Clayton State University Library

Dr. Gordon N. Baker   5/20/17   Dean of Libraries

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. Mrs. Jeffrey retired on June 30, 2016.

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. With the retirement of Cathy Jeffrey, Adam will become the Head of Technical Services on July 1 2016.

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. With the retirement of Cathy Jeffrey, Kara will become the Head of Access & Electronic Services on July 1, 2016.

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.

Heidi Benford has been a member of the staff at Clayton State University Library for many years. Her first position was as Reserves Assistant in Public Services. She then moved to Technical Services to become the Acquisitions Assistant. In August 2015, she became the Executive Assistant to the Dean of Libraries. Heidi is a native Atlanta and a proud graduate of Booker T. Washington High School and Clark College (now Clark Atlanta University.

2015 - 2016 Clayton State University Library Departments

Administration

- Dr. Gordon N. Baker, Dean of Libraries
- Heidi V. Benford, Executive Assistant to the Dean
- Erin Nagel, Assessment & Marketing Librarian

Collection & Resource Management

- Cathy Jeffrey, Associate Dean & Department Head
- Adam Kubik, Head of Monographic Cataloging
- Laura Herndon, Serials Librarian
- Rhonda Boozer, ILL/Reserves Assistant
- Heather Walls, Acquisitions & Cataloging Assistant
- Barbara Dantzler, Circulation & GIL Express Coordinator
- Jodi Brown, Evening & Weekend Circulation Assistant

Electronic Resources & Services

- Kara Mullen, Head of Electronic Resources & Services
- Christopher Stotelmyer, Electronic Resources Librarian
- Robin Faulkner, Electronic Services Assistant
- David Crowther, Electronic Services Assistant

Reference & Instructional Services

- Joan Taylor, Head of Reference & Instructional Services
- Thomas Jackson, Jr., Weekend Coordinator & Instruction Librarian
- David Greenebaum, Reference & Instruction Librarian

University Archives

- Rosemary Fischer, University Archivist

Liaisons for 2015-2016

Department/College	Liaison
Department of Biology	Laura Herndon
Department of Chemistry & Physics	Chris Stotelmyer
Department of English	Erin Nagel
Department of Humanities	Kara Mullen
Department of Interdisciplinary Studies	Thomas Jackson, Jr.
Department of Psychology	Joan Taylor
Department of Social Sciences	Joan Taylor
Department of Teacher Education	Gordon Baker
Department of Visual & Performing Arts	Gordon Bake
Music Program	Adam Kubik
College of Business	David Greenebaum
School of Nursing	Chris Stotelmyer
Department of Dental Hygiene	Laura Herndon
Health & Fitness Management	Laura Herndon
Health Care Management	Chris Stotelmyer
CIMS	Cathy Jeffrey

2015-2016 Committee Appointments

<u>Regents Academic Committee on Libraries</u> (RACL)
- Dr. Gordon Baker

<u>Atlanta Regional Council on Higher Education</u>
- Library Council – Dr. Gordon Baker
- ILL-ILU Committee – Rhonda Boozer, Dr. Gordon Baker

<u>CSU President's Extended Cabinet</u>
- Dr. Gordon Baker

<u>CSU Deans Council</u>
- Dr. Gordon Baker

<u>CSU Administrative Council</u>
- Dr. Gordon Baker
- Heidi Benford

<u>Faculty Senate Committees</u>

<u>Senators:</u>
- Laura Herndon (2017)
- Adam Kubik (2018)

<u>Academic Policy Committee</u>
- Thomas Jackson, Jr. (2017)

<u>Faculty Affairs Committee</u>
- Joan Taylor (2016)

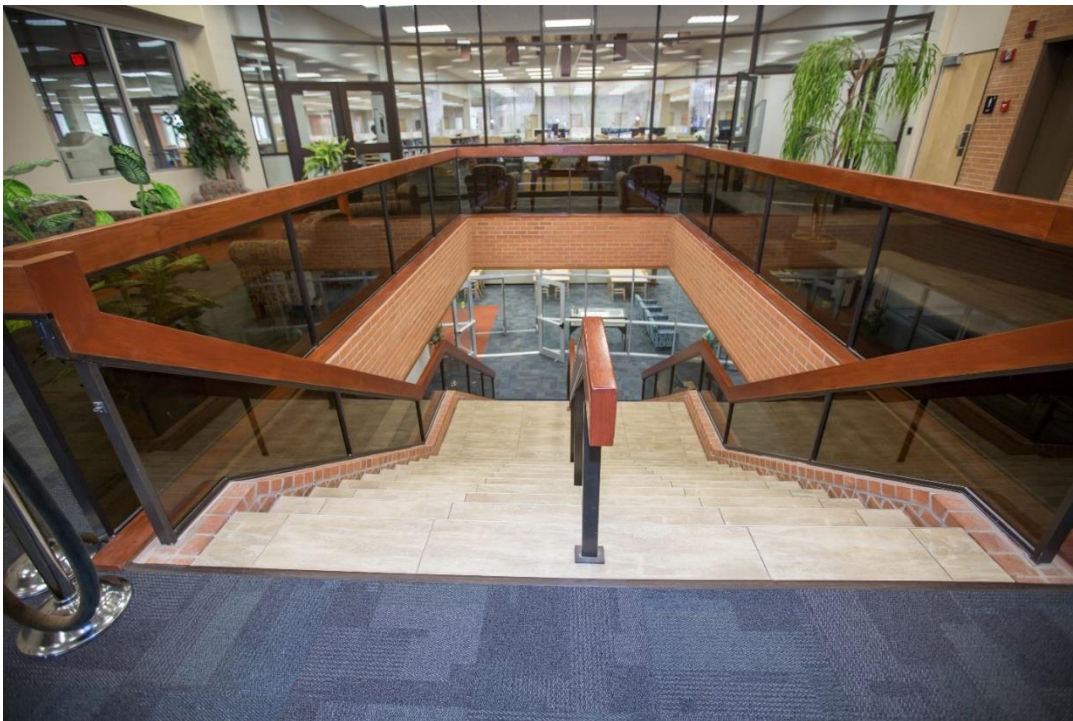<u>Graduate Affairs Committee</u>
- Erin Nagel (2018)

<u>Student Affairs Committee</u>
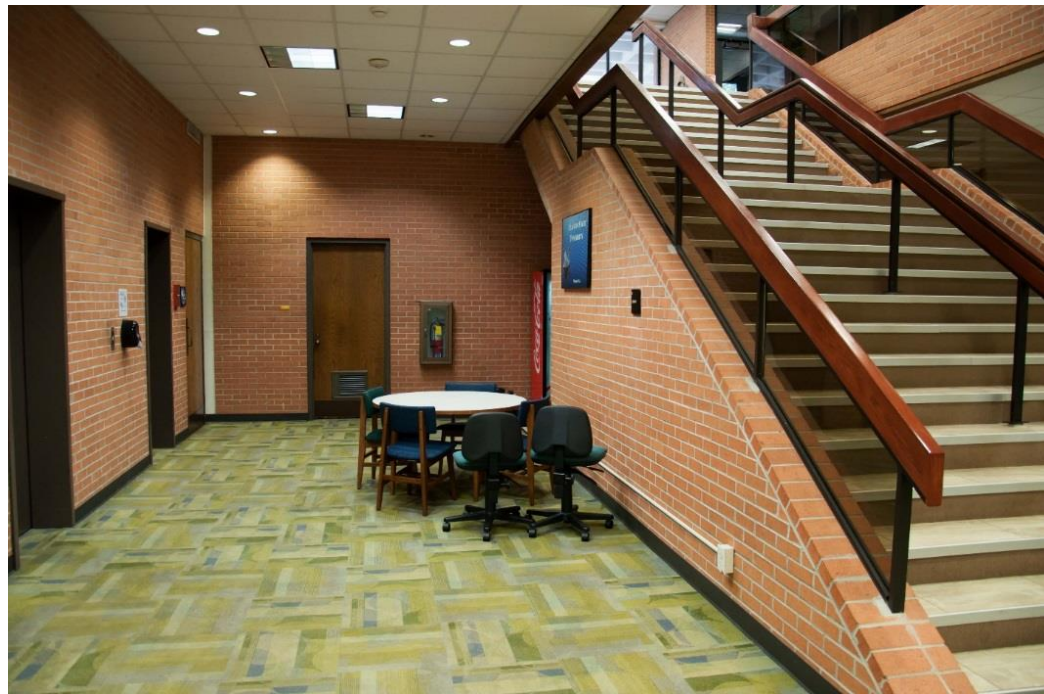- Christopher Stotelmyer (2017)

<u>University Curriculum Committee</u>
- Kara Mullen (2016)
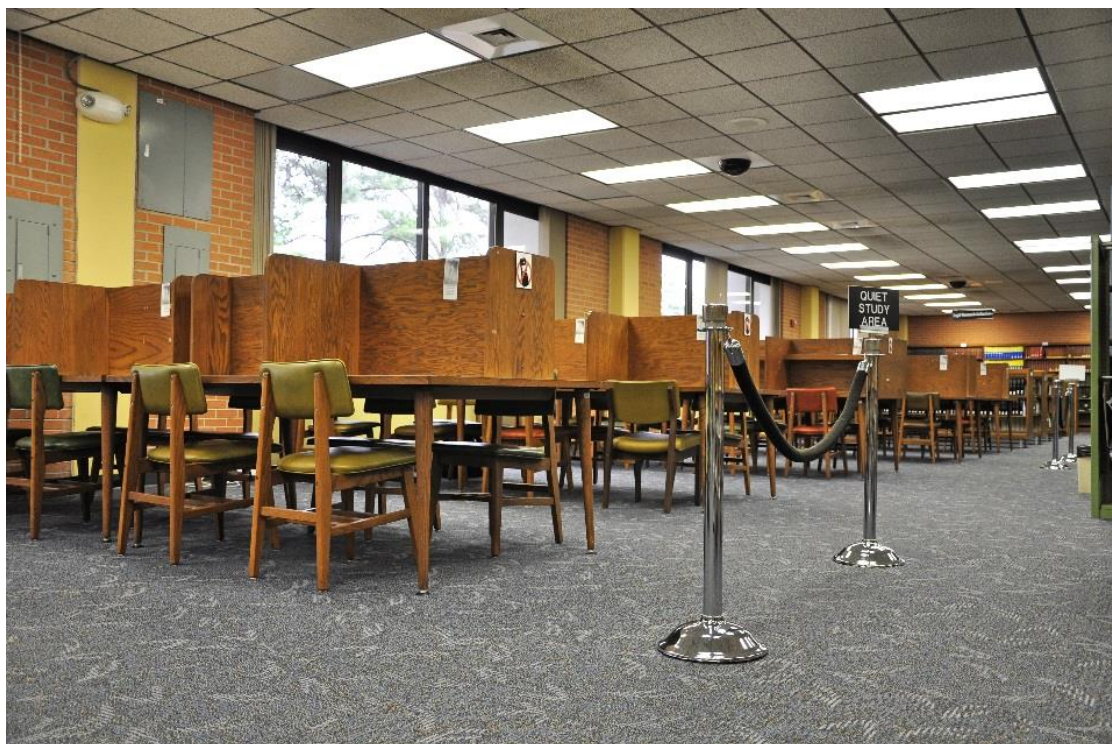- David Greenebaum (2017)

Before and After Pictures

tagxedo.com

Clayton State University
Administration Activities
July 1, 2015 – June 30, 2016

Dr. Gordon N. Baker, Dean of Libraries
Heidi V. Benford, Executive Assistant to the Dean

Dean Gordon N. Baker

July 2015

- Met with Bill Gruszka concerning Library staffing question, July 7, 2015.
- Hosted and chaired the first meeting of the 2016 Georgia Student Media Festival Steering Committee, July 7, 2015.
- Attended a Students Assistant Scheduling meeting on July 8, 2015.
- Attended monthly meeting with Provost Kevin Demmitt on July 8.
- Met with Kara Mullen and Robin Faulkner regarding the next round of computer purchases for the Library on July 13, 2015.
- Met briefly with AVP Jill Lane on July 13, 2015.
- Met with Marcia, Naulbert, Cathy, Kara, Heather, and Heidi concerning purchasing procedures for the coming year, July 13, 2015.
- Conference call with Eli Arnold at Oglethorpe University concerning the upcoming Georgia COMO Conference, July 29, 2015.
- Conference call with SELA President, Camille McCutcheon, regarding upcoming SELA Summer Conference, July 30, 2015.

August 2015

- Attended first meeting of the Administrative Council for the coming school year, August 4, 2015.
- Attended the inaugural meeting of the ARCHE Archives Council at the Georgia Archives on August 4, 2015.
- Conference call with SELA President Camille McCutcheon, August 4, 2015.
- Met with Kara Mullen concerning SELA's upcoming Summer Conference, August 5, 2015.
- Attended the Library Upper Level Construction Update meeting on August 6, 2015.
- Attended the Academic Affairs Committee Planning Retreat in Peachtree City, GA on August 6, 2015.
- Conference call with SELA President Camille McCutcheon on August 7, 2015.
- Attended a meeting with David Parham, Sherry Belom, Kara Mullen, and Heidi Benford concerning the Library laptop project on August 10.
- Coordinated a Georgia COMO meeting on August 10 at Clayton State.
- Addressed the University's new faculty on August 10. Gave them an overview of the Library and its services.
- Conference call with SELA President Camille McCutcheon on August 10.
- Chaired a Library Relocation meeting on August 10. Other participants included Joan Taylor, Erin Nagel, Thomas Jackson, Jr., David Greenebaum, and Heidi Benford.
- Participated in an ALMA webinar on August 11`.
- Attended the Area X meeting of the Georgia Retired Educators Association in Griffin on August 12.
- Organized and attended the SELA Summer Conference in Birmingham, AL, August 13-15.

- Attended a Georgia COMO meeting in McDonough, August 17.
- Attended and chaired an ad hoc committee meeting of the Henry County Retired Educators Association on August 17.
- Attended the August meeting of the President's Extended Cabinet on August 18.
- Attended the August meeting of the ITC on August 18.
- Met with Provost Kevin Demmitt on August 18.
- Had a working lunch with Vice-President Kate Troelstra on August 19.
- Conference call with SELA President Camille McCutcheon on August 26.
- Met with Hank Houser and representatives from Gordon State College regarding renovation.
- Attended Deborah Gray's retirement reception in Gwinnett County on August 27.
- Attended meetings of the GALILEO Steering Committee and the RACL Executive Committee on August 28.

September 2015

- Attended a meeting of HCREA on September 1, 2015 in McDonough.
- Conference call with SELA President Camille McCutcheon on September 2.
- Met with Provost Kevin Demmitt, September 2.
- Attended the September meeting of the Academic Affairs Committee, September 3.
- Taught an ENGL 1101 library instruction class for Dr. Eugene Ngezem at the Henry County Academy for Advanced Studies on September 9.
- Attended the retirement reception for Georgia Southern University's Associate Dean of Libraries, Ann Hamilton on September 11.
- Attended a Georgia COMO meeting in McDonough, September 14.
- Attended September ITC meeting, September 15.
- Conference call with SELA President Camille McCutcheon, September 16.
- Attended the ribbon cutting for the Science Building, September 17.
- Taught THEA 1100 library instruction class for Derrick Vanmeter on September 17.
- Attended a meeting with SpaceSaver high density shelving with Priti Bhatia on September 18.
- Attended the quarterly Library Cake 'n Cream birthday celebration on September 21.
- Lunch meeting with former CSU Library staffers, Alice Murphy and Gwen Bell, on September 22.
- In addition to Cathy Jeffrey, Kara Mullen, Adam Kubik, Heather Walls, and Heidi Benford, I met with Naulbert Nolan regarding library expenditures on September 22.
- With the other Deans, met with AVP Maritza Ferreira concerning the University's web page on September 22.
- Attended the Top Work Place Event on September 23.
- Conference call with SELA President Camille McCutcheon on September 23.
- Attended a follow-up meeting of the Laptop Lending Project on September 24.
- Attended mandatory Title IX training session at CSU East on September 28.
- Conference call with SELA President Camille McCutcheon on September 28.

- Taught an ENGL 1101 library instruction class for Debbie Lowe at the Henry County Academy for Advanced Studies on September 29.
- Taught two ENGL 1101 library instruction classes for Debbie Lowe at the Henry County Academy for Advanced Studies on September 30.

October 2015

- Attended the October meeting of the Academic Affairs Committee on October 1, 2015.
- Attended the 2015 Georgia Council of Media Organizations, October 6-9 in Athens at the Classic Center. Presented the following sessions: Updating and Re-purposing Your Academic Library Spaces: Approaches at Two Southeastern Universities, Take 2 (October 7), GAMA Club Lives! Begin or Recharge a Library Club for Teens to Build Leadership Skills Through Volunteerism (October 8), and Georgia Student Media Festival @ 40! (October 9).
- Met with Provost Kevin Demmitt on October 12.
- Chaired a meeting of the Library Promotion Committee on October 12.
- Library Department heads and I met with Chief Hamil on October 12.
- Met with Justin Mays for instruction on the BB Collaborate System, October 13.
- Conference call with SELA President Camille McCutcheon on October 13.
- Arranged and attended the SELA online board meeting, October 14.
- Attended first meeting of Facilities Advisory Committee since appointment, on October 19.
- Attended the October meeting of the President's Extended Cabinet on October 20.
- Met with Kara Mullen concerning the equipment needs for the upper floor of the Library on October 21.
- Attended the Active Shooter presentation for the Library on October 26.
- Attended the ITC meeting on October 26.
- Participated in a renovation meeting concerning the L200 and L216 on October 28.
- Assisted with the Stockbridge Middle School students with National History Day projects on October 28, 29, and 30.

November 2015

- Conference call with SELA President Camille McCutcheon on November 2.
- Met with Cathy Jeffrey, Kara Mullen, and Joan Taylor about scheduling and other associated issues with moving to two service floors.
- Met with Dr. Lila Roberts, Kara Mullen, and Cathy Jeffrey concerning the funding of IEEE database.
- Attended the November Administrative Council Meeting on November 3.
- Had a working lunch with Vice-President Kate Troelstra on November 3.
- Attended the University's Budget Town Hall Meeting on November 3.
- Organized and participated in the SELA online Board Meeting on November 4.
- Met with Provost Kevin Demmitt on November 4.

- Attended the meetings of the GALILEO Steering Committee and RACL Executive Committee meeting in McDonough on November 6.
- Attended and Chaired the Fall ARCHE meeting at the Jimmy Carter Library on November 10.
- Attended the November meeting of FOGAH at the State Archives on November 11.
- Attended the November meeting of the Academic Affairs Committee on November 12.
- Attended the Fall RACL Meeting at Middle Georgia State University – Macon Campus on November 13.
- Attended one of the ESA interviews on November 16.
- Attended the November 16 meeting of the McDonough City Council and received a proclamation recognizing Georgia Retired Educators Day in McDonough.
- Attended the November meeting of the President's Extended Cabinet on November 17.
- Attended the November meeting of ITC on November 17.
- Attend Library Renovation – Upper Level Meeting on November 17.
- Met with Cathy Jeffrey regarding Library issues on November 18.
- Met with Public Services regarding staffing and servicing the public on the upper level on November 18.
- Celebrated 100% on the Faculty Staff Fund Drive with a pizza party for the entire Library staff and faculty on November 18.
- Met with Priti Bhatia regarding the Library renovation on November 19.
- Attended one of the ESA interviews on November 19.
- Conference call with SELA President Camille McCutcheon on November 30.

December 2015

- Attended the December Administrative Council Meeting on December 1.
- Met with Michelle Lenderman regarding GAIT in Macon on December 1.
- Met with Provost Kevin Demmitt on December 2.
- Attended the December meeting of the Academic Affairs Committee on December 3.
- Met with Heidi Benford and Stephen Sherman regarding the Foundation Center on December 3.
- Met with members of IT and Rosemary Fischer regarding the software to use in the University Archives on December 7.
- Met with Maritza Ferreira and members of her staff for a tour of the renovated upper library.
- Participated in a Reference Call for Katherine Ott Quinnell on December 8.
- Organized and lead a meeting of the Helen Ruffin Reading Bowl committee on December 8.
- Participated in the Quarterly Cake 'n Cream on December 9.
- Attended the Academic Affairs Committee holiday brunch, December 11.
- Participated in the GLA Leaders Meeting and co-presented "A History of GLA."
- Attended the December meeting of the Henry County Retired Educators Association on December 15.

- Met with Thomas Jackson, Jr., Joan Taylor, Cathy Jeffrey, and Heidi Benford regarding the staffing of the Library on Saturdays, December 16.
- Chaired the Library's Holiday Luncheon at the Sushi China Café Restaurant in Morrow, December 16.
- Participated in a Library Upper Level Renovation meeting with Priti Bhatia and others on December 17.
- Met with Priti Bhatia and Mark Patterson regarding Library furniture on December 17.
- Did a brief update on the ARCHE Library Council for the ARCHE Presidents Council on December 17.

January 2016

- Attended and Office 365 Group meeting lead by Robin Faulkner on January 6.
- Met with HR Executive Director Tom Gausvik regarding the pay grade on the entry level librarian on January 7.
- Attended an organizational meeting of the McDonough City Council Ethics Committee on January 8.
- Hosted the GAIT/GLMA Media Specialist of the Year Committee Meeting at CSU on Saturday, January 9.
- Met with Randy Nicholson from Stanley Securities on January 11.
- Conference call with SELA President Camille McCutcheon on January 12.
- Met with Cathy Jeffrey, Heidi Benford, and Kara Mullen regarding expending remaining library funds on January 13.
- Met with Provost Kevin Demmitt on January 13.
- Attended the Academic Affairs Committee Meeting on January 14.
- Taught a library research class for Theatre 4800 for Derrick Vanmeter on January 15.
- Attended the President's Extended Cabinet meeting on January 19.
- Conference call with SELA President Camille McCutcheon on January 20.
- Coordinated and attended the Georgia Library Association's Mid-Winter Conference held at Clayton State University on January 22.
- Celebrated the Grand Reopening of the Library on January 27. Over 200 people attended the festivities.
- Hosted and co-chaired with Cathy Jeffrey a Georgia COMO Planning Meeting on January 28 at Clayton State.
- Coordinated a SELA Executive Committee conference call on January 29.

February 2016

- Taught two English 1102 classes for Debbie Lowe at the Henry County Academy for Advanced Studies on February 1.
- Taught one English 1102 class for Debbie Lowe at the Henry County Academy for Advanced Studies on February 2.
- With Michelle Lenderman presented a session on the Georgia Student Media Festival to media specialists in the CSRA RESA district on February 4 in Dearing, GA.

- Had a luncheon meeting with Vice-President for Advancement, Kate Troelstra on February 9.
- Attended Spring Semester Faculty Meeting on February 9.
- Met with Tom Gausvik concerning the entry level librarian's position on February 10.
- Met with Kara Mullen, Adam Kubik, Cathy Jeffrey, and Heidi Benford to begin work on the remaining budget balance exercise for the Budget Office on February 10.
- Attended the Academic Affairs Committee Meeting on February 11.
- Attended a meeting at the Henry County Library System office in McDonough on February 11.
- Attended a GLA Board Meeting at Clayton State on February 12.
- Set-up for the Helen Ruffin Reading Bowl Metro Atlanta on February 12.
- Hosted the Helen Ruffin Reading Bowl Metro Atlanta event on February 13.
- Attended the President's Extended Cabinet meeting on February 16.
- Met with Provost Kevin Demmitt for annual evaluation on February 16.
- Conference call with SELA President Camille McCutcheon on February 17.
- Conference call with SELA President Camille McCutcheon on February 22.
- Met with Study Room Team on February 22.
- Attended the Making Things Better Awards presentation on February 24.
- Hosted the SELA online Board Meeting on February 25.

March 2016

- Participated in the GIVE4DREAMS event at CSU on March 1.
- Attended the Administrative Council meeting on March 2.
- Attended the Academic Affairs Meeting on March 3.
- Hosted the Gordon State College Library Staff for a staff development event at CSU on March 7.
- Met with Cathy Jeffrey, Adam Kubik, Kara Mullen, and Heidi Benford to finalize the budget balance exercise for the Budget Office on March 8.
- Library Staff and Faculty Meeting. HR Executive Director was speaker on March 9.
- Attended organizational meeting of the McDonough City Council's Ethics Committee on March 11.
- Attended the GREA Area X Annual Meeting at McDonough Presbyterian Church on March 15.
- Conference call with SELA President Camille McCutcheon on March 16.
- Attended GALILEO Steering Committee and RACL Executive Committee Meeting in McDonough on March 18.
- Attended and co-chaired Georgia COMO Meeting in Macon on March 21.
- Had lunch with Vice-President for Advancement Kate Troelstra on March 22.
- Met with Susan Copeland and Cathy Jeffrey regarding a donation from the MALS program.
- Attended the ePro/GFM Training for Approvers on March 24.
- Attended the Academic Affairs Budget Priority Meeting on March 25.
- With Heidi Benford, visited the CWC Showroom in Atlanta on March 28.

- Met with Kara Mullen to test the Room Reservation System on March 29.
- Met with Loren Pinkerman and other library faculty and staff regarding a presentation on the Scannx Book Scanner on March 31.

April 2016

- Hosted a luncheon for members of RACL in Blairsville on April 6.
- Attended the RACL Spring Meeting at Brasstown Valley Resort, April 6-8.
- Met with USG/ALMA Project Manager Barry Robinson and Bill Clayton on April 12 at CSU.
- Met with Provost Kevin Demmitt on April 12.
- Attended the Academic Affairs Council Meeting on April 14.
- Attended the GLA Board Meeting on April 15.
- Hosted, chaired, attended GAIT Board Meeting at CSU on April 16.
- Checked on the program for the upcoming Spring ARCHE meeting, April 18.
- Attended a meeting of the Facilities Modification Committee on April 19.
- Attended the President's Extended Cabinet Meeting on April 19.
- Completed the evaluation of scholarship applications for Beta Phi Mu's Sarah Rebecca Reed Scholarship, April 19.
- Originated conference call meeting for the SELA Executive Committee on April 20.
- Attended Gordon State College Library reopening ceremony, April 21 in Barnesville, GA.
- Met with Nicole Harris, Cathy Jeffrey, Kara Mullen, Adam Kubik, and Heidi Benford to discuss the Library's Expenses and reporting, April 25.
- Dr. Hynes addressed the members of the Library Faculty and Staff at a called Library Meeting on April 25.
- Attended the Service and Special Academic Awards Ceremony at Spivey Hall on April 26.
- Met with Cathy Jeffrey, Adam Kubik, Kara Mullen, and Heidi Benford concerning the corrections needed on the remaining budget for the year on April 27.
- Attended and chaired a meeting of the Georgia Student Media Festival Committee on April 28 at CSU.
- Attended and chaired a meeting of the Georgia COMO Site Selection Committee on April 30 at CSU.

May 2016

- Attended the Georgia Retired Educators Association annual conference in Augusta, May 3-5, 2016.
- Met with Dr. Brian Blanton, Media Coordinator, Henry County Schools and Michelle Lenderman, Media Coordinator, Bibb County Schools, to review space allocated for the Georgia Student Media Festival at the Henry County Academy for Advanced Studies, May 6.
- Attended meeting hosted by Kara Mullen regarding the Library's new room reservation system, May 11.

- Attended monthly meeting with Provost Kevin Demmitt on May 11.
- Coordinated the set-up for the Georgia Student Media Festival at the Henry County Academy for Advanced Studies on May 12.
- Chaired the 40th Anniversary Georgia Student Media Festival at the Henry County Academy for Advanced Studies on May 13 in McDonough.
- Planned and hosted the Spring Meeting of ARCHE at the CSU Library, May 17.
- Coordinated and attended SELA online Board Meeting on May 18.
- Attended a local ALMA Project Team meeting and reporting session on May 18 presented by Kara Mullen and Adam Kubik.
- Along with all of the Library faculty and staff, attended the annual GIL Users' Group Meeting (GUGM) in Macon, May 19.
- Met with the Study Room Committee on May 24 to determine the policies for the use of the 10 study rooms.
- Met with Cathy Jeffrey, Kara Mullen, and Joan Taylor concerning the supplemental student assistants funding on May 24.
- Attended the Henry County Retired Educators Association annual planning meeting on May 25 in McDonough.
- With other committee members attended a Georgia COMO Site Selection Committee Meeting in Columbus on May 31.

June 2016

- Met with Joan Taylor regarding the reference librarian and part-time reference librarian searches on June 1.
- Met with Provost Kevin Demmitt on June 1.
- Attended and chaired a meeting of the Henry County Library System's Board of Trustees on June 6.
- Wrote a letter of recommendation for Jean Cook's promotion and tenure packet, June 7.
- Attended a meeting of the Search Committee for the reference and part-time reference librarians on June 7.
- Attended and chaired a meeting of the City of McDonough Ethics Committee on June 7.
- Attended the Monthly Academic Council Meeting on May 9.
- Composed and emailed the top seven candidates for the full time reference librarian position on June 8. This email is to set up times for telephone interview on June 14 and June 16.

Clayton State University
Assessment & Marketing Activities
July 1, 2015 – June 30, 2016

Erin Nagel
Assessment & Marketing Librarian

Assessment & Marketing

Goal Progress for 2015-2016

Offer internal workshops to support assessment, instruction, reference, and other library functions.
- *Hosted two Te(a)d Talks attended by mixture of library faculty and staff. Feedback was limited but positive. Additional talks are planned.*

Incorporate SpringShare LibInsight into library statistics recordkeeping and reporting.
- *The LibInsight software was tested during a trial period and found not to be worth the full cost. Reports and dashboards were not flexible enough for local customizations*

Complete Periodical Review and make recommendations for subscription changes.
- *Liaisons reviewed periodical subscriptions in their areas and returned recommendations in Fall 2015. Summary recommendations were submitted in April 2016. Recommended deletions totaled to an estimated savings of $2,201.54*

Summary of Activities

Assessment

Learning Outcomes
- The Assessment & Marketing Librarian worked with the instruction team to plan a slate of LibGuides to serve as Information Literacy tutorials. Each librarian was assigned 1-2 Information Literacy Learning Outcomes and tasked with creating a LibGuide and developing accompanying quiz questions. These questions will be incorporated into self-scoring quizzes and eventually shared with faculty and students to allow for independent, self-guided, information literacy instruction. To date, all LibGuides have been created and named, although some are incomplete. Three Information Literacy quizzes have been created.
- The Information Literacy Learning Outcomes (ILLO) are integrated into the RefAnalytics reference transaction tracking system. It is an optional response item, and 40% of transactions indicate an associated Learning Outcome. The most common Learning Outcomes addressed by reference transactions were ILLO 1 (Identify physical and virtual areas and functions of the library) and 4 (Efficiently access information relevant to the identified need).

READ Scale
- The adoption of RefAnalytics also incorporated the READ (Reference Effort Assessment Data) scale as a system of analyzing effort involved in reference transactions. To accomplish this, the AML worked with the head of Reference & Instruction to develop training materials and scale collaboration. The scale was piloted during July 2015 and adopted the next month. The READ scale assigns a number associated with the effort and knowledge required to assist a user in a reference

transaction. This is an optional item in RefAnalytics, and 95% of transactions were assigned a number on the scale.

Predictably, the lower effort transactions were most common and the majority of these took place at the Circulation Desk. Higher effort transactions were more likely to occur at the reference desk or as consultations.

READ Scale by location

	1	2	3	4	5
Roaming	25	34	17	2	
Reference Desk	685	354	312	52	3
Office	53	70	74	13	4
Circulation Desk	698	494	126	6	
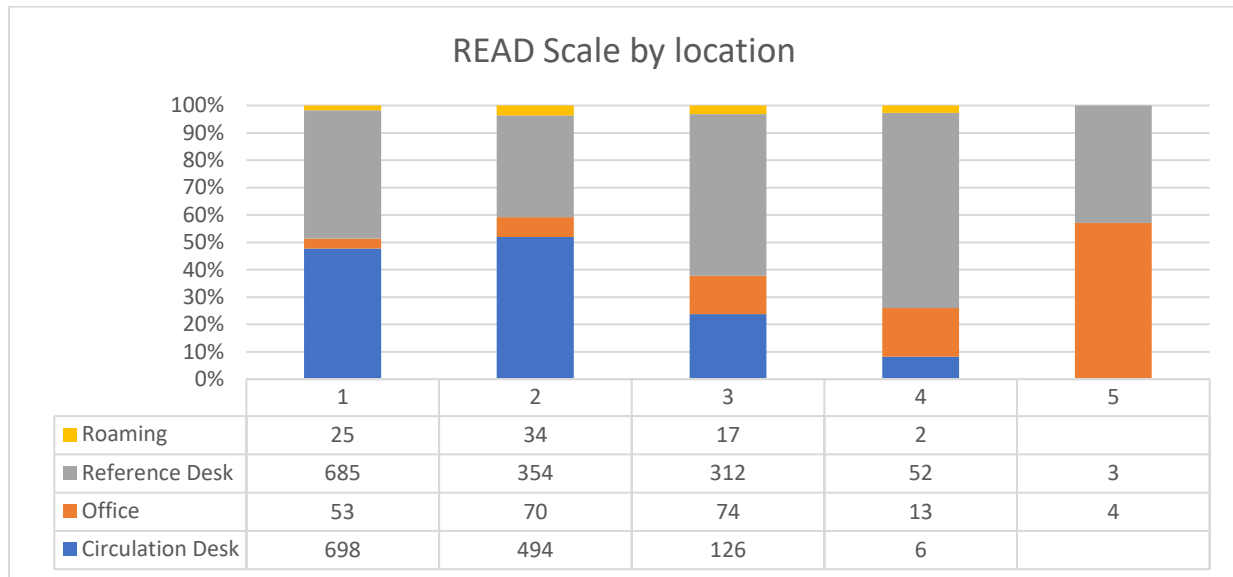
Also, as predicted, the lower effort transactions were more likely to be answered by student assistants and higher level transactions by librarians.

READ Scale by Employee Type

	1	2	3	4	5
Student Assistant	281	235	29	2	
Staff	337	241	89	4	
Librarian	822	483	413	68	8
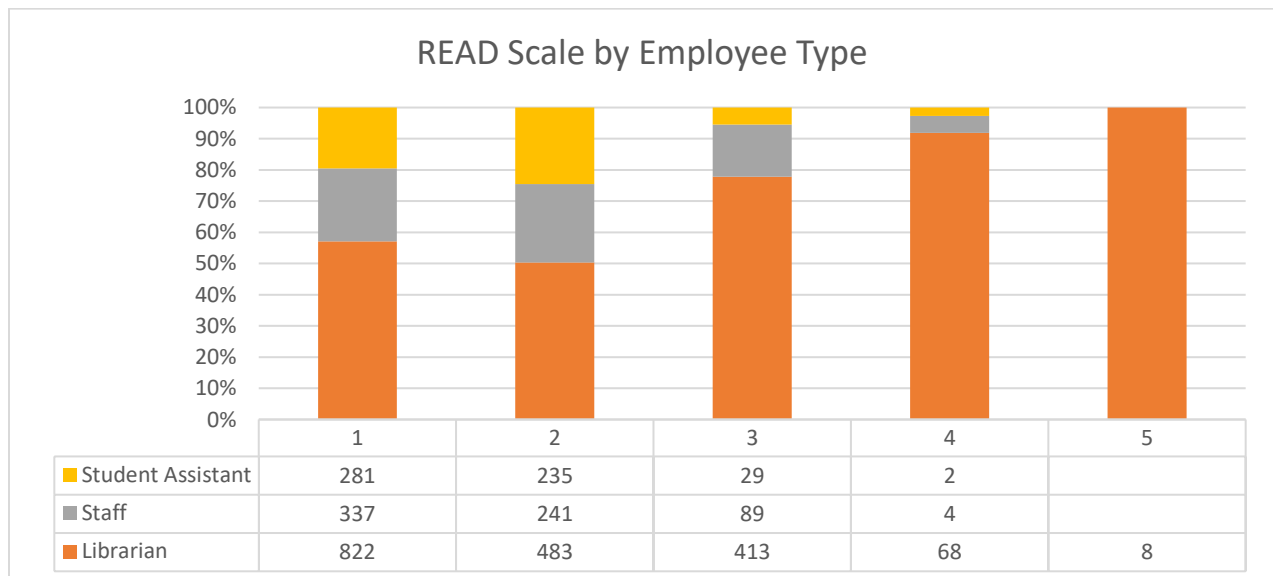
RefAnalytics data is routinely shared with other library departments to assist with scheduling and training.

<u>Surveys- External</u>
- Both external surveys, IPEDS Academic Library Component and ACRL, were completed on time. As predicted, some survey questions had changed and made the survey more streamlined. Based on changes to the ACRL survey, an additional item was added to RefAnalytics. This asks library staff to indicate whether a transaction was the result of a scheduled appointment or a walk-up transaction.

<u>Instruction</u>
- There were no standard assessment measures for instruction this period. Nearly eighty percent of instruction statistics responses included some assessment method. This suggests that instruction librarians are incorporating assessment into their instruction sessions.

Marketing

<u>Newspaper</u>
- Changes in student media prevented the library from continuing the *Bent Tree* columns.

<u>Events</u>
- For the third year in a row, the library participated in Freshman Premiere for first year student orientation. The presentation included an interactive quiz and survey. Adding a competitive element to the quiz encouraged participation. The online quiz tool, Kahoot, has since been used in classes and other events.
- For the third 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.
- The library sponsored a booth at the Fall Department Day for Welcome Week to share information about the library and its resources and services.
- In support of the *Created Equal* grant awarded in Spring of 2013, the Assessment & Marketing Librarian organized a series of discussions centered on the film *The Abolitionists*. There were six discussions events and one film screening. In all, over 100 people attended. Ninety-one percent of attendees responding to evaluations found the event worthwhile, and 79% reported that they would visit the Library for more information about the topics.

Abolitionists attendee evaluation
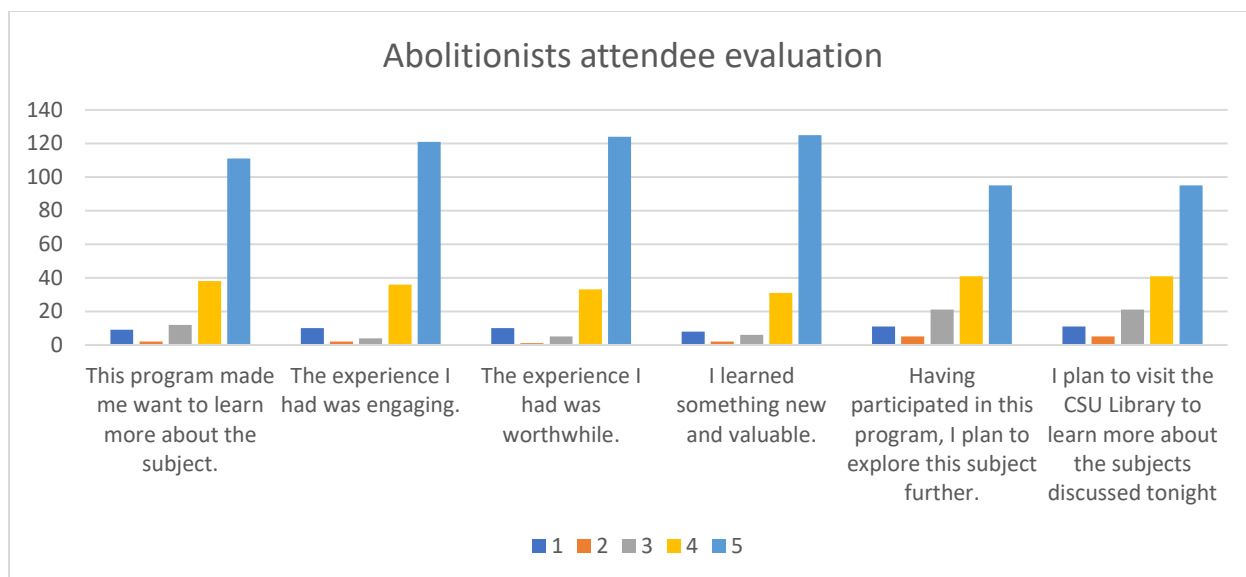
The library had a table and presentation board at the annual Clayton State Day at the Capitol. A three-piece display board highlighted improvements made to the library building based on user feedback over the years. This board was also on display during the library's grand re-opening event and for the first few weeks after opening.

Grand re-opening
- The AML worked with the Communications and Marketing department to develop marketing materials to highlight the improvements made to the library. A planned self-guided tour during the event did not take place as planned. The comment board, however was very popular. We received over 65 notecards with answers to the prompt: "What do you like best about the new library?" Visitors appreciated the spacious atmosphere, study rooms, and comfy chairs. Specific comments praised the "space & privacy", the "natural light", and the "groovy orange chairs."

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 400 likes and ended with 445. There were 230 posts created by the library, 121 links, 83 photos, 12 status updates, and 5 videos. Photo posts were by far the most engaging reaching an average of 112 Facebook users as opposed to the other post types which reached on average 86 users.
- The library sent 284 tweets. The post with the highest engagement level was a video about Book Lover Day.
- The library added Instagram to its social media offerings in January 2016. Popular posts were congratulating graduates, collaborative poetry for National Poetry Month, and donuts from Clayton State Day at the Capitol.

- The AML collaborated with the Head of Electronic Resources and Services for a targeted Social Media campaign during National Library Week 2016. Each day on social media featured a different College and highlighted resources in the relevant subject areas. Liaisons were also encouraged to reach out to their departments on the specific day. Capitalizing on the adult coloring book trend, we gave out color your own bookmarks with library information on the back. We also offered two contests. We solicited comments on whiteboards and Instagram posts and selected winners randomly from the participants. Our goals were 50 whiteboard comments and 10 Instagram posts, but we only received 15 comments and 4 posts. We will keep similar goals next year but adjust marketing strategies.

Other
- The Assessment & Marketing Librarian (AML) ceased distributing a monthly dashboard report due to inability to collect certain data points during the renovation.
- The AML converted the end of the Reference Desk into a creativity station with coloring pages and materials and plain white paper covering the surface. Upon the death of the popular recording artist, Prince, students transformed the space into a memorial with messages and drawings. This was converted into a video and shared through all social media accounts.
- Worked with Circulation Assistant to design Banned Books Week displays and activities.
- Celebrated April Fool's Day by advertising self-checkout and then putting a mirror up for patrons to "check themselves out". ☺

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, recording 328 reference transactions in RefAnalytics
- The Assessment & Marketing Librarian provided instruction to 15 classes: ENGL1101 (6), ENGL1102 (6), COMM1110 (2), & CMS3020 (1).
- Baked cookies for the English department during National Library Week.

Highlights

Professional Development
Webinars
- *Faculty Engagement Roundtable.* July 13, 2015. (Marketing).
- *LibInsight: Introduction Training Session.* August 11, 2015 (Assessment)
- *LibInsight: Creating and Understanding Datasets for Reference and Library Instruction.* August 18, 2015 (Assessment)
- *LibInsight: Creating and Understanding Dataset for Access Services.* August 20, 2015 (Assessment)
- *LibInsight: Creating and Understanding Dataset for E-Resources and Database Management.* August 24, 2015 (Assessment)

- Meetings, Workshops, Conferences
- Library Marketing and Communication Conference
- Southeastern Library Assessment Conference
- GLA Midwinter 2016
- GUGM 2016

Publications, Reports

The Southeastern Librarian Volume 63, No. 2, Summer 2015
"2015 Southeastern Library Assessment Conference"
http://digitalcommons.kennesaw.edu/cgi/viewcontent.cgi?article=1566&context=seln

Academic Library Marketing Blog
"Announcing -the Southeastern Library Assessment Conference (SLAC)" co-author
http://www.academiclibrarymarketing.com/blog/announcing-the-southeastern-library-assessment-conference-slac

Clayton State Library blog posts
"Help Wanted: The Library is Hiring"
"Banned Books Week 2015"
"National Disability Employment Awareness Month 2015"
"Got skills? Come Join Our Team"
"Grand reopening ceremony and ribbon cutting"
"Resources for 2016 MLK Day of Service"
"Self-checkout comes to Clayton State"
"Study Room Changes"
"Earth Day is April 22nd"
"Help us Celebrate National Library Week"
"Study Room Reservations"
"New service: Equipment rental"
"Group study room updates"

Membership

Georgia Library Association
GLA Research & Assessment Interest Group
GLA Scholarship Committee
Southeastern Library Association

Institutional Participation

Institutional Review Board
PACE- Data Committee
Top Workplace Celebration planning

Classes and Workshops Taught

Fall 2015
Freshman Premiere (3), CMS 3020 (1), ENGL 1101 (5), ENGL 1102 (2)
Spring 2016
COMM 1110 (2), ENGL 1101 (1), ENGL 1102 (4

Goals for 2016-2017

- Partner with other groups or department on their special events or weeks.
- Pilot a library use and student success analysis
- Revive and revise the library dashboard
- Assist in external and internal communications about the Alma migration

Clayton State University
Collection & Resource Management
July 1, 2015 – June 30, 2016

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

Circulation Department

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

Providing access to materials, assisting users with basic questions about the use of the library and our services, and offering a welcoming space are the primary functions of the Circulation Department. In FY16 Circulation Department staff managed routine functions effectively including: training and scheduling department staff; completing circulation transactions; maintaining the circulating inventory; sending notices; collecting fines and fees; releasing Banner holds; and processing GIL Express materials.

In response to several unique sets of circumstances the Circulation Department spent significant time during FY16 on hiring new staff members and training. The first issue encountered was the need to assist in the training of student assistants hired to work at the upper level Reference Desk. Hiring preceded the completion of the renovation of the upper level by several months. Circulation Department staff contributed in significant ways in training these new employees in general policies and procedures, in Circulation policies and procedures and in the use of the Voyager Circulation client application. With the resignation of Evening Circulation Assistant Jodi Brown in January, Department staff spent the first four months of the New Year in hiring and training her replacement. Finally, at the beginning of summer semester 2016, four experienced student assistants left in the same month requiring the hiring and training of new assistants.

With the opening of the upper level in January 2016, the Circulation Department increased coverage on the weekend so that a full-time library staff member would be on hand to supervise each floor during every hour of operation.

In FY16 we experienced an increase in circulation of materials. This can be explained by the addition of study room keys, supplies, and equipment rental options available to students in March 2016.
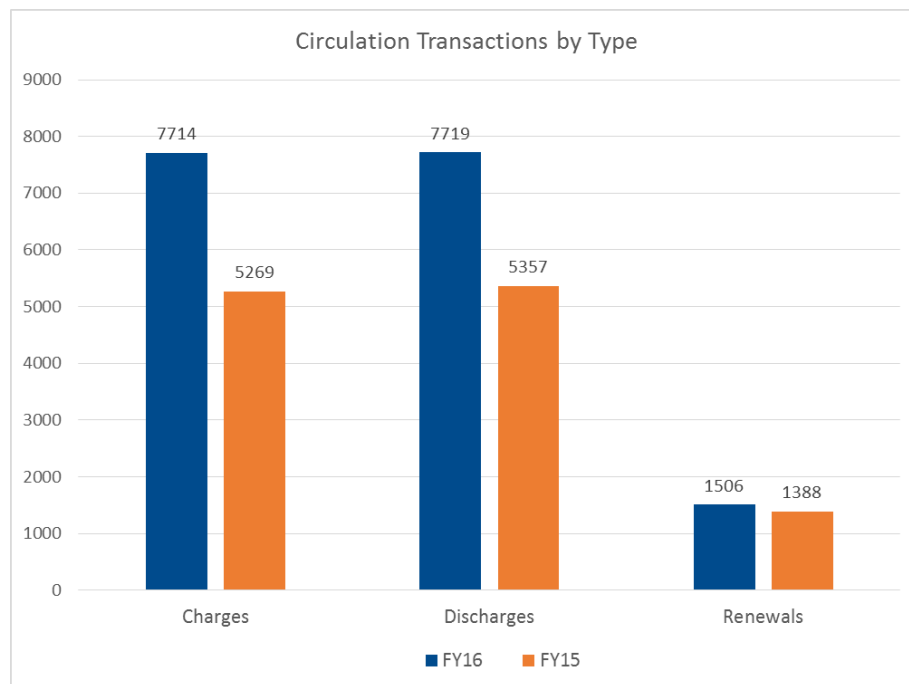
GIL Express is a collaborative University System of Georgia (USG) service which makes the books in the collections of USG libraries available to students and faculty within the System. This service remained stable in FY16 and a valuable asset to the Clayton State community.
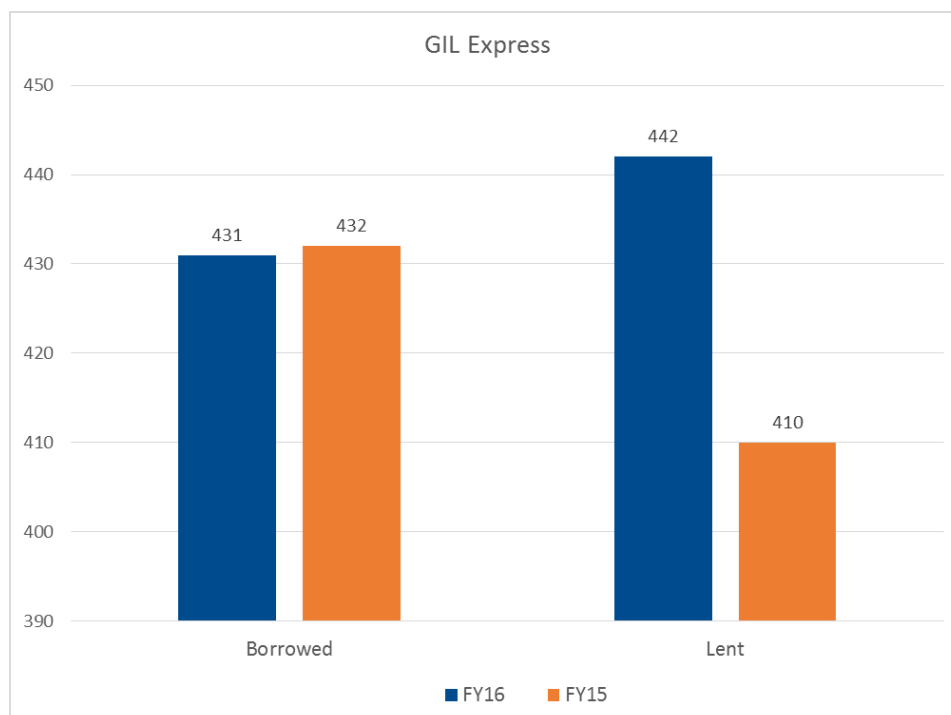
At the beginning of FY16, the Circulation Department staff was made up of Cathy Jeffrey, Head of the Department, Barbara Dantzler, Circulation Supervisor and Jodi Brown, Evening Circulation Assistant. Jodi Brown, completed her MLIS degree in December 2015. She accepted a professional position at Middle Georgia State University beginning in January 2016. Her last day at Clayton State University was January 8, 2016.

The search to fill the position vacated by Ms. Brown produced a large pool of applicants. A number of well qualified applicants were identified. The position was initially filled by Vanessa Ayer. Ms. Ayer's previous employer offered her incentives to return to her previous position and she left Clayton State after only two weeks. Because there were other equally well qualified candidates, the search committee returned to the original pool and offered the position to Holly Hampton, a graduate of Clayton State University. Ms. Hampton accepted the position of Evening Circulation Assistant and joined the Circulation Department on April 9, 2016.

In addition to the permanent staff, the Circulation Department relies on the work of student assistants to insure that the Circulation Desk is staffed at all times. The following student workers were employed by the Library's Circulation Department during FY16: Reginald Corbie, Calicia Davenport, India Foxworth, Ugonna Iheanacho, Terrence O'Hara, Emily Mercer, David Sor, Vincent Stegall, Mytae Windom, and Brittany Wright.

Jodi Brown

<u>Successes</u>
Continued developing her competency with the Voyager Circulation client. Received training on record relationships in Voyager and on acquisitions and cataloging procedures. Training centered on how these things affected display in the online catalog including the differences in display between GIL Find and GIL Classic.

Continued managing the project to clean mold from circulating books. Also managed a project to clean mold from Reference Collection volumes before moving them to the newly renovated upper level.

Worked with the student assistants on a daily basis:
Assisted in training student assistants in the use of the new RefAnalytics statistics form and the READ scale. Assisted in the training of new student assistants including Emily Mercer who works in both Circulation and Collection Management. Also participated in training the Reference Department student assistants including presenting library orientation slides to Diamond Welmaker, Briana Whitfield, Alyssa, Angelina Servin and Candace Smart along with additional commentary about library services and tasks. Familiarized them with various collections and areas of the library, as well as RefAnalytics online form and the READ scale. Added a Library of Congress Classification slide and video to the updated student assistant orientation Power Point presentation.

Participated in Library marketing initiatives:
Created displays for National Book Lovers Day; a dual book display with items for Veterans Day and graphic novels using the theme real and literary superheroes.
Participated in the preparation for and presentation of the Library program in the Freshman Premiere event including designing and creating super searcher "capes" for candy prizes given to students during the event.
Assisted Erin Nagel in creating an interactive poster and candy arrangements for the Library's table at Department day.
Helped develop ideas for book displays and also on tracking usage of display books.
Created holiday cards for the Library
Collaborated with Erin Nagel on creating an interactive display for Banned Books week. Patrons were encouraged to try to match up the book with the reason for banning/challenge. As part of this project she created a list of banned books, and inserts for each book detailing why the book was challenged/banned; created a fire pit display with books being burned; placed banned and/or challenged books around the library as part of the event.
Decorated the circulation desk for the holidays.

Worked on improving Circulation written policy and procedural manual and on training materials. Created checklists titled: Place an Item Hold for a Patron; Closing Procedures; Headcount.

Continued expanding ability in Reference and Instruction. Conducted 2 sessions with legal studies students on how to use printing/copying/scanning services in the library as well as how call numbers are to be read and demonstrations on using compact shelving

Continued as an active participant in LibGuides, LibChat and LibAnswers. Created FAQ's on: areas to plug in devices in the library; restrictions to renewing GIL Express items; downloading SmartPrint software; "Does my LakerCard already have money loaded onto it?"; outlining methods of adding money to a LakerCard; "Why can't I print and article from one of the library databases?"

Professional Development
Georgia Library Association member
Paraprofessional Division Awards Committee member
Public Relations Committee member
Completed her MLIS Proficiency exam receiving her degree, December 2015.
Completed training in the use of LibChat and is proficient in its use.
Attended the SELA Summer Conference held at the University of Alabama in Birmingham, August 14-15, 2015.
Read the following books on professional Library topics:
> *Legal Reference for Librarians* by Paul Healey, 2014.
> *Literacy Instruction That Works: A Guide to Teaching by Discipline and Student Population,* 2013

Meetings, Workshops, Training
Completed 2015 required training.
Attended "ACRL & Information Literacy: Bring the 'Framework' into Focus", July 10, 2015.
Attended Primo/Alma webinar on user expectations, September 24, 2015.
Viewed the April 24, 2012 webinar: Taking Care, Family Textiles.
Attended the Alma Fulfillment and Resource Sharing Webinar, Oct. 15, 2015.
Attended Active Shooter training provided by Bobby Hamil for Library staff, Oct. 26, 2015.

Barbara Dantzler

<u>Successes</u>
Hired, supervised and evaluated all student workers in the Circulation Department. This function also included developing and managing the student work schedules, maintaining student contact lists and preparing annual performance evaluations. Responsible for overseeing the training of new student workers. Updated the PowerPoint presentation used for orientation of new student workers and shared video link on Better Communication, Safer Facilities presented by Steve Albrecht with student assistants. In addition, during FY2016, Ms. Dantzler assisted Reference Department staff in hiring and training student workers who will work at the newly renovated Reference Desk on the upper level of the Library building. With the assistance of Jodi Brown, trained student assistants in the use of the new RefAnalytics statistics form and the READ scale.

Managed the day to day administrative functions of the department including managing the GIL Express service, placing and removing Banner holds, updating the Banner Hold clipboard, posting library break hours, and updating closing procedures.

Met with other members of the Library staff and representatives from the Facilities Management staff regarding the warranty expiration for the high density shelving.

Assisted with the creation of the National Book Lovers Day Display.

Assisted in the completion of the project to remove mold from volumes in the Reference Collection.

Assisted in covering the work schedule of the Evening Circulation Assistant while the position was being filled.

<u>Professional Development</u>
Attended the Access Services Conference: Unlocking the 21st Century Library, held at Georgia Tech., Nov. 11-13, 2015.
Attended the annual GIL User Group Meeting held at Middle Georgia State University, Macon, May 19, 2016.

<u>Meetings, Workshops, Training</u>
Completed 2015 required Training.
Attended an Office 365-One Drive workshop, July 15, 2015.

Attended a Webinar: Archived on PRIMO Delivering the experience that users expect: Core Principles for Designing Library Discovery Services, Sept. 28, 2015.
Attended a meeting with Security Chief Bobby Hamil to discuss Library security issues, Oct. 12, 2015
Attended the Alma Fulfillment and Resource Sharing Webinar, Oct. 15, 2015
Attended Active Shooter training provided by Bobby Hamil for Library staff, Oct. 26, 2015.
Attended a Times Talk Lecture Series: "Cutting the Cord: The migration from traditional cable companies, Nov. 6, 2015
Attended an OCLC webinar: "Looking for better ways to balance competing priorities", Nov. 10, 2015
Attended the webinar: KIC Knowledge Imaging Center Online: Self-serve scanning system: see how it works, Feb. 10, 2016.
Visited the Alma Sandbox and reviewed training modules: Course 101-Dashboard; Course 106-Circulation Fulfillment; Course 101 Working at the Circulation Desk/Fulfillment module, April 7, 2016.
Attended the seminar: Time Talk Series hosted by Vernon Clarke, *The Slow Fade to Black/What is the Future of American Television?* April 15, 2016.
Watched Alma Working at the Circulation Desk.
Attended the Room Reservations System training session hosted by ERS, May 11, 2016.

Attended the Alma Critical Issues Brainstorming session, May 18, 2016.

Institutional Participation
TOP 100 Workplace Celebration Planning Committee Member
Laker Angels Member

Participated in the interview process for the Evening Circulation Assistant
Participated in Library sponsored events including: helped distribute Created Equal flyers attended library staff meetings; attended the Library Christmas Luncheon; assisted with the reopening of the Library's upper level helping to direct guests to the program; participated in National Library Week Book Sale.

Participated in events on campus including: attended a luncheon hosted by Roger Poore which celebrated Yammer "first adopters"; attended the Fall "Welcome Back" Faculty/Staff Reception; attended the Faculty/Staff Fund Drive Hot Dog Rally; the AJC Top Workplace Celebration including volunteering to help with the set-up and during the event; attended the Employee Benefits Fair including volunteering at the Laker Angels table; attended an All Staff meeting regarding Staff Council; attended the President's Town Hall Budget meeting; attended employee appreciation day at the Loch Shop; attended Auxiliary Services annual cookout; attended the faculty/staff end of semester reception hosted by President Hynes; attended Donna McCarty's retirement reception.

Community Service
On-call for the state grand jury.

Holly Hampton

Successes
Hired as the Evening Circulation Assistant in March.

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

Worked with the student assistants on a daily basis:
Assisted in training student assistants in the use of the Voyager Circulation Client; in learning Library policies and procedures; in the use Ref. Analytics, the READ scale, and the Learning Outcomes. Managed a project in which the student assistants updated the faded numbers on the microfilm cabinets.

Updated student assistant documentation: headphone cleaning schedule, shelf reading schedule, shelf reading tracking sheet, orientation presentation, and student jobs & responsibilities checklist. Began publishing *Circulation Station* blog posts to keep in touch with the student assistants on news, updates, policy changes, and other relevant information.

Participated in Library marketing initiatives: assisted Erin Nagel with the creation of signage regarding Summer Semester hours and equipment rental; set up a coloring display on the lower level; assisted in monitoring the puzzle table on the lower level.

Worked on improving Circulation written policy and procedural manual and on training materials including creating a checklist on for circulation procedures for laptops. Created a Microfilm Reader instruction sign to place at the Microfilm Reader desk. Worked with Erin to create a new, user-friendly Off-line Reference Tracking sheet.

Volunteered to participate in LibGuides, LibChat and LibAnswers. Created LibAnswers FAQ entries. Published the Circulation Student Assistant LibGuide.

Professional Development
Attended the Annual GIL User Group meeting in Macon, Ga., May 19, 2016.
Subscribed to the G2-UCUB Listserv

Meetings, Workshops, Training
Completed 2015 required FERPA and Right to Know training.

Completed training in RefAnalytics.
Completed training in LibGuides and LibAnswers
Explored Alma sandbox environments.
Watched:
- Ask the ALMA Expert: Patron Blocks
- ALMA 106: Fulfillment (Circulation)
- ALMA 102: Dashboard
- ALMA Essentials: Navigation and Searching,
- ALMA Essentials: Fulfillment
- Getting Started with Primo 01 and 02
- ALMA 601-604, 701, and 704.

Institutional Participation
Participated in Library sponsored events including: National Library Week Book Sale.

Department Goals for the Coming Year

Efficiently Provide Access to Library Materials.
Provide excellent service by efficiently charging and discharging materials to users. Ensure that materials are returned to the shelf in a timely manner and are maintained on the shelf in the proper order for easy retrieval by users. Assess the Periodical and Circulating Collections for mold growth and clean when necessary.

Provide Effective User Services
Provide excellent customer service to our users 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.

Maintain the Physical Space on the Library's First Floor Circulation Area
Maintain a neat, clean and attractive environment that will promote study, research, scholarship, and learning.

Challenges Ahead

Voyager to Alma Migration
The move from Voyager to Alma will require staff attention to complete data clean-up tasks, migration decisions, workflow configurations, and training; consequently, taking significant time and focus away from routine duties.

SOLUTION: Time management skills are essential to maintain a level of service expected by our users. In addition, prioritization of tasks will be necessary to reduce stress and keep up staff morale.

Electronic Resources & Services

The Electronic Resources & Services (ERS) unit celebrated its 2-year anniversary in October 2015. Kara Mullen served as Head of Electronic Resources & Services, Chris Stotelmyer served as the Electronic Resources Librarian and David Crowther joined the unit in December 2015 as the Electronic Services Assistant.

Electronic Resources & Services established access for 17 resources in FY16:
* ProQuest Historical Newspapers: The Atlanta Constitution
* ProQuest Historical Newspapers: The New York Times with Index
* Swank Digital Campus
* ScienceDirect
* IEEE Xplore
* Key Business Ratios Archive
* American Fiction, 1774-1920
* African America, Communists, and the National Negro Congress, 1933-1947
* Black Economic Empowerment: The National Negro Business League
* Black Liberation Army and the Program of Armed Struggle
* Black Nationalism and the Revolutionary Action Movement: The Papers of Muhammad Ahmad (Max Stanford)
* Bush Presidency and Development and Debate Over Civil Rights Policy and Legislation
* Fannie Lou Hamer: Papers of a Civil Rights Activitist, Political Activist, and Woman
* FBI Surveillance of James Forman and SNCC
* Federal Surveillance of African Americans, 1920-1984
* Fight for Racial Justice and the Civil Rights Congress
* Franklin D. Roosevelt and Race Relations, 1933-1945

Cancelled Resources in FY16:
* Today's Science
* Book Review Index Online

Notable Accomplishments in Electronic Resources Management
ERS applied university branding style elements to GALILEO @ Clayton State. In addition, the Georgia Knowledge Repository, Associated Press video collection, and ACS Publications were activated in our EDS profile.

Our local eJournal subscription details were uploaded into SFX, an OpenURL link resolver, managed by the GALILEO team to provide direct access for researchers to this local content discovered in consortia resources. In January, we migrated to EBSCO's Publication Finder service which offers resource access and date coverage statements for eJournals.

Our focus for local and cost share electronic resources usage includes full-text article requests for databases, digital collections and eJournal platforms and full-text section requests for

eBook collections. For this reporting cycle, we are able to compare data from FY14, FY15, and FY16.

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 33 resources reporting, JSTOR continues to dominate as a multidisciplinary database serving many researchers with 16,012 full-text article requests. CINAHL Plus with Full Text follows with 12,155 and PsycARTICLES remains in the third position with 11,237.
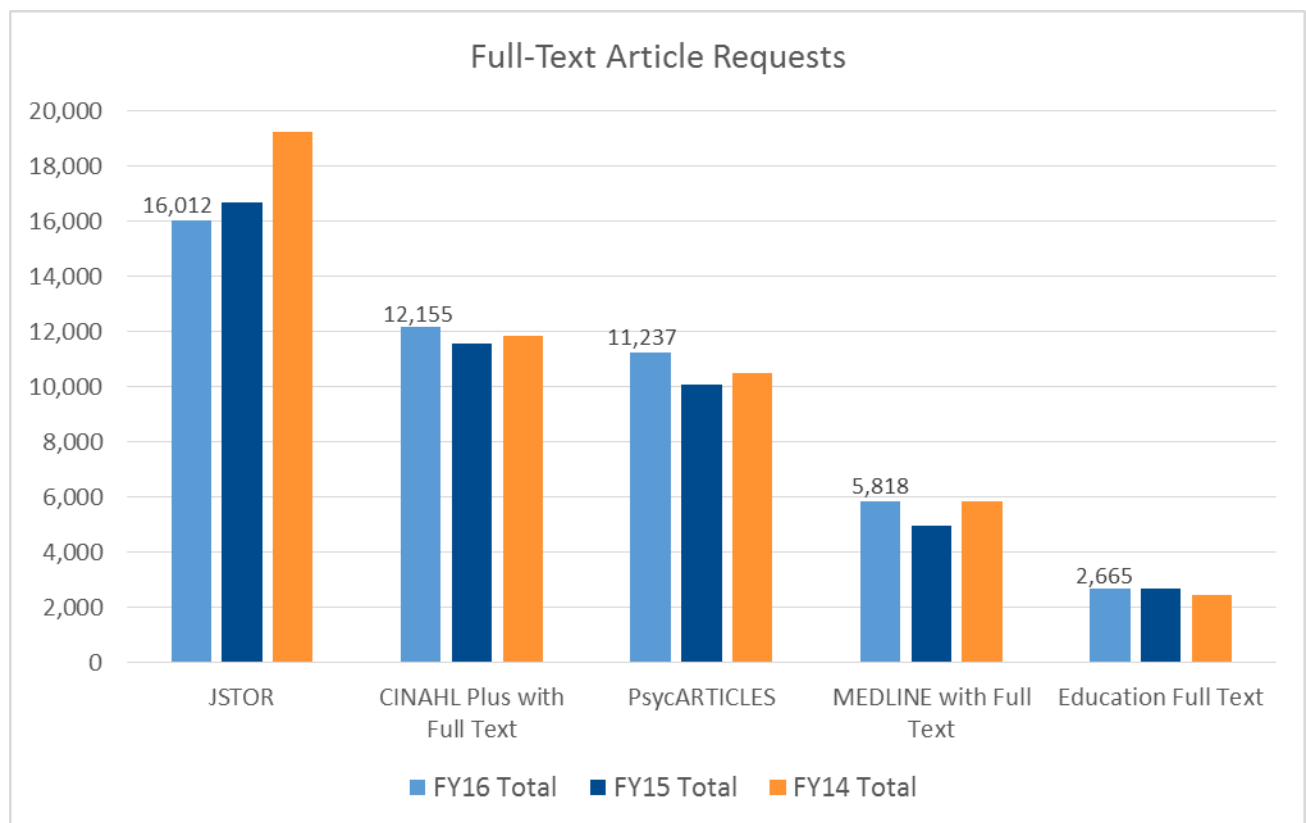
Resources with the lowest activity are: PsycTESTS, Cambridge Journals, AIP Publishing, Archives Unbound, and BioOne.2.

Full Text Article Requests	FY16	FY15	FY14
JSTOR	16,012	16,657	19,230
CINAHL Plus with Full Text	12,155	11,571	11,853

Full Text Article Requests	FY16	FY15	FY14
PsycARTICLES	11,237	10,065	10,503
MEDLINE with Full Text	5,818	4,953	5,849
Education Full Text	2,665	2,675	2,459
OmniFile Full Text Mega	2,293	4,195	3,659
Communication & Mass Media Complete	1,628	2,106	1,228
Issues & Controversies	1,471	1,550	603
Fold 3 Digital Collections	1,325	1,642	1,344
Social Sciences Full Text	1,175	669	695
Business Insights: Essentials	1,039	1,314	187
Atlanta Constitution, Archive	1,005		
Humanities Full Text	1,000	1,280	1,440
Ovid Nursing & Allied Health Journals	927		
ScienceDirect	897		
CQ Researcher plus Archive	596	414	482
Business Abstracts with Full Text	595	756	564
Highwire	511	426	504
Readers' Guide Full Text Mega	493	341	526
American Chemical Society Journals	472		
World News Digest	352	512	471
New York Times with Index, Archive	285		
AtoZtheworld	280	131	449
ACM Digital Library	220	359	79
Nature	205	356	621
General Science Full Text	185	132	125
Taylor & Francis	306	465	267
GenderWatch	123	103	160
PsycTESTS	92	132	95
Cambridge Journals	51	67	43
AIP Publishing	42		
Archives Unbound	29		
BioOne.2	20	8	8

Of the 9 eBook Collections reporting, Gale Virtual Reference Library leads with 1,472 full-text section requests followed by Literature Criticism Online with 939 and SpringerLink subject collections with 312.

Full-Text Section Requests
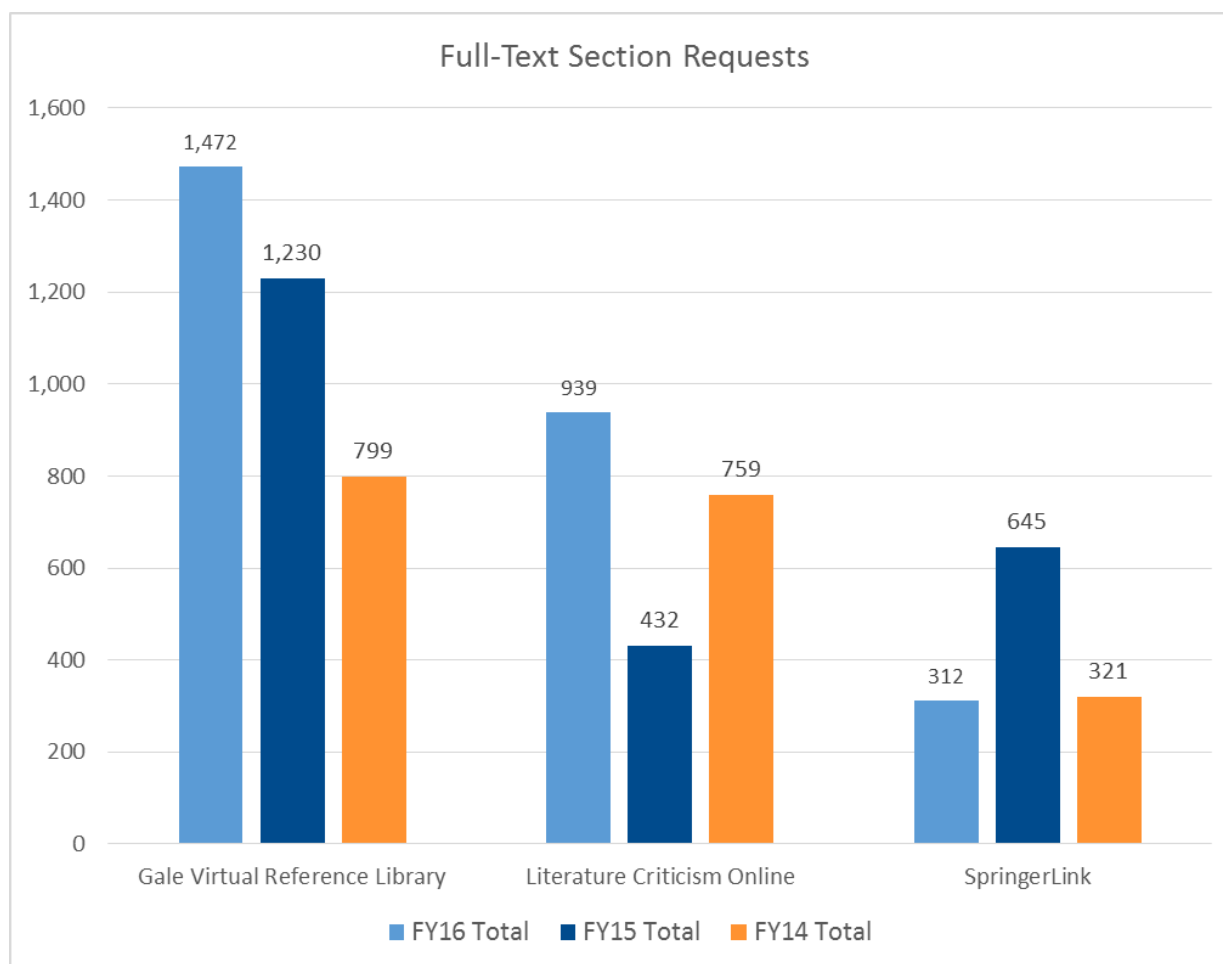
Full Text Section Requests	FY16	FY15	FY14
Gale Virtual Reference Library	1,472	1,230	799
Literature Criticism Online	939	432	759
SpringerLink	312	645	321
Oxford Reference	266	60	1,063
Cambridge Companions	196	199	56
CQ Press Library	116	53	69
Cambridge Histories Online	103	40	43
Salem Press	33	42	77
Gale Directory Library	9	22	6

Notable Accomplishments in Electronic Services

ERS added 27 HP public desktops for the upper level Information Commons area. Equipment rental including 20 Dell Latitude E6520 laptops began in early 2016 at the conclusion of the renovations and the grand re-opening of the upper level. In partnership with Roger Poore and Robin Faulkner, ERS supported the implementation of the Room Reservations system built in Sharepoint.

LibGuides are designed to support research assignments for specific courses and to support research related to broad subject topics. Our LibGuides collection had a total of 36,859 guide views. NURS 4100/4200 continues to dominate with the most views with 1,904 followed by HCMG 4901, HCMG 4401, ENGL 1102, and ENGL 1101. Popular subjects in FY16 were Legal Research with 1,466 views followed by African American Studies, Archival Studies, Chemistry, and Information Technology.

Top 10: Subject/Course Guides

Subject/Course Guide	Views
African American Studies	594
Archival Studies	462
Chemistry	277
ENGL 1101: English Composition	1,622
ENGL 1102: English Composition II	1,338
HCMG 4401: Intro to Primary/Long Term Care	340
HCMG 4901: Applied Research	1,442
Information Technology	268
Legal Research	1,466
NURS 4100 & 4200: Nursing Research	1,904
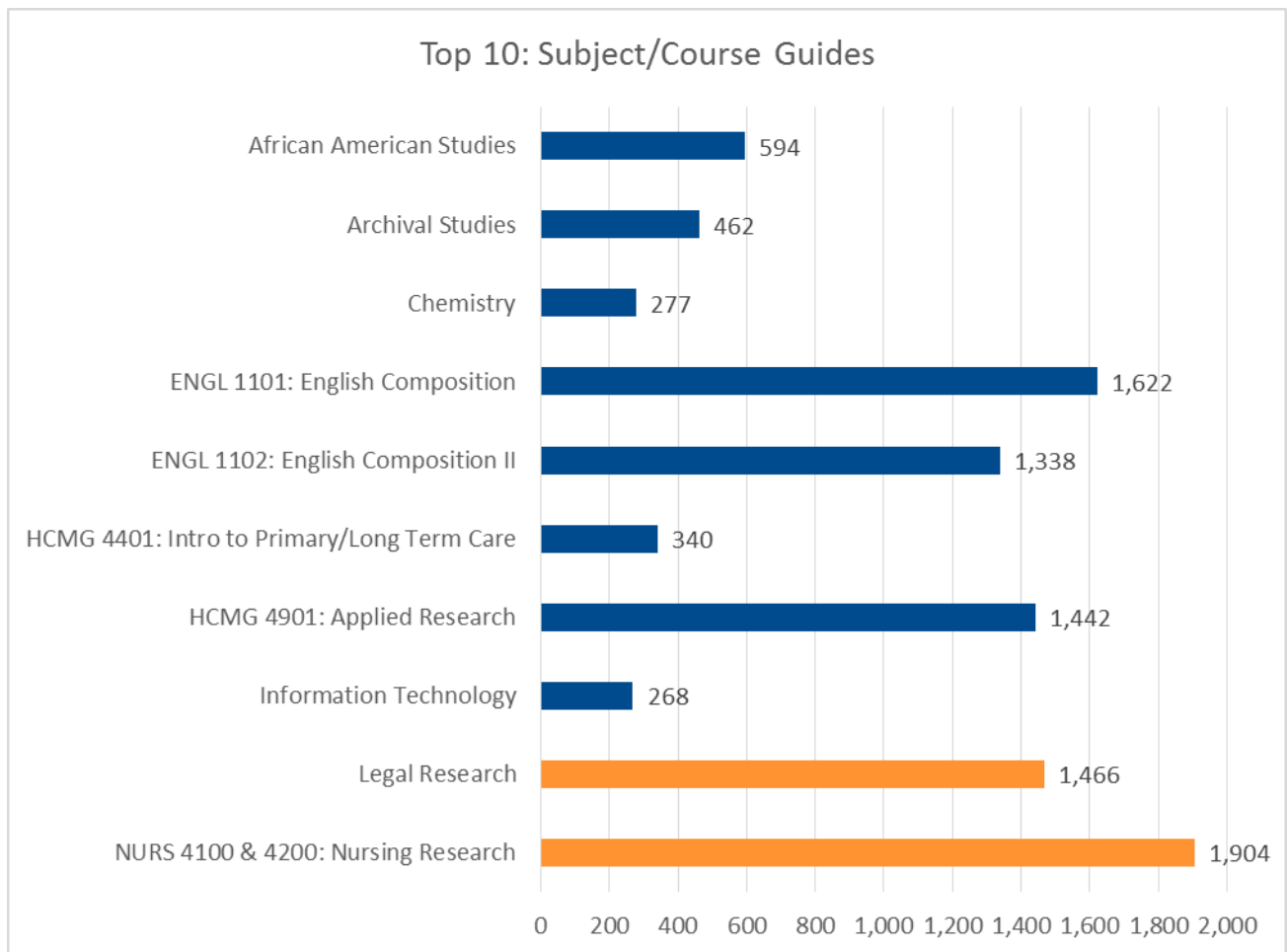
General Reference and Services guides were just as popular for our users. For example, the top services guide with 1,229 views was Off-Campus Guide to Electronic Resources. This guide offers tips to common errors, alerts to outages, and instruction on how to access resources from off campus. The top general reference guide with 1,442 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.

Top 10: Reference/Services Support Guides

Guide	Views
About Your Library	1,346
Books @ the Clayton State Library	517
Created Equal: America's Civil Rights Struggle	264
eBooks @ the Clayton State Library	611
Health Data Tools and Statistics	401
Library Research	1,442
Library Services	337
Newspapers @ the Clayton State Library	258
Off-Campus Guide to Electronic Resources	1,229
Study Rooms @ the Clayton State Library	432

ERS contributes to the library's social media platforms. The Clayton State University Library blog had 3,644 views and published 42 posts. Facebook and Twitter served as announcement platforms for new resources, interface design changes, access outages, marketing efforts, and other library related news. In FY16, we added Instagram to highlight post-renovation spaces and introduce students to a whole new level of the library.

The library's website celebrated its 2 year anniversary in September 2015. Minor changes were made to the website during FY16. For example, in August the Ask a Librarian accordion was replaced with a LibChat widget to provide direct access to library staff for assistance and a LibAnswers tab replaced the Renovation tab. In June, the features and services buttons on the left were reordered to give priority to the new Room Reservations button.

Library

Search | Books | Articles | Multimedia | LibGuides | Services | About Us | Renovation

Search for your topic in over 100 resources at once to find full-text articles, books, media, eBooks, and more. Results will include content from the CSU Catalog, digital collections, multidisciplinary, specialized subject, and unique, local resources.

@Clayton State — Search for articles, books, media and more — Find

Alphabetical List of Resources

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Today's Library Hours
8:00am - 9:00pm
Library Calendar

My Library Account

ALERT
Computer Access Changes

NEW MATERIALS LIST
Titles added last month

FEATURED RESOURCE
Archives Unbound

FEATURED LIBGUIDE
Mathematics

Follow the Library

Library News and Updates

Nine Facts about Ramadan

Today marks the first full day of Ramadan, which is observed by followers of Islam with a month of fasting and spiritual reflection. In honor of this, the ninth month of the Islamic calendar, the library is highlighting nine facts and resources about Ramadan. As always, you are welcome to consult a librarian if you'd ... Continue reading →

Library of Congress names 1st Latino poet laureate- Juan Felipe Herrera

This week the Library of Congress named Juan Felipe Herrera the U.S. poet laureate for the 2015-16 term. The son of Mexican immigrants, Herrera is the nation's first Latino in the honor's nearly 80 year history. The position's full title is Poet Laureate Consultant in Poetry to the Library of Congress and past honorees have ... Continue reading →

June Featured LibGuide: Mathematics

Calling all mathematicians, we have a libguide just for you! The Mathematics guide introduces students to quality math resources for research. It highlights several book series focused on math, MathSciNet, Films on Demand, and other web resources.

Ask a Librarian

Answers. Made Real.

Have a question about the library or need help with your research? Navigate to LibAnswers to submit your question or use the options listed below.

▶ Chat
▶ Text
▶ Email
▶ Call
▶ Request an Appointment

July 2015

Library

Search | Books | Articles | Multimedia | LibGuides | LibAnswers | Services | About Us

Search for your topic in over 100 resources at once to find full-text articles, books, media, eBooks, and more. Results will include content from the CSU Catalog, digital collections, multidisciplinary, specialized subject, and unique, local resources.

@Clayton State — Search for articles, books, media and more — Find

Alphabetical List of Resources

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Today's Library Hours
8:00am - 9:00pm
Library Calendar

My Library Account

Room Reservations

FEATURED RESOURCE
Cochrane Library

FEATURED LIBGUIDE
ENGL 5800

New Materials List

Follow the Library

Library News and Updates

Study Room Reservations

Get ready to do your happy dance. We are excited to officially announce the beta release of the study room reservations system. Study rooms are so popular they now can be reserved up to 14 days in advance and require a minimum of 2 people. Read below for the basic information to get you started. ... Continue reading →

New service: Equipment rental

We understand. We've all done it. Your phone battery is dying and you left your charger at home. Or maybe your laptop suddenly quit working and you absolutely need one to take notes in your class that starts in 10 minutes. Or you want to Skype with the friend you met on your study abroad ... Continue reading →

Group Study Room updates

Do we have your attention yet? Good. A little over five months ago we unveiled the newly renovated library and, along with it, 12 group study rooms. These have proven to be immensely popular and we've received a lot of helpful feedback from you about how to make them better. So, with another installment ... Continue reading →

Welcome to LibChat!

Name

Start Chat

Leave blank for anonymous chat
Virtual Reference Policy

June 2016

Our virtual library serves the Clayton State academic community 24/7. Users visited the homepage 126,823 times for FY16.

Library Homepage Total Views

	FY16	FY15	FY14
Total Views	126,823	123,448	126,329
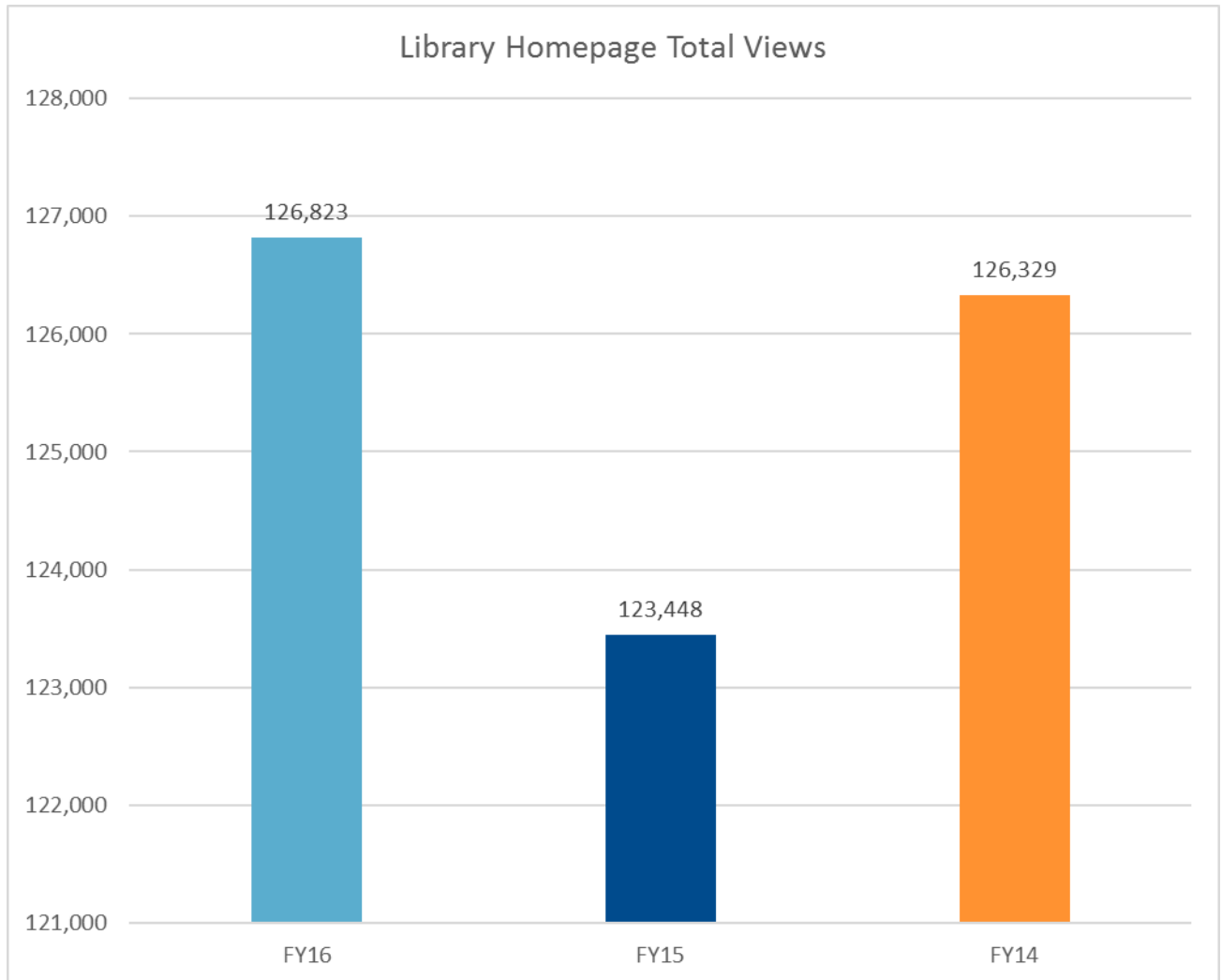
Clayton State University Library
Collection and Resource Management Department
Technical Services Area
2015/2016 Annual Report

Submitted by
Cathy Jeffrey, Associate Dean of Libraries &
Adam Kubik, Head of Monographic Cataloging

Overview

With the retirement of Cathy Jeffrey at the close of FY2016, the Collection and Resource Management Department was split up. Those staff who were part of Electronic Resources & Services joined Circulation staff to form a new Access & Electronic Services Department. The remaining Collection and Resource Management staff transitioned into the Technical Services Department. This report is focused on the functions, staff and activities that were transitioned to the newly created Technical Services Department. Additional information on the functions, staff and activities of the remaining Collection and Resource Management staff are to be provided in a separate report.

2015/2016 will be remembered as a year of preparation as the Collection and Resource Management Department prepares for expected changes in FY2017. Cathy Jeffrey who has headed the Department for the last ten years announced that she would be retiring at the end of June 2016. Planning began in July 2015 to transition her responsibilities to other staff members requiring ongoing cross training for most of the year.   In addition, the University System of Georgia announced that the Voyager System which has been used by the University System of Georgia Library consortia since 1999 will be replaced in 2017 with the ExLibris next generation library system, Alma. Adam Kubik was selected as Clayton State Library's primary contact for the implementation of the new system with Kara Mullen serving as the second contact. Both of these staff members began implementation training and all staff members have been encouraged to participate in webinars introducing Alma.

Progress was made this year on improving understanding between the library and the Procurement and Accounting Offices. Questions related to subscriptions and multi-fiscal period invoices were resolved. A better understanding of both library materials and accounting practices was achieved with both sides making adjustments to previous practices. These included using an amortization table to track invoices that cross fiscal years and prepaying vendors in full while charging the actual cost to Library accounts in both fiscal years involved.

During FY2016 department staff members continued to execute their primary functions. These include ordering, cataloging, and processing materials for the Library's collections; managing the Library's materials budget; making materials that are not owned by the Library available through interlibrary loan and course reserves; overseeing System Administration of the Voyager ILS.

At the close of FY2017, the Library's book collection totals 78,186 volumes. Included in this total are the addition of 1,398 volumes and the removal of 344 volumes. An additional 27,404 bound periodical volumes bring the bound volume total to 105,590 volumes. There are an additional 355,664 electronic, audiovisual and microform items owned by the Library bringing the total collection to 461,254. The Library's collections were supplemented by materials borrowed through InterLibrary Loan. A total of 495 InterLibrary Loan requests made by Clayton State students, faculty and staff were filled during FY2016. For a detailed summary of additions to the collection during FY2016 see Appendix A.

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 state of Georgia as well as on campus. 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 President of the Georgia Library Association and as Treasurer of the Georgia Council of Media Organizations. Adam Kubik served as the chair of the GIL Cataloging and Metadata Team for Alma implementation.

Library Expenditures

The Library materials budget allocated in July 2015 totaled $250,000.00. This allocation was a significant reduction from allocations made during previous years. The reduction was the result of the Library's efforts to respond to new Business Office requirements that subscriptions which cross fiscal years be amortized with the Library's FY2016 budget restricted to payment for content actually received during FY2016. The remainder of these invoices will be considered a prepayment from the FY2017 budget. This change left an unexpected surplus in the Library's Equipment budget. The Library decided to use these one-time funds to purchase equipment and materials that would otherwise not be within normal budget parameters.

During the course of FY2016 adjustments were made to the materials budget so that by the end of the year the total expended on materials from the Library's FY2016 budget was $305,413.92. The additional $55,413.92 was expended for one time material purchases of both electronic and physical resources that would not have been possible in a normal budget year.

The requirement that the Library amortize invoices that cross fiscal years resulted in a windfall for the Library during FY2016. It should be pointed out that should the Business Office ever reverse this decision, the Library's budget will have to be increased to respond to

the need to pay for both the amortized invoices from the previous year and the corresponding full invoices from the current 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 B.

Expenditures by College/Department

College	Expenditure	Percent of Budget
College of Arts & Sciences		
Biology	$3726.02	1.22%
Chemistry & Physics	$42,400.71	13.88%
English	$9,940.58	3.25%
Humanities	$20,737.36	6.79%
Interdisciplinary Studies	$6,845.82	2.24%
Psychology	$21,788.85	7.13%
Social Sciences	$59,195.12	19.38%
Teacher Education	$9,470.87	3.10%
Visual & Performing Arts	$18,073.01	5.92%
Total	**$192,178.34**	**62.92%**
College of Business	**$21,877.23**	**7.16 %**
College of Health		
Dental Hygiene	$202.61	0.07%
Health & Fitness Management	$2,484.19	0.81%
Health Care Management	$2,643.63	0.87%
School of Nursing	$22,562.60	7.39%
Total	**$27,893.03**	**9.13%**
College of Information and Mathematical Sciences		
Archival Studies	$397.56	0.13%
Information Technology	$11,383.57	3.73%
Mathematics	$1,712.88	0.56%
Total	**$13,494.01**	**4.42%**
Library	**$49,971.31**	**16.36%**
Total	**$305,413.92**	**100.00%**

Expenditures by College

Legend:
- College of Arts & Sciences
- College of Business
- College of Health
- College of Information & Mathematical Sciences
- Library
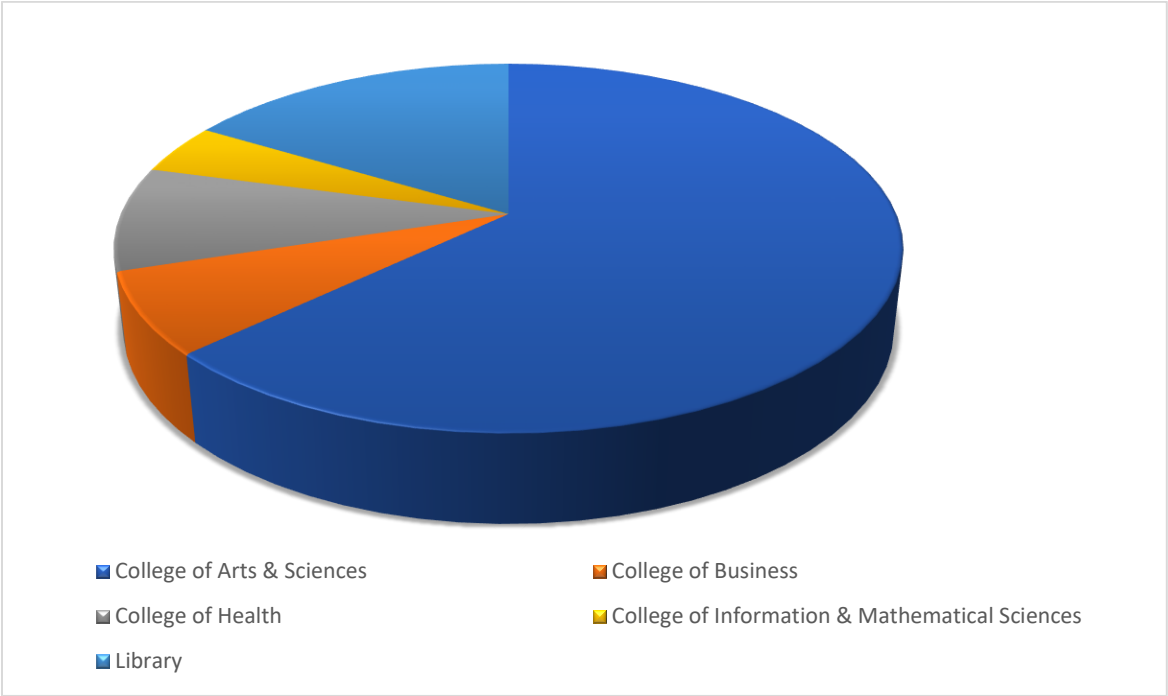
Expenditures by Department
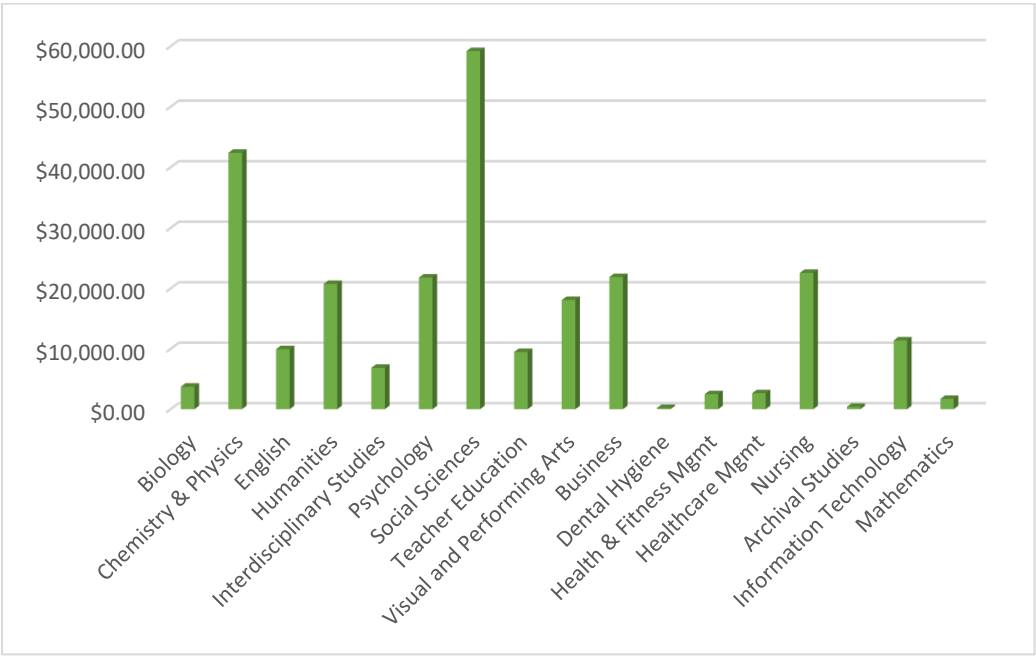
Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials	$4,366.46	1.43%
Books	$45,599.17	14.93%
Other 1-time Print	$916.96	0.30%
1-time E-resource	$63,312.45	20.73%
Microfilm	$284.30	0.09%
Online Subscriptions	$135,114.88	44.24%
Print Subscriptions	$53,669.53	17.57%
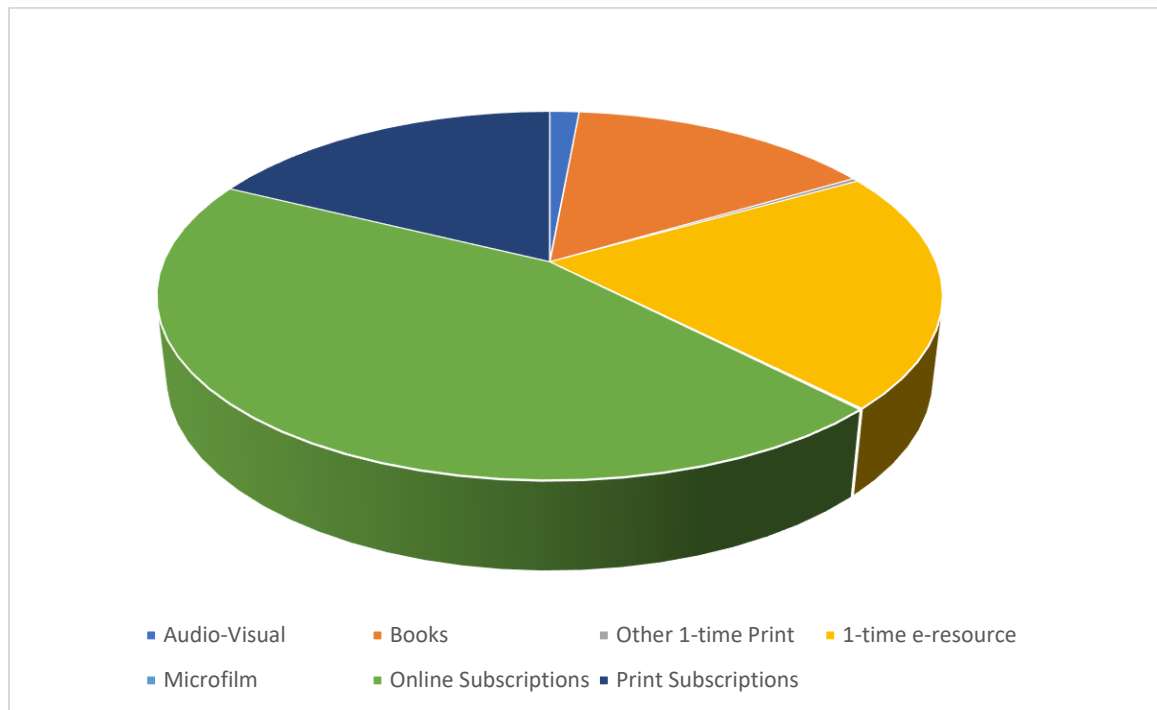
Accomplishments

Below are highlights of the Collection and Resource Management Department activities for FY2016. A complete list of individual achievements of the Department staff members can be found in the Staff Accomplishments section of this document.

Procurement and Accounting Services staff agreed that all Library subscriptions were exempt from the bidding process. They also agreed that invoices for all subscriptions could currently be paid without going through the quote/requisition process. In addition, another payment

method was introduced. Acquisition staff learned that they could use wire transfer to pay for subscriptions costing around $5,000.00 or more.

Transitioned from Baker & Taylor's Title Source to Yankee Book Peddler's GOBI as the Library's primary book vendor platform.

Personnel

During 2015/2016 Rhonda Boozer received her twenty-year service Award. In addition, Cathy Jeffrey who completed 28 years of service to Clayton State University serving as Head of the Collection and Resource Management Department and Associate Dean of Libraries retired at the end of June 2016.

During 2015/2016, the Collection and Resources Management Department staff was stable. The three professional positions in the Department were filled by Cathy Jeffrey, Associate Dean of Libraries; Adam Kubik, Head of Monographic Cataloging; Laura Herndon, Serials 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

Received a twenty year service award.

Completed end of semester Interlibrary Loan inventories.

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

Assisted Tracey Johnson (ARCHE) in locating and using WorldShare ILL Statistics.

Accepted responsibility for opening the Lower Level of the Library several days each week.

Added 374 reserve items.
Removed 351 items from reserves.
Processed 1729 interlibrary loan requests.
Filled 143 ILL requests with CSU content.

Professional Development

Georgia Library Association (GLA)
GLA Member
GLA Awards Committee - Member
Paraprofessional Division Awards Committee – Chair
Georgia Association for Instructional Technology (GAIT)
        GAIT Member
Atlanta Regional Consortium for Higher Education (ARCHE)
        ILL/ILU Committee Member
GIL ILL Committee Member
Southeastern Library Association
        SELA Member
Attended the GaCOMO conference held Oct. 6-8, 2015 in Athens, Ga. Presented the GLA Paraprofessional Grants to winners.
Attended the Annual GIL User Group Meeting, Macon, Ga., May 19, 2016.

<u>Meetings, Workshops, Training</u>

Completed annual USG required training courses for 2015.
Attended the Health Webinar Series: Stress and your Waistline, August 5, 2015.
Attended the USG Alma Implementation Overview, August 11, 2015.
Attended a meeting with Security Chief Bobby Hamil to discuss Library security issues, Oct. 12, 2015.
Attended an Alma Overview Webinar, Oct. 13, 2015.
Attended an Alma Fulfillment and Resource Sharing webinar, Oct. 15, 2015.
Attended Active Shooter training presented by Bobby Hamil, Oct. 26, 2015.
Attended the webinar: Privacy in the Surveillance Age, How Librarians Fight Back, Dec. 9, 2015
Attended a Legislative Update Webinar presented by Georgia's State Librarian, Julie Walker, Feb. 3, 2016.
Attended Galileo and Library Resources in Affordable Courses webinar, Feb. 10, 2016.
Attended a meeting with Human Resources Director Tom Gausvik who presented information on the Fair Labor Standards Act, March 9, 2016.

<u>Institutional Participation</u>

Participated in the interview process for the Evening Circulation Assistant Position.
Participated in events on campus including: New Fiscal Year Party; attended an University All Staff meeting regarding Staff Council; attended the Library's celebration for the opening of the upper level.
Participated in Library staff events including: a meeting with the staff of Gordon state College Library; attended Alma Critical Issues Brainstorming session.

Laura Herndon

Successes

Took over the cataloging and holdings maintenance for individually subscribed electronic journal titles. Worked to reduce the cataloging backlog for individually subscribed electronic journal titles. Began a project to add cataloging and holding records for these titles and to update holdings information on OCLC. Worked with Electronic Resources Librarian Chris Stotelmyer to improve links to holdings in the online catalog for individual electronic journal titles.

Managed print and microfilm periodical titles including: preparing a monthly list of titles that are at the bindery; reviewing invoices from EBSCO, the primary periodical vendor; troubleshooting problems with other periodical invoices; reviewing donated bound volumes and loose issues of Southeastern Librarian to identify vols./issues that would fill gaps in Clayton State holdings; initiating a project to replace cardboard microfilm reel storage with plastic bins.

Managed the migration of the Clayton State Library account information from the recently closed National Library Bindery to HF Group which will replace National Library Bindery as the bindery for our periodical titles as well as for all other binding needs. Worked to smooth out problems resulting from the bindery change.

Planned and executed the move of selected current periodical issues to the new browsing area on the upper level.

Began work on adding binding information to periodical holding records.

Worked to update standing order information including closing check-in patterns for titles that had been canceled and closing out records for print titles that have been replaced by electronic access.

Participated in preparations for opening the newly renovated upper level of the Library including planning and executing the move of current periodical and newspaper issues to the new browsing shelves; completing a project to add notes to the check in records for titles that will have current issues shelved in the current periodical browsing area. Also, worked with Adam Kubik in the development of new holdings displays for these materials. Initiated removal of the old turnstile previously used for latest newspaper issues.

Completed a project with Erin Nagel to assess our current print and microfilm periodical subscriptions. Liaison librarians were provided information about print periodical subscription titles that are available online through our databases. Librarians were asked to make recommendations regarding the retention or cancellation of these subscriptions. The final product of the project was a recommendation for cancellation of selected print periodical subscriptions.

With Adam Kubik took over the management of Library standing orders.

Participated in the Library Liaison initiative by developing relationships with the faculty of the Biology, Health and Fitness and Dental Hygiene Departments. Reviewed and weeded Reference books in the subject areas of dental hygiene, health and fitness management, biology, and general science. Reviewed donated books that would support the Biology Dept. curriculum. Met with Biology Associate Professor Ann Showalter to demonstrate the Library webpage, making recommendations for Films on Demand YouTube channels;

Assisted the Public Services Department in covering Reference Desk hours. Also assisted in covering the circulation desk when needed. Filed updates into reference and legal volumes.

Accepted responsibility for opening the library two days each week. Prepared an opening procedures check list to be added to the Circulation Department "How do I …" training manual.

Processed 119 claims/requests for missing periodical issues.
Prepared 211 volumes for shipment to the bindery and received and processed them when returned.
Added 37 rolls of microfilm to the collection.
Served 105.75 hours in public services functions.

Professional Development

Georgia Library Association (GLA)
GLA member
Georgia Association for Instructional Technology (GAIT)
 GAIT member
 GAIT Treasurer
 GAIT Executive Board member
Georgia COMO Planning Committee
 GAIT representative 2015
 COMO Treasurer 2016
Attended the GaCOMO conference held Oct. 6-8, 2015 in Athens, Ga.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 22, 2016.
Attended the annual GIL User Group Meeting (GUGM), May 19, 2016, Macon, Ga.

Meetings, Workshops, Training

Completed annual USG required training courses for 2015.
Attended Reference Analytics Training, July 1, 2015.
Attended "ACRL & Information Literacy: Bring the 'Framework' into Focus, July 10, 2015.
Attended a webinar titled: The Eric Thesaurus – a Key to Discovering Resources in Eric, July 16, 2015.
Attended the USG Alma Implementation Overview, August 12, 2015.
Attended the webinar: Data for the Non-Data Librarian, August 18, 2015.
Attended an online training demonstration of Statista, Sept. 16, 2015.
Attended the webinar: How to Protect the Freedom to Read in your Library, Sept. 29, 2015.
Attended an Alma Overview Webinar, Oct. 13, 2015.
Attended an Alma **Acquisitions, Serials, ERM** Webinar and an Alma **Resource Management Webinar, Oct. 14, 2015.**
Attended "It Takes Two: Technical Services and Public Services Collaborations" Carterette webinar, Oct. 21, 2015.
Attended Active Shooter training presented by Bobby Hamil, Oct. 26, 2015.
Attended a GOBI webinar, Nov. 19, 2015.
Attended the January Te(a)d Talk: Skype for Business, Jan. 20, 2016.
Attended a SELA RTSS online meeting, Feb. 28, 2016.
Attended a meeting with Human Resources Director, Tom Gausvik, who presented information on the Fair Labor Standards Act, March 9, 2016.
Attended EBSCO Flipster demonstration, March 10, 2016.
Attended JSTOR Collections and Usage training with Ken DiFiore, March 28, 2016.
Attended the BrowZine Introduction with Ted Tyson, April 26, 2016.

Institutional Participation

Faculty Senate member
Security Enhancements Committee member
Student Affairs Committee member
Campus Safety Task Force member
Treasurer of the Laker Angels organization
Served as an usher during the Faculty/Staff Awards ceremony.

Participated in Library staff events including: Celebration and Farewell Party for Robin Faulkner; participated in National History Day activity with students from Stockbridge Middle School; participated in the interview process for the Electronic Services Assistant and the Evening Circulation Assistant positions; a meeting with staff members from Gordon State College Library; attended the Library Holiday Luncheon; birthday celebrations; National Library Week Book Sale; Attended Alma Critical Issues Brainstorming session.

Participated in events on campus including: Attended a luncheon hosted by Roger Poore which celebrated Yammer "first adopters"; staffing the Library table at the Department Day event; attended the Fall Faculty meeting and the "Welcome Back" reception; served as a proxy for Erin Nagel at an Internal Review Board meeting; assisted in the set up for the Helen

Ruffin Reading Bowl and served as a score keeper during the event; attended the faculty/staff fund drive Hot Dog Rally; attended the Top 100 Workplaces Celebration; attended the Laker Angels Holiday Party; attended the Library's celebration for the opening of the upper level; attended a Campus Safety Open Forum;

Community Service

Served as a judge at the Henry County Media Festival.
Served as a judge at the Georgia State 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.
Worked with Heather Walls, Kara Mullen and staff of the University Procurement and Accounting Offices to resolve questions related to subscriptions and multi-fiscal period invoices. A better understanding of both library materials and accounting practices was achieved with both sides making adjustments to previous practices. These included using an amortization table to track invoices that cross fiscal years and prepaying vendors in full while charging the actual cost to Library accounts in both fiscal years involved.
Assisted Gordon Baker in budget review process and worked with other staff members to plan for expending a one year budget surplus created by the initiation of the amortization process.
Chaired the Evening Circulation Assistant Search Committee.
Successfully managed the Library materials budget including reconciling the FY2015 accounts with the Business office and overseeing the FY2016 Materials Budget including the creation of the Voyager ledger for FY2016 and spreadsheets used for reporting. Also assisted Gordon Baker in preparation of anticipated expenditures as required by the Business Office.
Completed the annual project to declare lost all items with a Lost-System-Applied or Missing status that was more than a year old. Included in the project was the clean-up of items with both a Lost-System-Applied status and a Lost-Library-Applied status.
Administered the Voyager System including: loaded Voyager on staff workstations as needed; administered student patron loads each semester and Faculty/Staff patron loads monthly; updated the Voyager calendar and the Galileo password each semester; provided a report for Disability Services of the titles in the Disability Resources Collection; prepared a list of films in the library for new faculty member Shandra McDonald; created a new NetLibrary location for Galileo Ebrary titles;

Participated in preparations for opening the renovated upper level including assisting with the relocation of the Reference Collection and preparing for appropriate staffing of both floors once the new space opens.

As 2016 president of the Georgia Library Association:
Requested volunteers to serve on GLA Committees and made Committee chair and member assignments.
Planned and hosted a GLA Executive Committee meeting
Planned and hosted a Leadership Transition meeting.
Coordinated planning for the GLA Midwinter meeting.

Planned and led a GLA Budget Committee meeting.
Worked to update the GLA Constitution and Bylaws.
Worked with RACL on development of Continuing Education Scholarships in honor of
Merryll Penson.
Hosted a GLA MidWinter Conference.
Met with Elizabeth McKinney to discuss GLA and the duties of the Vice President/President
Elect.
Presented amendments to the GLA Constitution which were approved during the GLA
Business meeting at MidWinter and additional amendments that were approved through an
online voting process.
Hosted the first Joint Conference Planning Committee meeting.
Chaired meetings of the GLA Executive Board.
Prepared speaking agreements for the two paid speakers scheduled for the annual conference
in October
Notified individuals of the funds allocated to the budget lines of their groups
Established the GLA Web Redesign Task Force.
Chaired quarterly Executive Board meetings.
Prepared quarterly Letters from the President for GLQ.

In preparation for her retirement Cathy Jeffrey allocated time to training other members of the
Collection and Resource Management staff in functions that she routinely handled. These
included:
Providing training for Kara Mullen in System Administration functions related to circulation
and patron loads turning this task over to her in November 2015. Kara was also included in
discussions of acquisitions procedures and business office requirements. Also provided
training for Kara Mullen in Circulation Department statistics.
Providing training for Adam Kubik in System Administration function related to system
security and basic system operations. Adam also received training in acquisitions functions.
This training included hands on experience with routine tasks, management of the Voyager
ledger, creating and updating department spreadsheets, projection of expenditures for the next
fiscal year;
Worked with Adam Kubik on Library Acquisitions accounting routines including: reconciling
the Voyager accounts with the Business Office as part of Acquisition monthly procedures and
the Business Office Quarterly Budget Review; developing a materials budget projection and
monitoring the same throughout the fiscal year;
Turned over standing order management to Laura Herndon and Adam Kubik.

Provided training in serials cataloging for Laura Herndon.
Participated in the Library Liaison initiative by continuing to build relationships with the
College of Information and Mathematical Sciences (CIMS) faculty by: encouraging CIMS
faculty to use the ACM Digital Library and IEEE/CSDL databases which had been underused
and were in danger of being canceled; responding to requests from CIMS Dean Lila Roberts
for information on Library expenditures for CIMS Departments.
Assisted librarians from other institutions in solving problems including: helped Debbie
Holmes of Coastal Georgia College with a question on accounting practices for invoices with
content covering a calendar year and thereby two fiscal years rather than a single fiscal year;

Professional Development

Georgia Library Association
GLA President
GLA Executive Board, chair
GLA Budget Committee, chair
GLA Conference Committee, chair
GLA member
Georgia COMO Planning Committee
      Georgia COMO Treasurer 2015
      Georgia COMO Co-Chair 2016
GIL Cataloging Committee
      Member
GOLD Next Steps Advisory Committee
      Member
Attended the GaCOMO conference held Oct. 6-8, 2015 in Athens, Ga. Participated on a panel discussion program titled GOLD Abides.
Hosted the GLA Leadership Transition meeting, Dec. 10, 2015.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 22, 2016.
Attended the annual GIL User Group Meeting (GUGM), Macon, Ga. May 19, 2016.

Meetings, Workshops, Training

Completed annual USG required training courses for 2015.
Attended the USG Alma Implementation Overview, August 11, 2015.
Attended a meeting with Security Chief Bobby Hamil to discuss Library security issues, Oct. 12, 2015.
Attended an Alma Overview Webinar, Oct. 13, 2015.
Attended an Alma **Acquisitions, Serials, ERM** Webinar and an Alma **Resource Management Webinar, Oct. 14, 2015.**
Attended an Alma Fulfillment and Resource Sharing webinar, Oct. 15, 2015.
Attended the first Te(a)d talk presented by Erin Nagel providing information on the use of Padlet in instruction sessions, Oct. 20, 2015.
Attended Active Shooter training presented by Bobby Hamil, Oct. 26, 2015.
Attended a webinar: GOBI Webinar for B&T Migration Customers. Oct. 29, 2015.
Attended a GLA Strategic Planning Focus Group meeting, Nov. 6, 2015
Hosted a GLA Executive Committee meeting, Nov. 10, 2015.
Attended the fall RACL meeting, Nov. 13, 2015.
Attended a meeting with Human Resources Director, Tom Gausvik, who presented information on the Fair Labor Standards Act, March 9, 2016.

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:
Dean's Council meeting; the Fall RACL meeting held in Macon, Ga., Nov. 10; President's
Extended Cabinet meetings; Administrative Council meetings.
Participated in Library staff events including: celebration and farewell party for Robin
Faulkner; participated in discussions regarding Library Faculty promotion criteria;
participated in the National History Day event for Stockbridge Middle School students;
participated in the interview process for the Electronic Services Assistant position; birthday
celebrations; attended the pizza party celebration for 100% participation for the Faculty/Staff
Fund Drive; a meeting with staff members from Gordon State College Library; participated in
National Library Week Book Sale Event.

Participated in events on campus including: farewell reception for Richard Pearce Moses;
Freshman Premiere Event; staffing the Library table at the Department Day event; helped plan
and participated in the Library presentation that was part of the Freshman Premiere event;
attended Faculty meetings; attended the Faculty/Staff fund drive Hot Dog Rally; attended
Budget & Finance Day; attended the Library's celebration for the opening of the upper level;
attended the Faculty/Staff Awards ceremony receiving a retirement service award; attended
the spring faculty meeting; attended the end of year faculty/staff reception.

Adam Kubik

<u>Successes</u>

Began training in Acquisitions and System Administration functions in anticipation of the transition of duties upon the retirement of Cathy Jeffrey in July 2016. Participated in meetings with staff from the University Procurement and Accounting Offices to resolve questions related to subscriptions and multi-fiscal period invoices. Attended the Budget and Finance Day meeting to learn more about campus procurement and accounting policies and procedures. Received training on reconciling the Voyager accounts with the Business Office as part of Acquisition monthly procedures and the Business Office Quarterly Budget Review. Participated in meetings to determine how to expend remaining funds in the FY2016 budget. With Laura Herndon took over the management of Library Standing Orders. Loaded Voyager clients on the Reference Desk workstations. Assisted Erin Nagel by compiling data on the size of the collection an on the materials budget that she will use in completing various annual surveys.

Selected to serve as the Clayton State Library's primary institutional lead for the implementation of Alma, the ExLibris next generation catalog. Asked to serve as the lead of the Cataloging Functional Group and to represent that Group as a member of the Alma Implementation Team. Alma was selected by the University System of Georgia libraries to replace the existing integrated library system Voyager which is currently used by all USG libraries. In preparation for this role Adam completed online courses required by the University System of Georgia including: Project Management Fundamentals and attended Alma Project Management training in Macon, Ga.; Administrator Certification.   With assistance from Kara Mullen completed the first step toward migration to Alma by receiving and completing the Alma migration questionnaire which was returned to the Alma implementation project manager. He successfully completed the Alma Administrator Certification Exam. Also serves as a member of the GIL Cataloging Functional Group Subcommittee on Best Practices which will play a role in the Alma implementation project. He participated in brainstorming conference call with Barry Robinson, Bill Clayton, Sean Purcell and several University of Georgia librarians about methods for generating a P2E file (a text which identifies which catalog resources are electronic resources) which is required as part of the Alma data migration.

Assisted Joan Taylor in providing information to the Psychology Department about the Library to support their accreditation review. Mr. Kubik provided information about the Library collections related to psychology.

Worked with the GIL service site staff to have a chat widget added the GIL-Find and GIL Classic OPACs whenever a search returns zero results. Also worked with the GIL Service Site staff to update locations appearing in the GIL-Find OPAC facet list.

Worked with Heather Walls completed a project to prepare bibliographic, holding and item records for equipment that will be circulated to students and to process these items so that they may circulate.

Met with library school student, Willis Smith, to assist him with a project on library collection development policies.

Assisted the Public Services Department in covering Reference Desk hours.

Participated in the Library Liaison initiative by reviewing reference books for the mold project and identifying oversize Reference books in the Music classifications.

Completed projects to improve the integrity of the on-line catalog:
Assisted Rhonda Boozer by deleting old reserves records from the online catalog.
Continued to work with the GIL Service Site to make adjustments to the GIL-Find and GIL Classic OPAC pages that display whenever a search returns zero results.
Converted the location code for oversize reference books.
Adjusted bib and MFHD data including EZproxy prefixes for the eBrary records that were batch loaded to the catalog by the GIL Service Site.
Updated OPAC holding location displays removing the information about circulation period and replacing it with information about the floor where the items can be found.

Added 488 bibliographic records to the online catalog.
Processed 238 volumes as Lost or Withdrawn.
Made 232,490 corrections to the Voyager database.
Served 36 hours in public services functions.

Professional Development

Georgia Library Association
GLA member
Music Library Association
        MLA member
Southeastern Library Association
        SELA member
Alma Implementation Team, member
Alma Institutional Team Leads, member
Alma Cataloging Functional Team, Chair
Attended the GaCOMO conference held Oct. 6-8, 2015 in Athens, Ga.
Attended Georgia Library Association Mid-Winter Planning Meeting, Jan. 22, 2016.
Attended the Annual ELUNA conference in Oklahoma City May 4-6, 2016 where he was a member of a panel.

Co-hosted with Kara Mullen the Library staff in an Alma Critical Issues Brainstorming session, May 18, 2016.
Attended the annual GIL User Group Meeting (GUGM), May 19, 2016, Macon, Ga. at which he was a co-presenter for the Cataloging Best Practices and Catalog Project Team update.
Attended Alma Implementation Kick-Off meeting with Institutional Leads and ExLibris staff, Macon, Ga, May 19-20, 2016.

Meetings, Workshops, Training

Completed annual USG required training courses for 2015.
Attended the USG Alma Implementation Overview, August 11, 2015.
Attended a meeting with Security Chief Bobby Hamil to discuss Library security issues, Oct. 12, 2015.
Attended an Alma Overview Webinar, Oct. 13, 2015.
Attended an Alma **Acquisitions, Serials, ERM** Webinar and an Alma **Resource Management Webinar, Oct. 14, 2015.**
Attended an Alma Fulfillment and Resource Sharing webinar, Oct. 15, 2015.
Attended a WebEx meeting for Alma Institutional Leads to discuss the Alma implementation and migration questionnaire including a Q&A session, Oct. 20, 2015.
Attended Active Shooter training presented by Bobby Hamil, Oct. 26, 2015.
Attended Alma Vanguard Work sessions.
Attended Alma Project Management Training, Macon, Ga., Dec. 8-9, 2015
Attended ExLibris Collaborative Networks WebEx sessions, Dec. 11, 14.
Attended Alma Implementation Team WebEx meetings.
Attended a meeting with Human Resources Director, Tom Gausvik, who presented information on the Fair Labor Standards Act, March 9, 2016.

Institutional Participation

Member of Faculty Senate.

Participated in Library staff events including: attended the celebration and farewell party for Robin Faulkner; participation in National History Day activity with students from Stockbridge Middle School; participated in discussions regarding Library Faculty promotion criteria; participated in the interview process for the Electronic Services Assistant and the Evening Circulation Assistant positions; attended the pizza party celebration for 100% participation for the Faculty/Staff Fund Drive.

Participated in events on campus including: attended Faculty meetings; attended Budget and Finance Day; attended the Library's celebration for the opening of the upper level; attended Faculty/Staff awards ceremony.

Heather Walls

Successes

Managed five distinct functions within the Collection and Resource Management Department. These were:
Managed all routine Library acquisitions functions.
Oversaw material processing.
Responsible for book repair
Served as the primary LC copy cataloger.
Served as the Department's supplies manager.

Worked with Cathy Jeffrey, Kara Mullen and staff of the University Procurement and Accounting Offices to resolve questions related to subscriptions and multi-fiscal period invoices. A better understanding of both library materials and accounting practices was achieved with both sides making adjustments to previous practices. These included using an amortization table to track invoices that cross fiscal years and prepaying vendors in full while charging the actual cost to Library accounts in both fiscal years involved. Developed procedures for entering amortized payments in Voyager.

Worked with Marcia Jones in the Procurement Office to allow her P-card transactions to post to either the 10000 fund or the 10500 fund.

Accepted additional responsibility of closing the lower level one night each week beginning January 2016.

Provided training in Voyager Acquisitions for Adam Kubik.

Managed Library acquisitions migration from Baker & Taylor's Title Source platform to the YBP GOBI platform. In so doing, she:
Viewed 14 online GOBI tutorial videos covering various aspects of the selection and ordering process.
Set up 8 user accounts in GOBI for the liaison librarian.
Communicated with the YBP account rep to continue setting up our ordering and continuations accounts.
Set up account payment guidelines and initiated the pay by credit card process with YBP.
Set up our account for Easy Cover processing of paperback books.
Provided training for librarians in the use of the GOBI interface.
Worked with YBP representative to transfer and set up our continuation titles from Baker & Taylor to YBP including determining the appropriate beginning volume for the subscription.

Changed the YBP account parameters to invoice by PO#.

Began using the new ePro online procurement system for the creation of requisitions.

Participated in preparations for opening the upper level of the library by preparing a display of books from the popular reading collection and by barcoding and labeling equipment for use in the upper level including 11 study room keys, 12 white board marker packs, and 4 new headphones.

Worked with Adam Kubik to complete a project to prepare bibliographic, holding and item records for equipment that will be circulated to students and to process these items so that they may circulate

Assisted with record maintenance required as part of the Library renovation project.

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

Ordered 954 titles.
Received 962 volumes firm ordered.
Received 476 volumes on standing order.
Cataloged 314 titles.
Provided rush cataloging and processing for 84 volumes.
Prepared 923 spine labels.
Prepared 8 special labels.
Provided processing quality review for 385 items.

Professional Development

Attended the Annual GIL User Group Meeting, Macon, Ga., May 19, 2016.

Meetings, Workshops, Training

Completed annual USG required training courses for 2015.
Completed required online P-Card Refresher training.
Attended the USG Alma Implementation Overview, August 11, 2015.
Attended a meeting with Security Chief Bobby Hamil to discuss Library security issues, Oct. 12, 2015.
Attended an Alma **Acquisitions, Serials, ERM** Webinar and an Alma **Resource Management Webinar, Oct. 14, 2015.**
Attended an Alma Fulfillment and Resource Sharing webinar, Oct. 15, 2015.
Attended Active Shooter training presented by Bobby Hamil, Oct. 26, 2015.
Attended a webinar: GOBI Webinar for B&T Migration Customers. Oct. 29, 2015.
Attended required Procurement training on new procedures for upcoming e-Pro (electronic procurement) and GFM (GeorgiaFIRST Marketplace), March 16, 2016.
Attended an Alma Critical Issues Brainstorming session, May 18, 2016.

<u>Institutional Participation</u>

Participated in Library staff events including: attended the celebration and farewell party for Robin Faulkner; attended birthday celebrations; participated in the interview process for the Electronic Services Assistant and the Evening Circulation Assistant positions.

Participated in events on campus including: attended Budget and Finance Day; attended an University All Staff meeting regarding Staff Council; attended the Library's celebration for the opening of the upper level; attended the Faculty/Staff Awards Ceremony.

Goals for the Coming Year

Prepare and Manage Transition from Voyager to Alma
Manage migration of data from Voyager to Alma while minimizing disruption to workflows and procedures. Transitioning from one ILS to another is inherently a disruptive process. The move to a shared cataloging environment brings additional challenges. The Technical Services Department will need to participate in relevant training opportunities, develop new procedures and workflows, and mitigate any problems as they arise.

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 Technical Services Department.

Maintain an Accurate and Updated Online Catalog
Provide excellent service to Clayton State University faculty and students by maintaining an accurate and fully updated online catalog. Providing an accurate catalog of the Library's holdings is one of the primary functions of the Clayton State Library Technical Services Department.

Efficiently Process InterLibrary Loan Requests.
Provide excellent service to Clayton State University faculty and students by processing InterLibrary Loan requests in a timely manner. Efficiently processing InterLibrary Loan requests is one of the primary functions of the Clayton State Library Technical Services 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 Technical Services Department.

Challenges Ahead

With the retirement of Cathy Jeffrey at the end of FY2016, the Collection and Resource Management Department will be broken up. Staff currently working in Electronic Resources & Services will join Circulation staff as part of a new Access & Electronic Services Department. The remaining Collection and Resource Management staff will transition into the Technical Services Department. System Administration duties will be split between the Heads of the Technical Services and the Access & Electronic Services Departments. This transition will require staff to adapt to a new environment, and in many cases, new managers. Mrs. Jeffrey's long experience at Clayton State University imparted to her a detailed understanding of all of the services and functions fulfilled by the Collection and Resource Management Department and its staff. The loss of this institutional knowledge will of course create challenges for those who remain. In particular, remaining staff will need to communicate,

cooperate and collaborate about issues and opportunities to keep Library functions running smoothly, since no single remaining staff member may be as intuitively aware of all of the interrelationships of the various departments and staff functions. Furthermore, some functions previously performed by Mrs. Jeffrey alone (such as System Administration duties) will be divided up among the Heads of the Technical Services and the Access & Electronic Services Departments. These two individuals will especially need to take care to ensure that important tasks are not being lost between them.

Another big challenge for FY2017 will be the transition from Voyager to Alma. Although this transition will affect all areas of the Library, it will have an especially strong impact on Technical Services functions. Moving from a local cataloging model to a shared University System of Georgia cataloging model may eventually free up staff time to work on projects which before had been challenging due to lack of time (such as adding backlogs of gift materials to the catalog, making them more accessible to patrons). In the short term, however, there is the potential for disruption to Library procedures which will require new workflows to be developed, and staff members to be trained in using a new system. There is also the potential for a degradation in the quality of services in the immediate aftermath of Alma going live late in FY2017, while any bugs that arise after the deployment of Alma are addressed.

Cataloging workflows will undoubtedly be affected. The quality of the data migration will need to be assessed, and any unforeseen migration issues will need to be mitigated. The effect that the loss of local bibliographic data has on the OPAC, due to the new shared catalog model, will also need to be evaluated. Cataloging procedures will need to be adapted to the new environment. ILL functions will also be affected. Acquisitions workflows will probably be affected most of all. Technical Services staff will attempt to migrate acquisitions data from Voyager to Alma, and to maintain continuity of acquisitions procedures and workflows to the greatest extent possible. However, due to the inherent differences between Voyager and Alma, methods for tracking and reporting on the materials budget will need to be adjusted, and certain historical budget data may be lost, or no longer easily accessible to computer manipulation and reporting. It will be especially important for acquisitions staff to use the test period to work out how to use the Alma acquisitions tools, in order to minimize the disruption due to acquisitions as we move towards FY2018.

Lastly, cuts to the Library's materials budget for FY2017 have prevented the Library from allocating any funds for the purposes firm orders. The Library is currently only funding the continuation of subscriptions and standing orders for print and electronic materials. Although cuts to subscriptions and standing orders were avoided, this was only possible due to the one-time benefit of changes in the University business office's accounting practices, which required the Library to use up a credit with our primary periodical vendor, EBSCO, and will result in only half of the true cost of our annual periodical subscriptions being counted against our FY2017 budget. In FY2018, however, it will be necessary to bear the full annual subscription cost. Therefore, even if no further funds are taken from the Library's material budget in FY2018, further cuts will need to be made. If additional funds do not become available, not only will funds remain unavailable for firm orders, but significant cuts will need to be made to the Library's subscriptions and standing orders.

Appendix A

Statistical Summaries
FY2016

Clayton State University Library
Holdings by Format FY2016

	Previous Total		Added to Collection	Removed from Collection	Total in Collection
Circulating Collection			1156	-41	1115
Reference Collection			242	-303	-61
Reference & Circulating Collection Total	77,132		1398	-344	78,186
Bound Periodicals	27,189		215	0	27,404
Total Bound Volumes	**104,321**		**1,613**	**-344**	**105,590**
Archives	0		0		0
Audio Compact Discs	7,657		19		7,676
Audio Tapes	1,131		0		1,131
CD Roms	162		0		162
Computer Files	26		0		26
DVDs	1,825		50	-9	1,866
E-Books	34,826		135		34,961
Microfiche Cards	272,932		0		272,932
Microfilm Rolls	15,166		63	-99	15,130
Miscellaneous	75		0		75
Motion Pictures (16 mm)	1		0		1
Phonograph Records	617		0		617
Streaming Audio	6,371				
Streaming Video	13,095				
Videodiscs	21		0		21
Video Tapes	1,627		0	-19	1,608
Total of Other Materials	**355,524**		**267**	**-127**	**355,664**
Total Bound/Other Materials	**459,845**		**1,880**	**-471**	**461,254**
Monographic, E-books & Bound Titles			1,334		1,334
Non-Book Titles			38		38
Periodical Titles			3		3
Other Serial Titles			65		65
Total Titles			**1,440**		**1,440**
Individualy Purchased e-journals					0
Free serials					0

Clayton State University Library
Activity Report FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	6	139	145	55	13	3	63	199	303	4	24	0	954
Vols. Received on S.O.	37	48	37	40	36	12	49	30	65	50	29	43	476
Items Received	0	100	179	19	51	12	62	145	169	180	45	0	962
Periodicals													
Bound Vols. Added	37	0	44	0	10	0	41	83	0	0	0	0	215
Microform Pieces Added	26	0	0	0	23	0	0	14	0	0	0		63
Claims	5	15	4	5	4	5	29	14	15	10	5	8	119
Binding													
Vols. Sent to the Bindery	26	44	35	26				80					211
Book Repair	0	0	0	0	0	3	4	0	0	0	0	0	7
Cataloging													
New Book Titles Cataloged	44	162	127	77	217	148	1	6	54	113	94	148	1191
New Non-Book Titles Cataloged		5	4	1			6	14	7	0	0	1	38
Electronic Resources Cataloged	0	8	12	194	260	2	0	0	1	14	0	0	491
Total New titles Cataloged	44	167	131	78	217	148	7	20	61	113	94	149	1720
Vols. Added	25	12	48	21	1	1	0	2	1	0	130	7	248
Copies Added	0	5	10	0	0	4	2	1	0	0	0	2	24
Reinstatements	4		1	0			0	0	0	1	0	1	7
Database Maintenance													
Records Corrected	184	607	65	143	223	220270	146	118	155	200	204	182	222497
Records Updated	815	1419	648	932	1959	738353	598	299	2560	779	813	1149	750324
Volumes Processed	33	59	109	8	7	166	8	6	5	41	0	55	497
InterLibrary Loan Transactions	139	140	125	148	110	94	174	221	207	187	64	120	1729
Reserves Activity	15	154	19	13	11	0	266	4	9	3	219	12	725

Clayton State University Library
Titles Ordered FY2016

Titles Ordered (vertical axis): 0, 50, 100, 150, 200, 250, 300, 350

Month (horizontal axis): July, Aug., Sept., Oct., Nov., Dec., Jan., Feb., March, April, May, June
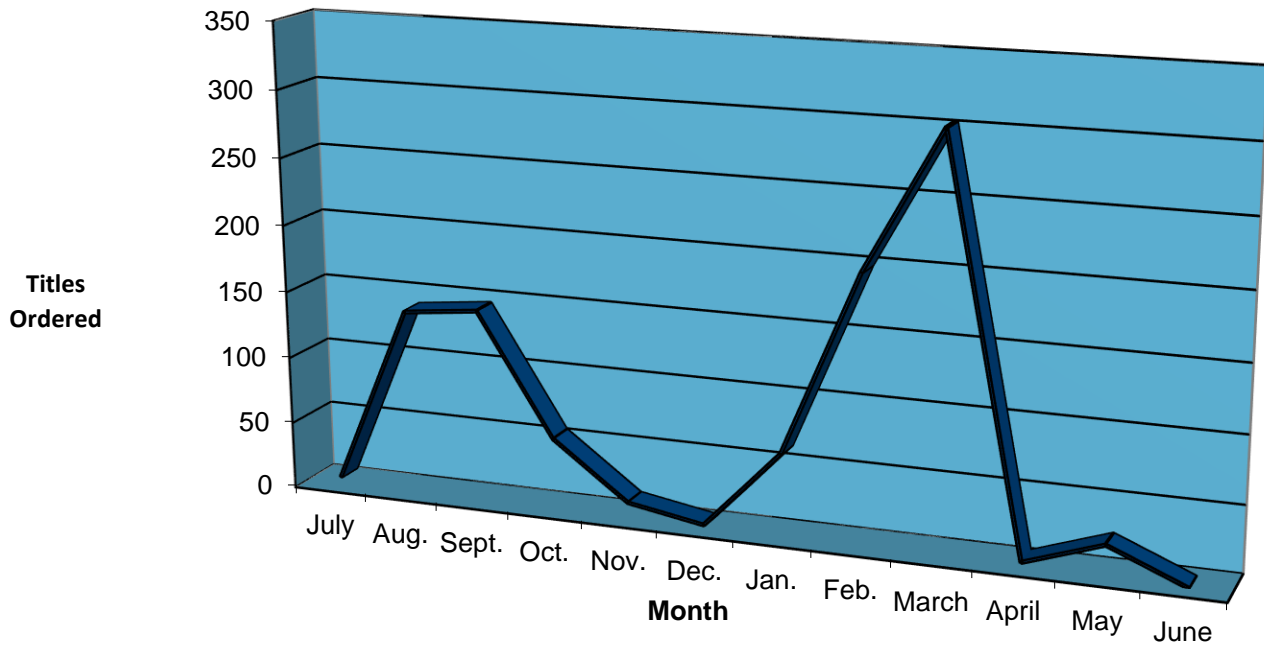
Clayton State University Library
Titles Cataloged FY2016

Titles Cataloged (vertical axis): 0, 50, 100, 150, 200, 250, 300

Month (horizontal axis): July, Aug., Sept., Oct., Nov., Dec., Jan., Feb., March, April, May, June

Legend:
- New Book Titles Cataloged
- New Non-Book Titles Cataloged
- Electronic Resources Cataloged
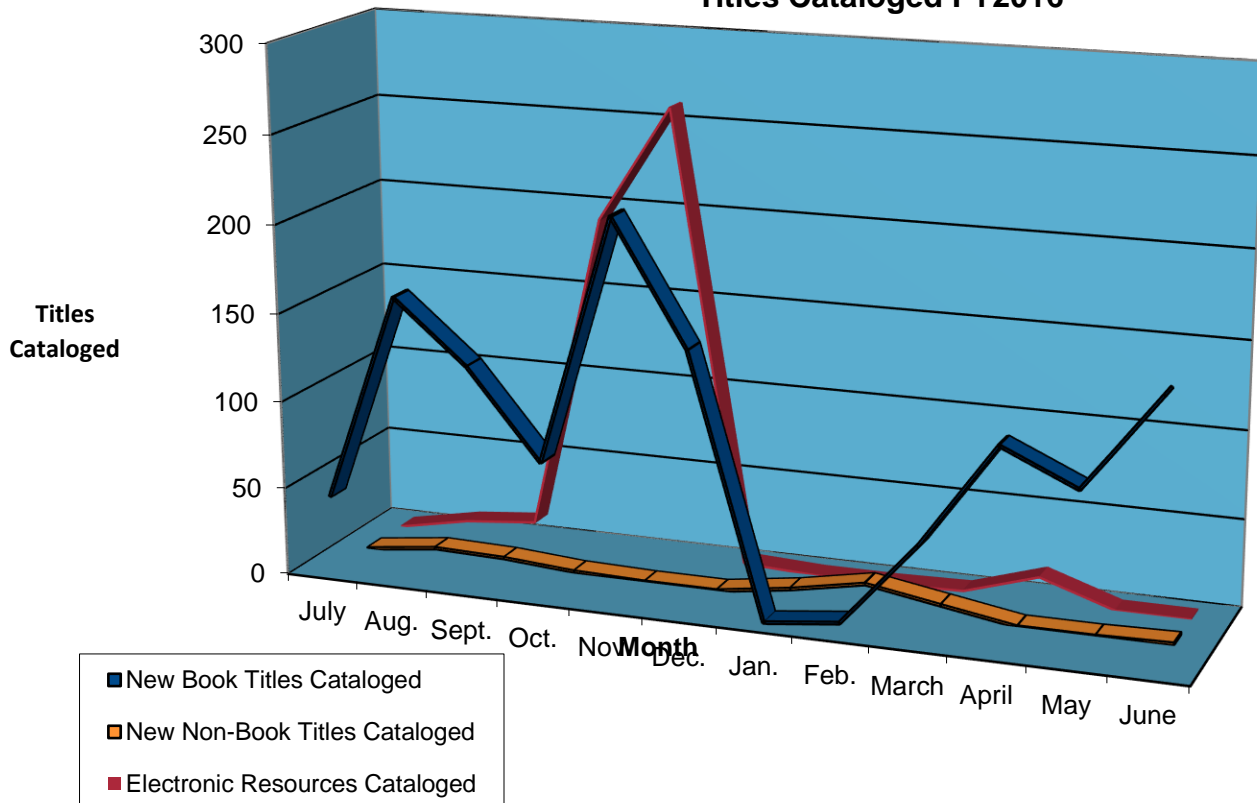
Clayton State University Library
Volumes Sent to the Bindery FY2016

Volumes Bound

80
70
60
50
40
30
20
10
0

July   Aug.   Sept.   Oct.   Nov.   Dec.   Jan.   Feb.   March   April   May   June   S…

Month
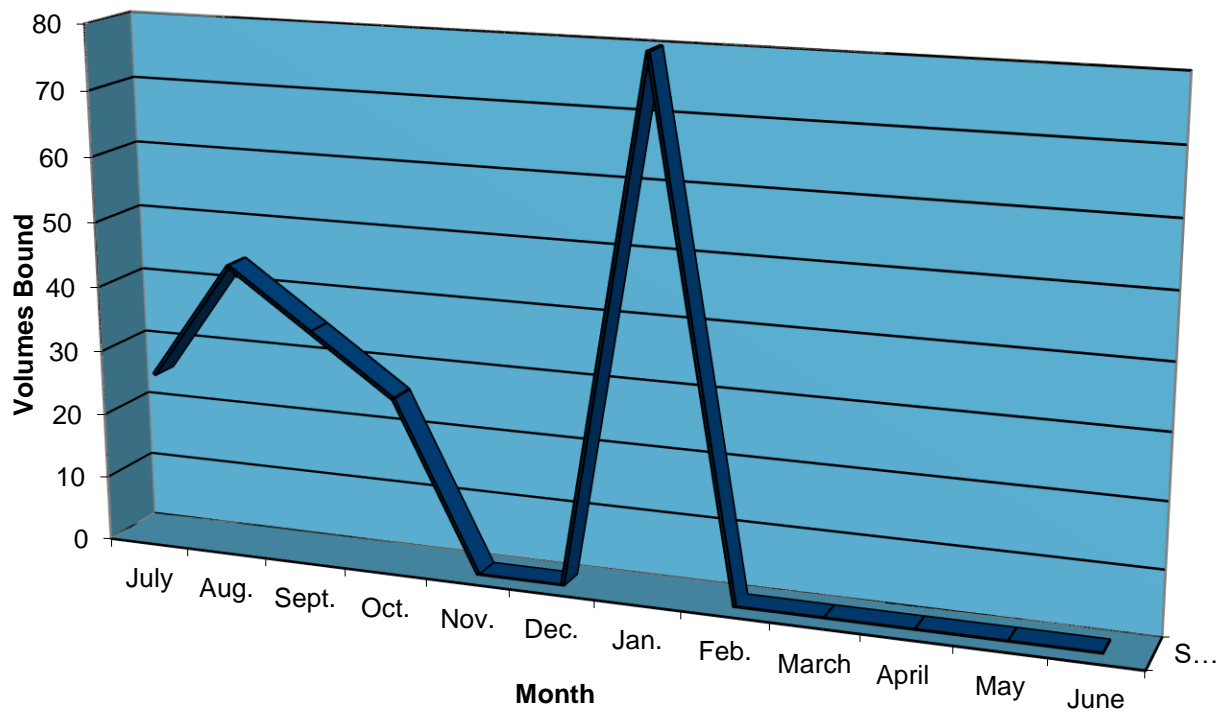
**Clayton State University Library
Reserves Activity FY2016**

Items
Processed

300

250

200

150

100

50

0

July Aug. Sept. Oct. Nov. Dec. Jan. Feb. March April May June

Month
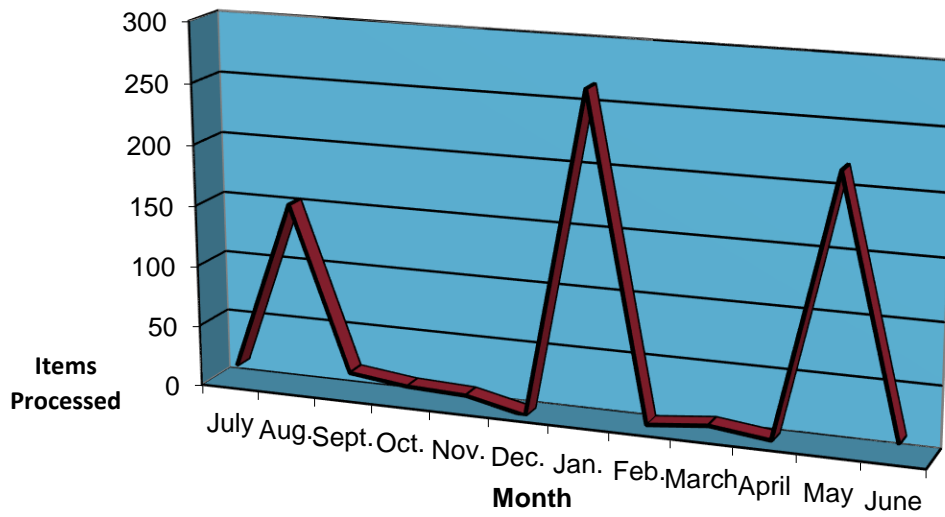
**Clayton State University Library
InterLibrary Loan Transactions FY2016**

Number of
Transactions

250

200

150

00

50

0

July Aug Sept. Oct. Nov. Dec. Jan. Feb March April May June

Month
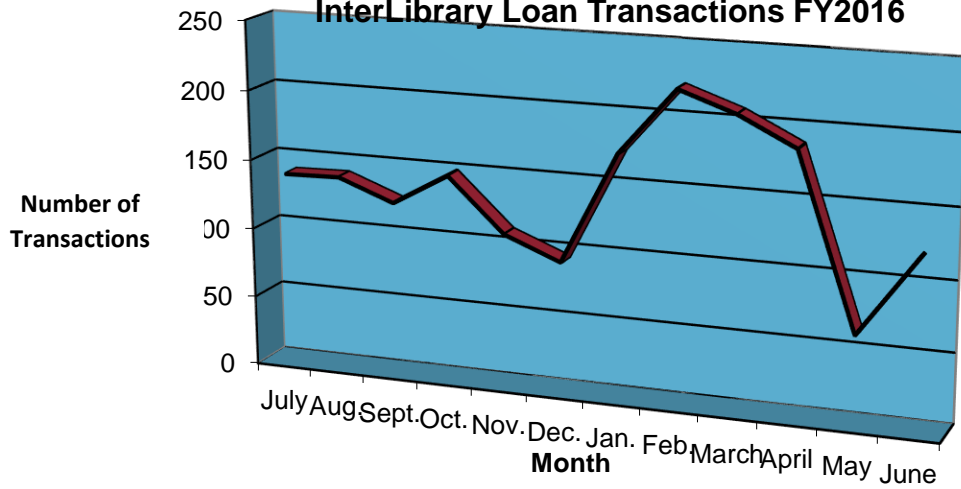
Appendix B

Library Materials Budget Expenditures FY2016

Clayton State University Library
FY2016 Materials Budget Summary

COLLEGE OF ARTS AND SCIENCES

	AUDIO VISUAL	BOOKS	MICROFILM CONTINUATIONS	EBOOKS ONE-TIME	OTHER ONLINE RESOURCES ONE-TIME	OTHER ONLINE RESOURCES CONTINUATIONS	PRINT PERIODICALS CONTINUATIONS	OTHER PRINT SERIALS ONE-TIME	OTHER PRINT SERIALS CONTINUATIONS		SPENT YEAR TO DATE
Biology	35.55	1,240.13		2,450.34							3,726.02
Chemistry & Physics		1,855.84			33,120.00	7,254.50		170.37			42,400.71
English	13.93	5,338.08		613.88		3,949.49			25.20		9,940.58
Humanities	257.35	3,366.59	72.13	1,185.68	10,580.63	5,039.00			235.98		20,737.36
Interdisciplinary Studies	852.38	5,993.44									6,845.82
Psychology		1,344.10				20,266.25		178.50			21,788.85
Social Sciences		4,576.18	112.18	3,960.99		11,436.53		38.04	39,071.20		59,195.12
Teacher Education	382.95	6,471.92							2,616.00		9,470.87
Visual and Performing Arts	2,184.30	2,419.80	99.99	1,059.58	0.00	9,832.17	0.00	0.00	2,477.17		18,073.01
>>Communication, Art & Theater	604.99	1,785.35	99.99	841.58		5,654.67					8,986.58
>>Music	1,579.31	634.45		218.00		4,177.50			2,477.17		9,086.43
SUB TOTAL	3,726.46	32,606.08	284.30	9,270.47	43,700.63	57,777.94	0.00	386.91	44,425.55		192,178.34

COLLEGE OF BUSINESS

	AUDIO VISUAL	BOOKS	MICROFILM CONTINUATIONS	EBOOKS ONE-TIME	OTHER ONLINE RESOURCES ONE-TIME	OTHER ONLINE RESOURCES CONTINUATIONS	PRINT PERIODICALS CONTINUATIONS	OTHER PRINT SERIALS ONE-TIME	OTHER PRINT SERIALS CONTINUATIONS		SPENT YEAR TO DATE
Business		3,040.83		1,426.62		12789.02		278.83	4,341.93		21,877.23

COLLEGE OF HEALTH

	AUDIO VISUAL	BOOKS	MICROFILM CONTINUATIONS	EBOOKS ONE-TIME	OTHER ONLINE RESOURCES ONE-TIME	OTHER ONLINE RESOURCES CONTINUATIONS	PRINT PERIODICALS CONTINUATIONS	OTHER PRINT SERIALS ONE-TIME	OTHER PRINT SERIALS CONTINUATIONS		SPENT YEAR TO DATE
Dental Hygiene		202.61									202.61
Health & Fitness Mgmt		838.05		1,646.14							2,484.19
Healthcare Mgmt		2,283.68		359.95							2,643.63
Nursing	640.00	2,489.93		2,480.55		16,879.47		72.65			22,562.60
SUBTOTAL	640.00	5,814.27	0.00	4,486.64	0.00	16,879.47	0.00	72.65	0.00		27,893.03

COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES

	AUDIO VISUAL	BOOKS	MICROFILM CONTINUATIONS	EBOOKS ONE-TIME	OTHER ONLINE RESOURCES ONE-TIME	OTHER ONLINE RESOURCES CONTINUATIONS	PRINT PERIODICALS CONTINUATIONS	OTHER PRINT SERIALS ONE-TIME	OTHER PRINT SERIALS CONTINUATIONS		SPENT YEAR TO DATE
Archival Studies		97.56				300.00					397.56
Information Technology		33.54				11,350.03					11,383.57
Mathematics				1,164.63		548.25					1,712.88
SUB TOTAL	0.00	131.10	0.00	1,164.63	0.00	12,198.28	0.00	0.00	0.00		13,494.01

LIBRARY

	AUDIO VISUAL	BOOKS	MICROFILM CONTINUATIONS	EBOOKS ONE-TIME	OTHER ONLINE RESOURCES ONE-TIME	OTHER ONLINE RESOURCES CONTINUATIONS	PRINT PERIODICALS CONTINUATIONS	OTHER PRINT SERIALS ONE-TIME	OTHER PRINT SERIALS CONTINUATIONS		SPENT YEAR TO DATE
General Materials		4,006.89		3,263.46		35,470.17	816.06	178.57	4,085.99	2,150.17	49,971.31
SUBTOTAL	0.00	4,006.89	0.00	3,263.46	0.00	35,470.17	816.06	178.57	4,085.99	2,150.17	49,971.31
TOTAL	4,366.46	45,599.17	284.30	19,611.82	43,700.63	135,114.88	816.06	916.96	52,853.47	2,150.17	305,413.92

Collection and Resource Management Department Statistics FY2016

Cataloging and Database Management Statistics FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>Monograpic Books	44	162	127	77	217	148	1	6	54	113	94	148	1191
>Non-Book Materials		5	4	1			6	14	7			1	38
>Periodicals		1				1					1		3
>Reinstatements	4		1							1		1	7
>Serials		1											1
>E-Books		1		68		2							71
>E-Periodicals		5	12	5	17			1	1	14	2	7	64
>E-Serials	3	1											4
>Other e-content		1		121	243								365
Total	51	177	144	272	477	151	7	21	62	128	97	157	1744
Pieces Added													
>New Titles (Books)	48	163	128	77	217	148	1	6	54	114	94	149	1199
>Added Volumes	25	12	48	21	1	1		2	1		130	7	248
>Added Copies		5	10			4	2	1				2	24
>Non-Book Pieces Added	26	22	4	1	23		6	34	13		1	2	132
>Bound Volumes Added	37		44		10		41	83					215
Total	136	202	234	99	251	153	50	126	68	114	225	160	1818
Titles Recataloged													0
Rush Requests	1	16	22	8		2	8	6	7				70
Database Maintenance													
Bib Records Corrected		3	1			1E+05							113909
Bib/Item Records Enhanced	6	4	1	1	1								13
Headings Corrected Globally													0
Subject Headings Corrected	19	80	7	3	106	73	15	27	23	20	35	58	466
Name Headings Corrected	155	514	55	139	115	105	131	84	130	180	147	124	1879
Series Entries Corrected	4	6	1		1				2		22		36
MFHD/Item Records Corrected						1E+05		7					106194
Total	184	607	65	143	223	2E+05	146	118	155	200	204	182	222497
Record Update Count													
>Bib Records Updated	467	966	305	390	1002	1E+05	371	191	2284	422	482	591	121731
>MFHD Records Updated	211	351	215	495	762	6E+05	58	72	238	255	277	447	627409
>Item Records Updated	137	102	128	47	195	65	169	36	38	102	54	111	1184
Total	815	1419	648	932	1959	7E+05	598	299	2560	779	813	1149	750324

Acquisitions and Periodical Statistics
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	6	111	135	55	11	2	31	194	279	4	24		852
>Scores													0
>Non-Book Materials	0	28	10	0	2	1	32	5	24	0	0	0	102
>>Audio CDs							8		18				26
>>CD ROMs													0
>>DVDs		28	10		2	1	24	5	6				76
>>e-books													0
>>On-line Databases													0
>>Videos													0
>>Other Non-Book													0
Total	6	139	145	55	13	3	63	199	303	4	24	0	954
Invoices Processed and Paid							9	4					13
Vols. Received on Standing Order	37	48	37	40	36	12	49	30	65	50	29	43	476
Items Received and Unpacked													
>Books		73	173	13	49	11	30	140	145	180	45		859
>Scores			1										1
>Non-Book Materials	0	27	5	6	2	1	32	5	24	0	0	0	102
>>Audio CDs							8		18				26
>>DVDs		27	5	6	2	1	24	5	6				76
>>Other Non-Book													0
Total	0	100	179	19	51	12	62	145	169	180	45	0	962
B&T Lease Books													
Received	1	22	21	21	17		1	14	24	22	18		161
Returned	77											1	78
Added to the Collection	20												20
Periodical Statistics													
New E-Journals												7	7
New Print Subscriptions (Including Gifts													0
Title Changes													0
Total New Titles	0	0	0	0	0	0	0	0	0	0	0	7	7
Withdrawn/Discontinued Titles				1			1		1				3
LHR's Added/Updated						3	5		7	18			33
Claims & Requests	5	15	4	5	4	5	29	14	15	10	5	8	119
Titles Entered for GOLD													0

Processing Statistics
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Withdraw	Total
Processing Statistics														
Audio Cassettes														0
Audio CDs											19			19
Books	33	54	89	6	6	166	2	4	4	14	0	53		431
CD ROMs														0
DVDs		5	20	2	1		6	2	1	8		2		47
Microfilm Rolls														0
Scores														0
Videos														
Other Non-Book														0
Total	33	59	109	8	7	166	8	6	5	41	0	55		497
Books prepared for State Surplus														0
Book Repair Statistics														
Total Books Reparied						3	4							7
Binding Statistics														
Volumes Sent to Bindery	26	44	35	26			80							211
Volumes Returned from Bindery	31	26	44	0			41	80						222
White pen corrections														0

AV Pieces Added
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdraw	Total
Archives													0		0
Audio Cassettes													0		0
Audio CDs								17	2				19		19
CD ROMs													0		0
Computer Files													0		0
DVDs		22	4	1			6	3	11		1	2	50	-9	41
Microfice Cards													0		0
Microfilm Rolls	26				23			14					63	-99	-36
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes													0	-19	-19
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	26	22	4	1	23	0	6	34	13	0	1	2	132	-127	5

Additions to the Circulating Collection
FY2016

	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	5	2	9		43	5			2	1	3		70		70
BF		4		2	1	1			1				9		9
C			8		15						1		24		24
D	4	4	48	10	6	4			3	1	2		82	-1	81
E	9	12	21	10	15	22		2	2	2	4	2	101	-8	93
F		1	7		3	4							15	-1	14
G		5	1	2	1	8			1	1	2	1	22		22
H-HJ	4	11	10	1	7	5			2	6	9		55	-4	51
HM-HX		3	1	4	10	21			4	4	2		49	-4	45
J		1	15	1	5	3			1		4	1	31		31
K	1	3		19		1			1	1			26		26
L	2	3		3	1	20			22	42	32		125	-2	123
M	2			5	4			5	4	3	1		24	-3	21
N	2		3					1					6		6
P	8	19	17	23	78	47	1	1	4	9	3	121	331	-14	317
Q	2	8	1	10	12	4			2	11	14		64	-2	62
R	4	12		5	11	5			5	11	5	1	59	-2	57
S					1	1				3			5		5
T	3	5	3	3	5	1					19	13	52		52
U		4											4		4
V						1							1		1
Z		1											1		1
Total	46	94	148	98	218	153	1	9	54	114	95	126	1156	-41	1115

Additions to the Reference Collection
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Reference Collection															
A			1								1		2		2
B except BF													0	-2	-2
BF													0		0
C	1												1		1
D	1											7	8	-1	7
E												5	5	-2	3
F												1	1	-1	0
G											1		1	-12	-11
H-HJ	2	1	6			1					19	6	35	-16	19
HM-HX											2		2	-1	1
J											1		1	-2	-1
K	19	10	27								103	1	160	-79	81
L	1										2		3	-42	-39
M		1					2		1			5	9	-6	3
N													0		0
P	3		2									7	12		12
Q			1										1	-44	-43
R		1											1	-39	-38
S													0		0
T													0		0
U													0		0
V													0		0
Z													0	-56	-56
Total	27	13	37	0	0	1	2	0	1	0	129	32	242	-303	-61

InterLibrary Loan
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Total ILL Transactions	139	140	125	148	110	94	174	221	207	187	64	120	1729
Percentage Change FY15 to FY16	-36.82%	4.48%	-22.36%	-40.08%	0.92%	70.91%	-2.79%	15.71%	-0.48%	17.62%	6.67%	-19.23%	-11.19%
Materials Requested by CSU Library													
Material Requests Made By:													
>Students	14	27	25	23	17	0	28	28	14	26	4	4	210
>>Books	2	3	4	7	5		10	16	9	13	3	3	75
>>Articles	12	24	21	16	12		18	12	5	13	1	1	135
>Faculty (Including Library Faculty)	29	25	14	33	29	23	26	29	33	24	14	32	311
>>Books	15	10	6	17	11	1	11	12	17	7	7	13	127
>>Articles	14	15	8	16	18	22	15	17	16	17	7	19	184
> Staff (Including Library Staff)	1	2	1	2	1	1	0	0	1	0	2	0	11
>>Books	1	2	1	1	1	1			1		2		10
>>Articles				1									1
Total	44	54	40	58	47	24	54	57	48	50	20	36	532
Material Requests Filled By:													
>University System Institutions	9	17	10	17	15	5	15	13	14	7	3	13	138
>>Books	2	4	4	7	7	1	6	7	8	3	2	7	58
>>Articles	7	13	6	10	8	4	9	6	6	4	1	6	80
>Other Georgia Libraries	20	21	13	21	11	7	15	20	9	15	7	12	171
>>Books	5	6	5	7	4	1	7	6	7	7	5	6	66
>>Articles	15	15	8	14	7	6	8	14	2	8	2	6	105
>Out of State Libraries	13	15	15	18	17	10	20	17	16	25	10	10	186
>>Books	10	4	2	11	3		5	9	3	7	5	2	61
>>Articles	3	11	13	7	14	10	15	8	13	18	5	8	125
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	42	53	38	56	43	22	50	50	39	47	20	35	495
Total Unfilled Requests	2	1	2	2	4	2	4	7	9	3	0	1	37

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Materials requested from CSU Library													
Requested from CSU Library:													
>University System Institutions	31	25	24	18	18	28	24	41	34	32	13	15	303
>>Books	9	14	12	6	5	4	16	15	18	16	5	5	125
>>Articles	22	11	12	12	13	24	8	26	16	16	8	10	178
>Other Georgia Libraries	18	17	16	24	19	15	29	42	32	39	12	19	282
>>Books	9	11	7	8	7	5	14	23	12	13	7	7	123
>>Articles	9	6	9	16	12	10	15	19	20	26	5	12	159
>Out of State Libraries	46	44	45	48	26	27	67	81	93	66	19	50	612
>>Books	16	20	23	20	5	5	23	29	25	22	3	13	204
>>Articles	30	24	22	28	21	22	44	52	68	44	16	37	408
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	95	86	85	90	63	70	120	164	159	137	44	84	1197
Requests Filled By CSU Library:													
>University System Institutions	21	17	17	17	9	13	18	28	23	24	8	11	206
>>Books	8	10	10	6	4	2	12	15	12	14	3	3	99
>>Articles	13	7	7	11	5	11	6	13	11	10	5	8	107
>Other Georgia Libraries	14	15	11	19	16	12	18	25	23	28	8	14	203
>>Books	7	10	6	7	5	5	11	14	10	11	4	5	95
>>Articles	7	5	5	12	11	7	7	11	13	17	4	9	108
>Out of State Libraries	28	31	24	28	19	16	43	50	64	40	11	26	380
>>Books	9	16	12	7	1		16	17	18	13	1	7	117
>>Articles	19	15	12	21	18	16	27	33	46	27	10	19	263
>AHSLC Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
>>Books													0
>>Articles													0
Total	63	63	52	64	44	41	79	103	110	92	27	51	789
Total Unfilled Loans	32	23	33	26	19	29	41	61	49	45	17	33	408
Truck Mail Deliveries													
Borrowed by CSU	24	27	19	37	15	11	18	31	16	20	10	22	250
Lent by CSU	9	18	10	18	11	10	14	18	22	26	3	3	162
ILL Request filled with CSU Content	19	9	12	19	5	6	14	16	15	13	4	11	143

Course Reserves
FY2016

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Items Added													
Books	1	51	12	6	1		69	1	6	1	50	1	199
Articles		2					2				2	4	10
Audio CDs													0
VHS/DVD	3	33	7	7	7		67	3	3	1	25		156
Other (Software, etc.)		2			3		2				2		9
Total	4	88	19	13	11	0	140	4	9	2	79	5	374
Items Removed													
Books	9	39					66				62	1	177
Articles		2					5				2		9
Audio CDs													0
VHS/DVD	2	23					50				74	6	156
Other (Software, etc.)		2					5				2		9
Total	11	66	0	0	0	0	126	0	0	1	140	7	351
Total Reserves Activity	15	154	19	13	11	0	266	4	9	3	219	12	725

Clayton State University
Archives Annual Report
July 1, 2015 – June 30, 2016

Rosemary Fischer, University Archivist

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OVERVIEW - REFLECTIONS

I arrived at Clayton College and State University on December 1, 2004. I was shown to the university archives – my new work home. I had been assigned a room that used to be the circulation desk in a former reincarnation of the library. The space was the size of a classroom. There were windows on both walls – library and administrative hallway. Above the windows was open space. There were two doors – one on each side of the room at the same end of the room. The only shelving were olive green metal shelves attached to the wall on one end. There were no collections, except for about a dozen document boxes each containing one photograph. My desk had three legs and was located at the end of the room with no doors. My phone hung from a wire in the ceiling. My chair rolled and wobbled tossing me to the floor a couple of times.

The whole picture and situation overwhelmed me. What was I doing here starting an archives? This was my first job since graduate school. I didn't know anything about Clayton. Where would I start? Would I be able to handle this job? Tears came along with a sense of desperation.

Luckily, the Director of the Library, Bob Fox, told me to take a few months to walk around campus and get to know the school and the people. I took advantage of his suggestion and became acquainted with CCSU. In my wanderings, I came across the Presidents' boxes, stored in the maintenance warehouse. Now I had hundreds of boxes to save, arrange, and describe. I removed the olive-green shelving from the wall and moved my desk, chair and phone to the other end of the room near the doors.

During this time, the library got new shelving and I inherited small wooden bookcases. This was a start. Not archival – but something to get boxes off the floor. I inherited an old conference table and some chairs. Then the National Archives moved into its new space and they generously donated a map case, two study carrels, lamps, a display case, and six matching chairs. We used tables for student desks and work areas. The room was beginning to fill and look like it was occupied.

In January 2005, an intern arrived, unannounced, and was there to help me. We roamed the campus looking for a start to the new archives. I quickly created an internship program to help students learn about archives. Together we created our first exhibit – "In the Beginning." The exhibit focused on Clayton's "firsts." We displayed the first graduates, the first school colors, the first faculty and staff, the first catalog, and a scrapbook of the beginning of Clayton Junior College. It was this display, in our archives' room, that prompted our Provost to notice that we needed more space. We decided it wasn't space we needed but compact archival shelving. Within a year, we had the shelving. We now looked like a real archives!

Looking back there have been so many changes in leadership, library staff, interns, and physical space. Through this evolution, the archives has survived and grown into a fully-functioning university archives. We have much of which to be proud. I can celebrate all of the following:

I am now a full-time archivist (not 50/50 librarian/archivist).

We have a large range of compact shelving to hold our collections now and well into the future.
I have worked with interns, volunteers, and student workers since January 2005 – 60 to-date.
The CSU Archives has provided internships for six undergraduate degree programs: History, Business, Psychology, Liberal Studies, Integrative Studies and Logistics and Supply Chain Management.
Our Archives has also provided graduate-level internships for Valdosta's MLIS program.
We now have a budget for ordering supplies and helping create displays.
We have acquired 2000 cubic feet of collections and it is slowly growing every day.
We are building relationships with departments to process our larger collections.
And, last but not least, the renovation provided us with a fantastic archival space. We have a reading room for researchers. We have two workstations for student workers. We have lots of space for spreading out our larger projects. We have shelves and cabinets to hold our supplies. Our Archives now has a Vault to store our collections complete with dehumidifiers and room-darkening shades. The Archives has a beautiful Exhibit Hall which is for use of anyone on campus wishing to provide a display. I no longer look at other archives and experience "space envy." We have a beautiful university archives.

The Clayton State University Library Archives has a fantastic future ahead. With our increase in space, we can have more than one student worker and more than one intern at the same time. That means we will be moving forward to processing the 2000 cubic feet of the collection. We can add to our collections continually.

I am proud to be the first archivist for Clayton State University Library Archives. This is one of the most rewarding jobs I have ever had. I credit my supervisor, Dr. Gordon Baker, Dean of the Library, who trusted me to do what was needed to create an archive. I was allowed to use my skills, talents, and knowledge to do what I considered best.   I have learned many valuable lessons along the way. One of the most important was to "work with what you have." Do the best you can with what you have been given.   Another important lesson was to be grateful for a supervisor who did not micromanage me and the archives but let me find my way and create the archives my way. Dr. Baker's guidance and patience along the way made this beautiful new archives possible.

SOMETHING NEW - ARCHIVAL ALLIANCES

In order to increase our collection size and to provide faster access to these collections, the Archives is forming Alliances with departments around campus.   Below is an outline of the Alliance Program started this year. Our first alliance is with the Athletics Department. We are getting an immense amount of digitization done through the scanning of photographs and documents. All items are being identified and added to the collection.

Objectives

- To create a collection that is accessible and easy to use by the department and researchers.
- To provide work opportunities for interns and work-study students.
- To promote the collection and the CSU Archives.
- To enter collection information into Archon.
- To encourage departments to donate their historical items to the archives.

Benefits of the Alliance

- Faster processing time on a large collections.
- Draws attention to the programs at Clayton State University.
- Increase donations and funding for special department programs.
- Increase awareness and support of Clayton State Archives.
- Encourage other departments to form an alliance and donate to the Clayton State University Archives.
- To provide internship opportunities in all departments.
- To provide work-study opportunities for students.

Participants

Department staff, CSU Archivist, and student workers. Interns and work-study students will change as students graduate or move on to other opportunities.

CSU Archives' Responsibilities (Rosemary Fischer)

- Provide working space for Athletics Department
- Train interns and work-study students to do archival work
    - Project 1 – Vocabulary
    - Project 2--Archival space assessment
    - Project 3—Arrangement & description reading assignments
    - Project 4—Collection inventories
    - Project 5--Preparing a finding aid
    - Project 7 -- Archives and archivists
- Assist with creating an arrangement plan for the Collection
- Provide assistance through answering questions and assigning archives' staff to the project
- Supervise the work being done to guarantee consistency

Department Responsibilities

- Provide students to work on the collection.
- Supervise students – timecards and other time records, evaluations, etc.
- Create an arrangement plan for the Department's Collection
- Assist with identifying and dating documents and photographs.
- Continue adding to the collection

Student Responsibilities

- Do educational projects listed above.
- Follow plan to arrange the collection.
- Scan documents as needed for websites.
- Prepare a timeline for the department – CJC to CSU.
- Date and identify photographs.
- Assist with planning exhibit.
- Assist with planning the unveiling party.

Marketing & Promotion

- Do we want to promote the collection?
- Why promote and market the collection?
- Who are the target audience(s)?
    - CSU – all departments
    - Recruits
    - Alumni
    - People and organizations outside of CSU

Tools for Reaching Our Target Audiences

- Brochures – handout to recruits, visitors, etc.
- Department Website
- Archives' Website
- Archon – Archival Database
- Prepare articles for *Laker Connection* and local newspapers
- Create a PowerPoint presentation about this alliance, the learning, arranging of this collection, etc. up to and including the unveiling
- A party to celebrate the unveiling of this collection and access by the public
- Create a display for the Exhibit Hall
- Develop an invite list
- Create an invitation

STATUS OF LAST YEAR'S GOALS

Smooth transition to new space

The collections made is safely to offsite storage and then back to the CSU Library Archives after the renovation. There were lots of volunteers to help with reshelving the collection in our new Vault.

Opening exhibit

The opening exhibit was about the Archives through the years. The Archivist created the panel ideas for each wall. The design was done by a work-study student, Zack Edmands. Zack taught himself Adobe Illustrator and Photoshop to do this project. He matched the colors in the carpeting and on the walls with the colors used in the exhibit panels. There were 10 panels total in the opening exhibit.

Exhibits for new Exhibit Hall

Gordon Baker has arranged for a Harry Potter display for March 2017. The Archivist is working on displays which will promote the different departmental collections and show the functions of each department.

Record group numbers

Record group numbers have not been assigned as yet. These will be added when we enter the accessions into the Archon database.

Update the Archives' web page

The Archivist has met with the designers of the Clayton State web pages. The information needed for the web page is being pulled into one document for the designers. The work has been started but is not completed.

Update and publish the Archival Assistants Manual online
This project has been tabled for the time being. It is not a priority.

ArchivesSpace software

Several meetings were held with Clayton's IT staff. They were eager to install and start using ArchivesSpace. After much research and talking to other archivists around the State, it was decided that the Clayton State Library Archives would use ARCHON despite its lack of customer support. There are university archives in the State that use this software and will provide support. ARCHON is user-friendly and was created for the small archives. ArchivesSpace does not have a working user interface and has many technical problems. The

Director of the Archival Degree program, Joshua Kitchens, also supports our choice of suing ARCHON because of the plethora if issues with ArchivesSpace.

Create digital collections for the Archives' web page

Photographs and documents are being scanned by the Athletics Department interns. These items, once identified and dated, will be used on the Athletics Department webpage as well as linked on the Archives' web page.

Create online exhibits for the new Archives' web page

We did not tackle online exhibits this past year.

Monitor the environment in the Archives

The PEM2 Preservation Environment Monitor was not used during the renovation period. The batteries need replacing. The Director of the Archival Masters' Degree program has been contacted and he recommends that the monitor be sent in for recalibration and battery replacement.

Update the Archival brochures

The Archives has about 10 brochures that are used to promote the Archives and its programs. These brochures must now meet the campus standards for printed materials which are distributed to the public. A copy of each brochure has been given to the design department for suggestions and changes. The brochures have not been returned.

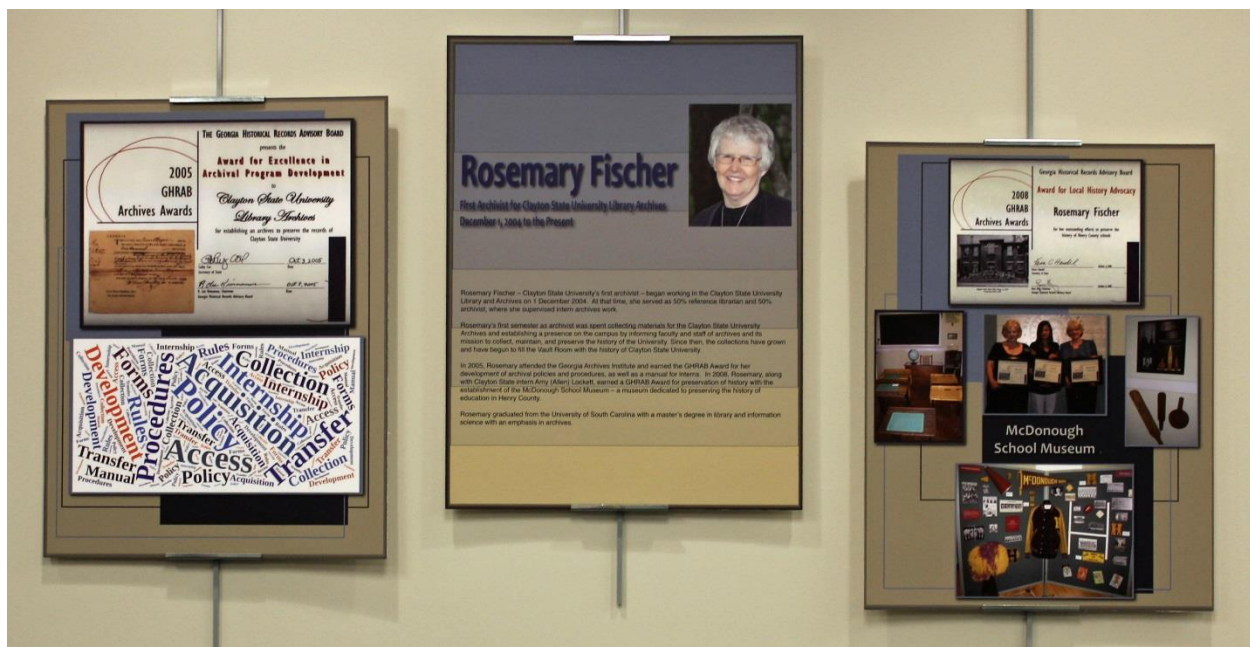# FIRST EXHIBIT IN THE EXHIBIT HALL

Below are photographs of the displays from our Open House January 27, 2016.

Panels showing the different phases of the Archives' physical space.

Panels showing 50 of the Interns, Volunteers, and Student Assistants that have worked in the Clayton State University Library Archives.

Awards Wall displaying the two GRAB Awards won by the Clayton State University Archives.

Our Reading Room also had displays of the early Clayton campus.

At the top is an architectural rendering of the Clayton Junior College Library. The bottom is an aerial view of the junior college campus.

Architectural rendering of the Clayton Junior College Campus by Bothwell.

Also on display were two of the original study carrels from the junior college library.

PROFESSIONAL DEVELOPMENT – 2015-2016

Date	Hours	Class/Presentation	Speaker
9-10 Jul 2015	10	Using Archon in the Archives	Valdosta Archives
21 Jan 2016	2	FISH – Giving Good Customer Service	Gordon Baker
12 Feb 2016	1	Right To Know	HR
	1	Motor Vehicle Use Training	HR
	1	Ethics – Basic Course Faculty/Staff	HR
	1	Sexual Harassment Training	HR
25 Feb 2016	2	Give-em the Pickle! Good Customer Services	HR Film
21 Mar 2016	1	The Ultimate Scanning System	Scannx
2 Apr 2016	1	What's New in Heritage Quest Online and Ancestry Library Edition	Webinar
19 May 2016	8	GIL Users Group Meeting	Multiple
11 June 2016	1.5	48 Years of Outstanding Archival Education	Georgia Archives Institute

REQUESTS 2015-2016

The CSU Library Archives received 27 requests during the academic year 2015-2016.

Date	Requestor	Request	Results
21 Jul 2015	Continuing Ed	Create and teach genealogy course for coming year	Did not fulfill
4 Aug 2015	C. Jeffrey	Help identify women in old photographs – same person or not	Was unable to find help to complete this request. Still working on request.
10 Aug 2015	B. Lopez	Provide reference for job application	Provided letter of reference
30 Aug 2015	W. Smith, MLIS	Discuss archival disaster plan and tour archives	Met with requestor, discussed disaster plan and toured archives
15 Sep 2015	M. Lieberman	Discuss university archives in preparation for grad school	Met in March 2016. Tour of archives. Discussed "lone arranger." Lunch with Gordon Baker.
22 Sep 2015	N. Grizzell	Wanted to see previous birthday cards for Loch	Could not locate birthday cards.
24 Sep 2015	A. Wheeler	Wanted to volunteer in Archives.	Volunteered in October 2015 and returned to help with return of collections from off-site storage.
21 Oct 2015	J. Brown	Past holiday cards for library and older photos of library	Sent scans of photos on same day as request.
8 Dec 2015	G. Baker	2 requests for scans of photos to use in slide presentation	Sent two sets of scans on same day as request.

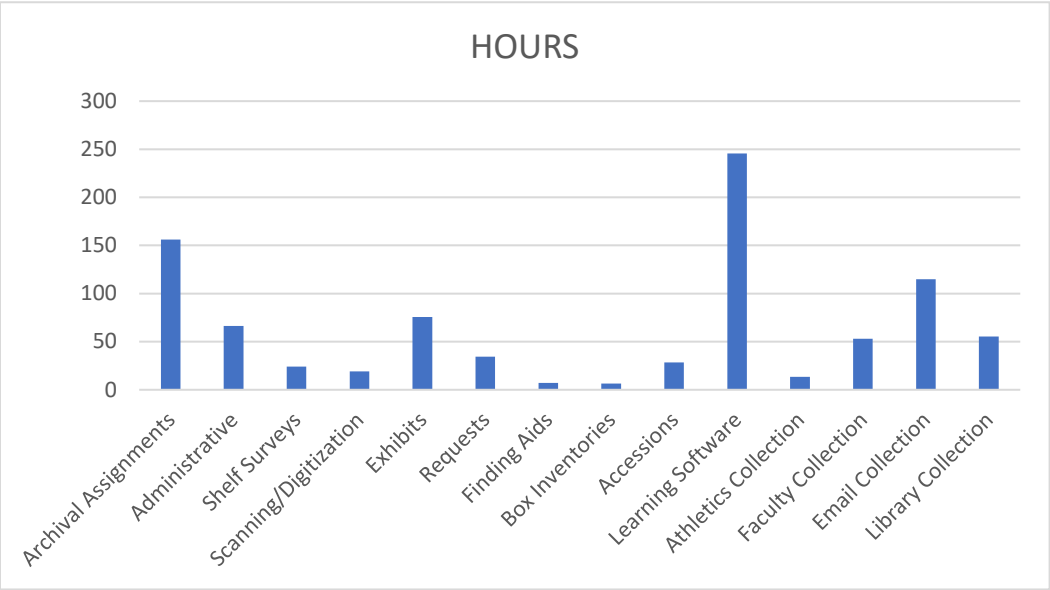| 7 Jan 2016	C. Knight	Open Records Request-Faculty Handbooks for 2000, 2001. 2006-2010	Scanned and sent copies of handbooks which were in the Archives.
2 Feb 2016	R. Gooden	Tour of Archives for his class	Provided tour on 15 Feb 2016
8 Feb 2016	A. Allen	Course description and syllabus for chemistry class	Scanned copy of course description from catalog and emailed.
11 Feb 2016	B. Hamil	Student and parking fees from 1970-2000	Researched and sent chart of student fees through years 1970 to the present including amount for parking if shown.
21 Feb 2016	D. Mauldin	Interview-Assignment for Archives' class	Student never set appointment date and time.
24 Feb 2016	J. Parkerson	Is there a museum on campus?	Responded with "yes" if you consider the Archives' Exhibit Hall as a museum.
29 Feb 2016	K Curtis	Papers for Martha Washington	Sent email with suggestions of historical sites she might search for these papers.
2 Mar 2016	K. Mullen	Is Kimberly Clayton a GLA member?	Could not find her listed on GLA sites.
5 Apr 2016	D. Col	Photos of Dr. Gary May	Responded that a lot of the faculty photos had not been identified and I had no way of knowing. She would have to visit the Archives and go through the photos herself.

2 May 2016	M. Mead	Photos of Clive Caesar	Sent Excel inventory of Athletics Collection and let Mead know that he could come over and look through the photos.
17 May 2016	K. Mullen	1995-1996 Academic Catalog	Took her one of our extra copies. Returned after her research.
25 May 2016	C. Jeffrey	Missing Lyceum video "Understanding Georgia's 2002 Election" – speaker Bullock	Found the missing video in our collection.
3 Jun 2016	J. Taylor	JPS to hang picture in reference area	Arranged to have JPS hang picture in reference area.
8 Jun 2016	D. Johnson	Assistance with genealogy research on computers in CSU library.	Introduced her to the sites available for genealogy research.
9 Jun 2016	J. Darling	Opinion of Lander's Athletic Collection in their Archives	Took a look. Was not that user-friendly. Could not locate collection.
9 Jun 2016	D. Johnson	More assistance with genealogy research	Assisted her with research and showed her other sites for genealogy research.
28 Jun 2016	S. Soroka	Photos depicting historic moments in CSU history to be used for wall mural in library	Met with Lana and Priti about photos. They will have to do the research of looking through photos. Talked with G. Baker about what he wanted in the mural.

STUDENT HOURS ON ASSIGNMENTS 2015-2016

Student	Archival Assigns.	Admin.	Shelf Survey	Exhibits	Requests	Learn Software*	Accessions
Stephanie		15.00					
Zack	20.00	17.75	11.00	60.50	10.00	179.25	
Najee	9.50	33.50	13.00	15.00	24.50	66.25	
Briana	45.75						13.00
Van	48.00						
Diamond	10.50						15.50
Ryan	4.00						
Marquis	22.50						
TOTALS	156.25	66.25	24.00	75.00	34.50	245.50	28.50

*Adobe Illustrator, Archon, Photoshop, PowerPoint, Publisher

Student	Athletics Collect.	Emails Collect.	Faculty Collect.	Library Collect.	Finding Aids	Box Inventory	Digiti-zation
Stephanie			53.00				
Zack					7.00		19.00
Najee		115.00		55.50			
Briana						6.50	
Van							
Diamond							
Ryan	43.00						
Marquis	13.50						
TOTALS	46.00	115.00	53.00	55.50	7.00	6.50	19.00

HOURS

Category	Hours
Archival Assignments	~155
Administrative	~65
Shelf Surveys	~25
Scanning/Digitization	~20
Exhibits	~75
Requests	~35
Finding Aids	~8
Box Inventories	~7
Accessions	~28
Learning Software	~245
Athletics Collection	~13
Faculty Collection	~53
Email Collection	~115
Library Collection	~55

GOALS AND CHALLENGES FOR THE COMING YEAR

Computer Access for Student Workers

Our biggest issue is providing computer access for the students that work in the archives. As of the writing of this report, we still don't have access for all our students to use the computers in the archives. This is our biggest challenge and the most important goal for the new year.

Create Archival Alliances with Departments on Campus

Continue working with the Athletics Department. This alliance will probably be in the works for another year. Create alliances for Facilities Management and Teacher Education.

Archives' Web Page

Provide content for the outline of the Archives' web page. Work with web page design team. Determine appearance and links for the page.

Archon

Increase the number of collections added to Archon.

Create Digital Collections for Archives

Scan documents and photographs for collections that are put onto Archon.

Host Exhibits from Outside Clayton State and Outside the Archives

Publicize and promote the use of the Archives' Exhibit Hall on campus and off campus. Assist departments in creating and promoting exhibits. The Harry Potter exhibit will be coming to our space in March 2017.

Monitor the Environment in the Vault

Have the PEM Environment Data device calibrated and new batteries inserted. Once that is done, provide monthly reports on the environment in the Vault. Consider getting a room air conditioning unit with dehumidifier.

Update Archival Brochures

The 12 brochures that the Archives uses have been turned over the graphic design people to modify them to meet campus requirements. Once that is done, the brochures will be updated and printed.

Record Group Numbers

Collections will be identified with a record group number as the collection information is entered in Archon.

Continue Working with Financial Aid-Work-Study

Continue and build on relationship with work-study. Keep a steady stream of students in the archives.

Create exhibits

Create additional exhibits on collections that are being processed.

Electrical Outlets

Install electrical outlets on the storage wall so that students can plug in their laptops to work. No outlets are available on that side of the room.

The New Clayton State University Archives
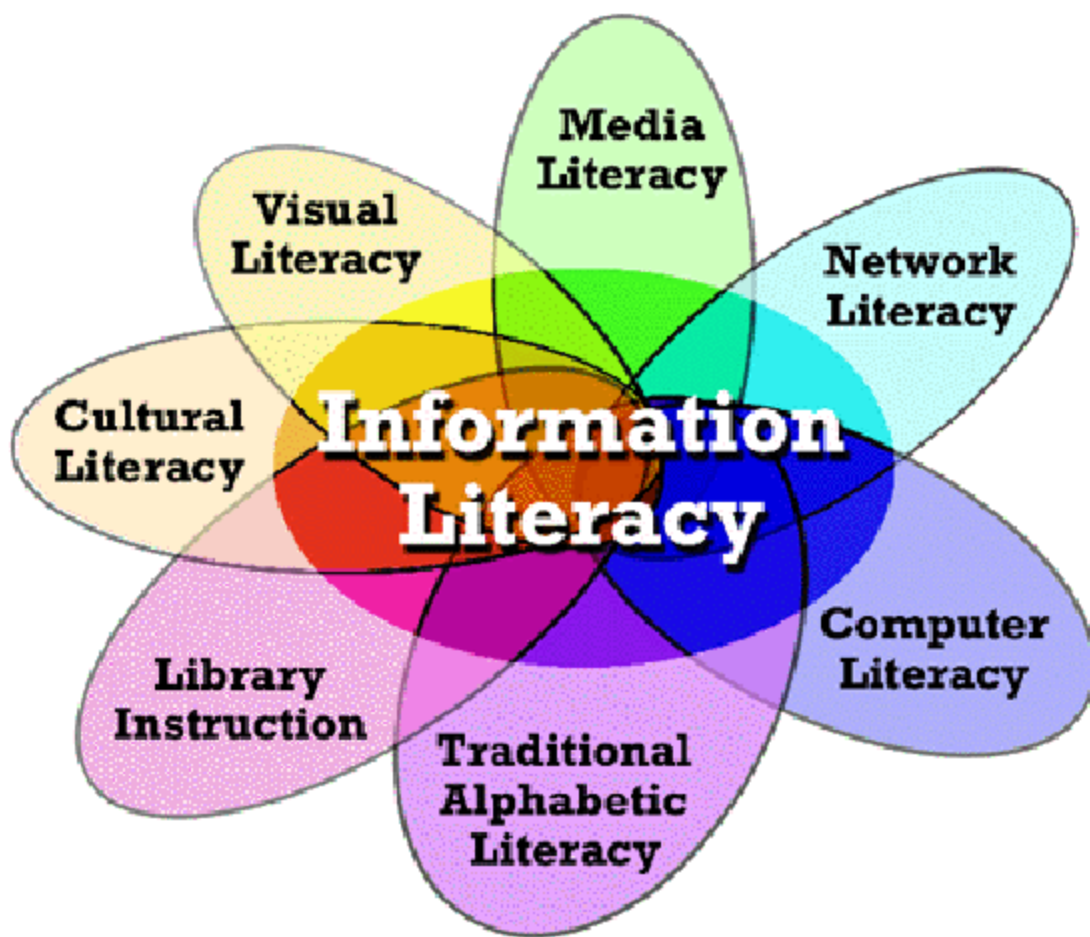
Clayton State University
Reference & Instructional Services Annual Report
July 1, 2015 – June 30, 2016

Joan Taylor, Head of Reference & Instructional Services

Reference & Instructional Services
2015-2016

Overview:

- Following is a summary of the activities of the Reference & Instructional Services department covering July 1, 2015-June 30, 2016. Highlights of some of the activities from the monthly reports of members of the department will be included. Employees include Joan Taylor, department head-Psychology/Social Sciences liaison librarian; David Greenebaum, reference and instruction- Business liaison librarian; Thomas Jackson, Jr., weekend services reference/instruction-Interdisciplinary Studies liaison librarian. Thomas also serves as the primary supervisor of the reference student assistants.

- During the summer of 2015, all library services were housed on the lower level of the Clayton State Library as renovations continued on the upper level. All library staff anticipated moving upstairs, first in August, then in October, and then in December. Various construction and vendor details prevented those dates of opening. In mid-December, the grand opening date was formally scheduled for Wednesday, January 27th, and preparations continued by all contractors to meet that deadline.

- In anticipation of the original October target date, potential reference student assistants were interviewed and hired for start dates in September. They worked side by side the circulation student assistants learning and preparing for the eventual transfer to a separate service desk on the upper level. While this seems like it was a simple and predictable plan for the library, there were some challenges. I asked Thomas Jackson, Jr., to take on the role of primary supervisor of the new reference student assistants so we could share student staffing supervision for seven days of library coverage. Together, we consulted with Barbara Dantzler, circulation supervisor, to learn about the best steps and methods to be successful in selecting and working with student assistants, since she has managed student assistants for many years. Through the reading of Human Resources' provided directions and forms, ADP resources, questions to Human Resources, we also learned about the step by step process of meeting employment requirements, required training with access granted to appropriate departments, set up of employees and time card availability through the outsourced Human Resources ADP payroll system. Along with the hiring, training, and scheduling, came important audit reports and department student assistant budget questions. It seemed like whenever we thought all our checklist of items for the reference student assistants were completed, a new set of questions, concerns, or vacancies came along to again keep us busy with employment related issues.

Reference/Information:

- Reference librarians and the assessment librarian had office furniture and office items relocated to their new upstairs office space areas on December 14th, 2015 because contract movers for all of the library resources needed to have a set date of furnishings relocation prior to the anticipated January opening. Earlier in November the two collections- Reference Collection and Legal Research Collection were moved

to the upper level shelves by the contracted movers. This relocation of book collections occurred during the time I was on leave, so I wasn't available to oversee the placement on the shelves. As soon as Fall semester ended, reference student assistants were scheduled to work during the interim time in December with two objectives in mind: a) to correctly block and space the newly relocated books through shifting, reading shelves, and double checking to be sure the books were shifted in the correct order. b) to teach the reference student assistants how to answer basic virtual reference informational questions and record each transaction in the accepted analytic form on the Springshare platform.   The Reference & Instructional Services department including reference student assistants now felt reasonably ready for the grand opening date in January with training, resources, and people.

- However a setback occurred because between the end of Fall semester and the grand reopening of the Library, we lost several student assistant employees for various reasons. We had tried to be proactive and prepare them for all aspects of readiness for the reference desk opening, but unfortunately, we had to scramble to find some more student assistants for the vacant slots.

- Due to the necessity of coverage for all open reference desk times, much communication is needed to be sure that there is coverage at our Information Reference Desk. This requires that any continuing education or professional development needs must first be coordinated to allow for staffing coverage. Thomas Jackson was able to attend one day of the COMO Conference in October 2015. Thomas, David, and I were able to attend the Graduate Student Library Services Conference held at Kennesaw University on April 1, 2017. We were also able to attend the GIL User Group Meeting (GUGM) held in Macon in May because Gordon was given permission to close the Library for all of the staff to be able to attend. We are anticipating the transition from GIL (*Voyager)* to the new *ALMA* product from *ExLibris* in 2017. Much of the GUGM Conference was devoted to discussion of this transition and to details about the product. The public side of *ALMA* known as *PRIMO*, which will affect us more in reference and instruction is still only seen from the examples found in other libraries' public access catalogs. In 2017, *PRIMO* will make the debut to our Clayton State University community. We are looking at other university library catalogs that have already made the transition. The Clayton State University Library's technical services and electronic services administrators have much work ahead as they prepare us for the launch in mid to late 2017.

Instruction:

- During the renovations, one of the biggest resources that librarians missed was access to our library classroom and appropriate space to hold meetings within the Library. We are excited to now have two classrooms for library instruction, but there were some other punch items on the contractors' lists that prevented classroom availability until mid- February, 2016. For fall semester, we traveled to main campus classrooms for all classes, to Henry County instruction site for English 1101/1102 classes, and to the Fayette County Instruction site for English 1101/1102 classes.

- For spring semester, 2016, librarians were able to begin inviting classes back to the Library for instruction and conducted a few tours highlighting some of the new

services and facilities. The reference student assistants were needed to assist with peak times of reference and also with many general information questions due to lots of people traffic through the Library at the Information/Reference desk as students and faculty who had stayed away from the area due to construction and capacity crowding began to return. Unfortunately, we were unable to both staff the reference desk and travel off campus to instruction site locations because seven day a week staffing in the Library was needed.

Charts and Graphs for Reference & Instruction courtesy of Marketing & Assessment Librarian, Erin Nagel:

For historical purposes, here is a comparison chart of **Reference Totals** showing services for the past four years indicating the differences during the multiyear renovations of the Library. There is an observation that library services were impacted by the movement of the reference service desk downstairs to temporary locations and then moved back upstairs again.

Reference Totals

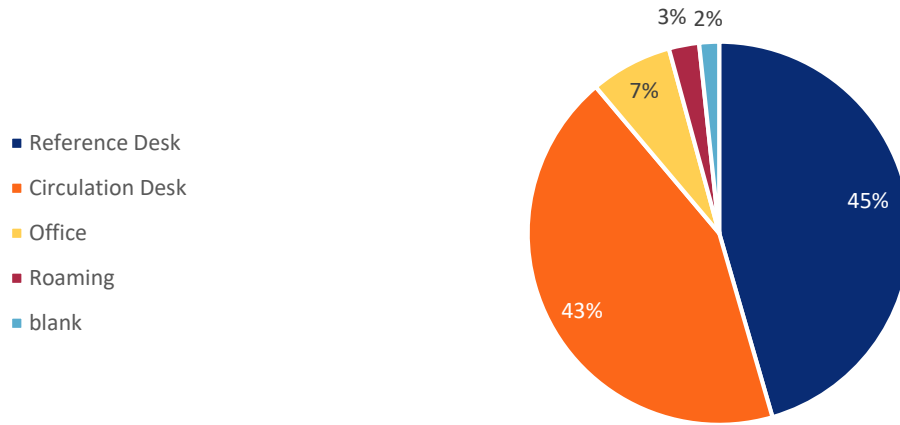| Year	Total
2010-2011	15918
2011-2012	10500
2012-2013	7169
2013-2014	4214
2014-2015	1819
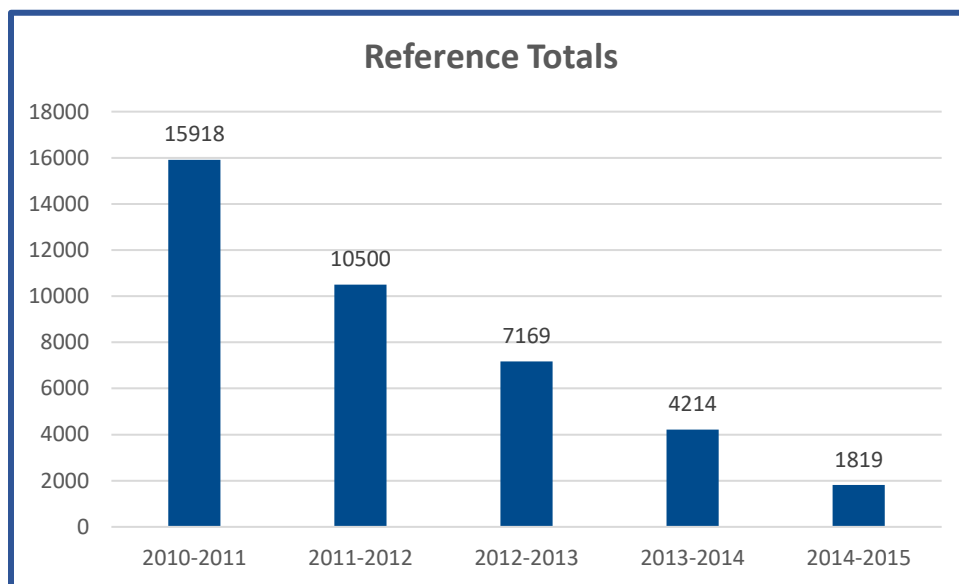
Some offices and the reference service desk were temporary and the reference desk had limited phone availability away from the reference desk location. This was often compounded by multiple issues with quality Wi-Fi services and sluggish internet response time. The Library circulation desk staff fielded much variety of questions, including lots of reference questions. The circulation desk was the first service desk on the lower level so it was natural for visitors to flock there for any type of question. Because of so many reference/instruction "how to" type questions being asked at circulation, a decision to create a uniform way to record statistical information counts of our questions at both circulation and reference would provide a clearer picture of totals and types of questions.   Erin Nagel, Marketing & Assessment librarian helped us to develop a working model using the READ scale for measuring the type and level of questions.

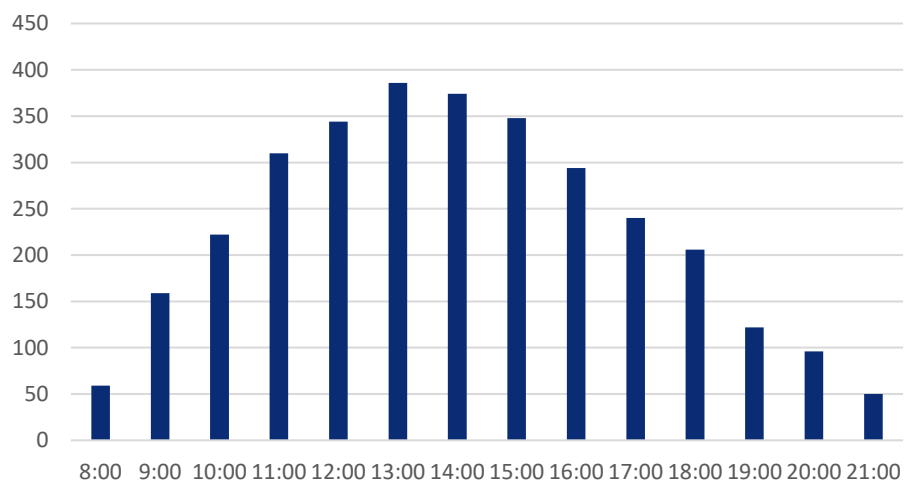**Following are 2015-2016 charts for reference and instruction:**

Transactions by Mode

- Face to face
- Chat
- Phone
- Email
- LibAnswers Ticket
- Text
- blank
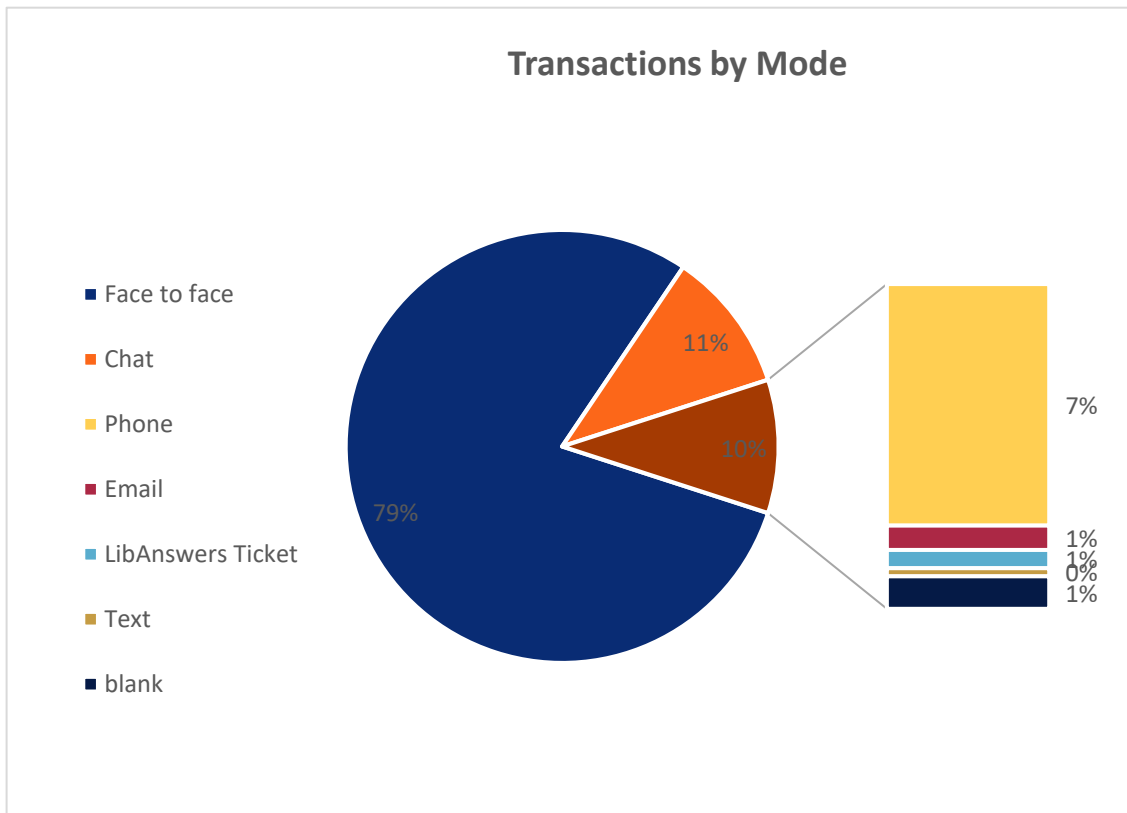
Face to face	2551
Chat	339
Phone	238
Email	24
LibAnswers Ticket	18
Text	8
blank	32
Grand Total	**3210**

Transactions by location

Legend:
- Reference Desk
- Circulation Desk
- Office
- Roaming
- blank

Pie chart values: 45%, 43%, 7%, 3%, 2%

Reference Desk	1461
Circulation Desk	1391
Office	222
Roaming	82
blank	54
Grand Total	**3210**

Transactions by hour

Transactions by Month

Month	Value
July	190
August	375
September	390
October	255
November	160
December	80
January	225
February	605
March	305
April	265
May	190
June	170

Transactions by Day

Day	Value
Monday	660
Tuesday	645
Wednesday	675
Thursday	710
Friday	405
Saturday	35
Sunday	80

Transactions by READ scale

Pie chart: 2, 30%; 3, 17%; Other, 7%; 1, 46%. Breakout bar: 0, 5%; 4, 2%; 5, 0%

Transactions by READ Scale and Location

	Reference Desk	Circulation Desk	Office	Roaming	blank
5	3		4		1
4	52	6	13	2	1
3	312	126	74	17	4
2	354	494	70	34	18
1	685	698	53	25	15
0	55	67	8	4	15

Transactions by READ Scale and Mode

	Face to face	Chat	Phone	Email	LibAnswers Ticket	Text	blank
■ 5	7		1				
■ 4	59	10	3	1			1
■ 3	356	120	43	6	3	1	4
■ 2	729	122	92	8	7	3	9
■ 1	1301	64	81	8	7	2	13
■ 0	99	23	18	1	1	2	5
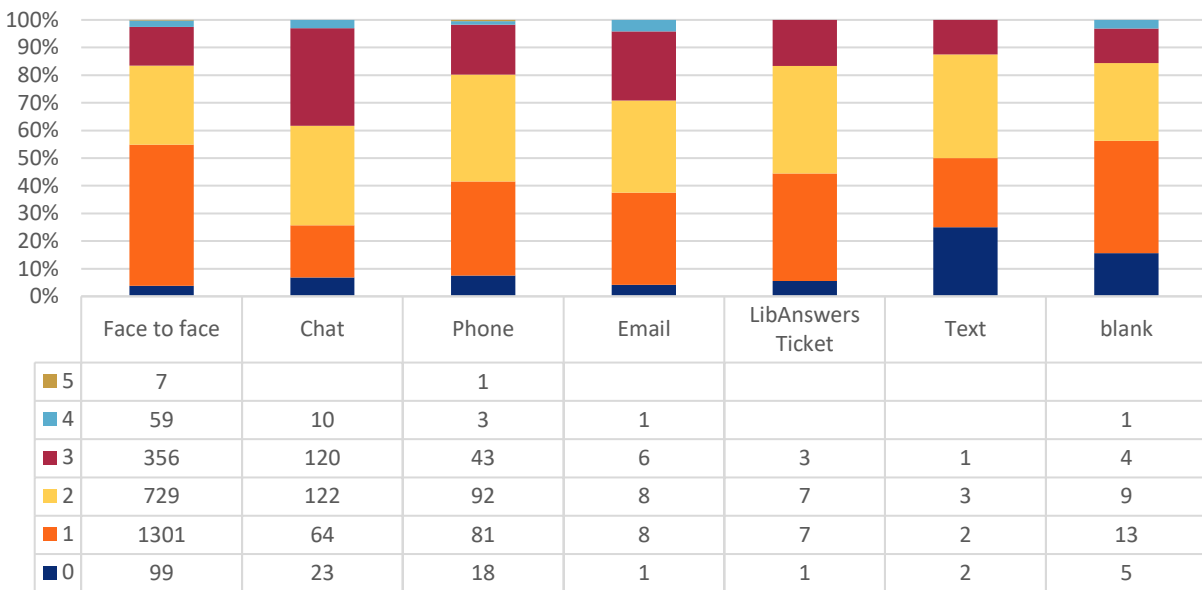
Selected Highlights of Department Activities for the Year:

- Important addition of reference student assistants to the department with an assigned librarian supervisor to oversee their management.

- Successful outreach through instruction sessions to a majority of English 1101 and English 1102 sections for each semester.

- Collaborative and coordinated decision by Reference & Instructional Services, Marketing & Assessment, ERS, and circulation to have a uniform way of recording statistics using *RefAnalytics* and the READ scale.

- Publication of Foundation Center LibGuide to serve as a guide for community users and interested Clayton State University users who are searching for information about grants.

- Publication of the Information Literacy series (InfoLit) LibGuides that focus on specific aspects of the research and literacy process for students seeking guidance through the collaborative efforts of librarians.

- Assistance to Marketing & Assessment librarian's outreach activities at the 2015 Fall Freshman Premiere.

- Benefit from the very important and vital cooperation and team effort of all library staff to help with coverage needs in reference and instruction.

- Update of department policies and created department policies as needed at the request of Dean of Libraries, Gordon Baker.

- Host and assist three groups of middle school students from Stockbridge Middle School over three days in fall semester, 2015, with their library research about National History Day projects.

- Multiple meetings to discuss, refine, and find solutions for adequate coverage for the expansion of services to two floors for seven days of open library hours in spite of known staffing shortages.

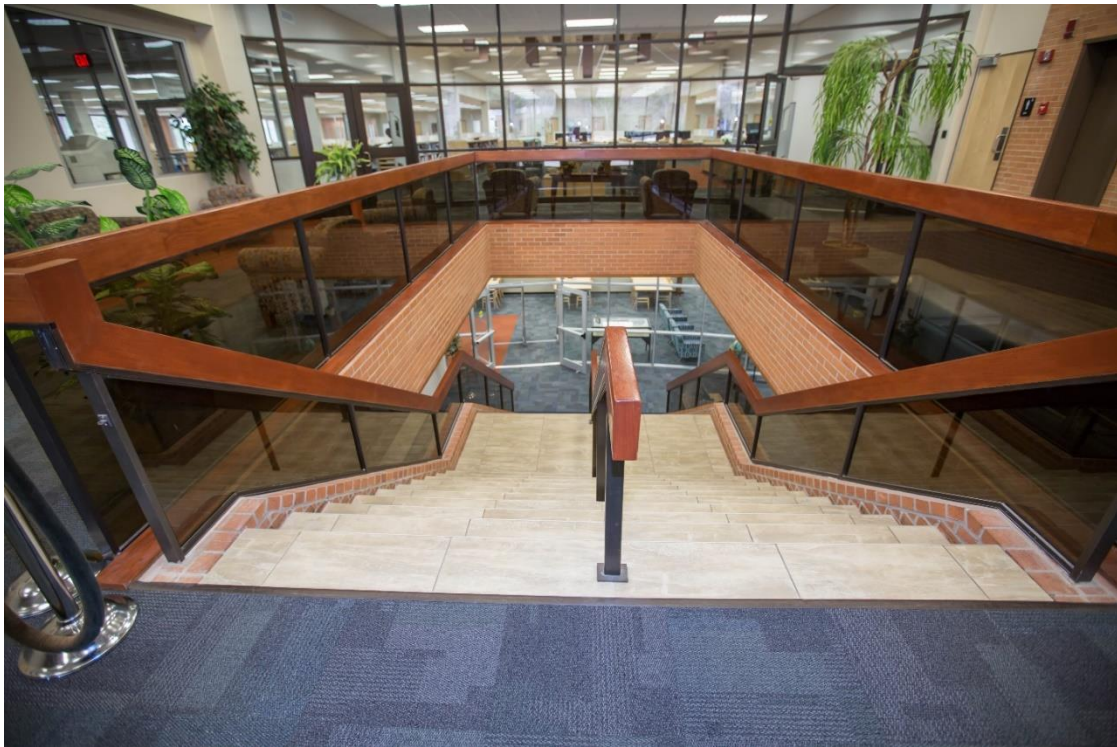# Pictures of the Renovated Library Upper Level

Renovation Pictures of the NEW Library Lower Level

ITEM CHECK IN/OUT
RESERVES/ILL/
GIL EXPRESS

ITEM CHECK IN/OUT
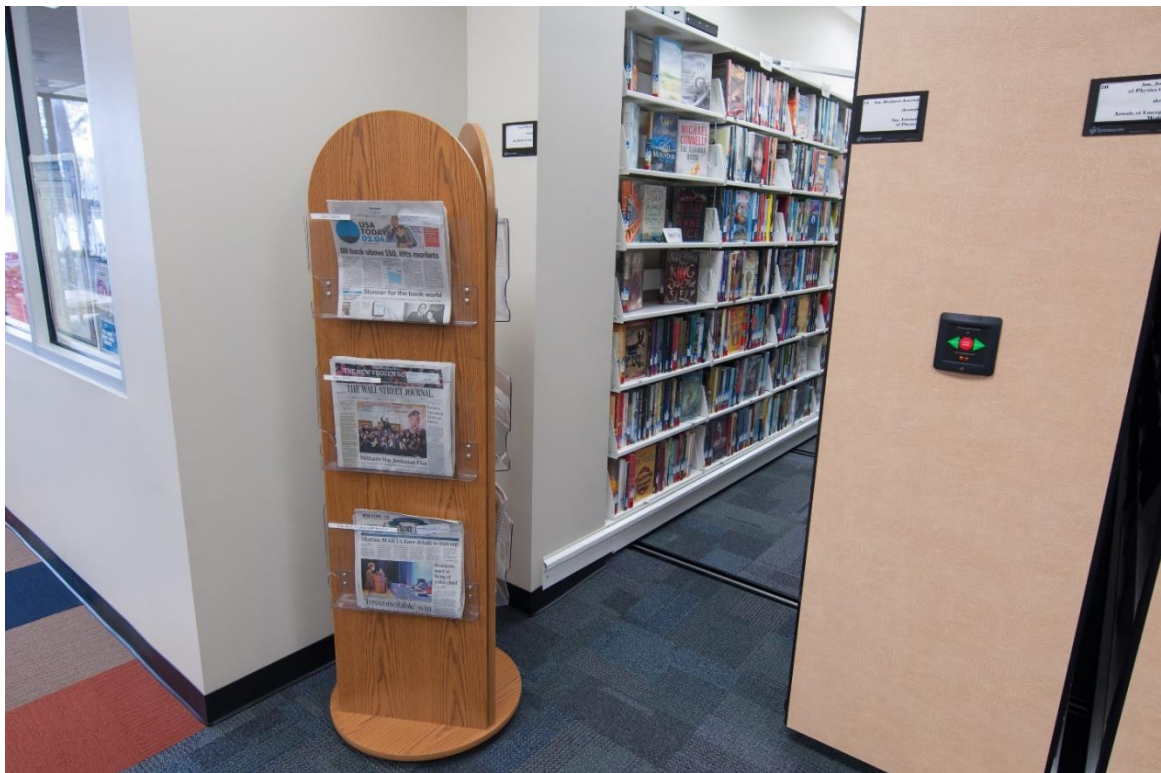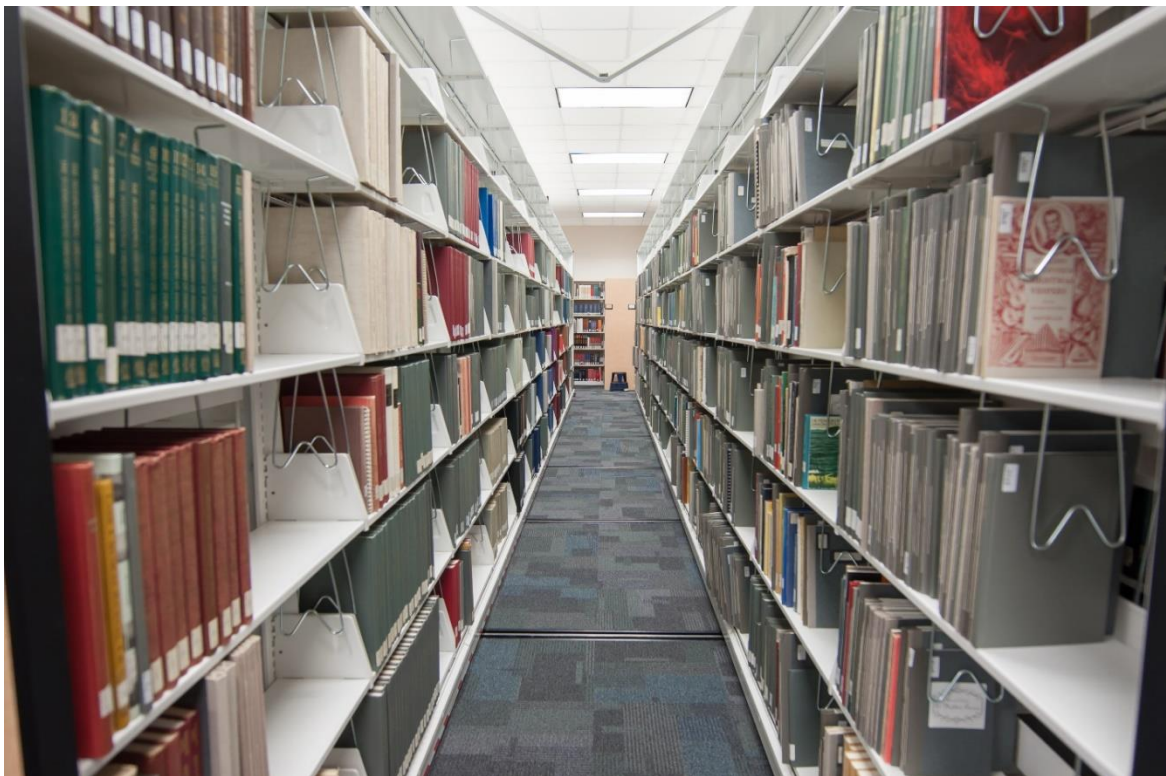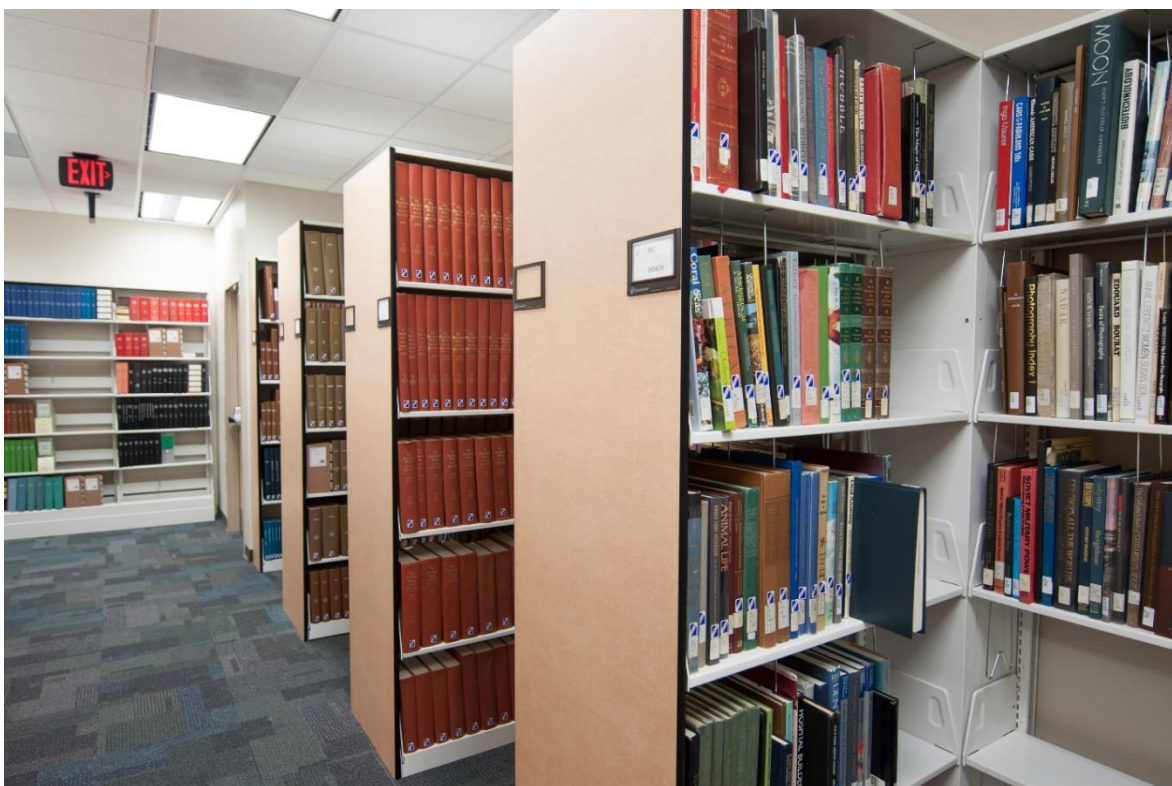RESERVES/ILL/
GIL EXPRESS

Special thanks to Erin Fender for her wonderful photographs of the Library during the renovation project.