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Annual Report: 1999-2000

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Annual Report 1999-2000

Significant Accomplishments of Individual Faculty Members

- Erma Banks, Coordinator of Information Services, served on the D. Abbott Turner College of Business' AACSB accreditation committee. She is also secretary of the CSU chapter of the Honor Society of Phi Kappa Phi. With Pamela Yuill, Professor Banks presented a full day of GALILEO workshops for teachers at Shaw High School at their Fall Teacher's Planning Day.
- Roberta Chodacki joined the faculty of the Schwob Library in April 2000 as Music Librarian. She began planning for the relocation of the Library's music collection to the new facility at the RiverCenter. The 4000 square foot Music Library will be the Schwob Library's first departmental library.
- Hunter Eck, the library's new catalog librarian, who was formerly employed at OCLC, devised a method of entering periodical holdings information into GIL, the Schwob Library's online catalog. He and his staff have begun entering holdings information using this method. Having holdings information in the catalog will make the periodicals collection more accessible to users.
- John Hoft, Government Documents and Business Liaison Librarian, was elected Library Faculty Senator in May, 2000. In his role as Documents Librarian, he is credited with streamlining the processing of government documents, addressing the collection development policy of the collection, and setting up a separate Georgia documents collection.
- Eileen Kramer, Science Liaison Librarian, presented a paper at the fall, 2000, meeting of the Georgia Library Association's Academic Division. The paper was entitled "Web Page Excitement without Programming-Remotely Hosted CGI." Professor Kramer also taught a section of the library's Area B seminar, LIBR 1105, as a traditional course with web assist. In May she attended an Oxford seminar on "British Libraries and Librarianship," sponsored by the University of North Carolina at Chapel Hill and the Bodleian Library.
- Dr. Craig Lloyd, Archivist, has had his manuscript on Columbus African American Eugene Bullard accepted for publication by the University of Georgia Press. Dr. Lloyd researched his subject for over ten years. To be published in the summer of 2000, the work is entitled Eugene Bullard, Black Expatriate in Jazz-Age Paris. With Dr. John Lupold, Dr. Lloyd also presented a library staff development workshop on local history and archives.

- Diana Lomarcu, Systems Librarian, was promoted to Assistant Professor of Library Science at the beginning of the 1999 academic year. As a library faculty senator, she was elected Secretary of the Faculty Senate, May, 2000.
- Library Director Callie McGinnis attended the first Harvard/ACRL Library Leadership Institute in July, 1999. On campus she served on the CSU Lecture Series Committee, handling arrangements for speaker Clifford Lynch. She also prepared the Library's section for the Art Department's NASAD accreditation report. Director McGinnis is a member of the Media Resources Committee of the ALCTS Division of the American Library Association. At the state level she serves on the GIL Steering Committee and was recently elected to the GALILEO Steering Committee. Locally, she was elected Chairman of the Board of the Columbus Archives and History Center, Inc., a group which is working to create a local historical research center in the old YMCA building on 11th Street. This facility would house the manuscript collections presently in the CSU Archives, historic city/county records from the Columbus Government Center, and a research collection of secondary sources related to area history and genealogy. If a fundraising effort for the project is successful, Columbus State University will be a prime player in the operation of the Columbus Archives and History Center.
- Dr. Sandra Stratford, Coordinator of Instructional Technology Services, presented a paper on "Surviving SACS Accreditation for Distance Learning Courses" at the February 2000 meeting of AECT. Dr. Stratford is chair of CSU's Distance Learning Advisory Committee.
- Terri Townsend, Humanities Liaison Librarian, serves as webmaster for the Columbus Area Library Association (CALA). With Director McGinnis, Professor Townsend attended Georgia Library Legislative Day, where she had the opportunity to meet with area representatives to discuss library-related issues.
- Pamela Yuill, Education Liaison Librarian, served on the College of Education's NCATE Committee. During the 1999-2000 year, she was President of the Columbus Area Library Association (CALA). CALA is an organization which brings together area librarians and media professionals from public, academic, and special libraries (like hospital libraries) and K-12 media centers/libraries. During the past academic year, with Professor Banks, she visited high school media centers in Muscogee and Harris Counties. The CSU librarians gave demonstrations on the use of GALILEO to these area media specialists and established an email distribution list to inform them of titles being withdrawn from the Schwob Library which would be available for the asking (on a first-come basis).

Significant Accomplishments of Library Departments

Collection Services

- Acquisitions Department
 - The Acquisitions Department began using the Acquisitions module of the GIL system in July, 1999. This system allows staff to see what is on order by viewing electronic files.
- Archives
 - The Archives' most significant acquisition for the year was the Spencer Southeastern Map Collection, consisting of maps from 1795 to the early 1900s. The collection was donated by Mr. and Mrs. Kyle Spencer.
- Cataloging/Periodicals Department
 - This department began entering holdings information for periodicals in the online catalog. This information will make the Periodicals Collection more accessible to library users.
 - The Periodicals section began using the Serials Check-In module of the GIL system in July, 1999. This system gives better access to information regarding the receipt of specific journal issues.
- Government Documents
 - The Library's collection of Georgia Government Documents has been reclassified and the items are now being entered in the online catalog, making the entire collection more accessible to the public.
- Interlibrary Loan
 - A new ILL form was developed to facilitate ordering of free materials
 - Beginning in June, the ILL Department began using a scanner to send journal articles electronically to other University System of Georgia libraries. Previously, journal articles were sent to sister USG institutions via fax

Information Services

- Liaison librarians began a weeding project to rid their subject areas of outdated materials
- IS librarians and staff held a retreat in August to reflect on their department's mission and services
- In April the IS staff held a half-day workshop to evaluate the three-tiered reference system, which utilizes a paraprofessional and a student assistant at the Reference Desk, with a librarian as back-up. This system allows librarians more time to pursue their liaison activities, including collaborating with faculty on assignments designed to instruct students in the use of electronic and print resources and on collection development in their assigned areas

- During fall and spring semesters, IS librarians offered 113 bibliographic instruction classes to 2276 students. These sessions, usually an hour in length, are used to instruct students in the use of electronic and print sources relevant to their coursework. The department also offered 14 workshops (41 attendees) and 52 tours (880 tourists).

Instructional Technology Services

- The ITS Faculty Multi-Media Lab was beneficiary of an alliance with the Center for the Enhancement of Learning and Teaching, receiving equipment and furniture from an under-utilized site. An increased number of individual and group training activities were held in the Multi-Media Lab this year.
- Two-way interactive distance learning courses (GSAMS) doubled with the addition of two Medical College of Georgia programs.
- Technology usage on and off campus continued to increase significantly in both number and complexity. At times all ITS computers and data/video projectors are in use, with some units being used multiple times in different areas of campus.
- Installed technology in classrooms and computer labs led to a significant increase in the number of classroom emergency assistance requests and training needs. Increased technology skills and training for all staff and student assistants were required to respond to this need.
- Technology support for non-academic events continued to utilize considerable personnel and equipment resources (eight orientation sessions, auditorium and special events sound system operations and videotaping, administrative computer presentations, clock tower setting and maintenance, etc.).
- Faculty and staff requests for media production increased in number and complexity. Jon Haney aided faculty by scanning and enhancing images; producing photos, slides and computer graphics; and creating CDs. Special projects included creation of files and posters with images and text, creating and transferring PowerPoint presentations to CD, and development of customized electronic and print images.
- Expended \$90,000 in Connecting Teachers and Technology funds to expand and update technology on campus.

Significant Accomplishments of the Library (as a whole)

The Schwob Library continued to participate in the development of GIL (GALILEO Interconnected Libraries). One of three major GIL projects which occurred this year was the clean-up of the library's author and subject heading lists. Called "authority work," this project entailed sending a copy of the library's entire catalog to a vendor who ran

the files through a program that was able to standardize author names and subject headings. This process will ensure that all materials by a certain author or on a certain subject are retrieved when a search by the author name or subject heading is done.

The second GIL project for the year involved the load of bibliographic records form materials in the Schwob Library's government documents collection. Codes for the documents owned by the library were sent to a vendor who retrieved catalog entries for those documents. These entries were then loaded into the library's existing catalog. Having our government documents cataloged will enhance their accessibility and increase their usage.

Finally, the third GIL project was a test of a GIL universal catalog. The Schwob Library along with the libraries from the University of Georgia, the Medical College of Georgia, Bainbridge College and Coastal Community College, participated in this test. Using the universal catalog, a user will be able to do a search of multiple library catalogs with one search. Once the universal catalog is in production, a test will begin on universal borrowing, which will allow students, faculty and staff at University System Schools to request books from USG libraries without going through a Interlibrary Loan Office. This process is called "unmediated borrowing." Universal borrowing should be in effect during FY 2001. All three of the library's GIL-related projects are being funded through GALILEO monies.

Library faculty held an all-day retreat in August at the Hughston Foundation facility. In addition to a discussion of achievements and plans for the future, the librarians devoted a large portion of their time to finalization of the periodicals review, a two-year project which focused on cancellation of approximately 28 titles necessitate by a decrease in funding.

The library held a staff development day in March at the Coca Cola Space Science Center. The agenda included an ice breaker, departmental reports, a talk on stress management by Ms. Kathy Kelleher of the Pastoral Institute, and a space mission. The day provided frequent opportunities for staff from various departments to socialize, interact and collaborate.

In May twenty-two members of the library faculty and staff visited 30th Avenue School to present short programs to the various classes. In all, nine separate classes were visited. Activities varied from class to class and included such things as making a class scrapbook, writing thank-you notes to the teacher, creating a colorful "faux" friendship quilt, making a class video and learning about motorcycles (a librarian brought his motorcycle to the school, and each member of the class had his/her picture taken on the bike!).

In the spring, the library held its annual Student Assistant of the Year luncheon. Approximately 50 library student assistants, library faculty and staff and campus administrators attend the event. A special guest was Dr. Frank Brown. The featured speaker for the luncheon was Dr. James Nelson, Director of Training at Georgia Institute of Technology, who spoke on factors contributing to student success. Dr. Nelson told the students he knew what it meant to be a student assistant-having been one himself! He was employed for four years in the Schwob Library's Circulation Department from 1975-1979. The student assistant selected as Student Assistant of the Year was Nadia McHardy, a finance major from Nassau, the Bahamas, who works in the Government Documents Department.

Two new faculty/staff committees were established at the Schwob Library. The Publicity Committee is responsible for the creation of two issues per year of Simon Says, the library's newsletter. This committee also sends in notices to national and state library journals regarding the hiring of new librarians. The Security Committee, also formed in FY00, has the initial responsibility of making library staff members more aware of library security issues. The committee has published a security brochure for staff members and is in the process of conducting a library security audit. The committee will also explore ways to make students and other library users more aware of potential security problems.

The Current Display area of the library was renamed "The News Stand." This area was repainted and floor lamps, plants and framed prints were added to give the room a new, more inviting look.

During the year the library began planning for a new Music Library facility which will be located at the RiverCenter. A Music Library Task Force was established to begin determining what library materials and equipment would be relocated to the RiverCenter site. In April, Roberta Chodacki, Music Librarian, was hired and she began tackling the Music Library issues in earnest.

Collaborative Arrangements

See references above to arrangements with high school teachers and media specialists, Columbus area librarians, college/department accreditation committees (AACSB, NASAD, NCATE), local history interest groups, University System of Georgia Libraries (for GALILEO and GIL activities), and the Medical College of Georgia. In addition the library, through ITS, provided GSAMS operations and support to Georgia Southwestern University and Floyd College.

The library's major collaborative effort is its liaison program which assigns library subject specialists to the various colleges and/or departments across campus. These librarians study the curriculum of their assigned areas and meet with faculty in their areas to determine what subjects are being researched by CSU students. With this knowledge they are better able to provide instruction (of subject-related electronic and print materials) and to select materials for the library's collection related to those research areas.

Plans for FY2001

- Opening of the Music Library at the RiverCenter, late fall, 2000
- Proceed with planning for proposed new library addition-Center for Information Resources (proposal being presented to BOR in June, 2000; will focus on information/instructional technology resources)
- Universal borrowing ([details](#))
- Faculty profiling project which will require liaison librarians to meet with all faculty in their areas to gather information about their research needs and those of their students; to begin Summer 2000
- May alter library policies to allow food and drink in certain areas of the library (to make it more inviting and comfortable to students)
- Investigating (with other entities-like CINS) the possibility of a one-card system (for payment of fees, entrance into locked areas, etc.)
- Intern from Florida State University's Graduate School for Library and Information Studies for fall semester (9 hours/week)

Enhancements (electronic and otherwise) which provide better access to library services

- New signage (colorful, plastic signs replaced worn paper versions)
- New method of entering periodical holdings in online catalog
- Authority work was performed on current catalog entries
- Government document entries were added to the online catalog
- GIL Acquisitions and Serials Check-In modules were brought online
- Teaching and Learning Center equipment was relocated to ITS Multi-Media Lab
- Library web page continues to be revised; major redesign to be ready for fall semester. Librarians' webliographies are updated frequently.

Distance Learning Advisory Committee Summary

Continuing with past tradition, faculty from each of the colleges, along with representatives of support and learning resource agencies, were asked to identify and address issues and concerns related to distance learning. Spring Semester 2000 included 23 two-way interactive courses and 15 Internet courses. Among these courses were CSU credit courses in computer science, education, physics, psychology, biology, physical education, and gerontology. Russian language was again available to CSU students through a partnership with Valdosta State University. The Medical College of Georgia offered courses leading to a Master's in Nursing and a B.S. in Occupational Therapy on the CSU campus.

The primary work of the committee this year addressed revision of the process by which the appropriate academic, support, and learning resource personnel are made aware of proposed or planned distance learning courses. Discussion by the committee members also led to recognition of the need for campus-wide forums on distance learning topics as well as a need to increase training materials for distance learning faculty and faculty awareness of the availability of such materials.