



# Clayton State University Library Annual Report

Dr. Gordon N. Baker, Dean of Libraries

Gordon's 2011

2014 - 2015

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## Clayton State University Library Annual Report 2014-2015

Dear Reader:

The new fiscal year saw the entire Library staff planning for the relocation of the Library's collections to their new home on the completed renovated lower level. A date was set for this move, but due to scheduling conflicts and other issues, it finally occurred in November. Staff was given training in the operation of the new high density shelving.

While the collections were being rehoused, members of the staff also faced being relocated. Collection & Resource Management, after more than a year in the L200, the Library instruction classroom, was moved to its new space on the lower level. The Circulation area staff was moved to their new space on the lower level. The high density shelving used for reserves and audiovisual collection had been moved earlier but were fully installed and functional.

Members of the Electronic Resources & Services, Reference & Instruction, and Assessment & Marketing were also relocated to spaces on the lower level. These moves put the majority of the Library staff in space less than half of what they had occupied previously.

The Library Administration and Archives were relocated to the L200, Library instruction classroom. The majority of the Archives' collection was placed in storage at the Georgia Archives, but several collections were moved into L200.

While the renovation occupied much of our time during the year, the departments did function quite well in their new spaces. Here is a brief tidbit from each department. You will find each department's complete report in the pages of this report.

### **Administrative**

Longtime Executive Assistant, Jennifer Duke resigned in July 2014 to accept a position as Media Specialist at Howard Middle School in Macon. Since arriving at Clayton State, Jennifer had earned both her Master of Library and Information Science and Specialist in Instructional Technology degrees. Acquisitions Assistant Heidi Benford accepted the position of Administrative Assistant to the Dean of Libraries and began working August 2014. Ms. Benford has been a valued staff member for many years.

### **Archives**

This year the CSU Archives was in a state of preparation and transition for the move to temporary quarters and off-site storage. An inventory of all the collections was created. The intern from Valdosta and the Archivist worked on this list. Collections were packed in archival boxes, and all boxes were labeled with archives labels and moving labels. Collections and supply items were selected for off-site storage.

Three collections were moved to the temporary space: Athletics, Library, and Archives. These collections provided projects and work for the Archivist and students. The Athletics Collection was selected because of the desire of the Athletics Department to have a working and complete archival record of the students, staff, and sports in the Archives. The Library and Archives Collections were selected to provide small projects for interns.

### **Assessment & Marketing**

First and foremost, all SACS narratives were submitted on time and resulted in zero recommendations from the On-Site Review Committee. The Assessment & Marketing Librarian (AML) also assisted the University Archivist with related SACS narratives.

A new online, self-scored quiz for CSU 1022 classes was developed. This quiz has been added to the CSU 1022 LibGuide and could be used by any student for any course. Over 100 students took the quiz.

The AML worked with the Heads of Instruction, Collection Management, and Electronic Resources and Services to plan for data collection to respond to the revised Academic Libraries Survey administered by IPEDS. This new data collection method poses a number of challenges and the AML has been following listservs and communicating with IPEDS staff to be sure we are in compliance.

In order to achieve a positive and consistent image within the Library, the AML drafted a signage and posting policy for the Library to follow. The AML is awaiting feedback from Library administration and university marketing staff before proposing a final draft. The adoption and implementation of this policy will positively impact the Library and our patron's experience. Every interaction a patron has with the library, whether it is face to face, web-based, or viewing a sign, reflects on the Library itself and makes a statement about who we are and how we view our patrons.

The AM Department continues to seek out new ways to partner with other University departments. In 2014, the Library had a booth at the CARE Fair, presented a session at the freshman orientation session, and also had a booth at the Fall Department Day. The addition of an official tablecloth enhanced the Library's presence at the Department Day. TRUST (Transforming Relations Using Student Thinkers), a student group sponsored by Dr. Susan McFarlane-Alvarez partnered with the Library to make promotional videos for the Created Equal events. This was so successful that the Library signed up to partner with the advanced public relations class in 2014 for a semester long project to promote other aspects of the Library. It is important to continue to partner with student groups as well as University departments to take advantage of word of mouth marketing.

### **Collection & Resource Management**

Primary functions of the Collection and Resource Management (CRM) include: acquisitions; cataloging; course reserves; database management; electronic resource management, electronic services; interlibrary loan; library equipment management and maintenance, materials processing and repair; periodicals; Voyager system administration; web page management.

Collection Management experienced significant staffing changes during 2014 -2015. An Electronic Resources Librarian position was added to the Electronic Resources and Services Unit. The Acquisitions Assistant and Cataloging Assistant positions were combined increasing the workload for the remaining position. The Periodical Assistant's position was upgraded to a faculty position becoming the Serials Librarian.

During 2014-2015 Collection and Resource Management librarians were called upon to play a larger role in reference and instruction services. This was due, at least in part, to staffing changes during 2014. Collection Management librarians accepted this challenge and accustomed themselves well in this area.

Another significant change was the inclusion of the Circulation Department under the leadership of the Head of CRM.

Finally the most important event for the Collection and Resource Management Department in 2014 was the relocation to permanent space in the newly renovated lower level of the library. With this move all Collection Management staff members share the same office space for the first time.

### **Reference & Instructional Services**

The Public Services Department began the year with a loss of staff with the evolution of the Electronic and Resources and Services Unit moving to Collection and Resources Management Department. The staff included two librarians, one staff member, and the Department Chair. With the assistance of the Assessment & Marketing Librarian and members from the Collection and Resources Management Department all instruction sessions were met and most hours were covered at the Reference Desk.

The weeding of the reference and circulating collections was completed. The Public Services staff began to prepare for the upcoming relocation of the Department due to the renovations of the Library. A search for a new weekend services/public services librarian was begun in the spring. In June, Department Chair, Katherine Quinnell announced her intentions to leave as of June 30. In July a new organizational chart was revealed with the Department being renamed "Reference and Instructional Services Department." This was due to the relocation of the Circulation Unit to the Collection and Resources Management Department. A second search for a new Department Head was launched. Thomas Jackson, Jr. was hired as the new Weekend Services/Public Services Librarian and Joan Taylor was promoted to the position of Department Head. With Joan's promotion a search was launched to fill her position as Public Services Librarian. David Greenebaum was eventually hired for this position.

## 2013 - 2014 Clayton State University Library Departments

### Administration

- Dr. Gordon N. Baker, Dean of Libraries
- Jennifer L. Duke, Executive Assistant to the Dean
- Heidi Benford, Administrative 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
- Barbara Dantzler, Circulation & GIL Express Coordinator

### Electronic Resources & Services

- Kara Mullen, Head of Electronic Resources & Services
- Christopher Stotelymer, Electronic Resources & Services Librarian
- Robin Faulkner, Electronic Services Assistant

### Public Services

Joan Taylor, Head of Reference & Instructional Services

Thomas Jackson, Jr., Weekend Coordinator and Instruction Librarian

David Greenebaum, Reference Librarian

### 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.

**Joan Taylor** joined the Staff at Clayton State in 2003 as a reference and instruction librarian. In 2014, she became the Head of Reference and Instructional Services. Prior to coming to CSU, Joan was a reference librarian at the Robert W. Woodruff Library at the Atlanta University Center. She holds a Bachelor's Degree from the University of South Florida and a MLIS from Clark Atlanta University.



**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 an Education Specialists in Instructional Technology from Valdosta State

University. In July 2014, Jennifer left Clayton State to become the media specialist at Howard Middle School in Macon, GA.



**Heidi Benford** has been a member of the staff at Clayton State for many years. She has served in numerous positions include Reserves Assistant and Acquisitions Assistant. In August of this year, with the departure of Jennifer Duke, Heidi became the Administrative Assistant to Dean of Libraries. Heidi holds a bachelor's degree from Clark

## Liaisons for 2014-2015

<u>Department/College</u>	<u>Liaison</u>
Department of English	Erin Nagel
Department of Humanities	Kara Mullen
Department of Interdisciplinary Studies	Thomas Jackson
Department of Natural Sciences – Life Sciences	Laura Herndon
Department of Natural Sciences – Physical Sciences	Chris Stotelymer
Department of Psychology	Joan Taylor
Department of Social Sciences	Joan Taylor
Department of Teacher Education	Gordon Baker
Department of Visual & Performing Arts	Gordon Baker
Music Program	Adam Kubik
College of Business	Gordon Baker
College of Health	Chris Stotelmyer
CIMS	Cathy Jeffrey

## 2014-2015 COMMITTEE APOINTMENTS

### Regents Academic Committee on Libraries (RACL)

- Dr. Gordon Baker

### Atlanta Regional Council on Higher Education

- Library Council – Dr. Gordon Baker
- ILL-ILU Committee – Rhonda Boozer, Dr. Gordon Baker

### CSU President's Extended Cabinet

- Dr. Gordon Baker

### CSU Deans Council

- Dr. Gordon Baker

### CSU Administrative Council

- Dr. Gordon Baker
- Heidi Benford

### Faculty Senate Committees

#### *Senators:*

- Erin Nagel (2015)
- Laura Herndon (2017)

#### *Academic Policy Committee*

- Thomas Jackson, Jr. (2017)

#### *Faculty Affairs Committee*

- Joan Taylor (2016)

#### *Student Affairs Committee*

- Chris Stotelmyer (2017)

#### *University Curriculum Committee*

- Adam Kubik (2015)
- Kara Mullen (2016)

**Clayton State University  
Administration Activities  
July 1, 2014 – June 30, 2015**



**Dr. Gordon N. Baker**  
**Dean of Libraries**

July 2014

- Chaired meeting of the Library Faculty and staff. Announced the reorganization of the Library. Joan Taylor will be the interim head of Reference & Instruction, July 7.
- Met with Lou Brackett, Jill Lane, and Joan Taylor regarding Library's presentation during new faculty orientation, July 9.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one, July 9.
- Met with Library faculty, staff, Priti Bhatia, and representatives from Flood Brothers regarding the relocation of the Library's book collection, July 10.
- Met with Joan Taylor regarding Reference & Instruction, July 14.
- Met with new Interim Vice-President for Technology, Bill Gruszka, July 15.
- Coordinated and chaired meeting of the Georgia Student Media Festival, July 16.
- Met with Fiche Hall and Rosemary Fischer regarding VSU Archives internship, July 17.
- Met with Dick Beery regarding high density shelving, July 17.
- Attended Deans Meeting, July 17.
- Attended the July Cake 'n Cream, July 17.
- Attended GLA Board Meeting, Covington, July 18.
- Attended the President's Extended Cabinet Meeting, July 22.
- Coordinated and chaired the electronic board meeting of the Southeastern Library Association, July 23.
- Met with Priti Bhatia and Lana Soroko, July 28.

August 2014

- Attended Administrative Council Meeting, August 5.
- Had a conference call with Tom Gausvik, August 6.
- Met with Melissa Hill from Garrett Books, August 8.
- Farewell & Best Wishes Party for Executive Assistant, Jennifer Duke as she becomes Library Media Specialist for Howard Middle School in Macon, GA, August 6.
- Last day for Executive Assistant, Jennifer Duke, August 8.
- Heidi Benford becomes the Administrative Assistant to Dean, August 11.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one meeting, August 18.
- Attended President's Extended Cabinet meeting, August 19.
- Attended ITC monthly meeting, August, 19.
- With Rosemary Fischer met with Priti Bhatia concerning the Archives in the Library Renovation Project, August 21.
- Attended Morrow Elementary School Teachers Reunion, August 23.

September 2014

- Attended the Administrative Council Meeting, September 2.
- With Kara Mullen, Robin Faulkner, Cathy Jeffrey, Joan Taylor, and Heidi Benford met with Flood Brothers to plan the Library move, September 3.
- Attended Affordable Learning Georgia webinar meeting, September 4.

- Met with Henry County Commission Chair, Tommy Smith and the Mayors of McDonough, Locust Grove, Stockbridge, and Hampton, September 8.
- Met with Priti Bhatia, Cathy Jeffrey, and Terry from Flood Brothers, September 8.
- Attended and chaired the meeting of the Henry County Library Board of Trustees, September 8.
- Attended the interview for Evening Circulation Assistant – Sheila Bracey, September 10.
- Attended a meeting for the Library Renovation Project Schedule, Facilities Management, September 10.
- Attended the interview for Evening Circulation Assistant – Lindsay Josey, September 10.
- Met with Mark Patterson, Source Interiors, September 10.
- Met with VP Corlis Cummings regarding the Library Renovation Project, Phase III-V 2<sup>nd</sup> Floor Budget Cut, September 11.
- Met with Dawn Krieger regarding networking for Library Renovation Project, September 15.
- With Heidi Benford, Pritia Bhatia, met with Mark Patterson regarding furniture cuts, September 15.
- Attended the interview for Evening Circulation Assistant – Jodi Brown, September 15.
- Participated in ALA Public Awareness Committee conference call, September 15.
- Attended President’s Extended Cabinet meeting, September 16.
- Assisted with the Foundation’s Hot Dog Rally, September 16.
- Attended the Deans Council Meeting, September 18.
- Met with Rosemary Fischer to discuss the ENGL 1102 class instruction for Fall Semester, September 18.
- Attended the SmartPrint/AMC meeting regarding the Library Renovation Project, September 18.
- Met with Priti Bhatia and Heidi Benford regarding the Library Renovation Project, September 19.
- Attended the ITC monthly meeting, September 19.
- Met with Priti Bhatia and others regarding the Library Lower Level walk through as part of the Library Renovation Project, September 22.
- Met with Priti Bhatia, Dick Beery, and Wilson Pratt regarding the high density shelving in the Library Renovation Project, September 22.
- With Rosemary Fischer, taught Chris Ritter’s ENGL 1102 class, September 23.
- With Rosemary Fischer, taught Sipai Klein’s ENGL 1102 class, September 23.
- Attended a meeting of the AVP -- Marketing and Communications Search Committee, September 23.
- Attended the Open Budget Meeting in UC 260, September 25.
- Met with Heidi Benford, Priti Bhatia, Dick Beery, and Wilson Pratt regarding the high density shelving project part of the Library Renovation Project.
- Attended the joint meeting of the Southeastern Library Association and Georgia COMO Conference in Augusta, GA, September 30-October 3.

## October 2014

- With Bob Fox, presented conference session entitled: Updating and Repurposing Your Academic Library Spaces: Approaches at Two Southeastern Universities, SELA/Georgia COMO, October 2.
- Introduced SELA/Georgia COMO Luncheon Speaker, mystery author, Carolyn Haines, SELA/Georgia COMO, October 2.
- With Michelle Lenderman, presented conference session entitled: Georgia Student Media Festival at 39! SELA/Georgia COMO, October 2.
- At the Joint SELA/Georgia COMO Awards Session, presented the 2015 Southeastern Library Association's highest award, the Mary Utopia Rothrock Award, SELA/Georgia COMO, October 2.
- With Julie Higbee, Julie Walker, Ann Hamilton, and JoEllen Ostendorf, presented conference session entitled: Georgia Library Association History: Transforming Libraries in Georgia since 1897, SELA/Georgia COMO, October 3.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, October 6.
- Attended Administrative Council Meeting, October 7.
- Met with Dawn Krieger, Priti Bhatia, and Darren Thomas regarding the Library Renovation Project, October 8.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, October 13.
- Attended Deans Council Meeting, October 16.
- With Rosemary Fischer, Erin Nagel, and Rhonda Gibson had lunch with Created Equal keynote speaker Joan Browning, October 16.
- Attended and closed Created Equal presentation on Freedom Riders, featuring Joan Browning, October 16.
- Attended ITC monthly meeting, October 17.
- Met with Sherry Paul, Kara Mullen, and Robin Faulkner to discuss GALILEO computers, October 20.
- Presented a proclamation honoring November 2, 2014 as Retired Educators Day in McDonough, by Mayor Billy Copeland and the City Council, October 20.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one meeting, October 21.
- Met with Priti Bhatia and six others to discuss the structural design of the building for the Library Renovation Project as it relates to the Archives, October 22.
- Met with Terry from Flood Brothers regarding the upcoming Library move, October 23.
- Attended the President's Extended Cabinet, October 23.
- Attended a meeting of the AVP-Marketing and Communications Search Committee on October 24.
- With Carolyn Fuller, met with Jim Walker, County Manager of Henry County, Tommy Smith, Chair of the Henry County Board of Commissioners and two HCBOC office staffers concerning the Henry County Library System's \$275K shortfall, October 27.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, October 27.
- Attended Created Equal Committee Meeting, October 27.

- Met with Vicky Atwood, Janet Youmans, and Brian Blanton of the Henry County School System regarding the Georgia Student Media Festival, October 26.
- Attended the Interview for Reference Librarian – Business – candidate Maud Mundava, October 29.
- Attended the Interview for Reference Librarian – Business – candidate David Greenebaum, October 29.
- Attended the Interview for Reference Librarian – Business – candidate Tim Wojcik, October 30.

#### November 2014

- Met with Susan Morris, GLA Past President in Conyers, November 2.
- Met with Chief Bobby Hammil, Bill Gruska, and Dawn Krieger regarding security cameras in the Library Renovation project, November 3.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, November 3.
- Set up the Georgia COMO Booth at the GAETC Conference, College Park, November 4.
- Attended AVP – Marketing & Communications Search Committee to make telephone interview calls, November 5.
- Met with Rhonda Gibson, Erin Nagel concerning the Georgia Humanities Council grant award, November 6.
- Attended luncheon planning meeting with GLA President Lace Keeton and Advisor to the President, Carolyn Fuller, November 7.
- Attended AVP – Marketing & Communications Search Committee to make telephone interview calls, part II, November 7.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, November 10.
- Coordinated with the Flood Brothers the moving of the Library collection and offices – November 10 – 18.
- Submitted revenue project to Scott McLeroy, November 14.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one meeting, November 17.
- Attended Created Equal Committee Meeting, November 19.
- Attended Deans Council Meeting, November 20.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, November 20.
- Chaired and coordinated a Library Leadership meeting with Kara Mullen, Erin Nagel, Cathy Jeffrey, and Heidi Benford, November 20.
- Attended monthly ITC meeting, October 21.

#### December 2014

- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, December 1.
- Attended Administrative Council Meeting, December 2.

- Attended the Future of the SWAN meeting, December 2.
- Participated in AVP – Marketing & Communications Search Committee Interview – Candidate, Tim Kershner, December 3.
- Attended a meeting for the Library Upper Level Millwork, Facilities Management, December 3.
- Attended Created Equal Committee Meeting, December 3.
- Participated in AVP – Marketing & Communications Search Committee Interview – Candidate, Maritza Ferrier, December 4.
- Attended the ARCHE Fall Meeting at the Georgia State Archives, December 5.
- Met with Priti Bhatia concerning the Library Renovation Project, December 8.
- Met with Joan Taylor, December 9.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President-Elect, December 9.
- Attended Georgia COMO Meeting, December 12.
- Attended Henry County Retired Educators Annual Holiday Meeting, McDonough, December 16.
- Met with Kara Mullen, December 17.
- Took the Library faculty and staff to lunch at the Sushi China Café, December 17.
- Attended Deans Council Meeting, December 18.
- Hosted and chaired Helen Ruffin Reading Bowl meeting, CSU, December 18.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one meeting, December 18.

#### January 2015.

- Attended Administrative Council, January 6.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, January 7.
- Met with Henry County Board of Commission Chair, Tommy Smith, regarding the status of Henry County Library System’s budget shortfall, January 7.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one, January 8.
- Attended Affordable Learning Georgia Champions webinar, January 9.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, January 14.
- Attended Deans Council Meeting, January 15.
- Coordinated and attended Georgia Library Association’s Mid-Winter Conference, CSU Downs Continuing Education Center, January 16.
- Attended President’s Extended Cabinet meeting, January 20.
- Attended meeting of the Henry County Board of Commissioners, January 20.
- With Kara Mullen had a conference call with Cindy Knight regarding the new policy for licenses, etc., January 23.
- Attended ITC monthly meeting, January 23.
- Attended Georgia COMO Steering Committee planning meeting, McDonough, January 24.

- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, January 26.
- Met with Priti Bhatia and painting contractors regarding Library Renovation Project, January 27.
- Attended Created Equal Committee meeting, January 27.
- Attended the CSU Spring Faculty Meeting, January 28.
- Met with Kara Mullen and Erin Nagel to discuss copyright policies and promotion January 28.
- Attended ALA Mid-Winter Conference in Chicago, IL, January 29 – February 2.
- Attended ALA Public Affairs Committee Meeting, Chicago, January 31.

## February 2015

- With Rosemary Fischer, taught an ENGL 1102 joint enrollment course for Debbie Lowe, McDonough, February 3.
- With Robin Faulkner and Rosemary Fischer, evaluated what needed to be done at the McDonough School Museum, McDonough, February 3.
- With Rosemary Fischer, taught an ENGL 1102 joint enrollment course for Debbie Lowe, McDonough, February 4.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, February 5.
- With Library faculty and staffers, set-up for the 2015 Helen Ruffin Reading Bowl, February 6.
- Coordinated and welcomed attendees to the 2015 Helen Ruffin Reading Bowl, February 7.
- Hosted and attended a Georgia Library Association Budget Meeting, February 10.
- Met with Bill Gruszka to discuss the Library's new learning commons, February 11.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, February 11.
- Attended the Created Equal presentation – The Loving Story, February 11.
- Coordinated and attended the Southeastern Library Association's Executive Board Committee Meeting, CSU, February 13.
- Attended President's Extended Cabinet Meeting, February 17.
- Met with Provost candidate, Dr. Phillips, February 18.
- Attended Deans Council Meeting, February 19.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, February 19.
- Attended Created Equal presentation – Freedom Riders, February 19.
- Met with Provost candidate, Dr. Brown-Wright, February 24.
- Attended President's Extended Cabinet meeting, February 24.
- Met with Heidi Benford regarding her annual evaluation, February 25.
- Met with Interim Provost Kevin Demmitt regarding my annual evaluation, February 25.
- Met with Erin Nagel regarding her annual evaluation, February 25.
- Met with Rosemary Fischer regarding her annual evaluation, February 25.
- Met with Cathy Jeffrey regarding her annual evaluation, February 25.

- Met with Joan Taylor regarding her annual evaluation, February 25.
- Presented *Give'em the Pickle* customer service film for ½ of the Library faculty and staff, February 25.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, February 27.
- Presented *Give'em the Pickle* customer service film for remaining Library faculty and staff, February 27.

### March 2015

- Participated in Read Across America event at Morrow Elementary School, March 2.
- Attended Administrative Council, March 3.
- Attended Cake 'n Cream, March 4.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, March 5.
- Hosted and chaired Georgia Student Media Festival Meeting, CSU, March 9.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, March 10.
- Met with members of Library staff and members of Facilities Management staff for Lower Level Walk-Through for the Library Renovation Project, March 11.
- Took Library faculty and staff out for lunch at Sushi China Café, March 11.
- Attended Area 9/10 Georgia Retired Educators Association Meeting, Jonesboro, March 17.
- Attended Deans Council Meeting, March 19.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, March 19.
- Attended the Henry County Student Media Festival, March 20.
- Attended Georgia COMO Meeting, McDonough, March 21.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, March 23.
- Attended President's Extended Cabinet Meeting, March 24.
- With Kara Mullen, met with Eli Arnold concerning the Georgia COMO Conference exhibits, March 25.
- Attended Library Demolition Meeting, Facilities Management, March 26.
- Met with Kara Mullen to discuss the Affordable Learning Georgia survey, March 31.
- Met with former Executive Assistant, Jennifer Duke, March 31.

### April 2015

- With Kara Mullen and Cathy Jeffrey, met with Mary Miller, ProQuest representative, April 2.
- Attended Affordable Learning Georgia webinar April 2.
- Met with Interim Provost Kevin Demmitt for monthly one-on-one meeting, April 2.
- Conference call with University of Louisville Library Dean, Bob Fox, April 2.

- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, April 13.
- Attended Georgia Library Association Board meeting, McDonough, April 14.
- Met with Joan Taylor, Justin Mays concerning the embedding of librarians in both face-to-face classes and online classes, April 15.
- Attended Deans Council Meeting, April 16.
- Attended ITC monthly meeting, April 17.
- Met with Kara Mullen and Robin Faulkner regarding electronic resources updates.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, April 22.
- Met with Kara Mullen, Robin Faulkner, Bill Gruszka, Debye Baird, Dawn Krieger, and others about the needs for the new Learning Commons in the Library, April 23.
- Attended Open Budget Meeting, April 23.
- Met with Adam Kubik, David Greenebaum, and Erin Nagel to discuss Faculty Committees for 2015-2016, April 27.
- With Heidi Benford met with Deborah Gray to sort Georgia Student Media Festival projects, April 27.
- Met with Cathy Jeffrey, Thomas Jackson, Jr., Jodi Brown, Kara Mullen, and others regarding the Library's annual calendar, April 27.
- Attended the President's Extended Cabinet Meeting, April 28.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, April 29.
- With Heidi Benford set up for the Georgia Student Media Festival, April 30.

#### May 2015

- Chaired and hosted the Georgia Student Media Festival, May 1.
- Attended Administrative Council Meeting, May 5.
- Had a conference call with Elizabeth Bagley, Agnes Scott College, concerning the agenda for the ARCHE Library Council meeting, May 5.
- Attended final 2014-2015 Faculty Meeting, May 5.
- With Rosemary Fischer met with Dick Beery from Patterson Pope and Facilities Management folks concerning the floor plan for the CSU Archives, May 6.
- Had a conference call with Linda Harris, University of Alabama-Birmingham regarding the SELA Summer Conference, May 6.
- Met with Provost Kevin Demmitt for monthly one-on-one meeting, May 6.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, May 7.
- Attended Affordable Learning Georgia web meeting, May 7.
- Attended and assisted at the Henry County Schools Retirement Tea, Union Grove Middle School, McDonough, May 7.
- Attended and chaired ARCHE Meeting, Oglethorpe University, May 11.
- Met with all librarians regarding promotion track for librarians, May 13.
- Met with Library department heads regarding the update of Library's policies and procedures.

- Met with Alice Murphy regarding upcoming GLMA Summer Institute presentation, Union Grove Middle School, May 13.
- Met with Marc Kaiser of Valdosta State University, May 14.
- Attended the final HCREA Meeting of 2014-2015 year, May 19.
- Had a conference call with Camille McCutcheon, South Carolina Upstate, SELA President, May 20.
- Attended Deans' Council Meeting on May 21, 2015.
- Attended President's Extended Cabinet Meeting on May 26, 2015.
- Attended the 2<sup>nd</sup> Quarter Cake 'n Cream birthday celebration for the Library faculty and staff on May 26.
- Attended Deans' Council Meeting on May 28, 2015.
- Attended a Library Upper Level Construction Meeting at Facilities on May 28, 2015.
- Attended first RACL Executive Committee Meeting and GALSteer Meeting on May 29, since being elected At-Large RACL Representative.

## June 2015

- Attended June Meeting of the Henry County Library Board of Trustees on June 1, 2015 in McDonough.
- Attended a meeting hosted by Dolores Cox about the upcoming motion picture filming on campus on June 3.
- Conference call with SELA President Camille McCutcheon at University of South Carolina Upstate on June 3.
- Attended monthly meeting with Provost Kevin Demmitt on June 3.
- Visited Mumford Library Books warehouse June 4-5, 2015 in Jacksonville, FL.
- Attended and presented two session at the annual GLMA Summer Institute in Peachtree City, GA on June 8, 2015. The sessions included the topics of the Georgia Student Media Festival and Georgia Association of Media Assistants.
- Attended the Annual Leadership meeting of the Henry County Retired Educators Association, June 9, at the McDonough Library.
- Chaired general library faculty and staff meeting on June 10. Primary topic dealt with the upcoming filming on Campus.
- Had a conference call with Camille McCutcheon, SELA President, June 10, 2015.
- Attended a Library Construction Meeting at Facilities on June 10, 2015.
- Prepared Georgia COMO hotel information for CCRT for the Georgia COMO website on June 10, 2015.
- Met with Alice Murphy at Union Grove High School concerning the Georgia Association of Media Assistants on June 15, 2015.
- Attended President's Extended Cabinet on June 16, 2015.
- Attended ITC meeting on June 16.
- Attended a Reference Statistics meeting on June 17, 2015.
- Attended a Library meeting with Dolores Cox on June 17.
- Met with Cathy Jeffrey, Adam Kubik, and Kara Mullen to discuss the future of the Collection and Resource Management Department of the Library, on June 18, 2015.
- Attended Deans' Council Meeting on June 18, 2015.

- Had a conference call with SELA President Camille McCutcheon of The University of South Carolina Upstate on June 18, 2015.
- Attended CSU Leadership Retreat at Eagle's Landing Country Club on June 23 and 24, 2015.
- Attended the American Library Association Annual Summer Conference in San Francisco

**Jennifer Duke**  
**Executive Assistant to the Dean**

July 2014 – June 2015

- 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 2014

- Attended Library Faculty and Staff meeting, July 7.
- With other Library faculty and staff, met with Priti Bhatia and representatives from Flood Brothers regarding the relocation of the Library's book collection, July 10.
- Attended a meeting of the Georgia Student Media Festival, July 16.
- With Dean Gordon Baker met with Dick Beery regarding high density shelving for the Library Renovation Project, July 17.
- Attended the July Cake 'n Cream, July 17.
- Accepted the position of Howard Middle School Library/Media Specialist, Bibb County Schools, July 25.
- With Dean Gordon Baker met with Priti Bhatia and Lana Soroko, July 28.

August 2014

- Attended my Farewell and Best Wishes Party, August 6.
- With Dean Gordon Baker met with Melissa Hill from Garrett Books, August 8.
- My last day as Executive Assistant to Dean Gordon Baker at Clayton State University.

**Heidi Benford**  
**Administrative Assistant to the Dean**

Administrative Council – Monthly  
Staff Council - Monthly  
Parking Committee  
Service Award Committee  
IT Committee - Monthly  
IRB  
USG Staff Council Quarterly Meetings  
Top Workplace Celebration Committee  
Faculty Senate  
Women’s Forum Committee  
Created Equal Committee

Faculty/Staff Fund Drive  
Loch Shop Faculty/Staff Appreciation Day  
Benefits Fair  
Commencement Usher

Helen Ruffin Reading Bowl  
Georgia Student Media Festival  
Children’s Healthcare of Atlanta Christmas Parade  
Peachtree Corners Christmas Parade  
COMO/GLA Conference

**Clayton State University Library Archives  
University Archives & Special Collections  
July 1, 2014 – June 30, 2015**



**IT WON'T BE LONG NOW!**

Submitted by

Rosemary Fischer  
University Archivist & Head of Special Collections  
September 2015

**Clayton State University Archives  
2014 - 2015 Annual Report**

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## OVERVIEW

The Clayton State University Library Archives is awaiting the newly renovated space. It is so exciting to see all the plans becoming a reality. We are preparing ourselves for the increase in working space and vault space. The staff in the University Archives, archivist, student assistant, interns and volunteers, are all looking forward to the move.

We've had a lot of extra work and have "made do" and it is all worth the temporary inconvenience. The outcome will be a beautiful new archives with research, exhibit, storage, and work space. Hooray for new beginnings.

## 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. All the boxes were labeled for the move with two labels. The first label identified the collection and the second number was the mover's box number.

Update and Publish the Internship Manual. The Internship Manual, to be called the Archival Assistants Manual, is on hold until after the move.

ArchivesSpace. ArchivesSpace has been researched and information on the software has been shared with IT. We are in discussion as to what steps we will take in acquiring archival software.

Digital Collections. The Faculty Syllabi Collection is almost completed. A database is being created that will show the faculty members included in the collection, their dates of employment at CSU, their curriculum vitae, photo (if available), and their online syllabi.

Create online exhibits for the new Archives' web page. This is a work-in-progress. We are working to have links to online exhibits for academic catalogs, Fact Books, Faculty Accomplishments, Athletic Department Press Releases, and other collections. We eventually will be spotlighting an exhibit each semester.

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 one archivist. There have been emails and phone conversations.

## 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 annual all-day workshop. This year OGG celebrated its eighth anniversary. The group continues to grow and provide a service to the community. OGG is now a recognized name and organization for genealogy research all over Georgia. We plan our large events with these other organizations to avoid conflicts.

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 100 family historians and genealogists. OGG receives lots of praise for this 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.

## 2014-2015 STATISTICS

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## REQUESTS

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.

24 Sep 2014	Course descriptions from academic catalog
21 Oct 2014	Native American research
30 Oct 2014	Federal, State, and local laws re environmental requirements for small businesses
17 Nov 2014	How do you start a genealogy group?

18 Nov 2014	What editing skills does an archivist use?
18 Nov 2014	1922 issues of Atlanta Journal Constitution
24 Nov 2014	Wanted to reserve a room for a meeting
3 Dec 2014	Recommend a mover for archival collections
10 Dec 2014	Wanted a “start date” at CSU ??
15 Dec 2015	Primary sources for philanthropy in Georgia and the USA
7 Jan 2015	Words and recordings of old and new CSU alma mater
16 Jan 2015	Request class on differences between archives and libraries and how to research in both
20 Jan 2015	Photos of Jim Braun for his retirement party
20 Jan 2015	Introduce new information director to Athletics collect
20 Jan 2015	Requested class for genealogy workshop
20 Jan 2015	Information about 1890 marriage of Charles and Rose Tutty, and Englishman and a former enslaved woman from Liberty Co., GA
29 Jan 2015	Requested luncheon meeting regarding joining forces to teach family history/genealogy classes
6 Feb 2015	What is involved in a “volunteer” position with the CSU Archives?
7 Feb 2015	Participate in a survey and complete form on National Collections Care
9 Feb 2015	Request to assist with staffing library table during fair
13 Feb 2015	Heritage Preservation Survey
19 Feb 2015	Request for essay on “what it means to be an archivist with CSU”
23 Feb 2015	Letter of Reference for Feechi Hall for the Carol Hart Scholarship to Georgia Archives Institute
26 Feb 2015	Student requesting instructions on how to do research using the CSU web page and using Galileo databases
26 Feb 2015	How do you track effectiveness of archival work?
28 Feb 2015	Prepare and provide handouts for OGG all-day workshop
2 Mar 2015	Requested tour of Archives and talk about campus traditions for Orientation leaders
3 Mar 2015	Material for display during Women’s history month
8 Mar 2015	How do you plan for an out-of-town research trip?
12 Mar 2015	Photos of original physical education building (1970s), photos of the dance studio in the PE building (1980s), and photos of the dance classes 1969-1989
31 Mar 2015	Obtain address for OGG member Vicki Evans
23 Apr 2015	History of the bent and other CSU traditions
Jun 2015	Digitize photograph album and individual photos to put together and online album
23 Jun 2015	Photographs and other items for memory book for Kathy Garrison’s retirement
23 Jun 2015	Provide professional journal manuscript editing services
24 Jun 2015	Photographs of the City of Atlanta and of Milledgeville

## EXHIBITS & DISPLAYS

The Archivist created and displayed the following exhibits.

Namesake Exhibits – created four exhibits on namesakes and naming traditions from my family to use as OGG displays 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.

OGG Organizational Table-top Display. Updated OGG display and handouts.

Citations. Created display to assist genealogy researchers in citing their sources.

Forms. Created two displays for forms: Family Group Sheet and Ancestry Chart. Explained how to properly complete these forms.

## PRESENTATIONS, PROGRAMS & CLASSES

Jul 2014	<i>Researching and Resources for Genealogy Research at CSU</i> - OGG
Aug 2014	<i>Keeping Keepsakes</i> presentation for OGG workshop
23 Sep 2014	English 1102 <i>Using Library Resources</i> Instruction – 2 classes with Gordon Baker
5 Oct 2014	<i>Irish Research</i> - OGG
18 Oct 2014	All-day genealogy workshop for Ray of Hope Baptist Church
Nov 2014	<i>Cemeteries: A Grave Undertaking</i> - OGG
28 Jan 2015	<i>Differences between archives &amp; libraries and how to use each for research</i>
3 Feb 2015	English 1102 <i>Using Library Resources</i> Instruction – 2 classes with Gordon Baker
4 Feb 2015	English 1102 <i>Using Library Resources</i> Instruction – 2 classes with Gordon Baker

7 Mar 2015	Researching and Resources for Genealogy Research at CSU, OGG All-day Workshop – 2 classes
3 May 2015	<i>The War of the Rebellion</i> , OGG Mini Workshop on Civil War Genealogy Research

## MEETINGS

Date	Meeting
7 Jul 2014	Library Staff Meeting
16 Jul 2014	Mike Mead – Athletics Department
17 Jul 2014	Interview an Intern
21 Jul 2014	Archives Staff Meeting
2 Aug 2014	Meeting with Diane Creath
11 Aug 2014	Awards Committee Meeting
13 Aug 2014	Faculty Meeting
10 Sep 2014	Meet candidates for library job 10:00 a.m.
10 Sep 2014	Meet candidates for library job 2:00 p.m.
18 Sep 2014	Meet with Gordon Baker re English 1102 classes to teach
22 Sep 2014	Honors Committee Meeting
30 Sep 2014	Meeting with Dolores Cox re donation of collection to Archives
13 Oct 2014	Awards Committee Meeting
22 Oct 2014	Meeting about sliding shelves in Archives
23 Oct 2014	Meeting with Terri Taylor-Hamrick re donation of collections to Archives
29 Oct 2014	Interview student for Student Assistant position
17 Nov 2014	MOVING DAY – Collections to Georgia Archives
18 Nov 2014	MOVING DAY – Collections to Georgia Archives
28 Jan 2015	Faculty Meeting
29 Jan 2015	Meeting with Randy Gooden re family history classes
12 Feb 2015	Interview student for volunteer position (Briana Evans Lopez)
16 Feb 2015	Meeting with Brian Roberts CID re VHS tape converter for Archives
18 Feb 2015	Meeting with Paul Bailey re VHS tape converter for Archives
19 Feb 2015	Meeting with Robert Wilson re internship project
25 Feb 2015	Evaluation Meeting with Gordon Baker
2 Mar 2015	Meeting with HUB re computer issues and problems
3 Mar 2015	Meeting with Terri Taylor-Hamrick re OGG workshop
3 Mar 2015	Meeting with Kara Mullen
16 Mar 2015	Meeting with HUB re computer issues and problems
30 Mar 2015	Meeting with Bernie – community engagement for the Archives
31 Mar 2015	Meeting with Brian Roberts CID – donation of items to Archives
8 Apr 2015	Meeting – International Mascot – discuss cleaning and repair of mascot costumers – drop off costumes
29 Apr 2015	Meeting with Heather Lewis – discuss job searching to find librarian position
5 May 2015	Faculty Meeting
6 May 2015	Meeting with Priti and Dick Berry re shelving issues for new space

6 May 2015	Meeting with Elliott McElroy – donation of collection to Archives
13 May 2015	Library meeting re rank and promotion within library
13 May 2015	Library meeting about policy and procedure audit in August
20 May 2015	Library meeting re rank and promotion – criteria meeting
4 Jun 2015	Our Genealogy Group meeting re partnering with GA Archives for genealogy workshops
10 Jun 2015	Library Staff Meeting
11 Jun 2015	Our Genealogy Group planning luncheon

## ONGOING PROJECTS

### Archival Projects

Athletics Department News Clippings & Press Releases - Created projects for news about CSU athletics. Keep updated daily. This project is ongoing.

Athletics Department Collection - Work with Athletics staff to arrange collection to reflect their way of thinking to facilitate easy retrieval. Train staff from Athletics Department to assist with archival work.

Archival Assistants Manual – Continue updating manual. Change format from individual projects to type of projects: accessioning, administrative, inventory, arrangement, description, digitization, etc. This project has been started.

Opening Display for New Archives Space - Create exhibit for the opening of the new library and archives. Price having pieces done professionally. Research spacing and ideas for exhibits. This project has been started.

Processing Manual – Create manual to describe steps for processing collections by hand and online.

Returning Off-Site Collections – Plan the return of the boxes from off-site. Determine where on the shelves each box will go. Print out instructions to give to movers as they return the boxes. The numbering and placement of boxes have been completed. Awaiting the return of the collections.

Kevin Fitzgerald Collection – Inventory of current items in collection. Copy videos done by Kevin of the CSU events onto DVDs. Prepare finding aid for collection.

Archives Web Page – Make appointment to work on web page for the Archives. Plan the contents and layout of the page to be prepared. Determine which collections are ready to be included or linked on the page. This project has been started.

Flicker Page for Archives – Create a Flicker page for the Archives to hold the photographs and video collections. Start adding the smaller collections.

Archival Database Software – Research Archon and ArchivesSpace. Visit Valdosta to see how Archon works. Meet with IT team to talk about the choice of software and the support IT can offer. Have visited Valdosta and met with the IT team.

CSU Traditions Book – Create a book about the traditions of Clayton State. Prepare a short PowerPoint presentation about the traditions included in the book. Make copies for the Orientation Team tours of the Archives. This project has been started.

Archival Brochures – Update all archival brochures (8). Prepare them for the “image” people. This project has been started.

Mentoring for SGA – Participate in the mentoring project offered by the Society of Georgia Archivists. Participated last year and am participating again this year.

Accessioning – Update accession forms and process. Start accessioning newly received collections and items. Retro accession all the collections received earlier. Forms have been updated.

Genealogy LibGuides – Prepare Libguides on various aspects of genealogy research. Topics to be included: General research, family reunions, genealogy research trips, citations, census records, forms and their uses, *War of the Rebellion* for genealogy research, Death-defying research, researching cemeteries, and more. Find out how to include PowerPoint slide presentations.

Mascot Costumes – Have Loch the “Lucky” and Loch costumes repaired and cleaned. Both have been done. Payment and pickup to be arranged.

## **Administrative Projects**

Archivist Job Description – update current job description. In-the-works.

Reports – Keep up with quarterly reports, annual reports, evaluation data, assessment data, etc.

IT – Meet with IT team to outline what is needed in the Archives. This includes email addresses, networking printers, updating computers and software, telephones lines and numbers, accessing campus emails, etc. Have met with team leader and requests have been made.

Budget – Keep an eye on expenditures to leave money for opening display, to pay for the mascot cleaning, and purchase equipment for the new archives.

Supplies – Maintain levels of supplies for ongoing projects. Prepare supply orders for each separate vendor as needed.

Files and Filing System – Establish a filing system and redo files to match the way work is done and reports are written. The files have been reorganized and relabeled. Will order new file cabinet when funds are available.

Internships – Participate in the annual Internship Fair for students. Work with Student Advisors to encourage internships, especially if a student needs help with their GPA. Work with other organizations and groups on campus to promote internships in the CSU Archives. Update display and handouts.

## **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).

The Archivist is preparing a Speaker's Profile and Course Catalog for the members of OGG who want to participate. The catalog will include a bio for each speaker, a list of the classes they teach, and their contact information along with a photograph. The Course catalog will divided the classes into categories and give a brief description. The speakers for that topic will be added in parenthesis after the course description.

### **McDonough School Museum**

Gordon Baker, Robin Faulkner, Jennifer Duke 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 2014-2015**

2014-2014	OGG – provide administrative services, preparation and setup for monthly meetings, track dues, provide forms, filing, and copies
2014-2015	Green Forest Baptist Church – assisted intern, Robert Wilson, in establishing an archives for his church
2014-2015	Worked with Gordon Baker, Jennifer Duke and Robin Faulkner in inventorying and organizing collections for the Henry County School Museum
7-8 Jul 2014	Accepted parapro Parrish Crittendom to work in Archives
13 Jul 2014	Welcomed and coordinated Monthly OGG meeting
3 Aug 2014	Welcomed and coordinated Monthly OGG meeting
7 Sep 2014	Welcomed and coordinated Monthly OGG meeting
5 Oct 2014	Welcomed and participated in presentation Irish research-OGG
16 Oct 2014	Planning dinner with Tamika Strong – OGG
2 Nov 2014	Welcomed and coordinated Monthly OGG meeting
2 Nov 2014	Planning dinner – OGG
2015	SGA Mentoring Program – working with one person

2015	OGG – preparing a Course Catalog with Speaker Profiles for distribution to local organizations
7 Mar 2015	OGG All-Day Workshop – Welcome, Introductions, 2 classes on <i>Researching and Resources for Genealogy Research at CSU</i>
3 May 2015	Coordinated and participated in OGG Mini-workshop on researching Civil War genealogy
6 Jun 2015	Prepared OGG display boards and handouts and provided OGG for all-day genealogy workshop at Georgia Archives

## **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. Whether it's a display, presentation, or event planned, Clayton State's name is foremost. Our outreach projects take us into schools, churches, other organizations, and various events.

## **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**

Arche Archives Council  
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)

## PROFESSIONAL DEVELOPMENT

	Society of Georgia Archivist Membership
	GLA Membership
	SELA Membership
	ARCHE Archives Council
31 Jul 2014	Personal Digital Archiving Train-the-Trainer Workshop
5 Aug 2014	LibGuides Connect
8 Aug 2014	Teaching English 1102 Library Instruction
29 Sep 2014	Instructions on Using new Compact Shelving
21 Jan 2015	"Fish" presentation
25 Feb 2015	"Give 'em the pickle" presentation
27 Feb 2015	Campus Vehicle Use policy
27 Feb 2015	Ethics Refresher course
27 Feb 2015	Employee Handbook
27 Feb 2015	CSU Security Practices
27 Feb 2015	CSU Security Threats
27 Feb 2015	CSU Portable Devices
27 Feb 2015	CSU Sensitive Data
31 Mar 2015	ASTRA Instruction
2 Apr 2015	What's New in HeritageQuest Online and Ancestry Library Edition?
11 Jun 2015	Georgia Archives Institution Reception
15 Jun 2015	LibGuides Image Manager Training

## STAFF ACCOMPLISHMENTS

Not having a regular staff member (part-time or full-time) affects the Archives. Taking on projects and completing them in a timely manner becomes difficult and sometimes impossible, especially with larger projects. Planning also becomes difficult. Since the History Department dropped their internship requirement, the Archives has been unsuccessful in getting students as interns on a steady basis. The Archivist has administrative responsibilities and reports to complete leaving little time for processing collections.

The Archivist is looking into a federally-funded work student position. Internships are also promoted at the Internship Fair and through various departments.

## **Student Assistant Accomplishments**



Stephanie Omenukor

Stephanie keeps up with our email collections on a daily basis. She has also been diligently working on the Faculty CVs and Syllabi Collection and has almost completed the current faculty. She is now preparing a spreadsheet to show what is in the collection: dates of employment, photograph, CV, syllabi for what courses, etc. This will also point out what information we need to complete each faculty member.

Other projects include: Saving the Fact Books & Faculty Accomplishments on CDs, creating an Athletics Press Releases Collections, the Faculty Senate Collection, several digitization and inventory projects.

Stephanie is making many contributions to the Archives. She is truly an asset.

## **Intern & Volunteer 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. His first display was for Black History Month and centered on the first three leaders of the church.

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 lots 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.

Feechi stayed on after her internship as a volunteer to help with a growing number of collections. She has worked on organizing the email collections, the Library Collection, the Archives Collection, the Dolores Cox Collection, and a photo album digitization project. She has been involved in setting up record group numbers for the archives. She is currently working creating a processing manual for the Archives.



Briana Evans

Briana came as a volunteer for a few months. In that short span of time she assisted with the digitization of a photo album and the inventorying of the Dolores Cox Collection.

We hope that Briana can return to the Archives as her class load permits.

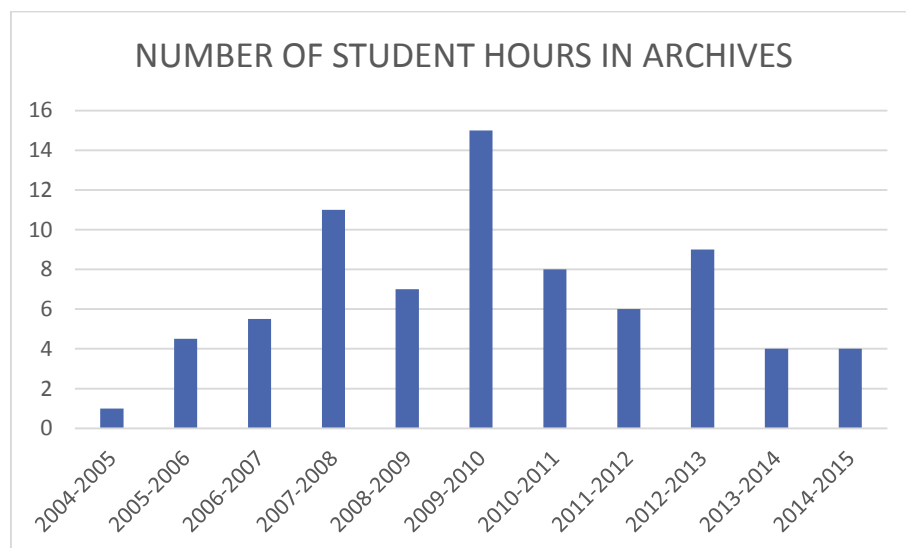
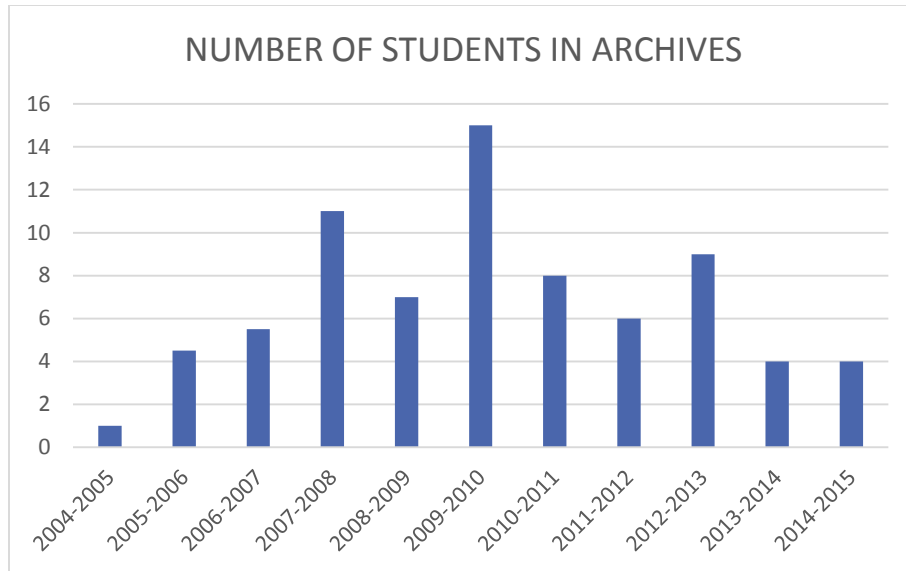
### **Intern and Volunteer Statistics**

This includes Fall Semester, Spring Semester, and Summer Semesters. Volunteers and Student Assistant hours would vary only slightly during a semester. Volunteers and volunteer hours vary a great deal. Some volunteers lasted only a month or a couple of weeks while others lasted for years. Intern hours are pretty steady in that they have to complete 150 hours for credit.

#### **INTERN AND VOLUNTEER HOURS 2004 to JUNE 2015**

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
2014-2015	2	300	2	122.00
TOTALS	44	6219.50	31	1864.25

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



## 2014-2015 SUMMARY LOG OF ARCHIVAL WORK

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Classes Taught	0	0	2	1	2	0	1	3	1	0	1	0	11
Professional Development	4	2	1	0	0	0	12	8	1	1	0	2	31
Requests	0	0	1	2	4	3	7	9	5	1	0	4	36
Exhibits/Displays													7
Meetings	4	3	5	5	2		2	5	6	2	6	3	43
Outreach	2	1	1	3	2	0	1	1	1	1	2	2	17
CSU Intern	30	30	30	30	30	0	30	30	30	30	30	0	300
Student Assistant Hours	30	30	30	30	30	0	0	0	19	44	18	54	285
Valdosta Intern	40	40	40	40	40	0	15	20	40	24	25	8	332

## GOAL AND CHALLENGES

Smooth transition to new space.

Opening Exhibit. Create exhibit celebrating the history of CSU's Archives and student workers and volunteers.

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.

Record Group Numbers. Record group numbers will be added to collections when they return from off-site storage.

Update the Archives' web page. Work with the Image folks to develop a new web page for the Archives.

Update and publish the Archival Assistants 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.

ArchivesSpace? Archon has been combined with Archivists' Toolkit to provide one program for everyone, ArchivesSpace. Once training is offered, the Archivist and the Student Assistant will take the training. Archivist will be consulting with the head of the new head of the archival studies program to see if this is the best choice for our Archives.

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. Set up Flickr account to showcase photographs and videos.

Monitor the environment in the Archives. When we have moved into our new space, we will start to monitor the environment in our Vault. Reports will be prepared monthly.

Update the Archival brochures. Work with the Image team to update the appearance of our brochures.

## Assessment & Marketing Annual Report 2014 – 2015



## **Assessment & Marketing 2014 - 2015**

### **Goal Progress for 2014-2015**

Continue the review of the periodical collection to identify redundancies in coverage.

*Collaborated with the Serials Librarian to develop coverage charts and review forms to distribute to Liaisons. Goal is for liaison recommendations to be returned by October 15, 2015.*

Review the reliability of the current reference statistics tracking tool and make recommendations based on findings

*Collaborated with the Head of Reference & Instruction to adopt new reference statistics tracking tool. Implemented training and switched to new method beginning July 2015.*

Work with the office of Marketing & Communications to develop marketing materials for the library.

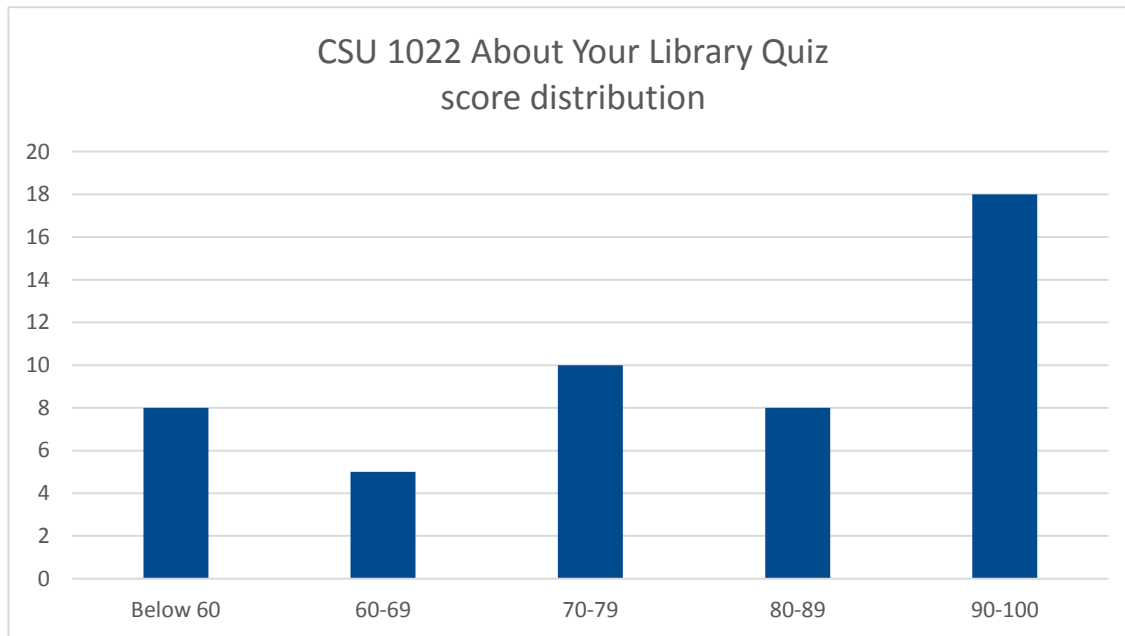
*This goal was put on hold due to other projects.*

## **Summary of Activities**

### **Assessment**

#### Learning Outcomes

Both as an instruction librarian and assessment librarian, the Assessment & Marketing Librarian (AML) worked with the instruction team to develop the CSU 1022 instruction and assessment. For Fall of 2014, CSU 1022 instructors were encouraged to share with their students the About Your Library LibGuide. Working with the instruction team, the AML developed an online, self-scoring quiz that faculty could assign for their classes. There were 65 attempts and 49 completed quizzes. This is a slight increase over the previous year's response rate of 35. It is expected that quiz responses will be low as long as library instruction is not incorporated into CSU 1022 like in previous years.



The ENGL 1102 learning outcome focus for 2014-15 was the evaluation of information. The AML encouraged instruction librarians to use classroom assessment techniques like 3-2-1 surveys to assess student comprehension of the learning outcome. 3-2-1 survey results were partially compiled for an instruction debriefing in the second half of spring semester.

#### Surveys- External

Both external surveys were completed on time. The NCES Academic Library Survey was incorporated into the institution's annual IPEDS reporting. This transition meant that survey completion required more time and effort from multiple library departments but the data was submitted satisfactorily in the end. I predict that some survey elements will change for the 2015-16 reporting period.

## **Marketing**

#### Newspaper

The Assessment & Marketing Librarian continued to write two monthly columns for the student newspaper, *The Bent Tree*. The August 2014 column featured the first *Ask Bruce* question retrieved from Bruce's Box. The rest of the questions for *Ask Bruce* were developed by the AML. Topics covered for the *In the Know* columns included: library access during renovation, library services overview, African-American history resources, citation help, and National Library Week.

#### Events

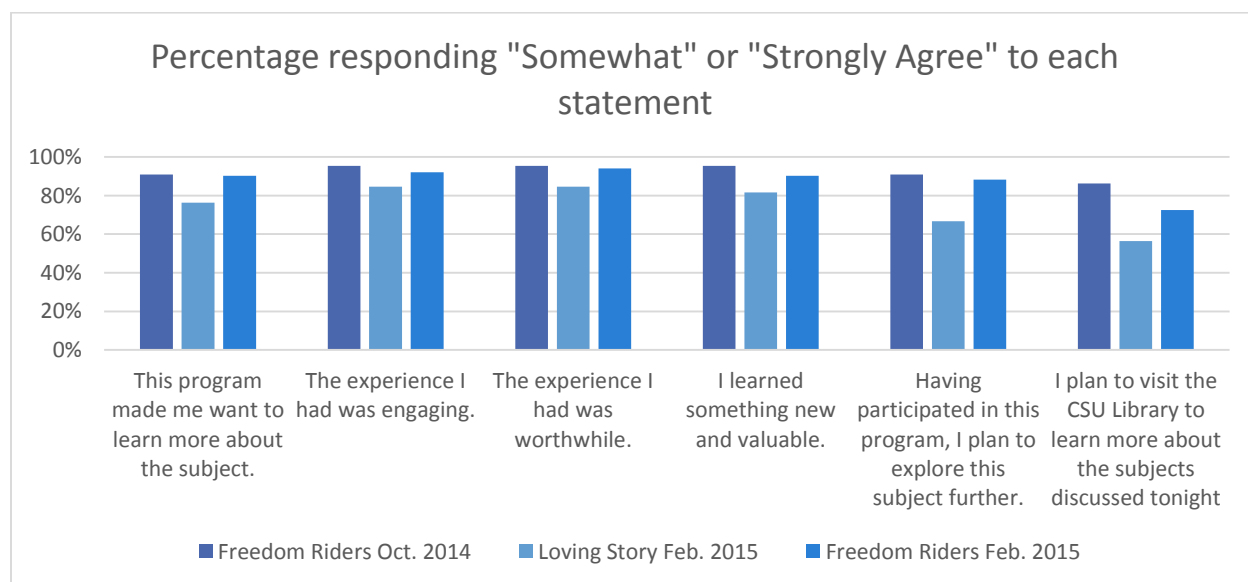
For the second year in a row, the library participated in Freshman Premiere for first year student orientation. The presentation was led by the Head of Reference & Instruction since the AML was on leave.

For the second year in a row, the library participated in *The Big Thank You* project which collects thank you letters for U.S. troops deployed overseas during Thanksgiving. Because of the library's temporary relocation, letter collection took place in the Veteran's Resource Center.

The library sponsored a booth at the annual CARE Fair in February 2015. 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 three film screening and discussion events during the 2014-15 school year. In October 2014, two veterans of the 1960's Freedom Rides spoke to attendees about their experiences during the movement. Approximately 80 people attended the event. Evaluation response rate was very low with only 22 attendees completing the survey. It was evident from these few responses, however, that the event was very impactful. Nearly all respondents stated that they would attend a similar event in the future.

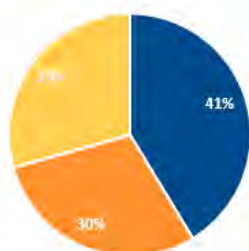
Two more events were held in February 2015. The first focused on the film *The Loving Story* about the legalization of interracial marriage. The discussion event featured talks from three Clayton State faculty from the legal studies, political science, and sociology departments. Forty-eight people attended and 39 completed evaluations. The second event brought more veteran Freedom Riders to Clayton State and was further supported by a grant from the Georgia Humanities Council. This event drew 64 attendees, and 51 completed evaluations.



The new library space in the lower level lacks a bulletin board, but we were still able to elicit patron feedback similar to the *Library Notes* in the upper level. Shortly after the library re-opened, we covered a glass display case with paper and invited patrons to respond to two open-ended prompts: (1) What do you like most about the new library space? And (2) What do you most want to see in the new upstairs library space? In addition, we asked three multiple choice questions about the new space. In general, patrons were satisfied with the new space but preferred the previous space.

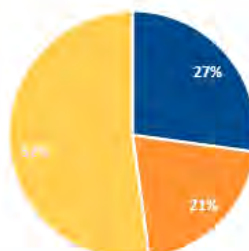
N=92

How satisfied are you with the new library space?



■ Very much ■ A little ■ Not at all

How satisfied are you with the new library space?



■ More satisfied ■ About the same ■ Less satisfied

Since the renovation, are you more or less likely to visit the library?



■ More likely ■ About the same ■ Less likely

Common themes in the open-ended responses were computers, temperature, furniture, hours, and power. Patrons appreciated the added computers, the intimacy, and the compact shelving. They wished for warmer temperature, more power outlets, and study rooms in the new space.

### 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. The library's Facebook page began the fiscal year with 360 likes and ended with 400. There were 209 posts created by the library, 101 links, 82 photos, 23 status updates, and 3 videos. Video posts were by far the most engaging reaching an average of 364 Facebook users as opposed to the other post types which reached on average 40-45 users. While hashtags are generally considered to be ineffective on Facebook, library posts with hashtags reached on average 76 unique users, 27 more than the average of all posts (48). The library sent 333 tweets. The posts with the highest engagement level were related to the bomb threat and library renovation.

### Other

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

## **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 3 reference consultations during the 2014-2015 academic year.

The Assessment & Marketing Librarian provided instruction to 4 ENGL 1102 classes.

## **Highlights**

### **Professional Development**

#### Webinars

*Tips for Managing a Library Instruction/Outreach Program* October 15, 2014 (Marketing)  
*Assessing How Libraries Contribute to Student Success* November 20, 2014 (Assessment)  
*Formative Assessment Strategies for Library Instruction* December 11, 2014 (Assessment)  
*Data, Assessment, and Participatory Design: Rethinking Information Literacy, Spaces, and Services in Two Academic Libraries* December 10, 2014 (Assessment)

#### Meetings, Workshops, Conferences

GLA Midwinter 2015

#### GUGM 2015

*Conquering the Statistical Landscape: One Institution's Approach* (Assessment)  
*Tame Your Data with OpenRefine* (Assessment)  
*Analyzing EZProxy Logs with ezPAARSE* (Assessment)

### **Publications, Reports**

#### *The Bent Tree*

“In the Know” August 2014 Freshman edition, September 2014, November 2014, December 2014, February 2015, March 2015, April 2015

“Ask Bruce, the Library Goose August 2014 Freshman edition, September 2014, October 2014, November 2014, December 2014, February 2015, March 2015, April 2015

#### *Blog posts*

“Created Equal: Freedom Riders”

“Big Thank You 2014”

“Take a Survey- Win an iPad mini”

“Take Care Before You Share: Issue 1” co-author

“Money Smart Week” 7-part series

“Introducing #AnswersOnTheGo

“Nine Facts about Ramadan”

“Library of Congress names 1<sup>st</sup> Latino Poet laureate”

### **Membership**

Georgia Library Association

GLA Assessment Interest Group

GLA Scholarship Committee

Southeastern Library Association

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

## **Institutional Participation**

Institutional Review Board  
Faculty Senate  
PACE- Data Committee

## **Classes and Workshops Taught**

*Spring 2014*

ENGL 1102, 4 face to face sections, 1 online section

## **Goals for 2014-2015**

Offer internal workshops to support assessment, instruction, reference, and other library functions.

Incorporate SpringShare LibInsight into library statistics recordkeeping and reporting.

Complete Periodical Review and make recommendations for subscription changes.

# **Library Circulation Annual Report 2014 – 2015**



Clayton State University Library  
Circulation Department  
2014/2015 Annual Report

Submitted by Cathy Jeffrey, Associate Dean of Libraries

## Circulation Department Overview

The first of three important events for the Circulation Department during the 2014/2015 fiscal year occurred on July 1 with a change of management for the Department. Cathy Jeffrey was appointed Head of the Department replacing Katherine Ott who left to pursue educational goals. This change occurred with the least disruption that could be expected for a change of this type as department staff adjusted to the new manager and the new manager assumed the additional responsibility.

The second and third events occurred nearly simultaneously. The new position for an Evening Circulation Assistant was added to the Circulation Department staff. The new position was filled in October by Jodi Brown. Mrs. Brown's first week of work coincided with the move of the Circulation Department and the entire Circulating Collection to the lower level of the Library building as part of the Library renovation project. This will be a permanent move for the Circulation Department and the Circulating Collection. All Department staff were involved in the relocation. The staff were pleased with the new space and furnishings which are illustrated below.

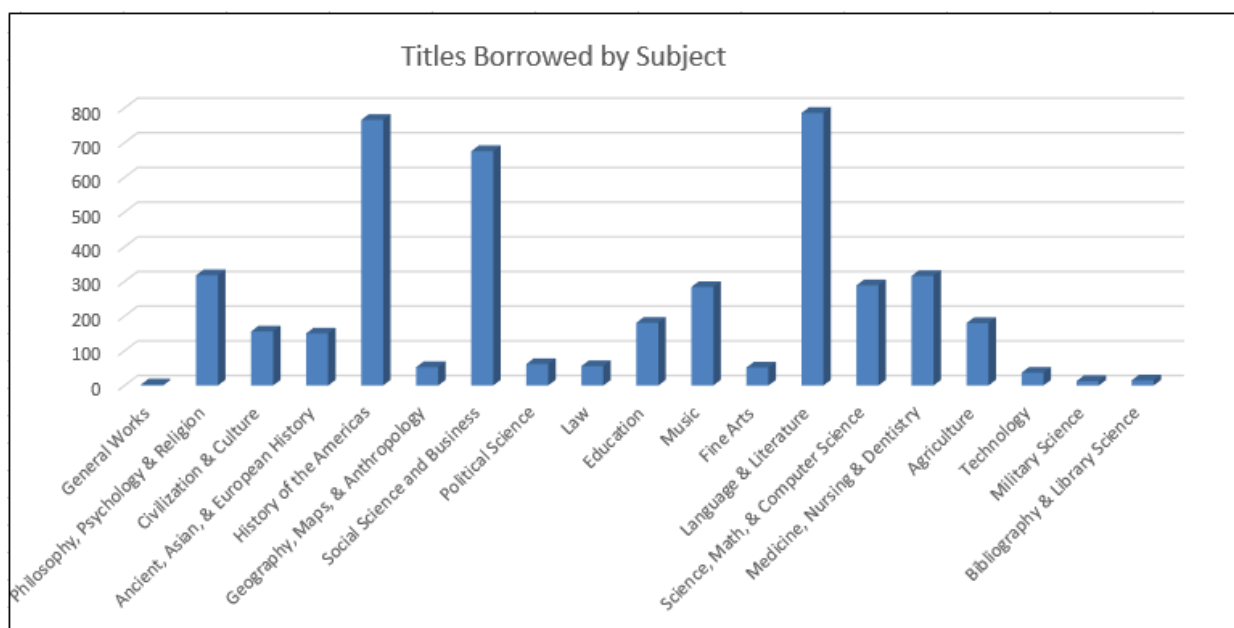


The move to the lower level disrupted normal functions. The staff were required to spend time packing and unpacking to complete the move. There were several issues that impacted services and security. Construction of the circulation desk required several weeks to complete. Problems with the timer on the lights for the main reading area remained unresolved for several months. Security issues resulting from the lack of a door to lock at closing put the collection at risk and required moving equipment at the beginning and end of each day.

Despite these issues the staff retained a positive outlook and continued providing services to the Clayton State students and faculty in a professional manner throughout the move. Barbara Dantzler and Cathy Jeffrey provided training for Jodi Brown who quickly became an active member of the Department. The addition on an Evening Circulation Assistant resulted in improved service for Library users.

Below is statistical information related to circulation transactions for the 2014/2015 fiscal year.

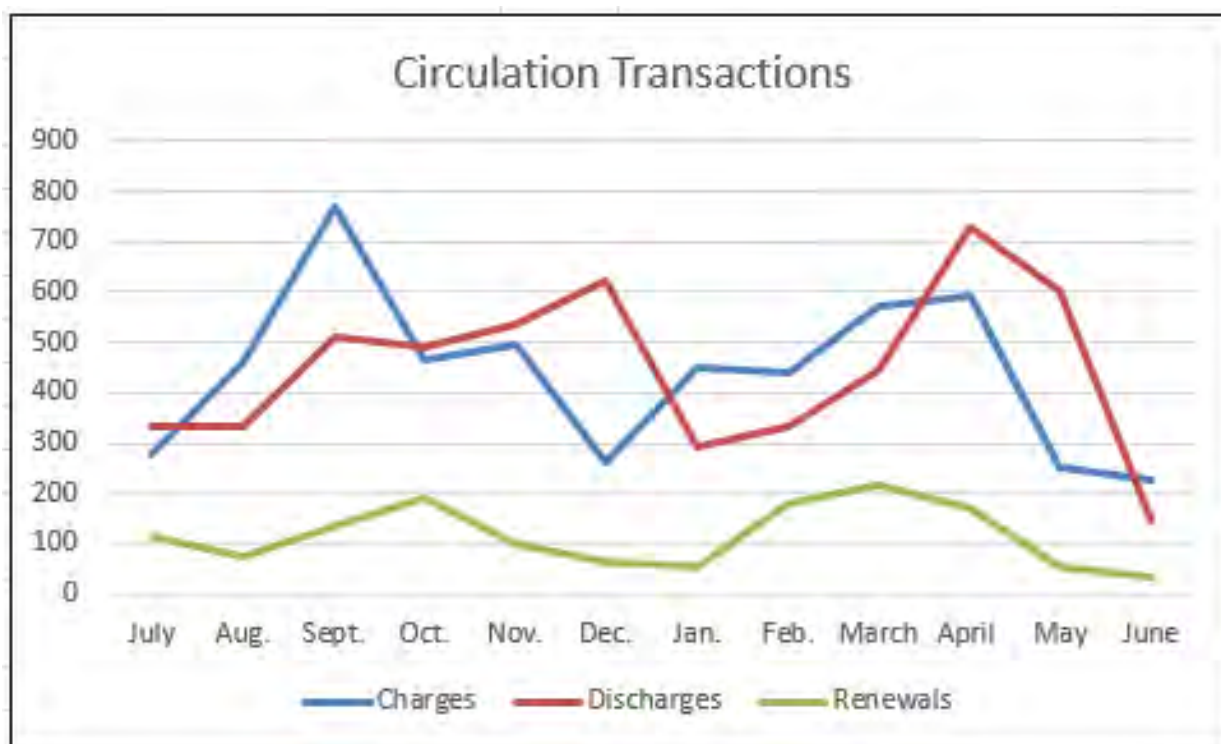
The chart below illustrates how many books circulated in specific subject areas during the 2014/2015 fiscal year.



## Charges and Discharges

The table and graph below provide information on the number and type of circulation transactions that occurred during FY2015 as well as an indication of the periods of heaviest usage.

Transactions by Charge Location													
<b>Charges</b>	<b>275</b>	<b>459</b>	<b>770</b>	<b>467</b>	<b>498</b>	<b>264</b>	<b>452</b>	<b>441</b>	<b>574</b>	<b>590</b>	<b>252</b>	<b>227</b>	<b>5269</b>
>Circulation Desk	250	416	728	421	472	246	419	406	539	559	235	204	4895
>Remote GIL Express	25	43	42	46	26	18	33	35	35	31	17	23	374
<b>Discharges</b>	<b>331</b>	<b>335</b>	<b>509</b>	<b>491</b>	<b>534</b>	<b>622</b>	<b>291</b>	<b>331</b>	<b>443</b>	<b>727</b>	<b>600</b>	<b>143</b>	<b>5357</b>
>Circulation Desk	298	314	477	452	500	570	271	311	405	681	566	121	4966
>Remote GIL Express	33	21	32	39	34	52	20	20	38	46	34	22	391
<b>Renewals</b>	<b>113</b>	<b>75</b>	<b>133</b>	<b>190</b>	<b>98</b>	<b>66</b>	<b>55</b>	<b>181</b>	<b>214</b>	<b>173</b>	<b>55</b>	<b>35</b>	<b>1388</b>
>Circulation Desk	48	27	63	103	48	47	47	102	122	111	38	12	768
>Remote GIL Express	65				50		8			62			185
>Online		48	70	87		19		79	92		17	23	435
<b>Total</b>	<b>719</b>	<b>869</b>	<b>1412</b>	<b>1148</b>	<b>1130</b>	<b>952</b>	<b>798</b>	<b>953</b>	<b>1231</b>	<b>1490</b>	<b>907</b>	<b>405</b>	<b>12014</b>
<b>Charges by Patron Groups</b>													
Faculty/Staff	53	65	67	35	61	37	69	51	86	79	76	54	733
Students	158	312	659	374	414	150	282	319	412	436	137	102	3755
GIL Express	37	48	48	58	36	18	45	35	39	38	18	29	449
Other												2	2
<b>Total</b>	<b>248</b>	<b>425</b>	<b>774</b>	<b>467</b>	<b>511</b>	<b>205</b>	<b>396</b>	<b>405</b>	<b>537</b>	<b>553</b>	<b>231</b>	<b>187</b>	<b>4939</b>

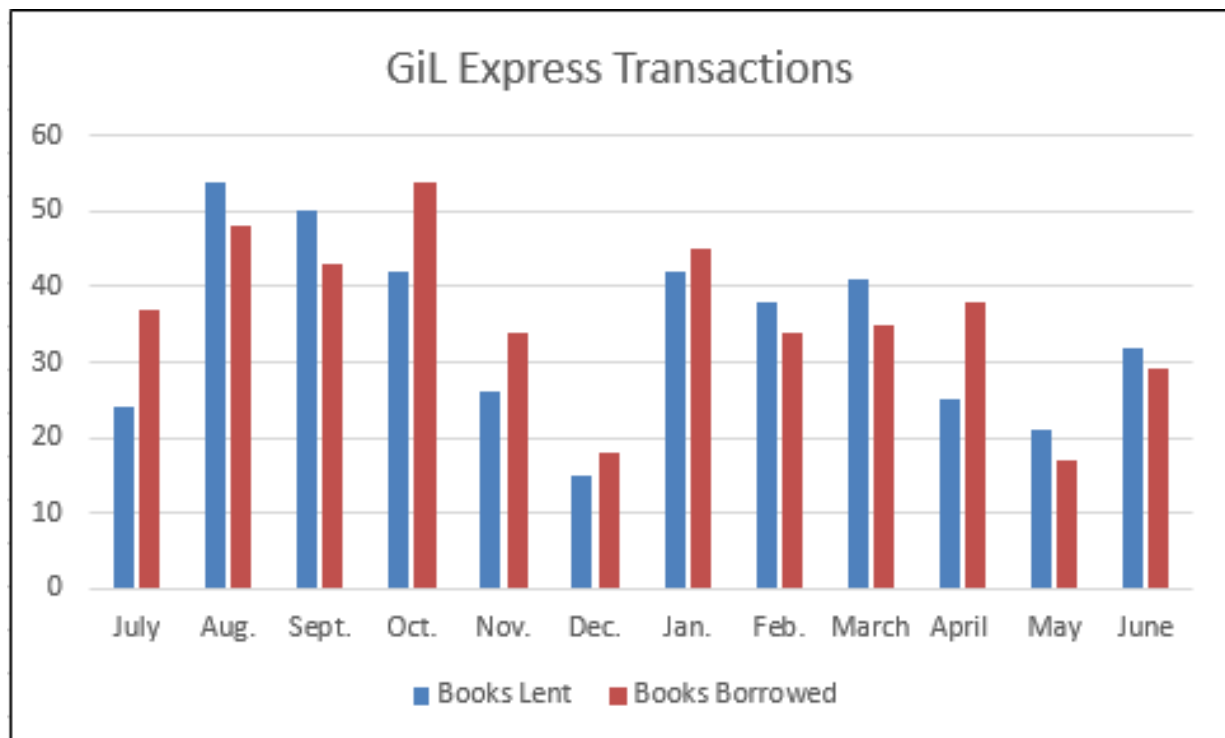


## GIL Express

GIL Express is a collaborative service provided by the University System of Georgia which makes the books in the collections of University System libraries available to all students and faculty within the System. Below are a table and graph which provide details on Clayton State

Library's participation in the GIL Express Service. Illustrated below are both the number of books borrowed by Clayton State students from other libraries through GIL Express and the number of books that the Clayton State Library loaned to students from other USG institutions during FY2015.

<b>GIL Express</b>													
Loan Requests													
>Books Lent	24	54	50	42	26	15	42	38	41	25	21	32	410
>Unfulfilled	3	4	1	1	2		2						13
Borrowing Requests													
>Books Borrowed	37	48	43	54	34	18	45	34	35	38	17	29	432
Total	64	106	94	97	62	33	89	72	76	63	38	61	855



## Accomplishments

Below are descriptions of some of the activities and accomplishments of the Circulation Department during FY2015.

Circulation Department staff managed all routine functions effectively including: training and scheduling department staff; completing circulation transactions; maintaining the collection; sending notices; collecting fines and fees; releasing Banner holds.

In response to problems encountered during a fire alarm, Cathy Jeffrey updated evacuation procedures to include new staff and adjust for the move to the lower level. She distributed the document to Barbara Dantzler and Jodi Brown and discussed emergency response and evacuation with them. It is the goal of the Circulation Department to respond quickly and effectively in the event that evacuation of the building is required to ensure the safety of both staff and students.

Circulation staff accepted the responsibility of managing the new compact shelving including trouble shooting problems as they arose. The functioning of the shelving has frequently been affected by power outages. In addition there were a few initial issues to be resolved after the shelving was installed.

As part of a Library wide initiative, Circulation Department staff worked to update existing written policies and procedures and to draft new ones. Included among the new policies is a policy on the hours of operation. It was developed in order to take full advantage of the new Evening Circulation Assistant position and provide better service to students and faculty. New opening and closing procedures were also developed. Older policies were revised to correct discrepancies and make the policies more uniform. These policies will be included on the Libraries web site. Updated procedures were include in a new procedural and training manual titled *How Do I....*

Student assistants were celebrated during Student Assistant Appreciation Week. Barbara Dantzler chaired the committee that planned the event. Jodi Brown baked cookies; Barbara Dantzler and Heidi Benford put together gift bags. Heather Walls created a celebratory banner.



The Circulation Department contributed to the Library's marketing efforts including participating on Social Media, operating a Library trivia game, creating displays, decorating for the holidays, and providing snacks and encouragement for the students during finals.

Jodi Brown led the Circulation Department student assistants in a project to clean mold from books in the circulating collection.

## Personnel

During 2014/2015, the Circulation Department experienced significant staffing changes. The full time Department staff was increased from two to three members. Only the Circulation Supervisor position held by Barbara Dantzler remained stable. Cathy Jeffrey joined the Department as the new Department Head in July 2014. The Evening Circulation Assistant was

added to the Department staff as a new position. Jodi Brown was hired to fill this position joining the Department in October 2014. For more information on the work of the permanent staff see the Staff Accomplishments section of this document.



In addition to the permanent staff, the Circulation Department relies on the work of student assistant to insure that the Circulation Desk is staffed at all times. The following student workers were employed by the Library's Circulation Department during FY2015: Sabrina Arnett, Reginald Corbie, India Foxworth, Shaymeshia Hayes, Vincent Stegall, Margot Wattley, Liakendra Wellmaker, Mytae Windom, and Brittany Wright.

## Staff Accomplishments

### Jodi Brown



### Successes

Hired as the Evening Circulation Assistant. This is a new position that is expected to improve services to students in the evening and on weekends

Completed training in Circulation functions including: charging and discharging materials; posting payments for fines; placing and removing Banner holds; running reports using Voyager Reporter; shelf maintenance routines; circulation statistics gathering;

Managed the project to clean mold from circulating books including training the student assistants who were participating in the mold cleaning project and supervising their work on the project. Ms. Brown also scheduled additional hours for student assistants who were working on the project. Also assisted student assistants in identifying and tagging books in the Reference Collection that have been damaged by mold.

Assigned to scheduled Reference Desk hours and will have the opportunity to gain experience in this function. She is looking forward to working with the students in a different capacity.

Worked with the student assistants on a daily basis:

Assisted in the training of new student assistant India Foxworth.

Assisted student assistants in preparing their self-evaluations.

Developed a system using file folders to deliver information/documents to the student assistants individually as needed.

Added as an author for the Circulation blog. She has begun posting vital circulation/library information about which the student assistants need to be aware.

Participated in Library marketing initiatives:

Created displays for African American History month; Women's History month; National Library Week; ALS's Choose Privacy Week; Summer Casual Reading.

Developed a project to support the students during finals week including creating signage for Finals Week and providing candy for the students. She also posted to Facebook to encourage students to use library resources to help with final projects and exams.

Participated in Computer Access Bookmark & Postcard revision meeting with Erin Nagel and Kara Mullen. The group are developing new materials for distribution to the students in the fall.

Worked on improving Circulation written policy and procedural manual and on training materials. With Cathy Jeffrey developed written policies for the Circulation Department to be included on the Library's Policies web page. Expanded the Department "How Do I" training and procedural manual by adding checklists to assist all staff with circulation functions. Procedures covered included: Options for Paying Fines; Forgiving Fines; Add a Patron to Voyager; Change Item Status; Search Banner for Student Registration; Payment for Lost Library Items; and Closing Announcement Procedures. Also created a Library User checklist for Banner.

Expressed interest in participating in the Library's Reference and Instruction programs. The first step in this process was to observe bibliographic instruction classes including: English 1102 taught by Kara Mullen.

Trained in LibGuides, LibChat and LibAnswers and became an active participant in these new services. Participated as an editor of the Citation LibGuide. Created FAQ's on: Headphones and Calculators in the Library; Envelopes and Supplies; Scanning Capability in the Library; Laker Card Use for Printing; Number of Books That Can Be Charged by a Student; Library Summer Hours of Operation; .

Granted access to post on Library social media. Posted Facebook announcements about: Spring Break; the Library Trivia game. Also tweeted about: the Library Trivia game.

Worked with Cathy Jeffrey to develop a Library Trivia contest celebrating both African-American History Month and Women's History Month. Managed the contest distributing and collecting entry forms and notifying winners. The contest was suggested by a student who wanted to promote the library and the contest as part of a class project.

## Professional Development

Georgia Library Association member  
GLA Public Relations Committee member  
GLEAN member  
Southeastern Library Association member  
Completed 2 MLIS courses

Attended the Georgia Library Association Mid-Winter Meeting, Jan. 16, 2015.

## Meetings, Workshops, Training

Attended ALA webinar on the Principles of Classification.  
Completed 2014 required training including: FERPA training; Right to Know Ethics Training; Security Awareness Training; Sexual Harassment Training; Campus Vehicle Use Training.  
Completed 2015 IT Security training.  
Attended GLA Atlanta Emerging Librarians Mingle with the Admins holiday party.  
Attended a screening of the customer service training video "Give 'em the Pickle" Feb. 25, 2015. Attended a presentation on the "Fish Philosophy" of customer service.

Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.

Attended part 1 of Erin Nagel's READ Scale Calibration training, June 17, 2015.

Attended an ALD/ACRL webinar on Key Trends in Social Science Research hosted by ProQuest, June 2015.

## Institutional Participation

Served on the Policies and Procedures for Library Presentation Room committee.

Participated in Library sponsored events including: Assisted in decorating the Library for the holidays.

Participated in events on campus including: CSU Veterans' Day Ceremony; attended the Library holiday luncheon.

Barbara Dantzler



## Successes

Submitted information for the Circulation Department annual report.

Hired, supervised and evaluated all student workers in the Circulation Department. This function also included developing and managing the student work schedules and preparing annual performance evaluations.

Managed the day to day administrative functions of the department including placing and removing Banner holds, posting library break hours, and updating closing procedures. Completed an inventory of the entire DVD/VHS collection.

Assisted with the project to update Circulation Department policies and procedures.

Provided training in circulation functions for Jodi Brown including: charging and discharging materials; posting payments for fines; placing and removing Banner holds; running reports using Voyager Reporter; shelf maintenance routines; circulation statistics gathering.

Joined Clayton State Yammer and created a wall of inspiration.

Provided an overview of circulation functions for other staff members including Joan Taylor.

## Meetings, Workshops, Training

Completed 2014/2015 FERPA Training.

Attended training for LibCalendar presented by Laura Harris.

Completed Right to Know training.

Attended the webinar Circulation and Course Reserves, a detailed demonstration in World Share, Sept. 23, 2014.

Attended training in the operation of the new compact shelving.

Attended the webinar OCLC-World Share Simplifying Circulation and Course Reserves, a detailed demonstration in World Share Circulation, Dec. 9, 2014.

Attended The Fish Philosophy training, Jan. 21, 2015.

Attended Bill Gruszka's Town Hall Meeting, Feb. 11, 2015.

Attended the Created Equal: Freedom Riders program featuring C.T. Vivian, Feb. 19, 2015.

Attended an AtoZ Business Database demonstration, March 27, 2015.

Participated in the trial for the multimedia resource, Hoopla, which offers access to streaming music, movie, television, audiobooks, etc., May 2015.

Attended a Georgia Teachers Retirement System (TRS) presentation, May 5, 2015

Met with a TRS counselor for personalized pre-retirement advice and information, May 7, 2015.

Attended a meeting on computer and network usage hosted by Kara Mullen, May 21, 2015.

Viewed an OCLC webinar: *Implementation Programs, Learn for the Past, Prepare for the Future* presented by Rob Ross, May 2015.

Viewed an OCLC webinar: *The Changing Library Landscape* presented by Roy Tenant, May 2015.

Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.

Attended part 1 of Erin Nagel's READ Scale Calibration, June 17, 2015.

Attended the webinar: Simplifying circulation and course reserves: A demonstration in World Share Circulation. June 18, 2015.

## Institutional Participation

Faculty Staff Service Awards Committee

Member

Coordinator of the Ushers

TOP Workplace Celebration Planning Committee

Member

Participated in the interview process for the Evening Circulation Assistant and the Reference and Instruction Librarian positions.

Made selections for the Popular Reading Collection.

Served as Team Leader for the ushers at the 2015 Faculty/Staff Awards Ceremony including identifying volunteers to serve as ushers, assigning duties and coordinating the ushers before and during the ceremony.

Participated in Library sponsored events including: Attended the Dean's shrimp boil.

Volunteered at the Library's table during the Clayton State Department Fair; helped set-up for the Helen Ruffin Reading Bowl; volunteered at the Library's table during the Care and Major's Fair; attended the Spring Break Luncheon.

Participated in events on campus including: Loch Shop Fashion Show; Topping Out Ceremony for the New Science Building; volunteered for the Charity Hot Dog Rally; the AJC Top Workplace Celebration; the Faculty/Staff Fund Drive; the Benefits Fair including volunteering at the Laker Angels table; Make Things Better Awards celebration; Women's Forum Chili Cookoff; National History Day activity on Nov. 21 with students from Stockbridge Middle School; attended the Library Holiday Luncheon; attended the ribbon cutting ceremony for the grand opening of the Loch Nest; attended the Faculty/Staff reception for the end of the Academic year; attended Jim Braun's retirement reception; attended the Lucie Huie Hall open house at the Clayton State Jonesboro location for the newly renovated Film and Digital Media Center.

## Community Service

On-call for the state grand jury.

## **Goals for the Coming Year**

### **Library Renovation Project**

Function as team players in the completion of the library renovation project helping with the transition to the new space as needed including assisting as needed with the relocation of the Reference and Legal Collections to their permanent locations. Also assist the Reference Department as needed with hiring and training student assistants to work at the Information Commons Service Desk.

### **Project to Clean Mold from Circulating Collection**

Complete the project to clean mold from books in the Circulating Collection.

### **Efficiently Provide Access to Library Materials**

Provide excellent service to Clayton State University faculty and students by efficiently charging and discharging materials to users. Ensure that materials are returned to the shelf in a timely manner and that all materials are maintained on the shelf in the proper order for easy retrieval by users. Efficiently providing access to Library materials is one of the primary functions of the Clayton State Library Circulation Department.

### **Provide Effective User Services**

Provide excellent service to Clayton State University faculty and students by presenting a friendly and professional presence at the Circulation Desk. Make every effort to respond to questions with accurate and helpful information. Ensure that student workers receive the training needed to contribute to this function. Assisting students and faculty with basic questions about the use of the Library and Library services is one of the primary functions of the Clayton State Library Circulation Department.

### **Maintain the Physical Space on the Library's First Floor Circulation Area**

Provide excellent service to Clayton State University faculty and students by maintaining a neat, clean and attractive environment that will promote study and research. Providing an appropriate learning space for the students and faculty of the University is one of the primary functions of the Clayton State Library Circulation Department.

## **Challenges Ahead**

### **Reference Department Relocation**

During the next fiscal year, the Reference Department will move to the newly renovated space on the second floor. For the first time Reference and Circulation functional areas and their staffs will be separated. This change will create a variety of challenges including: providing sufficient coverage for two service counters and entrances including hiring and training additional student workers; coordinating schedules and staff needed to open and close both floors; efficiently directing users to the appropriate location in order to meet their needs; maintaining security for staff, patrons and library collections on both floors, particularly in the evening and on weekends

SOLUTION: Good planning will insure adequate and well trained staff members who are prepared to accept responsibility for new tasks. Focusing on improving both internal and external communication will help to alleviate many problems. Library marketing strategies need to be directed toward informing the users of the new Library configuration. The installation of a Library wide public address system will make closing routines easier.

## Compact Shelving

The warranty period for the automated compact shelving on the first floor will expire during FY2016. During the first year following installation a number of issues arose affecting the operation of the shelving including faulty equipment, power outages and user error. Following the end of the warranty period, service calls could become expensive.

SOLUTION: To avoid unnecessary expense both Library staff in the Circulation Department and staff in Facilities Management who will be responsible for repair and maintenance of the shelving need to be fully aware of solutions to common problems that may be encountered.

## Printers and copiers

The printers and copiers provided in the Library for student use by the Laker Card Office and Media and Printing Services have a history of malfunction. Some of the problems are with the machines themselves and others result from user error. Problems with printing and copying cause unnecessary frustration for the users.

SOLUTION: To improve the user's experience Circulation staff should maintain a cordial working relationship with the offices that provide these services and maintain this equipment. In addition efforts to provide information to students regarding common problems encountered should continue.

# Clayton State University Library Collection and Resource Management Department 2014 - 2015

Submitted by  
Cathy Jeffrey, Associate Dean of Libraries &  
Kara Mullen, Head of Electronic Resources and Services



# Clayton State University Library

## Collection and Resource Management Department

### 2014/2015 Annual Report

Submitted by  
Cathy Jeffrey, Associate Dean of Libraries &  
Kara Mullen, Head of Electronic Resources and Services

#### Overview

2014/2015 was the year of the move! The completion of the renovation of the Library's lower level resulted in a move to a new permanent location for the Collection and Resources Management Department. For the first time all department staff members shared the same physical space.



The Head of the Department planned for the move of the offices into the newly renovated permanent space. Several staff members were involved in planning for the relocation of the collection to new compact shelving. Other staff members were hands-on assistants in the move of the collections and equipment and everyone managed the move of their personal equipment and files. This move was a major undertaking that dominated the first half of the fiscal year.

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

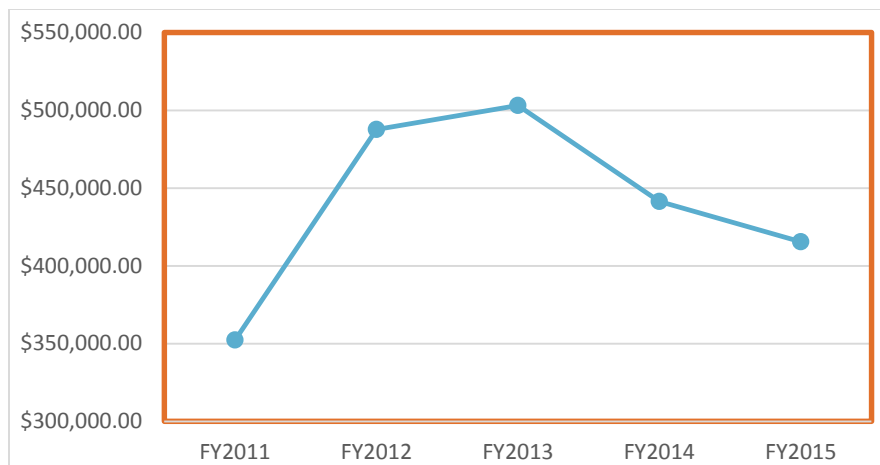
reserves; creating and updating the Library's web pages; establishing and maintaining access to the Library's electronic holdings. The Library's book collection now totals 77,132 volumes. Included in this total are the addition of 1,297 volumes and the removal of 2,082 volumes. An additional 27,189 bound periodical volumes bring the bound volume total to 104,321 volumes. It is worth noting that this bound volume total reflects a reduction in volumes from the previous fiscal year reflecting the completion of a much needed weeding project. There are an additional 355,524 electronic, audiovisual and microform items owned by the Library bringing the total collection to 459,845. The Library's collections were supplemented by materials borrowed through InterLibrary Loan. A total of 814 InterLibrary Loan requests made by Clayton State students, faculty and staff were filled during FY2015. Electronic Resources and Services staff reached out approximately 5,000 times to communicate with users, vendors and library staff in order to support access to the Library's electronic resources. 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. Rhonda Boozer served as chair the Awards Committee of the Georgia Library Association's Paraprofessional Division and as advisor to the Clayton State BCM student organization. Laura Herndon served as Treasurer of the Georgia Association for Instructional Technology, Secretary of the Technical Services Interest Group of the Georgia Library Association and Treasurer of the Clayton State Laker Angels organization. Cathy Jeffrey served as Vice President/President Elect of the Georgia Library Association and as Treasurer of the Georgia Council of Media Organizations. Chris Stotemyer served as Vice Chair/Chair Elect of the Clayton State Student Affairs Committee.

## Library Expenditures

The Library materials budget allocated in July 2014 totaled \$429,000.00. The initial allocation was \$4,000.00 more than the amount allocated for FY2014. During the course of FY2015 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2015 budget was \$415,521.03. This amount reflects a decrease of \$25,870.14 from the materials expenditures of FY2014 and a decrease of \$87,523.08 from the record materials expenditures of FY2013.



After the dramatic increases to the materials budget that occurred in FY2012 and FY2013, the decreases over the last two years are particularly disappointing. The continued decline in FY2015 can be attributed to a number of issues including the disruption caused by the renovation and staff reassignments, changes initiated as the result of canceling standing orders and changes resulting from resetting online resource renewal dates to January instead of July. The Library will need to focus its efforts in FY2016 to accurately predict cost of continuations and to identify funds available for one time purchases. In addition, careful review of the equipment budget to determine maximum funding available for materials should be a priority at the beginning of the new fiscal year.

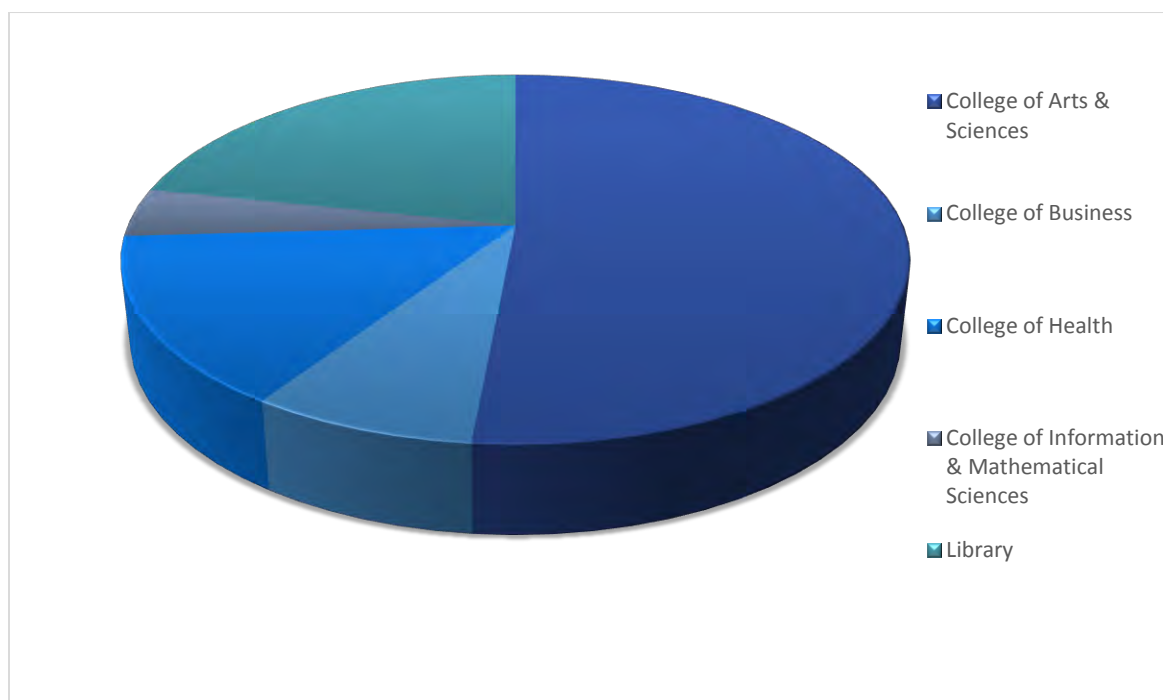
The following tables and graphs illustrate the breakdown of the materials budget by College, Department and material type. For more detailed information on expenditures see Appendix C.

### Expenditures by College/Department

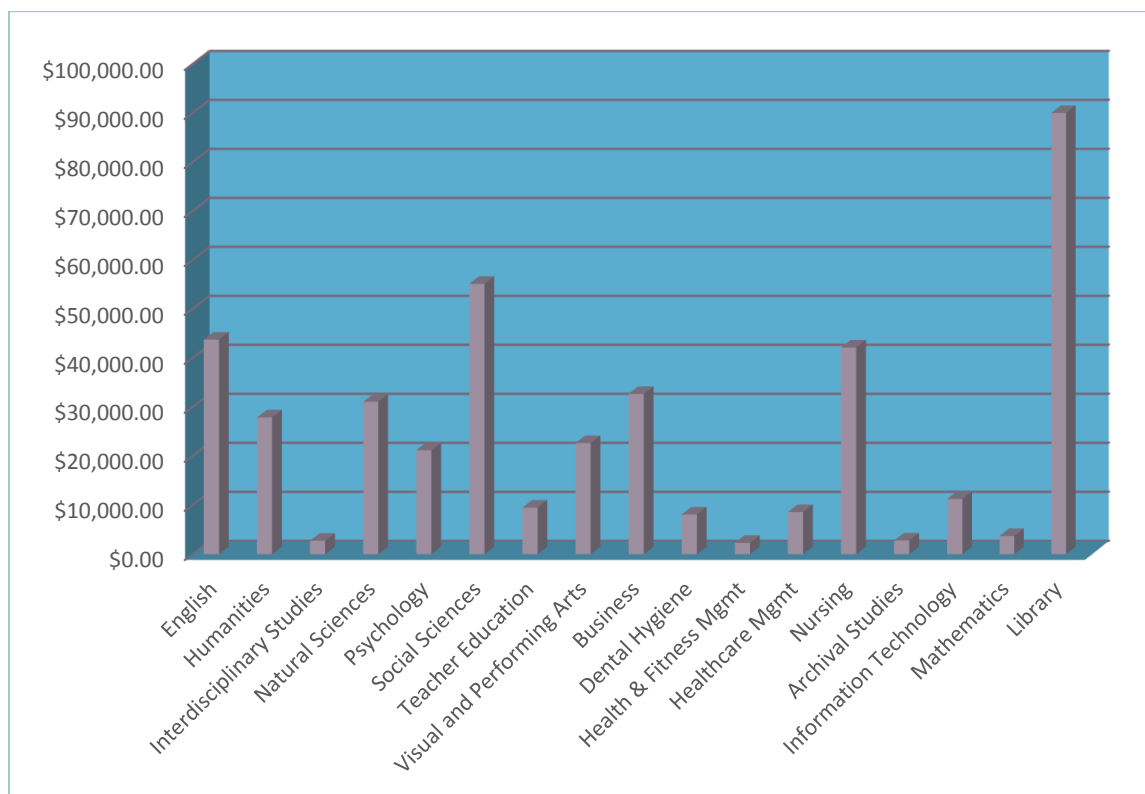
College	Expenditure	Percent of Budget
<b>College of Arts &amp; Sciences</b>		
English	\$43,760.61	10.53%
Humanities	\$27,868.89	6.71%
Interdisciplinary Studies	\$2,734.52	0.66%
Natural Science	\$31,069.51	7.48%
Psychology	\$21,183.32	5.10%
Social Sciences	\$55,149.40	13.27%
Teacher Education	\$9,485.35	2.28%
Visual & Performing Arts	\$22,645.53	5.45%
<b>Total</b>	<b>\$213,897.13</b>	<b>51.48%</b>
<b>College of Business</b>		
	<b>\$32,726.54</b>	<b>7.88 %</b>
<b>College of Health</b>		

Dental Hygiene	\$8,092.37	1.95%
Health & Fitness Management	\$2,310.99	.56%
Health Care Management	\$8,586.11	2.07%
School of Nursing	\$42,141.73	10.14%
<b>Total</b>	<b>\$61,131.20</b>	<b>14.71%</b>
<b>College of Information and Mathematical Sciences</b>		
Archival Studies	\$2,782.81	.67%
Information Technology	\$11,244.92	2.71%
Mathematics	\$3,699.20	.89%
<b>Total</b>	<b>\$17,726.93</b>	<b>4.27%</b>
<b>Library</b>	<b>\$90,039.23</b>	<b>21.67%</b>
<b>Total</b>	<b>\$415,521.03</b>	<b>100.00%</b>

### Expenditures by College

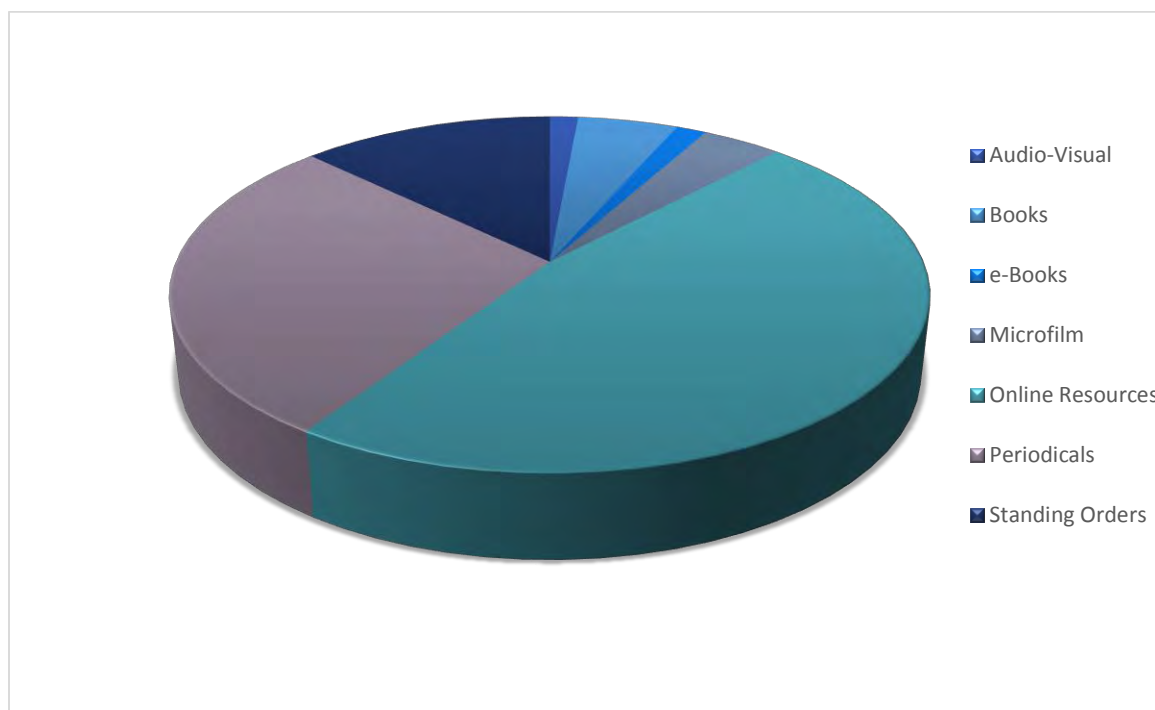


## Expenditures by Department



## Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	\$5,950.69	1.44%
Books	\$21,151.61	5.09%
e-Books	\$6,391.18	1.54%
Microfilm	\$16,736.59	4.03%
Online Resources	\$196,160.39	47.21%
Periodicals	\$115,863.43	27.89%
Standing Orders	\$53,267.14	12.81%



## Electronic Resources and Services Unit.

The Electronic Resources & Services unit celebrated its 1 year anniversary in October 2014. Kara Mullen served as Head of Electronic Resources & Services, Chris Stotemyer served as the Electronic Resources Librarian and Robin Faulkner served as the Electronic Services Assistant.

## Electronic Resources

Electronic Resources & Services established access for 13 resources in FY15:

1. JoVE Science Education, General Laboratory Techniques collection
2. Archives Unbound
3. Confederate Newspapers: A Collection from Florida, Georgia, Tennessee, Virginia and Alabama
4. Correspondence from German Concentration Camps and Prisons
5. Industrial Mobilization in Britain and the Ministry of Munitions, 1915-1918
6. Military Leaders of World War I: Official and Private Papers of Generaloberst Hans von Seeckt
7. Reporting on the Coal Industry: The Coal Trade Bulletin, 1901-1918
8. The Savings and Loan Crisis: Loss of Public Trust and the Federal Bailout, 1989-1993
9. Tiananmen Square and U.S.-China relations, 1989-1993
10. SpringerLink 2015 Behavioral Sciences Collection
11. Psychotherapy.net
12. SciFinder Scholar
13. The Cochrane Library

A major success for FY15 was the eJournals local subscription account activation project. Chris Stotemyer worked with EBSCONET and local publishers to verify access and holdings for 180 titles. The next focus is connecting users to this content from our online search tools to the full text which is often in a separate online location.

Enhancements to our GALILEO @ Clayton State EDS profile include temporary Location field displaying for CSU Catalog records and activation of the *Available in Library Collection (AiLC)* limiter allowing users to discover GVRL content not just title level access.

EZproxy continues to meet the needs for off-campus access to our electronic resources. For FY15, 31,014 users successfully logged in from off campus to search electronic resources, a slight increase from the 29,930 in FY14. We experienced a brief security vulnerability in October 2014 and as a result new measures were adopted to identify compromised accounts by IP address. These are then added to the user.txt file and denied access. Ongoing server maintenance for MaxVirtual hosts limits and port availability was completed to avoid disruption in service.

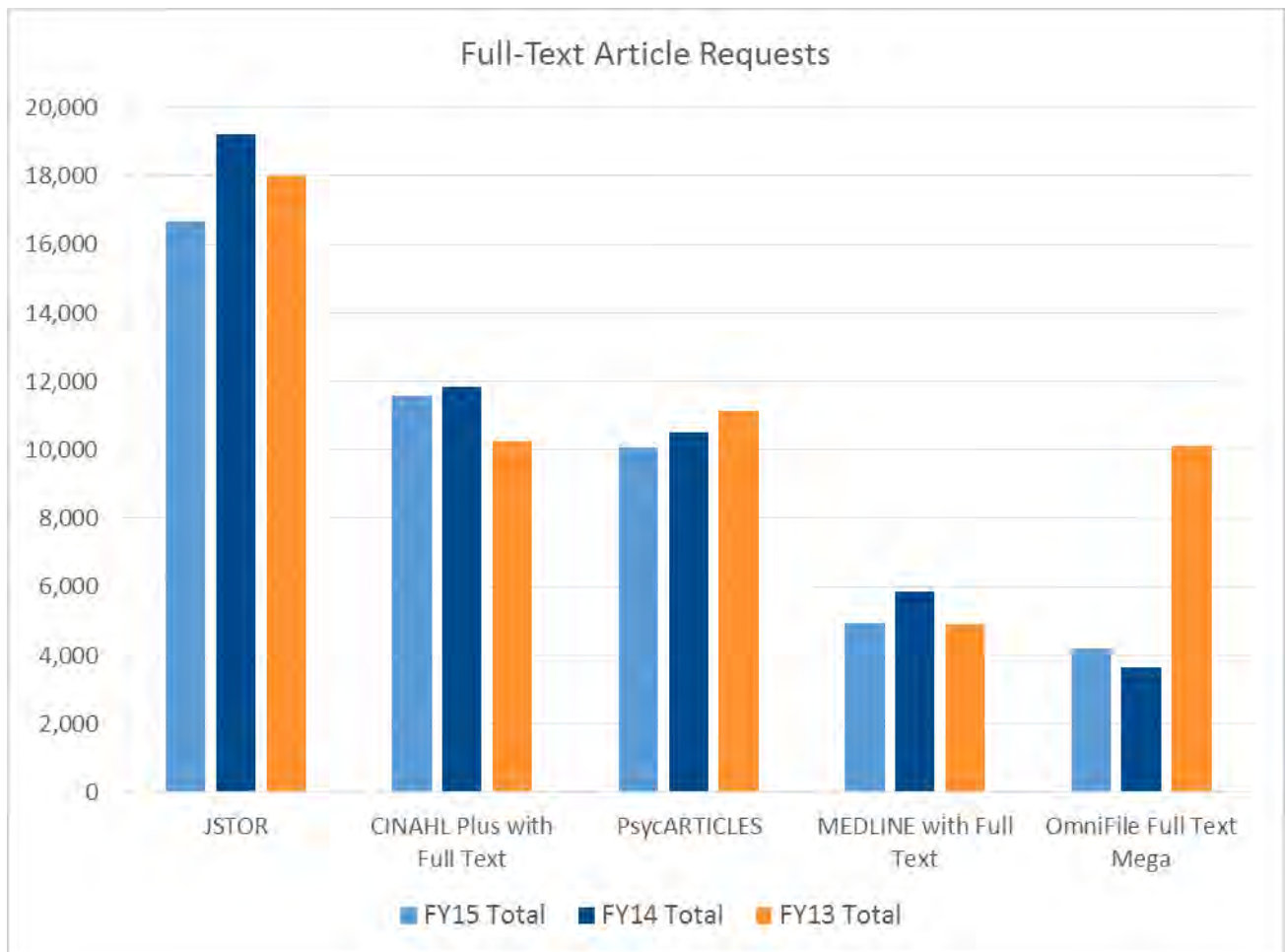
Our usage statistics focus is *full-text article requests* for databases and *full-text section requests* for eBook collections. For this reporting cycle, we are able to compare data from FY13, FY14 and FY15 for our local and cost share resources.

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.

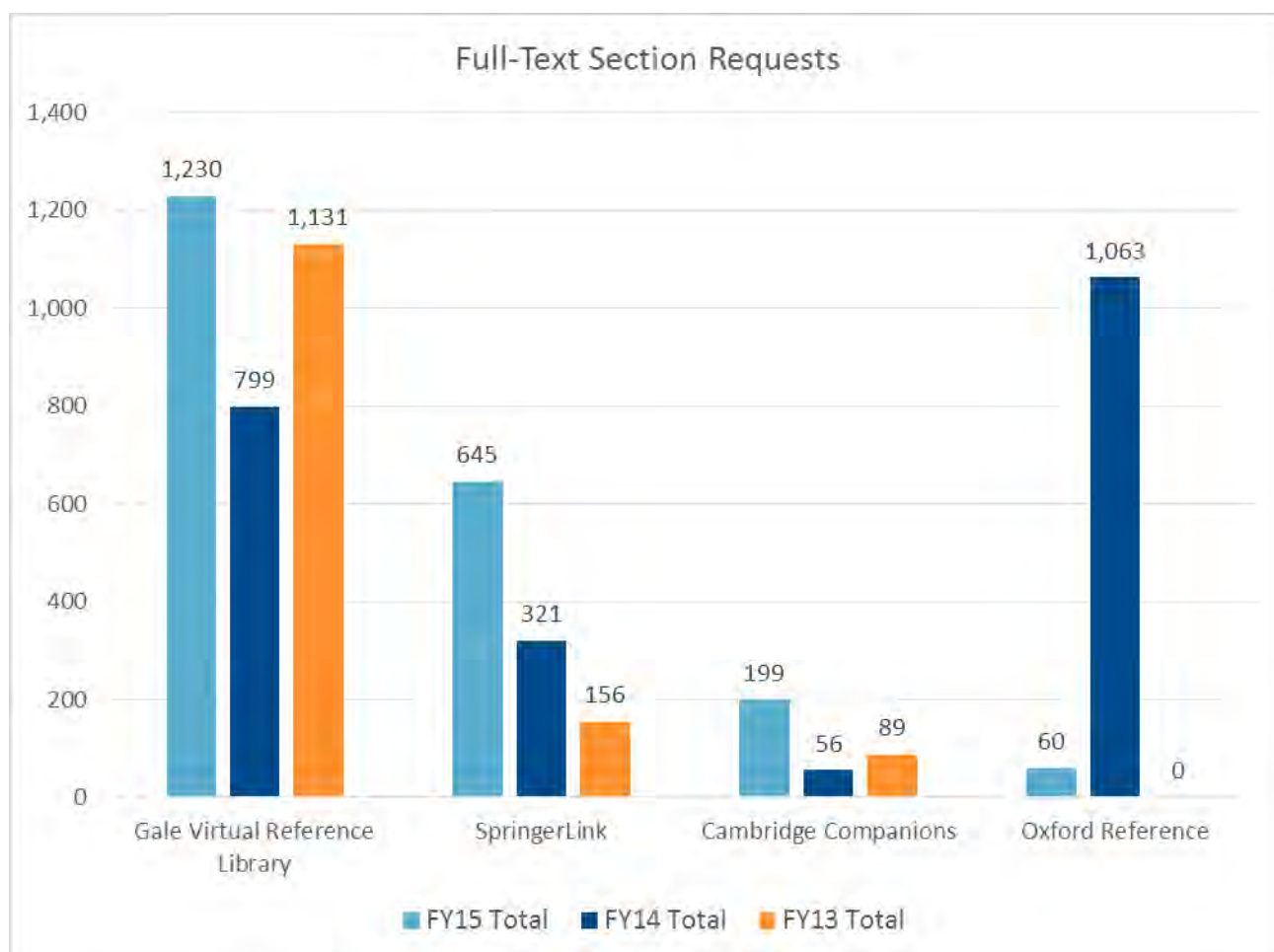
Of the 29 resources reporting, JSTOR continues to dominate as a multidisciplinary database serving many researchers with 16,657 full-text article requests. CINAHL Plus with Full Text follows with 11,571 and PsycARTICLES remains in the third position with 10,065.



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

<b>Full-Text Article Requests</b>	<b>FY15 Total</b>	<b>FY14 Total</b>	<b>FY13 Total</b>
JSTOR	16,657	19,230	17,981
CINAHL Plus with Full Text	11,571	11,853	10,263
PsycARTICLES	10,065	10,503	11,127
MEDLINE with Full Text	4,953	5,849	4,885
OmniFile Full Text Mega	4,195	3,659	10,098
Education Full Text	2,675	2,459	3,860
Communication & Mass Media Complete	2,106	1,228	1,534
Fold 3 Digital Collections	1,642	1,344	1,202
Issues & Controversies	1,550	603	226
Business Insights: Essentials	1,314	187	113
Humanities Full Text	1,280	1,440	2,458
Business Abstracts with Full Text	756	564	1,594
Social Sciences Full Text	669	695	1,750
World News Digest	512	471	239
Literature Criticism Online	432	759	218
CQ Researcher plus Archive	414	482	319
ACM Digital Library	359	79	258
Readers' Guide Full Text Mega	341	526	1,971
Dictionary of Literary Biography Online	289	102	8
Criminal Justice	249	349	-
General Science Full Text	132	125	1,444
PsycTESTS	132	95	-
AtoZtheworld	131	449	-
GenderWatch	103	160	-
IEEE CSDL	79	15	252
Today's Science	18	57	102
BioOne.2	8	8	53
Book Review Index Online Plus	0	12	18
Something About the Author Online	0	3	4

Of the 8 eBook Collections reporting, GVRL leads with 1,230 full-text section requests followed by SpringerLink subject collections with 645 and Cambridge Companions to Philosophy, Religion and Culture with 199 in FY15.



Full-Text Section Requests	FY15 Total	FY14 Total	FY13 Total
Gale Virtual Reference Library	1,230	799	1,131
SpringerLink	645	321	156
Cambridge Companions to Philosophy, Religion and Culture	199	56	89
Oxford Reference	60	1,063	0
CQ Press Library	53	69	93
Salem Press	42	77	17
Cambridge Histories Online	40	43	14
Gale Directory Library	22	6	0

## Electronic Services

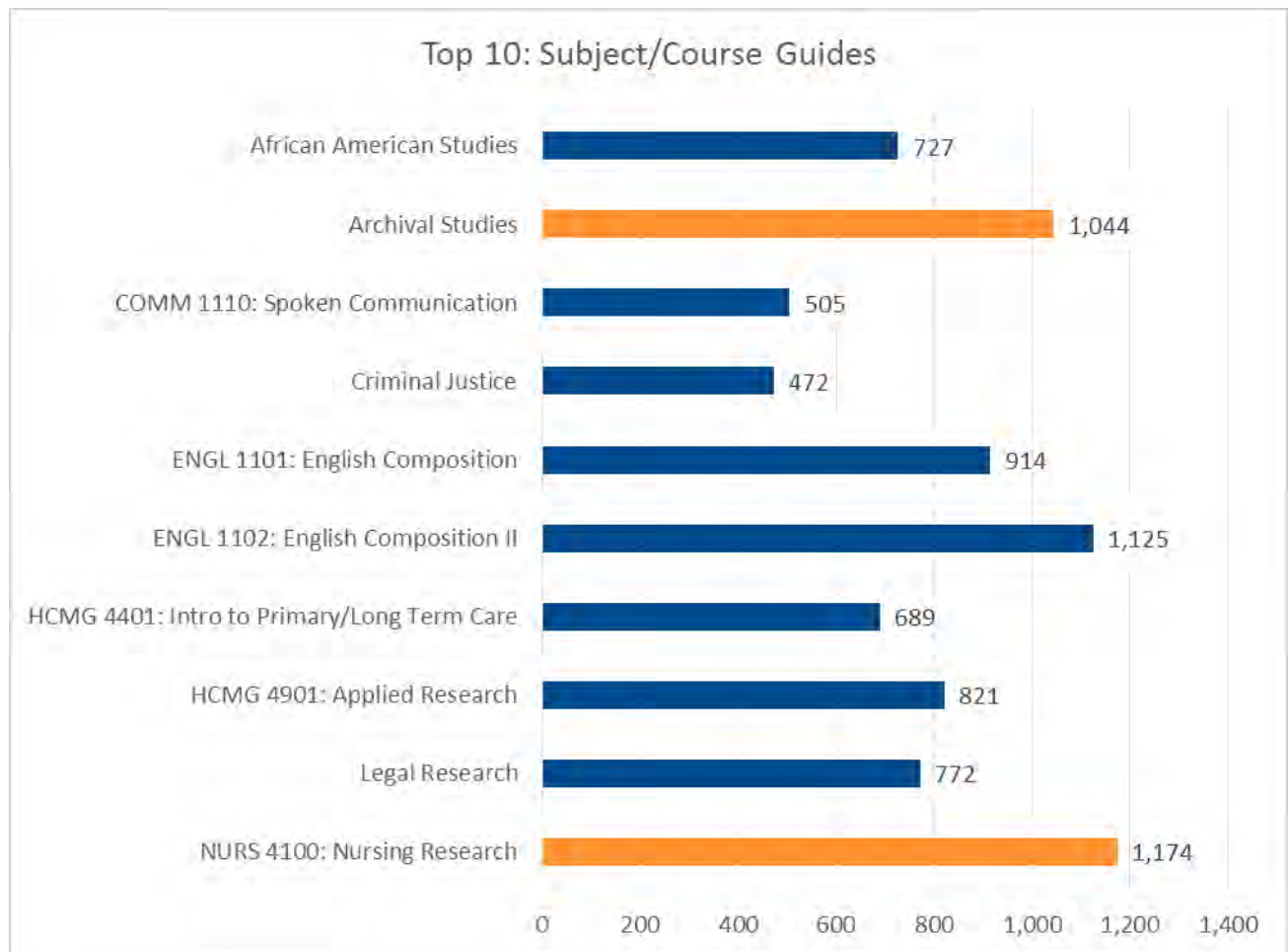
Robin Faulkner, Electronic Services Assistant, with the partnership of Roger Poore, Server Infrastructure Engineer, successfully enabled Group Policy Management for the public desktops. This new management approach gives ERS local control over the public desktops allowing for immediate changes and customization to be in place at point of need. On May 24, 2015 the updated Computer & Network Usage Policy took effect requiring all users to authenticate for computer & network access. Temporary guest accounts are issued for visitors.

ERS contributes to the library's social media platforms. The Clayton State University Library Wordpress blog had 2,903 views and published 59 posts. 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 6 video tutorials to our YouTube Channel. In FY15, 381 renovation photos were added to Flickr.

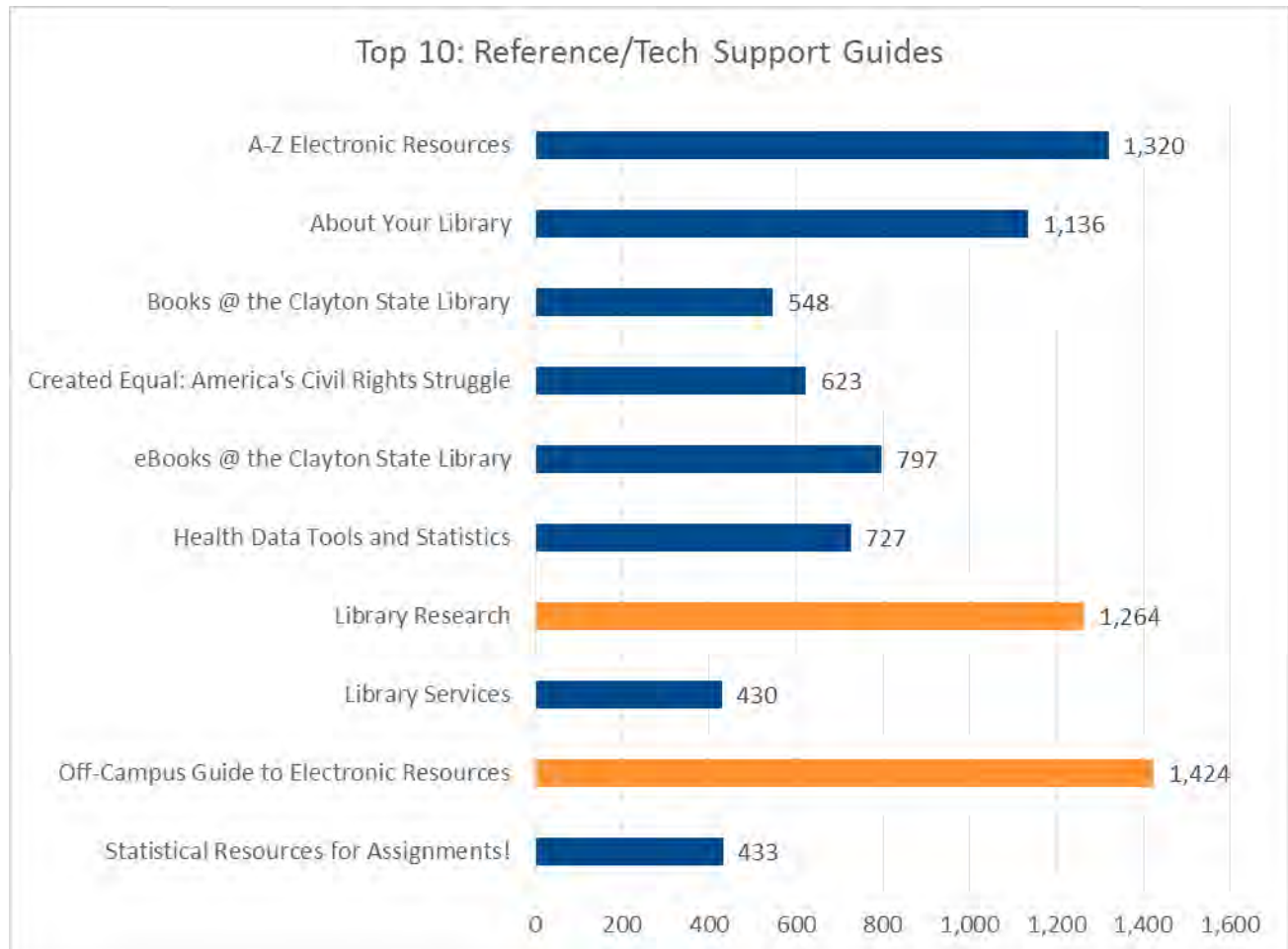
Our Springshare suite grew by two in August 2014 with the addition of LibAnswers & LibChat. Our previous Google Voice SMS phone number and Qualtrics Email a Librarian form were replaced with the new LibAnswers system. LibChat widgets were added to the library's website, SWAN portal, LibGuides, and EBSCO & ProQuest resources. ERS offered training sessions and published multiple how-to-guides for these new products. The migration to LibCal version 2 was completed in December 2014. Minor post migration tasks included branding and CSS styling. ERS supports the Schedule a Research Appointment service by publishing up-to-date librarian availability.

We successfully migrated to the LibGuides version 2 platform in January 2015. We focused on several post migration clean-up projects including: consolidating duplicate links, reclassifying links to database assets, applying guide types, creating friendly URLs, applying CSS styling, and modifying html for search widgets. In addition, ERS hosted several training sessions and best practices forums for library staff.

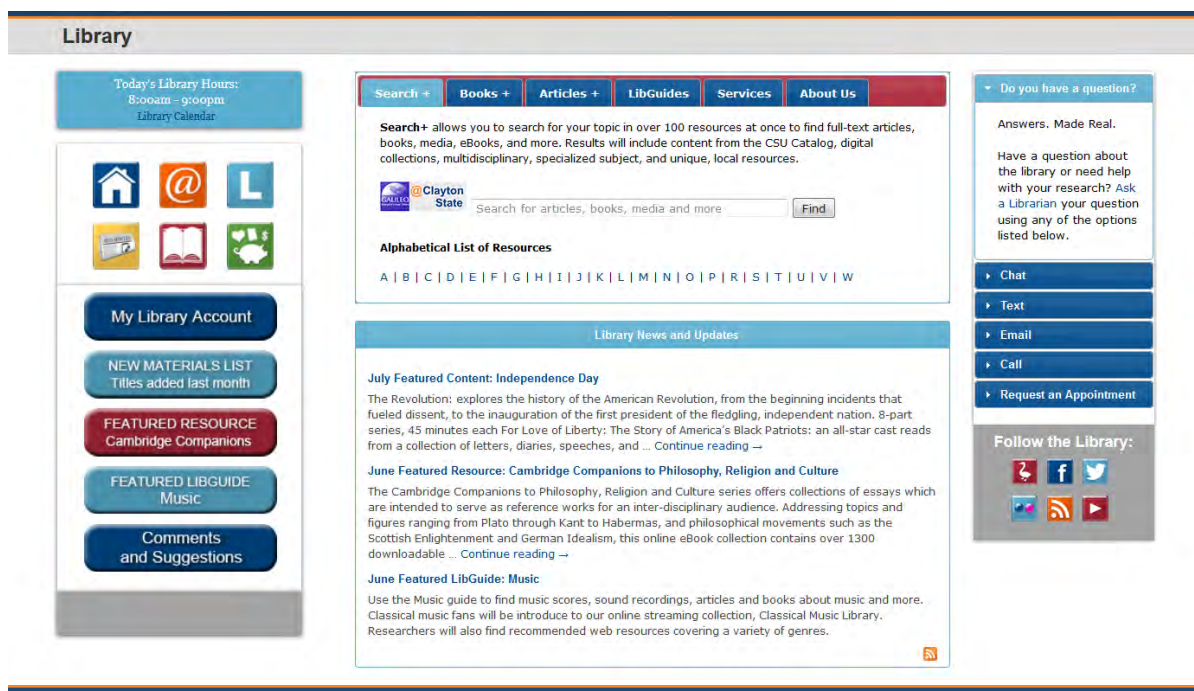
Our LibGuides collection had a total of 26,534 guide views and we added 13 new guides in FY15. LibGuides are introduced to students in instruction sessions and are designed to support research assignments for specific courses. For example, NURS 4100 had the most views with 1,174 followed by ENGL 1102, ENGL 1101, HCMG 4901, HCMG 4401, and COMM 1110. Broad subject guides are published by each liaison librarian to support research topics in their assigned areas. Popular subjects in FY15 were Archival Studies with 1,044 views followed by Legal Research, African American Studies, and Criminal Justice.



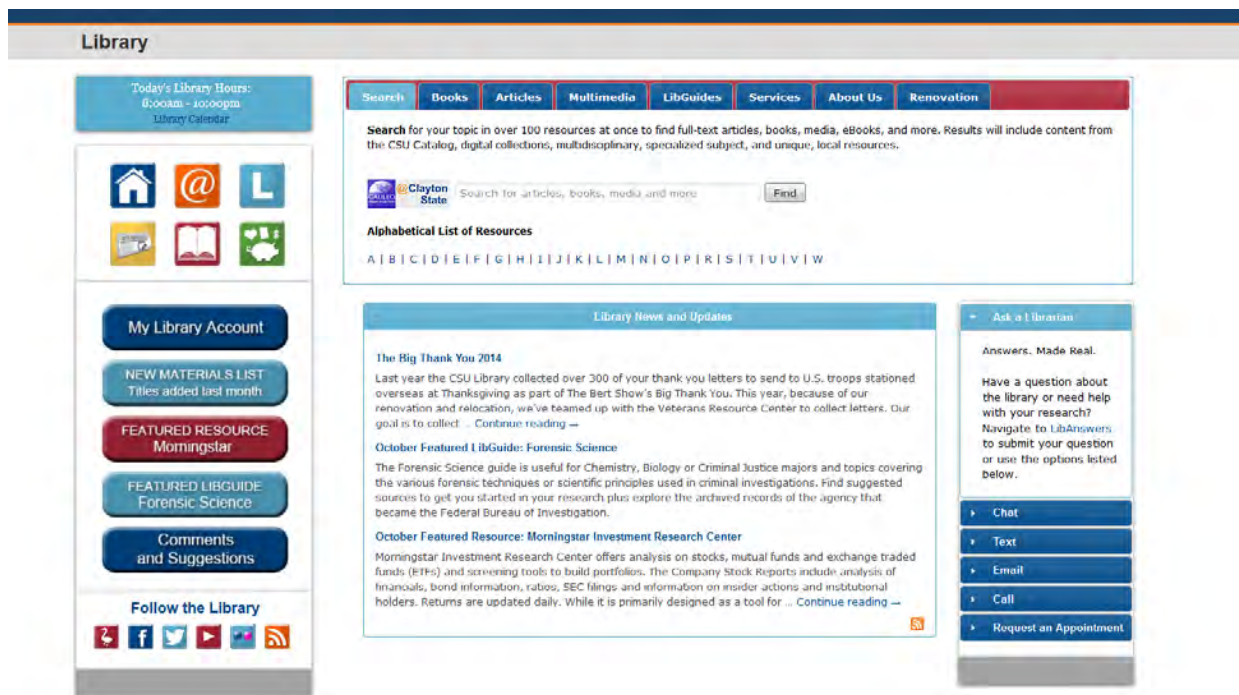
General Reference and Tech Support guides were just as popular for our users. For example, the top support guide with 1,424 views was Off-Campus Guide to Electronic Resources. This guide offers tips to common errors, alerts to outages, and instruction on how to access resources from off campus. The top general reference guide with 1,264 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.



The library's website celebrated its 1 year anniversary in September 2014. Minor changes were made to the website during FY15. For example, in August the social media applications moved from the right column to the left column, new Multimedia and Renovation tabs required a layout modification and the Do you have a question? text was updated to reflect the new LibAnswers, Ask a Librarian service.

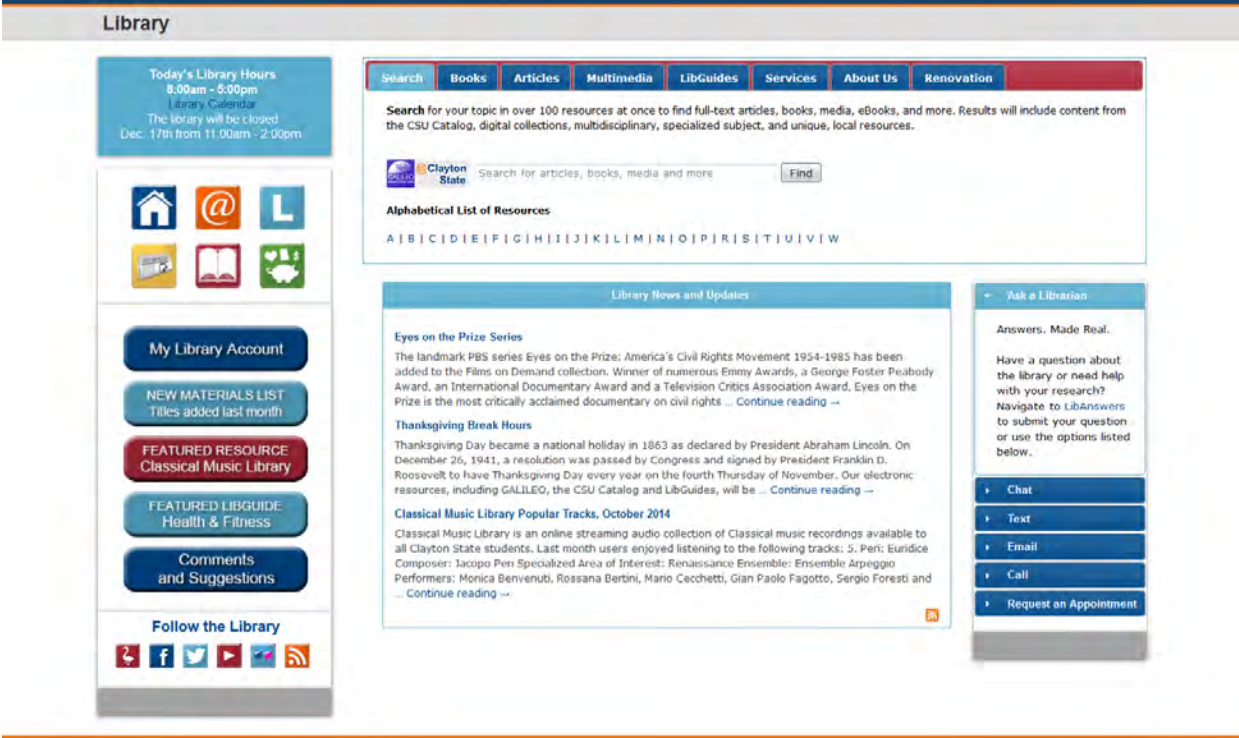


July 2014



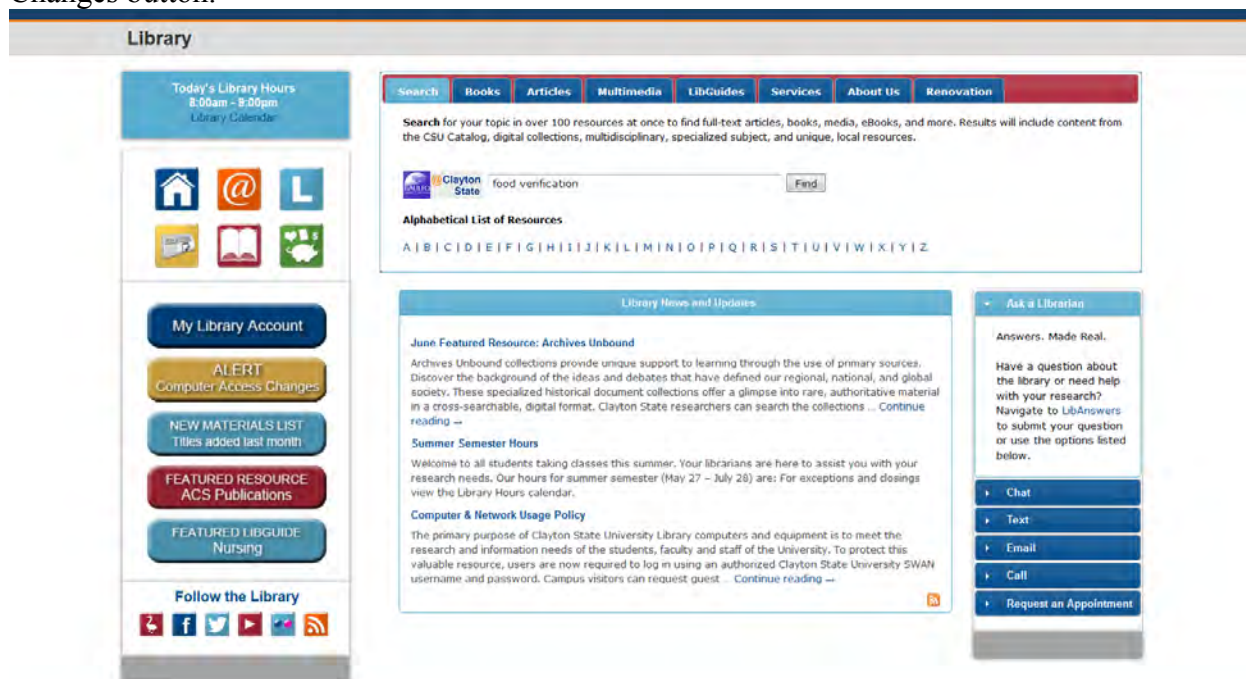
August 2014

In December we replaced the DNN calendar with a calendar widget from LibCal.



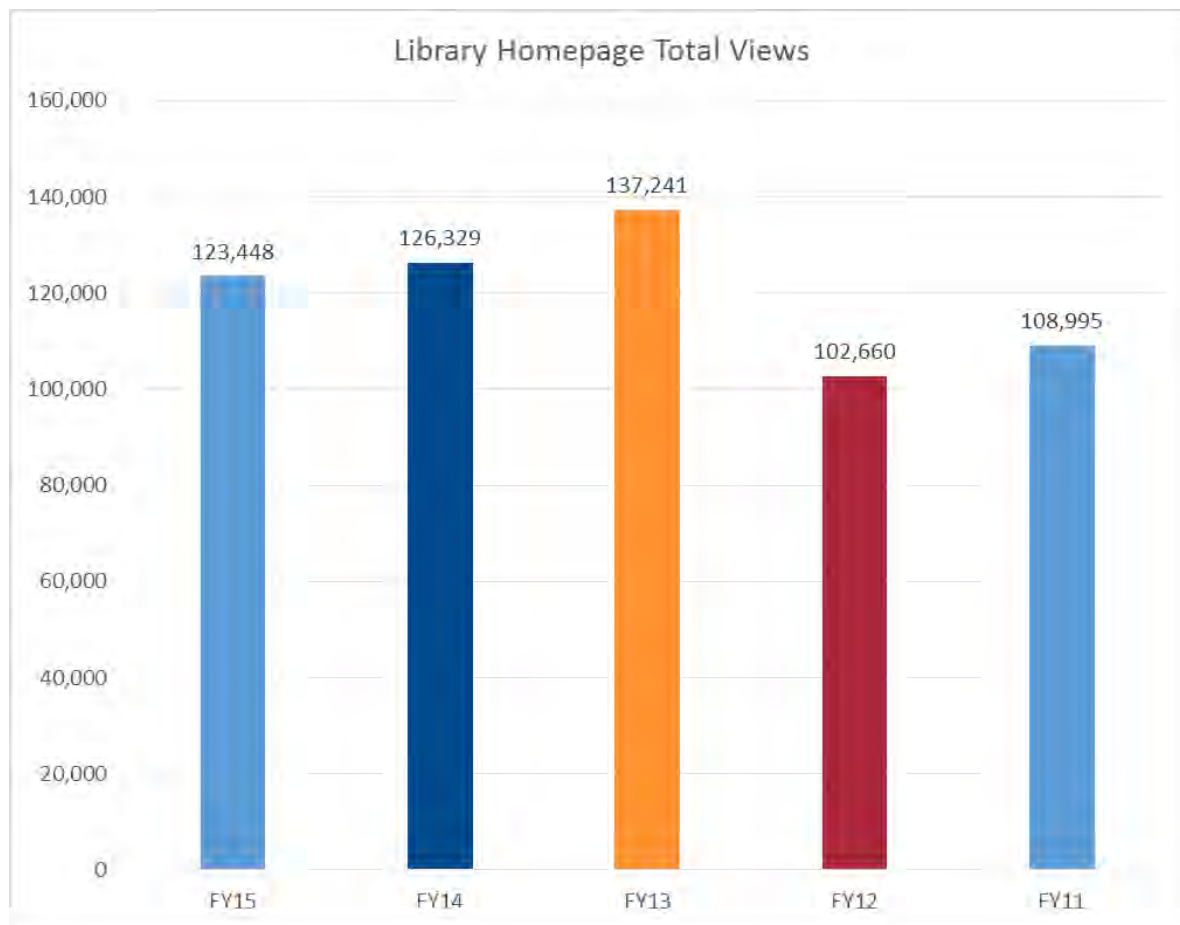
December 2014

In May we replaced the Comments and Suggestions button with an Alert: Computer Access Changes button.



May 2015

Our virtual library serves the Clayton State academic community 24/7. Users visited the homepage 123,448 times for FY15, which remains consistent with previous years.



## Accomplishments

Below are highlights of the Collection and Resource Management Department activities for FY2015. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

Adam Kubik received his ten year service award.

Cathy Jeffrey and Kara Mullen developed and executed a plan to relocate the Library's Circulating, Periodical, Reference, Legal, Juvenile and AudioVisual Collections to the renovated space on the lower level of the Library building. Laura Herndon assisted with the planning of the move of the Periodical Collection. Preparation for the move included meetings with representatives of Flood Brothers moving company and required careful analysis of the collection and an understanding of the configuration of the new space. As a result of careful planning the move was accomplished with few unexpected problems.

Two separate projects resulted in the migration of print journal titles to electronic format. Chris Stotelmyer completed a project to identify print journals in the areas of Health and Science that were available full text on line through Clayton State databases. Chris recommended canceling these titles and using the savings to subscribe to two additional databases that would support the Health and Science curriculum – SciFinder and Cochrane Library. In the second project print subscriptions of journal titles published by Elsevier were transitioned to on-line at no additional cost.

Adam Kubik chaired the Search Committee for the Reference and Instruction Librarian position. Chris Stotelmyer and Laura Herndon served on the committee.

Department staff created, reviewed and updated department policies and procedures. Kara Mullen, Chris Stotelmyer and Robin Faulkner worked on policies and procedures for electronic resources and services. Cathy Jeffrey reviewed the Collection Development policy as a whole and Kara also extensively revised the Electronic Resources section of the Collection Development policy including drafting a new policy on open access materials. Rhonda Boozer worked on policies and procedures for interlibrary loan and course reserves. Adam Kubik worked on the Cataloging and Authority Control sections of the department manual. Cathy Jeffrey worked on the acquisitions section assisted by Heather Walls who also updated the Processing and Book Repair sections. Laura Herndon reviewed the section on Periodicals. It is hoped that all sections will be updated and mounted to the Library web site by the end of July.

After years of multiple failed approaches for managing our public desktops, Robin Faulkner with the partnership of Roger Poore from ITS, has successfully implemented a management practice that is sustainable. This new management approach gives ERS local control over the public desktops allowing for immediate changes and customization to be in place at point of need. In addition security measures were put in place for the public computers requiring all users to log into the network. Clayton State students and faculty log in using their Clayton State network credentials. Community users are issued temporary log-in IDs and passwords.

Significant progress was made in the management of Electronic Resources. Chris Stotelmyer assumed full responsibility for e-book and e-journal management. Responsibility for electronic resource cataloging was transferred to Adam Kubik and Laura Herndon. Collection Management staff worked to establish new procedures for ordering, managing access and cataloging all electronic resources.

Electronic Resources and Services upgrade several Library services including: replacing the Zoho chat widget with the new LibChat service; the text message phone number and Qualtrics e-mail a Librarian services were replaced by the LibAnswers system; negotiated and implemented the installation of full Microsoft Office suite on the Galileo desktops eliminating the ongoing battle of viewing and printing documents; completed the migration to LibGuides version 2.

The Department received and began processing 534 audio CDs from the collection of Adrian Hunter.

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 teams; by participating in the Affordable Learning Georgia initiative; by actively participating in the Georgia Library Association.

## Personnel

During 2014/2015, the Collection and Resources Management Department was reorganized making significant changes to two positions. One staff position was reassigned to the Circulation Department; Heidi Benford who had served as the Acquisitions Assistant for many years accepted the position of Executive Assistant to the Dean; the acquisitions assistant and cataloging assistant positions were combined with Heather Walls accepting the additional responsibilities of the acquisitions assistant. Other positions in the department remained stable.

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 Stotelmyer, Electronic Resources Librarian. The two staff positions were held by Rhonda Boozer, InterLibrary Loan and Reserves Assistant; Heather Walls, Catalog & Acquisitions Assistant. For more information on the work of the permanent staff see the Staff Accomplishments section of this document.

Emily Mercer continued as the Department's student assistant. 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.

## Staff Accomplishments

### Rhonda Boozer



#### Successes

Completed end of semester Interlibrary Loan inventories.

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

Participated in the review of Collection Management Policies as part of the Campus wide audit. Revised policies and procedures related to InterLibrary Loan and Course Reserves.

Participated in the department's move to new permanent space on the lower level of the building. Assisted with the move of the collections to the new compact shelving as needed. Took a leadership role in resolving punch list items left hanging following the lower level renovation. Met with Facilities Management staff and others for a walkthrough to identify remaining work that needed to be done

Accepted responsibility for opening the Library one day each week.

Added 386 reserve items.

Removed 417 items from reserves.

Processed 1947 interlibrary loan requests.

Filled 192 ILL requests with CSU content.

#### 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. 1-3, 2014 in Augusta, Ga. Presented the GLA Paraprofessional Grants to four award winners.

### Meetings, Workshops, Training

Completed annual required training including: FERPA Training; Review of Employee Handbook, Right to Know, Ethics, Security Awareness, Campus Vehicle Use, Sexual Harassment.

Attended a Virtual OCLC Worldshare ILL and Illaid User Group meeting, July 15, 2014.

Attended the ALG Textbook Transformation Grant Webinar, Aug. 15, 2014.

Attended MakerCamp Partnerships, Polyectic Acid and Payouts webinar.

Attended High Density Shelving training, Sept. 29, 2014.

Attended an online OCLC Interlibrary Loan Update and chat with the OCLC team.

Attended a presentation on the “Fish Philosophy” of customer service.

Attended Today’s Student Research, Simmers, Scanners and Efficiency Seekers, Jan. 28, 2015.

Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.

Attended OCLC ILL Statistics, The Power of Data to Help You Rule Your ILL World, Feb. 26, 2015.

Attended an OCLC webinar: Simplifying Circulation and Course Reserves: a Detailed Demo of WorldShare circulation.

Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24, 2015.

Attended a Courier Training webinar, June 23, 2015.

### Institutional Participation

Served as a panel member for a Grievance Board of Review Hearing.

Participated in the interview process for the Evening Circulation Assistant Position.

Participated in events on campus including: New Fiscal Year Party; volunteered at the Clayton State Housing Move-in Day; AJC Top 100 Workplaces and SACS Celebration; attended the Benefits Fair

Participated in Library staff events including; planning for Jennifer Duke’s farewell party.

## Robin Faulkner



### Successes

Served as the Library's primary web editor updating and improving pages as needed.

Maintained library equipment and software including:

- updating student workstations in circulation and archives.
- surplused computers and peripherals as needed.
- managed the Library staff migration to Microsoft 365
- assisted with the migration to LibGuides version 2 which necessitated several LibGuide clean-up projects including, creating friendly urls, modifying html for search widgets, CSS styling clean-up, reassignment of guide owners, reclassification of content types and preliminary testing.
- Created customized LibGuides and LibAnswers homepages with Bootstrap/HTML/CSS
- updated the Library homepage "hours" widget to the more efficient LibCal calendar widget.
- Created various video tutorials including "Locate a Permalink," "Create an EBSCO Account," "EDS Single Search" and "Search Academic Search Complete."
- installed software update on ScanPro 3000.
- Began the update process for selected staff computers
- Supported staff transition to Microsoft Office 2013
- Managed library hardware and software, surplused as needed.

Worked with Kara Mullen and OITS staff on several projects.

Resolved a major problem with the public desk tops imaging. Successful completion of this multi-year effort resulted in Library computers presenting a uniform appearance and information to users. This new management approach also gives Library staff local control over the public desktops allowing for immediate changes and customization to be in place at point of need.

Developed new security access protocols for the Library's public computers. Users, including community users, are now required to login into the campus network in order to gain access to library resources.

Took a leadership role in the adoption of Group Policy Management for the public computers. To that end, received training from Roger Poore on Active Directory and jointly tested Group Policy management for library and university-wide utilization.

University Information Technology Services extended rights to Robin Faulkner allowing her to manipulate the Active Directory Users and Computers, which will enable her to manage the library public computers in a more efficient manner.

Participated in discussions regarding hardware for the new Information Commons.

Participated in the department's move to new permanent space on the lower level of the building. Coordinated the move of computers to the lower level including 16 staff computer work stations and 21 shared workstations available for public use. This project included disconnecting and moving staff and public computers and peripherals to a temporary storage location and subsequently moving the equipment to the new locations and reconnecting the computers and the peripheral equipment. Ms. Faulkner also moved administrative and archives computers and peripherals to L-200. Took a leadership role in resolving punch list items left hanging following the lower level renovation. Met with Facilities Management staff and others for a walkthrough to identify remaining work that needed to be done.

As part of the Campus wide audit, participated in the project to create policies and procedures for the management of Library electronic resources and the delivery of electronic services.

Collaborated with Joan Taylor in the development of a library New Faculty Brochure coordinating her work with Printing and Media Services Department and the Office of Marketing and Communications.

Created university Office instructional video, SharePoint Favorites Tutorial.

Accepted responsibility for opening the Library two days each week.

Made 3,019 contacts with vendors or technical support personnel

Communicated 49 times with users or staff through e-mail or social media

Contributed 268 items to content development

Ran 519 reports.

### Professional Development

Georgia Library Association (GLA)

GLA Member

Student Media Festival volunteer.

Attended GLA Mid-Winter Planning Meeting, Jan. 16, 2015.

Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga.

Presented a training session for Library staff on LibGuides Image Manager, June 15, 2015.

### Meetings, Workshops, Training

Completed Clayton State University required training courses for 2014: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, Sexual Harassment Training. Completed required 2015 IT training and bring your device to work certification.

Attended a webinar: Net neutrality, recent changes in legislation, July 30, 2014.

Attended LibChat/LibAnswers/LibCal training presented by Kara Mullen, Aug. 5, 2014.

Attended LibGuides Admin Training 1-3, Aug. 5, 7-8, 2014.

Attended a model classroom presentation, Sept. 5, 2014.

Attended Five Skills to Help You Discover, Use and Share Great Digital Tools for Learning, Sept. 22, 2014.

Attended High Density Shelving Training, Sept. 29.

Attended the Georgia Educational Technology Conference, Nov. 5-7, 2014.

Attended LibGuides version 2 Admin 1: Setup and Organization training, Dec. 3, 2014.

Attended LibGuides version 2 Admin 2: Customization and Styling Training, Dec. 4, 2014.

Attended LibGuides version 2 Admin 3: Customizing Layout Templates Training, Dec. 5, 2014.

Attended LibGuides version 2 Best Practices Training, Dec. 10, 2014.

Attended LibGuides 2 training for Library staff, Jan. 5-7

Attended “Fish Philosophy” customer service training, Jan. 21, 2015.

Attended Bill Gruszka’s Town Hall Meeting, Feb. 11, 2015.

Attended the Campus Technology Showcase, Feb. 11, 2015.

Installed and learned to use an Oracle VM Virtual Box Machine.

Attended the MicroNugget: Windows 8.1 AppLocker webinar, April 8, 2015.

Attended a SharePoint list and workflow demonstration with Roger Poore, May 7, 2015.

Attended a meeting on Computer Network and Usage policy, May 21, 2015.

Attended a webinar, *How to Deploy Office 365 ProPlus to Managed PCs*, May 28, 2015.

Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24.

Attended an Office 365 Workshop presented by the HUB, June 23, 2015.

### Institutional Participation

Laker Angels member

SWAN Replacement Committee member

Served as an usher during the Annual Faculty Staff Awards Ceremony.

Served as a panel member for a Grievance Board of Review Hearing.

Participated in Library staff events including: participation in National History Day activity with students from Stockbridge Middle School; volunteered at the Library’s Department Day table; assisted with set-up for the Helen Ruffin Reading Bowl and volunteered during the event; attended the Spring Break Library Luncheon.

Participated in events on campus including: the New Fiscal Year Party; staffing the Library table at a campus informational event; attended a campus Ice Bucket Challenge Event; Faculty Staff Fund Drive Hot Dog Rally; the Employee Benefits Fair including volunteering at the Laker Angels table; attended the University budget meeting; attended the annual Chili Cook Off; attended Laker Angels Holiday Party; attended Chick-Fil-A Express ribbon cutting ceremony; attended the Open Budget Meeting; attended the first YamJam on Office 365 and participated in other YamJam meetings.

### Community Service

Henry County Student Media Festival volunteer.

Laura Herndon



### Successes

Worked to incorporate serial cataloging and participation in e-journal management into her existing assignments. Received training in managing serial title changes and worked to eliminate a backlog of these titles. Also received training in the creation of serial check-in records. Assumed full responsibility for preparing the bindery list for uploading to the Library's web page.

Managed print periodical titles including: reviewing invoices; participating in periodical retention decisions; forwarding extra issues to Absolute Backorder to maintain discount available for their fulfillment service; made improvements to periodical holdings in Voyager and on OCLC; straightened and rearranged bound periodicals on the shelves as needed; served as the administrator of the Library's Ebsconet service; resolved serious discrepancies between current pricing and our 2015 periodical invoice resulting in a credit for \$7,639.36; provided information about periodical subscriptions to other staff members as needed;

Began a project with Erin Nagel to assess our current print and microfilm periodical subscriptions.

Participated in the department's move to new permanent space on the lower level of the building. Assisted with the move of the collections to the new compact shelving as needed.

Participated in a project to move print science journal subscriptions from Elsevier to electronic format available through the Science Direct platform.

Canceled microfilm titles that are adequately covered by our online resources.

Assisted with the relocation of the Periodical Collection to the new high density shelving on the first floor including planning for shelving of oversize volumes and reviewing the periodical shelves to correct problems resulting from the move.

Participated in the review of Collection Management Policies as part of the Campus wide audit. Revised policies and procedures related to Periodicals.

Participated in the Library Liaison initiative by beginning to build relationships with the Biology Department faculty including notifying faculty regarding new content in their area; evaluating mildew contaminated books in the science classifications of the Reference Collection; preparing

orders for new materials to support biology classes. Also participated in the development of Library LibGuide templates.

Assisted the Public Services Department in covering Reference Desk hours. Also assisted in covering the circulation desk when needed.

Accepted responsibility for opening the library one day each week.

Participated in the development of a rank structure for Clayton State Librarians and for the establishment of criteria for the promotion of librarians to a new rank.

Filed updates into reference and legal volumes.

Processed 77 claims/requests for missing periodical issues.

Prepared 417 volumes for shipment to the bindery and received and processed them when returned.

Added 28 rolls of microfilm to the collection.

Served 172 hours in public services functions.

### Professional Development

Georgia Library Association (GLA)

GLA member

Secretary of the GLA Technical Services Interest Group

Georgia Association for Instructional Technology (GAIT)

GAIT member

GAIT treasurer

Georgia COMO Planning Committee

GAIT representative.

Attended the GaCOMO conference held Oct. 1-3, 2014 in Augusta, Ga.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 16, 2015.

Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga.

Served as a judge at the Georgia Student Media Festival.

### Meetings, Workshops, Training

Completed Clayton State University required training courses for 2014: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, Sexual Harassment Training. Also completed CSU Security Practices Training, CSU Security Threats Training, CSU Securing Portable Devices Training, and CSU Sensitive Data Training and the Bring Your Device to Work certification.

Attended LibChat/LibAnswers/LibCal training presented by Kara Mullen, Aug. 5, 2014.

Attended High Density Shelving training, Sept. 29, 2014.

Attended a webinar: Ebola and Other Infectious Diseases: The Latest Information from the National Library of Medicine, Dec. 12, 2014.

Attended LibGuides Basics 1 & 2 Training sessions, Dec. 15-16, 2014

Attended Data Planet Statistical Datasets product overview webinar, Dec. 16, 2014.  
 Attended LibGuides version 2 training for library staff, Jan. 6, 2015.  
 Attended “Fish Philosophy” customer service training, Jan. 21, 2015  
 Attended a presentation on the OvidSP interface presented by Tommy Smith, Jan. 28, 2015.  
 Attended Bill Gruszka’s Town Hall Meeting, Feb. 11, 2015.  
 Attended the Campus Technology Showcase, Feb. 11, 2015.  
 Attended an online demonstration of the ExLibris Alma Library Management System, Feb. 23, 2015.  
 Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.  
 Attended an AtoZ Business Database demonstration, March 27, 2015.  
 Attended Digital Humanitarians: How Big Data is Changing Humanitarian Response webinar, April 9, 2015.  
 Attended the Credo Reference demonstration, April 13, 2015.  
 Attended Advanced PubMed Tips, Tricks and Tools webinar, April 16, 2015.  
 Attended a presentation on STAT!Ref given by the vendor’s representative Elisha Reasor, May 13, 2015.  
 Attended a meeting on Computer Network and Usage policy hosted by Kara Mullen, May 21, 2015.  
 Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.  
 Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24.

### Institutional Participation

Faculty Senate member  
 Security Enhancements Committee member  
 Student Affairs Committee member  
 Served as a member of the Reference and Instruction Librarian Search Committee.  
 Participated in the interview process for the Evening Circulation Assistant Position.  
 Participated in LibGuides discussions.  
 Treasurer of the Laker Angels organization.  
 Security Enhancements Committee member.  
 Served as an usher during the Faculty/Staff Awards ceremony.  
 Participated in Library staff events including: participation in National History Day activity with students from Stockbridge Middle School; attended the luncheon celebrating 100% Faculty/Staff Fund Drive participation; attended the Library Holiday Luncheon; volunteered at the Library’s table during Department Day; volunteered at the Library’s table at the Care and Majors Fair; birthday celebrations; National Library Week craft workshop.

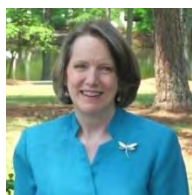
Participated in events on campus including: staffing the Library table at a campus informational event; attended the Fall Faculty meeting; attended the Topping Off Ceremony for the new Science Building; attended the Benefits Fair including volunteering at the Laker Angels table; volunteered at the faculty/staff fund drive Hot Dog Rally; attended the AJC Top 100 Workplaces and SACS Celebration; attended the Laker Angels Holiday Party; attended a presentation in the Visiting Writers Reading Series: The Seeds of a Productive Blog presented by Becky Godlasky; attended presentations of the candidates for the Provost position; attended the open budget

meeting; attended the Senior Send Off event; attended the Vendor Expo; attended the end of year faculty/staff reception; attended spring commencement ceremonies; participated in Yammer Office 365 YamJam; attended a Laker Angels luncheon.

#### Community Service

Volunteered at the Henry County Media Festival.  
Served as a judge at the Georgia Media Festival.

## Cathy Jeffrey



### Successes

As Head of the Collection and Resource Management Department:

- Completed administrative functions including preparation of the annual report, distributing monthly reports in a timely manner, providing statistical information as needed for ACRL, IPEDS and other reports, and preparing and reviewing annual evaluations. Also met with vendor representatives to discuss products and services offered including; Met with vendors as needed in person or virtually including Jason Ender of Thomson-West; Mary Miller of ProQuest; Andrew Anc of Elsevier, Joann Moore of Baker & Taylor.
- Led the Department staff in a complete review of Department policies and procedures focusing on updating policies to be in line with current practice and developing written policies in areas where policies have been determined but not compiled into a written format. Some new policies developed included: Hours of Operation; Emergency evacuation. Personally reviewed and updated the Acquisitions section of the Department manual and the Library's Collection Development policy.
- Oversaw the participation of Collection and Resource Management staff in reference service duties with Collection and Resource Management staff scheduled to work the Reference Desk 20 hours per week during spring semester. Reference Desk duties included covering one evening per week during fall semester and two evenings per week during spring semester. Personally participated in reference services by working regularly scheduled hours at the reference desk including volunteering for some evening shifts.
- Successfully managed the Library materials budget including reconciling the FY2014 accounts with the Business office and overseeing the FY2015 Materials Budget including the creation of the Voyager ledger for FY2015 and spreadsheets used for reporting. Also assisted Gordon Baker in preparation of anticipated expenditures as required by the Business Office. Worked to resolve problems resulting from the expiration of the previous West Library Plan agreement.
- Administered the Voyager System including: ran end of fiscal year circulation reports for the Public Services Annual Report; loaded Voyager on staff workstations as needed including upgrading staff workstations to Voyager 9; administered student patron loads each semester and Faculty/Staff patron loads monthly; updated the Voyager calendar and the Galileo password each semester; added a new locations for oversize materials, newspaper/casual reading, and circulating equipment; ran shelflist and historical charges reports in classes Q and R for Chris Stotemyer; downloaded and installed Voyager 9 client on staff workstations; investigated and resolved a problem encountered during the spring semester student patron loads.

With Kara Mullen planned and oversaw the move of the Library Collections to their new permanent or temporary locations on the renovated first floor. Included in this project were: meetings with representatives of Flood Brothers Moving Company; meetings with facilities management staff; meetings with other vendors and campus personnel; the replacement of bound periodical volumes with duplicate microfilm copies; post move adjustment of the reference collection.

Planned for and oversaw the move of the Collection Management staff to new permanent space on the first floor of the library. Included were planning for furniture placement in the shared spaces; making adjustments for the cancellation of some expected new furniture deliveries; encouraging staff members to pack and unpack in a timely manner.

Provided training for new and reassigned staff members including: training for Heather Walls in the use of the Voyager Acquisitions system and in ordering procedures; training for new librarians, Laura Herndon, Chris Stotemyer, Thomas Jackson and David Greenebaum in the ordering process and in the use of Baker & Taylor Title Source III; training for Laura Herndon in Serial and the creation of predictive patterns for use in serials check-in.

Worked with Kara Mullen and Gordon Baker to establish procedures for complying with University contract and license agreement policies.

In response to problems encountered during a fire alarm, Cathy Jeffrey updated evacuation procedures to include new staff and adjust for the move to the lower level. She distributed the document to Collection Management staff and led a discussion emergency and evacuation procedures. It is the goal of the Collection Management Department to assist in the efficient evacuation of the building when required to ensure the safety of both staff and students.

Continued serving 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 a report to the Regents Academic Committee on Libraries (RACL) Other responsibilities this year included participation in conference calls and web meetings with librarians from other consortia who have already migrated to next generation systems. These included a conference call with Ann Miller of the Orbis Cascade Alliance.

With Chris Stotemyer, Adam Kubik, Laura Herndon, Heather Walls and Kara Mullen completed the transition of electronic resource management to Chris Stotemyer establishing new workflows for ordering and cataloging electronic resources.

Accepted responsibility to serve as the Library's point person for the campus wide audit that will occur in FY2016. Oversaw the Library effort to update policies posted on the Library's web page including a review of all existing Collection Management policies and collaboration with the Head of Electronic Resources and Services Unit on the development of written policies for electronic resources and services.

Began cross training Adam Kubik in added volume and serials check-in procedures as well as introducing him to other acquisitions functions.

Participated in the Library Liaison initiative by continuing to build relationships with the College of Information and Mathematical Sciences (CIMS) faculty; by providing library instruction for a Math 3006 class; encouraged CIMS faculty to use the ACM Digital Library and IEEE/CSDL databases which had been underused and were in danger of being canceled; published a LibGuide on Information Technology and class; Cathy Jeffrey published a LibGuide for Information Technology and taught a bibliographic instruction class for Larry Booth's ITFN4154 class; reviewed a list of deaccessioned mathematics and computer science titles from Georgia Tech seeking faculty input for titles that might be useful additions to the Clayton State collection.

Assisted librarians from other institutions in solving problems including: responding to questions from Jennifer Young at Kennesaw State University regarding management of item records with existing fines and fees that needed to be declared lost.

### Professional Development

Georgia Library Association

GLA member

First Vice President/President Elect

GLA Executive Board, member

GLA Budget Committee, member

Georgia COMO Planning Committee

Georgia COMO Treasurer 2015

GIL Cataloging Committee

Member

GOLD Next Steps Advisory Committee

Member

USG Next Generation Catalog Collaborative Technical Services Team

Chair

Attended the GaCOMO conference held Oct. 1-3, 2014 in Augusta, Ga.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 16, 2015.

Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga including hosting a panel discussion for a program titled: *Collaborative Technical Services Report to RACL*.

### Meetings, Workshops, Training

Completed Clayton State University required training courses for 2014: P-Card Training; Ethics Training, Security Awareness Training, Campus Vehicle Use Training, Sexual Harassment Training

Attended LibChat/LibAnswers/LibCal training presented by Kara Mullen, Aug. 5, 2014.

Attended High Density Shelving training, Sept. 29, 2014.

Attended LibGuides version 2 library staff training including discussions of best practices. Jan. 6-7, 2015.

Attended a presentation of the “Fish Philosophy” customer service training.

Attended an online demonstration of the ExLibris Alma Library Management System, Feb. 23, 2015.

Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.

Attended TRS Pre-Retirement Informational sessions, May 5 & 7, 2015.

Attended a presentation on STAT!Ref given by the vendor’s representative Elisha Reasor, May 13, 2015.

Viewed the Board of Regents presentation on changes to retiree health benefits, May 20, 2015.

Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.

Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24, 2015.

Attended a RACL online Next Generation Catalog Briefing/Update, June 23, 2015.

### Institutional Participation

Member of the Search Committee for the Evening Circulation Assistant Committee.

Represented the Library by attending meetings when the Dean was not available including: the Fall RACL meeting held in Milledgeville, Ga., Nov. 13-14; Spring RACL meeting held at St. Simon’s Island, Ga., April 16-17; President’s Extended Cabinet meetings, Administrative Council meetings.

Participated in Library staff events including: birthday celebrations; volunteered at the Library Table at the Care and Majors Fair; attended the Library Spring Break Luncheon.

Participated in events on campus including: staffing the Library table at a campus informational event; attended Faculty meetings; attended the Faculty/Staff fund drive Hot Dog Rally; volunteered at the Library’s Department Day table; attended Created Equal: America’s Civil Rights Struggle: The Loving Story; attended the Faculty/Staff Awards ceremony serving as an usher; attended the spring faculty meeting; attended the end of year faculty/staff reception; .

## Adam Kubik



### Successes

Adam Kubik received his 10 year service award during the annual Faculty/Staff Awards Ceremony.

Accepted new responsibility for e-resource cataloging including all monographic titles and bulk importing batch records. Assisted in the development of new workflows to handle electronic resource ordering and cataloging.

Participated in the department's move to new permanent space on the lower level of the building. Assisted with the move of the collections to the new compact shelving as needed.

Participated in the development of a rank structure for Clayton State Librarians and for the establishment of criteria for the promotion of librarians to a new rank.

Began cross training in Acquisitions and serial functions including the budget reconciliation process, the creation of the Voyager ledger added volume and serials check-in procedures. Participated in a meeting with Baker & Taylor representative, Joann Moore

Volunteered to serve on the GIL Cataloging Best Practices Committee.

Began cross-training in Library acquisitions functions including added volume check-in and processing.

Participated in the review of Collection Management Policies as part of the Campus wide audit. Revised policies and procedures related to Cataloging.

Assisted with upgrading Voyager software on staff computer to Voyager 9.

Participated in the review of Collection Management Policies as part of the Campus wide audit.

Assisted the Public Services Department in covering Reference Desk hours.

Participated in the Library Liaison initiative by continuing to build relationships with the Music faculty; by providing library instruction for Dr. Machael Fuchs' Music History class; submitted information on Library expenditures for music resources to the Department of Visual and Performing Arts as part of the triennial report to the National Association of Schools of Music.

Assisted librarians from other institutions in solving problems including: helped Sofia Slutskeya of Georgia Perimeter College with a procedure to batch change indicators in MFHD 852 fields; corresponded with Sonya Slutskeya of Georgia Perimeter College and Jacqueline Radebaugh of Columbus State University about Cataloger's Toolkit issues; corresponded with Susan Wynne of Georgia State University, Amy Eklund Georgia Perimeter College and Erin Grant of Georgia Tech about our plans for handling Phase 3A of the LC/NACO NAF RDA conversion.

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

Added catalog records for a number of web sites replacing standing orders. Worked with the service site to allow GIL-Find to also pull the PubDate from the 264 \$c (not just the 260 \$c), which enables records with a 264 to appropriately display and be sorted by publication date.

Removed call numbers from MFHDs with a location of archives.

Deleted associated item, MFHDs and bib records for around 30 barcodes (for items not a part of the permanent collection and no longer on reserve).

Processed all of the authority changes associated with Phase 3A of the LC/NACO NAF RDA conversion.

Added 720 bibliographic records to the online catalog.

Processed 743 volumes as Lost or Withdrawn.

Made 5,430 corrections to the Voyager database.

Served 189 hours in public services functions.

### Professional Development

Georgia Library Association

GLA member

Music Library Association

MLA member

Southeastern Library Association

SELA member

Attended the GaCOMO conference held Oct. 1-3, 2014 in Augusta, Ga.

Co-presented a GaCOMO preconference titled Cataloging Scores in RDA, Oct. 1, 2014 in Augusta, Ga.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 16, 2015.

Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga.

### Meetings, Workshops, Training

Completed Clayton State University required training courses for 2014: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, Sexual Harassment Training. Also completed CSU Security Practices Training, CSU Security Threats Training, CSU Securing Portable Devices Training, and CSU Sensitive Data Training.

Attended LibChat/LibAnswers/LibCal training presented by Kara Mullen, Aug. 5, 2014.

Attended High Density Shelving training, Sept. 29, 2014.

Attended a presentation on the "Fish Philosophy" of customer service.

Attended an online demonstration of the ExLibris Alma Library Management System, Feb. 23, 2015.

Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.

Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24.

Attended a RACL online Next Generation Catalog Briefing/Update, June 23, 2015.

### Institutional Participation

Member of the Undergraduate Curriculum Committee.

Served as chair of the Reference and Instruction Librarian Search Committee.

Participated in Library staff events including: participation in National History Day activity with students from Stockbridge Middle School; assisted with the set-up for the Helen Ruffin Reading Bowl; attended the Library Spring Break Luncheon; attended birthday celebrations.

Participated in events on campus including: attended Faculty meetings; attended a Faculty Senate meeting.

## Kara Mullen



### Successes

- As Head of the Electronic Resources and Services Unit managed administrative functions including the following:
- Completed the ERS section of the Collection and Resource Management Department annual report. Successfully upgraded LibCal to version 2.
- Assisted in the transition of electronic resource management to Chris Stotelmyer and participated in the development of new workflows for the ordering and cataloging of e-books.
- Established a workflow to monitor suspicious activity that could indicate a compromised Clayton State Library user account identifying two such accounts and initiating a user deny action in EZproxy in response to the compromised accounts.
- Contributed information to the ACRL and IPEDS reports.
- Updated The Computer and Network Usage policy to reflect security changes for the public desktops.
- Collected usage statistics for cost share resources and reviewed cost per search, cost per full text view and cost per abstract view data.
- Established a Computer Network and Usage policy for the Library and led the effort to inform Library staff and users of this new security initiative.
- As part of the campus wide audit, oversaw the project to create policies and procedures for the management of Library electronic resources and the delivery of electronic services. Also rewrote the Electronic Resources section of the Library's Collection Development policy adding a section for Open Access titles.
- Assisted with the FY2016 budget projection by collecting information about electronic resource subscriptions and associated fees.
- Adopted Skype for Business as a communication and collaboration tool for ERS.
- Met with vendor representatives either in person or virtually including: Lori McGill of Ebsco; Tracie Lee of Gale; Mary Miller of Proquest; Andrew Anc of Elsevier; Chris Frankowski of hoopla.

Projects completed included: evaluated Duplicate Link Report for revisions in preparation for LibGuides v2 migration; updated availability calendar for LibConnect – Schedule a Research Appointment service; facilitated migration of content and customization settings in LibAnswers to live production; updated Ebsco Discovery to display CSU temporary locations; managed EZproxy including updating URL and EZproxy stanzas for Value Line Research Center and performing EZProxy host maintenance; provided an introduction and overview of Electronic Services for new staff members, Thomas Jackson and David Greenebaum; established access for

JoVE Science Education, General Laboratory Techniques collection; activated available in Library Collection (AiLC) Limiter to our EDS profile allowing GVRL content to be discovered in addition to title level access; increased EZProxy MaxVirtual Hosts from 850 to 1500; restored access to Business Insights: Essentials and the EBSCO A-Z eJournals Title List; updated IP addresses documentation to include 2 new ranges for Clayton Station as well as the Main Campus location; initiated a new subscription to psychotherapy.net to replace APA PsycTHERAPY ; replaced all occurrences of Economia y Negocios and Fuente Academica with Fuente Academica Premier; access problems for MathSciNet and IEEE/CSDL including restoring OpenURL linking for MathSciNet content and updating the branding statement and updating the IEEE/CSDL access point and EZproxy stanza to direct users to the new interface; integrated American Doctoral Dissertations into EBSCO and EDS profiles; finalized contract documentation and established GLRI access for 7 Gale Archives Unbound digital collections; initiated contract documentation for 2 new electronic resources subscriptions: Psychotherapy.net, SciFinder; completed Ezproxy host maintenance removing 81 hosts older than 30 days and compressing port usage by reassigning higher ports into any available gaps; coordinated with Wiley a 30-day trial of The Cochrane Library; established trial access for AtoZdatabases.com and ProQuest Historical Newspapers – *The Atlanta Journal-Constitution* and *The New York Times*; added our EZproxy prefix to GVRL admin to auto-populate permalinks to improve access when sharing content within the Clayton State community; established access for the SpringerLink 2015 Behavioral Science collection; initiated campus contract documentation review for *The Cochran Library*; requested direct URLs for Gale Directory Library titles to improve discoverability and to boost usage; established access for SciFinder Scholar and The Cochrane Library; established trial access for Credo and Credo InfoLit Courseware; increased open firewall ports from 2048-3100 to 2048-3500; initiated campus contract documentation review for ProQuest ebrary; updated our vendor accounts with new IP ranges; resolved access issues for BioOne.2; removed all occurrences of APA PsycTHERAPY access points; established trial access for ScienceDirect and hoopla; revised the About Your Library.pptx transcript and LibGuide for fall semester to include new pictures of the lower level; completed initial evaluation of 2,861 LibGuides link assets.

With Cathy Jeffrey planned and oversaw the move of the Library Collections to their new permanent or temporary locations on the renovated first floor. Included in this project were: meetings with representatives of Flood Brothers Moving Company; meetings with facilities management staff; meetings with other vendors and campus personnel; identification of music and art shelving areas that needed different shelf configurations than the rest of the circulating collection.

Oversaw the move of the Electronic Resources and Services staff to their new space on the first floor. Worked with Robin Faulkner in planning and executing the move of library computers and peripherals.

Worked with Robin Faulkner and OITS staff on several projects including:  
Resolved a major problem with the Galileo desk tops imaging. Successful completion of this multi-year effort resulted in a management practice that is sustainable. This new management approach gives ERS local control over the public desktops allowing for immediate changes and

customization to be in place at point of need. Library computers are now able to present a uniform appearance and information to users.

Began development of new security access protocols for the Library's public computers. Once implemented, users, including community users, will be required to login into the campus network in order to gain access to library resources.

Participated in discussions regarding hardware for the new Information Commons.

Worked with Heather Walls, Cathy Jeffrey and other members of the Collection and Resources Management staff to develop workflows for the ordering, activation and cataloging of electronic resources including e-books, e-serials and databases. Routines established included contacting vendors, monitoring invoices, and requesting quotes.

Worked with Cathy Jeffrey and Gordon Baker to establish procedures for complying with University contract and license agreement policies. Submitted the license agreement for Gale Archives Unbound for approval as the first such agreement that would go through this process.

Worked with Robin Faulkner to migrate LibGuides to version 2. Prepared and presented training sessions for the Library staff on LibGuides version 2 including discussions to develop best practices for Clayton State librarians to follow when developing LibGuides.

Worked with Chris Stotemyer and liaison librarians to select materials that met the criteria set by Jill Lane for the expenditure of funds available to the Center for Instructional Development which Dean Lane had set aside for the purchase of Library online resources. Purchases included 110 eBooks, ProQuest Historical Newspapers: Atlanta Constitution and New York Times, and JoVE Science Education: General Laboratory Techniques.

Began cross training in Acquisitions functions including the budget reconciliation process and the creation of the Voyager ledger.

Created LibGuides: HCMG 4901: Applied Research; World Literature I – Pre-modern; Affordable Learning Georgia.

Collaborated with Joan Taylor and Erin Nagel to develop CSU 1022 FY15 learning materials, About Your Library.

Participated in the Library Reference and Instruction programs by working regularly assigned hours at the reference desk including some evening hours and by teaching classes both in her subject liaison area and in the basic library instruction sections. In addition, assisted Cathy Jeffrey by providing instruction for Scott Bailey's MATH 3006 class.

Participated in the Library Liaison initiative by continuing to build relationships with the Humanities Department faculty.

Participated in the development of a rank structure for Clayton State Librarians and for the establishment of criteria for the promotion of librarians to a new rank.

Participated in Public Services activities by working assigned reference desk hours, teaching classes, publishing Clayton State Library: Blog posts, Facebook posts and tweets. Spearheaded the implementation of Springshare products providing training and support for staff in the use LibAnswers, LibCal, and LibGuides.

Taught 22 classes.

Served 209 hours in public services functions.

Made 782 contacts with vendors or technical support personnel

Communicated 717 times with users or staff through e-mail or social media

Contributed 390 items to content development

Ran 474 reports.

### Professional Development

Georgia Library Association (GLA)

GLA Member

GLA Executive Board member

GLA Budget Committee member

GLA Administrative Services

Southeastern Library Association (SELA)

SELA Member

SELA Administrative Services

Affordable Learning Georgia Coordinators and Champions member

Presented training for Library staff on LibChat/LibAnswers/LibCal, Aug. 5, 2014.

Attended the GaCOMO conference held Oct. 1-3, 2014 in Augusta, Ga.

Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 16, 2015.

Attended The Electronic Resources and Libraries online conference, Feb. 23-25, 2015.

Attended the ACRL Virtual Conference, March 25-28, 2015.

Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga.

### Meetings, Workshops, Training

Completed Clayton State University required training courses for 2014: Ethics Training, Security Awareness Training, Campus Vehicle Use Training, Sexual Harassment Training. Also complete 2015 IT security training and the “Bring Your Device to Work” certification.

Attended a Value Line How to Use the New Digital Platform – part 1 webinar, July 15, 2014.

Attended LibGuides Basics I Building a Guide webinar, July 21, 2014 & LibGuides Basics II:

Collaborating & Publishing. July 22, 2014

Attended Infobase publishing eBook Collections webinar, July 22, 2014

Attended LibAnswers v2 Platform Admin Series part 1 & 2 webinar, Aug. 28-29.

Attended Model Classroom Demonstration presented by Media and Printing Services, Sept. 5, 2014.

Attended Furniture & Design Exposition sponsored by Facilities Management, Sep. 17, 2014.

Attended an EBSCO webinar, Full Text Finder, the New Publication Discovery Experience with Megan Hurst, Sept. 22, 2014.

Attended an ACRL-CHOICE webinar, Supporting Research Methods in the Library, Sept. 23, 2014.  
 Attended an ACRL-CHOICE webinar, Around the World without Leaving Your Library! – an Exploration of Historical Collections for Researchers, Sept. 24, 2014  
 Attended High Density Shelving Training, Sept. 29, 2014.  
 Attended an ACRL-CHOICE webinar, Building Library Community Throught Social Media, Sept. 30, 2014.  
 Attended a USG Faculty Development Series program titled: Kissing Pricey Textbooks Goodbye: Teaching with Open Access, Oct. 21, 2014.  
 Attended an ALG Textbook Transformation Grants webinar, Nov. 6.  
 Viewed The Charleston Conference Opening Keynote, Being Earnest in the New Normal, Nov. 6  
 Attended a Migrating to LibCal2 webinar, Nov. 14, 2014.  
 Attended a Library Journal webinar, Open Access, Looking Back at Ten Years of Open Access Publishing, Nov. 19.  
 Attended LibGuides Basics 1: Building a Guide webinar, Dec. 1, 2014.  
 Attended LibGuides Basics 2: Reusability & Publishing webinar, Dec. 2, 2014.  
 Attended Data Planet Statistical Datasets product overview webinar, Dec. 16, 2014.  
 Attended a presentation on the “Fish Philosophy” of customer service.  
 Attended a presentation on the OvidSP interface presented by Tommy Smith, Jan. 28, 2015.  
 Attended an Instruction Team classroom podium and PowerPoint 2013 training session, Jan. 30, 2015.  
 Attended a Desktop Management meeting, Feb. 5, 2015.  
 Attended a Swank Digital Campus meeting, Feb. 6, 2015.  
 Attended a Swan Replacement Committee meeting, Feb. 10, 2015.  
 Attended Created Equal: America’s Civil Rights Struggle: The Loving Story, and live tweeted during the event, Feb. 11, 2015.  
 Attended Bill Gruszka’s Town Hall Meeting, Feb. 11, 2015.  
 Attended the Campus Technology Showcase, Feb. 11, 2015.  
 Attended Created Equal: America’s Civil Rights Struggle: Freedom Riders, and live tweeted during the event, Feb. 19, 2015.  
 Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.  
 Attended a Learning Materials Committee meeting, Feb. 26, 2015.  
 Attended the Low Cost Textbook Expo, April 15, 2015.  
 Attended Gregg Travis’ ProQuest ebrary overview, April 17, 2015  
 Attended Information Commons hardware meetings, April 21 & 23, 2015.  
 Attended the Introduction to Books at JSTOR webinar, April 27, 2015.  
 Attended Budget & Finance Day training, April 29, 2015.  
 Attended Telling the OER Story With Videos webinar, April 30, 2015.  
 Attended the webinar *How to Make the Most of Your eBook Investment*, May 5, 2015.  
 Attended a SharePoint list and workflow demonstration with Roger Poore, May 7, 2015.  
 Attended a hoopla Digital Product Overview meeting with Chris Frankowski, May 7, 2015.  
 Attended a presentation on STAT!Ref given by the vendor’s representative Elisha Reasor, May 13, 2015.  
 Attended the webinar *The Recipe for Leadership Success*, May 13, 2015.  
 Attended a LibAnalytics Insight: Sneak-Peek webinar, June8, 2015.  
 Attended Information Literacy Outcome LibGuides meetings, June 8, 15, & 29, 2015.

Attended a Creative Commons and Education – Are We There Yet? Webinar, June 9, 2015.  
Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.

Attended part 1 & 2 of Erin Nagel's READ Scale Calibration, June 17 & 24.

Attended a RACL online Next Generation Catalog Briefing/Update, June 23, 2015.

Attended an ACRL Framework Workshop Facilitator Training meeting, June 30, 2015.

### Institutional Participation

Created Equal Coordinating team member.

Campus Social Media Committee member.

Information Technology Council member.

Learning Materials Committee member

Swan Replacement Committee member.

Undergraduate Curriculum Council member.

Participated in Library staff events including: participation in National History Day activity with students from Stockbridge Middle School; volunteered at the Library's Department Day table; volunteered at the Library's table at the Care and Majors Fair; birthday celebrations; participated in National Library Week Craft Workshop #LibraryMade.

Participated in events on campus including: Faculty/Staff Fund Drive Hot Dog Rally; Women's Forum Chili Cook Off; Employee Benefits Fair; attended faculty meetings; attended the Making Things Better Award presentation; attended faculty senate meeting; attended Veterans Day Ceremony; attended the Chick-Fil-A Express ribbon cutting ceremony; attended presentations of candidates for the Provost position; attended Angelyn Hayes Retirement Reception; participated in the Arbor Day celebration; participated in the Senior Send Off Event; attended the first YamJam on Office 365; attended the faculty/staff awards program; attended the spring faculty meeting; attended the end of year faculty/staff reception; attended Jim Branu's retirement reception; participated in Yammer Office 365 YamJam.

## Christopher Stotemyer



### Successes

As part of Electronic Resource Management:

- Completed the transition of electronic resource management assimilating all functions previously performed by Cathy Jeffrey including marc record download.
- Participated in the development of new workflows for ordering and cataloging electronic resources.
- Worked with other department members to improve communication among Electronic Resources, Cataloging and Acquisitions.
- Completed an initial on and off campus access check for individually subscribed e-journals.
- Worked with Kara Mullen to add stanzas to the EZproxy config for ejournals.
- Updated Clayton State's IP addresses on file at EBSCO updating 190 titles to full access.
- Corrected Clayton State IP addresses on file at Galileo.
- Verified access for the Ovid/LWW journals working with Galileo staff to have OVID added to the Galileo list of Clayton State databases.
- Updated IP addresses for 160 e-journal titles.
- Researched additional options for e-book purchases establishing Wiley as third vendor for individual e-book titles.
- Worked to improve access to SpringerLink e-book titles.
- Contributed information to the ACRL and IPEDS reports.
- Started a new master eJournal document to account for publisher and platform changes. Inactive subscriptions for which we still have eContent were included.
- Adjusted coverage dates for several titles in the AtoZ eJournal finder and activated titles that have been cancelled but for which we still have access rights to the years they were active.
- Began sending information about our journal subscriptions to GALILEO to have them included in SFX searches.
- Activated an ebrary admin account to familiarize himself with the admin functions of the product.

Participated in the department's move to new permanent space on the lower level of the building. Assisted with the move of the collections to the new compact shelving as needed. Assisted with the relocation of the Library computers and with the reorganization of the L-200 closet.

Worked on several projects related to print periodical subscriptions:

- Completed a project to review 137 print journal subscriptions in Nursing and Science identifying 27 titles that are available online. These titles were canceled freeing up funds that were used to provide additional content to support Nursing, Health Sciences, and Natural Science curriculum.
- Completed a project to identify print journals in the areas of Health and Science that were available full text on line through Clayton State databases. Recommended canceling these titles and using the savings to subscribe to two additional databases that would support the Health and Science curriculum – SciFinder and Cochrane Library.
- Worked with Laura Herndon on a project to divide the print periodical titles currently assigned to Natural Science so that the titles could be appropriately charged to the funds for the new Departments of Biology and Chemistry/Physics.

As part of the Campus wide audit participated in the project to create policies and procedures for the management of Library electronic resources and the delivery of electronic services.

Worked with Kara Mullen, Cathy Jeffrey and other members of the Collection and Resources Management staff to develop workflows for the ordering, activation and cataloging of electronic resources including e-books, e-serials and databases.

Participated in the development of a rank structure for Clayton State Librarians and for the establishment of criteria for the promotion of librarians to a new rank. Included in that was editing a draft of the document “Criteria for Appointment and Promotion” and the development of a promotion timeline.

Worked with Kara Mullen and the liaison librarians to select materials that met the criteria set by Jill Lane for the expenditure of funds available to the Center for Instructional Development which Dean Lane had set aside for the purchase of Library online resources. Purchases included 110 eBooks, ProQuest Historical Newspapers: Atlanta Constitution and New York Times, and JoVE Science Education: General Laboratory Techniques.

Began work developing Clayton State Library policies and procedures for managing electronic resources. As part of this process he researched electronic resource policies at other institutions. His initial work including drafting an outline and an introduction for these policies.

Created LibGuides to support CHEM 2500 as well as both public and private guide on ebook purchasing and acquisitions. Updated the Archival Studies guide. Also began a LibGuide project to organize government health data and statistics by agency.

Participated in the Library Liaison initiative:

- Began to build relationships with the College of Health faculty and the Chemistry and Physical Sciences faculty and by providing library instruction classes for specific classes as requested.
- Expended allocated funding for his subject areas.
- Evaluated periodical titles that support chemistry and health sciences identifying print titles that could be canceled thus freeing funds to support additional electronic resources.

- Worked with Chris Pitsikoulis of the Health and Fitness Management Department to identify and purchase materials that would support the “Healthier Campus Initiative.”
- Worked with Ovid representative Tommy Smith to provide training on the OVID interface for Library staff.
- Assisted Elicia Collins from the School of Nursing with her research on Social Support Theory winning a new supporter for Library services.
- Assisted Joan Taylor and Rhonda Boozer with research requests from Dean Eichelberger.
- Spoke with Professor Todebush about upcoming SciFinder access explaining compatibility issues with NBS’s ChemDraw product.
- Received search widget and developer information for ScienceDirect from Andrew Anc.
- Reviewed science and math titles that were being deaccessioned by Georgia Tech and communicated with faculty in his liaison areas to determine titles which might be useful additions to the Clayton State collection.
- Used the new Office 365 platform to reach out to the Chemistry Club and to the Healthcare Information Technology group. The Chemistry Club responded with a request for information on how the Library can help Chemistry students.
- Emailed the officers of the Student Nurses Association to suggest ways the Library can help that student population.
- Responded to a request from Professor Dalmat to enhance involvement in his HCMG 4901 course “Applied Research” by viewing the professor’s lecture prior to presenting information on research using library resources and services. Also responded to another request from Dr. Dalmat by providing instructions for a high school student on how to conduct proper literature searches. The student will be assisting the professor with research.
- Worked with Dr. Singiser on a project with the assistance of ACS.
- Worked with faculty in the College of Health who will be using Cochrane Library which is a new resource.
- Worked with the School of Nursing and the acquisitions staff to ensure that appropriate study guides would be available to support students preparing for the Kaplan entrance exam. Also made library staff aware of the new entrance exam so that they will be better able to assist students.
- Assisted nursing faculty member Han Dong with research on ocular adverse drug reactions.
- Located articles for faculty members including Han Dong.
- Met with Dr. Singiser from the Chemistry Department to discuss his research using the ACS journals

Served as a peer reviewer for an article titled "Management of Indigenous Knowledge in Sri Lanka: Special Reference to Indigenous Medicine" which was submitted to *The International Information and Library Review*.

Assisted librarians from other institutions including working with Rosalind Lett of the Clayton County Public Library System about resources for Southern Regional Medical Center Library and assisted a librarian from the University of Iowa with a question about a Veterinary drug that could be answered with SciFinder.

Participated in Reference and Instruction Services including working a regular assignment at the reference desk including working evening hours, volunteering for additional shifts as needed, completing training in bibliographic instruction and participating as a member of the Clayton State Library instruction team. Represented the Library at the CAS Tutoring Blitz participating for a total of eight hours. He taught 2 COMM 110 classes for Professor Lewis

Met with vendors either virtually or in person including: Lori McGill of Ebsco; Tracie Lee of Gale; Andrew Anc of Elsevier;

Made 181 contacts with vendors or technical support personnel  
Communicated 241 times with users or staff through e-mail or social media  
Contributed 71 items to content development  
Ran 265 reports.  
Made 670 updates for e-book management  
Made 630 updates for e-journal management  
Taught 9 classes  
Served 251 hours in public services functions.

### Professional Development

#### Medical Library Association

##### Member

Attended the GaCOMO conference held Oct. 1-3, 2014 in Augusta, Ga.  
Attended the annual GIL User Group Meeting (GUGM), May 14, 2015, Macon, Ga.  
Granted editing rights to the "pharmlib" wiki of the Pharmacy & Drug Information section of the Medical Library Association. The wiki is a repository of information for librarians working at pharmacy schools or with drug information in general.

### Meetings, Workshops, Training

Completed required training for 2014: FERPA, Ethics Refresher, New Employee, CSU Handbook, Security Awareness, Motor Vehicle Use, Sexual Harassment, and Environmental Health training. Completed 2015 IT training and the "Bring Your Device to Work" certification. Completed Medical Statistics Unit 1, 5 MOOC, July 8&30, 2014.  
Attended the EBSCO Webinar, Medline with Full Text Searching, July 10, 2014.  
Attended EBSCO Webinar, CINAHL Databases, Basic and Advanced Searching, July 11, 2014.  
Attended Basic Life Support training offered by University Health Services, July 31, 2014  
Attended LibChat/LibAnswers/LibCal training presented by Kara Mullen, Aug. 5, 2014.  
Completed a Medical Statistics MOOC. Aug. 31, 2014.  
Attended Model Classroom Demonstration presented by Media and Printing Services, Sept. 5, 2014  
Attended a CIMS sponsored presentation with a guest speaker from Wolfram Research, Sept. 15, 2014.  
Viewed LibGuide tutorials, Sept. 22, 2014.  
Attended EBSCO's Full Text Finder Holdings and Link Management webinar, Oct. 7, 2014.

Attended a “Lunch & Learn” program sponsored by the Chemistry Faculty: Engaged Learning in the Classroom, Nov. 6, 2015  
 Attended an ALG Symposium “Future of the Textbook” in Athens, Ga., Dec. 11-12, 2014.  
 Attended Data-Planet Statistical Datasets product overview webinar, Dec. 16, 2014.  
 Attended and e-books webinar, Dec. 16, 2014.  
 Attended a USG Faculty Development Webinar: Quality of Learning in MOOCs, Jan 13, 2015.  
 Attended a NAGL webinar: Digital Humanities: Active Learning Tools in the Information Literacy Classroom, Jan. 14, 2015.  
 Attended a NISO Webinar: NET Neutrality, Jan. 14, 2015.  
 Attended an EBSCO Webinar: eBook Workflow Solutions, Jan. 21, 2015.  
 Attended a presentation on the “Fish Philosophy” of customer service, Jan. 22, 2015  
 Attended a presentation on the OvidSP interface presented by Tommy Smith, Jan. 28, 2015.  
 Attended Bill Gruszka’s Town Hall Meeting, Feb. 11, 2015.  
 Attended the Campus Technology Showcase, Feb. 11, 2015.  
 Attended the Ebsco webinar: eBook Essentials, Collection Toolkit Strategies for End User Engagement, Feb. 18, 2015.  
 Attended the Ebsco webinar: Rethinking the ILS, Feb. 19, 2015.  
 Attended a presentation of customer service training video “Give ‘em the Pickle”, Feb. 25, 2015.  
 Attended a Model License webinar, March 4, 2015.  
 Attended a LinkSource webinar, March 5, 2015.  
 Attended and EDS Customization webinar, March 16, 2015.  
 Attended an FTF Migration webinar, March 19, 2015.  
 Attended an AtoZ Business Database demonstration, March 27, 2015.  
 Attended EBSCO Orbit webinar, April 9, 2015.  
 Attended the Low Cost Textbook Expo, April 15, 2015.  
 Attended Advanced PubMed Tips, Tricks and Tools webinar, April 16, 2015.  
 Attended EBSCONET Journal Activation webinar, April 28, 2015.  
 Attended a webinar titled *How to Make the Most of Your eBook Investment*, May 5, 2015.  
 Attended a webinar titled *Introduction to Books at JSTOR*, May 12, 2015.  
 Arranged for a presentation on STAT!Ref given by the vendor’s representative Elisha Reasor, May 13, 2015. The presentation was attended by other members of the Library staff.  
 Attended a meeting on Computer Network and Usage policy, May 21, 2015.  
 Attended a PubMed tutorial, June 10, 2015.  
 Attended a SciFinder tutorial, June 11, 2015.  
 Attended a LibGuides Image Manager Training session presented by Robin Faulkner, June 15, 2015.  
 Attended a webinar: “PubMed Updates from the MLA Convention 2015”, June 16, 2015  
 Attended part 1 & 2 of Erin Nagel’s READ Scale Calibration, June 17 & 24.  
 Attended a webinar: “Gale Admin Module Training”, June 25, 2015.

### Institutional Participation

Student Affair Committee  
 Member

Vice Chair/Chair Elect.

Served on the search committee for the Reference & Instruction Librarian position.

Created Equal Coordinating Team member.

Participated in Library staff events including: participation in National History Day activity with students from Stockbridge Middle School; volunteered at the Library's Department Day table; volunteered at the Library's table at the Care and Majors Fair.

Participated in events on campus including: staffing the Library table at a campus informational event; attended the Fall Faculty meeting; served as a volunteer at the Faculty/Staff Fund Drive Hot Dog Rally; attended Employee Benefits Fair; attended the spring faculty meeting.

## Heather Walls



### Successes

During FY2015 Heather Walls' position as Cataloging Assistant was expanded to include Acquisitions. She received training in acquisitions procedures including ordering and receiving routines, use of the Voyager Acquisitions client, and in Business Office rules and regulations including being issued a Purchasing Card and learning how to reconcile expenditure through the Bank of America Works software. Mrs. Walls assimilated the new information quickly becoming proficient in the role of Acquisitions Assistant.

Participated in the department's move to new permanent space on the lower level of the building. Assisted with the move of the collections to the new compact shelving as needed.

Developed a new method to download records from the Junior Library Guild for their monthly standing order shipment.

Completed an e-book cataloging project.

Assisted Legal Studies faculty by producing 80 "Not Current" labels that were used to mark titles that are not update to insure that the collection was found to be in compliance during a recent accreditation visit.

Confirmed cancellation of Book Review Digest returning the 2014 edition that was sent in error and requesting cancellation of the invoice.

Assisted Kara Mullen and Chris Stotemyer with requisitions needed to expend funds from the Center for Instructional Development that were set aside for the purchase of Library online resources.

Completed a document outlining Zebra printer settings to print labels from Connexion.

Participated in the review of Collection Management Policies as part of the Campus wide audit. Revised policies and procedures related to Materials Processing.

Discovered that the merger of Penguin and Random House had inadvertently resulted in the combination of the Clayton State Library and Bookstore accounts. Worked with the account representative to separate the two accounts, creating a new account for the Clayton State Library. Also resolved a related issue with the Library's subscription to the title: *Library of America*.

Participated in the review of Collection Management Policies as part of the Campus wide audit.

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

Managed the Popular Reading collection including ordering, cataloging, receiving, shelving and weeding the collection.

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

Served as the Department's supplies manager.

Met with vendors including: Jason Ender of Thomson-Reuters; Tracie Lee of Gale.

Designed the Library Holiday card for 2014.

Ordered 566 titles

Received 669 volumes firm ordered

Received 458 volumes on standing order

Cataloged 494 titles.

Provided rush cataloging and processing for 36 volumes.

Prepared 1,200 spine labels.

Prepared 46 special labels

Provided processing quality review for 1,153 items.

Sent 11 new material notifications to faculty

#### Meetings, Workshops, Training

Completed Clayton State University required training courses: P-Card training; IT Training; Attended High Density Shelving Training, Sept. 29, 2014.

Attended a presentation on the "Fish Philosophy" of customer service, Jan. 21, 2015.

Attended a presentation of customer service training video "Give 'em the Pickle", Feb. 25, 2015.

Attended Computer Care and the Basics of Netiquette class presented by the HUB, March 24, 2015.

Viewed 8 online training videos for the new Bank of America Works online interface, March 25, 2015.

Attended Budget & Finance Day training, April 29, 2015.

Attended a meeting with Baker & Taylor/YBP representative Joann Moore, April 29, 2015.

#### Institutional Participation

Served as a panel member for a Grievance Board of Review Hearing.

Participated in the interview process for the Evening Circulation Assistant.

Participated in Library staff events including: attended the luncheon celebrating 100% Faculty/Staff Fund Drive Participation; assisted with preparations for Student Worker appreciation day including creating a banner for the event.

Participated in events on campus including: attended the Employee Benefits Fair; attended a presentation in the Visiting Writers Reading Series: The Seeds of a Productive Blog presented by Becky Godlasky; attended the Vendor Expo

## Goals for the Coming Year

### Provide Secure, Reliable Access to the University Network and Library E-Resources

The renovation of the 2<sup>nd</sup> floor of the library includes plans to provide an information commons for Clayton State students and faculty, providing additional computer equipment and peripherals. Simultaneously the campus is working to make the University network more secure. Providing and maintaining this increased and secure access will be a major goal for the next fiscal year.

### Library Renovation Project

Function as team players in the completion of the library renovation project helping with the transition to the new space as needed including assisting as needed with the relocation of the Reference and Legal Collections to their permanent locations.

### 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 website. Providing an accessible web presence is one of the primary functions of the Clayton State Library Electronic Resources & 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.

### Challenges Ahead

Following the completion of the Library renovation, the library will be housed on two floors for the first time. Because of the configuration of the new space there will be two desks and three entrances that will need to be staffed during all hours of operation. It will be important and challenging to provide the same level of service while covering twice the physical space. In addition, the new information commons with more computers and more seating will increase the need for technical support of the students. Collection Management staff may be called on to assist in filling these staffing and technical support needs.

**SOLUTION:** Carefully evaluate the staffing needs of each space making sure to provide sufficient staff to handle demand without overstaffing. Collection Management staff must be prepared to assist as needed and to prioritize regular duties that may be disrupted during the initial period of adjustment.

Cathy Jeffrey will be retiring July 2016 after twenty-eight years at Clayton State taking with her a wealth of institutional and departmental knowledge and experience. Mrs. Jeffrey is the only person currently responsible for key functions that will need to be transitioned to other members of the staff to ensure the continuity in these areas.

**SOLUTION:** Training in Department Administration, System Administration and Acquisitions functions needs to begin immediately and continue throughout FY2016 to ensure a smooth transition.

### Appendix A

#### Changes to Periodical Holdings FY2015

New, Changed, Discontinued, and Ceased Periodical Titles  
July 2014-June 2015

#### **Titles Added**

American Economic Journal: Microeconomics  
Newsweek (technically restarted subscription when print resumed)

## Title Subscriptions that Changed Format from Print to Online

Ajic - American Journal of Infection Control  
American Journal of Obstetrics & Gynecology  
Animal Behaviour  
Applied Nursing Research  
Archives of Psychiatric Nursing  
Dental Abstracts  
Dental Clinics of North America  
Geriatric Nursing  
Journal of Behavioral and Experimental Economics  
Journal of Combinatorial Theory, Series B  
Journal of Emergency Nursing  
Journal of Pediatric Health Care  
Journal of Professional Nursing  
Journal of the Academy of Nutrition and Dietetics  
Medical Clinics of North America  
Nursing Clinics of North America  
Nursing Outlook  
Oral Surgery, Oral Medicine, Oral Pathology and Oral Radiology  
Orthopedic Clinics of North America  
Pediatric Clinics of North America  
Surgical Clinics of North America  
The Journal of Academic Librarianship  
The Journal of Pediatrics  
The Journal of the American Dental Association

## Title Changes

From	To
Journal of Socio-Economics	Journal of Behavioral and Experimental Economics
Games	Games' World of Puzzles

**Discontinued Subscriptions:**

AJN: American Journal of Nursing  
Cancer Nursing  
CIN: Computers, Informatics, Nursing  
Clinical Nurse Specialist: the Journal for Advanced Nursing Practice  
Critical Care Nursing Quarterly  
Dimensions of Critical Care Nursing (DCCN)  
Family & Community Health: The Journal of Health Promotion and Maintenance  
Holistic Nursing Practice: the Science of Health and Healing  
Home Healthcare Nurse: The Journal of the Home Care and Hospice Professional  
JONA: Journal of Nursing Administration  
Journal for Nurses in Professional Development  
Journal of Applied Psychology  
Journal of Neuroscience Nursing  
Journal of Nursing Care Quality  
Journal of Occupational & Environmental Medicine  
Journal of Perinatal & Neonatal Nursing  
Journal of Strength & Conditioning Research  
Journal of WOCN (Wound, Ostomy and Continence Nursing)  
MCN: The American Journal of Maternal Child Nursing  
Nurse Educator  
Nurse Practitioner, The American Journal of Primary Care Health  
Nursing  
Nursing Administration Quarterly  
Nursing Research  
Nutrition Today

**Titles Withdrawn (need to be deleted from the totals)**

Choice  
Diapason  
Parents  
Parents & Better Family Living  
Parents Magazine  
Parents Magazine & Better Family Homemaking  
Parents Magazine & Better Family Living  
Techniques  
Travel Holiday  
Vocational Education Journal  
Vocational Guidance Quarterly  
VocEd

Appendix B  
Statistical Summaries  
FY2015

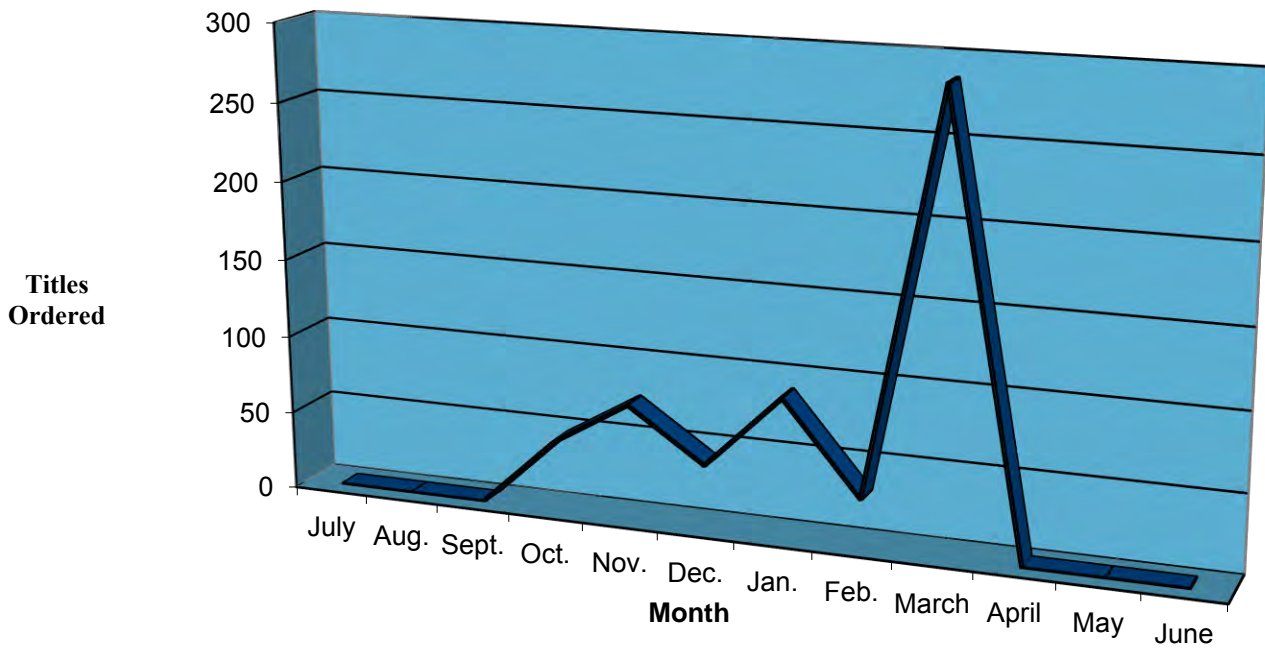
Clayton State University Library  
Holdings by Format FY2015

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		478	-243	235
Reference Collection		376	-597	-221
<b>Reference &amp; Circulating Collection Total</b>	<b>77,118</b>	<b>854</b>	<b>-840</b>	<b>77,132</b>
Bound Periodicals	27,988	443	-1,242	27,189
<b>Total Bound Volumes</b>	<b>105,106</b>	<b>1,297</b>	<b>-2,082</b>	<b>104,321</b>
Archives	60	0	-60	0
Audio Compact Discs	7,451	208	-2	7,657
Audio Tapes	1,132	0	-1	1,131
CD Roms	173	0	-11	162
Computer Files	26	0		26
DVDs	1,669	192	-36	1,825
E-Books	34,765	61	0	34,826
Microfiche Cards	272,932	0		272,932
Microfilm Rolls	15,202	28	-64	15,166
Miscellaneous	77	0	-2	75
Motion Pictures (16 mm)	1	0		1
Phonograph Records	617	0		617
Streaming Audio	6,371	0	0	6,371
Streaming Video	12,728	724	-357	13,095
Videodiscs	21	0		21
Video Tapes	1,641	0	-14	1,627
<b>Total of Other Materials</b>	<b>354,858</b>	<b>1,213</b>	<b>-547</b>	<b>355,524</b>
<b>Total Bound/Other Materials</b>	<b>459,964</b>	<b>2,510</b>	<b>-2,629</b>	<b>459,845</b>
Monographic, E-books & Bound Titles		554		554
Non-Book Titles		183		183
Periodical Titles		0	-15	-15
Other Serial Titles		12		12
<b>Total Titles</b>		<b>749</b>		<b>749</b>
Individually Purchased e-journals				0
Free serials				0

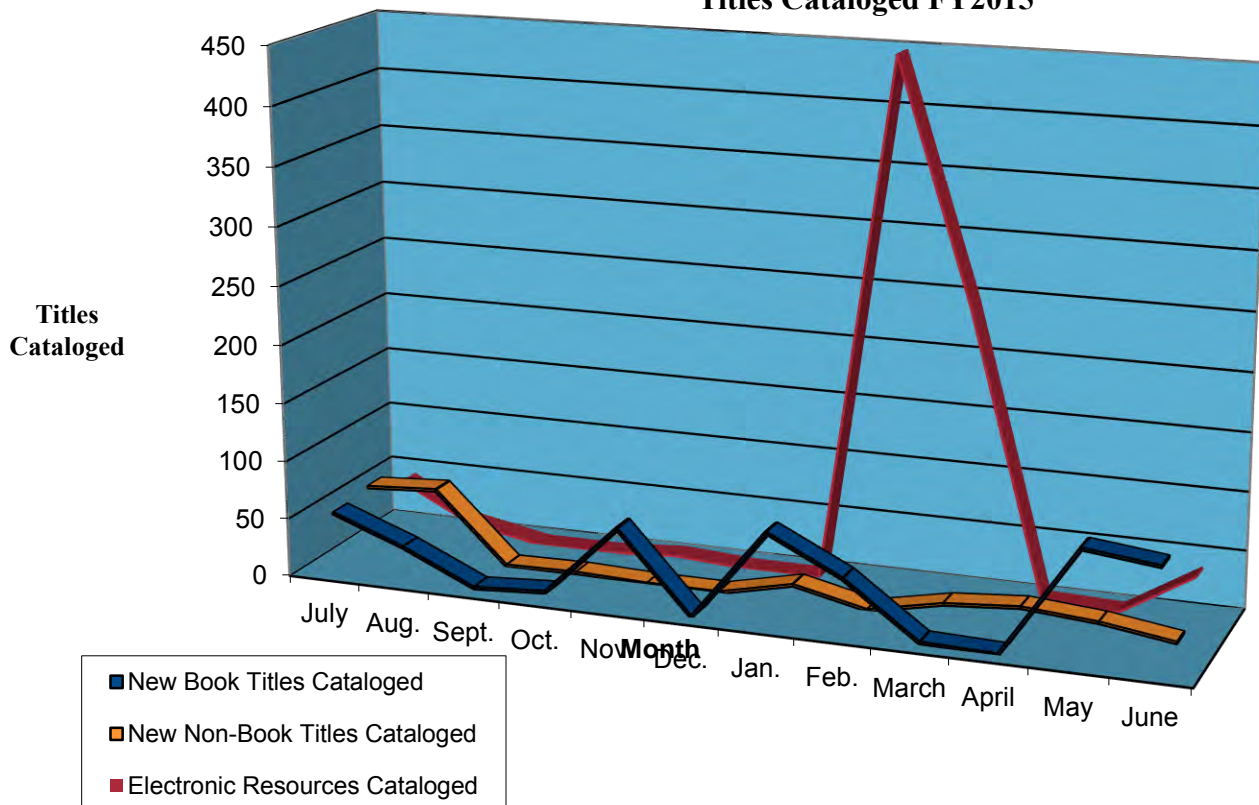
Clayton State University Library  
Activity Report FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
<b>Acquisitions</b>													
Titles Ordered	0	0	0	45	74	41	89	31	286	0	0	0	566
Vols. Received on S.O.	0	37	0	88	40	38	51	35	50	48	27	44	458
Items Received	0	8	0	40	104	77	41	66	248	75	2	0	661
<b>Periodicals</b>													
Bound Vols. Added	42	7	40	29	0	33	92	116	16	0	0	68	443
Microform Pieces Added	0	16	0	0	0	0	0	12	0	0	0		28
Claims	11	7	6	2	3	0	3	12	7	6	11	9	77
<b>Binding</b>													
Vols. Sent to the Bindery	0	41	36	0	33	92	100	16	50		18	31	417
<b>Book Repair</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cataloging</b>													
New Book Titles Cataloged	53	30	2	6	68		79	48	2	0	95	88	471
New Non-Book Titles Cataloged	57	61	1	2			14		13	18	13	4	183
Electronic Resources Cataloged	43	12	0	0	4	0	0	447	245	2	0	38	791
Total New titles Cataloged		91	3	8	68	0	93	48	15	18	108	92	1445
Vols. Added	25	32	4	44	0	66	10	26	34	73	11	33	358
Copies Added	2	1	0	0	1	0	0	1	0	0	0	4	9
Reinstatements			2	0			0	0	1	0	7	0	10
<b>Database Maintenance</b>													
Records Corrected	1108	462	214	395	340	4	1203	295	261	210	542	186	5220
Records Updated	6207	1943	2321	3408	994	18180	1812	3556	2503	2157	1417	874	45372
<b>Volumes Processed</b>	39	251	0	85	30	80	116	100	57	98	86	211	1153
<b>InterLibrary Loan Transactions</b>	220	134	161	247	109	55	179	191	208	227	60	156	1947
<b>Reserves Activity</b>	0	213	24	17	23	1	282	8	5	16	214	0	803

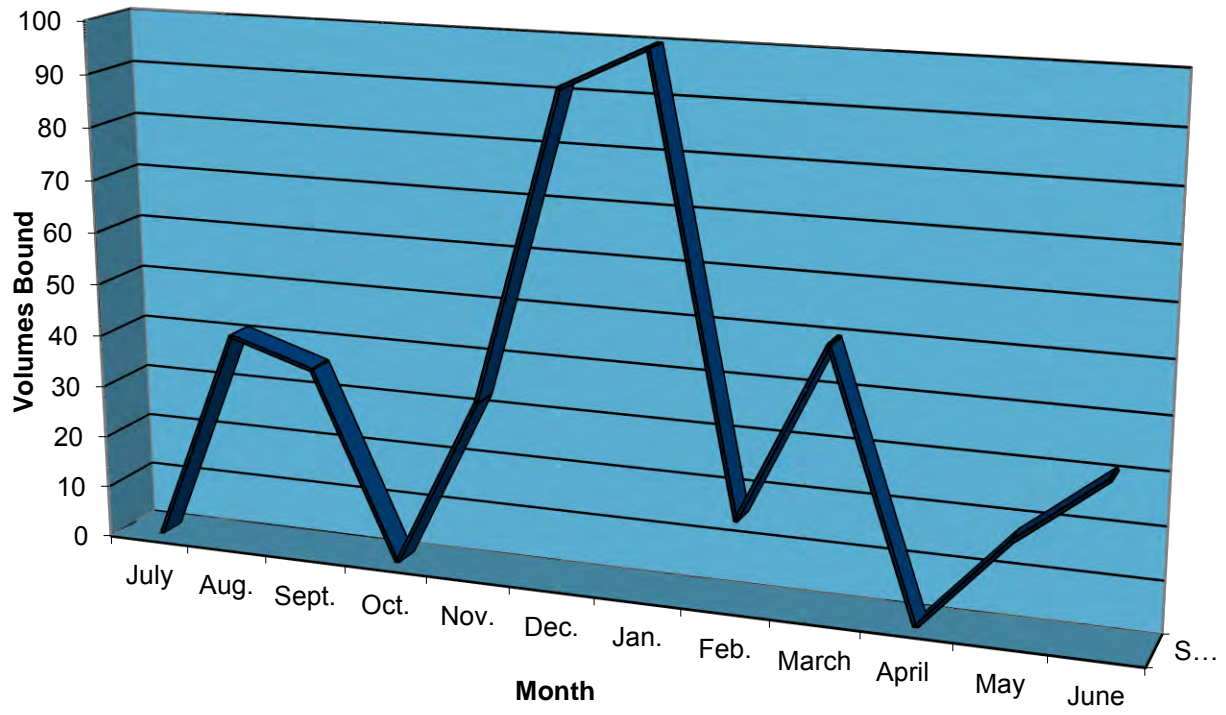
Clayton State University Library  
Titles Ordered FY2015



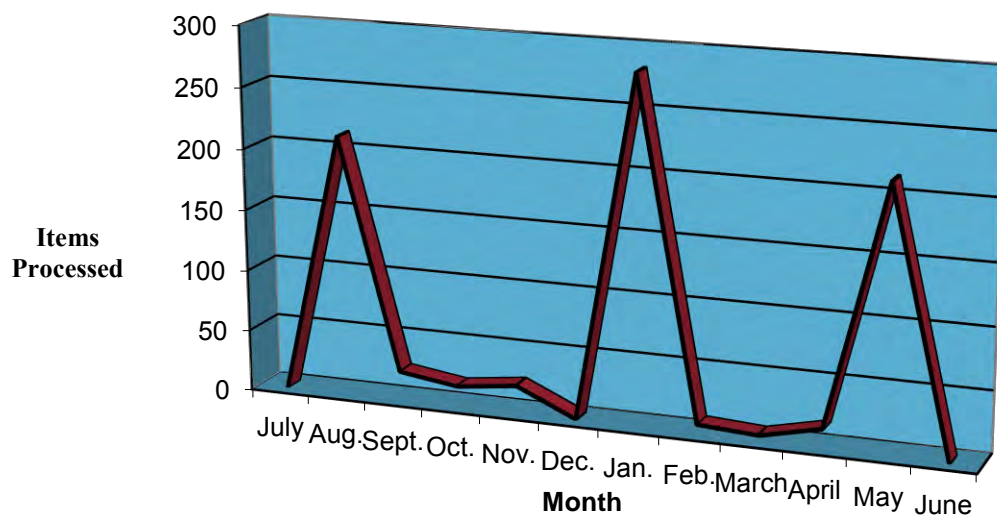
Clayton State University Library  
Titles Cataloged FY2015



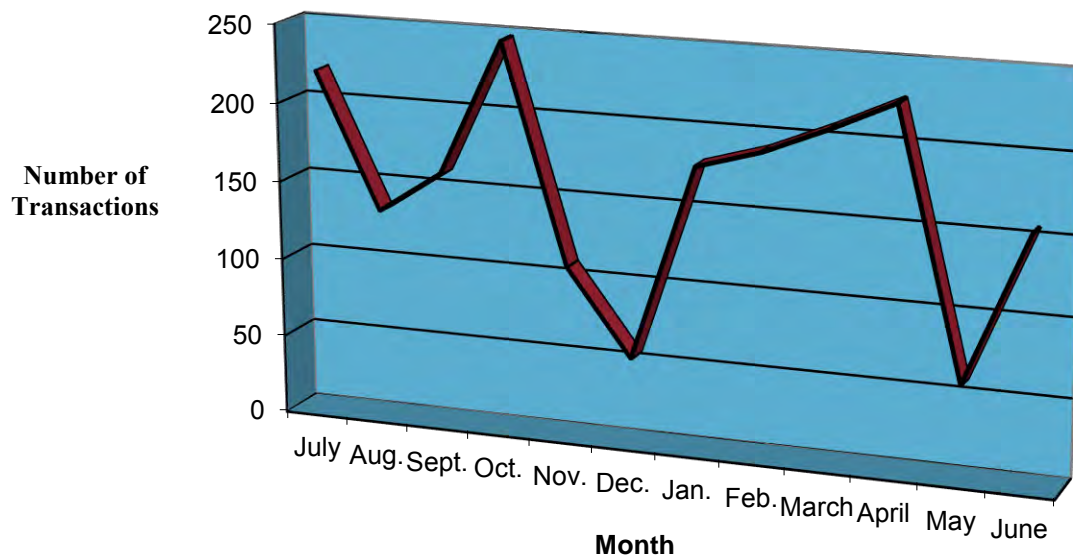
**Clayton State University Library  
Volumes Sent to the Bindery FY2015**



**Clayton State University Library  
Reserves Activity FY2015**



**Clayton State University Library  
InterLibrary Loan Transactions FY2015**



Appendix C  
Library Materials Budget Expenditures  
FY2015

Clayton State University Library  
FY2015 Materials Budget Summary

COLLEGE OF ARTS AND SCIENCES											
	AUDIO	BOOKS	MICRO-	ONLINE RESOURCES		PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	VISUAL		FILM	EBOOKS	OTHER	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
English		1,942.04	345.61	447.48	33,277.31	7,452.47	295.70	43,760.61	0.00	43,760.61	0.00
Humanities	1,834.78	1,449.99	114.49	772.20	11,471.90	12,008.53	217.00	27,868.89	0.00	27,868.89	0.00
Interdisciplinary	556.80	2,177.72						2,734.52	0.00	2,734.52	0.00
Natural Sciences		1,367.70		500.05	17,391.12	11,634.59	176.05	31,069.51	0.00	31,069.51	0.00
Psychology					19,208.90	1,974.42		21,183.32	0.00	21,183.32	0.00
Social Sciences	30.28	3,015.99	207.58	1,785.84	14,692.47	4,474.61	30,942.63	55,149.40	0.00	55,149.40	0.00
Teacher Education		950.00				6,210.35	2,325.00	9,485.35	0.00	9,485.35	0.00
Visual and								22,645.53	0.00	22,645.53	0.00
>>Communication, Art & Theater	2,374.38	1,002.30	319.93		5,437.19	2,512.71	330.00	11,976.51	0.00	11,976.51	0.00
>>Music	1,154.45	595.56			4,025.63	2,144.43	2,748.95	10,669.02	0.00	10,669.02	0.00
				3,505.57	105,504.52						
					109,010.09						
SUB TOTAL	5,950.69	12,501.30	987.61			48,412.11	37,035.33	213,897.13	0.00	213,897.13	0.00
COLLEGE OF BUSINESS											
	AUDIO	BOOKS	MICRO-	ONLINE RESOURCES		PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	VISUAL		FILM	EBOOKS	OTHER	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Business		290.80		189.00	15,886.25	7,619.21	8,741.28	32,726.54	57.00	32,726.54	0.00
				189.00	15,886.25						
SUB TOTAL	0.00	290.80	0.00		16,075.25	7,619.21	8,741.28	32,726.54	57.00	32,726.54	0.00
COLLEGE OF HEALTH											
	AUDIO	BOOKS	MICRO-	ONLINE RESOURCES		PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	VISUAL		FILM	EBOOKS	OTHER	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Dental Hygiene		735.54		41.99		7,314.84		8,092.37	0.00	8,092.37	0.00
Health & Fitness		511.25		133.37		1,666.37		2,310.99	0.00	2,310.99	0.00
Healthcare Mgmt		533.30				8,052.81		8,586.11	0.00	8,586.11	0.00
Nursing		802.53		811.24	17,463.76	23,064.20		42,141.73	0.00	42,141.73	0.00
				986.60	17,463.76						
SUBTOTAL	0.00	2,582.62	0.00		18,450.36	40,098.22	0.00	61,131.20	0.00	61,131.20	0.00
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES											
	AUDIO	BOOKS	MICRO-	ONLINE RESOURCES		PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	VISUAL		FILM	EBOOKS	OTHER	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Archival Studies		950.66			300.00	1,532.15		2,782.81	0.00	2,782.81	0.00
Information		179.36		229.00	10,525.47	311.09		11,244.92	0.00	11,244.92	0.00
Mathematics		156.72			1,033.64	2,508.84		3,699.20	0.00	3,699.20	0.00
				229.00	11,859.11						
SUB TOTAL	0.00	1,286.74	0.00		12,088.11	4,352.08	0.00	17,726.93	0.00	17,726.93	0.00
LIBRARY											
	AUDIO	BOOKS	MICRO-	ONLINE RESOURCES		PERIOD-	STAND	TOTAL	SPENT	SPENT	BALANCE
	VISUAL		FILM	EBOOKS	OTHER	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D	REMAINING
Binding						7,981.45		7,981.45	0.00	7,981.45	0.00
General Materials		4,490.15	15,748.98	1481.6	45,446.15	7,400.36	7,490.53	82,057.78	0.00	82,057.78	0.00
SUBTOTAL	0.00	4,490.15	15,748.98		46,927.76	15,381.81	7,490.53	90,039.23	0.00	90,039.23	0.00
For Construction of Glass Wall											
TOTAL	5,950.69	21,151.61	16,736.59		202,551.57	115,863.43	53,267.14	415,521.03	57.00	415,521.03	0.00

Appendix D  
Collection and Resource Management Department Statistics  
FY2015

Cataloging and Database Management Statistics  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
> Monographic Books	53	30	2	6	68		79	48	2		95	88	471
> Non-Book Materials	57	61	1	2			14		13	18	13	4	183
> Periodicals													0
> Reinstatements			2						1		7		10
> Serials			9					3					12
> E-Books	39	12			4				6				61
> E-Serials													0
> Other e-content	4							447	239	2		38	730
Total	153	103	14	8	72	0	93	498	261	20	115	130	1467
Pieces Added													
> New Titles (Books)	53	30	13	6	68	0	79	51	3	0	102	88	493
> Added Volumes	25	32	4	44		66	10	26	34	73	11	33	358
> Added Copies	2	1			1			1				4	9
> Non-Book Pieces Added	130	83	1	3			88	12	74	47	16		454
> Bound Volumes Added	42	7	40	29		33	92	116	16			68	443
Total	252	153	58	82	69	99	269	206	127	120	129	193	1757
Titles Recataloged													0
Rush Requests					2		7	5	2	4	15	1	36
Database Maintenance													
Bib Records Corrected											11		11
Bib/Item Records Enhanced	19	2	1		2		6	2	2		140	1	175
Headings Corrected Globally		3											3
Subject Headings Corrected	156	71	10	66	47		62	60	37	36	154	36	735
Name Headings Corrected	930	376	203	328	291	4	1123	225	220	174	234	148	4256
Series Entries Corrected	3	10		1			12	8			3	1	38
MFHD/Item Records Corrected									2				2
Total	1108	462	214	395	340	4	1203	295	261	210	542	186	5220
Record Update Count													
> Bib Records Updated	2848	952	889	631	591	222	1514	1660	2180	569	968	384	13408
> MFHD Records Updated	822	253	295	1906	203	17590	203	1736	224	1461	321	236	25250
> Item Records Updated	2537	738	1137	871	200	368	95	160	99	127	128	254	6714
Total	6207	1943	2321	3408	994	18180	1812	3556	2503	2157	1417	874	45372

# Acquisitions and Periodical Statistics FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books				41	63	22	74	29	121				350
>Scores													0
>Non-Book Materials	0	0	0	4	11	19	15	2	165	0	0	0	216
>>Audio CDs					8	1							9
>>CD ROMs													0
>>DVDs				4	3	11	15	2	165				200
>>e-books						7							7
>>On-line Databases													0
>>Videos													0
>>Other Non-Book													0
Total	0	0	0	45	74	41	89	31	286	0	0	0	566
Vols. Received on Standing Order		37		88	40	38	51	35	50	48	27	44	458
Items Received and Unpacked													
>Books		8		36	102	50	27	63	144	12	1		443
>Scores						4							4
>Non-Book Materials	0	0	0	4	2	23	14	3	104	63	1	0	214
>>Audio CDs						9							9
>>DVDs				4	2	14	14	3	104	63	1		205
>>Other Non-Book													0
Total	0	8	0	40	104	77	41	66	248	75	2	0	661
B&T Lease Books													
Received		15		2	2	11		17	15	16	16	18	112
Returned				120									120
Added to the Collection				30									30
Periodical Statistics													
New E-Journals													0
New Print Subscriptions (Including G							1	1					2
Title Changes													0
Total New Titles	0	0	0	0	0	0	1	1	0	0	0	0	2
Withdrawn/Discontinued Titles		24	1										25
LHR's Added/Updated			10				3	7	2				22
Claims & Requests	11	7	6	2	3		3	12	7	6	11	9	77
Titles Entered for GOLD													0

Electronic Resources  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Audio Cassettes													0
Audio CDs		130		4				2					136
Books	39	115		78	30	80	113	68	55	95	37	199	909
CD ROMs													0
DVDs		6		3			3	30	2	3	49	12	108
Microfilm Rolls													0
Scores													0
Videos													0
Other Non-Book													0
Total	39	251	0	85	30	80	116	100	57	98	86	211	1153
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired													0
Binding Statistics													
Volumes Sent to Bindery	0	41	36	0	33	92	100	16	50		18	31	417
Volumes Returned from Bindery	42		41	36	0	33	92	100				68	412
White pen corrections													0

Electronic Services  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Contacts</b>													
Assistance Calls	17	41	95	61	49	28	36	60	66	45	47	63	608
Campus Support	39	25	41	39	22	24	17	29	214	641	1473	203	2767
Galileo	3	1	8	3	4	1	7	4	3	4	8	5	51
Sales/Account Manager	5	15	18	27	22	22	36	30	54	53	74	38	394
Vendor Tech Support	5	8	12	7	9	20	26	16	7	19	14	8	151
Total	69	90	174	137	106	95	122	139	344	762	1616	317	3971
<b>Content Development</b>													
GLRI (GALILEO Local Resources Integration)			2	2			3	14	7	6	1		35
LibCal updated						2	2						4
LibAnswers Published											4	1	
LibAnswers Updated					3		1	1	5	5	2	54	71
Libguides Created												3	3
Libguides Published	2		4	2				1		3		5	17
Libguides Updated	99	22	16	54	19	49	102	32	17	14	13	7	444
Web Content Created	4	4	1	6	11	1	1				2	1	31
Web Content Updated	47	12	5	5	10	4	9	8		13	4	4	121
Total	152	38	28	69	43	56	118	56	29	41	26	75	726
<b>Communication</b>													
Library (DL) email	7	13	7	15	16	10	12	66	78	62	34	44	364
Social Media	55	105	39	97	37	4	20	83	62	83	38	19	642
Total	62	118	46	112	53	14	32	149	140	145	72	63	1006
<b>Reports</b>													
Ebsconet				5			4	1		9	1	1	21
Ezproxy						31	31	28	31	30	31	30	212
LibAnswers Spam					44	68	46	115	52	4			329
Title Lists				10	4		5	25	32	50	7	1	134
Usage Statistics	145	25		29	53	34	29	36	52	47	38	31	519
Total	145	25	0	44	101	133	115	205	167	140	77	63	1215

Processing, Book Repair and Binding Statistics  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Audio Cassettes													0
Audio CDs		130		4				2					136
Books	39	115		78	30	80	113	68	55	95	37	199	909
CD ROMs													0
DVDs		6		3			3	30	2	3	49	12	108
Microfilm Rolls													0
Scores													0
Videos													0
Other Non-Book													0
Total	39	251	0	85	30	80	116	100	57	98	86	211	1153
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired													0
Binding Statistics													
Volumes Sent to Bindery	0	41	36	0	33	92	100	16	50		18	31	417
Volumes Returned from Bindery	42		41	36	0	33	92	100				68	412
White pen corrections													0

AV Pieces Added  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdraw	Total
Archives													0		0
Audio Cassettes													0	-1	-1
Audio CDs	130	67					6					5	208	-2	206
CD ROMs													0	-11	-11
Computer Files													0		0
DVDs			1	3			82		41	47	16	2	192	-36	156
Microfiche Cards													0		0
Microfilm Rolls		16						12					28	-64	-36
Miscellaneous													0	-2	-2
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes													0	-14	-14
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	130	83	1	3	0	0	88	12	41	47	16	7	428		298

# Additions to the Circulating Collection FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Circulating Collection															
A													0		0
B except BF	1		1		4		1	5			2	1	15	-15	0
BF	2						1				1		4	-5	-1
C		4			2		4						10		10
D	3	1			4		4				12	2	26	-1	25
E	3			3	5		8	6			4	6	35	-7	28
F					1		4				2	1	8	-8	0
G	1						5				6	2	14	-1	13
H-HJ	1				1		4	3	1		5	3	18	-3	15
HM-HX	2				2		9	20			16	2	51	-5	46
J	3				2						7	1	13		13
K	3	1			1		4	2			4	1	16	-5	11
L	2		1		1		1	2					7	-9	-2
M			6				1	2				13	22	-3	19
N	1							1					2	-2	0
P	18	20		4	25	2	18	2	1		26	11	127	-143	-16
Q	2				5		4	1			8	14	34	-25	9
R	11	1			2		3	4			9	20	50	-8	42
S					1								1	-2	-1
T	1				3		2					3	9		9
U	1				2		1				1		5	-1	4
V													0		0
Z		3			2		1	1				4	11		11
Total	55	30	8	7	63	2	75	49	2	0	103	84	478	-243	235

# Additions to the Reference Collection FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Reference Collection															
A	2			1					3				6	-14	-8
B except BF													0		0
BF													0		0
C													0		0
D							1					5	6		6
E								1					1		1
F													0		0
G													0		0
H-HJ	1	7	5	11		7		2	8	8	3	4	56	-95	-39
HM-HX		1	1	1				1				4	8	-2	6
J	1			1			1						3	-2	1
K	16	24		26		49		24	21	64	6	13	243	-229	14
L		1	2	1	1	1	2	1	1	1			11	-30	-19
M				1			2		1		1	1	6	-9	-3
N													0		0
P	3				1	1						1	6	-21	-15
Q						3	3					4	10	-92	-82
R			1	1		3	5					4	14	-78	-64
S													0		0
T												1	1	-1	0
U												1	1	-1	0
V													0		0
Z	2				1							1	4	-23	-19
Total	25	33	9	43	3	64	14	29	34	73	10	39	376	-597	-221

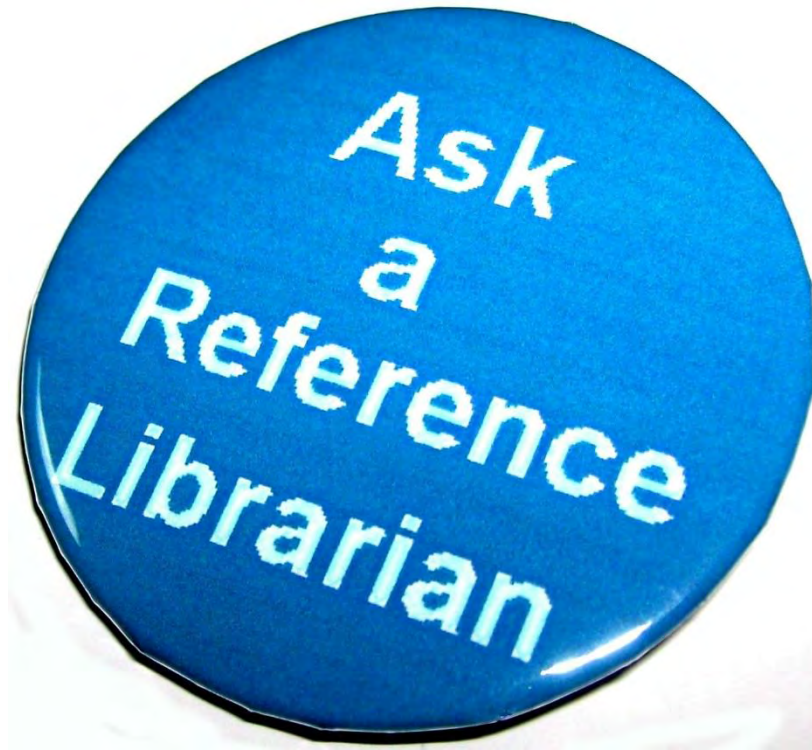
InterLibrary Loan  
FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Total ILL Transactions</b>	<b>220</b>	<b>134</b>	<b>161</b>	<b>247</b>	<b>109</b>	<b>55</b>	<b>179</b>	<b>191</b>	<b>208</b>	<b>227</b>	<b>60</b>	<b>156</b>	<b>1947</b>
<b>Percentage Change FY11 to FY12</b>	<b>3.51%</b>	<b>-21.14%</b>	<b>-29.69%</b>	<b>-10.83%</b>	<b>-32.30%</b>	<b>-40.22%</b>	<b>-8.21%</b>	<b>-13.18%</b>	<b>-12.24%</b>	<b>3.65%</b>	<b>-55.88%</b>	<b>5.41%</b>	<b>-16.11%</b>
<b>Materials Requested by CSU Library</b>													
<b>Material Requests Made By:</b>													
>Students	83	14	49	60	26	1	19	20	13	25	10	10	330
>>Books	4	0	26	6	3		4	4	6	3		4	60
>>Articles	79	14	23	54	23	1	15	16	7	22	10	6	270
>Faculty (Including Library Faculty)	53	37	35	105	20	17	32	34	38	72	20	33	496
>>Books	23	20	18	27	7	6	14	15	12	36	8	22	208
>>Articles	30	17	17	78	13	11	18	19	26	36	12	11	288
>Staff (Including Library Staff)	0	1	0	2	0	0	3	1	6	3	1	7	24
>>Books		1		2			3	1	5	3	1	6	22
>>Articles		0							1			1	2
<b>Total</b>	<b>136</b>	<b>52</b>	<b>84</b>	<b>167</b>	<b>46</b>	<b>18</b>	<b>54</b>	<b>55</b>	<b>57</b>	<b>100</b>	<b>31</b>	<b>50</b>	<b>850</b>
<b>Material Requests Filled By:</b>													
>University System Institutions	56	21	32	61	13	9	17	23	16	42	4	17	311
>>Books	6	8	16	11	4	2	5	8	6	20		6	92
>>Articles	50	13	16	50	9	7	12	15	10	22	4	11	219
>Other Georgia Libraries	40	14	25	35	17	6	14	14	21	24	7	13	230
>>Books	9	5	16	6	1	3	5	7	12	11	2	9	86
>>Articles	31	9	9	29	16	3	9	7	9	13	5	4	144
>Out of State Libraries	36	16	27	58	13	3	22	17	19	26	20	16	273
>>Books	11	7	12	12	4	1	11	4	4	8	7	13	94
>>Articles	25	9	15	46	9	2	11	13	15	18	13	3	179
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
<b>Total</b>	<b>132</b>	<b>51</b>	<b>84</b>	<b>154</b>	<b>43</b>	<b>18</b>	<b>53</b>	<b>54</b>	<b>56</b>	<b>92</b>	<b>31</b>	<b>46</b>	<b>814</b>
<b>Total Unfilled Requests</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>36</b>

<b>Materials requested from CSU Library</b>													
<b>Requested from CSU Library:</b>													
>University System Institutions	26	17	23	20	17	10	39	30	41	28	10	25	286
>>Books	7	14	10	9	7	3	26	12	18	10	5	11	132
>>Articles	19	3	13	11	10	7	13	18	23	18	5	14	154
>Other Georgia Libraries	15	31	21	20	9	5	31	30	32	25	9	13	241
>>Books	6	16	15	11	6	3	21	11	19	10	7	6	131
>>Articles	9	15	6	9	3	2	10	19	13	15	2	7	110
>Out of State Libraries	43	34	33	40	37	22	55	76	78	74	10	68	570
>>Books	16	14	11	11	8	4	24	20	19	21	6	18	172
>>Articles	27	20	22	29	29	18	31	56	59	53	4	50	398
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
<b>Total</b>	<b>84</b>	<b>82</b>	<b>77</b>	<b>80</b>	<b>63</b>	<b>37</b>	<b>125</b>	<b>136</b>	<b>151</b>	<b>127</b>	<b>29</b>	<b>106</b>	<b>1097</b>
<b>Requests Filled By CSU Library:</b>													
>University System Institutions	22	13	18	13	11	9	30	20	29	22	6	21	214
>>Books	7	12	9	7	4	3	21	11	17	9	3	11	114
>>Articles	15	1	9	6	7	6	9	9	12	13	3	10	100
>Other Georgia Libraries	12	19	16	14	8	3	26	25	30	20	4	12	189
>>Books	6	14	12	10	6	3	19	11	17	10	4	5	117
>>Articles	6	5	4	4	2		7	14	13	10		7	72
>Out of State Libraries	27	21	22	27	24	13	37	49	51	49	8	49	377
>>Books	10	9	5	8	6	2	16	14	13	16	4	15	118
>>Articles	17	12	17	19	18	11	21	35	38	33	4	34	259
>AHSCL Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
<b>Total</b>	<b>61</b>	<b>53</b>	<b>56</b>	<b>54</b>	<b>43</b>	<b>25</b>	<b>93</b>	<b>94</b>	<b>110</b>	<b>91</b>	<b>18</b>	<b>82</b>	<b>780</b>
<b>Total Unfilled Loans</b>	<b>23</b>	<b>29</b>	<b>21</b>	<b>26</b>	<b>20</b>	<b>12</b>	<b>32</b>	<b>42</b>	<b>41</b>	<b>36</b>	<b>11</b>	<b>24</b>	<b>317</b>
<b>Truck Mail Deliveries</b>													
Borrowed by CSU	79	30	48	81	29	12	25	28	32	50	9	28	451
Lent by CSU	13	19	21	12	7	7	34	23	22	25	5	13	201
ILL Request filled with CSU Content	48	18	5	41	12	6	8	7	11	18	12	6	192

## Course Reserves FY2015

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Items Added</b>													
Books		52	21	2	17		67			13	45		217
Articles		2			1		2	4			2		11
Audio CDs													0
VHS/DVD		46	3	14	4		53	4	5		23		152
Other (Software, etc.)		2					2				2		6
<b>Total</b>	<b>0</b>	<b>102</b>	<b>24</b>	<b>16</b>	<b>22</b>	<b>0</b>	<b>124</b>	<b>8</b>	<b>5</b>	<b>13</b>	<b>72</b>	<b>0</b>	<b>386</b>
<b>Items Removed</b>													
Books		60			1		89				74		224
Articles		5					3				2		10
Audio CDs													0
VHS/DVD		44		1		1	64			3	64		177
Other (Software, etc.)		2					2				2		6
<b>Total</b>	<b>0</b>	<b>111</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>158</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>142</b>	<b>0</b>	<b>417</b>
<b>Total Reserves Activity</b>													
	0	213	24	17	23	1	282	8	5	16	214	0	803



## **Reference & Instructional Services 2014 – 2015**

**Joan Taylor, Department Head**

## Reference and Instructional Services

### Overview

This is the first full year of service for the newly organized Reference and Instructional Services Department since the July 2014 relocation of the Circulation Unit to the Collection and Resources Management Department. Both July and August of 2014 were busy months of planning and preparation for fall semester orientation activities, marketing of library services, and library literacy instruction, notwithstanding the two vacant librarian positions and one librarian out on leave until October. A search for a new department head was launched, and Joan Taylor was promoted to the position of department head starting officially, on August 1<sup>st</sup>, 2015. Thomas Jackson, Jr. was hired as the new weekend/reference and instructional services librarian. With Joan's promotion, a search was also launched to fill her former reference and instructional services librarian position. During fall semester, the three department librarian positions were not fully staffed until David Greenebaum started employment in the reference and instructional services position December 1<sup>st</sup>.

Beyond the staffing challenges, the most significant event impacting the Library and the Clayton State University community was the October date of completion for major portions of the newly designed space of the Library's lower level. All library services including reference were relocated to areas in the lower level just before the semester fall break. The instruction classroom, L-200, continued to house the shared library administrative and university archives office work space. Librarians traveled to classrooms and to Clayton State University off-campus instructional sites for any library literacy instruction sessions.

Due to the time and schedules of the contracted moving company, the relocation of library resources, furniture, internet/phone setup, and people, made interruptions to library resources and services unavoidable. The physical library was closed to the public from October 9<sup>th</sup>-17<sup>th</sup>. However, interlibrary loan and Gil Express resources, both services of the Collection and Resource Management (CRM) Department, and some virtual reference services were available to users when the employee workstation setups were completed. Providing functional and pleasing visual seating arrangements and service points by adding temporary study areas in a smaller environment to accommodate the Clayton State University community of students, staff, faculty, and community guests became a priority from mid-October through spring and into summer semester. The Reference and Instructional Services Department looks forward to a larger area of space, and to a return to hard wired internet services for more stable Reference/Information desk connectivity.

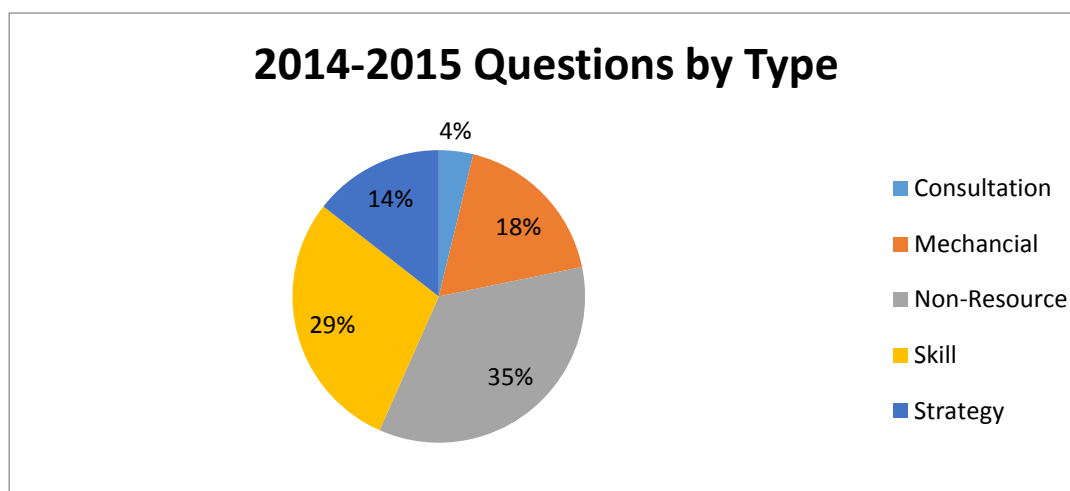
The Reference and Instructional Services Department, and especially, the Department Head, would be remiss without acknowledging and thanking the rest of the Library employees for assisting with search committee assignments, answering reference questions, and helping with reference information desk coverage in the time slots that were vacant. Library faculty and staff in other departments were very supportive to calls for help in staffing and volunteering to assist in reference and instructional services during the 2014-2015 academic year. The R&IS department would not have provided enough reference, marketing, and instructional services without their cooperation and flexibility. Highlights of some activities in which Reference &

Instructional Services participated or organized during the year, included the Freshman Premiere program, New Faculty Orientation with a library brochure, Department Day on Main Street, Care and Majors Fair, National History Day research assistance to Stockbridge Middle School student visitors, and the Helen Ruffin Reading Bowl. The department requested and received assistance from three students from the Clayton State University's Department of Teacher Education to work with the middle school students doing research for the history project.

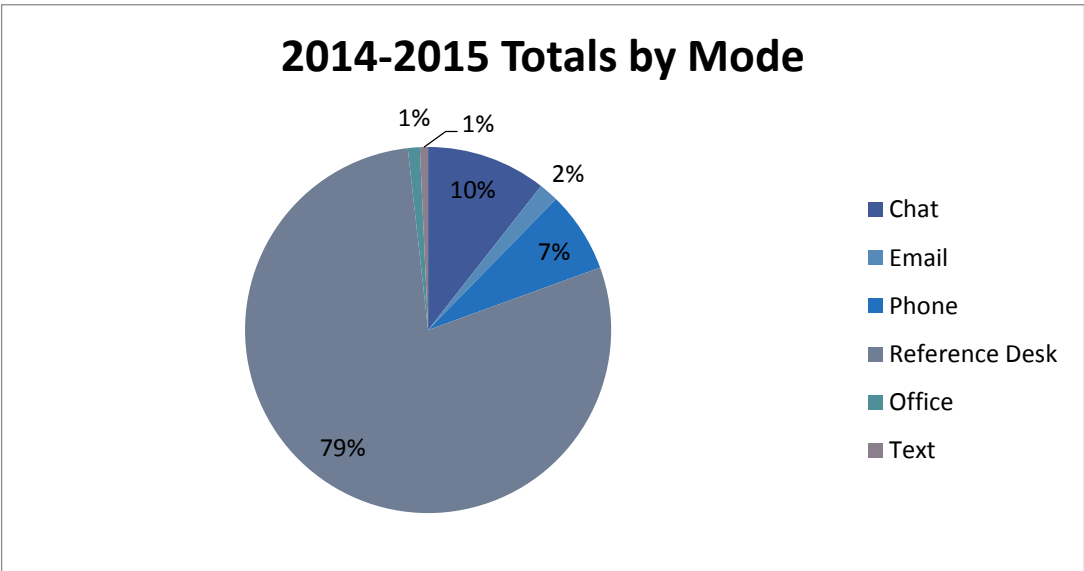
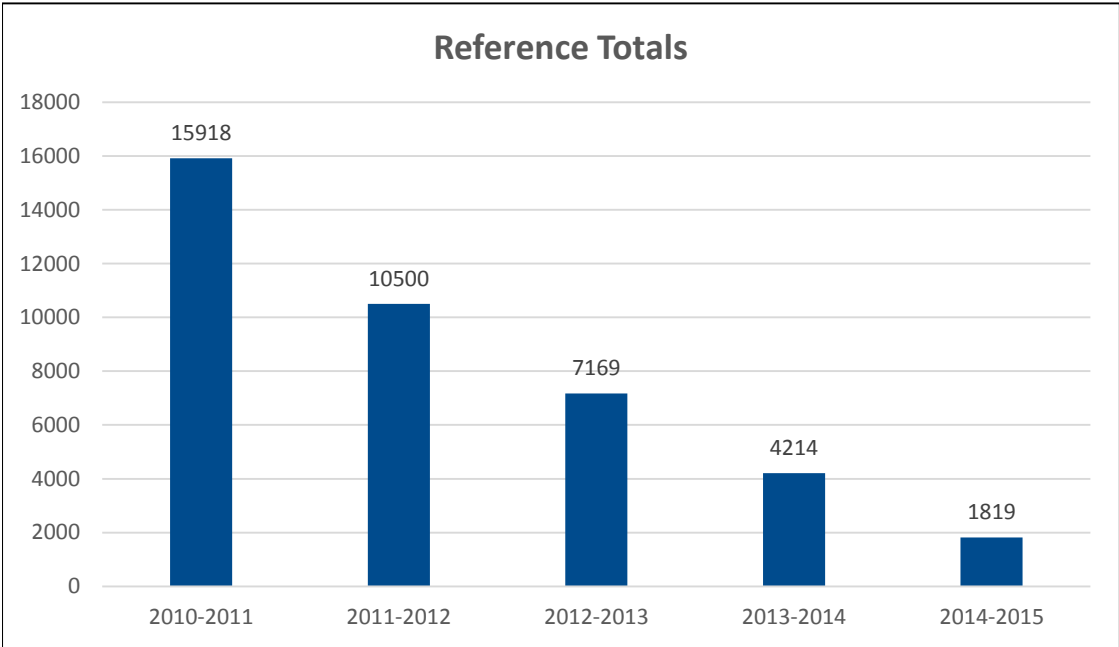
Some librarians and staff attended the Georgia Council of Media Organizations in Augusta, the Georgia Library Association's Midwinter Conference and the annual GIL Users Group Meeting. Most professional development takes place through online training or webinars.

Reference and instruction statistics are reflected in the following charts. While the closing of the upper level of the Library seriously impacted our people traffic because of difficulties finding the library entrance, we also observed noticeable people traffic reductions in our everyday library users, except at very peak times. There are other unknown factors that may have impacted the library traffic during the 2014-2015 year. Other factors mentioned by students include limited seating on some days, and the temporary reference desk location in a somewhat hidden alcove away from a direct walk traffic pattern in Library. The reference phone could not be accessed at the temporary reference desk location because of technical access issues.

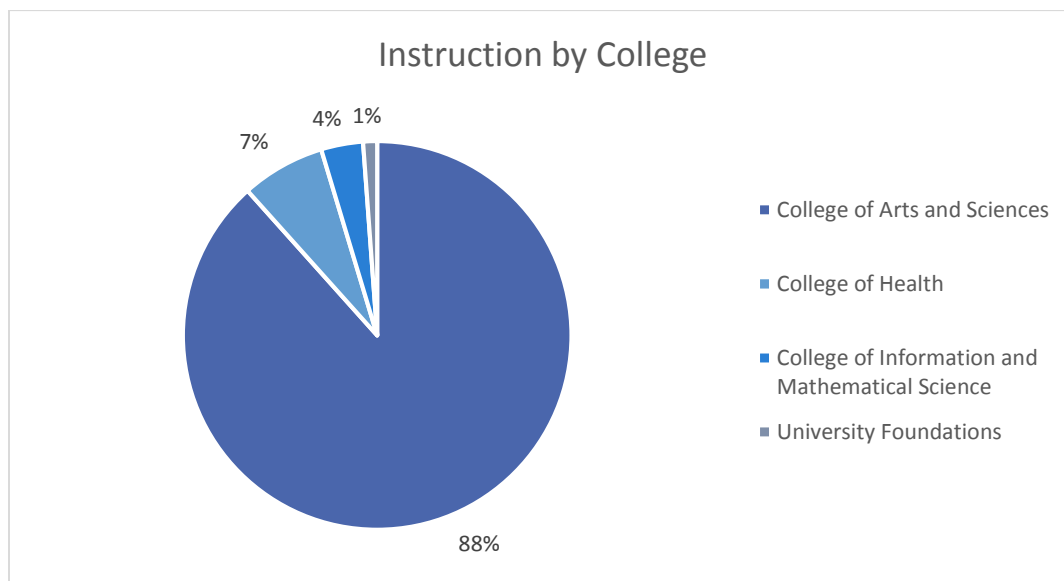
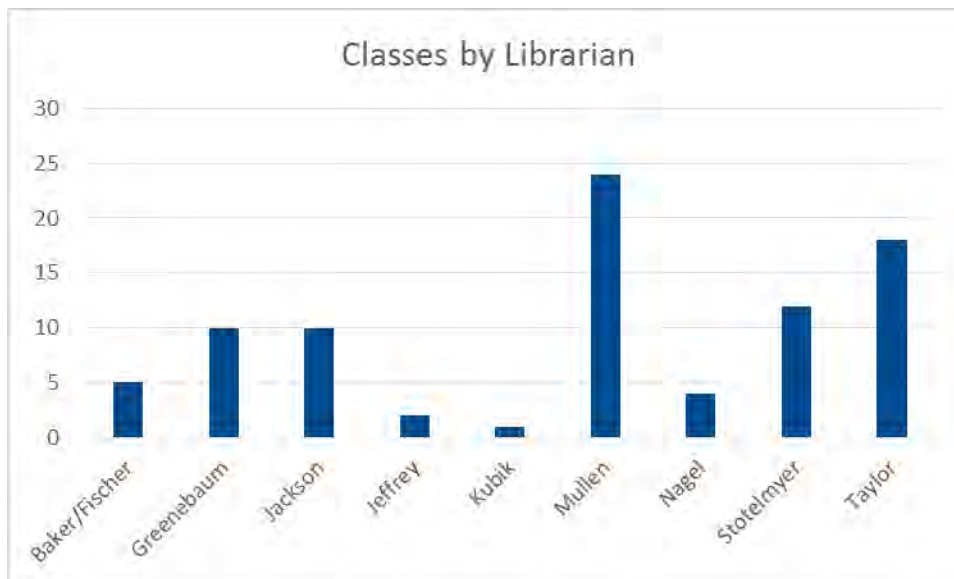
## Reference



# Reference



## Instruction



## **Department Accomplishments:**

Working closely with Assessment & Marketing, and Electronic Resource Management these two major events shaped the services provided to our Clayton State University community.

- LibGuides training for the migration of the Springshare product to LibGuides version 2 for all librarians. Our newest librarians, who had never created any LibGuides received training and then learned about the changes that Springshare was doing from version 1..
- Completion of the first year English faculty survey about library literacy instruction. We received some good constructive feedback and recommendations from a portion of the First Year English faculty.

## **Department Goals for the Coming Year:**

- Completing the move of library services into the completed upper level Phase 2 of renovated library space.
- Improve librarian skill sets for LibGuides in the creation, editing, and insertion of quality content including cc licensed images.
- Creating and publishing more LibGuides for classes, topics, and subjects to highlight library resources for the Clayton State University community.
- Increasing skill sets as Library begins to utilize more of the Springshare products.
- Successful training of new reference student assistants for service in the newly renovated Library including the learning commons area.

## **Individual Reports of Librarians**

### **Joan Taylor**

#### **Activities and Accomplishments**

- Published the following LibGuides: MALS 5000: Introduction to Graduate Studies, PSYC 3300: Ethics and Professional Issues.
- Chaired Search Committee for Weekend/Reference Services Librarian
- Served on Search Committee for Business Reference Services Librarian
- Campus interviews of librarian candidates scheduled.
- Orientation of both new librarians and coordination of scheduled training for them from other library departmental areas.
- Completed the required USG HR annual training.
- Wrote a segment of materials/equipment budget proposal at the request of Dean Gordon Baker.
- Reference mold project-Liaisons were given the task of reviewing reference items in their liaison areas for cleaning, replacing, or withdrawing.
- Selection of a month of titles for the Popular Reading Lease Collection
- Consultation appointments with students: July -1 , October-1, November-3, March-1, April 1, June-1

- Met with Matt Cornick to discuss the resources and requirements of our holdings in preparation for the American Bar Association site visit for reaffirmation of ABA accrediting credentials for the legal studies programs. Successful program review, January, 2015.
- Updated some resources on the Political Science LibGuide and notified Dr. Augustine Ayuk about the resources on the LibGuide as students prepared for the Southeast Model African Union (SEMAU) meeting.
- Discussion of ARCHE statistics with Erin. They became part of Google Reference Statistics.
- Psychology faculty select *pyschotherapy.net* “full collection” of resources to be added to the Clayton State University Library’s electronic resources.
- Our furniture vendor assisted with ADA compliance to library table regarding wheelchair accessibility at my request.
- Adjusted and worked hours for employees when needed.
- Completed the BYOD training and other additional HR and USG required updates to training.
- Prepare for University wide audit by updating existing policies pertaining to Reference & Instructional Services, creating new policies for some items.
- Library related research consultation strategies, email, and phone questions taken from various faculty members throughout the year including from Laura Dean, Debra Cody, Mandy Lusk.
- First Year English Survey project-Worked with other librarians to create a survey for first year English faculty. Based upon those responses and recommendations- there are some changes and adjustments to our English 1101/1102 library literacy sessions.
- Gale Data mining project and text analytics. (Artemis)
- Work on training guide for reference services designed for new staffing, librarians, and interns.
- Collection development liaison activities for the year: created carts of resources, recommended resources, identified academic areas needing more collection building, consulted with faculty for their input, and submitted resource recommendation purchase requests from faculty.
- Conferred with colleagues to discuss labeling and placement of the temporary home for the reference and legal research collections.
- Library literacy instruction sessions for multiple sections and semesters for courses in: COMM 1110, ENG 1101, ENG 1102, EDUC 3000, HCMG 6500, POLS 1101, PARA 4030, PSYC 3300.
- Collaborative effort with Kara and Robin to complete the CSU 1022 LibGuide with interactive tutorial and quiz. (Identify physical and virtual areas and functions of the Library).
- Stockbridge Middle School –National History Day project- coordinated event with Ms. Michelle Platson, SMS teacher, library staff, and junior education majors in assisting students with research about their selected individuals and topics.
- Since the upper level of the Library was closed throughout spring semester, we tried doing some two outreach events: “Answers on the Go”- table on Main Street near Jazzman’s Café, to offer library assistance or to answer questions from students or

faculty. (David, Thomas, Joan)“Operation Study-pizza lunch and answer questions and mingle with the students. (Erin, David, Joan) Tutoring Blitz-(Chris, Joan, Erin)

- Due to budget changes, and required campus purchasing changes, the Legal Studies faculty were consulted needed feedback about frequency of update needs for legal studies continuations.

### **Professional Development**

- Member of Southeastern Library Association
- Member of the Georgia Library Association
- Member Reference Services Interest Group for the Georgia Library Association.
- Conference attendance
- Conference presenter- **Reference Services Information Group (RSIG) and Government Resources Information** Group Combined sponsored conference presentation. Instruction was able to complete presentation at COMO: 2014 in Augusta, Georgia. **“Politically Correct: Teaching Effectively with Government Documents and Other Free Sources”** (three panelists Emily Rogers, Lori Gwinnett, me and Jean Cook-moderator) (I discussed our LibGuides for healthcare management and statistical resources for assignments.)
- GLA/SELA COMO Conference –Augusta, Georgia
- GUGM Conference-Macon, Georgia

### **Meetings, Workshops, Training**

- All Library Staff meetings throughout the year.
- Meet with Reference & Instructional Services Dept. and individually with librarians as needed.
- Faculty Affairs Committee.
- CID staff meeting to discuss New Faculty orientation
- Meeting with Barbara Dantzler to discuss circulation procedures.
- Meeting with Celena Milner for pre-briefing discussion of Freshman Premiere activities.
- Security Enhancement Committee- multiples meetings
- Shrimp Boil- Staff get together at Gordon Baker’s home.
- Farewell Social for Jennifer Duke celebrating her new career position as a media specialist.
- Meetings with Library Administrators and Department Heads throughout the year
- Candidate interviews and presentations attended by Library staff and non-library staff and/or faculty
- Reference & Instructional Services meeting with READ scale discussion, planning, training, and implementation led by Erin Nagel.
- Reference & Instructional Services meeting to discuss library information literacy LibGuides and different concentrations of topics per LibGuide.
- Reference & Instructional Services- working meetings to discuss Instruction Literacy Outcomes LibGuide work.
- Meeting with Erin to discuss ACRL data reports for collection of library statistics
- LibGuides- Wrap Up meetings

- LibGuides-discussion about version 2, training sessions, working sessions
- American Bar Association Accrediting team and legal research faculty-Successful reaccreditation of Clayton State University Legal Studies program.
- Credo Reference conference call
- Meeting with Mary Lamb to discuss First Year English survey results and possible recommendations based on those results.
- Met with Gordon Baker and Justin May-discuss distance learning
- Meeting with library staff and department heads to discuss future student assistant needs and staffing for Reference Department and new service areas on the upper level of the library.
- Meeting with library staff to discuss reference and circulation statistics and changes using the Springshare RefAnalytics product
- Springshare Image Manager training led by Robin Faulkner.
- Meeting with Dolores Cox to discuss the Clayton State University film project.
- Attended some of the Provost candidate Q and A sessions.
- Open Budget Meeting
- Faculty wide fall/spring meetings
- ALA sponsored webinar on Net Neutrality-Recent Changes in Legislation- impact for libraries.
- Springshare training of LibCal/LibChat/LibConnect by Kara Mullen and Robin Faulkner
- Ebsco's Discovery Service
- Training on use of new compact shelving.
- Webinar-EBSCO-"EDS- Completing the Questionnaires"
- Data Planet Statistical Datasets
- Gale Group meeting- sales representative- Tracie Lee
- Annual Christmas/Holiday luncheon
- ProQuest demonstration of *DataSets*
- OVID Nursing presentation- vendor presentation.
- AtoZ Database USA-vendor presentation
- Advance PubMed webinar training session sponsored by NN/LM

#### Institutional Participation

- Faculty Wine & Cheese Social
- General Faculty meeting
- Freshman Premiere
- Department Day
- Center for Academic Success Tutoring Blitz and Pizza Lunch tutoring session
- Undergraduate Curriculum Committee
- Benefits Fair

## David Greenebaum

### Activities and Accomplishments

- Hired December 2014; received new faculty orientation training
- Mold abatement project: treated materials in the Business Reference collection
- Weeded the Business Reference collection
- Taught multiple ENGL 1102 Library Instruction courses
- Compiled spreadsheet of ENGL 1102 course assessment data
- Liaison consultations with Dr. Avinandan Mukherjee, Dean of the College of Business
- Answers on the Go: offered library services in the UC
- Librarian promotion and appointment committee: promotion criteria work group
- LibGuides 2 standards and practices group
- Two individual research consultations
- Revised LibGuides for Business; created Information Literacy Outcome 6 guide

### Professional Development

- Conference attendance: GIL Users Group Meeting-Macon, Georgia

### Meetings, Workshops, Training

- LibGuides 2 training
- Webinar: *ValueLine: the top 5 features for your patrons*
- Webinar: *Data-Planet statistical datasets*
- Customer service training: *The Fish Philosophy*
- Customer service training: *Give 'em the pickle!*
- AtoZ database demonstration
- Public Services Meeting
- LibGuides Wrap Up meetings
- Joan Taylor, Cathy Jeffrey and Kara Mullen: discussed review and renewal/cancellation of database subscriptions
- Instruction team: revising instruction program and Information Literacy Outcomes LibGuides

### Institutional Participation

- Undergraduate Curriculum Committee (backup representative)
- Benefits Fair
- Department Day (Spring 2015)
- Operation Study

## Thomas Jackson, Jr.

### Activities and Accomplishments

- Reference desk coverage, virtual chat, and circulation desk coverage during the weekday and weekend as scheduled and needed.
- Observed and taught library instructional sessions during fall, spring, and summer semesters.
- Scheduled research consultations with students.
- Published *African-American Studies* LibGuide.
- Published *Women's Studies* LibGuide.
- Became the Library's representative on the Academic Policy Committee.
- Joined the 'Created Equal: America's Struggle with Civil Rights' Committee.
- Participated in community outreach with Stockbridge Middle School on National History Day helping the students do research on historical figures.
- Represented the Library in the Fall 2014 commencement on campus.
- Attended FISH philosophy training with library colleagues.
- Participated in 'Answers on the Go' with library colleagues in Reference and Instruction.
- Participated in 'Tutoring Blitz' with Library Colleagues.
- Attended University System of Georgia GIL Users Group Meeting on May 14 at Middle Georgia State College.

### Successes:

- Collection Development: Ordered over 100 books and visual media in Interdisciplinary Studies with a primary focus on the areas of Women's Studies and African-American Studies.
- **September 8-** Library Instruction Session- EDUC 3000 Teacher Education Seminar I- Dr. Beverly Garner (observed this session taught by Joan Taylor).
- **September 10-** Library Instruction Session- 3 sections of POL 1101 American Government (Observed two sessions taught by Joan Taylor. I then did instruction for one session while Joan Taylor observed.)
- **September 17-** Library Instruction Session- 1 section of English 1102- Observed Kara Mullen's session.
- Registered for Webinar: Put a Goal on It: Webjunction and Self-Directed Learning.
- Registered for Gale Online Webinar: "Data Mining & Textual Analytics".
- Viewed LibGuides Basics 1: "Building a Guide on Springshare".
- Viewed LibGuides Basics 2: "Reusability & Publishing on Springshare".
- Viewed LibGuides Admin 1: "Setup & Organization on Springshare".
- Viewed LibGuides Admins: "Migrating to LibGuides" v. 2.
- Registered for Webinar Digital Humanities: "Active Learning Tools in the Information Literacy Classroom".
- Registered for Webinar "Getting GALILEO to the User: Customize Your GALILEO experience".
- **February 9-** Library Instruction Session- 2 sessions of English 1102 with Professor Dunne.

- **February 10-** Library Instruction Session English 1102 with Professor Dunne.
- **February 17 and February 24-** 2 sessions of Library Instruction with Professor Ebony Gibson (Professor Gibson wanted to do a special topics with her course where they would write an essay on a television show and find scholarly articles on popular culture to support their arguments. The first session involved us looking at Library basics and the second session involved us looking at journals that are geared toward popular culture.)
- **February 24-** Library Instruction English 1102 sessions with Professor Scott at the Peachtree City Location.

#### **Goals:**

- Continue working developing LibGuides for Interdisciplinary Studies.
- Continue seeking professional development opportunities for librarians including conferences and webinars.
- Continue working on ways to improve English 1101-1102 library instructional sessions.
- Develop effective teaching and research strategies that can effectively serve and meet the needs of student patrons.
- Work on collaborating more with Interdisciplinary Studies faculty in regard to classroom instruction and collection development.
- Attend library conferences and possibly present a collaborative paper at a conference.
- Rejoin professional library associations.

#### **Individual Consultation Appointments:**

- **September 14, 2014-** Met with graduate student on how to access and search library resources.
- **October 7, 2014-** Met with graduate student. The student's research looked at medicinal medical practices during World War I and if those practices influenced modern medicine.
- **October 21, 2014-** Met with graduate student. The student's research looks at how African-American men are perceived in the mainstream media and reality television and if that perception impacts African-American men in American society.
- **October 27, 2014-** Met with graduate student. The student's research involved looking at the Freedom Riders movement during the Civil Rights era.
- **November 8, 2014-** Met with undergraduate student to discuss research interest in finding scholarly resources on African spirituality and yoga.
- **November 9, 2014-** Met with graduate student to discuss learning disabilities with high school children and if it relates to economic status.
- **March 28, 2015-** Met with undergraduate student to discuss researching statistics on racial disparities in marriage among African-American women and the possible variables if any that are not accounted for. We looked at the statistical data available through the Bureau of Labor and Statistics and other sources.
- **April 4, 2015-** Met with undergraduate student to research the origin of poem written in the late nineteen sixties.

- **April 8, 2015-** Met with undergraduate student discuss research on African-American women and reality television for English 1102.
- **April 20, 2015-** Met with undergraduate student to discuss a paper on the Clinton presidency.

### **Workshops and Meetings:**

- Attended Instructional services meeting to review preparations for teaching English 1102 courses
- Attended Reference and Instructional Services' meetings.
- Attended meetings on developing LibGuides.
- September 29-Attended High Density Shelving Training with Library Colleagues.
- Attended 'Created Equal: America's Struggle with Civil Rights' meetings.
- Attended meeting with fellow library colleagues to discuss the policies of children in the library and issues related to community users in the library.
- Worked with Professor Ebony Gibson on developing guidelines for the Student Showcase for a 'Created Equal' contest.
- Collaborated with Professor Ebony Gibson on a special topic assignment for her English 1102 course.
- Attended FISH philosophy training with fellow Library employees.
- Gale Online Webinar: Data Mining & Textual Analytics.
- "LibGuides Basics 1: Building a Guide on Springshare".
- "LibGuides Basics 2: Reusability & Publishing on Springshare".
- "LibGuides Admin 1: Setup & Organization on Springshare".
- "LibGuides Admins: Migrating to LibGuides v. 2".
- Registered for Webinar Digital Humanities: "Active Learning Tools in the Information Literacy Classroom".
- Registered for Webinar "Getting GALILEO to the User: Customize Your GALILEO experience".
- Attended University System of Georgia GIL Users Group Meeting on May 14 at Middle Georgia State College in Macon, Georgia.

### **Institutional Participation**

- General Faculty meeting
- Academic Policy Committee