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Annual Report: 2004-2005

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CSU Libraries

Annual Report

FY 2004 - 2005

CSU Libraries were successful in accomplishing a number of their FY05 goals-related action plans.

To improve services, the libraries were able to hire a Coordinator of Instruction to lead and manage the Information Literacy program. Also, an Instructional Designer position in the Instructional Technology Services (ITS) Department was secured for FY06.

In regard to library collections, the Music Library spent over half of the $400,000 that it received through a generous capital campaign gift. Also the libraries' general materials budget increased from $100,000 to $260,000. This included a $60,000 increase from state funds—thanks to the Vice President for Academic Affairs—and a $100,000 allotment from the CSU Capital Campaign.

New technology enhancements during the year included the promise of a wireless environment in the Schwob and Music Libraries and the purchase of ILLIAD software, which will greatly facilitate the management of Interlibrary Loan. The libraries also secured a Student Technology Fee grant for $18,000 to make the down payment on SFX software. SFX is a link resolver that will allow students to retrieve full-text journal articles across databases.

FY05 was also a year for upgrading facilities. The Schwob Library began a beautification project which included the addition of vibrant colors to the walls, the laying of patterned carpet aisles and the cleaning of interior and exterior windows. Additional painting and cleaning will continue through fall 2005. The Schwob Library added a color

photocopier for the public, a Presentation Preparation/Practice Room (for student PowerPoint practice) and task chairs for the Information Commons.

Three library departments made significant progress in accomplishing their action plans:

- The CSU Archives convened and hosted the first meeting of the Chattahoochee Valley History Alliance.
- The Music Library expanded its collection with the purchase of $289,000-worth of library materials, as mentioned above. The Music Library also secured UV blocking for its westward-facing windows.
- Instructional Technology Services played a major role in AV planning, equipment selection, specification and bid review, and/or installation for the new Cunningham Center.

High-priority library action plans for FY06 will address:

- Funding for additional staff (Electronic Resources technician and Music Library personnel), materials and campus-wide AV and presentation equipment
- Planning for the new library addition
- Implementation of library software (SFX and ILLiad)
- Upgrading the Information Commons
- Publicizing Information Literacy
- Continuing the promotion of the "Columbus Archives and History Center" concept
- Evaluation of library journal holdings
- Hosting a 30th anniversary celebration for the Schwob Library (founded 1975)

2.   STRATEGIC PLANNING INITIATIVES

Below is a copy of the libraries' 2003 – 2008 Strategic Plan, with specific FY2005 accomplishments noted under each objective. The text of the Strategic Plan appears in boldface type.

GOAL 1: **Contribute to the enhancement of student learning by providing library/information resources, instruction, technology and staffing in support of the University's curricular objectives.**

Objectives:

A. **Embrace the teaching library model, making information literacy instruction a high priority within the library and across campus.**

- The libraries hired a new Coordinator of Instruction, March 7, 2005.
- 106 BI sessions were taught to 2085 students; 4 credit course sections of LIBR courses with an enrollment of 101 students. Students gave BI instruction a rating of 84%.

B. **Improve the libraries' collections.**

- The libraries' general materials budget rose to a total of $160,000, thanks to a 100,000 donation from the CSU Capital Campaign.
- The Music Library spent close to $190,000 on new music materials, using monies provided by the Capital Campaign.
- The library faculty began an intensive journal review to evaluate and improve current journal holdings.
- The Government Documents Collection will receive more attention thanks to the hiring of a new Documents Librarian, who will begin work August 15, 2005.

C. **Improve library services to users.**

- The libraries officially launched GIL Express in January 2005. CSU students and faculty averaged borrowing 50 items a week through the new system.
- The libraries secured a Student Technology Fee grant for SFX, which is link resolver software that allows users to retrieve full-text journal articles across databases.
- Staffing in ITS was improved by the addition of a transferred employee who will assist with AV/presentation needs in the Cunningham Center and the addition of a new instructional designer position for FY06.
- Library policies regarding the Patriot Act were implemented. All library employees have received a copy of the procedures. The proper campus authorities have also been informed.
- Working with UITS and GIL Server Site staff, the libraries implemented data encryption for patron file transfers so patron data is encrypted during all transfers between CSU and GIL servers. In addition, all patron data sent via the GIL OPAC is also encrypted, protecting privacy of personal data such as addresses and Social Security Numbers as well as privacy for all queries on the GIL database.

D. **Provide opportunities for staff development to ensure a high level of service and competency.**

- Seventeen faculty and staff attended 38 workshops, conferences and classes; venues included Oxford (England), Vancouver and San Diego.
- Faculty development funding provided assistance for library faculty to attend four conferences.
- An all-day Staff Development Day was held in March at Butts Mill Farm.
- A member of the ITS staff received extensive WebCT training during the year, including one week at Georgia Southern University.

E. Enhance instructional technology for the entire campus.

- In 2005 there were 76 media-equipped academic classrooms.
- While there is not a budget for ITS equipment, equipment and lamps were purchased in FY05. From the Student Technology Fund, $38,000 was expended on classroom technology.
- The ITS staff contributed to the Cunningham Center project by coordinating of users' input, communicating with AV consultants, reviewing and recommending revisions of specifications, participating in the bid process and award, and coordinating the installation and training.
- ITS staff investigated IP conferencing and webcasting. Several IP conferences were conducted, and the staff worked with MCG on an IP project and attended IP demo. One ITS staff member developed skills and knowledge to handle the graduation webcast.
- ITS continued to provide WebCT, GSAMS and other technology training for faculty. ITS staff conducted one-on-one and small group training sessions in WebCT, GSAMS, on using camcorders and other equipment, and on use of the media-equipped classrooms. WebCT instruction was provided to several classes each term, with individual assistance given to students as needed. Instructions were also developed for the Library's new Presentation Practice area.

GOAL 2: Improve upon the library as a place in order to make it a vital, dynamic center for learning.

Objectives:

A. Plan for new library facilities.

- The new library/classroom building is currently #14 on the Board of Regents list of approved major capital projects. However, there were no planning activities in FY05.
- Librarians visited the new Columbus Public Library. One library faculty member took a three-hour tour of Emory University's Library; another

toured the new Vere Harmsworth Library at Rhodes House, Oxford, England.

B.   Improve the ambiance and functionality of the libraries.

- The first floor of the Schwob Library received a major cosmetic overhaul by the addition of paint and new carpeting.
- Task chairs were added to the Information Commons at the Schwob Library
- UV blocking for both the Music Library and the CSU Archives was installed.

C.   Increase special programming to make the library the intellectual and cultural hub of the campus.

- The libraries hosted four Faculty Research Forums. Nine faculty presented at the forums, all of which were well-attend (30+ attendees).
- The libraries sponsored two Banned Book Readouts in front of the Schwob Library during Banned Books Week in September
- Other programs sponsored by the libraries during the year were: the fall Faculty Coffee Hour, a booksale, a coffee & donut giveaway to launch GIL Express, 2 book talks, a talk by a visiting scholar, and 2 Rite of Passage lectures.

D.   Update and enhance technology within the libraries

- A PowerPoint presentation practice area was created adjacent to the Information Commons.
- Assistive technology in the Information Commons was improved with an upgraded version of JAWS.
- A new HP Color Laserjet 2550n printer now serves all printing needs in the Archives. This printer was installed in March, 2005.
- New computers were acquired for 7 library faculty and staff, including a new laptop for the Music Librarian.
- UITS began installation of a wireless network in various parts of the Schwob and Music Libraries; the network will be operational in the fall.
- ILLiad software was purchased and Interlibrary Loan and Systems personnel were trained in its use. Plans are to implement it in fall 2005.
- A color public photocopier was secured for the Schwob Library.

GOAL 3: **Improve and increase outreach activities in order to heighten awareness and appreciation of the libraries' role and value in the academic life of the university.**

Objectives:

A. **Publicize the library to campus entities.**

- Library events were publicized on the Davidson marquee, using animated graphics designed by a library faculty member.
- *Impact* carried articles on the Research Forum Series and the library beautification project.

B. **Promote the library within the community, the region and the nation**

- The Banned Books Readouts were publicized in the *Columbus Ledger-Enquirer* (with a photo).
- The Banned Books Readouts were publicized in the *Georgia Library Quarterly* (with a photo).
- The Dean of Libraries led a group of 10 Georgia librarians on a tour of libraries in Oxford, England.
- Planning was begun for a bus tour of Columbus libraries for the October 2005 COMO Conference to be held in Columbus. The Schwob Library and the CSU Archives will be included on the tour.

C. **Participate in collaborative ventures.**

- CSU Libraries officially launched the University System of Georgia's GIL Express in January 2005. CSU staff served on the GIL Express Committee.
- The Dean of Libraries served on the Regents' Academic Committee on Libraries Executive Committee and the GALILEO Steering Committee.
- The CSU Archives convened and hosted the initial meeting of a regional history alliance in March. About 30 people attended.
- Two members of the library faculty served as officers of the Columbus Area Library Association (CALA).
- Key leaders of the Columbus Archives and History Center, Inc., including the Dean of Libraries, met with the director of the Columbus Museum to explore the possibility of housing the History Center in the Bradley Library, should the Museum gain control of that building.
- CSU Libraries continued to offer discarded reference sets to local area high schools.

GOAL 4: **Focus on quality in all endeavors to ensure excellence.**

Objectives:

A.   Make planning a part of every effort.

- Library faculty meetings were held on the average of once a month.
- The libraries in-house committees met regularly and completed a variety of tasks.
- The library faculty held an all-day retreat in the President's Club of the Lumpkin Center in August 2004

B.   Make assessment a part of every effort.

- A user survey was conducted in spring 2005; results were publicized to staff.

C.   Strive to be a model of excellence.
- All endeavors for the year were carried out with this objective in mind.

Contributions of Library Faculty in FY 2005

Associate Professor Erma Davis Banks served as secretary of the Columbus Area Library Association. On campus, she chaired the University Honorary Degree Committee.

Roberta C. Ford, Associate Professor, served as President of the Columbus Area Library Association. She attended the annual meeting of the Music Library Association in Vancouver, British Columbia in February, 2005.   Professor Ford is chair of the Music Library Association's 75th Anniversary Committee.

Assistant Professor Reagan Grimsley attended the annual Oxford University-University of North Carolina seminar on British Libraries and Librarianship in Oxford, England, in May 2005. He also attended the Monson Free Library Museum and Archives Institute in Monson, Massachusetts, May 2004. He served as Executive Secretary of the CSU Faculty Senate, 2004-2005, and he is a member of the Board of Trustees of Westville Historic Handicrafts, Inc. He published a book entitled *Hattiesburg in Vintage Postcards* (Arcadia Press, 2004).

Michelle E. Jones, Instructor of Library Science, attended the Georgia Library Association Leadership Conference, Morrow, February 2005. She was also a reader in CSU Libraries' Banned Books Read-Out, September, 2005.

Eileen Kramer, Assisted Professor, presented a paper entitled "Adventures in a World of Troubles: The Power and Perils of Using a Scripted Paper to Assess Information Literacy," Georgia College at Milledgeville, Georgia, July 2004.

Assistant Professor Diana Lomarcan served as a member of the CSU Strategic Planning Commission; she chaired the Mission, Vision, and Values subcommittee.

Associate Professor Callie McGinnis is a member of the GALILEO Steering Committee. She is also President of the Muscogee Genealogical Society and a member of Historic Linwood Foundation (Cemetery) Board. Dean McGinnis led a group of 10 Georgia Librarians on "A Librarian's Tour of Oxford," April 2005. She was selected as a Gracious Lady of Georgia, in March 2005.

Dr. Sandra K. Stratford, Associate Professor, serves as a member of the Association for Educational Communications and Technology's ECT Foundation Board. She is also a member of Columbus Technical College's Library Advisory Committee.

Susan C. Wynne, Instructor of Library Science, attended the Georgia OCLC/SOLINET Users Group Meeting, Atlanta, September 2004 and the Georgia Library Association Leadership Conference, Morrow, February 2005.