media Festival.
- Attended CSU 1022 Planning Meeting.
- Attended GLA MidWinter Conference.

Institutional Participation:

- Participated in New Student Orientation Workshop.
- Participated in Faculty activities and committees.