

CSU LIBRARY ANNUAL REPORT



2017-2018

Clayton State University Library

Dr. Gordon N. Baker, Dean of Libraries

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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.



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. In July, Kara became the Head of the Access and Electronic 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.

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. In July 2016, Adam became Head of Technical Services. 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.



Feechi Hall joined Clayton State as the University's second Archivist in 2017. She feels that her career in archives has come full circle since her days as a Clayton State Archives' intern, while earning her MLIS from Valdosta State University, to now serving as Archivist. Feechi also holds a bachelor's degree in English from Georgia State University. She is driven to continue stewardship of preserving the rich history and traditions of Clayton State University.



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).



Clayton State University Library

2017-2018 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

Technical Services

- Adam Kubik, Technical Services
- Laura Herndon, Serials Librarian
- Rhonda Boozer, ILL/Reserves Assistant
- Heather Walls, Acquisitions & Cataloging Assistant

Access & Electronic Services

- Kara Mullen, Head of Access & Electronic Services
- Christopher Stotemyer, Electronic Resources Librarian
- Lianna Fierroz, Electronic Services Assistant
- Barbara Dantzler, Circulation & GIL Express Coordinator
- Holly Hampton, Evening & Weekend Circulation Assistant

Reference & Instructional Services

- Joan Taylor, Head of Reference & Instructional Services
- Thomas Jackson, Jr., Weekend Coordinator & Instruction Librarian
- David Greenebaum, Reference & Instruction Librarian
- Emily Crews, Reference & Instruction Librarian
- Heather Lewis, Part-time Reference Librarian
- Ashley Woodruff, Part-time Reference Librarian

University Archives

- Feechi Hall, University Archivist

Liaisons for 2017-2018

| <u>Department/College</u> | <u>Liaison</u> |
|--|------------------|
| Department of Biology | Laura Herndon |
| Department of Chemistry/Physics | Chris Stotelmyer |
| Department of English | Erin Nagel |
| Department of Humanities | Emily Crews |
| Department of Interdisciplinary Studies | Thomas Jackson |
| Department of Psychology | Joan Taylor |
| Department of Social Sciences | Joan Taylor |
| Department of Teacher Education | Gordon Baker |
| Department of Visual & Performing Arts | Gordon Baker |
| Music Program | Adam Kubik |
| College of Business | David Greenebaum |
| School of Nursing | Chris Stotelmyer |
| Department of Dental Hygiene | Laura Herndon |
| Health & Fitness Management | Chris Stotelmyer |
| College of Information & Mathematical Sciences | Kara Mullen |

2017 – 2018 Committee Appointments

Regents Academic Committee on Libraries (RACL)

- Dr. Gordon Baker, Dean of Libraries

Atlanta Regional Council on Higher Education

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

CSU President's Extended Cabinet

- Dr. Gordon Baker

CSU Academic Council

- Dr. Gordon Baker

CSU Administrative Council

- Dr. Gordon Baker

Faculty Senate Committees

Senators

Kara Mullen (2020)

Adam Kubib (2019)

Faculty Affairs Committee

Thomas Jackson (2019)

Graduate Affairs Committee

Erin Nagel (2019)

Student Affairs Committee

Ashley Woodruff (2020)

University Curriculum Committee

Joan Taylor (2019)

David Greenebaum (2020)



Access & Electronic Services

Kara Mullen, Head of Access & Electronic Services

ACCESS AND ELECTRONIC SERVICES DEPARTMENT

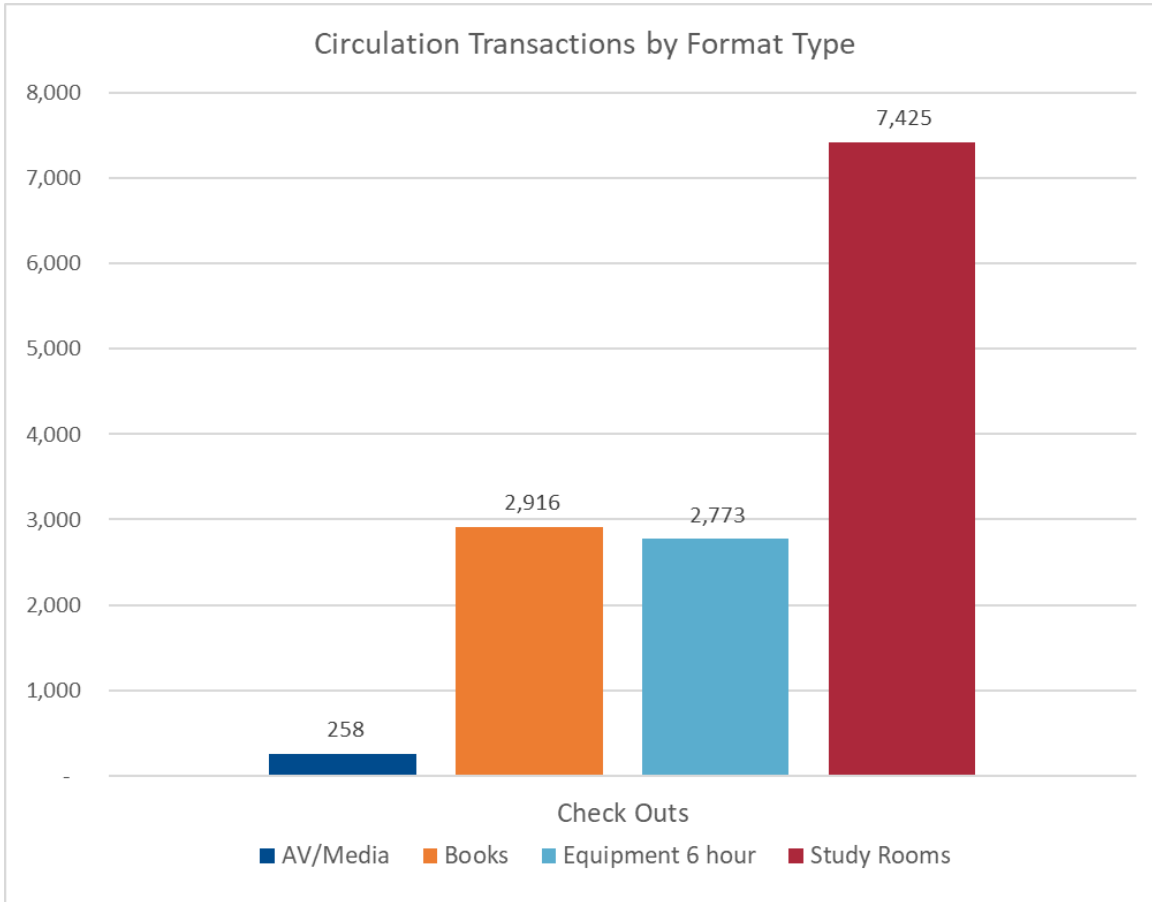
The Access and Electronic Services Department includes Circulation, Electronic Resources, and Electronic Services. Kara Mullen served as Department Head, Barbara Dantzler served as Circulation Supervisor, Holly Hampton served as Evening Circulation Assistant, Chris Stotemyer served as Electronic Resources Librarian, and Lianna Fierroz served as Electronic Services Assistant.

NOTABLE ACCOMPLISHMENTS

- Installed Camtasia and Tech Smith Relay on the laptops to allow students to create and upload produced .mp4 files to the campus server
- Added a LibWizard subscription to our Springshare applications
- Updated the Lost and Found workflow and policy
- Published a revised web design on August 8, 2017
- Migrated images hosted in Photobucket to LibGuides Image Manager
- Shifted the Juvenile Collection
- Moved the calculator inventory from course reserves to equipment 6-hour loan
- Reduced the Laptop Borrowing Agreement process from every check out to once per semester
- Adopted and published the Library Code of Conduct policy
- Upgraded EZproxy to version 6.3.5
- Barbara Dantzler and Lianna Fierroz were Alice J. Smith Award finalists
- Barbara Dantzler retired on May 31, 2018 after 30 years of service

CIRCULATION

The Circulation staff celebrated one year of Alma on May 26, 2018 and easily adjusted to the new interface designs for both Alma and Primo. For FY18, staff processed 13,372 check out transactions with study room supplies being the most popular.



ELECTRONIC RESOURCES

Established access for:

1. CINAHL Complete
2. Education Week Online
3. Film & Television Literature Index with Full Text
4. Feature Films for Education Collection
5. JoVE Science Education: General Chemistry

Budget restrictions for this fiscal year prompted the cancellation of 8 electronic resource subscriptions.

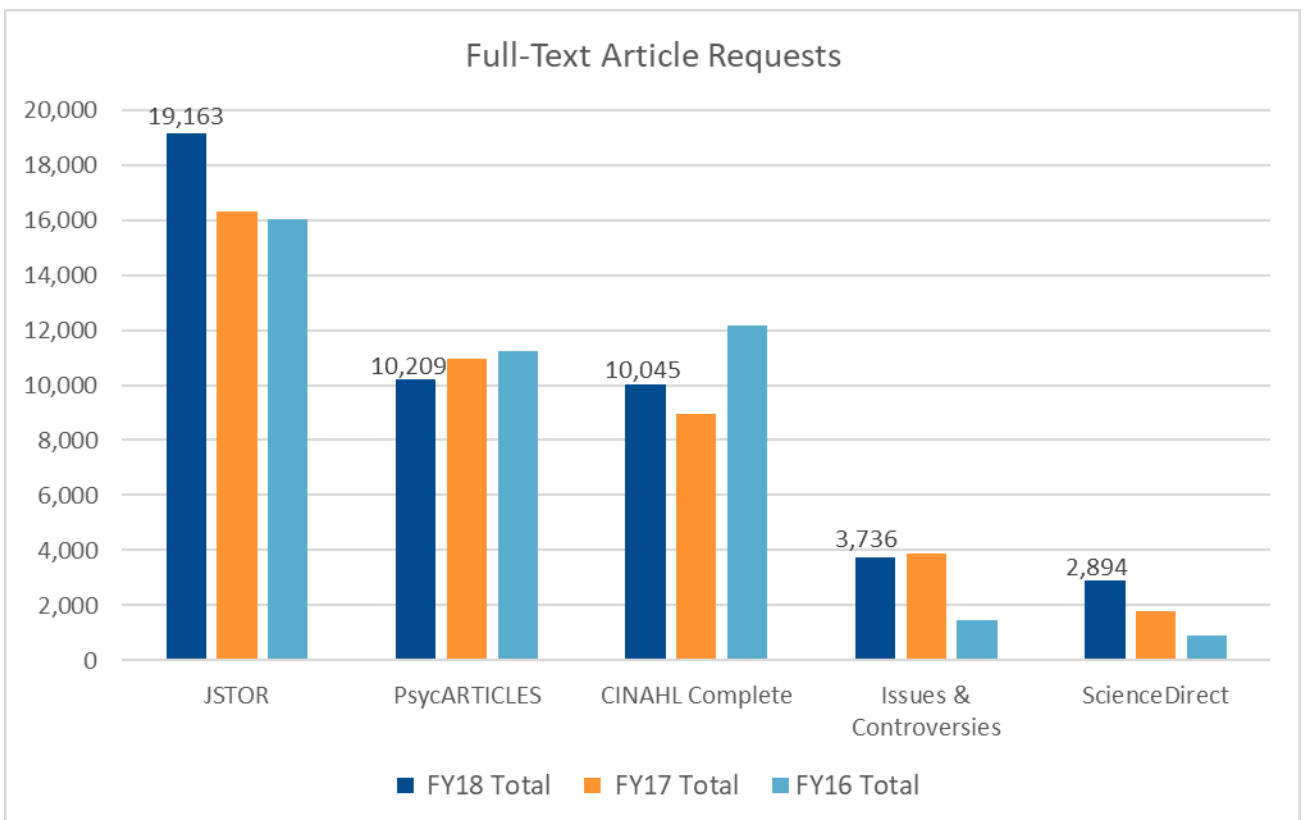
Cancelled Resources:

1. Business Abstracts with Full Text
2. Education Full Text
3. General Science Full Text
4. Humanities Full Text
5. OmniFile Full Text Mega
6. PsycTESTS

7. Readers' Guide Full Text
8. Social Sciences Full Text

Our usage statistics focus is full-text article requests for databases and full-text section requests for eBook collections. For this reporting cycle, we are able to compare data from FY16, FY17, and FY18 for our local and cost share resources.

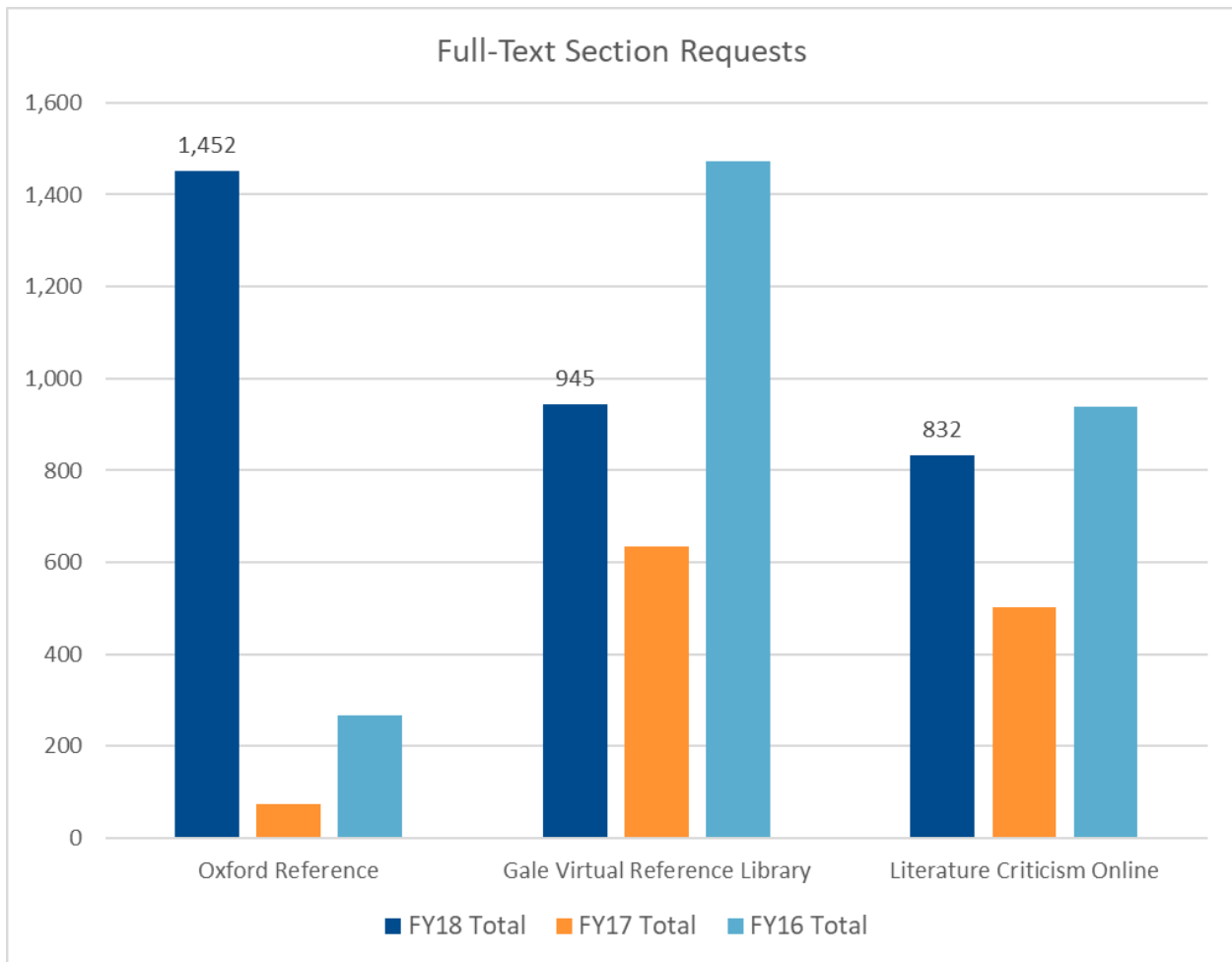
Of the 27 resources reporting, JSTOR leads as a multidisciplinary database serving many researchers with 19,163 full-text article requests. PsycARTICLES follows with 10,209 and CINAHL Complete (formerly known as CINAHL Plus with Full Text) remains in the third position with 10,045.



Resources with the lowest activity are: World Politics Review, Time Magazine Archive, Archives Unbound, Life Magazine Archive, and American Fiction.

| Full-Text Article Requests | FY18 Total | FY17 Total | FY16 Total |
|--|-----------------------|-----------------------|-----------------------|
| JSTOR | 19,163 | 16,321 | 16,012 |
| PsycARTICLES | 10,209 | 10,956 | 11,237 |
| CINAHL Complete | 10,045 | 8,941 | 12,155 |
| Issues & Controversies | 3,736 | 3,887 | 1,471 |
| ScienceDirect | 2,894 | 1,782 | 897 |
| Fold 3 Digital Collections | 2,603 | 1,201 | 1,325 |
| SPORTDiscus with Full Text | 1,965 | 1,794 | |
| Communication & Mass Media Complete | 1,623 | 1,350 | 1,628 |
| ACM Digital Library | 1,249 | 804 | 220 |
| American Chemical Society Journals | 1,240 | 943 | 472 |
| Business Insights: Essentials | 1,071 | 1,924 | 1,039 |
| CQ Researcher plus Archive | 928 | 518 | 596 |
| Atlanta Constitution, Archive | 683 | 1,111 | 1,005 |
| Ovid Nursing & Allied Health Journals | 500 | 794 | 927 |
| AtoZtheworld | 331 | 232 | 280 |
| New York Times with Index, Archive | 187 | 233 | 285 |
| World News Digest | 186 | 461 | 352 |
| GenderWatch | 154 | 200 | 123 |
| Cambridge Journals | 68 | 35 | 51 |
| Mental Measurements Yearbook with Tests in Print | 66 | 34 | |
| Highwire | 47 | 369 | 511 |
| AIP Publishing | 37 | 20 | 42 |
| World Politics Review | 35 | 46 | |
| Time Magazine Archive | 34 | 31 | |
| Archives Unbound | 17 | 110 | 29 |
| Life Magazine Archive | 9 | 45 | |
| American Fiction | 3 | 9 | |

Of the 9 eBook Collections reporting, Oxford Reference saw a significance rise in usage for FY18 with 1,452 full-text section requests followed by Gale Virtual Reference Library with 945 and Literature Criticism Online with 832.



Resources with the lowest activity are: Wiley Online Library, Salem Press, and Gale Directory Library.

| Full-Text Section Requests | FY18 Total | FY17 Total | FY16 Total |
|---------------------------------|------------|------------|------------|
| Oxford Reference | 1,452 | 74 | 266 |
| Gale Virtual Reference Library | 945 | 635 | 1,472 |
| Literature Criticism Online | 832 | 502 | 939 |
| SpringerLink | 490 | 320 | 312 |
| Cambridge Core | 106 | 180 | |
| Wiley Online Library | 57 | 31 | |
| Sage Knowledge/CQ Press Library | 36 | 58 | 116 |
| Salem Press | 33 | 23 | 33 |
| Gale Directory Library | 1 | 0 | 9 |

ELECTRONIC SERVICES

Celebrating 7 years of service our LibGuides collection of 101 guides had 48,155 guide views. Spoken Communication was the top course guide with 8,860 views and the top subject guide was Criminal Justice with 1,389 views.

Website changes in FY18 centered on accessibility standards. The left side bar buttons were changed to dark blue with white font. Content changes for each tab were applied to prioritize content. For example, the search tab repositioned popular subject specific resources front and center for easy access. The Articles tab was renamed to Journals and a search widget was added to assist with discovery of electronic subscriptions. The LibGuides and LibAnswers tabs were renamed to reduce library jargon and a new Research Help tab was added. The news feed was reduced to 2 blog posts to balance out the page and the LibChat widget was resized to increase reading space for the end user.

Web traffic continues to remain steady with 148,138 page views a slight increase from 143,420 in FY17.

The screenshot displays the library's website layout. On the left is a vertical sidebar with a grey header for 'Today's Library Hours' (8:00 am - 10:00 pm) and a 'Library Calendar' link. Below this are dark blue buttons for 'Library Home', 'Catalog', 'My Library Account', 'Room Reservations', 'LibGuides', 'LibGuide of the Month', 'Resource of the Month', 'Contact Us', and 'Give to the Library'. At the bottom of the sidebar is a 'Follow the Library' section with social media icons for Facebook, Twitter, Instagram, YouTube, Flickr, and RSS. The main content area has a dark blue navigation bar with links: Search, Books, Journals, Multimedia, Guides, Research Help, FAQs, Services, and About Us. The 'Search' tab is active, showing 'Search All Resources' with a note to use GALILEO @ Clayton State. It includes a search bar with the text 'GALILEO @ Clayton State', a 'Search' button, and checkboxes for 'Full Text - Online or in Print' and 'Peer Reviewed'. Below the search bar are links for 'Search a Single Resource' and 'Search Popular Resources' (Academic Search Complete, JSTOR, PsycARTICLES, CINAHL Complete, Business Source Complete). A 'Library News and Updates' section features two articles: 'WWI & America - Veterans Panel discussion' and 'September Featured Resource: World News Digest'. On the right side of the page is a 'Welcome to LibChat!' section with a 'Name' input field, a 'Start Chat' button, and a tip: 'Once connected click the pop out chat box button at the top'.

September 2017

Library

Today's Library Hours
8:00am - 6:00pm
[Library Calendar](#)



[My Library Account](#)

[Room Reservations](#)

[FEATURED LIBGUIDE](#)
Sociology

[FEATURED RESOURCE](#)
Politics In America

[ALERT](#)
Catalog Changes

[Follow the Library](#)



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Search for your topic in over 200 resources at once to find full-text articles, books, media, conference proceedings, and more. Results will include content from digital collections, multidisciplinary, specialized subject, and unique, local resources.



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Library News and Updates

GIL Express training

It's been a long road but we can finally see the light at the end of the tunnel. The new library system is up and running, and soon GIL Express will be back, too. Your favorite resource sharing service will work a little differently, but never fear! We're here to help you along the way. ... [Continue reading →](#)

UPDATE: Catalog changes coming in May

Earlier this year we notified you about an upgrade to our Integrated Library System (ILS). The implementation process is now in full-swing and the finish line is in sight. As a reminder, the most noticeable effect of this project will be a new look to our catalog. On May 26th, all links for the CSU ... [Continue reading →](#)

Wanna be a star? Come join our team

Are you a problem solver? Do you enjoy helping others reach their goals? Are you a quick learner, comfortable with new technology? Then the library might have a job for you. We are looking for some stellar student assistants to work the service counters on both Upper and Lower Levels of the library. Responsibilities General ... [Continue reading →](#)

Welcome to
LibChat!

Name

[Start Chat](#)

Leave blank for anonymous
chat
[Virtual Reference Policy](#)

June 2017

Clayton State University Archives



Feechi Hall, University Archivist

**Clayton State University Library Archives
2017-2018
Annual Report**

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Overview

Status of Last Year's Goals

Accomplishments

- Exhibits & Displays
- Outreach
- Professional Development
- Requests
- Staff Accomplishments

Goals & Challenges for the Coming Year 2018-2019

OVERVIEW

STATUS OF LAST YEAR'S GOALS

Exhibits

Home Coming Spirit: Celebrating CSU Tradition & Pride Feb. 12st – March 8th, 2018. The Archives presented this exhibit showcasing the rich history of school pride and tradition through artifacts and documents that chronicle CSU's history. The overall exhibit was a great success with many visitors. This exhibit also served as a precursor for research and discovery in the planning activities for CSU's 50th Anniversary Exhibit to be displayed in 2019.

Who Run The World? Girls! March 12th – April 16th, 2018. An exhibit partnership between the Archives and the Library's Reference Department celebrating the achievements of women inventors and innovators of common gadgets and technology used in everyday life. The exhibit received a lot of great student visitor feedback on ways to expand the topic and representation in the future.

Harry Potter Traveling Exhibit March 2018 – September 2018. The outreach partnership program to loan the exhibit to local libraries and school systems wanting to display the exhibit within their institutions is officially underway. From March to September the exhibit was on loan to the Henry County Public Library System, touring throughout the entire library system.

Record Group Numbers

Many collections within the holdings have been reassessed and reassigned record group numbers in order to better organize and show relations among collections. Efforts to continue this revised numbering system also helps with collection sub-grouping creation during the archival arrangement processes.

Archives' Web Page Revisions

Areas of the Archives' webpage have been revamped to make messaging and page design more interactive, accessible, and attractive to online visitors. The webpage will be linked to software which will allow patrons to search and browse certain Archival collections electronically in early 2019.

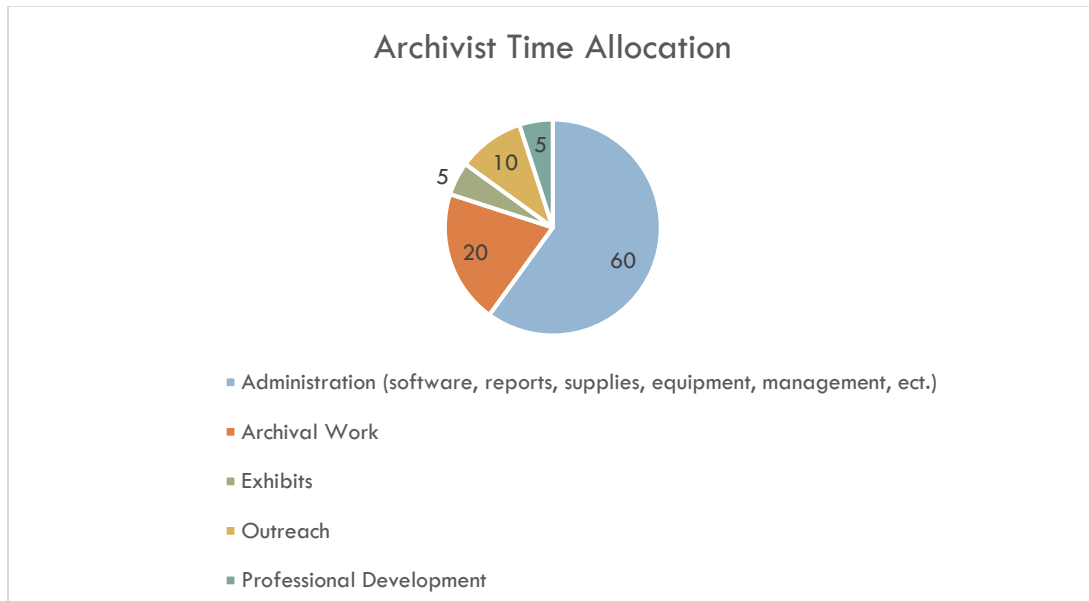
Archives Management Software System

With the adoption and use of ARCHON as the official management software, the Archives staff has been busy organizing and entering data for public online access to key collections in the holdings.

Collection Digitalization: CSU Scrapbooks

Digitalization for the 13 University Relations Scrapbooks has been completed, with digital files and physical scrapbooks' returned to the CSU Archives by the vendor. The Archives staff is currently creating flipbooks from the digital images for public online viewing, accessible from the department's website.

TIME ALLOCATION



Administration – The majority of the Archivist time was spent tending to administrative reporting, creation or revising department management systems, (Archon and SharePoint) strengthening work flows, and enhancement of the department's presence through general promotion and academic community partnerships. Time was also spent planning for, preparing, and managing department and staff activities during the Library's summer renovation project and relocations.

Archival Work - Management and oversight of student and volunteer workers as they embarked on assigned archival projects and tasks for various established collections. Directly accessioned incoming items acquired by the archives. Conducted collection maintenance assessment for established archival collections in holdings.

Exhibits – Planned, partnered with departments, acquired resources, promoted, and staffed archival exhibit showings from February 2018 – April of 2018.

Outreach – Attended and presented at local Morrow Civic Women’s Club events; continued efforts supporting volunteers of the 1938 Classroom Museum as they seek to preserve the history of the Henry County School System; lending of the Harry Potter CSU Archives traveling exhibit to public library systems. Archivist

presented on behalf of SGA to students attending the Georgia Archives Institute in July and also taught Library Instruction sessions to CSU English 1101 and 1102 courses during Spring 2018.

Professional Development – Archivist received standard CSU HR training, attended GA Archives & GLA webinars/training, along with attending professional conferences and meetings within the South East region in order to remain active and informed within the field.

REQUESTS 2017-2018

The CSU Library Archives standard requests during the academic year 2018-2017.

| Date | Requestor | Request | Results |
|--------------|---|---|--|
| 18 Sept 2017 | Tullis | Genealogy – general info & organizations for reference and research. | Referred him to OGG, Legacy Family, Research Databases, etc. |
| 20 Sep 2017 | Christina Tebout | Visitation to view Nursing Collection and obtain copies of Press-Release and 1995-1996 cover of academic catalog. | Hosted student for research on her parents who met while in the Nursing program. Provided copies of press-release mention of parents and copy of catalog cover during their final academic term. |
| 24 Oct 2017 | Michael Little | Photos of CSU students throughout the years for social media posting as teaser to draw attention to Homecoming 2018. | Retrieved 15 photos of students on campus to be used in alumni Facebook communication from Oct. 2017 to Feb. 2018. |
| 6 Nov 2017 | Holly Hampton on behalf of student patron | Student came to circulation desk to request of children's record Corner Clair De Lune and 6 Brandenburg Konzerte. | Retrieved both recordings for Holly to allow the student to review. Informed her that the department does not have equipment to play the record recordings. |
| 7 Nov 2017 | Jason Wetzel | Looking for info & material of German & Italian POWs held in GA during WWII. | Referred patron to the Atl. National Archives collection of captured German Records and vets' service records. |
| 15 Nov 2017 | Katie Kelly | Professor requested two clips from the CSU "Equilibria" dance performance from 2016, to use in submissions to other institutions. | Located the video and created clips of two requested sections of performance. Was unable to send to requestor due copyright law preventing the duplication and distribution of musical score and footage of a recording. |
| 04 Apr 2017 | Erin Fender | Scan request size of 300dpi at 18.5 for graduation photos with Dr. Down. | Sent scanned version of 1 st commencement photo with Dr. Downs. |
| 21 Nov 2017 | Michael Little | Request to locate information on Joyce McCullough-Still from the 1970's-1980's | Emailed Michael to set up a research appointment to review Graduation Collection items from this time period. Appointment was set for 11/30/17 @ 2 pm. |

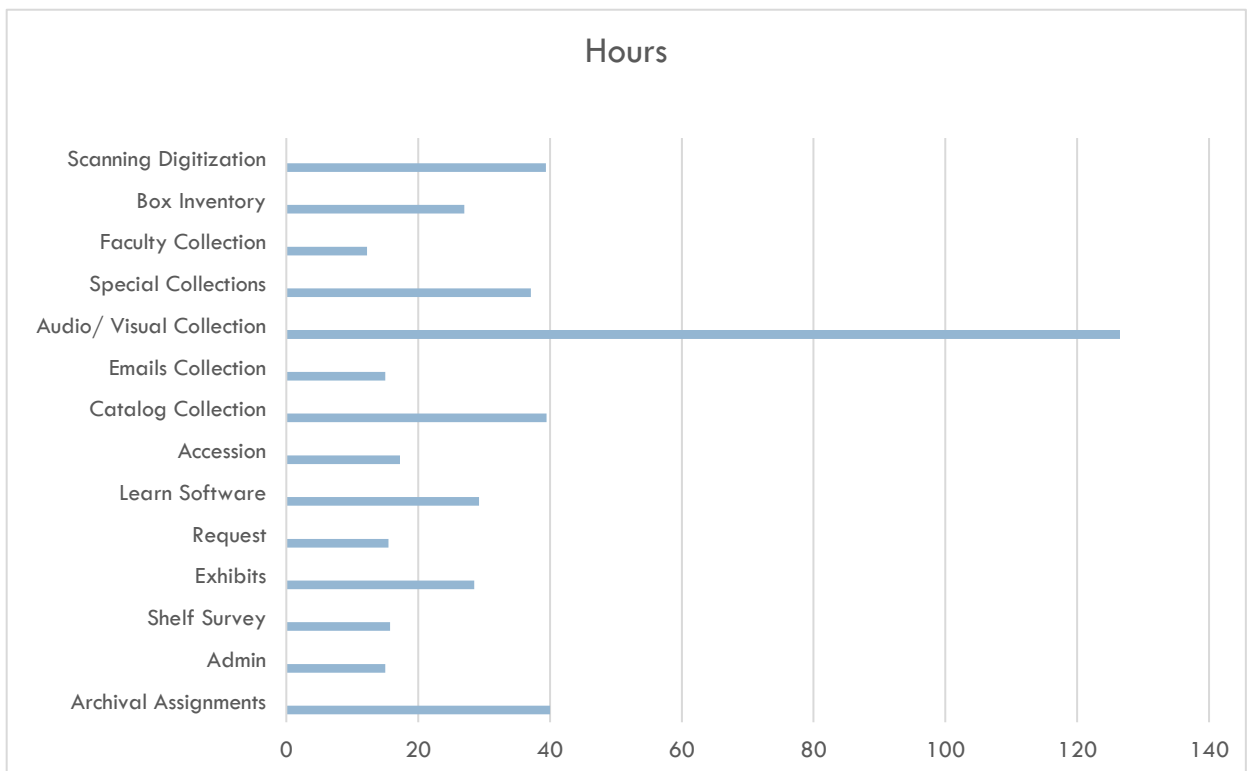
| | | | |
|-------------|-------------------|---|---|
| 15 Dec 2017 | Heidi Bartlett | Former student's request for WWII video interview assignment from a HIST 2110 course from 2002. | Was unable to locate footage on first and second search, informed her on 12/21/17 that the footage was not in archives. |
| 19 Jan 2018 | Trueasia Magnetic | Request for viewing of CSU recorded production of "Waiting for Goddot" in Fall 2016. | Located and prepped recording for viewing appointment made with student for 1/22/18 at 11am. Student was a no-show for appointment. Staff followed up with student and received no further response. |
| 15 Mar 2018 | Kelly Petty | Communications Dept. request for archival information on Emily Spivey, Martha Wood, and Lucy Huie for a story to be published by CSU journal. | Request could not be fully completed due to short notice and requested due date. Did provide an archived Campus Review article on Ms. Huie to assist with reference for publication story on 3/15/18 via email. |
| 16 Mar 2018 | Heather Sorrells | Request for catalog descriptions from Fall 1994, Spring 1995, Fall 1995 of four different courses. | Retrieved info from the Academic Catalog Collection and scanned images of descriptions and sent documents to Ms. Sorrells via email on 3/26/18. |
| 23 Mar 2018 | Chase Moore | Request for archival information on Charles E. Wells for Memorial Scholarship named in his honor for University Relations Dept. use. | Located info in Univ. Relations Scrapbooks digital files. Emailed Chase a link to newspaper articles in scrapbooks with info and pictures of Mr. Wells on 3/26/18. |
| 16 May 2018 | Michael Little | Request for visit to research graduation totals from 1971-1989 sent via email. | Retrieved Graduation Collection records from 1971-1989 for appointment on 5/22/18. Michael viewed and researched this section of the collection and was interested in a follow up appointment in the near future. |
| 01 Jun 2019 | Brian Roberts | Request for copies of listed videos from the Jim Wood Speaker Series if they are present within the Archives. | Archival staff searched the A/V collection in vault physically and searched through the collections electronic inventory and did not locate videos from the listing request. Informed Brian of status on 6/4/18. |

STUDENT HOURS ON ASSIGNMENTS 2017-2018

| Student | Archival Assigns. | Admin | Shelf Survey | Exhibits | Request | Learn Software* | Accession |
|---------------|-------------------|-----------|--------------|-------------|-------------|-----------------|--------------|
| Najee | 20 | 10 | 9.25 | 19.5 | 7.5 | 9.25 | 5.25 |
| Kenya | 15 | 5 | 6.5 | 7.5 | 3 | 13 | |
| Jeremiah | 5 | | | 1.5 | 5 | 2 | 12 |
| MCWC | | | | | | 5 | |
| TOTALS | 40 | 15 | 15.75 | 28.5 | 15.5 | 29.25 | 17.25 |

*Digitalization Reformatting, Archon, Photoshop, ADP or OneUSG HR Time Entry

| Student | Special Collect. | Emails Collect | AV Digitize | Catalog Collect. | Faculty Collect. | Box Inventory | Scanning Digitization |
|---------------|------------------|----------------|-------------|------------------|------------------|---------------|-----------------------|
| Najee | | 15 | 111.5 | 34.5 | 12.25 | | 7.25 |
| Kenya | 10 | | | 5 | | 15.5 | 5 |
| Jeremiah | | | 15 | | | 11.5 | |
| MCWC | 27.12 | | | | | | 27.12 |
| TOTALS | 37.12 | 15 | 126. | 39.5 | 12.25 | 27 | 39.37 |



GOALS & CHALLENGES FOR THE UPCOMING YEAR 2018-2019

Archival Department Goals

- With new enhancements to the CSU Archives web page, the goal is to drive end-users to the site through promotion during exhibitions, link to the archives page via the library's department webpage, and via presentations and outreach events involving the Archives. The launching of the new feature to allow patrons to browse

key archival collections online, through a link to Archon software, will give end-users direct access and search capabilities to select digital collections.

- The digitalization tasks of physical objects and artifacts throughout various collections in archival holdings to make them more accessible to patrons via online research and browsing. Items include trophies, plaques, awards, apparel, pins, piece of the "Bent Tree", etc. throughout Athletics, Faculty & Staff, University Relations, Aviation, Nursing, and Commencement collections.
 - To continue planning, creating, and then displaying archival exhibit(s) that showcase the history of CSU through collegiate themes, leading up to an exhibit that celebrates the upcoming 50 year milestone of the university. Plans to partner with University Relations and Alumni Relations in creating events and awareness of the school's 50th Anniversary.
 - To place a stronger focus on actual archival duties and tasks related directly to faculty and course engagement through student internships and field experiences within the undergraduate History and Archival Graduate programs. Currently in discussions with program professors and directors to define sustaining professional and discovery opportunities for students in both programs.
-

Archival Department Challenges

- The storage, security, and management of steadily growing volume of digitized and born digital content within the archival holdings. Currently creating processes and procedures to better organize, house, secure, and duplicate the mass volume of digital materials to ensure preservation of and accessibility to archival items. Partnering with IT to map out long term plan for sustainable electronic management of growing A/V collection to address issues of in-house digital preservation.

-

The lack of permanent staff is a major challenge to the daily work flow and future planning within the department. Current support staff include work-study students and volunteers who often have brief stints at the archives. This creates an environment of constant re-introduction and teaching to the archival departmental practices, while also creating a loss of knowledgeable assistants as their temporary term ends. A future goal is to acquire one part-time permanent archival assistant. In the interim, the Archivist continues to obtain dedicated skilled student and volunteer workers who can devote their talents over a longer period.

2017-18 Goal progress:

Provide additional Assessment support for Instruction team – Framework page added to Instruction Support Warehouse LibGuide with nearly 20 new instruction activities and assessments.

Revise RefAnalytics training and support materials – These are completed and available on the Reference Assessment LibGuide.

Continue Alma Analytics training – Semiannual inventory report created. “Liaison dashboard” which will allow for easy reports by liaison area is in progress.

Set up system for long-range marketing planning. Ongoing. Microsoft Teams group created to house calendars and event plans.

Marketing: Events

WWI & America

9/28/2017 6:30 pm Veterans Panel: Three veterans explored the themes of Race and WWI, Why Fight?, and America on the World Stage during a scholar moderated panel. Attendance: 18

Evaluation: One hundred percent of survey respondents reported that they found the program to be engaging and worthwhile and that they learned something new and valuable.

10/25/2017 6:30 pm Women & War: A panel of women veterans and WWI scholars reflected on writings from the WWI & America project reader as well as a modern documentary about female soldiers. Attendance: 26

Evaluation: Seventy eight percent of survey respondents found the program to be engaging, 83% reported that it was worthwhile, and 91% learned something new and valuable.

11/8/2017 4:00 pm & 6:30 pm Lioness Film screening: We offered two public screenings of the documentary film *Lioness* which tells the story of an all-female army unit that served on the front lines in Afghanistan. Attendance: 19

January and February 2018 Words of War - Writing Workshop: Three part series of writing workshops led by English professors guiding participants in the creation of original work in the genres of fiction, nonfiction, autobiography, and poetry inspired by the WWI & America reader selections from the themes “The Experience of War” and “Coming Home.”

2/16/2018 2pm Words of War - Reception and Live Reading: Participants in the writing workshops were invited to present their original works at a public reading and reception. Attendance: 16

Evaluation: All attendees who completed evaluations reported that the experience was worthwhile and that they learned something new and valuable.

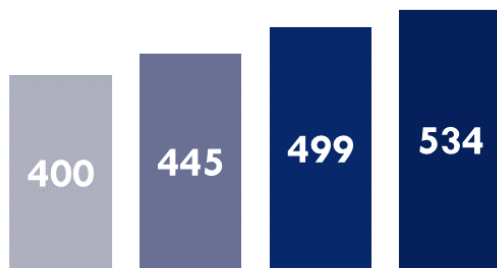
March 2018 Who Run the World? GIRLS Women’s History Month exhibit: Exhibit housed in archives featured information and examples of products and patents developed by women. Attendance: 38

Evaluation: (Only 6 attendees completed surveys). Half found the exhibit visually appealing and 67% found it interesting. All survey respondents reported learning something new from the exhibit.

Marketing: Social Media

Facebook

Increase of 134 page likes in 3 years and 35 last year



Though we had fewer posts in 2018, we had greater engagement.

| | Total posts | Average reach | Max reach | Average post stories | Max post stories |
|------|-------------|---------------|-----------|----------------------|------------------|
| 2017 | 196 | 116 | 828 | 2.5 | 35 |
| 2018 | 120 | 185 | 2118 | 6 | 122 |

Reach: The total number of people your Page post was served to. (Unique Users)

Post stories: The number of stories created about your Page post, by action type (like, comment, share, etc.)

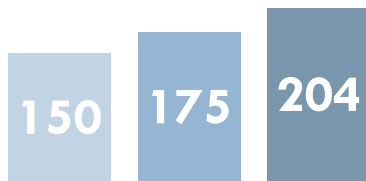
Post with highest reach: Happy Birthday to Fannie Lou Hamer with links to related archival collection and library *Created Equal* programming.

<https://www.facebook.com/claytonstatelibrary/posts/10155471944650660>

Post with most stories: Congratulations on Assessment & Marketing Librarian for Chancellor's Award nomination. <https://www.facebook.com/claytonstatelibrary/posts/10155590380155660>

Twitter

**Increase of 54 followers in 2 years
and 29 last year**



| | Total tweets | Average impressions | Max impressions | Average engagement | Max engagement |
|------|--------------|---------------------|-----------------|--------------------|----------------|
| 2017 | 346 | 207 | 3660 | 3 | 82 |
| 2018 | 183 | 257 | 1809 | 4 | 44 |

Impressions: Number of times users saw the Tweet on Twitter.

Engagement: Total number of times a user has interacted with a tweet. This includes all clicks anywhere on the Tweet, retweets, replies, follows, and likes.

Post with highest impressions: Winter Break hours

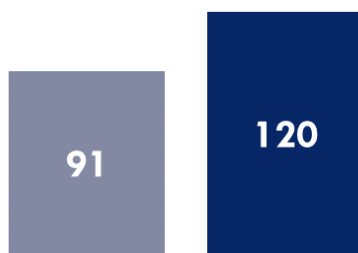
<https://twitter.com/claytonstatelib/status/941691304492392450>

Post with highest engagement: National Library Week photo post with librarians:

<https://twitter.com/claytonstatelib/status/983439488633462784>

Instagram

Increase of 29 followers last year



| | Total posts | Max love | Max comments |
|------|-------------|----------|--------------|
| 2017 | 191 | 15 | 3 |
| 2018 | 101 | 16 | 4 |

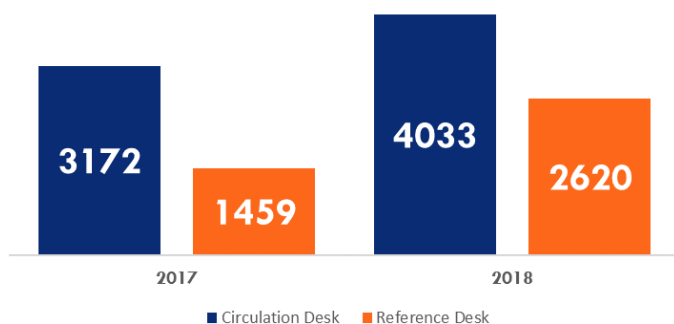
Most liked post: 2/21/18 Black Panther pop-up library
Most commented post: 11/30/17 Patron created video about study rooms

Assessment: Reference Tools and Tracking

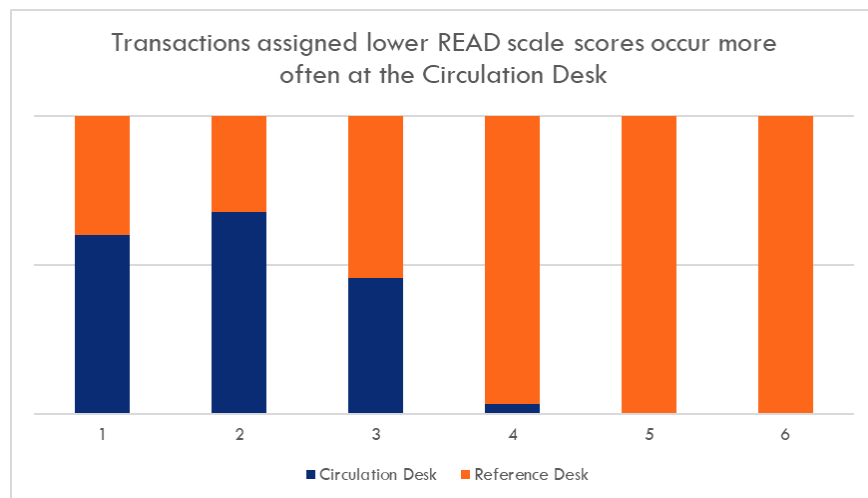
RefAnalytics & READ scale

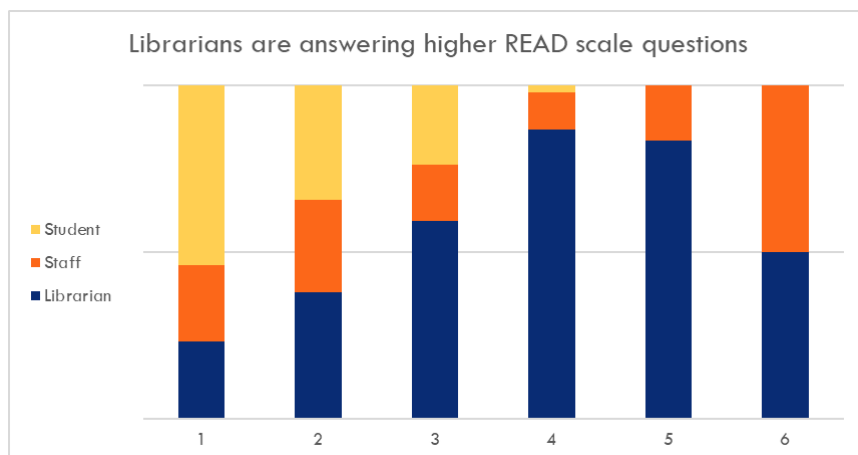
Based on reports showing inconsistent data tracking last year, the RefAnalytics form was simplified and the READ scale was recalibrated. A formal staff training update session on the READ scale hasn't taken place yet, but the materials are available for RefAnalytics users. The updated RefAnalytics form has resulted in increased use at the Reference Desk.

Transactions at the Reference Desk increased 80%



As expected, transactions at lower levels on the READ scale are being answered at the Circulation Desk and by Student Assistants. Higher effort transactions are taking place at the Reference Desk and recorded by librarians.





Use of the Learning Outcome field in RefAnalytics decreased from 27% to 22%. This feature is not being used reliably.

Future objectives:

Evaluate the value of the Learning Outcome field in RefAnalytics

Offer training refresher for use of RefAnalytics and application of READ Scale

Assessment: Instruction

Instruction data were shared with Head of Reference & Instruction. Over 53% of sessions included some kind of assessment method, and 37% reported assessment results. Thirty-eight percent planned some type of modification based on session feedback or assessment results.

| | Sessions | Assessment Method | Assessment Results | Modifications |
|------|----------|-------------------|--------------------|---------------|
| 2017 | 93 | 53 | 50 | 40 |
| 2018 | 90 | 48 | 33 | 34 |

Over the past year, new assessment tools were added to the Warehouse LibGuide accessible to instruction librarians. Some were converted to LibWizard and D2L for ease of implantation.

Future objectives:

Provide more training and support for developing and implementing assessment in one-shot sessions.

Promote Framework based assessment tools available in LibWizard

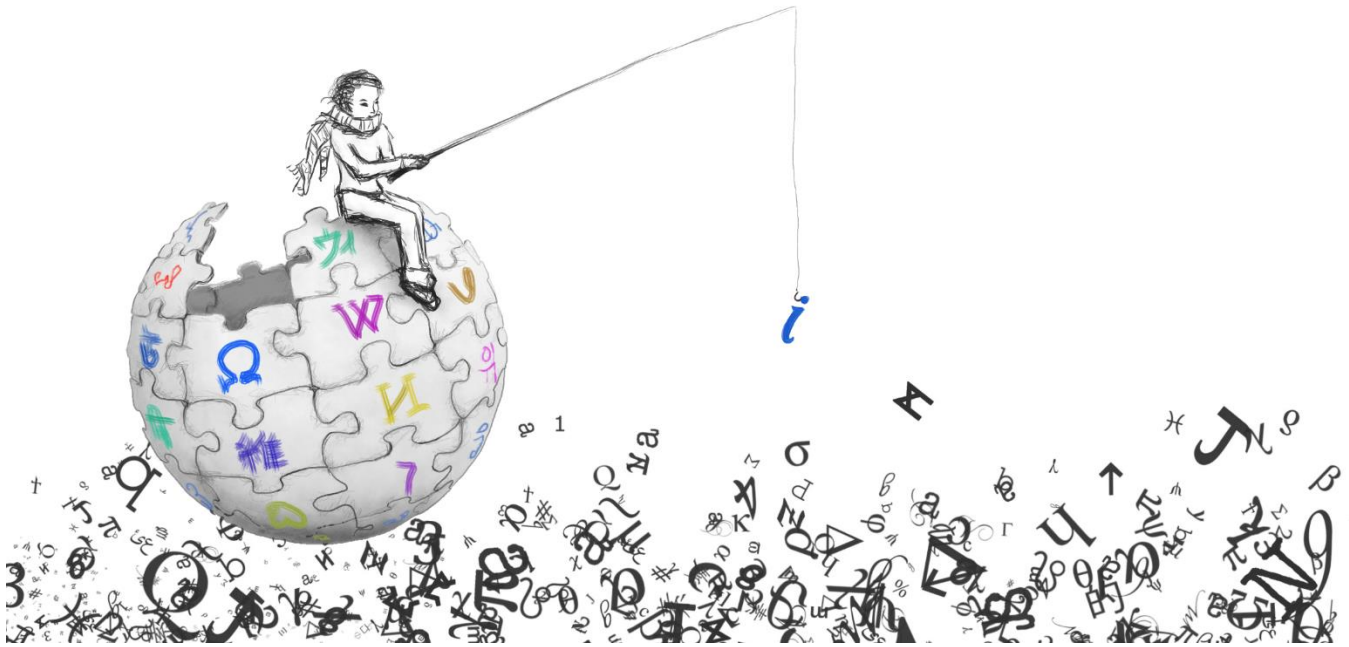
Convert Assessment tools into D2L for instructors to embed in their classes

GOALS for 2018-19

Develop a database scorecard to evaluate local databases for renewal and cancellation.

Develop a method for strategically planning and evaluating outreach efforts.

Partner with at least three campus departments for engagement and outreach efforts.



Reference & Instructional Services

Joan Taylor, Head, Reference & Instructional Services

Reference & Instructional Services Overview

The fiscal year began with a busy July during summer semester as our librarians worked on preparations for fall semester. There were staffing needs including the full search and hiring of a new part time librarian, and also a look at projected student assistant needs for fall semester. Thomas Jackson, supervisor for student assistants, communicated with spring and summer student assistants to get an idea of who would be working with us during fall semester.

Other summer semester and interim August major planning includes my work with pairing of librarians with first year English faculty and their assigned sections, so that we can begin reaching out to the first year English faculty. Since first year English dynamics with hired adjuncts and additional sections may vary depending on enrollment, there are constant needs for checking and adjusting the paired librarians where changes have been done to the class schedule for first year English courses. I also begin planning a reference information desk schedule with a goal of having some type of staffing available during all of our upper level open hours. This was especially challenging since we had vacancies until the slots were filled.

Facilities Department staff informed the Library about pending HVAC renovations with several dates. The most important aspect of this renovation was the need to remove, relocate, or cover almost every library resource including technology, furniture, office files, supply shelves, book shelves, and multimedia items. The deadline given to be ready and to relocate would be sometime prior to the end of spring semester, 2018. All of this disruption began during the first week of May. Our first relocation of reference staff and limited resources during May was to Clayton Hall – classroom, T-217. We tried to be creative and to provide a minimum level of service given the handicap of being away from our facility. The staff of the Access and Electronic Services Department were able to pull books for patrons, or and those of us in Reference and Instructional Services tried to assist patrons with online resources as much as possible. We also had a “Pop Up Reference” table set up across from the coffee shop and library entrance in the University Center during the May interval. Scheduling of reference librarians to help at the desk, and virtual reference services were also a part of what we provided as alternatives to normal library building operations.

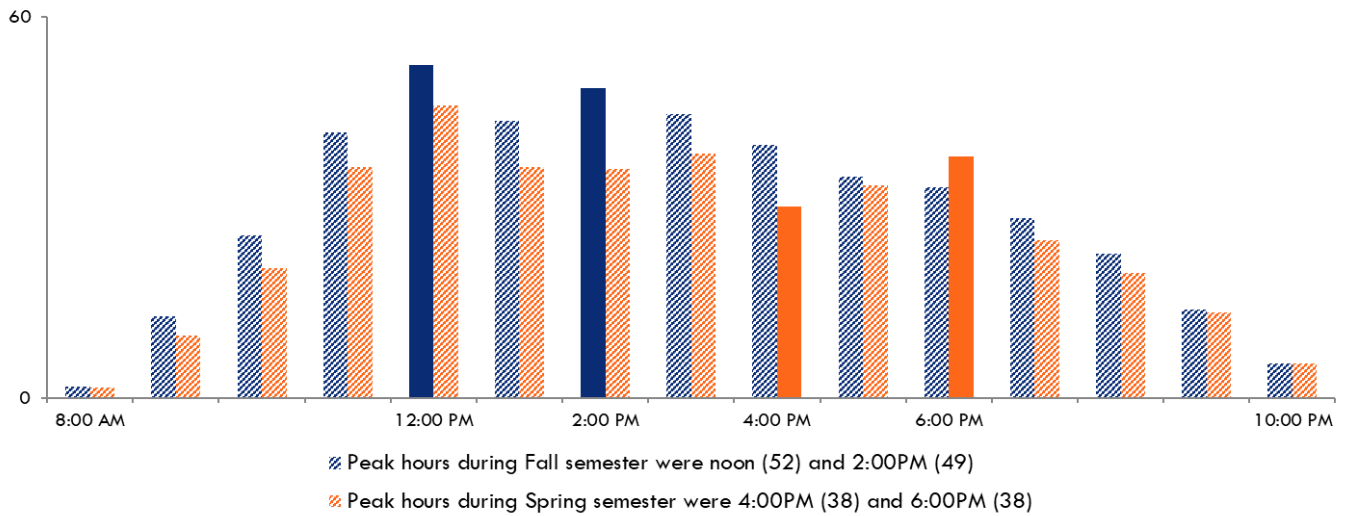
Reference and Information Head Count

Both the Reference and Instructional Services Department staff and the Access and Electronic Services staff were able to assist users to fully utilize the resources and spaces in our newly renovated areas during this past fiscal year. The group study rooms, (Room Reservations @ the Clayton State Library), and technology items have become very popular with students during peak times in the week and during preparations for midterm exams and final exams.

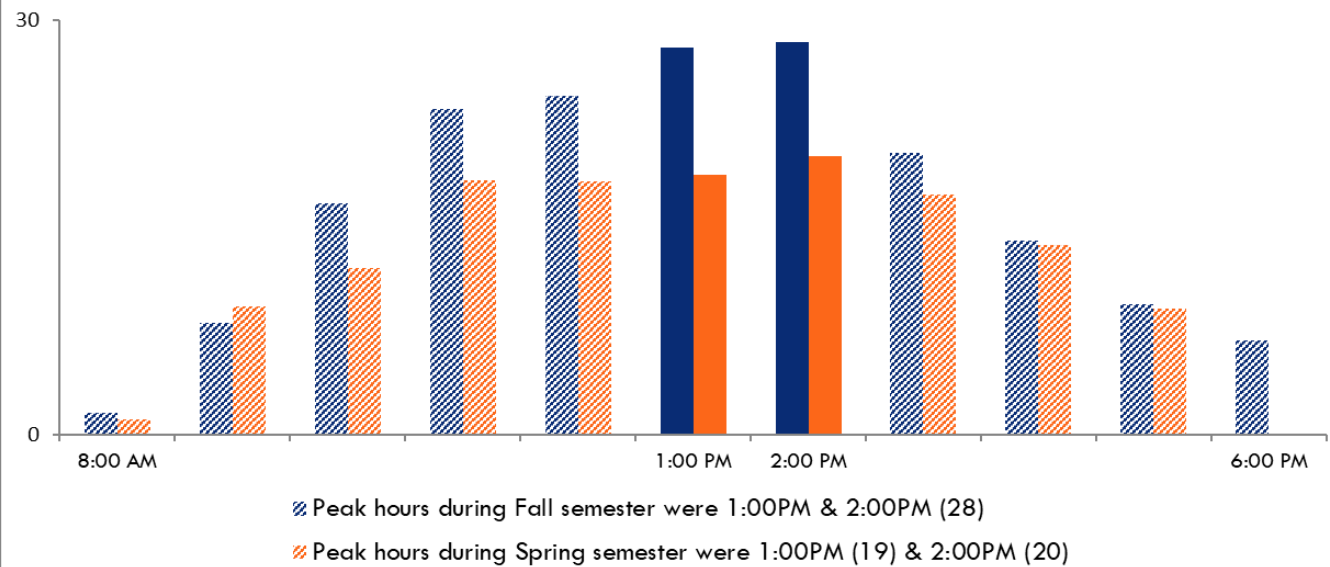
Through our observations and “people” counts, we note consistent patterns of library usage during particular times of the day on certain days. We also note busier months, as expected, seem to correlate with mid-term dates, final assignments, and with preparation for final exams. Students are using library research resources, library computer stations, other campus services such as Smartprint, and spaces for gathering to study in a group setting, or for individual studying with quite a bit of consistency. Both course project deadlines and student activity levels most likely drive the need for students to visit the Clayton State University Library. Factors may include completion

| Library Head Count by Day and Semester | | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM | 10:00 PM |
|--|--------|---------|---------|----------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| All days | Fall | 2 | 13 | 26 | 42 | 52 | 44 | 49 | 45 | 40 | 35 | 33 | 28 | 23 | 14 | 5 |
| | Spring | 2 | 10 | 20 | 36 | 46 | 36 | 36 | 38 | 30 | 33 | 38 | 25 | 20 | 13 | 5 |
| Fridays | Fall | 2 | 8 | 17 | 24 | 25 | 28 | 28 | 20 | 14 | 9 | 7 | | | | |
| | Spring | 1 | 9 | 12 | 18 | 18 | 19 | 20 | 17 | 14 | 9 | | | | | |
| Saturdays | Fall | | 4 | 3 | 4 | 8 | 11 | 13 | 14 | 13 | 9 | 4 | | | | |
| | Spring | | 2 | 4 | 7 | 9 | 11 | 11 | 10 | 9 | 7 | 8 | | | | |
| Sundays | Fall | | | | | | 4 | 12 | 16 | 14 | 13 | 15 | 13 | 11 | 8 | 4 |
| | Spring | | | | | | 3 | 8 | 14 | 15 | 17 | 14 | 14 | 11 | 8 | 5 |

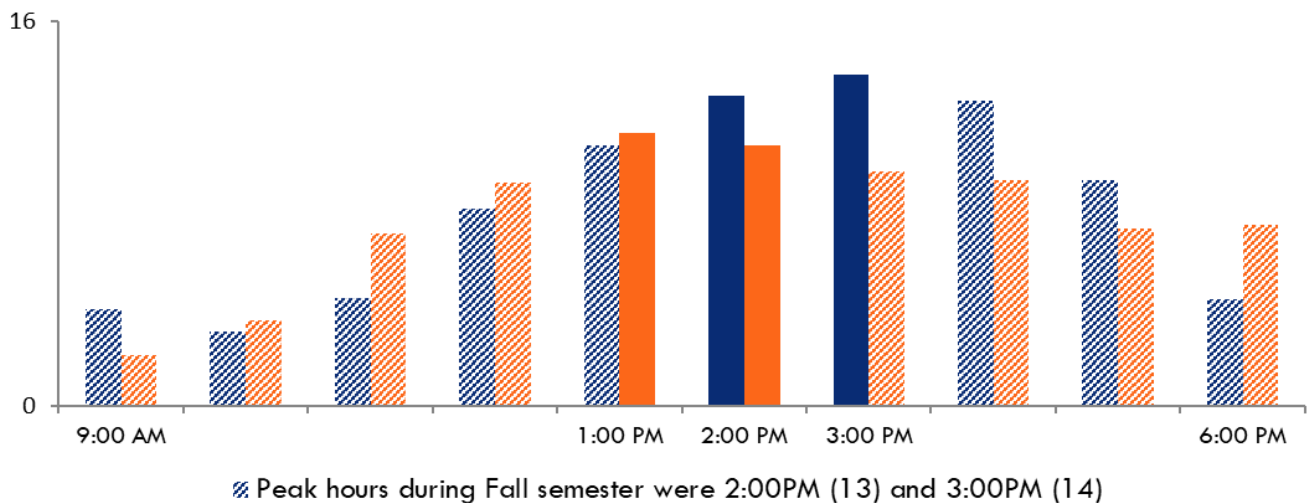
Upper Level Average Headcount - All days

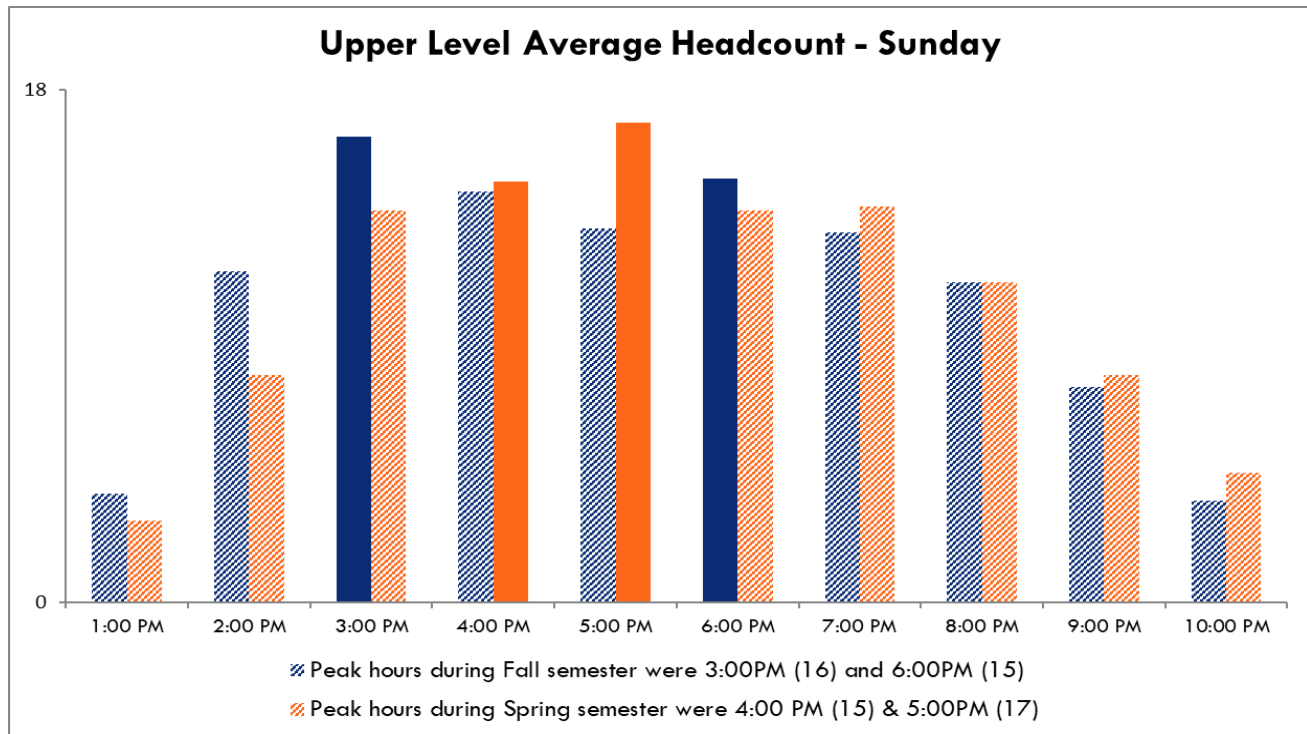


Upper Level Average Headcount - Fridays



Upper Level Average Headcount - Saturday





Both fall and spring semester statistics show peak usage hours between 1:00 pm–2:00 pm for weekdays. Sundays remain the busiest day of weekend usage with occasional exceptions when a Saturday may include more community users. Fall semester Saturday peak usage hours were between 2:00 pm–3:00 pm, and spring semester Saturday peak hours were between 1:00 pm–2:00 pm. Fall semester Sunday peak hours were between 3:00 pm–6:00 pm and spring semester peak hours were between 1:00 pm–2:00 pm.

In reviewing our RefAnalytics we noted that there was inconsistency in the recording of statistics of upper and lower level staff. To a rather large degree, upper level staff—both librarians and reference student assistants had neglected to consistently enter statistics and details of the question/answers that they received. Part of this is due to peak rush times of need for help at the desk, so there wasn't enough time to record each statistic right at the time of transaction. To correct this, we have encouraged staff to keep abbreviated notes or tally sheets of their count for recording statistics when the sudden rush of students ends. Also, there has been a gap in interpreting the READ Scale level of questions, enough for Erin Nagel, Assessment & Marketing librarian, to revisit the form and questions since this was our first year of using the READ Scale. We wanted to make sure that each staff person from student assistants, library staff, and librarians were understanding the assigned level based on the complexity or nature of the question.

Erin set up a bank of test questions and utilized library staff and student assistants across the different staffing areas of the library to approach those questions with the strategy that he/she would typically use, and to assign a READ scale accordingly. Based on her analysis of the paths, our staff testers used to answer or guide someone in the hypothetical library questions/answers, and the READ scale level that was selected, she tweaked our Reference Analytics page design

and answers. I also sent out an email to direct that all reference & instructional services librarians and reference student assistants try to be more vigilant and to consistently and intentionally record any type of interaction and assistance that we provide to students, staff, faculty, and visitors.

Highlights of Library Instruction

Our major mission for the past few years is to have face to face instruction time with all first year English students in both Composition I and in Composition II, and to travel to the Fayette County instruction site in Peachtree City and to Henry County's Academy for Advance Studies located at Henry County High School in McDonough. We have successfully met with the majority of first year English classes. We have also worked with online first year English classes in a variety of ways. Some methods include tutorials both through the use of LibGuides, and through (video or web links), student access to slideshare presentations, library worksheet assignments with discussion through embedded librarians into the courses, and access through our regular methods of outreach, including chat, phone, face to face, email, appointment, or drop in.

The rest of the instruction sessions are by invitation of the course instructor. Our next most popular subject for library literacy instruction is healthcare management and nursing. Nursing faculty request library literacy sessions each semester, and our liaison librarian for the College of Health coordinates instruction sessions with the students. The Visual and Performing Arts Department covers a variety of subject areas and there were instruction sessions completed primarily in communication.

Each fall semester, the MALS 5000, Introduction to Graduate Studies online course is offered for students who are enrolled in the Master of Arts in Liberal Studies program. Part of the requirement for that course is a meeting that the student schedules with a librarian to do an overview of library resources, services, and research strategies for potential areas of study. The session is also designed to identify and explore potential library resources that will be invaluable to the student as he/she moves through into the student's choice of topic or area of subject proposal for the graduate thesis.

Instruction Statistics

There was an increase in the number of instruction sessions that we taught during this fiscal year. Part of this stems from the new library classrooms and our invitation to faculty, primarily first year English faculty, who teach required English 1101 and English 1102 courses classes to bring their classes to see the newly renovated space and to hopefully, become more familiar with library services and with the location of the Clayton State University Library. Part of the increased number of classes may also be due to supportive English management and to results that first year English faculty may be seeing in the quality of resources that students select as they support their writing assignments with references. We especially target our first year English faculty because this is one of the best ways to reach a large number of new students attending Clayton State University.

One of the challenging factors is the large number of English classes offered at the Fayette County Instruction site. Balancing staffing on main campus with librarian coverage while other librarians are teaching off site requires planning. A vital part of our staffing coverage actually depends on our part time employees including student assistants and part time librarians. We

would not have enough help at the upper and lower level service desks for various library services requiring assistance, teaching, and “how to” guidance if the part time employees were not available or somewhat flexible in their schedules.

Our liaison librarians have outreach to faculty across all of the curricular areas and two librarians from the Access and Electronic Services Department were also doing instruction in healthcare management, nursing, Language Arts/Education, and the SIMS program.

Note: All statistical information and graphics are provided by Erin Nagel, Assessment and Marketing Librarian

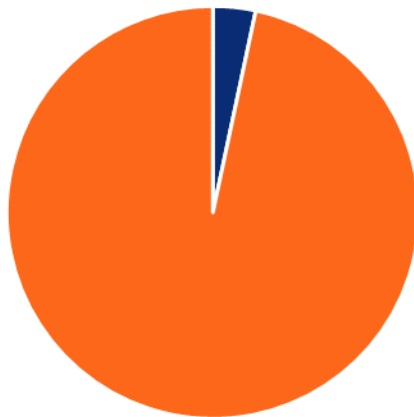
Library instruction divided by subject and librarian

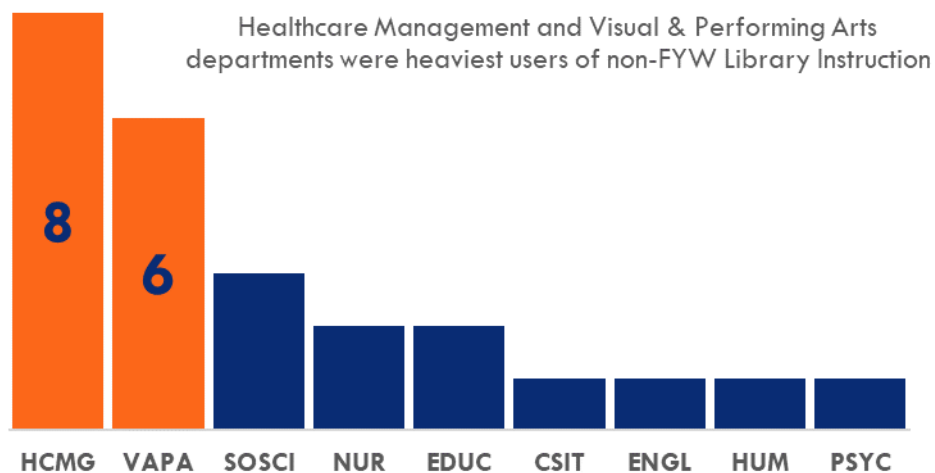
Total classes offered: 90

Total students reached through library instruction: 1852

Total time spent during library instruction (excludes prep time): 5,195 minutes (86 hours, 35 minutes)

Graduate courses made up 3% of library instruction classes





Computer Science & Information Technology

1

ITFN 4154

1

English

65

ENGL 1101

42

ENGL 1102

22

ENGL 2132

1

Health Care Management

8

HCMG 4901

1

HCMG 4999

2

HCMG 6500

1

HCMG 6650

2

HSCI 2111

2

Humanities

2

ENGL 1102

1

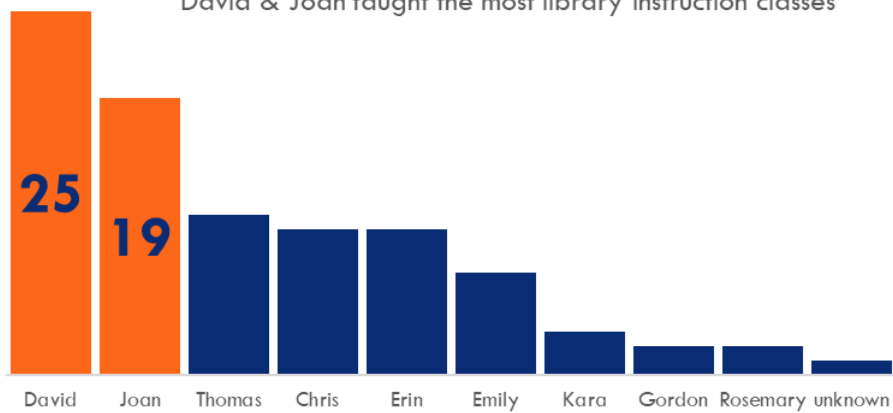
HIST 4850

1

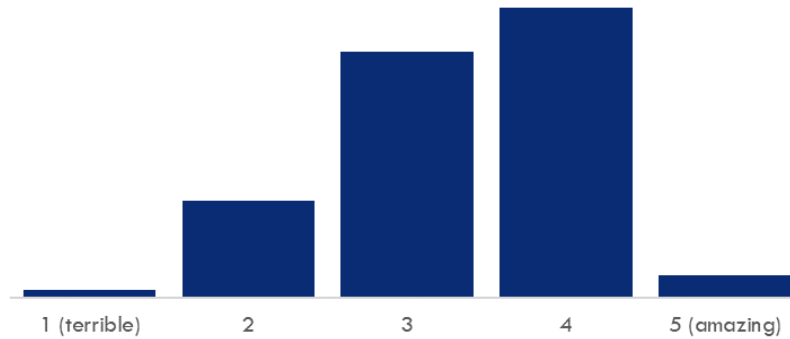
| | |
|-------------------------------------|-----------|
| Nursing | 2 |
| NURS 4100 | 2 |
| Psychology | 1 |
| PSYC 3350 | 1 |
| Social Sciences | 3 |
| PARA 1101 | 1 |
| SOCI 4501 | 2 |
| Teacher Education | 2 |
| EDUC 3000 | 1 |
| LART 3010 | 1 |
| Visual & Performing Arts | 6 |
| CMS 3020 | 2 |
| COMM 1110 | 4 |
| Grand Total | 90 |

72% of library instruction classes were for First

David & Joan taught the most library instruction classes



Librarians rated 47% of instructions sessions as successful



One of the repeated themes of the past year of this report for Reference & Instructional Services is the challenge of balancing staffing with service needs. We have consistently faced turnover of part time librarians and reference student assistants each semester due to the transient nature of part time employment and options of better pay opportunities for some of our Clayton State University Library employees. While employing part time employees is less expensive than employing full time employees, I do believe that more of my time, and also more of the time of our supervisor of student assistants is spent advertising, reviewing applicants, discussing applicants, and interviewing applicants. This also impacts the rest of the library staff as each area must make adjustments for coverage, and any time away from the Library may impact what services we can or cannot provide. Less time is devoted to library related instruction, collection development, professional activities to increase our skills and remain up to date on required issues and technology within the library profession. Overall, our Reference and Instructional Services Department work hard to provide library related services to our Clayton State University Library community utilizing library resources and their individual skills and talents.



Technical Services

Adam Kubik, Head of Technical Services

Technical Services

Due to the rising costs of continuations of subscriptions and standing orders (including ongoing costs for electronic resources) and a lack of increase to the Library's budget for materials, the Technical Services Department was unable to budget for the acquisition of new library materials such as monographs and AV materials out of our own budget allocation during fiscal year 2018. Cuts were even required to some of the Library's current subscriptions, in addition to the cuts that had previously been made in FY2017. In some instances, the receipt of grant money, assistance from other University departments, or donations of materials did allow for the maintenance of subscriptions or new acquisitions. Further cuts to continuations and/or electronic resources are likely in FY2019 if additional funding for materials is not available.

In addition to managing our ongoing standing orders and subscription continuations, Acquisitions continues to manage the Popular Reading collection by ordering, receiving and returning items through the Baker & Taylor lease program.

| | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Total |
|-------------------------|------|------|-------|------|------|------|------|------|-------|-------|-----|------|-------|
| B&T Lease Books | | | | | | | | | | | | | |
| Ordered | 21 | | 20 | 30 | 23 | | 22 | 26 | 47 | | 21 | | 210 |
| Received | 21 | 3 | | 29 | | 23 | 17 | 30 | 38 | 7 | 20 | 1 | 189 |
| Returned | 94 | 184 | | | | | | | | | | | 278 |
| Added to the Collection | | 33 | 14 | | | | | | | | | | 47 |

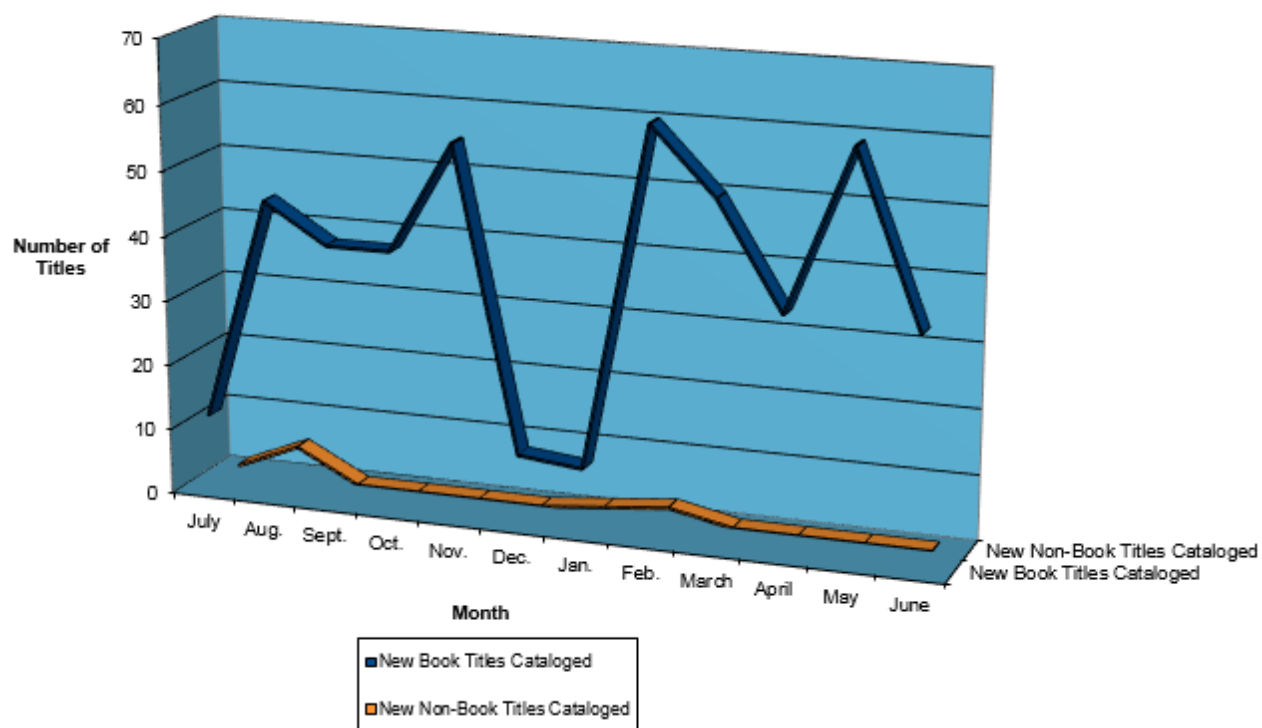
In addition to those items, 589 items were processed and prepared for shelving.

| | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Withdrawn | Total |
|-----------------------|------|------|-------|------|------|------|------|------|-------|-------|-----|------|-----------|-------|
| Processing Statistics | | | | | | | | | | | | | | |
| Books | 70 | 29 | 19 | 79 | 63 | 57 | 2 | 73 | 89 | 76 | 1 | 22 | | 580 |
| DVDs | 1 | 5 | | | | | | 2 | | 1 | | | | 9 |
| Total | 71 | 34 | 19 | 79 | 63 | 57 | 2 | 75 | 89 | 77 | 1 | 22 | | 589 |

644 bound volumes were added to the Library's permanent collection (including 151 bound periodical volumes), and 168 volumes were removed.

| | Previous Total | Added to Collection | Removed from Collection | Total in Collection |
|---|-------------------|------------------------|----------------------------|------------------------|
| Circulating Collection | | 464 | -5 | 459 |
| Reference Collection | | 180 | -163 | 17 |
| Reference & Circulating Collection Total | 78,487 | 644 | -168 | 78,963 |
| Bound Periodicals | 27,481 | 151 | 0 | 27,632 |
| Total Bound Volumes | 105,968 | 795 | -168 | 106,595 |

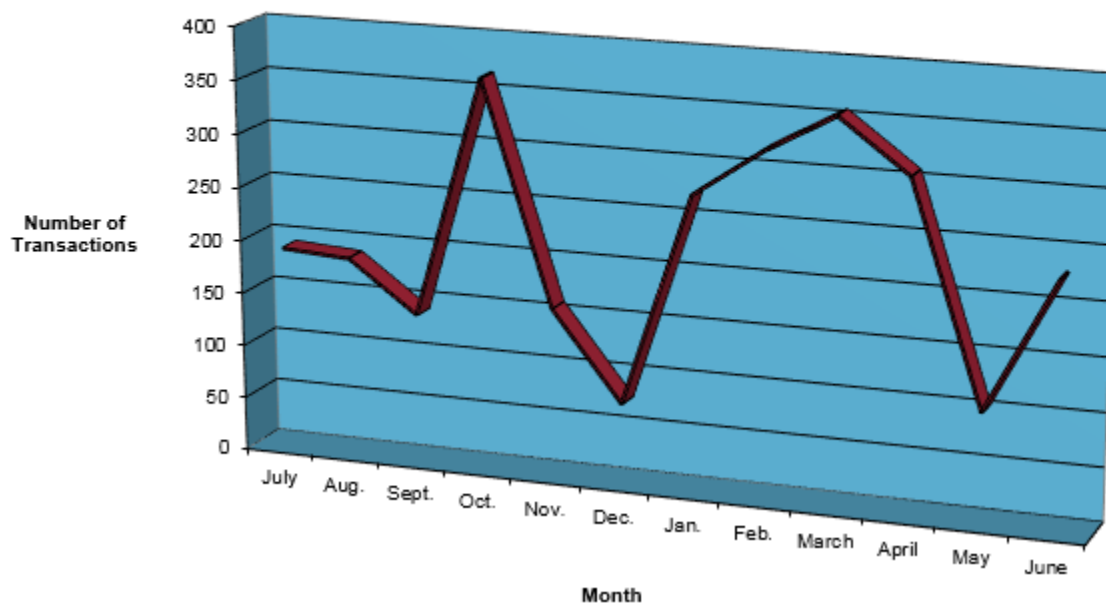
Clayton State University Library
Titles Cataloged FY2018



Total ILL transactions grew from 2130 in FY17 to 2703 in FY2018.

| | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Total |
|------------------------|------|------|-------|------|------|------|------|------|-------|-------|-----|------|-------|
| Total ILL Transactions | 191 | 187 | 140 | 365 | 158 | 76 | 274 | 319 | 355 | 307 | 103 | 228 | 2703 |

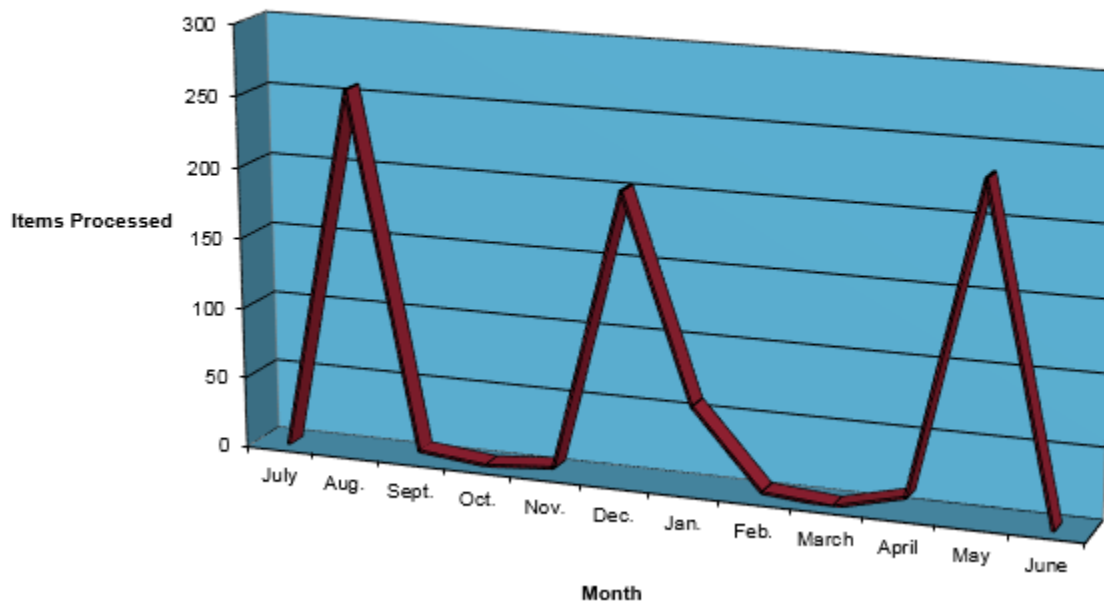
**Clayton State University Library
InterLibrary Loan Transactions FY2018**



Total reserves activity grew from 543 to 779.

| | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Total |
|--------------------------------|----------|------------|----------|----------|----------|------------|-----------|----------|----------|-----------|------------|----------|------------|
| Items Added | | | | | | | | | | | | | |
| Books | | 62 | 6 | | 2 | 48 | 27 | 1 | | 3 | 50 | | 199 |
| Articles | | 2 | | | | 2 | | | | | 2 | | 6 |
| VHS/DVD | | 37 | | | 3 | 37 | 31 | 3 | | | 37 | | 148 |
| Other (Software, etc.) | | 2 | | | | 2 | | | | | 2 | | 6 |
| Total | 0 | 103 | 6 | 0 | 5 | 89 | 58 | 4 | 0 | 3 | 91 | 0 | 359 |
| Items Removed | | | | | | | | | | | | | |
| Books | | 67 | | 1 | | 70 | 1 | | | 6 | 69 | | 214 |
| Articles | | 2 | | | | 2 | | | | | 2 | | 6 |
| VHS/DVD | | 83 | | | | 40 | | | | 3 | 68 | | 194 |
| Other (Software, etc.) | | 2 | | | | 2 | | | | | 2 | | 6 |
| Total | 0 | 154 | 0 | 1 | 0 | 114 | 1 | 0 | 0 | 9 | 141 | 0 | 420 |
| Total Reserves Activity | 0 | 257 | 6 | 1 | 5 | 203 | 59 | 4 | 0 | 12 | 232 | 0 | 779 |

**Clayton State University Library
Reserves Activity FY2018**



Cataloging & Database Maintenance Statistics FY2018

[illegible]

Acquisitions & Periodical Statistics

[illegible]

Processing, Book Repair and Binding Statistics

[illegible]

InterLibrary Loan Statistics 1

| | JL | AU | S | O | N | D | JA | F | MA |
|---|---------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|--------------|
| Total ILL Transactions | 18 | 47 | 48 | 57 | 36 | 11 | 65 | 36 | 33 |
| | | | | | | | | | |
| Percentage Change FY16 to FY17 | 48.06% | 37.50% | 44.33% | 65.16% | -3.66% | 7.04% | 34.98% | 19.48% | 9.56% |
| Materials Requested by CSU Library | | | | | | | | | |
| Material Requests Made By: | | | | | | | | | |
| >Students | 0 | 11 | 24 | 13 | 14 | 2 | 28 | 20 | 11 |
| >>Books | | 6 | 3 | 4 | 2 | 1 | 7 | 10 | 1 |
| >>Articles | | 5 | 21 | 9 | 12 | 1 | 21 | 10 | 10 |
| >Faculty (Including Library Faculty) | 18 | 35 | 24 | 44 | 20 | 9 | 30 | 15 | 19 |
| >>Books | 12 | 8 | 6 | 4 | 4 | 4 | 14 | 7 | 7 |
| >>Articles | 6 | 27 | 18 | 40 | 16 | 5 | 16 | 8 | 12 |
| >Staff (Including Library Staff) | 0 | 1 | 0 | 0 | 2 | 0 | 7 | 1 | 3 |
| >>Books | | 1 | | | | | 7 | 1 | 3 |
| >>Articles | | | | | 2 | | | | |
| Total | 18 | 47 | 48 | 57 | 36 | 11 | 65 | 36 | 33 |
| Material Requests Filled By: | | | | | | | | | |
| >University System Institutions | 8 | 8 | 17 | 22 | 19 | 3 | 29 | 8 | 8 |
| >>Books | 5 | 2 | 2 | 5 | 2 | 2 | 9 | 7 | 3 |
| >>Articles | 3 | 6 | 15 | 17 | 17 | 1 | 20 | 1 | 5 |
| >Other Georgia Libraries | 5 | 14 | 9 | 7 | 1 | 4 | 12 | 3 | 11 |
| >>Books | 4 | 5 | 6 | 1 | 1 | | 12 | | 5 |
| >>Articles | 1 | 9 | 3 | 6 | | 4 | | 3 | 6 |
| >Out of State Libraries | 4 | 21 | 21 | 26 | 15 | 3 | 23 | 20 | 12 |
| >>Books | 2 | 7 | | | 3 | 2 | 7 | 6 | 3 |
| >>Articles | 2 | 14 | 21 | 26 | 12 | 1 | 16 | 14 | 9 |
| >AHSLC Libraries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| >>Books | | | | | | | | | |
| >>Articles | | | | | | | | | |
| Total | 17 | 43 | 47 | 55 | 35 | 10 | 64 | 31 | 31 |
| | | | | | | | | | |
| Total Unfilled Requests | 1 | 4 | 1 | 2 | 1 | 1 | 1 | 5 | 2 |

Interlibrary Loan 1A

| | A | MY | JE | Total | Total |
|---|---------------|---------------|---------------|---------------|-------|
| Total ILL Transactions | 30 | 28 | 25 | 83 | |
| | | | | | |
| Percentage Change FY16 to FY17 | 23.79% | 33.77% | 18.13% | 23.19% | |
| | | | | | 0 |
| Materials Requested by CSU Library | | | | | 0 |
| | | | | | 0 |
| Material Requests Made By: | | | | | 0 |
| >>Students | 10 | 3 | 10 | 23 | 23 |
| >>>Books | | | 4 | 4 | 4 |
| >>>Articles | 10 | 3 | 6 | 19 | 19 |
| >>Faculty (Including Library Faculty) | 19 | 24 | 15 | 58 | 58 |
| >>>Books | 4 | 7 | 5 | 16 | 16 |
| >>>Articles | 15 | 17 | 10 | 42 | |
| >>Staff (Including Library Staff) | 1 | 1 | 0 | 2 | 2 |
| >>>Books | 1 | 1 | | 2 | |
| >>>Articles | | | | 0 | |
| Total | 30 | 28 | 25 | 83 | |
| | | | | | 0 |
| Material Requests Filled By: | | | | | |
| >>University System Institutions | 27 | 9 | 9 | 45 | |
| >>>Books | 12 | 5 | 4 | 21 | |
| >>>Articles | 15 | 4 | 5 | 24 | |
| >>Other Georgia Libraries | 37 | 2 | 1 | 40 | |
| >>>Books | 18 | | 1 | 19 | 19 |
| >>>Articles | 19 | 2 | | 21 | 21 |
| >>Out of State Libraries | 213 | 17 | 15 | 245 | |
| >>>Books | 25 | 3 | 4 | 32 | 32 |
| >>>Articles | 188 | 14 | 11 | 213 | |
| >>AHSLC Libraries | 0 | 0 | 0 | 0 | |
| >>>Books | | | | 0 | |
| >>>Articles | | | | 0 | |
| Total | 277 | 28 | 25 | 330 | |
| | | | | | |
| | | | | | |
| Total Unfilled Requests | 0 | 0 | 0 | 0 | |
| | | | | | |

Interlibrary Loan 2

| | JL | AU | SE | OC | N | D | JA | F | MA | AP | MY | JN | Total |
|---|-----|-----|----|-----|-----|----|-----|-----|-----|-----|----|-----|-------|
| Materials requested from CSU Library | | | | | | | | | | | | | |
| Requested from CSU Library: | | | | | | | | | | | | | |
| >University System Institutions | 22 | 24 | 12 | 43 | 18 | 8 | 29 | 36 | 49 | 27 | 10 | 45 | 323 |
| >>Books | 6 | 9 | 5 | 23 | 9 | 2 | 15 | 17 | 17 | 12 | 2 | 15 | 132 |
| >>Articles | 16 | 15 | 7 | 20 | 9 | 6 | 14 | 19 | 32 | 15 | 8 | 30 | 191 |
| >Other Georgia Libraries | 29 | 23 | 14 | 47 | 16 | 11 | 33 | 28 | 41 | 37 | 10 | 36 | 325 |
| >>Books | 12 | 12 | 6 | 23 | 5 | 7 | 13 | 15 | 18 | 18 | 2 | 16 | 147 |
| >>Articles | 17 | 11 | 8 | 24 | 11 | 4 | 20 | 13 | 23 | 19 | 8 | 20 | 178 |
| >Out of State Libraries | 122 | 93 | 66 | 218 | 88 | 46 | 147 | 219 | 232 | 213 | 55 | 122 | 1621 |
| >>Books | 18 | 21 | 6 | 22 | 14 | 4 | 27 | 31 | 31 | 25 | 4 | 15 | 218 |
| >>Articles | 104 | 72 | 60 | 196 | 74 | 42 | 120 | 188 | 201 | 188 | 51 | 107 | 1403 |
| >AHS LC Libraries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| >>Books | | | | | | | | | | | | | 0 |
| >>Articles | | | | | | | | | | | | | 0 |
| Total | 173 | 140 | 92 | 308 | 122 | 65 | 209 | 283 | 322 | 277 | 75 | 203 | 2269 |
| Requests Filled By CSU Library: | | | | | | | | | | | | | |
| >University System Institutions | 16 | 20 | 9 | 32 | 10 | 6 | 17 | 23 | 32 | 18 | 4 | 31 | 218 |
| >>Books | 5 | 9 | 4 | 21 | 8 | 1 | 9 | 15 | 14 | 9 | 1 | 10 | 106 |
| >>Articles | 11 | 11 | 5 | 11 | 2 | 5 | 8 | 8 | 18 | 9 | 3 | 21 | 112 |
| >Other Georgia Libraries | 22 | 15 | 9 | 39 | 9 | 7 | 25 | 23 | 29 | 24 | 7 | 23 | 232 |
| >>Books | 10 | 10 | 5 | 23 | 4 | 4 | 11 | 15 | 18 | 18 | 2 | 11 | 131 |
| >>Articles | 12 | 5 | 4 | 16 | 5 | 3 | 14 | 8 | 11 | 6 | 5 | 12 | 101 |
| >Out of State Libraries | 70 | 50 | 39 | 135 | 48 | 27 | 106 | 141 | 143 | 136 | 32 | 74 | 1001 |
| >>Books | 11 | 17 | 3 | 13 | 4 | 2 | 21 | 19 | 23 | 19 | 2 | 9 | 143 |
| >>Articles | 59 | 33 | 36 | 122 | 44 | 25 | 85 | 122 | 120 | 117 | 30 | 65 | 858 |
| >AHS LC Libraries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| >>Books | | | | | | | | | | | | | 0 |
| >>Articles | | | | | | | | | | | | | 0 |
| Total | 108 | 85 | 57 | 206 | 67 | 40 | 148 | 187 | 204 | 178 | 43 | 128 | 1451 |
| Total Unfilled Loans | 65 | 55 | 35 | 102 | 55 | 25 | 61 | 96 | 118 | 99 | 32 | 75 | 818 |
| Truck Mail Deliveries | | | | | | | | | | | | | |
| Borrowed by CSU | 9 | 18 | 19 | 14 | 13 | 6 | 28 | 8 | 15 | 10 | 7 | 6 | 153 |
| Lent by CSU | 22 | 12 | 7 | 40 | 16 | 6 | 28 | 22 | 23 | 19 | 3 | 16 | 214 |
| ILL Request filled with CSU Content | 9 | 11 | 18 | 17 | 16 | 2 | 8 | 7 | 19 | 8 | 2 | 6 | 123 |

Course Reserve Statistics

| | JL | AU | SE | OC | NO | DE | JA | FE | MA | AP | MY | JN | Total |
|------------------------------------|----------|------------|----------|----------|----------|------------|-----------|----------|----------|-----------|------------|----------|------------|
| Items Added | | | | | | | | | | | | | |
| Books | | 62 | 6 | | 2 | 48 | 27 | 1 | | 3 | 50 | | 199 |
| Articles | | 2 | | | | 2 | | | | | 2 | | 6 |
| VHS/DVD | | 37 | | | 3 | 37 | 31 | 3 | | | 37 | | 148 |
| Other (Software, etc.) | | 2 | | | | 2 | | | | | 2 | | 6 |
| Total | 0 | 103 | 6 | 0 | 5 | 89 | 58 | 4 | 0 | 3 | 91 | 0 | 359 |
| Items Removed | | | | | | | | | | | | | |
| Books | | 67 | | 1 | | 70 | 1 | | | 6 | 69 | | 214 |
| Articles | | 2 | | | | 2 | | | | | 2 | | 6 |
| VHS/DVD | | 83 | | | | 40 | | | | 3 | 68 | | 194 |
| Other (Software, etc.) | | 2 | | | | 2 | | | | | 2 | | 6 |
| Total | 0 | 154 | 0 | 1 | 0 | 114 | 1 | 0 | 0 | 9 | 141 | 0 | 420 |
| Total Reserves Activity | 0 | 257 | 6 | 1 | 5 | 203 | 59 | 4 | 0 | 12 | 232 | 0 | 779 |

AV Pieces Added

| | JU | A U | S E | O C | N O | D E | J A | F E | M A | A P | M Y | J N | Tota l | Lost & WD | Tota l |
|--------------------------|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|--------------|-----------|
| Archives | | | | | | | | | | | | | 0 | | 0 |
| Audio Cassettes | | | | | | | | | | | | | 0 | | 0 |
| Audio CDs | | | | | | | | | | | | | 0 | | 0 |
| CD ROMs | | | | | | | | | | | | | 0 | | 0 |
| Computer Files | | | | | | | | | | | | | 0 | | 0 |
| DVDs | 1 | 5 | | | | | 2 | 3 | | | | | 11 | | 11 |
| Microfiche Cards | | | | | | | | | | | | | 0 | | 0 |
| Microfilm Rolls | | | | | | | | | | | | | 0 | | 0 |
| Miscellaneous | | | | | | | | | | | | | 0 | | 0 |
| Phonograph Records | | | | | | | | | | | | | 0 | | 0 |
| Slides | | | | | | | | | | | | | 0 | | 0 |
| Slides/Sound | | | | | | | | | | | | | 0 | | 0 |
| Video Cassettes | | | | | | | | | | | | | 0 | | 0 |
| Video Discs | | | | | | | | | | | | | 0 | | 0 |
| 16 mm Motion Pictures | | | | | | | | | | | | | 0 | | 0 |
| Total | 1 | 5 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 11 | | 11 |

Circulation Collection Additions

| | JL | AU | SE | OC | NO | DE | JA | FE | MA | AP | MY | JN | Total Added | Lost & WD | Total |
|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----------------|-----------------|-------|
| A | | | | | | | | | | | | | 0 | | 0 |
| B except BF | | | 5 | 2 | | | | 1 | 1 | | 6 | | 15 | | 15 |
| BF | | 1 | 2 | | | | | | 1 | 2 | | | 6 | | 6 |
| C | | | 1 | | | | | | | | 2 | | 3 | | 3 |
| D | | 6 | 11 | 7 | 1 | | 1 | 1 | 2 | | | | 29 | | 29 |
| E | 5 | | 5 | 7 | 5 | 1 | 1 | | 3 | 2 | 13 | 2 | 44 | | 44 |
| F | | | 3 | 1 | | | | | 1 | | 3 | 2 | 10 | | 10 |
| G | | | | 1 | | | | | | 1 | 3 | 3 | 8 | | 8 |
| H-HJ | 1 | | 4 | 1 | 3 | 2 | 1 | | | | 2 | 2 | 16 | | 16 |
| HM-HX | 3 | 3 | 4 | 3 | 3 | 2 | | | | 1 | 1 | 4 | 24 | | 24 |
| J | | | | | | | 1 | | | | 1 | | 2 | | 2 |
| K | | 1 | | 3 | | | | | | | 1 | 1 | 6 | | 6 |
| L | 4 | 1 | | | 1 | | 1 | | 3 | 3 | 1 | 1 | 15 | -1 | 14 |
| M | | | | 2 | | | 2 | 1 | 1 | | 2 | | 8 | | 8 |
| N | | | | | | | | | 3 | | | 1 | 4 | | 4 |
| P | 1 | 31 | 4 | 16 | 27 | 1 | 3 | 60 | 36 | 3 | 11 | 9 | 202 | | 202 |
| Q | | 2 | 2 | 1 | | | | | | 5 | 4 | 4 | 18 | -2 | 16 |
| R | | | 1 | 1 | 19 | 6 | | | 2 | 4 | 8 | 3 | 44 | | 44 |
| S | | | | | | | | | | | 2 | | 2 | | 2 |
| T | | 1 | | | 1 | | | | | 2 | | 1 | 5 | -1 | 4 |
| U | | | | | | | | | | | 1 | | 1 | -1 | 0 |
| V | | | | | | | | | | | | | 0 | | 0 |
| Z | | | | | | | | | | | | 2 | 2 | | 2 |
| Total | 14 | 46 | 42 | 45 | 60 | 12 | 10 | 63 | 53 | 23 | 61 | 35 | 464 | -5 | 459 |

Cataloging & Database Maintenance Statistics
Reference Collection – Additions

| | JUL | A U | SE | O C | NO | DE | JA | FE | MA | AP | MA | JU | Total Added | Lost & Withdrawn | Total |
|-------------------|-----|--------|--------|--------|----|----|----|----|----|----|----|----|----------------|---------------------|-------|
| A | | | | | | | | | | | | | 0 | | 0 |
| B except BF | | | | | | | | | | 1 | | | 1 | | 1 |
| BF | | | | | | | | | | 3 | | | 3 | | 3 |
| C | | | | | | | | | | | | | 0 | | 0 |
| D | | | | | | | | | | | | | 0 | | 0 |
| E | | | | | | | | | | | | | 0 | -2 | -2 |
| F | | | | 1 | | | | | | | | | 1 | | 1 |
| G | | | | | | | | | | | | | 0 | | 0 |
| H-HJ | | | 1 4 | | | 2 | | 5 | | 3 | 4 | | 28 | -29 | -1 |
| HM-HX | | | 1 | 2 | | | | | | 2 | | | 5 | -3 | 2 |
| J | | | | 1 | | 1 | | | 1 | | | | 3 | -3 | 0 |
| K | | | 7 | 20 | | 18 | | 3 | 16 | 21 | 17 | | 102 | -114 | -12 |
| L | | | | | | | | 1 | | | 1 | | 2 | -3 | -1 |
| M | | | | | | | | | | | | | 0 | | 0 |
| N | | | | | | | | | | | | | 0 | | 0 |
| P | | | 3 | | | | | | | 3 | | | 6 | | 6 |
| Q | | 1 | | 1 | | | | | | 12 | | | 14 | -1 | 13 |
| R | | | 1 | | | | | | | 3 | | | 4 | -1 | 3 |
| S | | | | | | | | | | | | | 0 | | 0 |
| T | | | 2 | | | | | | | 6 | | | 8 | -2 | 6 |
| U | | | 1 | | | | | | | | | | 1 | -1 | 0 |
| V | | | | | | | | | | | | | 0 | | 0 |
| Z | | | 1 | 1 | | | | | | | | | 2 | -4 | -2 |
| | | | 3 | | | | | | | | | | | | |
| Total | 0 | 1 | 0 | 26 | 0 | 21 | 0 | 9 | 17 | 54 | 22 | 0 | 180 | -163 | 17 |

Holdings by Format

| Previous Total | Added to Collection | Removed from Collection | Total in Collection |
|-------------------|------------------------|-------------------------------|------------------------|
| | 464 | -5 | 459 |
| | 180 | -163 | 17 |
| 78,487 | 644 | -168 | 78,963 |
| 27,481 | 151 | 0 | 27,632 |
| 105,968 | 795 | -168 | 106,595 |
| | | | |
| 0 | 0 | | 0 |
| 7,676 | 0 | | 7,676 |
| 1,131 | 0 | | 1,131 |
| 162 | 0 | | 162 |
| 26 | 0 | | 26 |
| 1,878 | 11 | 0 | 1,889 |
| 405,448 | 24,551 | -7,371 | 422,628 |
| 272,932 | 0 | | 272,932 |
| 15,147 | 0 | 0 | 15,147 |
| 75 | 0 | | 75 |
| 1 | 0 | | 1 |
| 617 | 0 | | 617 |
| 6,371 | 14,998 | | 21,369 |
| 13,255 | 17,845 | | 31,100 |
| 21 | 0 | | 21 |
| 1,607 | 0 | 0 | 1,607 |
| 726,347 | 57,405 | -7,371 | 776,381 |
| 832,315 | 58,200 | -7,539 | 882,976 |

Activity Report

| | JU | AU | SE | OC | NO | DE | JA | FE | MA | AP | MY | JN | TOT |
|--------------------------------|---------|---------|---------|---------|---------|---------|-----|---------|---------|---------|---------|---------|----------|
| Acquisitions | | | | | | | | | | | | | |
| Titles Ordered | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vols. Received on S.O. | 28 | 23 | 24 | 32 | 27 | 19 | 31 | 21 | 18 | 24 | 23 | 28 | 298 |
| | | | | 11 | | | | | | | | | |
| Items Received | 1 | 0 | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 118 |
| Periodicals | | | | | | | | | | | | | |
| | | 15 | | | | | | | | | | | |
| Bound Vols. Added | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 151 |
| Microform Pieces Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Claims | 5 | 11 | 6 | 12 | 20 | 12 | 8 | 15 | 19 | 11 | 10 | 11 | 140 |
| Binding | | | | | | | | | | | | | |
| | 15 | | | | | | | | | 22 | | | |
| Vols. Sent to the Bindery | 1 | 0 | 0 | 0 | 0 | 0 | 117 | 0 | 0 | 1 | 0 | 11 | 500 |
| Book Repair | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| Cataloging | | | | | | | | | | | | | |
| New Book Titles Cataloged | 12 | 46 | 40 | 40 | 57 | 11 | 10 | 62 | 52 | 36 | 61 | 35 | 462 |
| New Non-Book Titles Cataloged | 1 | 5 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 9 |
| Total New titles Cataloged | 13 | 51 | 40 | 40 | 57 | 11 | 11 | 64 | 52 | 36 | 61 | 35 | 471 |
| Vols. Added | 0 | 1 | 30 | 30 | 1 | 22 | 0 | 9 | 18 | 40 | 22 | 0 | 173 |
| Copies Added | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 5 |
| Reinstatements | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Database Maintenance | | | | | | | | | | | | | |
| Records Corrected | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Records Updated | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Volumes Processed | 71 | 34 | 19 | 79 | 63 | 57 | 2 | 75 | 89 | 77 | 1 | 22 | 589 |
| InterLibrary Loan Transactions | 19 1 | 18 7 | 14 0 | 36 5 | 15 8 | | | 31 9 | 35 5 | 30 7 | 10 3 | 22 8 | 270 3 |
| Reserves Activity | | 25 0 | | | | 20 3 | | | | | 23 2 | | 779 |