

FY2009

Clayton State University Library Annual Report



Submitted by

Dr. Gordon N. Baker
Director of Libraries
Clayton State University Library
2008-2009
FY2009

Clayton State University Library 2008 – 2009 Annual Report

Introduction

The mission of the Clayton State University Library (CSU) is to serve the students, faculty, and staff of the University. Our print and non-print collections support the curriculum as well as the academic interests and recreational interests of our patrons. In addition, the CSU Library has long recognized the concept of “learning community” and has always attempted to serve the local community by permitting residents in the CSU-service area the opportunity to use the Library’s collection and facilities for reading and research purposes.

Review of the Year

The Library was at full staff and with full leadership for FY2009. Dr. Gordon Baker continued to serve as Director of Libraries with Cathy Jeffrey as Head of Technical Services and Katherine Ott as Head of Access & Information Services. Faculty and staff positions continued as in the past. All areas for the Library continued to function at a high rate of success.

Budget

The Library materials budget allocated in July 2009 totaled \$262,000.00. This amount is the same as the original allocation for FY2006, FY2007, and FY2008. An additional \$39,210.78 was transferred to the materials budget from the Library operating budget bringing the total allocated to library materials for FY2009 to \$301,210.78. The total allocation for FY2009 constitutes a 3.53% increase over the total spent in FY2008 which was \$290,941.63 and a 1.62% decrease over the totally spent in FY2007 which was \$306,171.76. Funding for Library materials has remained flat or has decreased over the last three years.

Library Renovations

During the year, Dr. Baker met with Harun Biswas concerning renovating the present Library facility. Plans continue to be discussed about the possibility of the Library obtaining the lower floor of the Library building, but all remains on hold until funds are received.

The Library did receive new carpet throughout the main reading area. In addition, L200 was recarpeted as were the office areas. A major portion of the carpet replaced dated back to 1979 when the building was constructed.

Major Projects

In the Spring, the Access & Information Services Staff went through a restructuring in their job descriptions. The job descriptions were rewritten to maximize the staff workflow and in doing so created a new Electronic Services Assistant position. The staff's new job descriptions were implemented at the end of January and the staff began cross training and transitioning to their new positions. In the summer, the transition was completed with the rearrangement of offices and library space. There are still three staff positions held by Rhonda Boozer (Interlibrary Loan/Reserves Assistant), Barbara Dantzler (Circulation/GIL Express Assistant), and Kara Mullen (Electronic Services Assistant). Jennifer Duke replaced Kara Mullen as the Administrative Assistant to the Director.

Systems Administration

Cathy Jeffrey continued to serve as the Library's system administrator. During the year, Cathy has worked with the folks at the Service Center and Georgia State to keep our system running.

Service to the Learning Community

Bibliographic Instruction (BI) is essential for a successful library program. This year the public services librarians continued a long history of providing excellent BI to our community. Over 1542 students received bibliographic instruction. This accounted for 81 classes.

Circulation of library materials continued to keep our staff busy. A total of 13,455 books were circulated during the academic year. Over 3218 reserve items were checked out.

Our Interlibrary Loan/GIL Express statistics continued to grow. Traditional ILL had 207 requests. The GIL Express service processed 795 requested items.

Reference Service

Requests at the reference continue to keep the staff on their toes. A total of 18,757 questions were answered for this academic year. The physical reference desk was staffed 62 hours in the Fall, 62 hours in the Spring, and 58 hours in the Summer. Virtual reference was staffed 84 hours in the Fall, 84 hours in the spring, and 80 hours in the Summer.

The Library Liaison Program continued this year with much success. Staff requests assisted us in our ordering this year.

Outreach to the community continued to be a goal of the CSU Library. Presentations were made to the Clayton County and Henry County school media specialists. In addition a partnership between the CSU Library and Community Christian School in McDonough was established.

University Archives

University Archivist, Rosemary Fischer continues to make great strides. During the year the interns and volunteers worked on 12 different collections and provided two exhibits. Most of the work being doing is inventorying the collections.

Conclusion

The CSU Library continues to be an integral part of the CSU Campus. The Library staff works extremely hard to assist our CSU Learning Community. As costs of books, audio-visual materials, and electronic resources continue to rise, the Library continues “to do more with less.”

Our goals continue to be:

- Increase both our professional and classified staff;
- Increase our Library materials budget;
- Increase the Library footprint in the Library building;
- Implement a staff development plan for all Library staff;
- Continue to work with the Associate Provost and Harun Biswas on proposed renovation of the current Library facility and the proposed new Library;
- Research grant opportunities for funding opportunities to add materials to our collections.

As you continue through this document, you will read detailed descriptions of the CSU University Archives, the Access and Information Services Department, and the Technical Services Department.

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

Clayton State University Library
Access & Information Services Department
2008/2009 Annual Report

Submitted by

Katherine Ott
Head of Access & Information Services Department
Clayton State University Library
August 17, 2009

Clayton State University Library
Access & Information Services Department
2008/2009 Annual Report

Submitted by Katherine Ott, Head of Access & Information Services Department

State of the Department:

The Public Services Department navigated a year of change and adjustment.

In the Fall, one of the staff members took maternity leave, as a result schedules were adjusted to assist in covering the desks and ensure coverage. A full coverage policy was implemented for the reference desk where all public services staff members were trained to work reference and assigned hours. The new virtual reference service was implemented and run from the reference desk.

In the Spring, we restructured the department including moving offices and changing job descriptions. In doing so some services were made easier for patrons to access and a new position was created for the Access and Information Services department. We received 3 work-study students to help us staff the circulation desk and assist with projects. A website redesign was completed and pushed live for Fall 09.

Personnel:

The Access & Information Services Staff was very stable during the 2008/2009 fiscal year. There was no turn over in the permanent staff. The three professional positions in the Department were filled by Katherine Ott, Head of Access & Information Services, Yalonda Carson, Public Services Librarian, and Joan Taylor, Public Services Librarian. The three staff positions were held by Rhonda Boozer, Interlibrary Loan/ GIL Express Assistant, Barbara Dantzler, Circulation Assistant, and Jennifer Duke, Reserves Assistant.

In the spring, the Access & Information Services Staff went through a restructuring in their job descriptions. The job descriptions were rewritten to maximize the staff workflow and in doing created a new Electronic Services Assistant position. The staff's new job descriptions were implemented at the end of January and the staff began cross training and transitioning to their new positions. In the summer, the transition was complete with the rearrangement of offices and library space. There are still three staff positions held by Rhonda Boozer, Interlibrary Loan/Reserves Assistant, Barbara Dantzler, Circulation/Gil Express Assistant, and Kara Mullen, Electronic Services Assistant. Jennifer Duke replaced Kara Mullen as the Administrative Assistant for Gordon Baker.

To help the permanent staff keep the library open and provide services, the Access & Information Services Department rotates among 3 part time temporary librarians who assist with evening and weekend hours. These librarians are: Gwendolyn Bell, Tim

Wojcik, Mary Thomas. Due to funding cuts we anticipate that these three positions will not be available FY 09-10.

The Access & Information Services Department also employed student assistants to assist with circulation, interlibrary loan and collection maintenance. The past year we have had at least 2 to 5 students during a given semester. In the Spring, we were awarded 3 work study students who helped alleviate the loss of our regular student budget.

Accomplishments:

As in previous years, the main priority for the Access & Information Services Department was to maintain the operations of the library with limited staff. The operating hours of the library ranged from: 71 to 85 hours. The library hours were reduced in the summer because there were not enough funds to keep the library open in the evenings and on Saturdays.

Below are highlights of the Public Service Department's activities for FY 2009 followed by individual department reports.

- July: new statistic sheet was created and implemented for Circulation and Reference, the CSU1022 library game was redesigned into a game format and the new virtual reference service was offered through the library's main page.
- August: The library completed the stripping project that prepared the materials for the new security gates, a new services brochure was created and many of the staff attended the GOLD conference.
- September: The library hosted the CASA Ducks exhibit and had an entry in the exhibit.
- October: The library's web team began the redesign of the website and many of the staff went to COMO.
- December: Many of the personnel attended the GLA Midwinter meeting that was held on our campus.
- January: We hosted an inauguration webcast in the library, and the Public Services Department went through a restructuring which included new job descriptions.
- February: The library had a diversity display and we hosted the Helen Ruffin Reading Bowl.
- March: We purchased three computers to supplement the functions of Circulation, Instruction and Reference; many personnel went to the GOLD/GALILEO Users Group meeting; we had a table at the Powerhouse Models event in the UC; and two of our personnel went through the Safe Space training offered on campus.
- April: The Library book sale raised \$1313.70 for the Library foundation account .
- May: The library personnel attended the GUGUM virtual conference and the Bibliographic Instruction Group conference; the library closed for a week for the

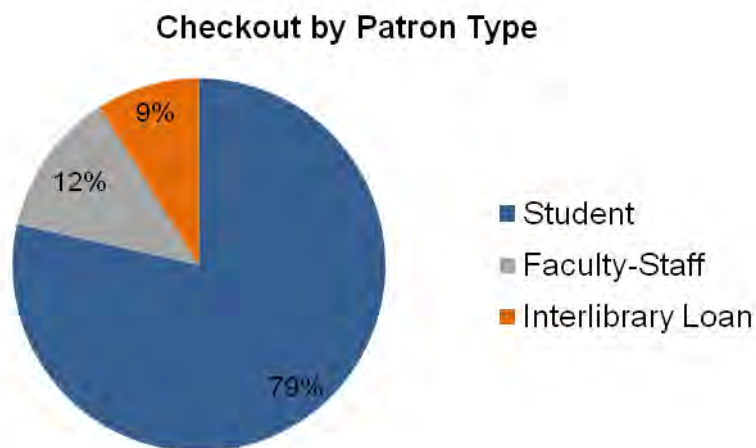
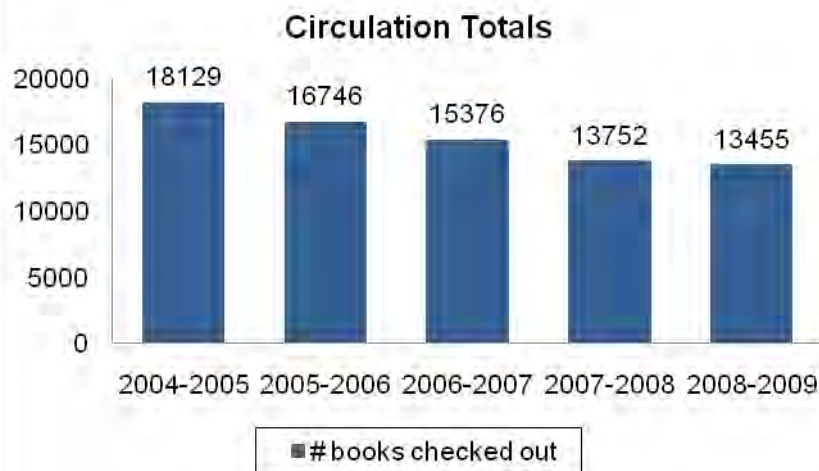
carpet to be repaired; and the Public Services department moved to their new locations.

- June: All library staff attended ADP training.

Department Reports:

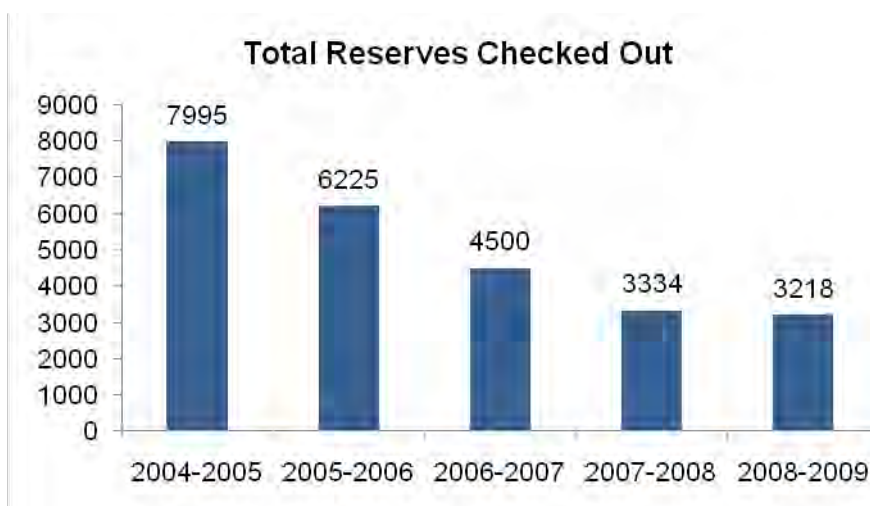
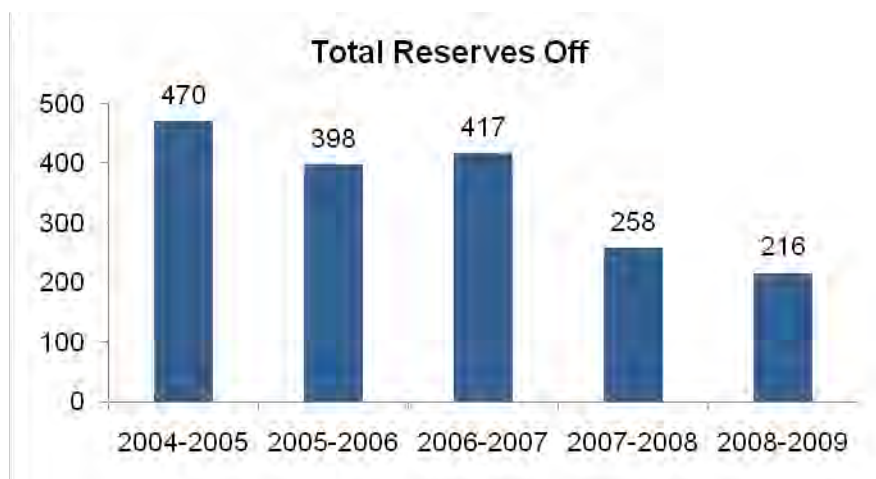
Circulation/Reserves:

The Circulation/Reserves staff worked to maintain the operations of the Circulation/Reserves desk though a number of issues including maternity leave and less student hours. However, the circulation counts for the year remained fairly consistent with a small decrease in the books checked out this year. This could be contributed to the prevalence of online materials and the lack of new materials purchased for the library.



During the Fall semester the Reserves Assistant took maternity leave. During this time the Head of Technical Services helped maintain the running of the Reserves department. During this time the statistics, were not maintained as in previous years. However, the number of materials coming off Reserves and the total number of reserve

materials checked out were available from other data sources. This data shows that Reserves use remained consistent with previous years.



Starting May 2009, the Circulation, Reserves, Interlibrary loan and Gil Express services were combined behind one desk. The circulation desk became the central service point for most public activities. Due to this restructuring we anticipate the work space behind the circulation desk will be reconfigured to support a better work flow and more student work space.

Electronic Services

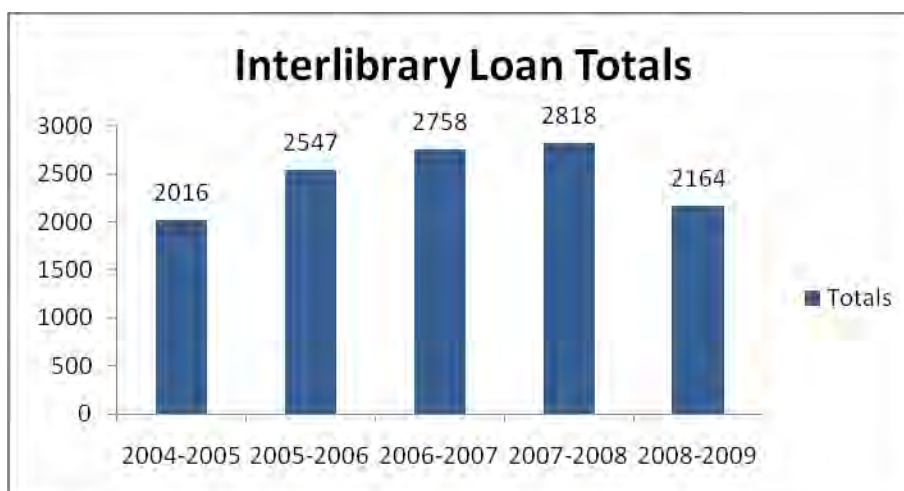
With the restructuring the library was able to create an Electronic Services assistant position to assist with the increased demand in the electronic services we offer. Kara Mullen was transferred to this position.

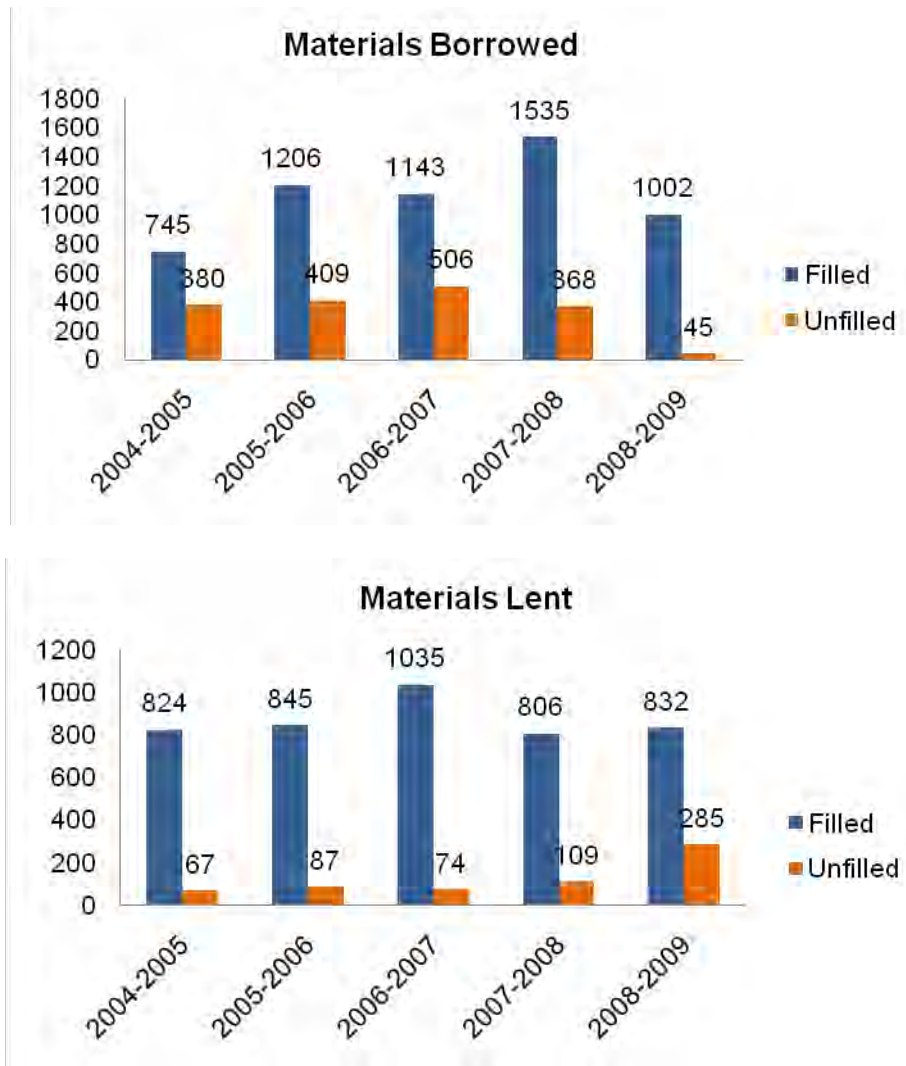
Kara had been working as the library's web team leader and with her new position was able to complete the redesign of the website.



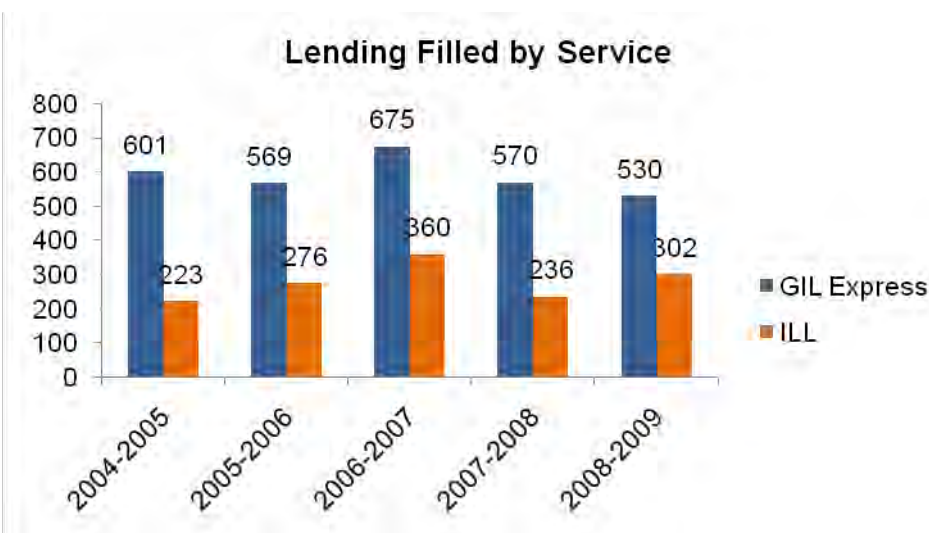
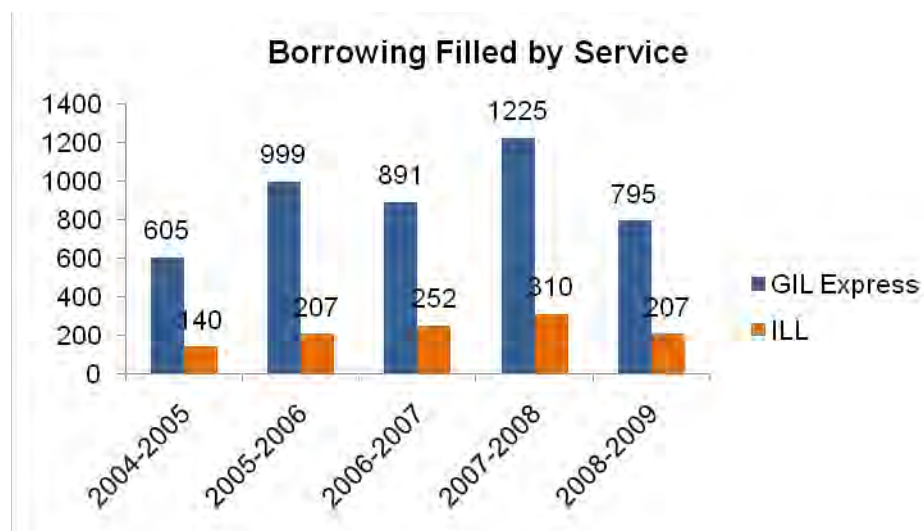
Interlibrary Loan:

Interlibrary Loan service at Clayton State University Library had a slight decrease during 2008-2009. The number of interlibrary loan requests showed an overall decrease of 23 percent. This decrease could be attributed to a change in the deflection policies in the OCLC policies that we changed in the summer of 2008. Also because Interlibrary Loan has a longer processing time, more students are using Gil Express instead.





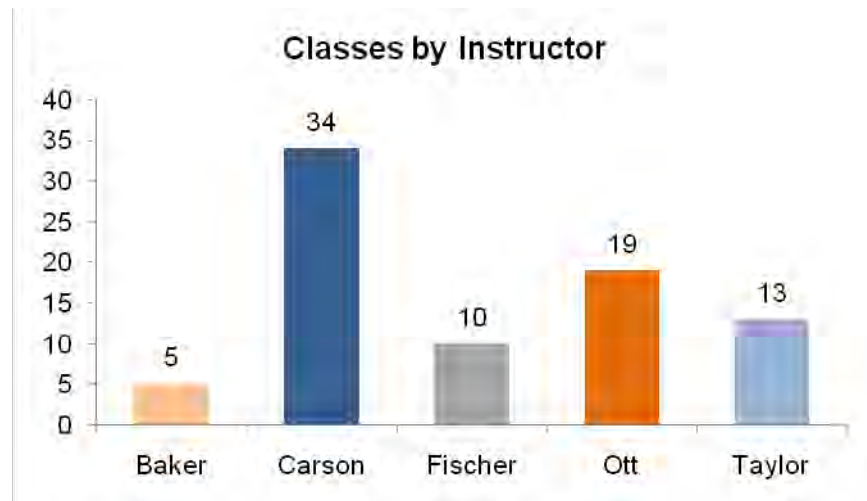
Interlibrary loan offers two services GIL Express, a state funded consortia borrowing program, and Interlibrary loan, a nationwide lending service. The statistics show a decrease from last year in our Gil Express lending and borrowing, while Interlibrary Loan remained fairly consistent with previous years



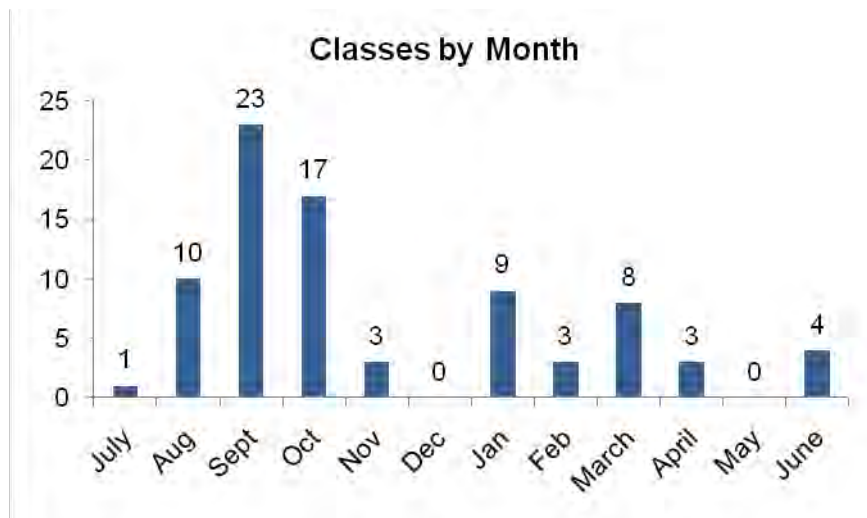
Both services provided by the Interlibrary Loan department are necessary for the library to provide the best service possible and the statistics support the consistency students using the service. With the addition of several Master Degree Programs and steady enrollment, we expect the demand for these services to remain constant or increase.

Instruction:

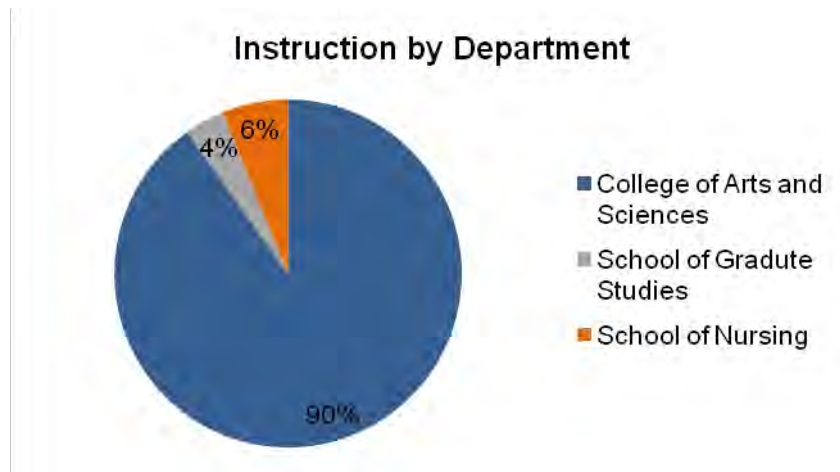
The Instruction Department of the library is staffed by the degreed librarians on staff. The coordinator of the library instruction is Yalonda Carson. She coordinates the scheduling of the instruction room and who teaches each class. She also maintains the statistics for this service. The other librarians who teach are Gordon Baker, Rosemary Fischer, Katherine Ott and Joan Taylor.



For the year, the library taught 81 library instruction classes primarily in the Fall semester. We reached 1542 students in these classes.

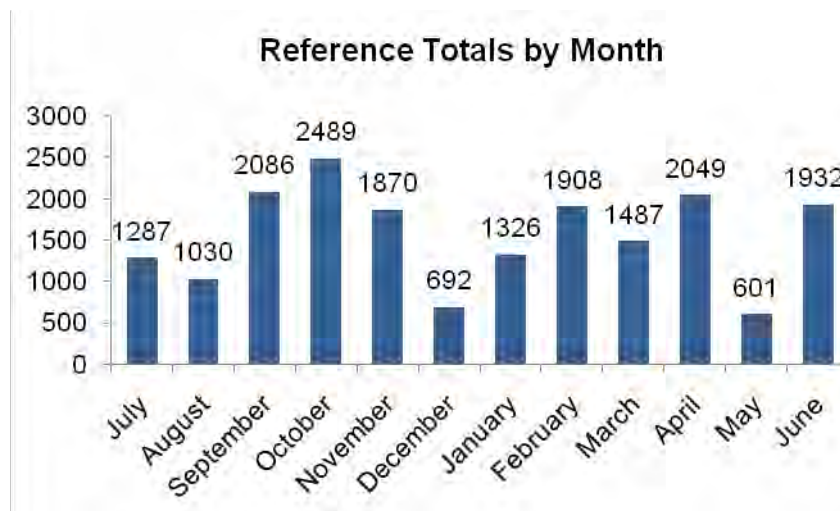


The classes taught were primarily College of Arts & Sciences. The department that requested the most instruction was the Language Arts Department

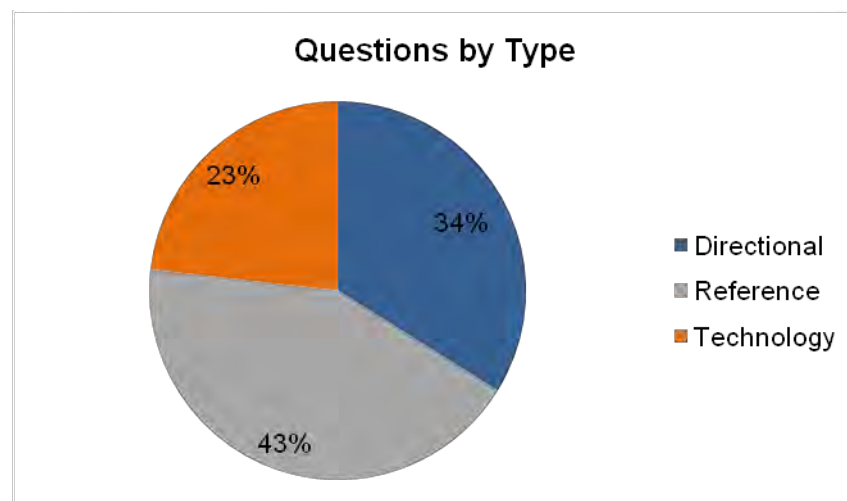
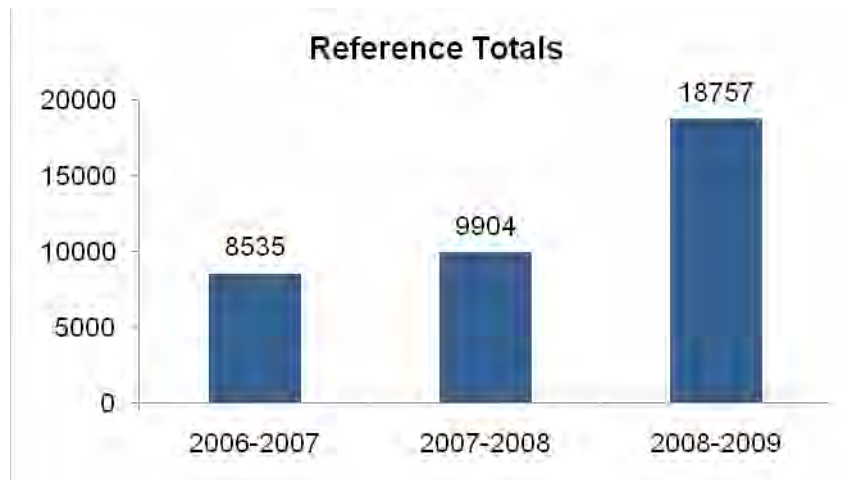


Reference:

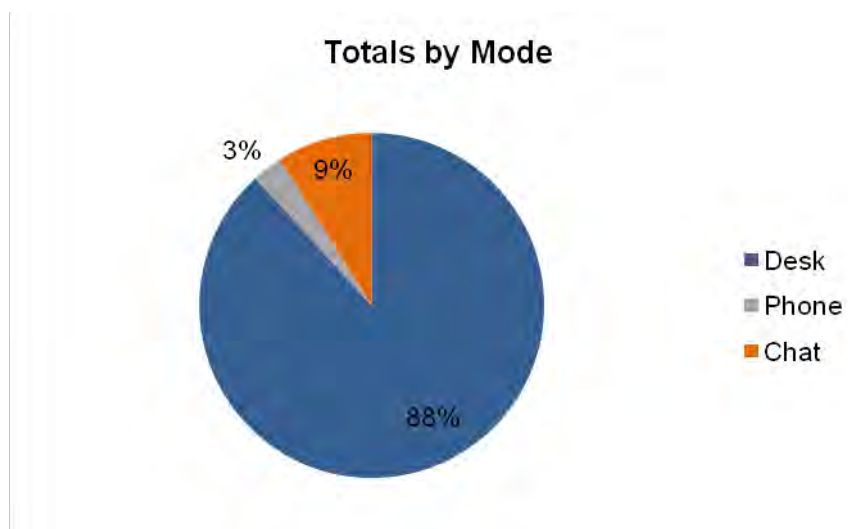
The physical reference desk was staffed 62 hours in the Fall, 62 in the Spring and 58 in the Summer. Virtual reference was staffed 84 hours in the Fall, 84 hours in the spring and 80 hours in the Summer.



The staff members have been using the Google calendar to ensure maximum coverage of the desk during operating hours. Compared to previous years, the reference statistics doubled for this year. This can be contributed to the consistent staffing of the desk and the new virtual reference service.



There are a number of ways to contact the reference desk including in person, virtual reference, phone and email. New virtual reference service had taken over as the second choice of service without any marketing. We expect the virtual reference service to continue to increase the percentage of questions answered.



The suggestion box has been utilized by the patrons of the library. The majority of the suggestions have been about the temperature of the library. The other suggestion made the most was for a more quiet study environment. Due to the structure of the library and the limited space the library can do nothing to alleviate these issues.

Department Setbacks:

The Access Services Department experienced the same setbacks as the rest of the university. We have experienced a setback in the staffing of the library. The department has not had enough money to fund the three more positions we need to maintain the operations of the library. While the library has done its best to maintain services and hours, it is becoming increasingly difficult to maintain the hours of the library and keep morale up while the library is understaffed. The solution would be to hire at least three new positions.

The library is also suffering from a lack of space. The library needs more space for materials and study space. The library currently has no group study space. We do have individual study carrels, but for people who want to work in groups we have to send them to the UC hallway or the study space outside of the CAS. We are also running out of space for shelving materials. The shelves are becoming cramped and we need to either cull the collection of old material or purchase more shelving for the new materials coming up from technical services.

Department Goals for the coming year:

1. Maintain efficient running of service departments in the library including developing, implementing and maintaining service operations and oversight of the library facility and materials to ensure easy access and proper staffing.
2. Enhance library efficiency by offering a variety of service options. Develop, maintain and review on a regular basis the service options currently offered. Explore and create new methods of service as needed.
3. Increase marketing of the library by providing low cost programs and participating on campus.

Staff Activities:

(Professional Development, Institutional Participation, and Community Services)

Rhonda Boozer

Successes

- Completed ILL / GIL Express Inventory for 2007/2008
- Updated / Revised ILL Workform
- Finished Stripping project for my section of the periodicals
- Extensive GIL Express Training for Barbara
- Conducted Consultation with Dr. Susan Walsh about the Scoring of the Clinical Decision Making in Nursing Scale
- Helped with the CSU Library Book Sale
- Completed Move to the Circulation Area
- Started New Reserves and Circulation Duties

Professional Development

- Member GLA – Georgia Library Association
 - GLA Store Committee Meetings
 - GLA Paraprofessional Division
 - Publicity Chair
 - Awards Chair
 - Prepared Winner's Speech for the GaCOMO Conference
 - Webmaster
- COMO Store Chair
- Member GAIT – Georgia Association for Instructional Technology
- ARCHE (Atlanta Regional Consortium for Higher Education) ILL/ILU Committee
- Voyager/GIL ILL Committee
- Atlanta Health Science Library Consortium ILL Committee
- GUGM Conference

Meetings, Workshops, Training

- Library Teams
 - OPAC Team
 - Collection Development Team
 - Collection Development Project (searching for electronic holdings of periodicals in 3 databases)
 - Finished Business and Health Sciences Journal Project
- Library Staff Meetings
- Public Service Staff Meetings
- ADP Training
- Keynote Address by Dr. Susan Herbst
- Session by Carl Grant from ExLibris
- Reference vs. Instruction: What the Data Reveals Session
- Distance Learning: Delivering Your Library to Users Session
- Your Journey Through Life Successful (Webinar)
- ALA Session: Creating Connections (Webinar)
- OCLC Worldcat Registry (Interactive Tutorials):
- How to Connect Patrons to Your Library

- Community Advocacy: Simple Ways to Get Involved (Podcast)
- SFX Update from ExLibris: Product Update (Webinar)
- ALA Post-Election Wrap-Up and Look Ahead (Webinar)
- Refworks Features (Webinar)
- Ebsco Advanced (Webinar)
- Social Media: Return on Investment (Webinar)
- GALILEO at the Reference Desk (Webinar)
- Libraries as Learning Organizations (Webinar)

Institutional Participation

- Worked BCM table at the CSU Activities Fair
- CSU Benefits Fair
- Pep Rally for Homecoming
- Women's Basketball Homecoming Ceremony
- CSU Alumni Soccer Match and Reunion Day
- Dr. Harden's Farewell Celebration
- Advisor for the Baptist Collegiate Ministries
- BCM Planning Meetings
- Grand Opening/Ribbon Cutting Ceremony for Laker Hall
- Hot Dog Rally for Foundation Fund Drive
- Campus Connect hosted by the Library

Community Service

- Updated the Georgia Media Festival Judges Website and completed judges list for the 2009 Media Festival
- Updated the 2009 GLA Paraprofessional Awards Website and sent out application and recommendation information
- Updated the Georgia Media Festival Evaluation Webpage

Yalonda Carson

Successes

- Taught - BI classes – 26 classes/466 students
- Created a LINGO (Library Interactive Network Game Orientation) based on the traditional Bingo game to introduce library services, procedures, etc. for the CSU new Freshmen Orientation/StartSmart program including game, brochures, and instructions.
- Submitted redesigned for School of Nursing subject guide page
- Presidential inauguration program where interviewed by Ciji Fox, University Relations, and Julia Jones CJIR Student Media radio station

Professional Development

- GOLD Conference

Meetings, Workshops, Training

- Library's Instruction Team
- Library's OPAC Team
- Library Staff mtg.
- Undergraduate Policy Council
- Library's Public Services meetings
- Tracie Lee- Thomson Gale Representative
- Center Instructional Development meetings
- Assisted in training library volunteers (Andy and Cameron) on Reference
- Assisted in redesign of the Library instruction exercise for CSU 1022 classes
- Discuss Supervisor's Management Style – Katherine, Yalonda, Gordon

Institutional Participation

- Foundation Pizza Party
- Campus connect
- Participated in the faculty/staff Halloween Contest – 3 place winner
- Attended - Visiting Writers Series
- AKA Sorority - Poetry programs
- Visiting Writers Series
- Toastmasters meeting
- Reading by Michael Mejia (visiting writer) - Sigma Tau Delta
- Gabe Giovannitti's library instruction presentation

Community Service

- Media Festival
- Judge - Helen Ruffin Reading Bowl Training Session

Barbara Dantzler

Successes

- Library's representative for Campus Connect
- Participated in the Reference scheduling including Saturdays
- Completed the Job Inventory for circulation 2008
- Created and maintained student's work schedule
- Processed 75 GIL Express requests
- Interviewed work study student Omari Lamar
- Helped train the student assistants register for ADP Self Service
- Met with Julia Malin to talk about Web of Science.

Professional Development

- GLA Mid-Winter conference at the Down's Continuing Education Center

Meetings, Workshops, Training

- Public Services meetings
- Library Promotional Team Meeting
- Library Staff meeting
- LINGO meetings
- Katherine, Rhonda, and I met to discuss GIL Express transition
- Advisor's Information Meeting
- ADP training/Manager Self Service
- Galileo workshop online
- Excel workshop
- Google Books Webinar
- Upgrading to Word 2007 seminar
- GIL Express online training session: GIL Express for Newbie's

Institutional Participation

- Wesley Foundation Board meeting.
- Chair the Usher Committee for the Awards Program for 2009
- Staff Appreciation guest speaker event/Staff Appreciation day picnic
- Employee's Benefit's Fair
- Fund Drive and Ice Cream Social
- Laker Angel Meetings
- CSU Women's monthly Luncheon
- Awards Program committee meeting.

Community Service

- Georgia State Media Festival volunteer
- Volunteered for Parent Orientation Week
- Orientation Review Volunteer
- Campus Ministry meetings

Jennifer Duke

Successes

- Trained for new position as Administrative Assistant to the Library Director
- Assumed new position
- Trained others in reserves management and developing programs for the kiosk to promote the library and upcoming events

Professional Development

- GLA member
- Read journal articles regarding library science and professional interests
- Took master level classes in Library and Archival Sciences

Meetings, Workshops, Training

- Save Space Training
- Training sessions attended on campus
- Attended online seminars regarding Galileo and other professional tools

Institutional Participation

- Participated in planning parties for graduating library employees
- Wrote radio and computer ads to promote library book sale.
- Participated in Library Book Sale
- Attended meetings for Collections Management and Promotions Teams

Community Service

- Participated as a judge for the Student Media Fair in Henry County
- Participated in Day of Silence (April)
- Attended planning meetings for State Student Media Fair

Kara Mullen

Successes

- General
 - Participated in the library's annual book sale
 - Received my 10-year service award
 - Graduated from Valdosta State University's MLIS degree program
 - Received VSU's George Gaumond award
- Administrative Services
 - Prepared guides and training documentation for Jennifer Duke, Administrative Assistant
 - Coordinated training sessions with Jennifer Duke
 - Requested facilities management services for moving Public Services units
 - Processed donations
 - Dr. Robert Welborn
 - Dr. Gene Hatfield
 - Herndon estate
 - Dr. Ron Jackson
- Electronic Services
 - Collaborated with Sherry Paul and Sundiata Bradshaw from the HUB on loading the new image on the GALILEO desktops
 - Identified on campus access issues with Informaworld journal titles for Cathy Jeffrey to troubleshoot
 - Researched EZproxy software for library administration
 - Assisted with the Presidential Inauguration viewing party in L200 on January 20, 2009
 - Facilitated install of new desktops at the Circulation Desk, Reference Desk and L200
 - Installed wireless presenter for L200 desktop
 - Researched, purchased and installed Camtasia Studio 6.0 screencasting software
 - Web Development
 - Updated how-to-guides: (1) *Get to know your LakerCard*, (2) *Get the GALILEO password*, and (3) *Renew library materials online*
 - Updated APA & MLA style guides
 - Maintained *Trial Databases* webpage

Professional Development

- Valdosta State University MLIS courses
 - MLIS 7160 Science and Technology Information Services
 - MLIS 7170 Health Services Librarianship
 - MLIS 7800 Capstone
 - MLIS 7960 Fieldwork (Georgia Tech Library)

- Taught Library 101 – The Basics of Using Library Resources class
 - Taught Using the Electronic Journals Available on Your Desktop class
- Georgia Library Association
 - Midwinter Conference
 - AEL: Atlanta Emerging Librarians Meetings
- Southeastern Library Association

Meetings, Workshops, Training

- Web of Science information meeting with Julie Malin
- International Open Repositories Conference
- GUGM
- Library Staff meetings
- Public Services Staff meetings
- Library Team Meetings
 - Web, OPAC, Instruction

Institutional Participation

- Web Team
 - Serving as 2009 Team Leader
 - Collaborated with Leanne Scott on the web redesign project
 - Collaborated with team members on new file structure
 - Collected and ranked web page statistics for internal pages
 - Coded internal pages
- Instruction Team
 - Serving as Member
 - Coded Instruction Request Form and Confirmation Page
 - Coded Reference Consultation Request Form and Confirmation Page
 - Assisted team members with furniture move in L200
- Staff Council meetings
- Staff Day “Picnic in the Park”
- Training sessions
 - eProcurement and Travel & Expenses modules
 - PeopleSoft 8.9
 - Schooldude.com
 - ADP
- Laker Hall Dedication
- Student Activities Center Dedication
- Benefits Fair
- Holiday Tree Lighting ceremony
- Public Safety Town Hall meeting
- Emergency Coordinators meetings
- GPAG (Governmental Purchasing Association of GA) Product Expo
- Clayton State University Service Awards
- State of the University Address

Katherine Ott

Successes

- Taught 19 instruction classes
- Held 12 consultations with students on various subjects.
- Assisted Evelyn Bryant with an MLIS class assignment for Drexel University on July 29.
- Coordinate Gabe Giovenetti's internship and write recommendation letter
- Create and implement new reference and reserves/circulation statistic sheets
- Met with Mark May about CSU1022 classes and began brainstorming with librarians on creating a game for these classes.
- Worked with Yalonda to create a Services brochure for the library.
- Lead librarians in a series of meeting to create a game for the CSU1022 classes for library orientation.
- Interviewed 6 students with Jennifer Duke. Hired 2 new students for the Fall
- Set up for CASA Ducks exhibit
- Began working on the library website conversion
- Took pictures of the majority of the library staff for the new website design
- Began creating website for Dr. Walkup's online course to be taught in Spring
- Reworked the job descriptions of the Public Services departments
- Guided the start of the job transitions in Public Services
- Worked on and finished staff evaluations for 2008
- Writing up instructions for Reference statistics and scheduling
- Permission to order new computers (working up needs)
- Moved furniture in L200
- Downloaded Camtasia started to play with the software
- Organized and worked Library Book Sale (\$1313.70)
- Coordinated discussion on the periodical cut list and compiled list

Professional Development

- Attended ALA in Anaheim
- Presented at COMO 08 with Cathy Jeffery and Adam
- Attended webinar on branding libraries and services
- Attended GLA Midwinter meeting
- Assigned to the GLA Public Relations Committee for 2009
- Going to be teaching section of CSU1022 in Fall
- Attended in the Cultural Diversity Conference
- Attended GUGM
- Attended BIG and voted in as Secretary

Meetings, workshops, & training

- Participated in a RACL Executive Committee conference call about funding on July 30.
- Talked to CSU1022 faculty to introduce self and introduce library instruction game

- Met with Gale representative
- Attended Travel training
- Portal training
- Fall Faculty Meeting and other faculty committee meetings
- With Rosemary and Heidi, decorated a Duck entry for CASA
- With Yalonda, prepared for and met with the accreditation team for the Nursing school
- Attended conference call with Gordon, Cathy and Kara about EzProxy
- Peoplesoft training
- mtg with Leon Wheeler about Public Services job descriptions
- CSU1022 Instructor Planning meeting
- Clayton County Media Specialists Talk
- Safe Space
- Attended webinar: Utilizing Interactive Classroom Activities
- Attended Libraries as Learning Organizations web conference
- Attended ADP training
- Meeting with Volunteers

Institutional Participation

- Attended State of the University
- Attended Laker Hall dedication
- Attended the university creative sanctioning meeting partnering with the Student Conduct
- University's customer service team
- University's creative sanctioning meeting
- Black History program by Y. Carson
- Librarian's meeting
- Library Emergency Planning meeting
- Library's Website team
- Library's Promotions team
- Library's Public Services meeting
- Library's Instruction team
- Library's Steering team
- Set up & manned book display for women's history month in UC for PHM
- Attended Ice Cream Social
- Participated in the Day of Silence
- Attended Staff Award Ceremony
- Attended Spring Faculty Meeting

Community Service

- Duckoration – Duck Derby
- Volunteered for the Breast Cancer 3Day
- Created and donated items to be raffled for the Women's Forum
- Volunteered at HRR Bowl
- Volunteered at Henry County SMF
- Volunteered at GSMF

Joan Taylor

Successes

- Taught 13 library instruction classes throughout the academic year, varying from general library orientation sessions to subject specific classes identifying effective tools, strategies, and resources.
- Worked with new services - virtual reference and in house library blog.
- Updated subject web pages: Psychology, Legal Research, Literature
- Created new subject page for Health Care Management
- Identified some missing parts to legal reference sets, and worked with technical services to determine which items were needed and will be replaced as budget allows.
- For the first part of the year, served as primary library contact person for issues with electronic database access such as:
 - a) Problems with database vendor instructions, vendor technical support contacts, GALILEO issues.
 - b) CSU IT access relating to library electronic resources.
 - c) Provided troubleshooting for student, staff, or faculty technology problems to try to identify whether issues related to individual internet provider, equipment/tutorial needs, or CSU network related event.
 - d) Provided students, staff, and faculty with answers, referral, or suggestions dependent on the level of the problem and with a goal to swiftly streamline resolution of the access issue.
 - e) Trials with various vendors during the year including **GALE Literature, Ebsco's Film, Television, Literature, Health Business Elite, Associates Program Source Plus, Web of Science, and FAIT.**

Professional Development

- Served on the GALILEO/GOLD Advisory Committee- (2nd year)*
*As part of my duties while serving on that committee, I assisted with the planning of the Annual GOLD Conference on August 1, 2008 held at the University of Georgia's Continuing Education Conference Center in Athens.
- Served on the GALILEO Electronic Collection Development Committee – subgroup - Reference Database Review for a fall project comparing and analyzing two databases with similar subject coverage. CSU faculty in the specific subject area also provided input for the subgroup's discussion of the resources.
- Member of Georgia Library Association, and in that capacity served on the GLA Scholarship Committee 2008-2009.

Meetings, Workshops, Training

- Attended virtual webinars/ demos/training for library electronic resources-**GALE** databases, **Ebsco** databases, ProQuest databases.
- Attended CSU sponsored webinars/seminars and staff development such as "Utilizing Interactive Classroom Activities" and "Business Etiquette".

Institutional Participation

- Served on Faculty Council -(3rd year)
- Member of Laker Angels.
- Freshman orientation –library portion for CSU 1022 and Eng 1101 courses.
- Annual CSU Library Used Book Sale.
- CSU Annual Foundation Drive participant.
- Served as Library instruction team chair from February-June 2009-
Accomplishments of the team: creation of a class online instruction request form and an individual reference appointment form for the redesigned CSU Library website.

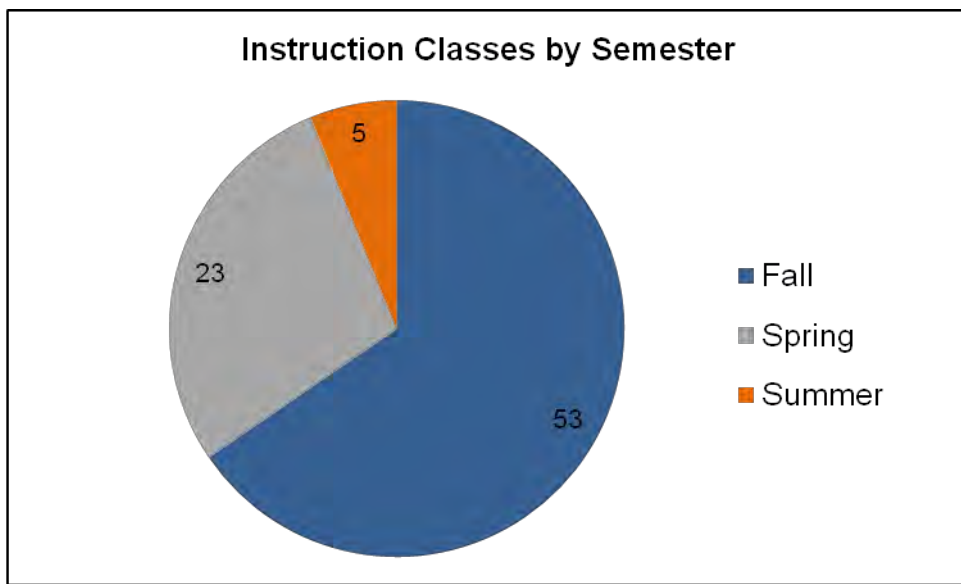
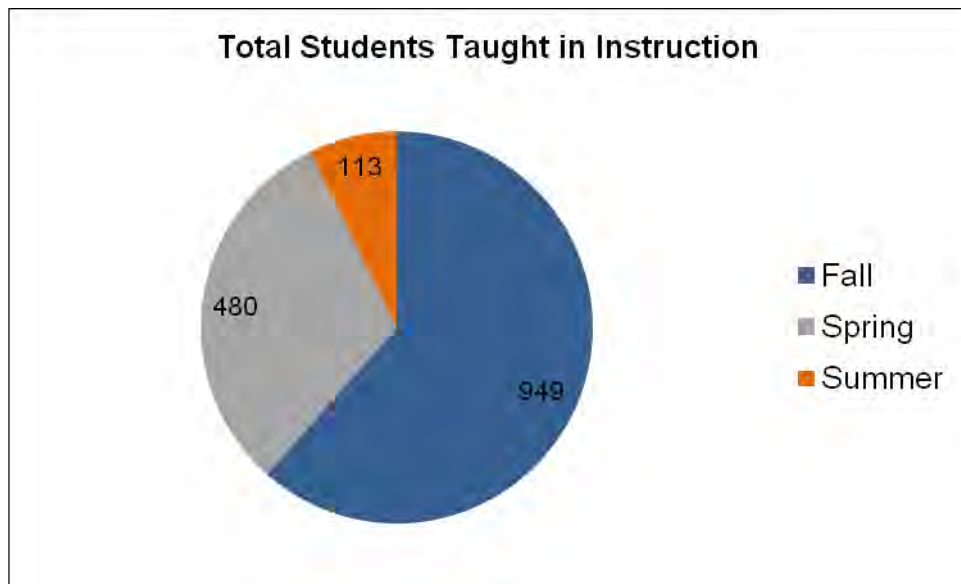
Community Service

- Served as a volunteer librarian consultant to Creekside Christian Academy in McDonough, GA. Worked with Mr. Rodney Knox, headmaster, and Ms. Dawn Whitehead, who is the assigned teacher for the library. (This was my second academic year of assistance to CCA.)
- Assisted the CCA Library with the following tasks:
 - a) Completed a collection development/gift policy for Creekside Christian Academy (CCA) Media Center in McDonough. (Based on a template similar to the one used by the Henry County Public Schools.)
 - b) Completed basic cataloging for a group of books donated by the Herndon family to CCA (approximately 160 titles).
- Served as a Career Day Volunteer at Luella High School to assist their Guidance Department with facilitating the many visitors to campus who discussed their individual occupations with students.

Appendix A

Additional Departmental Statistics and Charts

FY2009



CLAYTON STATE UNIVERSITY ARCHIVES

ANNUAL REPORT 2008-2009

Submitted by

Rosemary Fischer
University Archivist & Head of Special Collections
Information Access Librarian
Clayton State University Library Archives

AUGUST 2009

Clayton State University Archives
2008-2009 Annual Report

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STATE OF THE DEPARTMENT

The Clayton State University Archives has been in existence four and one-half years. In that time, the room assigned to the Archives has gradually filled. The accessions include departments of the University as well as individuals: faculty, staff, retirees, students, and alumni. For such a small and new Archives, the Archives has a cross-section of university history in the collections.

The staff continues to be the Archivist for 20 hours per week. There are no additional staff members. The work of the Archives is in the hands of Interns and Volunteers. The number of Interns and Volunteers changes each semester. Because of the lack of full-time staff and the changing of Interns and Volunteers each semester, the work of inventorying moves slowly.

The Archivist, again this year, has brought recognition to the Clayton State University Archives. The Archivist wrote eight (8) articles for the *Campus Review*. *Campus Review* and the *Laker Connection* carried stories about the April Exhibit, the signing of the Statement of Authority and the GHRAB Award won by the Archivist. Stories about the Archivist and the Clayton State University Archives also appeared in other newspapers and online at the Georgia Archives/GHRAB web site.

The Interns and Volunteers worked on 12 different collections and provided two exhibits. The Interns and Volunteers work mostly to inventory the collections; to find out what is in the box. As we move forward, we will be working on writing Scope and Content Notes (a finding aid) for each collection.

Despite the absence of funding, cramped work space, the lack of storage, and only a part-time Archivist, the work in the Clayton State Archives progresses. We look forward to improvement in all these areas as we work through the budget crisis.

With the new graduate program in archives, it is hoped that Clayton State University will see the need to support its own Archives. The new degree program will train Archivists to maintain and preserve history in various types of archives around the state and around the country. The new archival program nurtures support of archives and appreciation of the importance of archives. The State of Georgia is very supportive of archives and recognizes their importance every year with the GHRAB Awards. Clayton State has a remarkable Archives and an award-winning Archivist. Yet, there is no financial support for the Clayton State Archives.

As the new degree program progresses, graduate students will seek Internships in the Clayton State University Archives. It is necessary to give these students the best experiences in archives that are possible and to be a part of their education and support the theory being taught in the classes. To do this, Clayton State University needs to support its own Archives.

PERSONNEL

Archivist

As in the past, the University Archivist, Rosemary Fischer, remains the only paid staff in the University Archives. The Archivist splits her time with the library. She serves as an Information Services Librarian 50% of her time.

Rosemary Fischer received her BA in English Literature from the University of Washington, Seattle. In December 2000, Rosemary was graduated with her MLIS, with an emphasis in Archives, from the University of South Carolina. Rosemary is also a graduate of the Georgia Archives Institute, June 2005.

December 1, 2009 will mark the fifth anniversary of the Archivist serving Clayton State University Archives.

Interns

The Archives is fortunate to have a steady stream of Interns from various departments on campus, as well as from other schools. These Interns have been the processing arm of the Archivist. To-date, 19 Interns have worked in the Clayton State University Archives. Their contribution has been tremendous. Because of them, collections are being inventoried, processed, rehoused in archival containers, and some collections are now available to researchers.

See Appendix A, page 20, for a photo history of the Interns who are a part of the Clayton State University Archives history. Appendix B gives a brief demographic look at the Interns who have worked in the Archives. See Appendix B, page 21.

The table below shows the 2008-2009 academic year Interns. The figures represent the donation of service of these Interns.

Semester	Name	Hours Worked	Estimated \$\$ @ \$7.30/hr	Total \$\$ Donation
Summer 2008	No Interns			
Fall 2008	Christopher Barresi	150	1,095.00	
	Selma Blackmon	150	1,095.00	
	Alex Mendez	150	1,095.00	3,285.00
Spring 2009	Lora Billinger	150	1,095.00	
	Joseph Mabrey	150	1,095.00	5,475.00

Volunteers

This year, the Clayton State Archives was lucky to acquire a Volunteers Archivist, Frances Bowden. Frances was graduated from University of South Carolina with her MLIS degree with an emphasis in Archives. Rosemary met Frances at the Society of

Georgia Archivist meeting in the fall of 2008. Frances asked if she could Volunteers and get some experience while she looks for work. Unfortunately for Frances, but lucky for us, Frances continues to Volunteers while she seeks full-time employment.

Semester	Name	Hours Worked	Estimated \$\$ @ \$7.30/hr	Total \$\$ Donation
Spring 2009	Frances Bowden	100	730.00	730.00
Spring 2009	Ginny Berndt	10.5	76.65	806.65

The donation of time and effort accumulates with each Intern and Volunteers. The table below shows the combined donation of time for the Interns and Volunteers for this past academic year.

Interns	5,475.00
Volunteers	806.65
TOTAL	\$6,283.65

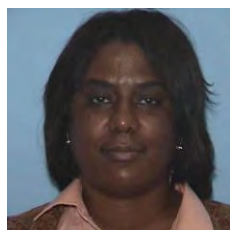
ACCOMPLISHMENTS

Interns and Volunteers



Christopher Barresi
Internship Fall 2008
Graduation 2008 – BA Integrative Studies

Christopher was responsible for working in the Audio-Visual Collection. His task was to rehouse, arrange, and describe the contents of the notebooks he created for the photograph contact sheets. There were multiple boxes of contact sheets and this was a huge undertaking.



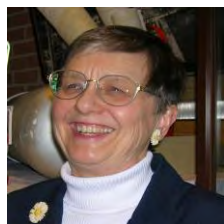
Lora Billinger
Internship Spring 2009
Graduation 2009 – BS Psychology

Lora is our first Intern from the Psychology Department. She tackled a few projects for the Archives.

She assisted with the inventory and database for a collection of phonograph records received from the Library's circulating collection. These records will be part of the Special Collections.

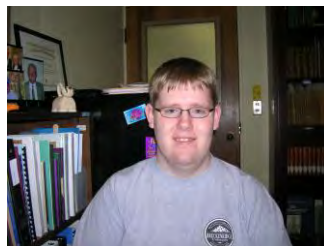
Lora's main project was rehousing and inventorying the slide collection. She was able to get most of the slides inventoried. This is one of the large collections which is part of the Audio-Visual Collection in the Clayton State Archives.

Lora also made copies of both sides of phonograph records from the Hopkins Phonograph Records Collection, also part of Special Collections. The records which were photographed were broken into multiple pieces. The copies will serve as a record of the labels which were part of this donated collection.



Selma Blackmon
Internships Summer 2007, Fall 2007 and Fall 2008
Graduation 2009 – BS Integrative Studies

Selma's goal after graduation was to be a genealogist. She wanted to teach classes and do research in this field. Summer and Fall 2008 were specially created Internships in Genealogy. The summer Internship focused on genealogy research. The Fall 2008 Internship focused on creating a complete course of study for genealogy. As part of the Fall 2008 Internship, Selma taught classes in beginning genealogy research. Her class was full to capacity and students requested more classes. Her students are faculty, staff, students, and retirees. The classes continue once a month.



Joseph Mabrey
Internship Spring 2009
Graduation 2009 – BA History.

Joey took inventory of the Archives for the purpose of shifting and arranging the collections.

Joey's main project was news clippings. He arranged clippings by month and year, located articles in newspapers, and clipped them. Joey photocopied articles and replaced the actual newsprint. He took preservation measures with news clipping collection. Joey's project included rehousing, arrangement, preservation, and description.

Joey worked with Volunteers, Frances Bowden to sort, determine duplicates, and prepare blue prints, architectural drawings, and aerial photographs for flattening. The two worked on eight containers (about 200.) of these documents



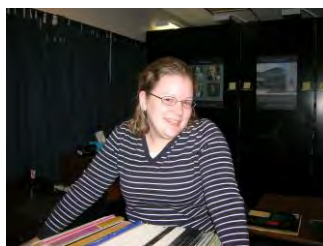
Alex Mendez
Internship Fall 2008
Graduation 2008 – BA History

Alex first undertook rehousing the notebooks of the Presidents' Collection. He put the contents of the notebooks into folders, labeled the folders, and inventoried the six boxes of folders.

The second project was removing slides from nonarchival sleeves and rehousing them in archival slide boxes, labeling the boxes, and inventorying the boxes.

Alex's third project consisted of establishing an E-mail folder for each office of the University. Once the folders were created, the stacks of copied emails were filed with the appropriate department. These e-mails reflect the work of the various departments on campus. This is the beginning of a new collection of e0mails publications within our Publications Collection.

Alex was responsible for preparing an exhibit on the Heroines of the Revolutionary War for Constitution Day. This included researching the topic and preparing the display items. The display was exhibited during September 2008 as part of celebrating Constitution Week.

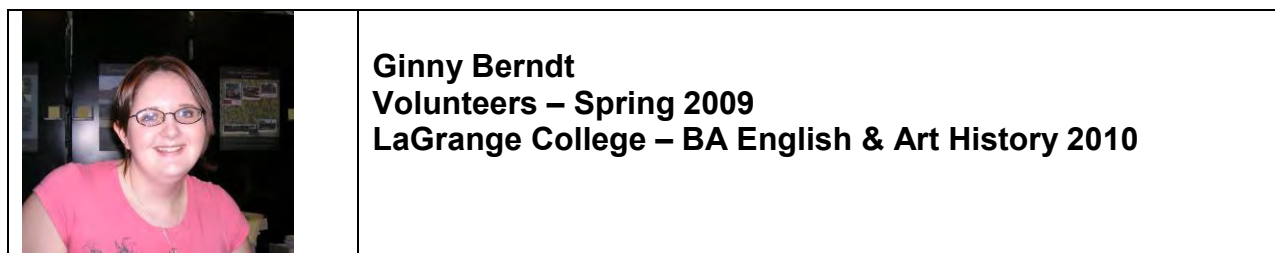


Frances Bowden
Volunteers – Spring 2009
University of South Carolina, MLIS Degree

Frances Bowden was graduated with a Masters in Library and Information Science degree (with an emphasis in Archives) from the University of South Carolina. Frances met Rosemary Fischer at a Society of Georgia Archivists meeting and Volunteered to work in the Clayton State University Archives while searching for a full-time job. Our goal is to build a portfolio of Scope and Content Notes for the collections Frances processes during her time with Clayton State University.

Frances tackled the collection of phonograph records being transferred from the Library's circulating collection to the Special Collections. Frances established a database with information about the phonograph record. She then entered information about each record.

Frances worked with Intern, Joseph Mabrey, to sort, determine duplicates, and prepare blue prints, architectural drawings, and aerial photographs for flattening. The two worked on eight containers (about 200.) of these documents.



Ginny joined us in the spring. She is finishing her senior year at LaGrange and will be graduated in the Spring with her BA in English and Art History.

Ginny has been processing collections and writing scope and content notes. In her short stay with us. Ginny has worked with the Career Services Collection, the Aviation Collection and is now working with the Press Releases Collection.

Awards

In 2008, Rosemary Fischer, University Archivist for Clayton State University, received her second state-level award. In October, Rosemary was presented with the 2008 GHRAB Award for Local History Advocacy. This award came in recognition of her part in creating the McDonough School Museum. This museum was established to preserve and maintain the history of education in Henry County.

This is Rosemary's second GHRAB Award in three years. Her first was presented in October 2005 for Excellence in Archival Program Development. In six months, Rosemary created and wrote all archival documents in support of the new Archives at Clayton State. Rosemary also established an Internship program in the Archives.

Also in October of 2008, the Henry County Board of Education presented Rosemary Fischer with a certificate in recognition of her part in creating the McDonough School Museum.

Media Coverage

One of the goals of the Archivist has been to keep the Clayton State University Archives in the news. This reminds faculty, students, and staff to realize that Clayton State has its own Archives. The Clayton State Archives is here to maintain and preserve the history of Clayton State University. Media coverage also attracts attention of the alumni and retirees. This boosts donations and increases the number of Volunteers.

This year, the Clayton State University Archives and the Archivist appeared in on-campus and off-campus publications.

Campus Review

Rosemary Fischer provided *Campus Review* a series of short articles asking questions about items and materials in the Clayton State Archives. The purpose of these articles was not only to obtain answers to the questions asked but to promote the Clayton State Archives. Many people on campus do not realize that Clayton State has its own Archives.

The *Campus Review* carried the following articles:

Date	Title of the Article
18 July 2008	Circle K Club
1 August 2008	Time Capsule
15 August 2008	Greeks
9 September 2008	Tennis Team
19 September 2008	Campus Religious Organizations
21 October 2008	Article about Archivist receiving a 2008 GHRAB Award from the State
20 March 2009	Faculty Photo Identification
3 April 2009	Photo Identification – Diane Jordan's Retirement
16 April 2009	Bolander Kissing the Pig

Copies of these articles can be seen in Appendix C, pages 22 - 31 .

The Laker Connection

In Fall 2008, *The Laker Connection* carried a two-page spread about the Clayton State Archives entitled, *The Archives: Maintaining the Memories of Clayton State*. A copy of this article is included in Appendix D, pages 32 - 33.

Laker Lines

The 2008 Exhibit was announced three times in the *Laker Lines* e-publication. Copies of these are included in Appendix E, pages 34 - 36.

Other Media

The GHRAB Award Ceremony was covered in the Dalton Daily Citizen. An announcement of the 2008 Award Winners also appears on the Georgia Historical Records Advisory Board web site.

http://www.sos.georgia.gov/Archives/who_are_we/ghrab/awards_program.htm.

A copy of a portion of the Dalton Daily Citizen article and a print-out of the announcement for the Local History Advocacy from the GHRAB web site can be found in Appendix F, pages 37 – 38.

Publications

Brochures

The Archivist is constantly updating the brochures about the Archives and the documentation programs. This year new brochures were written and others were redone and updated. These brochures are available upon request.

- Dare Fischer Memorial Fund for the Clayton State University Archives (new)
- Faculty Documentation Program (updated)
- Staff Documentation Program (updated)
- Internships in the Clayton State University Archives (new)

Subject Search Pages

As part of the Archivist's library responsibilities, Rosemary Fischer creates subject search pages to aid students in their research. These subject search guides are published on the library web site. These two subject search guides were updated for the new library web page:

- Genealogy
- Oral History

The subject search guides can be found in Appendix G, pages 39 – 41.

Presentations and Speeches

The University Archivist is often called on to speak to various organizations and classes on different topics. Following is a table outlining the speaking engagements for 2008-2009:

24 September 2008	<i>"Lone Arranger"</i> class for Dr. Gooden (Lone Arranger is what they call an Archivist that works without a staff.) The class covers the responsibilities, the job requirements, the challenges, and the sense of accomplishment.
2 October 2008	<i>18th Century Women's Clothing</i> talk given to Clayton State History Society. Presentation and demonstration of women's clothing during the 1700s
31 October 2008	<i>Role of Oral History in the Archives</i> class for Dr. Gooden.
January-February 2009 12 January 2009	<i>Beginning Your Family Research.</i> Taught a series of four classes on genealogy for the Hapeville Historical Society.

19 January 2009
 26 January 2009
 2 February 2009

25 January 2009	Presentation of <i>Citing Sources in Genealogy</i> for the Clayton State Genealogy Group.
31 May 2009	Presentation on the <i>National Genealogical Society Annual Conference</i> for the Clayton State Genealogy Group.
22 June 2009	<i>Clayton State Library & Archives Partnership with the National Archives and the Georgia Archives</i> given to the ARCHE meeting. Spoke in place of Gordon Baker.

Reference Desk Duty

Rosemary Fischer serves as a Public Services Information Librarian. In this capacity, she is required to take her turn at providing reference services at the reference desk. In 2008, Rosemary was assigned to be at the desk for four hours a week and to take her turn in weekend rotation. In 2009, the schedule changed and Rosemary is providing six hours of reference services at the desk and taking her turn in the weekend rotation. From January through the end of June 2009, Rosemary was at the reference desk for 89 hours.

Bibliographic Instruction Classes

As part of her responsibilities in the library, Rosemary Fischer provides classes for library instruction. These classes cover the specifics the professor has requested as well as general library and library web-page information.

Date	Class	Hours
27 August 2008 (9:00 a.m.)	Sociology	1
27 August 2008 (2:00 p.m.)	Sociology	1
27 August 2008 (3:00 p.m.)	Sociology	1
28 August 2008 (8:25 a.m.)	US History Survey to 1877	1
28 August 2008 (9:50 a.m.)	US History Survey to 1877	1
13 January 2009	History Seminar	1
21 January 2009	Sociology	1
23 January 2009 (8:00 a.m.)	US History Survey to 1877	1
23 January 2009 (10:00 a.m.)	US History Survey to 1877	1
26 January 2009	Sociology	1
	TOTAL HOURS	10

Research Consultations

Also a part of her responsibilities as a librarian, Rosemary, conducts research consultations. These are arranged by the student and require Rosemary to research and prepare for the consultation. The hours total for each takes into consideration the amount of time spent on researching and preparation before the consultation as well as the time spent with the student. The consultation can last from one to three hours. Due to time constraints, all sessions will now being limited to one hour.

Date	Topic	Hours
3 September 2008	Sherman's March to the Sea	4
3 September 2008	Diseases of the Civil War	5
8 September 2008	General Research Skills using the library web page	2
18 September 2008	Battle of New Orleans (War of 1812)	5
22 September 2008	Roanoke Island	5
25 September 2008	General Research Skills using library web page	2
30 September 2008	Researching for History Papers	2
3 October 2008	General Research Skills using the library web page	2
20 October 2008	Casablanca	3
22 October 2008	Great Awakening	5
22 October 2008	Casablanca	1
23 October 2008	Researching for History Papers	2
28 October 2008	War of 1812	5
4 November 2008	Buffalo Bill's Wild West Show	5
4 November 2008	Lewis & Clark Expedition	5
4 November 2008	Sherman's March to the Sea	2
5 November 2008	Lewis & Clark Expedition	3
27 January 2009	History of Communes of the 1960s	5
4 February 2009	Lincoln's Assassins	5
5 February 2008	Great Locomotive Chase	5
18 February 2008	Sherman's March to the Sea	3
23 February 2008	Ancestry Database and other online genealogical research tools	3
17 March 2009	Mary Surratt & the Lincoln Conspirators	4
25 March 2009	Altamont & Woodstock	5
30 March 2009	Feminism and Flight Attendants	5
15 April 2009	Georgia Secession	4
16 April 2009	KKK	5
24 June 2009	General Research Skills using library web page	1
TOTAL HOURS FOR RESEARCH CONSULTATIONS		103

SET BACKS

Set backs have affected the Clayton State University Archives since the beginning – December 1, 2004. No budget line was provided for the new Archives. Money spent on the Archives takes money from the functioning of the library. The fact that the Archives is unfunded has caused set backs. The set backs that affect the Archives are: budget, staff and time, space, and equipment.

Budget

Without a budget, the Archivist cannot plan expenses on supplies, exhibits, displays, professional development, or open houses. In the past, these have been mostly funded by the Archivist out-of-pocket. This personal spending has ended. In March 2007, the library staff created a memorial fund for Dare Fischer, the mother of the Archivist. Ms. Fischer contributes to this fund on her mother's birthday in October and during the foundation fund drive. The Archivist continues to support the Archives out-of-pocket.

Supplies: When supplies run out or the appropriate archival supplies cannot be purchased, the Intern must move on to another project. This leaves a number of partially finished projects that await supplies. Leaving projects unfinished reduces the quality of the Internship experience. The student is unable to complete a project from the beginning to the end, and provide a finding aid. The number of unfinished projects also contributes to the disorganization of the collections.

Exhibits and Displays: Without funding, exhibits and displays are limited. Most look very unprofessional and rather elementary. The Archivist works with what is at hand – construction paper and glue sticks.

Professional Development: In the past, the Archivist has been partially funded by the library to attend conferences and to participate in workshops and classes. The Archivist has been an active member of the Society of Georgia Archivists (SGA), the Society of American Archivists (SAA), and the Georgia Association of Museums and Galleries (GAMG). The Archivist will remain a member of these organizations but will no longer be attending conferences because of the expense.

Staff & Time

Staff is an issue not easily resolved. Again, because of funding, the Archivist splits her time with library responsibilities, 50/50. The library funds the position as a librarian. As a librarian, the Archivist works the reference desk according to the assigned hours. She also acts as the liaison to the Social Sciences department. As part of the librarian responsibilities, the Archivist serves on the Librarians Committee, the Library Staff Committee, the Public Services Team, the OPAC Team, and the Instruction Team. As a librarian, the Archivist is also responsible for providing study guides for various subjects from the Social Sciences department. These study guides are published on the library's web site.

For the other 50% of her time, the Archivist creates Internship projects, supervises the work of Interns and Volunteers, promotes the Archives and its Internships, instructs Interns and Volunteers, and provides feedback on their work, and provides outreach services to other archives and museums. The Archivist provides displays for the Career Fair, Orientation, and other events around campus. These displays encourage participation in the Internship program. The Internship program in the Clayton State University Archives is considered excellent. This Internship program provides the

students with actual work experience in inventories, rehousing, arrangement, description, and preparation of finding aids.

The Archivist also has the usual administrative responsibilities of writing monthly and annual reports, providing monthly time sheets for the Interns, ordering office supplies, answering questions of researchers, and working with researchers to locate information for them. Because of the limit on time, the Archivist does not have the time to spend working with the collections.

A part-time staff member would be beneficial. There are many routine functions done daily that could be done by a student worker. These tasks include: printing off newsletters, e-publications, news clippings, and departmental emails. These also need to be filed appropriately so that these collections remain searchable. These tasks are time-consuming and take away from the time the Archivist can spend with Interns, Volunteers, and researchers. The Archivist is looking into a work-study student that is interested in archives and is motivated. In the meantime, the Archivist is training the Interns to take over some of the routine tasks.

Space

Space in the Archives affects the Archivist, researchers, Interns and Volunteers, and storage.

Researchers: At the present time, we have to clean house and put away our work when a researcher comes to use the Archives. We use the same space for work, office, and research. When Interns and Volunteers are working on projects, space is limited for researchers and visitors.

Intern and Volunteers Workspace: A lot of archival projects take space to lay them out so they can be processed. Interns and Volunteers work in short shifts – two or three hours. They may or may not return the same day. To put away these projects each time would mean extra wear-and-tear on the collection as well as time consuming for the Intern or Volunteers. Little progress would be made each week on the projects.

Storage: Currently, storage is on top of cabinets, behind doors, under tables, and in the back aisle of the rolling shelves. Storage in the back aisle means the shelves cannot be opened completely and access to the shelves in the back is limited. Storage all over the Archives leads to misplacing items, cramped working conditions, and looking like a storage room.

Another storage issue is that of new accessions to the Archives. Newly received items have to be stored on the shelves with the partially processed collections. Traditionally, in archives, the newly received items are kept separate from the collections until accessioned, checked for mold or infestations, and a box inventory completed. This is not possible at this time.

There is an inexpensive remedy to the storage and work space issue. The library has a small alcove behind the walls of the Archives. If a wall were built to close the alcove off from the library, the space could be used for storage (for both the Library and Archives) and would be large enough for some long tables to be set up for Interns and Volunteers to work. The area would be secure and the projects could be left out as they work.

Equipment and Software

Currently, there is one desktop computer and one laptop computer in the Archives. Both are very slow and are older computers. There is a need for a faster computer with lots of storage to hold archival collections, such as photographs, news clippings, etc. The current computer could be updated and put at the Intern desk. The computer for the Archivist, the Intern desktop and the Intern laptop computer should be networked so that all computers can use the printer and scanner. There is also a need for an external hard drive to storage of archival collections.

As I write, a new computer for the Archives has been purchased and the appropriate software loaded onto this computer. Photoshop Elements has been purchased for the use of the Archivist and the Interns. This software will be downloaded on the current machine as well as the new computer. The current desktop computer will be shifted to the Intern desk for their use.

Archon is a FREE archival management software program. This software will be loaded onto both computers in the Archives. Once the software is understood and mastered, the archival collections can be added.

There is a need for a laser color and black & white printer. The Archives is responsible for capturing the emails, news letters, and news clippings that come across in the university e-mails. The Archivist also scans and prints out photographs for the Archives, exhibits, and researchers. Printing out archival collection material is a daily activity of the Archives.

Currently, the Archivist uses her personal color printer to do her work. The black & white printer in the Archives is a refurbished HP LaserJet 5M. This last printer is inefficient and will not print all pages of some documents because of limited memory. There are laser printers, both color and black and white, in the library at the end of the hall. When using these for printing photographs, newsletters, news clippings, etc., the Archivist must go down the hall to insert special paper for printing and come back to start the printing process. To use the color printer, you must first unplug the black and white printer and plug in the color printer. (This is true for everyone using these printers.)

GOALS

The goals for the Archivist and Archives for 2009-2010 cover many areas of archival and library work.

New Projects

Create at least five new projects for Interns. These projects will cover all aspects of archival work including accessioning, inventory, arrangements, description, and exhibits. These projects will be developed for the newly accessioned materials.

Study Guides

Create a minimum of five new study guides for social science topics to be published on the library web page. Most of these will be updating and revising current student guides.

Records Management

Work with the records management staff to be sure archival materials are kept and turned over to the Archives. Encourage Clayton State to start a records management program and offer training to the people involved in records management. Work to create a committee that is responsible for decisions on the destruction of records management collections. This committee should be composed of staff from records management, the Archivist, and others.

Promotion

Promote the Clayton State University Archives to different departments on campus. Educate each department on the types of records and materials they have that are archival. Encourage each department to contact the Archivist when in doubt about throwing out records.

Partnerships

Provide a program for Constitution Day at the National Archives in September. Work with the History Society to provide an historical program for the guests of the National Archives. This program would be part of the "pay back" owed to the National Archives for their generous support and donations in the past. Continue to see what other support the Archivist can provide for the National Archives.

Space

Actively solicit help with approving a wall to make storage and work area available for the Library and the Archives. Lobby to meet the needs for space and storage.

Archon

Download the free archival software, Archon. Learn to use this collection management software too. Start entering collection information into the database.

Budget Line

Lobby to have a budget line added for the Archives. This may be an ongoing process that lasts until the budget crisis has ended. The Archivist is aware of the shortage of funds to support various functions of the University. But, we do not need to forget that once we are solvent, that the Archives needs a budget line and support from the University.

STAFF ACTIVITY**Professional Development****Memberships**

The University Archivist continues to participate in various professional organizations. Each of these groups offer classes, workshops, publications, and networking. For the 2008-2009 academic year, the Archivist belonged to the following organizations:

Society of American Archivists	Society of Georgia Archivists
Georgia Association of Museums & Galleries	Georgia Library Association
American Library Association	Friends of the Georgia Libraries

Memberships in other groups and societies also support many of the Archivist's outreach activities. These groups include:

National Genealogical Society	Georgia Genealogical Society
Old New Hanover Historical Society	Horry County Historical Society

Courses/Workshops/Classes

Many of the societies and organizations offer classes at the annual meetings as well as throughout the year. The Archivist attends many of the classes.

Date	Courses/Workshops/Classes	No. of Hours
8 July 2008	Lunch & Learn – Georgia Archives	1.0
4 October 2008	Genealogy Workshop – Georgia Genealogy Society	8.0
11 October 2008	Irish Genealogy Research – Hall County Library	8.0
14 October 2008	Lunch & Learn – Georgia Archives	1.0
12 November 2008	Describing Photographs – Society of Georgia Archivists	8.0
13 November 2008	Essentials of Effective Photograph Arrangement – Society of Georgia Archivists	1.5
14 November 2008	Access to and Outreach through Photo Collections on the Web –	1.5

22 November 2008	Society of Georgia Archivists	
6 March 2009	Writing and Publishing Workshop – Georgia Archives	8.0
1 June 2009	Scholarly Communications Workshop – Georgia Tech	8.0
27 June 2009	ADP Self-Service Training	1.5
	Civil War Records Online – Brief Introduction	.5
	TOTAL HOURS PROFESSIONAL DEVELOPMENT	47.0

Institutional Participation

Councils & Committees

The following are the Councils and Committees on which Rosemary served:

- Undergraduate Policy Council
- Women's Forum - Historian
- Library Instruction Team
- Librarians Committee and Library Staff Committees
- Library OPAC Team Committee
- Library Promotion Team
- Library Public Services Staff Committee

Promotion

Rosemary Fischer is active in promoting both the Clayton State University Library and the Archives. This year, the Archivist teamed with Lance Mealor to start a "Friend of the Library and Archives" group. Ms. Fischer approached the Alumni Association. Mr. Mealor approached Student Life to discover if students could start a support group like this. Both these avenues have failed. The next step is to work with the Foundation to established a "Friends of the Library and Archives"

- Annual Alumni Dinner – Spring 2009 – Display for FOLA (Friends of the Library and Archives) April 18
- Career Expo – Spring 2009 – Display for Internships at CSU Archives March 5

Community Service (Outreach)

Rosemary Fischer continues to promote the Clayton State University Archives and the University through many of her outreach activities. During the 2008-2009 academic year, the Archivist provided outreach through these activities:

Date	Activity	Hours
1 August 2008	Georgia Archives Month Committee Meeting (served on the committee organizing the celebration of Georgia Archives Month in October).	5
17 September 2008	National Archives Constitution Day Celebration	1
30 September 2208	McDonough School Museum – Photo Shoot for GHRAB Award	.5

	ceremony – Henry County Board of Education	
6 October 2008	GHRAB Award Ceremony at the Georgia Archives	1.5
13 October 2008	Henry County Board of Education Meeting – Presentation of Certificate for work done to create McDonough School Museum	1
18 October 2008	Provided tours of the Clayton State University Archives for alumni, retirees, faculty, staff, students, parents and others at Homecoming	4
22 November 2008	Hapeville Depot Museum – Attended opening of Smithsonian Exhibit “Key Ingredients” to support former Clayton State graduate and Intern, Beverly Craton.	2
18 February 2009	Genealogy research question from phone call. Person had discovered we had information they needed by researching the library web page.	2
19 February 2009	Luncheon meeting with Hapeville Depot Museum staff re phonograph record collections	2
20 March 2009	Henry County Media Festival at Ola High School – served as a judge	8
27 June 2009	Volunteers to assist National Archives staff with an all-day Civil War Workshop and Presentation. Helped with registration, lunch, and ice cream social.	8

Also in support of other community activities and organizations, the Archivist loaned out exhibit materials to the Hapeville Depot Museum. These materials included:

- 18th-century ladies dress and hat
- Cookbooks from the 18th century, 1940s, 1950s and 1960s

APPENDIX A – PHOTO HISTORY OF CLAYTON STATE UNIVERSITY ARCHIVES INTERNS



Melanie Addis

Internship: Fall 2006
Graduated: Fall 2007
Degree: BA History



Jennifer Duke

Internship: Spring 2008
Degree: MLS candidate at VSU



Amy Allen

Internship: Spring 2006
Graduated: Spring 2006
Degree: BA History
Internship: Spring 2008-VSU



Robert Timothy Eakin

Internship: Summer & Fall 2007
Graduated: Fall 2007
Degree: BS Integrative Studies



Ashley Alliston

Internship: Spring 2008
Graduated: Spring 2009
Degree: BA History



Gia Gillies

Internship: Spring 2005
Graduated: Spring 2007
Degree: BA History



Paul Arnold

Internship: Fall 2006
Graduated: Spring 2007
Degree: BA History



Joseph Mabrey

Internship: Spring 2009
Graduated: Spring 2009
Degree: BA History



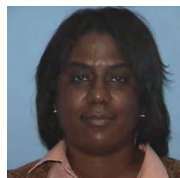
Christopher Barresi

Internship: Fall 2008
Graduated: Fall 2008
Degree: BA Integrative Studies



Alex Mendez

Internship: Fall 2008
Graduated: Fall 2008
Degree: BA History



Lora Billinger

Internship: Spring 2009
Graduates: Fall 2009
Degree: BA Psychology



Srikanth Naidu

Internship: Spring 2008
Graduated: Spring 2008
Degree: BA History



Selma Blackmon

Internships: Summer & Fall 2007, Fall 2008
Graduated: Spring 2009
Degree: BA Integrative Studies



Angela Pendleton

Internships: Fall 2007, Spring 2008
Graduated: Spring 2008
Degree: BA History



Patrick Coleman

Internship: Summer 2009
Degree: BA History
Graduates: December 2010



Brandon Phillips

Internship: Spring 2007
Graduated: Spring 2007
Degree: BA History



Beverly Craton

Internship: Fall 2005
Graduated: Spring 2007
Degree: BA History



Winfred Bernard Watts

Internship: Summer 2007
Graduated: Spring 2008
Degree: BA History



Mario Driver

Internship: Summer 2006
Graduated: 2007
Degree: BA History

APPENDIX B – INTERN DEMOGRAPHICS

There have been 19 Interns to-date. These numbers are based on that count.

	How Many?	Percentage?
Male	10	53%
Female	9	47%
Married	7	37%
Single	12	63%
Traditional	10	53%
Nontraditional	9	47%

Ethnicity

Caucasian	11	58%
African-American	5	26%
Hispanic	1	05%
Lebanese	1	05%
Indian (India)	1	05%

Employment

Had a job*	8	42%
Did not have a job	11	58%
Males worked	5	26%
Females worked	3	18%

*Part-time or full-time

APPENDIX G – PUBLICATIONS – SUBJECT SEARCH PAGES

Genealogy Records

Search this online resource to find documents, records, and other resources about your family history.

- [Ancestry Library Edition](#) - GALILEO collection, available on campus only

Books

To find books to check out, search the [online catalog](#) with these suggested terms:

genealogy	genealogy research	ancestors
genealogy handbooks, manuals	Georgia genealogy	census
genealogy online	United States	family
	genealogy	history

Browse the following call number ranges in the Circulating Collection for books on your topic:

- CS 1-3090 Genealogy
- CS 42-2209 Genealogy by Region or Country
- CS 2300-3090 Personal & Family Names
- HA 3210 Statistics: Census
- F 285 Georgia History

E-Books

Search [Net Library](#) for the following titles:

- Complete Idiot's Guide to Genealogy
- Complete Idiot's Guide to Online Genealogy

Reference Collection

Use these suggested resources in the library to find quick overview information:

- 15 County Atlanta SMSA: 1980 census tracts / REF HB3527.A74 F53 1982
- 1850 Census of Georgia Slave Owners / REF F285.C794 1999
- Abstracts of Georgia Colonial Conveyance Book, C-1, 1750-1761 / REF F285.B42
- Georgia Census Indices, 1820-1870 / REF F295.G44-G47
- Index for the 1860 Federal Census of Georgia / REF F285.A69 1986
- Index to Georgia Colonial Conveyances and Confiscated Lands Records, 1750-1804 / REF F285.I5
- Index to Probate Records of Colonial Georgia, 1773-1778 / REF F285.I53
- Marriages Published in the Christian Index, 1825-1855: abstracts / REF F285.O9 1971
- Obituaries Published by the Christian Index / REF F285.O95 1975
- Roster of Spanish American War Soldiers from Georgia / REF F725.8.T47 1984

Online Resources

- [Cyndi's List](#)
<http://www.cyndislist.com/>
list of Internet search sites and resources for both U.S. and International

- [**RootsWeb**](http://www.rootsweb.ancestry.com/)
http://www.rootsweb.ancestry.com/
search ancestors by name, access to research done by others, tutorials
- [**FamilySearch**](http://www.familysearch.org/eng/default.asp)
http://www.familysearch.org/eng/default.asp
Church of Jesus Christ of Latter-day Saints. Search by ancestor's name, research guidance.
- [**Dead Fred: Photo Archive**](http://deadfred.com/)
http://deadfred.com/
search cemetery listings, find lost ancestors.
- [**Georgia Genweb Project**](http://www.rootsweb.ancestry.com/~gagenweb/)
http://www.rootsweb.ancestry.com/~gagenweb/
find tombstone transcriptions by county, African American genealogy, Family Group sheet project
- [**GeneaSearch: Georgia**](http://geneasearch.com/states/georgia.htm)
http://geneasearch.com/states/georgia.htm
connect to genealogy research sites in Georgia, military records, surname records, birth records, marriage & death records

Organizations

- [**The American Society of Genealogists**](http://www.fasg.org/)
http://www.fasg.org/
Society to advance genealogical research standards
- [**Georgia Archives**](http://sos.georgia.gov/archives/)
http://sos.georgia.gov/archives/
identifies and preserves Georgia's most valuable historical documents
- [**Georgia Genealogical Society**](http://www.gagensociety.org/)
http://www.gagensociety.org/
promotes the collection and preservation of state and county records
- [**National Archives, Washington D.C.**](http://archives.gov/)
http://archives.gov/
census records, military records, immigration & naturalization records, land records and more
- [**National Archives, Southeast Region**](http://archives.gov/southeast/)
http://archives.gov/southeast/
records for the southeast region of the United States: census records, military & pension records, land records and more
- [**National Genealogical Society**](http://www.ngsgenealogy.org/)
http://www.ngsgenealogy.org/
promotes genealogical research and preservation of family histories (workshops, events, conferences online courses, library, publications)

For additional resources, please visit our neighbor the National Archives Southeast Region to access Footnote.com, the Archival Access Database, as well as Ancestry.

APPENDIX G– PUBLICATION

Oral History

Articles

Search these to find journal articles and other scholarly resources. For off campus access, use the [GALILEO password](#).

- [Annals of American History](#) - GALILEO collection
- [America: History & Life](#) - GALILEO collection
- [JSTOR](#) - CSU databases
- [Wilson Social Sciences Full Text](#) - GALILEO collection
- [Academic Search Complete](#) - GALILEO collection
- [Research Library](#) - GALILEO collection

Books

To find books to check out, search the [online catalog](#) with these suggested terms:

oral history	interviews
anecdotes	personal narratives
biography	social life and customs

Browse the following call number range in the Circulating Collection for books on your topic:

- D 16-16.19 Oral History. Methodology. Research.

Online Resources

- [Institute for Oral History](#)
http://www.baylor.edu/oral_history/
searchable collection of oral histories and online interactive workshop
- [Preserving Community: an Oral History Instruction Manual](#)
<http://web.nmsu.edu/~publhist/ohindex.htm>
introduction, methodology, recording techniques, interviewing, and selected readings
- [Center for the Study of History and Memory](#)
<http://www.indiana.edu/~cshm/index.html>
online guide to "Oral History Interviewing Techniques" plus finding aids for oral history projects
- [Making Sense of Oral History](#)
<http://historymatters.gmu.edu/mse/oral/>
essay written by Linda Shops, a historian at the Pennsylvania Historical and Museum Commission
- [Oral History Association](#)
<http://www.oralhistory.org/>
works to maintain standards in the collection, preservation, dissemination and use of oral testimony

Clayton State University Library
Technical Services Department
2008/2009 Annual Report

Submitted by

Cathy Jeffrey
Head of Technical Services Department
Clayton State University Library
2009

Clayton State University Library
Technical Services Department
2008/2009 Annual Report

Submitted by Cathy Jeffrey, Head of the Technical Services Department

State of the Department

FY2009 will be remembered as the year that lack of funding for the Clayton State Library materials budget finally became a problem that negatively impacted the Library's ability to support the curriculum of the University. In previous years the Library was able to supplement the materials budget with funds received at the end of the previous fiscal year as well as funds that had been placed on deposit with the Library's primary book vendor. No supplemental funding was available through most of FY2009. As a result, the Library spent only \$15,010.41 on individual book and audio visual titles. The Library relied on the donation of books from faculty and friends of the Library as the primary collection development method for FY2009. See the section of this report covering Library Expenditures for a detailed account of the Library materials budget.

This year the Technical Services Department worked on projects to improve the Library's collection, the Library's on-line catalog and the Library's web site. Technical Services Department staff eliminated the backlog of DVDs and purchased books adding these items to the Library's collection. The Incomplete Periodical Project continued adding 95 bound periodical volumes to the Library's collection. 574 titles in the Dendinger Collection were fully cataloged with updated bibliographic records added to the Library's online catalog. In addition, 72,873 corrections to headings were made as part of the database management function. Staff members in the Technical Services Department assisted with the design of the Library's new website contributing new pages for both the Technical Services Department portion of the website and pages for other Library departments. As a part of this effort revision of the Technical Services Department Manual was begun. The manual will be made available on the Technical Services Department home page. The new website is scheduled to be launched in July 2009.

The Clayton State Library Technical Services Department has continued to serve as a resource for colleagues in the University System and beyond. Both Adam Kubik and Cathy Jeffrey have been called upon to assist other libraries in solving problems. Mr. Kubik has offered assistance in the use of Cataloger's Toolkit and its associated programs. Mrs. Jeffrey has helped with cataloging questions and Zebra printer configuration. Help was provided to Columbus State University, Georgia Institute of Technology, Georgia Perimeter College, Kennesaw State University, Marcive, Inc., Mid-Continent Public Library, and the Webb Institute.

The Library's book collection now totals 87,176 volumes. An additional 24,228 bound periodical volumes bring the bound volume total to 111,404 volumes. There are an

additional 293,089 audiovisual and microform pieces owned by the Library bringing the total collection to 404,493. For a detailed summary of additions to the collection during FY2008 see Appendix B.

Personnel

The Technical Services Staff was very stable during the 2008/2009 fiscal year. There was no turn over in the permanent staff. The two professional positions in the Department were filled by Cathy Jeffrey, Head of Technical Services and Adam Kubik, Catalog Librarian. The three staff positions were held by Heidi Benford, Acquisitions Assistant; Laura Herndon, Periodicals Assistant; Heather Walls, Catalog Assistant.

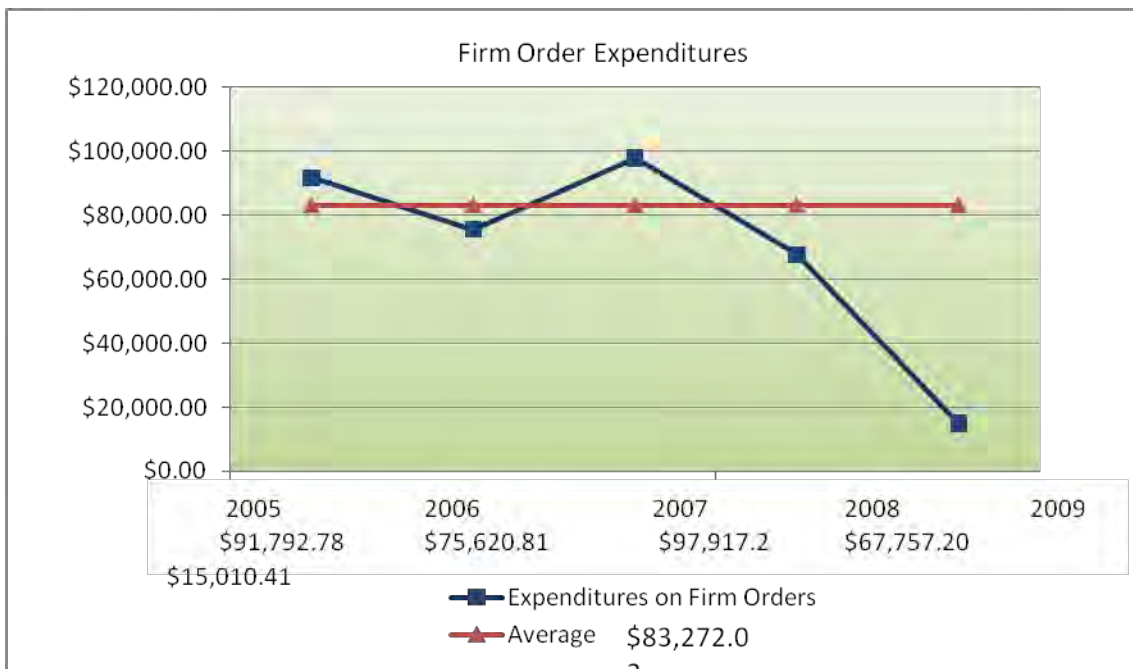


Shatterria Dollar continued her work in Technical Services as a student during the Fall semester of 2008. She was joined late in the Fall semester by Shakitta Marshall. Their primary responsibility was preparing books for the shelf. They have both also assisted in shelving new periodical issues. Miss Marshall was trained in book repair and assisted with this task. Unfortunately Miss Dollar was unable to continue in her position during Spring Semester. Miss Marshall continued to make useful contributions to the Department although due to a heavy class load, the hours that she had available for work were very limited. Miss Marshall has expressed an interest in continuing her work in the Technical Services Department during the Summer of 2009.

Library Expenditures

The Library materials budget allocated in July 2009 totaled \$262,000.00. This amount is the same as the original allocation for FY2006, FY2007 and FY2008. An additional \$39,210.78 was transferred to the materials budget from the Library operating budget bringing the total allocated to library materials for FY2009 to \$301,210.78. The total allocation for FY2009 constitutes a 3.53% increase over the total spent in FY2008 which was \$290,941.63 and a 1.62% decrease over the total spent in FY 2007 which was \$306,171.76. Funding for Library materials has remained flat or has decreased over the last three years.

The area most affected by the lack of significant increase in the Library's materials budget is the firm order allocation. This is the portion of the budget used to purchase individual book and audio visual titles. With a static budget, as the costs for continuations such as periodicals, databases, and standing orders increases, the funds available for individual orders is reduced. Without the supplemental funding that the Library has received in past years there was virtually nothing left in FY2009 to spend on orders for individual titles. In FY2007 the Library expended a total of \$97,917.27 on books and audio visual materials. In FY2008 the amount expended was reduced to \$67,757.20. For FY2009, that figure dropped dramatically to \$15,010.41 reflecting a reduction of spending on firm orders of 78% compared to FY2008 and 85% compared to FY2007. As the following graph illustrates, the firm order spending for FY2009 has fallen drastically compared to the average amount from FY2005-FY2008.



An end-of-year allocation of \$50,000.00 received in June 2009 was put on account with the Library's primary book vendor. These funds will be allocated to firm orders during FY2010. This funding will bring spending levels for firm orders in FY2010 back to the levels of previous years. However the overall condition of the Library materials budget

remains grave. Unless additional funds are allocated to the materials budget in future years it will be necessary to cut continuation titles such as periodicals and databases in order to avoid exceeding the allocation.

In the last week of FY2009 the Library received an advance on the FY2010 materials budget of \$45,194.79. These funds were used to prepay invoices that would normally have been paid in FY2010. The Library's FY2010 materials budget will be reduced by this amount. It will be critical for this funding to be reinstated in the FY2011 budget. The permanent loss of this funding from the materials budget would be catastrophic.

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

Table of Expenditures by Department/School

School	Expenditure	Percent of Budget
College of Arts & Sciences		
• Communication	\$10,419.79	3.46%
• Education	\$4,834.43	1.6%
• Foreign Language	\$536.87	.18%
• History	\$12,323.65	4.09%
• Language/Literature	\$32,571.82	10.81%
• Music	\$9,236.69	3.07%
• Philosophy	\$2,779.06	.92%
• Political Science	\$3,436.88	1.14%
• Psychology	\$3,318.98	1.1%
• Science	\$5,896.43	1.96%
• Social Sciences	\$7,888.68	2.62%
• Sociology	\$254.06	.08%
Total	\$93,497.34	31.04%
College of Information and Mathematical Sciences		
• Information Technology	\$3,129.34	1.04%
• Mathematics	\$1,070.66	.36%
Total	\$4,200.00	1.39%
College of Professional Studies		
• Dental Hygiene	\$5,264.44	1.75%
• Health & Fitness	\$1,732.44	.58%
• Health Care Management	\$9,275.88	3.08%
• Paralegal	\$17,881.15	5.94%
• Technology Management	\$0.00	0%
Total	\$34,153.91	11.34%
Library	\$95,954.31	31.86%
School of Business	\$44,649.64	14.82%
School of Nursing	\$28,755.58	9.55%

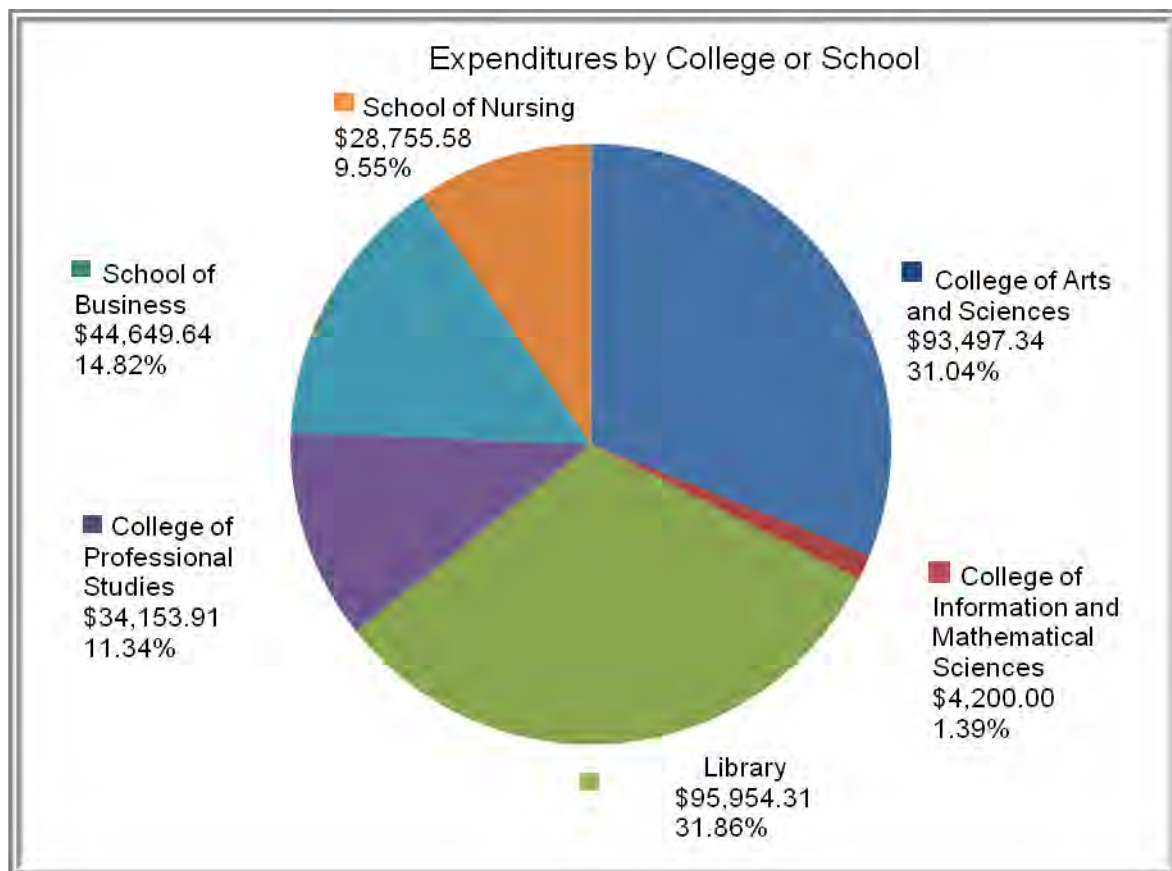
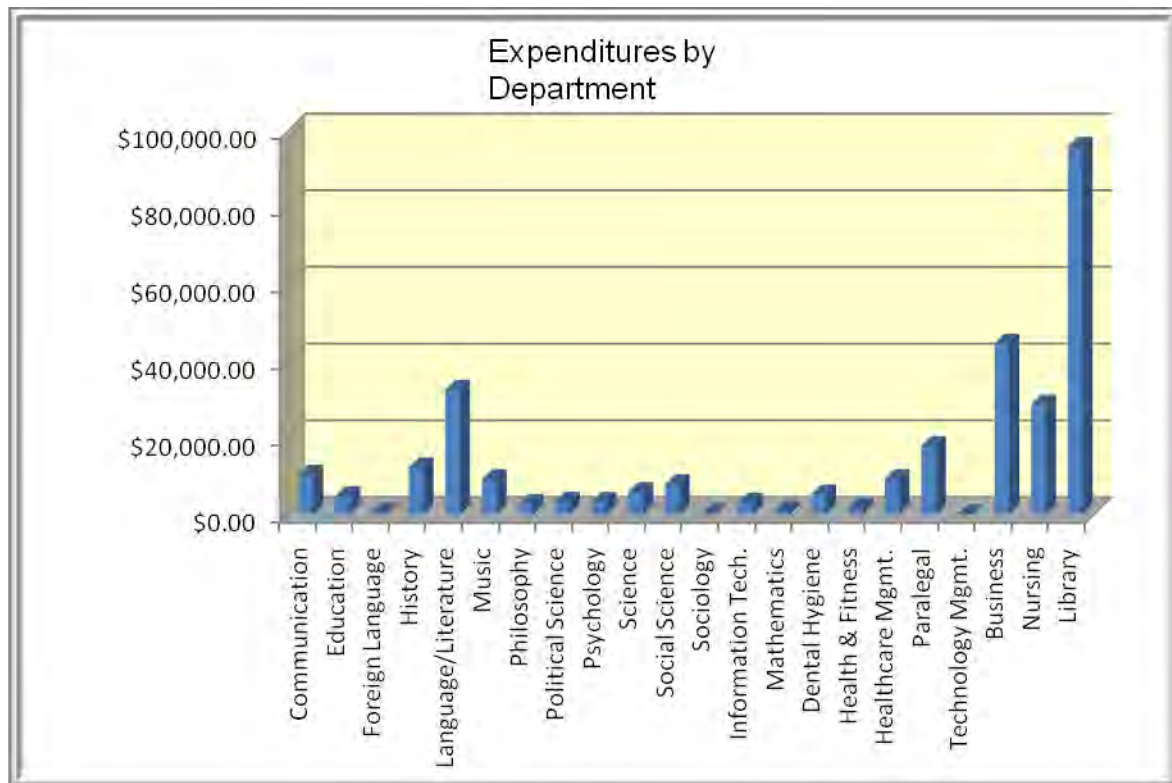
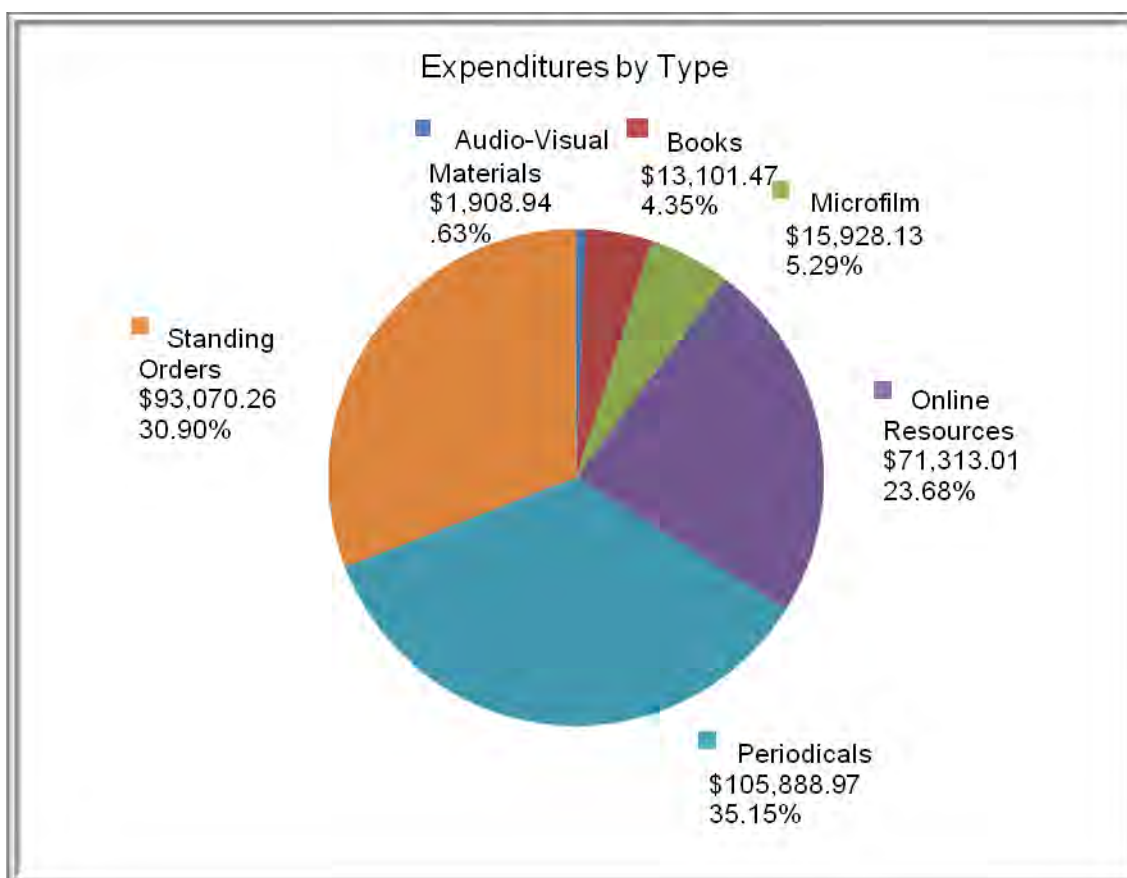


Table of Expenditures by Type

Material Type	Expenditure	Percent of Budget
Audio-Visual Materials		
• Graduate	\$497.58	.17%
• Undergraduate	\$1,411.36	.47%
Total	\$1,908.94	.63%
Books		
• Graduate	\$3,213.83	1.07%
• Undergraduate	\$9,887.64	3.28%
Total	\$13,101.47	4.35%
Microfilm	\$15,928.13	5.29%
Online Resources	\$71,313.01	23.68%
Periodicals	\$105,888.97	35.15%
Standing Orders	\$93,070.26	30.90%



Accomplishments

Below are highlights of the Technical Services Department activities for FY2009 followed by individual achievements of the Department's staff members. A statistical summary of the work accomplished by the Department this year can be found in Appendix B.

1. A project to batch load holdings to OCLC for non-circulating items was completed. This project deflects interlibrary loan requests for titles that Clayton State will not loan to other libraries. Deflecting these requests saves time both for the Clayton State InterLibrary Loan Department and for the requesting library. It also improves Clayton State's interlibrary loan fill rate.
2. Several projects to improve the integrity of the on-line catalog were undertaken. The 27,000 NetLibrary records were improved by adding 014 and 007 fields. In addition parts of the Leader and 008 fields were updated. Subject headings for biographical works were improved. The display of cast and credit notes was improved. The Visual Materials limit was repaired. The language code used in 615 scores was updated. Finally a project to update the 440 series field to the 490/830 field combination was completed. 24,874 records were updated as a part of this project.
3. Technical Services has joined with other departments to continue the work of Library Teams that were established in FY2008. All members of the Technical Services staff have actively participated in the team structure. Members of the Department serve in leadership roles. Adam Kubik continues to serve as chair of the OPAC Team; Heidi Benford serves as chair of the Collection Management Team and as co-chair of the gift fund; Laura Herndon coordinates the Display Case Calendar; Cathy Jeffrey provides oversight for the OPAC and Collection Management Teams. Technical Services Staff members worked on the following Team projects during FY2009: project to insert 3M tattle tapes into the bound volumes of the Periodical Collection; development of a new web site for the Library; completion of a project to identify CSU current periodical subscriptions that are available full text through the Library's databases; development of a new policy for display of recent periodical issues in the OPAC; the Library Adopt-a-Book sale. Technical Services staff contributed 193 hours to team meetings and projects during FY2009.
4. Significant progress was made on revising the Department Manual. Sections on Acquisitions, Binding, and Periodicals were drafted. Revision was begun on sections on Cataloging and Processing. All sections were reorganized in preparation for inclusion on the new Department web page which will be launched with the new Library web site in the summer.
5. The Library filled in gaps in its periodical holdings this year. Missing issues were purchased to complete volumes that had not been bound. The Library took advantage of several opportunities to acquire periodical bound volumes and microfilm that were being withdrawn from other libraries. These acquisitions increased the Library's periodical holdings at a modest cost.
6. Technical Services staff helped to foster a relationship between the Library and the CSU Office of International Programs. As a result the Library hosted two exhibits during FY2009. The first was an exhibit of photographs and

- memorabilia from the 1956 Hungarian Revolution. The second was an exhibit of Turkish tile designs by local artist, Pamir Thompson. Included in the exhibit were examples of Mrs. Thompson's pottery and other paintings.
7. The book cataloging backlog of purchased materials was eliminated. The DVD cataloging backlog was also eliminated. The book and audiovisual backlogs were reduced to only gift items. Every effort will be made to continue cataloging new purchases within three months of receipt and to reduce the backlog of gift titles.
 8. The first Clayton State University master's thesis was received by the Library. All policies and procedures for adding masters' theses to the Library's collection have been put into place.
 9. Significant progress was made on the project to correct and improve periodical holdings information. Two hundred and six holding records were updated as part of this project during the FY2009 fiscal year. Holdings for all titles A-I have been updated.
 10. The project to move items in the Dendinger Collection out of storage continued. Five hundred and seventy four titles were fully cataloged and moved to the regular A-V shelves.
 11. Technical Services completed an initiative to improve compliance with the Department's policy on schedules. At the end of the 3 month test period, compliance with the schedule policy was at 90%.

Staff Activities

Heidi Benford



Successes

- Heidi Benford received her 15 year service award for her tenure at Clayton State.
- Led the Collection Management team in the completion of the project to identify CSU current periodical titles that are available in Academic Search Premiere, Wilson OmniFile and Proquest Research Library.
- Accepted the additional assignment of assisting at the Circulation Desk from 10:00-12:00 each day.
- Introduced library interns, Andy Cribb and Cameron Guida to acquisitions procedures.
- Participated in the Library's Adopt-a-Book sale.
- Assisted with updating the Acquisitions Sections of the Department manual
- Achieved 87% compliance during the departmental schedule initiative.
- Processed orders for 298 titles
- Received and processed invoices for 1342 volumes
- Checked-in and processed invoices for 457 volumes received on standing order.

Professional Development

- Georgia Library Association
 - GLA member
 - Vice Chair/Chair Elect of the Georgia Library Association Paraprofessional Division.
 - Chair of the Georgia Library Association Paraprofessional Division
 - GLA Executive Board member
- Attended GLA Mid-Winter Planning Meeting, Dec. 5, 2008.
- State Media Festival Committee
 - Committee Member
 - Served as food coordinator of the State Media Festival
- Attended an on-line meeting of the GLA Store Planning Committee, Feb. 19, 2009.
- Attended a GLA Paraprofessional Division Online Chat meeting.
- Attended a GLA Paraprofessional Division Online conference.
- Attended the GUGM Virtual Conference, May 21, 2009

Meetings, Workshops, Training

- Attended PeopleSoft 8.9 Budget Management and Report Training, Sept. 16, 2008.
- Attended Microsoft Word 2007 Overview training.
- Attended Excel 2007 training.
- Attended a CE course on Event Planning.
- Attended a Business Etiquette Seminar.
- Staff Council professional development workshops:
 - “Office Ergonomics.”
- Collections Management Team
 - Team Leader
- Promotions/Marketing Team
 - Team Member
 - Co-Chair of the Gift Fund
- Technical Services Team
 - Team Member

Institutional Participation

- Assisted with campus tours during orientation
- Served on the “Operation Move-In” Committee
- Volunteered during the Student Move-In event at Laker Hall.
- Volunteered at the Southwest DeKalb College Fair.
- Participated in events on campus including: the CASA Duck Decoration; Student Involvement Day; part-time job fair; dedication ceremonies for Laker Hall and the Recreation Center; Opening of Laker Dining Hall; Staff Council meetings; Faculty/Staff Awards Ceremony; Campus Connect Socials; farewell reception for Thomas Harden; Staff Appreciation Day; Faculty/Staff Fund Drive Ice Cream Social; “Love Your Body” community Health Fair, and Kingdom Campus Ministries.
- Volunteered on the Committee planning Row Anderson’s retirement reception.
- Assisted with and attended Yalonda Carson’s program “Journey from Ellenwood to the Inauguration Exhibit”, Feb. 25, 2009.
- Member of CSU Constitution Week Committee.
- Volunteered during the campus Career Expo event.

Community Service

- Volunteered at the Henry County Media Festival.
 - Volunteered with the State Media Festival.
 - Volunteered with the Helen Ruffing Reading Bowl.
 - Volunteer in DeKalb County PTA
- Girl Scout Parent Volunteer Leader (Northwest GA Council)

Laura Herndon



Successes

- Received her 10 year service award for her tenure at Clayton State University.
- Continued work on the incomplete periodical project. Missing issues were purchased to complete volumes that had not been bound.
- Worked with other libraries to acquire periodical bound volumes and microfilm that were being withdrawn. These acquisitions improved the Library's periodical holdings at a modest cost.
- Assisted in the installation of an exhibit of photographs and books on the 1956 Hungarian Revolution.
- Began training in the creation of OCLC Local Holding Records for periodicals.
- Assisted in the revision of the Department Manual by providing information on periodical claiming.
- Trained Shakitta Marshall in processing bound periodical volumes and current periodical issues.
- Trained Shakitta Marshall in current periodical shelving procedures.
- Prepared display cases on: Keeping an Aquarium.
- Participated in the Library's Adopt-a-Book sale.
- Introduced library interns, Andy Cribb and Cameron Guida to periodical check-in, processing and shelving procedures.
- Processed 140 claims/requests for missing periodical issues.
- Prepared 797 volumes for shipment to the bindery and received and processed them when returned.
- Added 186 rolls of microfilm to the collection.
- Added 344 volumes to the collection.

Professional Development

- Georgia Library Association
 - GLA member
 - Secretary of the GLA Paraprofessional Division
- Attended Georgia COMO Conference, Oct. 15-17, 2008.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Dec. 5, 2008.
- Served as Secretary of the Paraprofessional Division during the GLA Mid-Winter Planning Meeting, Dec. 5, 2008.
- Attended an on-line meeting of the GLA Store Planning Committee, Feb. 19, 2009.

- Attended the GIL Cataloging Committee program Metadata 101, March 4, 2009.

Meetings, Workshops, Training

- Attended training on PeopleSoft Staff reimbursement procedures.
- Attended Advanced Local Holdings Maintenance workshop sponsored by GPLS/GOLD and presented as an on-line program by Solinet, Oct. 8-9, 2008.
- Attended Local Holdings Maintenance Basics which was sponsored by GPLS/GOLD and presented by Solinet, Nov. 5, 2008
- Library Team Meetings
 - Opac Team
 - Team Member
 - Promotions/Marketing Team
 - Team Member
 - Display Calendar Lead
 - Technical Services Team
 - Team Member

Institutional Participation

- Participated in events on campus including: dedication ceremonies for Laker Hall and the Recreation Center; State of the University Address; Staff Council meetings; Program on the 1956 Hungarian revolution; budget update; Faculty/Staff Awards Ceremony; Staff Council Holiday Party; Campus Connect socials; Staff Appreciation Day.
- Performed with the CSU Wind Ensemble:
 - Spivey Hall Concerts
 - CSU Christmas Tree Lighting Program.
 - CSU graduation ceremonies

Cathy Jeffrey



Successes

- Successfully managed the FY2008 materials budget including: the creation of the Voyager ledger
- Administered the Voyager System including: coordinated CSU Voyager upgrades with the GSU Service Site; loaded Voyager software on staff workstations; updated the Voyager calendar; initiated and monitored patron loads each semester; created operator profiles and patron groups; created a new statistical class for Disability Resource Center items and prepared a report; assisted circulation staff in resolving a problem concerning overdue e-mail notices; prepared reports on Library resources that support specific subject areas including: Criminal Justice; Nursing; Psychology/Psychiatry; Sociology.
- Assisted in the development of the Library's new web site. Prepared web pages for: Bindery List, New Materials, Rush Processing, Thesis Binding Procedures, Documents and Instruction Sheets, Forms Library, Department Manual, Department Web Sites List, Library Instruction with three related pages, Find Books, Ask the Library, Library Instruction Request Form, and Study Guide/Tutorial page.
- Assisted with reserves processing during Jennifer Duke's maternity leave.
- Represented the Library in meetings with international visitors including David Kitzinger, Managing Director of the John von Neumann Digital Library and Multimedia Center, Budapest, Hungary and Lincoln Escobar Reyes and Jorge Eduardo Somarriba Silva of the Enrique Bolanos Presidential Library, Managua, Nicaragua which will be the first presidential library in Latin America. Kitzinger, Reyes and Silva were visiting U.S. libraries and archives as guests of the State Department.
- Assisted the Office of International Programs in mounting two exhibits. The First was an exhibit of photographs and books on the 1956 Hungarian Revolution. The exhibit was created by Edith Lauer and her daughter Andrea Lauer Rice who also presented a program on that subject on Oct. 23, 2008 on the Clayton State University campus. The exhibit was intended to coincide with and support the presentation. The second exhibit was of Turkish inspired art by artist, Pamir Thompson who is associated with the Istanbul Center.
- Achieved 97% compliance during the departmental schedule initiative.
- Chaired a working group reviewing holdings in the Gil-Find Catalog interface. This group reviewed the Gil-Find implementation and made recommendations for holdings displays in the new interface.
- Trained Shakitta Marshall in book repair techniques.
- Participated in the Library's Adopt-a-Book sale.

- As Chair of the GLA Academic Division: coordinated planning for Division programs and luncheon at 2008 COMO; presided over the GLA Academic Division meeting during 2008 COMO.
- Prepared displays on: CSU Disability Resource Center Collection as part of Disability Awareness month; CSU Study Abroad Program.
- Introduced library interns, Andy Cribb and Cameron Guida to technical services procedures.
- Cataloged 610 titles.
- Created/updated 206 periodical holding records in Voyager and on OCLC.
- Processed 791 volumes as Lost or Withdrawn.

Professional Development

- Attended Georgia COMO Conference, Oct. 15-17, 2008.
- Presented a program with Katherine Ott and Adam Kubik titled, "When the Answer is No" on Oct. 16, 2008 as a session that the Georgia COMO Conference.
- As Chair of the Academic Division presided over the GLA Academic Division Luncheon on Oct. 16, 2008 during the Georgia COMO Conference.
- As Chair of the Academic Division introduced the Academic Paper Presentation Program on Oct. 16, 2008 during the Georgia COMO Conference.
- Participated in a USG Cataloging Committee Wimba program presenting information on the topic: The Changing environment of the OPAC, Nov. 17, 2008.
- Attended the University System of Georgia Faculty Development Workshop titled: "What You Don't Know Can Hurt You: Copyright and Fair Use in the University System of Georgia" which was held at the Georgia Tech Global Learning Center, Nov. 14, 2008.
- Attended Georgia Library Association Mid-Winter Planning Meeting, Dec. 5, 2008.
- Attended a presentation on the Web of Science database, Feb. 23, 2009.
- Attended USG Office of Faculty Affairs program titled "Web 2.0! The Read/Write Web" presented by Andy Brovey, Feb. 26, 2009
- Attended the Georgia Solinet/OCLC Users Group meeting, April 30, 2009.
- Member of the GIL Cataloging Committee
- Member of the GIL OPAC Committee
- Member of the RACL Book Disposal Committee
- Georgia Library Association
 - GLA Member
 - Chair, Academic Division
 - Awards Committee member

Meetings, Workshops, Training

- Attended Wimba training for on-line meetings and presentations, Aug. 11, 2008.
- Attended Luminis Portal training, Aug. 12, 2008.

- Attended Non-Traditional Users of People Soft Financials training, Aug. 19, 2008.
- Attended PeopleSoft 8.9 Budget Management and Report Training, Sept. 16, 2008.
- Attended Advanced Local Holdings Maintenance workshop sponsored by GPLS/GOLD and presented as an on-line program by Solinet, Oct. 8-9, 2008.
- Library Team Meetings
 - Collection Management Team
 - Oversight
 - Library Liaison Team
 - Team Member
 - Opac Team
 - Oversight
 - Steering Team
 - Team Member
 - Technical Services Team
 - Team Leader
 - Web Site Team
 - Team Member

Institutional Participation

- Member of CAPC. Attended meetings regularly.
- Volunteered during the Student Move-In event at Laker Hall.
- Attended the WISTEM lunch meeting, March 19, 2009.
- Participated in events on campus including: dedication ceremony for Laker Hall; Faculty/Staff Hot Dog Rally; Program on the 1956 Hungarian revolution; budget update; Faculty/Staff Awards Ceremony.
- Assisted with and attended Yalonda Carson's program "Journey from Ellenwood to the Inauguration Exhibit", Feb. 25, 2009.

Adam Kubik



Successes

- Completed several projects to improve the integrity of the on-line catalog. The 27,000 NetLibrary records were improved by adding 014 and 007 fields. In addition parts of the Leader and 008 fields were updated. Subject headings for biographical works were improved. The display of cast and credit notes was improved. The Visual Materials limit was repaired. The language code used in 615 scores was updated. Corrected the |h subfield of the 245 by changing [computer file] to [electronic resource]. Changed the 006/09 code for all NetLibrary records from u to d correcting 27,417 records. Changed “538 Compact disc/s” to 500.
- Participated on the Library’s Web Team creating several pages for the Library’s new web site including the Technical Services Home page, Find Articles page, Course Reserves page and created sample HTML for a basic search box.
- Assisted in the revision of the Department Manual by beginning the revision of the section on Cataloging.
- Revised the policy on series authority control reflecting the new PCC cataloging standard and new MARCIVE processing options. The 440 fields should no longer be used or accepted in new original or copy cataloging being added to the database. This policy revision resulted in a project to update the 440 series field to the 490/830 field combinations. 24,874 records were updated as a part of this project.
- Updated information on Cataloger’s Toolkit Installation to reflect the new version of Voyager.
- Updated a document on Library holdings in Music to assist the Music Department in their accreditation process.
- Led the OPAC team in recommending to the Steering Committee a new policy on the display of Recent Issues in the OPAC.
- Participated in the Library’s Adopt-a-Book sale.
- Achieved 100% compliance during the departmental schedule initiative.
- Assisted Barbara Milam of Kennesaw State University with a problem with the Cataloger Toolkit.
- Assisted Tessa Minchew of Georgia Perimeter College with a Cataloger’s Toolkit problem localizing the cause of the error message and devising a workaround. Unfortunately a complete and permanent solution was not found.
- Assisted Georgia Tech librarian Patty Phipps with a Cataloger’s Toolkit problem
- Introduced library interns, Andy Cribb and Cameron Guida to cataloging procedures.
- Cataloged 103 titles.

- Upgraded 574 records.
- Processed 64 volumes as Lost or Withdrawn.
- Made 72,873 corrections to the Voyager database.

Professional Development

- Attended Georgia COMO Conference, Oct. 15-17, 2008
- Presented a program with Katherine Ott and Cathy Jeffrey titled, "When the Answer is No" on Oct. 16, 2008 as a session that the Georgia COMO Conference.
- Presented a program titled, "Cataloging Sound Recordings" on Oct. 16, 2008 as a session that the Georgia COMO Conference
- Attended Georgia Library Association Mid-Winter Planning Meeting, Dec. 5, 2008.
- Chaired the meeting or the Technical Services Interest Group during the GLA Mid-Winter Planning Meeting, Dec. 5, 2008.
- Attended the GIL Cataloging Committee program Metadata 101, March 4, 2009.
- Georgia Library Association
 - GLA member
 - Scholarship Committee member
 - Chair of the GLA Technical Services Interest Group

Meetings, Workshops, Training

- Attended Advanced Local Holdings Maintenance workshop sponsored by GPLS/GOLD and presented as an on-line program by Solinet, Oct. 8-9, 2008.
- Library Team Meetings
 - Library Liaison Team
 - Team Member
 - Opac Team
 - Team Leader
 - Technical Services Team
 - Team Member
 - Web Site Team
 - Team Member

Institutional Participation

- Member of Faculty Council. Attended meetings regularly.
- Participated in events on campus including: dedication ceremonies for Laker Hall and the Recreation Center; State of the University Address; budget update; Faculty/Staff Awards Ceremony
- Volunteered as an usher during the Clayton State University Faculty/Staff Awards ceremony.

Heather Walls



Successes

- Revised Shakitta Marshall in book processing.
- Designed a memorial book plate for books donated from the Herndon estate.
- Assisted in the revision of the Department Manual by revising the section on Processing.
- Created a new Damaged Book routing slip.
- Participated in the Library's Adopt-a-Book sale.
- Introduced library interns, Andy Cribb and Cameron Guida to processing and book repair procedures.
- Achieved 97% compliance during the departmental schedule initiative.
- Assisted in the preparation of a report to list items in the Disability Resource Center Collection.
- Cataloged 994 titles.
- Provided rush cataloging and processing for 36 volumes.
- Prepared 3480 labels.
- Provided processing quality review for 2835 volumes.

Professional Development

- Attended the GIL Cataloging Committee program Metadata 101, March 4, 2009.
- Attended the GUGM Virtual Conference, May 21, 2009
-

Meetings, Workshops, Training

- Staff Council professional development workshops:
 - "Office Ergonomics."
- Library Team Meetings
 - Collection Management Team
-Team Member
 - Promotions/Marketing Team
-Team Member
 - Technical Service Team
-Team Member

Institutional Participation

- Participated in events on campus including: dedication ceremonies for Laker Hall and the Recreation Center; Employee Benefits Fair; CSU Christmas Tree Lighting Program; Faculty/Staff Awards Ceremony

Setbacks

The Setbacks experienced by the Technical Services Department during FY2009 are virtually identical to the problems of FY2008. The solutions remain similar as well.

1. Library funding has not seen a significant increase in the last several years. While funding has not increased, the cost of library materials has. Each year a larger percentage of the Library's materials budget must be spent on continuing resources like periodicals and online databases. Since funding has not increased a resulting decrease in funds available for purchasing individual book and audio visual titles has resulted. If this trend continues, the Library will soon be unable to purchase any individual book or audio visual items from its allocated budget.

SOLUTION: Increase funding for the Library's materials budget.

2. The Technical Services Department depends on student workers to perform basic processing tasks. During the Fall of 2008 two students were assigned to the Tech Services Department. Unfortunately, both student workers were unavailable during part of FY2009 with one student finally being terminated. As a result, there were periods when materials were delayed in reaching the shelf.

SOLUTION: Make every effort to hire and retain effective student workers.

3. Because the Library is understaffed, it is frequently necessary for all staff members to participate in Library wide projects in order to successfully complete them. During FY2009 the Library completed the project to retrospectively insert 3M Tattle Tapes in books and bound periodical volumes. The Library also continued developing a team approach to problem solving and program development. While these initiatives were successful and resulted in benefits for the Library as a whole, they drew Technical Services Department staff away from their primary assignments and resulted in reduced productivity.

SOLUTION: Increasing the Library Staff would help to alleviate this problem. While it is likely that the Library will always have projects to help improve functionality and service, a larger staff would make the projects less of a burden.

Goals for the Coming Year

1. 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 the primary goal of the Clayton State Library Technical Services Department.
2. Make Significant Progress on Technical Service Department Projects
The Clayton State Library Technical Services Department has several on-going projects. These include the project to update periodical holding information, the project to fully catalog Dendinger Collection items shelved in a storage location, and the project to bind incomplete periodical volumes. It is the goal of the Technical Services Department to make meaningful progress on all of these projects during FY2010.
3. Complete the Revision of the Technical Services Department Manual
Complete the project to revise the Technical Services Department Manual and make it available on the Library's new web site.

Appendix A

Changes to Periodical Holdings FY2009

New, Changed, Discontinued, and Ceased Periodical Titles
July 2008-June 2009

Titles Cataloged

Clayton news daily
Daily herald weekend news daily
Ellen Glasgow journal of southern women writers
Games
Global public health
Health economics
Henry daily herald
Journal of allied health
Journal of the American Medical Association
Milton quarterly
Policy, politics & nursing practice

Title Changes

From	To
American Journal on Mental Retardation	American Journal on Intellectual and Developmental Disabilities
Clavier	Clavier companion
Popular photography & imaging	Popular photography

Ceased:

Banking strategies
Computer Shopper (Delete from Number of titles held)
Fitness management

Discontinued Subscriptions:

Bulletin of the atomic scientists
Journal of health administration education (Only available as online individual membership)
Poe studies

Titles Withdrawn

Community and junior college journal
Community college journal
Community college review
Community, technical and junior college
Junior college journal
New directions for community colleges

Appendix B

Statistical Summaries FY2009

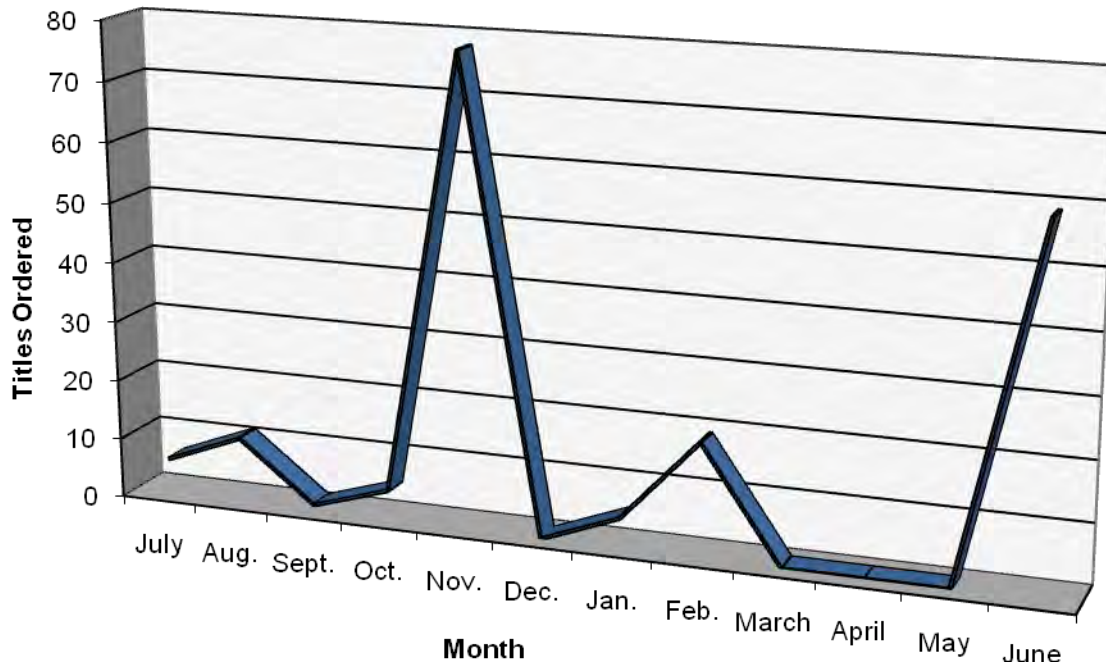
Clayton State University Library
Holdings by Format FY2009

	Previous Total	Added to Collection	Removed from Collection	Total in Collection
Circulating Collection		1540	-73	1467
Reference Collection		484	-679	-195
Reference & Circulating Collection Total	85,904	2024	-752	87,176
Bound Periodicals	23,603	701	-76	24,228
Total Bound Volumes	109,507	2,725	-828	111,404
Archives	60	0		60
Audio Compact Discs	6,370	123		6,493
Audio Tapes	795	146		941
CD Roms	151	2		153
Computer Files	15	0		15
DVDs	1,138	105	-7	1,236
Film Loops (8 mm)	0	0	0	0
Filmstrips	0	0	0	0
Filmstrips/Sound	0	0	0	0
Government Documents	0	0	0	0
Microfiche Cards	269,186	0		269,186
Microfilm Rolls	11,266	186	-20	11,432
Miscellaneous	73	0		73
Motion Pictures (16 mm)	1	0		1
Overhead Transparencies	0	0	0	0
Phonograph Records	617	0		617
Slides	0	0		0
Slides/Sound (Sets)	0	0		0
Videodiscs	47	0		47
Video Tapes	2,834	3	-2	2,835
Total of Other Materials	292,553	565	-29	293,089
Total Bound/Other Materials	402,060	3,290	-857	404,493
Periodical Titles	1038	13	-8	1,043

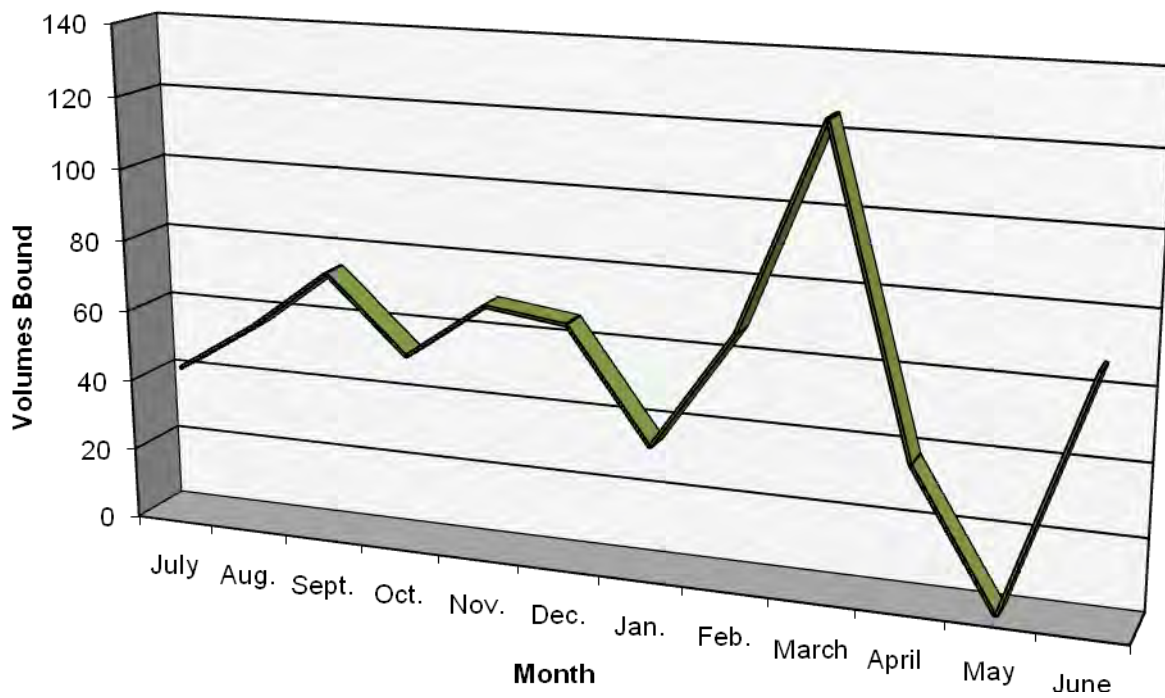
Clayton State University Library Activity Report FY2009

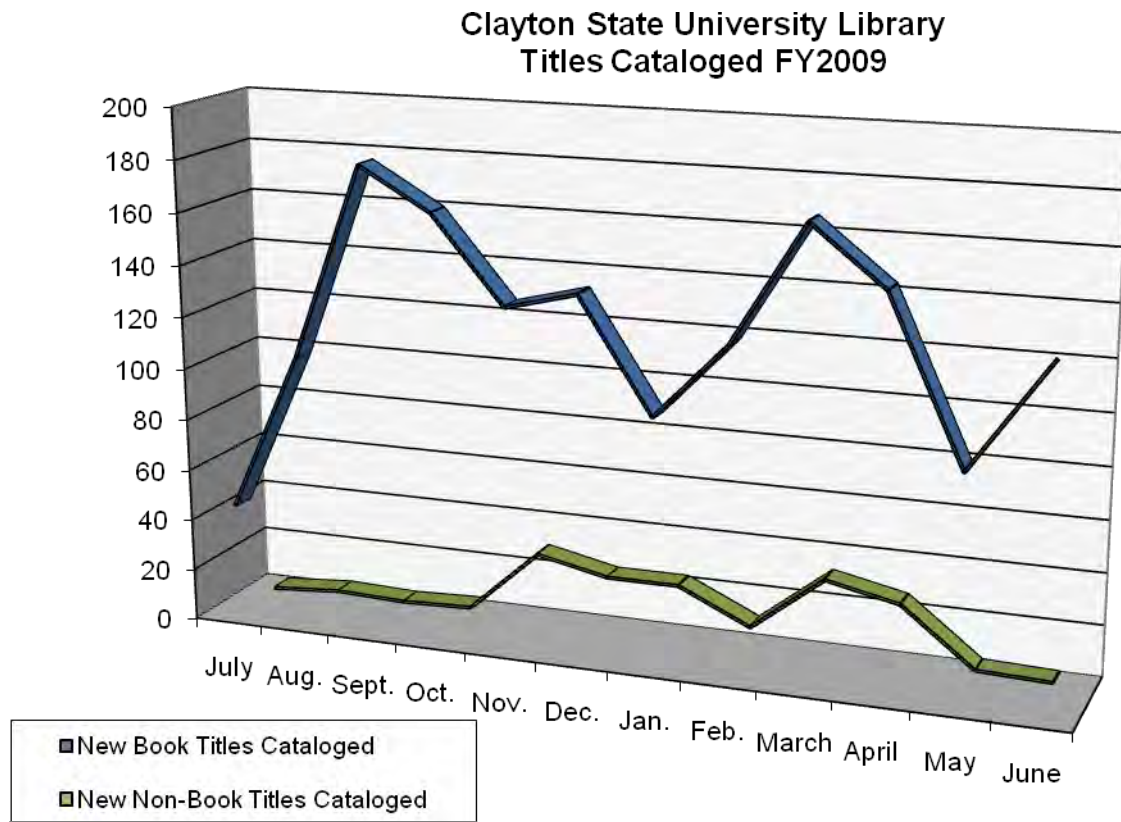
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Acquisitions													
Titles Ordered	6	11	1	5	78	0	5	19	0	0	0	59	184
Vols. Received on S.O.	35	57	33	36	34	24	42	21	27	22	66	60	457
Items Received	9	262	577	5	112	18	19	26	30	2	127	155	1342
Periodicals													
New Subscriptions/Title Changes	0	0	0	0	0	1	0	0	0	0	0	1	2
Bound Vols. Added	0	35	71	65	62	72	64	34	68	193	28	9	701
Microform Pieces Added	0	0	33	0	76	19	0	23	0	0	0	35	186
Claims	18	8	4	18	8	18	13	9	14	7	6	17	140
Titles Entered for GOLD	0	0	0	0	0	0	0	0	0	0	0	0	0
Binding													
Vols. Sent to the Bindery	43	57	74	53	69	66	35	68	125	38	0	67	695
Book Repair	0	0	0	0	0	16	9	0	0	0	31	27	83
Cataloging													
New Book Titles Cataloged	45	106	181	165	132	139	96	125	171	149	87	127	1523
New Non-Book Titles Cataloged	2	4	3	4	29	23	23	10	32	26	4	3	163
Total New titles Cataloged	47	110	184	169	161	162	119	135	203	175	91	130	1686
Vols. Added	26	3	77	35	56	63	42	10	31	3	46	55	447
Copies Added	0	1	6	0	4	3	1	1	1	3	5	1	26
Reinstatements	0	0	0	1	2	3	14	0	0	0	0	0	20
Database Maintenance													
Records Corrected	259	192	753	767	268	46	458	216	371	44298	25491	463	73582
Records Updated	2976	65784	4983	29629	4148	1754	2811	4930	11940	86264	70012	5064	290295
Volumes Processed	210	166	238	233	479	87	180	150	442	152	442	194	2973

Clayton State University Library Titles Ordered FY2009



Clayton State University Library Volumes Sent to the Bindery FY2009





Appendix C

Library Expenditures FY2009

Clayton State University Library FY2009 Budget Summary

COLLEGE OF ARTS AND SCIENCES											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
Communication		735.30	430.70	15.15	790.42	3,935.75	2,450.12	2,062.35	10,419.79	0.00	10,419.79
Education				875.98	514.90		3,361.61	81.94	4,834.43	0.00	4,834.43
Foreign Language							536.87		536.87	0.00	536.87
History				290.51	348.00	8,928.00	2,757.14		12,323.65	0.00	12,323.65
Language/Literature		267.23	508.74	74.27	416.00		5,424.62	25,880.96	32,571.82	37.00	32,571.82
Music	497.58					3,348.50	1,643.72	3,746.89	9,236.69	0.00	9,236.69
Philosophy			591.06			1,813.00	375.00		2,779.06	0.00	2,779.06
Political Science				417.78			2,712.66	306.44	3,436.88	0.00	3,436.88
Psychology		129.89			1,642.00		1,547.09		3,318.98	0.00	3,318.98
Science					222.00		5,501.20	173.23	5,896.43	173.23	5,896.43
Social Science			949.91	1,156.25	184.00	1,950.00	3,485.33	163.19	7,888.68	0.00	7,888.68
Sociology		29.94					224.12		254.06	0.00	254.06
SUB TOTAL	497.58	1,162.36	2,480.41	2,829.94	4,117.32	19,975.25	30,019.48	32,415.00	93,497.34	210.23	93,497.34
COLLEGE OF INFORMATION AND MATHEMATICAL SCIENCES											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
Information Tech.						3,063.75	65.59		3,129.34	0.00	3,129.34
Mathematics				63.00		265.00	742.66		1,070.66	0.00	1,070.66
SUB TOTAL	0.00	0.00	0.00	63.00	0.00	3,328.75	808.25	0.00	4,200.00	0.00	4,200.00
COLLEGE OF PROFESSIONAL STUDIES											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
Dental Hygiene							5,264.44		5,264.44	0.00	5,264.44
Health & Fitness							1,732.44		1,732.44	0.00	1,732.44
Healthcare Mgmt.			733.42				8,504.96	37.50	9,275.88	0.00	9,275.88
Paralegal								17,881.15	17,881.15	1,268.08	17,881.15
Technology Mgmt.									0.00	0.00	0.00
SUB TOTAL	0.00	0.00	733.42	0.00	0.00	0.00	15,501.84	17,918.65	34,153.91	1,268.08	34,153.91
SCHOOL OF BUSINESS											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
						12,278.56	6,418.48	25,952.60	44,649.64	3,731.47	44,649.64
											0.00
SCHOOL OF NURSING											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
						2,940.00	25,815.58		28,755.58	0.00	28,755.58
											0.00
LIBRARY											
	AUDIO-VISUAL		BOOKS		MICRO-	ONLINE	PERIOD-	STAND	TOTAL	SPENT	SPENT
	GRAD	UNDER	GRAD	UNDER	FILM	RESOURCES	ICALS	ORDERS	ALLOCATED	THIS MON.	Y-T-D
General Materials		249.00		6,994.70	11,810.81	32,790.45	8,724.49	16,784.01	77,353.46	0.00	77,353.46
Binding							18,600.85		18,600.85	0.00	18,600.85
SUBTOTAL	0.00	249.00	0.00	6,994.70	11,810.81	32,790.45	27,325.34	16,784.01	95,954.31	0.00	95,954.31
SUBTOTALS	497.58	1,411.36	3,213.83	9,887.64							
TOTAL	1,908.94		13,101.47		15,928.13	71,313.01	105,888.97	93,070.26	301,210.78	5,209.78	301,210.78

Appendix D

Technical Services Department Statistics FY2009

Cataloging and Database Management Statistics FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Cataloging Statistics													
Titles Added													
>New Books	45	106	181	165	132	139	96	125	171	149	87	127	1523
>Non-Book Materials	2	4	3	4	29	23	23	10	32	26	4	3	163
>Reinstatements				1	2	3	14						20
Total	47	110	184	170	163	165	133	135	203	175	91	130	1706
Pieces Added													
>New Titles (Books)	45	106	181	166	134	142	110	125	171	149	87	127	1543
>Added Volumes	26	3	77	35	56	63	42	10	31	3	46	55	447
>Added Copies		1	6		4	3	1	1	1	3	5	1	26
>Non-Book Pieces Added	9	16	25	8	164	39	42	42	70	47	12	41	515
>Bound Volumes Added		35	71	65	62	72	64	34	68	193	28	9	701
Total	80	161	360	274	420	319	259	212	341	395	178	233	3232
Dendinger Records Upgraded	56		40	44	61	1	2	95	97	85	33	60	574
Rush Requests		1	17	3	6		6	2	11		1	2	49
Archive Records Added													0
Database Maintenance													
Bib Records Corrected	1		5	350	2	1	4	2	3	202	3	80	653
Bib/Item Records Enhanced	7	3	9	48	6	2	3	1	11	43721	85	58	43954
Headings Corrected Globally													0
Subject Headings Corrected	54	28	578	114	16	1	88	35	176	185	313	82	1670
Name Headings Corrected	181	159	140	179	177	2	330	176	164	177	214	235	2134
Series Entries Corrected		2	4	28	1		9	2	11	2	24876	6	24941
Resequencing													0
MFHD/Item Records Corrected	16		17	48	66	40	24		6	11		2	230
Total	259	192	753	767	268	46	458	216	371	44298	25491	463	73582
Record Update Count													
>Bib Records Updated	1324	863	2802	27,671	1,902	408	1858	3731	7649	84743	68807	3156	204914
>MFHD Records Updated	883	64560	1765	1590	1588	1017	705	669	3740	1098	596	1424	79635
>Item Records Updated	769	361	416	368	658	329	248	530	551	423	609	484	5746
Total	2976	65784	4983	29629	4148	1754	2811	4930	11940	86264	70012	5064	290295

Acquisitions and Periodical Statistics FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Acquisition Statistics													
Titles Ordered													
>Books	6	1	1	4			2						14
>Periodical Issues					51			11					62
>Scores												59	59
>Non-Book Materials	0	10	0	1	27	0	3	8	0	0	0	0	49
>>Videos													0
>>DVDs		10			6		3	8					27
>>Audio CDs					21								21
>>On-line Databases				1									1
>>CD ROMs													0
>>Other Non-Book													0
Total	6	11	1	5	78	0	5	19	0	0	0	59	184
Vols. Received on Standing Order	35	57	33	36	34	24	42	21	27	22	66	60	457
Items Received and Unpacked													
>Books	6	262	576	5	80	18	16	14	22	2	122	96	1219
>Periodical Issues					7			11					
>Scores												59	59
>Non-Book Materials	3	0	1	0	25	0	3	1	8	0	5	0	46
>>Videos	2								1		5		8
>>DVDs	1		1		5		2	1	7				17
>>Audio CDs					20								20
>>Microfiche													0
>>CD ROMs													0
>>Other Non-Book							1						1
Total	9	262	577	5	112	18	19	26	30	2	127	155	1342
Periodical Statistics													
New Subscriptions (Including Gifts)						1							1
Title Changes												1	1
Total New Titles	0	0	0	0	0	1	0	0	0	0	0	1	2
Withdrawn/Discontinued Titles						1					1	6	8
LHR's Added/Updated	16		18	48	66	40	25		3	5	1		222
Claims & Requests	18	8	4	18	8	18	13	9	14	7	6	17	140
Titles Entered for GOLD													0

Processing, Book Repair and Binding Statistics
FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Processing Statistics													
Books	183	131	178	198	323	85	180	80	306	39	388	148	2239
Scores									1				1
Videos		1						1	1		1		5
DVDs	1	3	10		2	2		29	21	12	8	12	100
Audio CDs	16	31	45	35	140			29	107	96	42	32	573
CD ROMs					1					1			2
Microfilm Rolls													
Other Non-Book	10		5		13			11	6	3	3	2	53
Total	210	166	238	233	479	87	180	150	442	152	442	194	2973
Books prepared for State Surplus													0
Book Repair Statistics													
Total Books Repaired						16	9				31	27	83
Binding Statistics													
Volumes Sent to Bindery	43	57	74	53	69	66	35	68	125	38	0	67	695
Volumes Returned from Bindery	21	43	57	74	53	69	68	35	78	125	24	0	647
White pen corrections						28							28

AV Pieces Added
FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total	Lost & Withdraw	Total
Archives													0		0
Audio Cassettes		16			48	10	26	10	24	8	4		146		146
Audio CDs	6		5	7	28	19	6		21	17	8	6	123		123
CD ROMs					1				1				2		2
Computer Files													0		0
DVDs	3		20	1	11	10	7	9	23	21			105	-7	98
Microfiche Cards													0		0
Microfilm Rolls			33		76	19		23				35	186	-20	166
Miscellaneous													0		0
Phonograph Records													0		0
Slides													0		0
Slides/Sound													0		0
Video Cassettes							1		1	1			3	-2	1
Video Discs													0		0
16 mm Motion Pictures													0		0
Total	9	16	58	8	164	58	40	42	70	47	12	41	565		536

Additions to the Circulating Collection
FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Withdrawn	Total
Circulating Collection															
A									1	1			2		2
B except BF		5	15	8	11	16	16	14	33	29	10	33	190	-4	186
BF	1	1	1	4	1	3	1		5		1	1	19		19
C			2		1	1			1		1		6		6
D	1		9	3	4	9	3	1	4	11	10	6	61		61
E	3	2	6	7	5	31	6	6	11	32	6	7	122	-1	121
F	1		2	2		3	2			4	4	5	23		23
G		1	3	1	1	3	2	1	3	4	2	2	23	-1	22
H-HJ	17	8	20	10	17	23	12	2	13	12	7	6	147	-5	142
HM-HX	1	4	14	7	16	8	2	3	5	3	3	3	69		69
J	1	1	3	5	2	3	1	3	4	3		7	33		33
K	1	1	1	2	2	2	2	2	3	2	1	2	21	-1	20
L	1	1	1	2	2		3	16	6	3	1	4	40	-57	-17
M		1	7	8	7	1	6		4		1	1	36	-1	35
N		1	2	5	2	5	1	1	29		3	3	52		52
P		41	43	43	31	25	23	64	43	49	25	18	405	-2	403
Q	1	1		1		4	5	4	2		4	1	23		23
R	14	39	51	43	36	11	11	6	3		5	8	227	-1	226
S											3		3		3
T	1	2	2	4	2		1	2	1	1	1	4	21		21
U						1	2	1		1			5		5
V											1		1		1
Z			2	2		6	1						11		11
Total	43	109	184	157	140	155	100	126	171	155	89	111	1540	-73	1467

Additions to the Reference Collection
FY2009

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total Added	Lost & Withdrawn	Total
Reference Collection															
A	1				1	1						1	4	-54	-50
B except BF							2						2	-2	0
BF													0		0
C			2				2		1		2	1	8	-3	5
D			1	2	1	1	1		2				8		8
E				2		3	4		4				13	-3	10
F			1	7			5						13	-1	12
G				2									2	-1	1
H-HJ	4	1	12	5	19	7	2		8		11	12	81	-81	0
HM-HX				1		4	4				3		12	-15	-3
J	1		3			1					1		6	-6	0
K	6		26	4	16	10	9	7	9		14	16	117	-478	-361
L			1				3					1	5	-4	1
M	2		3				3	1	1			17	27		27
N							1						1		1
P	11		26	12	12	20	22	1	9		12	24	149	-9	140
Q				9		1		1			2		13	-10	3
R			1		1	4	3				1		10	-6	4
S													0		0
T			1		1						1		3	-3	0
U											1		1	-1	0
V													0		0
Z	3		2		2	1					1		9	-2	7
Total	28	1	79	44	53	53	61	10	34	0	49	72	484	-679	-195