



# **Odum Library Annual Report FY 2019**

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# Valdosta State University Archives and Special Collections 2018-2019 Annual Report

Submitted by Deborah S. Davis, Director

Year	Number of recorded questions and sign in patrons	Observed reasons for changes
2018-19	1026	This represents a 21% increase over 2017-18. Given that we turned over all our student assistants and our archives assistant this year, this is a very impressive amount of record keeping.
2017-18	808	This represents a 29% decrease over last year. We had fewer classes that signed in every day and we also filtered out all that were not tagged archives this year, thus cutting out when Reference referred someone to us.
2016-2017	1277	<b>32%</b> increase over last year. We made a concerted effort to record all interactions. This represents our sign in sheets: with 677 and our gimlet records with 600 transactions.

## General Statistics:

## Outreach:

1. Outreach:
  - a. The Happening with free posters created in house and popsicles, Fall 2018
  - b. Created materials and gave guided Art Tours for Parent's Weekend, Fall 2018
  - c. Rare Book Collection with Marcia and John McRae, Display and Reception of Robert Owens Collection in partnership with Foundation, August 2018

- d. New Faculty Hidden History Tour, December 2019
- e. Hakim Jones Presentation on Gullah Geechee Culture in partnership with African American Studies, February, 2019

2. Exhibits:

- a. Dominick Gheesling, Photographs, Rotating Gallery, July-December, 2018
- b. Julie Bowland, Earthworks, Rotating Gallery, Fall, Spring 2018-19.
- c. Antique Maps on loan from Georgia College and State University, Rotating gallery, March-Present, 2019,
- d. Turner Center Photograph award winners, Archives, September-October 2018
- e. What is archives? Exhibit in display cases, Fall 2018
- f. Gullah Geechee Culture, Hakim Jones exhibit, display cases Feb – April 2019
- g. World War I, Smithsonian exhibit, display cases, May 2019
- h. “Wear Your Pride” Gay Pride exhibit display cases June-present, 2019
- i. New Dali Gallery and new placement of Rembrandts, January 2019
- j. New Placement of Ross Rosenberg large paintings in renovated space, January 2019
- k. New Exhibit, History of VSU Presidents, West Hall Board Room, April, 2019
- l. Working with committee to apply for ALA Holocaust museum travelling exhibit some time from 2020-2021
- m. Removed exhibits to prepare for renovation in Library in Summer of 2019..  
Removed Rembrandt gallery and ½ of Ross Rosenberg Gallery, Summer 2019

3. News Activities:

- a. Newspaper Article: VSU unveils ancient book collection, Valdosta Daily Times, August 23, 2018
- b. Online VSU News: Deborah Davis honored with Presidential Excellence Award for Service,
- c. Newspaper Article: VSU Presidential Excellence Awarded, Valdosta Daily Times, November 16, 2018
- d. Journal Article: In the News: Valdosta State University Deborah Davis Honored with VSU Presidential Excellence Award for Service. *Georgia Library Quarterly*, Vol 55, Issue 4, Fall 2018
- e. Newspaper Article: VSU Digitizes Pinebranch publication. Valdosta Daily Times, Nov. 11/2018
- f. Press Release: Digital Library of Georgia: Digitization of the Pinebranch, October 2, 2018
- g. Newspaper Article: From Forest to Forrest, Valdosta Daily Times.Fall 2018. Article featuring Stacey Wright’s research on Forrest St.
- h. Press Release and VSU News: Odum Library Hosts Exhibition of Landscapes by Artist Julie Bowland, January 10, 2019
- i. Newspaper Article: VSU Archives debuts rare maps. Valdosta Daily Times, May 21,2019
- j. Press Release and online news, VSU: VSU’s Odum Library Celebrates Pride Month with “Wear Your Pride” Display, June 10, 2019
- k. Television News, WCTV: Pride display goes up at Valdosta State for first Time. WCTV, 6-11-2019

- l. Newspaper Article, online: VSU Odum Library observes Pride Month. Valdosta Daily Times, June, 2019
- m. Newspaper Article, online: Pride exhibit displays t-shirts, posters, Valdosta Daily Times, June 2019
- n. Television News: WALB: VSU Celebrates Pride Month, WALB, June 13, 2019
- o. Newspaper Article: Not seeing the forest for the ‘trees’ by Michael Noll, Valdosta Daily Times, July 22, 2019. Article using Stacey Wright’s Forrest St. research

**Awards:**

- Deborah S. Davis, Valdosta State University Presidential Excellence Award for Service 2018-19
- Certificate of Appreciation. VSU College Assistance Migrant Program for the CAMP Archives Orientation, Sept.10,2018

**Teaching:**

- Taught MLIS 7710 for the VSU MLIS Program. 3 credit hour graduate class. SOI average: 4.60
- Currently prepping a two hour PERS course to be offered with Melanie Byrd in Fall 2019

- Had **6 interns** for 2018-19:

Women’s Studies:           A’Ja Huff—C Oglesby

Kylie Mathis—C Oglesby

Dana Williams—C Oglesby

Brittany Kirk—C Oglesby

History:                       Jonathan Goldthwaite--Block

John Coleman—Block

The history interns worked on a variety of tasks from indexing to digitization. The Women’s Studies interns worked on indexing *Equal Rights* magazine.

**Archives Orientations, Classes and Work Projects:**

August

Orientation for Marching Band on School History, Benjamin Harper

Women’s Studies Intern Orientation, C, Oglesby

Volunteer Orientation, M. Byrd HIS 1011

Volunteer Orientation, M. Byrd HIS 1011

Library Instruction, M. Byrd, HIS 4950: Finding Books, Evaluation 4,89

Library Instruction, M. Byrd HIS 3201, Evaluation 4.53

Library Instruction, M. Byrd HIS 4950, Finding Articles, Evaluation 4.89

## September

Library Instruction , M.Byrd HIS 4950, Finding Primary Sources, Evaluation 4,89

Art Tour: J. Bowland, Art Perspectives,

Archives Orientation, VSU College Assistance Migrant Program

Library Instruction, M. Byrd. HIS 1011 Babylonian Clay Tablets, Evaluation 4.53

Library Instruction, M.Byrd HIS 1011 Babylonian Clay Tablets, Evaluation 4.34

Library Instruction, J. Crowley, HIS 3000, Religion in Archives, Evaluation 4.89

Library Instruction, B. Gaskins ENG 2221, Literature of the Ancient World, Evaluation 4.51

Library Instruction, B. Gaskins ENG 2221, Literature of the Ancient World, Evaluation 4.08

## October

Library Instruction. MUSC, Frost, Guy, Music. Archives and Music  
Evaluation 5.0

## January

Women's studies intern orientation, C. Oglesby

Library Instruction. Workman, Higher Education History VSU History  
Orientation and Archives Research Orientation. Evaluation 4.3

4 classes of Library Instruction, January and February LaPlant, English 1102  
Honors, VSU History Orientation and research in archives, Evaluation 4.1

3 classes of Volunteer Orientations, M. Byrd, HIS 1011

Library Orientation. T. Geltner, Journalism, Archives Research

February

3 classes of Library Instruction. M. Byrd, HIS 1011 Babylonian Clay Tablets,  
Evaluations 4.2, 4.5, 4.0

March:

Library Instruction, T. Hobbs, AFAM Studies, Evaluation 4.6

July

Library Orientation, Hothschild, Sociology, Archives Orientation

**Total 31 classes taught, a 36 percent increase over last year.** New areas of teaching include English, African American Studies, and the marching band. We had return visits from last year's new professors: journalism and higher education history from.

Part of our teaching program are the Extra Credit Volunteers. It was a very successful year for volunteers.

## **Volunteers**

### **Fall Semester 2018**

**31 volunteers worked 378.16 hours**

### **Spring Semester 2018**

**28 volunteers worked 469 hours**

### **Summer Semester 2018**

**2 volunteers**

**1 worked 30 hours and one is still working**

**Total Volunteers: 60**

**Total Hours Worked: 877.16**

**Total Value of work: \$6359.41**

This is a **32% increase** in hours worked over the last year and a **21%** increase over the number of students who worked last year. Considering that last year we had a 25% increase in hours worked and a 10% increase in students, our volunteer program is very strong.

### **Consulting**

- Digitized three ledger books for the Jekyll Island Club Museum
- Digitized Savannah State Umatic tapes
- Rusty Weatherington, applying to be air force historian and needed a class or workshop to complete certification. I let him work through my MLIS 7710 class and went over materials with him and gave him extensive tours.

### **Valdosta State University Archives and Special Collections - Digitization and Digital Preservation: Annual Report Statistics, July 2018 - July 2019.**

### **Websites**

*(July 17, 2018 - July 17, 2019)*

**Vtext:** *Users:* 9,224 | *Sessions:* 11,026 | *Page Views:* 59,238.

**Archon:** *No analytics available since upgrade - Fixed on*

20190718. **Babylon Clay Tablets:** *Users:* 131 | *Sessions:* 162 | *Page Views:* 501.

**Campus Canopy Index:** *Users:* 755 | *Sessions:* 875 | *Page Views:* 1,378.

**Cobec:** *Users:* 1920 | *Sessions:* 2924 | *Page Views:* 6792.

**Eichberger:** *Users:* 8 | *Sessions:* 9 | *Page Views:* 13.

**Gendex:** *Users:* 740 | *Sessions:* 941 | *Page Views:*

5582. **Mayday:** *Users:* 12 | *Sessions:* 17 | *Page Views:* 65.

**Janice Daugharty:** NO STATS. Fixed 20190718.

**Joyce Joyce:** No Stats. Fixed, 20190718.

**Hudson Collection:** *Users:* 26 | *Sessions:* 29 | *Page Views:* 78.

**Folklife:** *Users:* 3227 | *Sessions:* 3539 | *Page Views:* 4865. Social Media

**Twitter:** *Tweets:* 769 | *Followers:* 787.



**FaceBook:** Likes: 299 | Followers: 297.

*Flickr (2013-02 - 2019-07-18):\*\* Total Views: 2,622,118 | Followers: 80 | Photographs uploaded: 10,016. |*

**YouTube:** Subscribers: 1188 | Videos: 164 | Views: 377.4k | Watch Time: 3.5 Million

*Instagram \*(new):\* Posts: 25 | Followers: 27*

## **Digitization & Digital Preservation**

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### **1. Valdosta State University Flickr - Digital Photographs (2007-2018):**

28,932 photographs, 273 GB.

### **2. Processed Electronic Records (LOC Bags - Uploaded to Amazon Glacier):** 312 Bags, 1.16 TB. | Total Bags on Glacier: 1178.

**3. Demorest Digitization** 121 items digitized.

**4. Clay and Clay Materials Journal:** 486 records added to Vtext (ongoing).

**5. Video Digitization Project** *Digitized:* 334 | **Processed:** 69.

**6. SGSNC Photographs from University of Virginia**

**7. NAMOSRL Collection:** 32 records added

**8. Slavery Papers and Speeches:** 5 new items digitized.

**9. Valdosta Symphony Guild Scrapbook Collection:** 12 items digitized.

**10. L'Illustration:** 82 items.

## **Other**

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1. Dark Archive Storage Server (implemented) | VStore → DarkArchive space saving.

2. SELA photographs (Patron)

3. **Patron Projects** (Digitization Requests): 20 (approx)

5. **GIMLET Stats** (7-18-2018 - 7-17-2019): 457 questions.

6. File Checksum Monitoring implemented (AFICK) - Dark Archives, Vstore/Projects (Ev. 3 months)

## **New and Appended Projects in Vstore**

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1. vtext\_dissertations-theses

2. COSA\_accrual

3. holocaust display application
4. Roy\_Copeland
5. vtext\_dissertations-theses\_BAK20190715.zip
6. DLG grant 2019
7. forest-forrest-street
8. white-authur\_bag
9. NAMOSRL
10. valdosta-symphony-orchestra
11. cobec
12. GCSU antique maps web-preservation
13. Bailey\_Archival\_Research\_Fellowship
14. folklife-collection
15. blazin brigade
16. famous georgians
17. daugharty-janice\_bag.md5
18. smithsonian exhibits
19. president's board room
20. west hall boardroom
21. demorests
22. arcadia-book\_davis\_bag
23. leonard-long-collection
24. Joyce\_Transcription
25. \_patron-projects
26. roosevelt-eleanor
27. digital-library-georgia
28. louis\_schmier\_collection\_ua23\_15
29. memorabilia\_ua22-42
30. History show
31. georgia-library-association
32. faculty-senate\_ACCRUAL
33. new faculty tour
34. Jekyll Island Ledgers
35. homecoming
36. grandfather clock
37. alumni-relations\_ua6-4
38. north campus

39. vertical-files\_photographs
40. george washington
41. pine-branch
42. southeastern-library-association\_ms595
43. Ownes-McRae collection
44. happening-the
45. books\_digitized

## **Acquire and Preserve Materials. Archival Non Digital and Digital Acquisitions**

### **Archival (non-digital) Acquisitions**

**83 linear feet (lf)** were added to our physical collections, a **19% decrease** over 2017-2018. We continued to acquire some of the Roy Copeland collection of African American materials, and we acquired 16 ft. of the Harmeyer papers. We also received materials from library associations, African American Studies, the English department, history department and other campus offices. We are still waiting on the Redwine collection and the Fore collection which the foundation currently has.

### **Special Collections:**

**37 books** were selected and purchased with the archives book budget this year to add to Special Collections, Rare Books, or the Archives Practice section on the third floor, including a special purchase of out of print and rare African American History books. This is a 43% decrease over what was ordered last year, but 1500 of our funds were cut due to a shortfall. We did buy some expensive things this year, such as Black Panther Magazine.

### **Digital Acquisitions**

#### **Electronic Theses & Dissertations**

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1. mcadoo-charlie\_dissertation\_2018
2. wright-laura\_dissertation\_2019\_bag
3. cutts-anna\_dissertation\_2018\_bag
4. vipperman-raymond\_dissertation\_2019\_bag
5. eckdahl-hallie\_dissertation\_2018\_bag
6. sandefur-victoria\_thesis\_2019\_bag
7. surin-anna\_dissertation\_2019\_bag
8. kramer-alan\_dissertation\_2019\_bag
9. mcbride-meghan\_dissertation\_2018\_bag
10. bailey-robert\_dissertation\_2019\_bag

11. bingham-rebecca\_thesis\_2019\_bag
12. tench-paula\_dissertation\_2019\_bag
13. ridley-darlene\_dissertation\_2018\_bag
14. holt-michael\_dissertation\_2019\_bag
15. miller-michele\_diss\_2019\_bag
16. hardy-dorea\_diss\_2019\_bag
17. dombrowski-leslie\_dissertation\_2018\_bag
18. cooper-andrew\_dissertation\_2019\_bag
19. owens-eric\_dissertation\_2012\_bag
20. presler-katie\_thesis\_2018\_bag
21. norris-scarlette\_dissertation\_2018\_bag
22. terbova-galina\_dissertation\_2018\_bag
23. ramirez-martha-susan\_dissertation\_2018\_bag
24. speights-terri\_dissertation\_2018\_bag
25. beasley-sherry\_dissertation\_2018\_bag
26. clark-andy\_dissertation\_2016\_bag
27. strauss-gabrielle\_thesis\_2018\_bag
28. raval-nimisha\_dissertation\_2018\_bag
29. gary-danyelle\_thesis\_2018\_bag
30. thomas-karen\_dissertation\_2018\_bag
31. mccullers-paula\_thesis\_2018\_bag
32. schweizer-robert\_dissertation\_2018\_bag
33. luke-morgan-audrey\_dissertation\_2018\_bag
34. lowe-phillip\_thesis\_2018\_bag
35. 20240628\_lee-rochelle\_dissertation\_2018\_bag
36. 20210610\_wilkerson-patsy\_dissertation\_2019\_bag
37. 2079\_day-molly\_dissertation\_2019\_bag
38. 20240308\_dyer-steffani\_dissertation\_2018\_bag
39. 20240306\_day-charles\_dissertation\_2018\_bag
40. 2075\_chafin-amy\_dissertation\_permEmbar\_bag
41. 2028\_webb-deborah\_dissertation\_2018\_bag
42. 2028-07-14\_carmichael-tristin\_dissertation\_2018\_bag
43. 2028\_marshall-marci-garner\_dissertation\_2018\_bag

### **Accruals (Electronic Records)**

1. COSA
2. Faculty Senate and Faculty Senate Committees
3. COBEC

4. NAMOSRL
5. **Valdosta State University YouTube Videos:** 100 videos (20181129-)
6. VSU Flickr Photographs (2019-)

### **Preservation:**

Our preservation actions were of course built into regular processing activities. These include re-boxing, re-folding, encasing in inert polyester sleeves, encapsulating oversized materials and creating phase boxes for rare materials. We have also been preservation scanning *Demorest Monthly* from the 1890's with our interns and are in the last volume of the magazine. 122 issues of *Demorest* are now on Vtext. In addition we scanned 57 issues of *L'Illustration*, a French magazine from the 1890's.

### **Archival Description and Processing:**

This year, in summer and early fall, we upgraded our ARCHON system with the new ARCHON sustainability code. It took about three months to complete the upgrades working with Dallas Suttles and Michael Holt and Michael Young of IT. During that time, we were unable to add new records to ARCHON.

Processing totals for 2018-9: **36 linear feet** of items were physically processed. This is a 28% decrease, but we were unable to add to ARCHON for months. 52 Special Collections books and rare books were cataloged this year which is a large decrease, but see the above note about spending cuts. However, 807 archives items were cataloged this year, which is a massive increase for a number we have not been counting.

### **External Funding**

Created the Hugh and Joan Bailey Research Travel Fund from our endowment, \$1000 annually.

Our student volunteers gave work valued at **\$6359.41** for the year.

Completed Digital Library of Georgia digitization of Pinebranch grant of **\$4950.00**

Completed Georgia Humanities Council grant of **\$2000.00** with African American Studies. For Gullah Geechee culture exhibit and program.

Awarded **\$2137.50** by Digital Library of Georgia to scan deeds and plats from South Georgia, Summer and fall 2019

## **Deborah S. Davis, Director, VSU Archives and Special Collections**

### **Service to the profession and institution:**

#### *Service to the profession nationally and in the State:*

- Academy of Certified Archivists, member, recertified in 2016-present.
- Georgia Library Association, member and Archivist. Have worked with officers on questions for materials from GLA Archives and added new materials to collection. Chairman of the Records Committee
- Society of Georgia Archivists, member
- COBEC, Consortium on Belize Educational Cooperation. Serving as Archivist since 2005 Valdosta State University, VSU Archives is also the webmaster for COBEC and Davis was chosen Documentarian beginning in fall, 2014. Completed work on the Impact Assessment committee which was presented at Feb. Meeting in 2017, Have been assisting in writing 187-page report on impact of COBEC, which is now complete and published.
- Organized class on Public Libraries and Technology taught Aug-Sept in Belize, 2018
- GIL Special Collections Committee (statewide), 2018-

#### *Service to Valdosta State University*

- Faculty Senate, 2016-19, Senator
- University-wide Art Committee: responsible for upkeep of current art holdings and selection of future materials. As committee member, created policies for retention and purchase of art, selected art for purchase, reviewed and approved funding proposals, maintained campus art database. Even though the committee is unfunded, we still maintain the Art Collection Database
- Faculty Grievance Committee, Chair, 2018-19.
- Faculty Senate Scheduling Committee, 2016-
- COHSS Executive Committee, 2018-
- COHSS Awards Committee, Chair, 2019-present
- COHSS Experiential Learning Committee, member, 2019-

#### *Service to Odum Library*

- Library Art Committee, Chair. See description of Art activities in outreach section.
- Strategic Planning Committee, member, 2013-
- Web Page Committee, current
- Marketing Committee, occasional Archives representative

## **Presentations and Publications and Gallery Displays**

- Completed: Warren A. Hodge Emilia M. Hodge Betty Flinchum Kathaleena Edward Monds Deborah Davis Ethel Arzu Cynthia Thompson Eve Aird. *Evaluating the Impact of the Consortium for Belize Educational Cooperation (COBEC) on Belizean and U.S. Partner Institutions.* published August 2018. [http://archives.valdosta.edu/cobec/documents/cobec\\_2018\\_summer\\_report.pdf](http://archives.valdosta.edu/cobec/documents/cobec_2018_summer_report.pdf)
- Displays are reported in the outreach section of this report

#### **Training and Meetings:**

- Society of Georgia Archivists/, Annual Meeting, Athens, GA, Fall 2018
- GLA Winter Meeting, Macon, Georgia, January, 2019
- Galileo Conference, Macon, Georgia, July, 2019

#### **Awards:**

- Deborah S. Davis, Presidential Excellence Award for Service, August 2018
- Certificate of Appreciation. VSU College Assistance Migrant Program for the CAMP Archives Orientation, Sept.10,2018



## **Douglas Carlson—Archives Technical Assistant**

### Tasks and activities

1. Assisted with VSU president's display for conference room.
2. Conceived and assisted Deborah with June Pride display.
  - a. Planned media coverage with John Stephen.
  - b. Two television interviews
  - c. Print media coverage
3. Attended GIL user's group meetings in Macon
  - a. Volunteered to serve on Archives group committee
4. Attended Odum marketing committee meetings.
5. Completed Spring 2019 semester volunteer project VDT/Spectator
  - a. Tallied students' volunteer hours
  - b. Processed backlog of data edits and entries to databases. Touched 300 records.
6. Attended two meetings and assisted with project planning for Archon/GIL Metadata project
7. Registered for August class in photograph preservation at Emory.
8. Completed application for graduate studies.
9. Completing first 4 out of 9 modules for SAA DAS.
10. Created 3 new collection level entries in Archon.
11. Began edit of subject headings for Archon.

## **Dallas Suttles—Computer Services Associate**

### **Conferences**

1. Digital Archivist Certification - Atlanta, Georgia.
2. Galileo Users Conference - Macon, Georgia.
3. Society of Georgia Archivists Annual Conference - Athens, Georgia.

### **Committees**

4. Library Signs and Signage Committee
5. Library Web Committee
6. Library art committee

## **UNIT: Circulation and Lending Services Department**

*Submitted by Steven Scheuler, Department Coordinator*

The Department operates two circulation desks, regulates the loan and return of materials. and maintains the stacks through constant shelving and shelf-reading.

- Review annual lost fines and processing fees report, put holds on in Banner and add in Banner Processing Fee and Blocks to patron records.
- The department has assumed the ALMA library system calendar management schedules for end-of-term, holiday and opening hours.
- Daily review of Expired Hold Shelf implemented.
- Daily reviews of GilExpress Patron Blocks carried out.
- Annual GilExpress Institutional Billing cycle exercised.
- GIL Express Stat Courier Tracking system implemented.
- Daily review of Monitor Requests and Item Processes with detailed attention to In-Transit and Request categories applied.
- Monitoring of Human Resources Termination Portal
  - Check terminating staff and faculty for library loans.
  - Deactivate retiring and resigning staff and faculty with no loans
  - Notify, alter due dates and send activity reports to terminating employees with loans.
  - Check Course Reserves Instructor section to contact about reserve materials
- A case-by-case review of Banner library holds requested by the bursary conducted and completed.
- The department has assumed the task of putting out boxes of paper throughout the building for the printers.
- The department has assumed the task of emptying all the recycling bins throughout the building and placing the material for removal.
- The department has assumed the task of checking all the study rooms to clean boards, straighten furniture, remove books, pick-up trash, check signs, clean tables and any other issues that may exist with the rooms.
- The department has assumed the task of straightening the furniture throughout the building at the end of each semester.
- The department has assumed the task of ensuring that door access/ door locking is reported through proper channels during holidays and other shut down times and that proper signage is bestowed to the doors.
- The department has assumed the task of getting OneCard door access for all staff and faculty that now work in the building and students whose cards may fail.
- The department has assumed the task of opening the doors for access to the auditorium on weekends when necessary.

- The department has assumed all roles of circulation for the Special Collections/Archives Library.
- Luther Smith transferred his office from second floor to Room 1060.
- Room 1100 became the Staff room in addition to being copy room, reserves room, game and cd storage room.
- The department shifted the entire third floor collection to ensure room for growth of the collection.
- The Library Renovation added 10 new study rooms that the department added to the checking and cleaning service list.
- New procedures put in place for first floor Hold Shelves concerning routing to departments within library.
- The department is conducting wholesale collection moving projects in support of the library renovation construction.
  - Completed removal and boxing of the entire legal works shelved in the east atrium area.
  - Transferred the entire collection on the east side of the second floor to the first floor stacks area and second floor reference area.
  - Completed shifting the entire third floor collection to ensure room for growth of the collection.
- Stacks management supervisor Luke Smith continues to collaborate with the Information Technology Department (IT) conducting cross training for lab assistants for IT's Technical Response Units.
- Origination Code and the Origination Code Descriptions changes recommended and made in Banner 9 system to better fit the needs of all departments in the library.
- Circulation manual for desk operators developed and put online.
- All Circulation and Lending Services online pages examined, inspected and checked and verified with Trello and by Library Assessment Department.
- Lost, Missing and Withdrawn item searches conducted on a monthly basis.
- Transitioned to a new room scheduling software EMS, appropriate staff trained and familiar with the new procedures and processes involved.
- Efforts underway to form the basis of possible future plan for student assistants /work studies to perform more duties in the department.
- Manuals and hands-on training concerning all circulation department policy and procedures and applications to the Alma Library System is ongoing.
- Circulation staff in collaboration with Automation Department staff provided 24 hour open coverage for the entire library building during the finals week of fall and spring semester.
- The department now accepts all community borrowers in an effort to increase circulation.

- Cross Training conducted for: Serina Taylor on Banner Holds on the Banner 9 system and Course Reserves in ALMA ; Lisa Harken on range signs, shelf-reading assignments and lab monitor scheduling.
- All staff continued to cooperate with the library's Marketing and Assessment Department to collect data.
  - Gate counts
  - Suma head count throughout the library
  - Gimlet tracking on service desks
- The department continues to refine and improve workflows and procedures in the ALMA library system with more consistent role assignments for all employees.
- Patron questions and concerns are responded to on a daily basis by use of the [circ@valdosta.edu](mailto:circ@valdosta.edu)
- The department continues to collaborate with Human Resources in out-processing Valdosta State University personnel
- Purple/Blazer Briefcase online job advertisement system implemented for use to recruit student workers.
- Nine Work Study students and eight student assistants were trained and added to the staff in addition to the two existing Work Study and six student assistants. Five student assistants graduated during the year.

### **The Staff**

Dakota Newmans after two years of exemplary service, including her resplendent decorations in the lobby for homecoming and Christmas, resigned.

Donna Jones provides expertise on library reserves and overall department workflows. Crystal Miller provides daytime staffing at Circulation desk in addition to her Reference desk hours and serves on the Marketing Committee. William Simmons provides invaluable and reliable desk service during evening and weekend hours. Serina Taylor continues her duties for the Inter Library Loan Department to assist with workflow there and provides morning circulation coverage. Josh Wallace provides desk coverage and GilExpress daily procedures. Lisa Harken provides desk coverage during the overnight hours and assigns students shelf reading. Luther Smith performed as Stacks Management Supervisor and is in charge of hiring and training students. Department Head Steven Scheuler is finishing two-year term on the Georgia Interconnected Libraries Functional Fulfillment Committee. Will Smith provides evening circulation desk hours and performs shelf-shifting projects regularly. Craig Smoot provides afternoon and evening desk coverage. The Circulation Department and Lending Services hired, trained and provided employment for over 30 work study student assistants and lab monitors at Odum Library throughout the fiscal year.

Odum Library served as one of the GILExpress testing libraries for the upgrades to the Primo fulfillment request system. In addition to statewide cooperation the Circulation and Lending Services staff will continue to collaborate with all library departments to meet any challenges encountered.

### General Circulation Statistics 2018-2019

Library Name	Loans	Returns	Renewal	Lost	Auto Renew	Recall
Archives	188	178	100	0	27	2
Mass Media	3,347	3,312	0	0	0	5
Odum Library	10,184	8,918	2,000	50	5,760	61
Ruby R. Sullivan Literacy Center	411	360	0	0	0	0

## **UNIT: Collection and Resource Services**

*Submitted by Kenneth Smith, Department Coordinator*

### **Acquisitions**

*Robert Taylor*

- The Acquisitions Unit purchased 2,948 monographic items at a cost of \$310,721.02.
- These figures include end of year purchasing with special funds. Despite receiving end of year money, the monographic count continued its annual decline. This year, there was a 13% decline, with 3,395 titles purchased in FY18.
- The Acquisitions Unit purchased 1,077 serial items at a price of \$1,295,221.20.
- 58 serial titles were cancelled in 2019 (worth \$40,574.11)

### Gifts

- 2,139 gift items were received in FY 2019.
- The most significant gift of the year came from Dr. Hand of Valdosta. He gave the Library 222 books on sociological topics. This constituted a significant gift because the donation allowed us to refresh and update our sociology collection.

### Repairs, Binding & Replacements

The pattern of binding activity is changing in the Library. As print journals have been moved online or cancelled, periodical binding has decreased. Monographic binding, on the other hand, has increased. The number of theses bound held steady relative to last year.

- The Acquisitions Unit repaired 150 books in-house (FY18: 191; FY17: 136; FY16: 404).
- 400 monographs/books were bound (FY18: 528; FY17: 91; FY16: 387)
- 198 bound periodicals were added (FY18: 343; FY17: 658; FY16: 789).
- 114 theses were bound (FY18: 108; FY17: 251; FY16: 425).

# Cataloging

## *Guy Frost*

With the exception of the month of July, Cataloging was full staffed this year. Harikleia Sirmans began working in Cataloging as an LTA on July 30, 2018, after having worked for the South Georgia Regional Library for fifteen years.

### STATISTICS (OCLC)

	Original		Enhancements		Imports		OCLC Adds		OCLC Deletes	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
Guy Frost	336	277	1417	3711	1269	1648	1182	1035	728	1232
Robert Taylor	n/a	43	194	866	2310	722	3691	915	78	28
Michele Moye*	n/a	0	536	32	102	55	568	46	4	0
Dana Jack	n/a	0	597	14	642	1905	642	24	45	1780
Harikleia Sirmans	n/a	28	n/a	1674	n/a	193	n/a	1857	n/a	14
Jessica Lee	n/a	0	n/a	0	11	37	9	58	709	90
Alice Smoot	n/a	0	n/a	0	5	7	n/a	1	30	141
Mary Ann Wheelis	n/a	0	n/a	0	n/a	0	3	16	2011	3045
Ken Smith	n/a	1	n/a	0	1622	52	15	13	3770	930
Students	n/a	0	n/a	840	n/a	0	n/a	547	n/a	0
<b>TOTALS</b>	<b>336</b>	<b>349</b>	<b>2744</b>	<b>7157</b>	<b>4465</b>	<b>4619</b>	<b>6110</b>	<b>4512</b>	<b>7375</b>	<b>7260+</b>

+535 (Frost) and 668 (Moye) physical items were also discarded which were not in OCLC

\*Note, Sirmans and Frost work chiefly in OCLC while Moye works chiefly in Alma

### STATISTICS (ALMA)

	+Items Added	Items Deleted	Items Modified	Portfolios Created
	2019	2019	2019	2019
Guy Frost	1,332	145	3,122	146
Robert Taylor	141	125	3,935	0
Michele Moye	2,248	68	5,886	0
Dana Jack	1,459	33	2,407	0
Harikleia Sirmans	27	8	0	0
Jessica Lee	0	37	286	50
Alice Smoot	1,243	77	484	0



Mary Ann Wheelis	446	0	3,525	0
Ken Smith	3	166	345	28
<b>TOTALS</b>	6,899	659	19,990	224

PROGRAM FOR COOPERATIVE CATALOGING

**SACO (LCSH, LCGFT, LCC)**

FROST

- 9 New Library of Congress Subject Headings (LCSH) Were Approved
- 2 New LCSH were Revised
- 4 New Library of Congress Genre/Form Headings Approved (LCGFT)
- 1 Revised Classification Number (requested by Augusta State)

TAYLOR

- 1 New Library of Congress Genre/Form Headings Approved (LCGFT)

**NACO (Valdosta and Georgia Funnel)**

+Reflects February-June Months only

FROST

- 277 New Name Authorities
- 923 Revised Name Authorities

SIRMANS+

- 42 New Name Authorities
- 452 Revised Name Authorities

MOYE+

- 1 New Name Authorities
- 32 Revised Name Authorities

GEORGIA NACO FUNNEL

- 428 New Name Authorities

- 951 Revised Name Authorities

## VSU PORTION

- 227 New Name Authorities (53%)
- 923 Revised Name Authorities (97%)

## COMPLETED PROJECTS

- Integration of all of the Awards Books back into the main collection
- Changing of Material types (Students, Moye)
- Re-labeling of REF ALCOVE to REF (Jack, Moye, Students)
- Adding of Big Book local field (Students)
- Enhancing study scores with new faceted data (Students, Frost (PCC records only))

## PERSONNEL ACTIVITIES

### FROST

#### TEACHING

- MLIS 7300, Organization of Information (Summer)
- MUSC 7050, Music Research & Bibliography (Fall)

#### PRESENTATIONS

- Panelist. "Tenure and Promotion Preparation" a Library Promotion and Tenure Mentoring Workshop with Emily Rogers, and Laura Wright. September 28, 2018.
- Presenter. "RDA Toolkit Redesign and IFLA LRM Overview", Georgia Library Conference, October 3, 2018
- Presenter. "Under De-Construction", GIL Users Group Meeting, May 16, 2019

#### WORKSHOPS, TRAINING, ETC.

- Webinar. "Navigating the New RDA Toolkit", Amigos Library Services (September 6, 2018)
- Webinar. "What's Next for RDA and the 3R Project", American Libraries (September 14, 2018)
- Webinar. "Library of Congress BIBFRAME Progress", Association for Library Collections & Technical Services (March 27, 2019)
- Webinar. "Getting a Handle on the New RDA Toolkit", American Library Association (May 10, 2019)
- Conference. "GIL Users Group Meeting" (May 16, 2019)

## SERVICE

### University

- Member. Library Promotion and Tenure Committee
- Liaison. International Studies
- Liaison. Music Department
- Advisor. Gender and Sexualities Alliance
- President. VSU Opera Advisory Board
- Vice-Chair. GIL Cataloging Committee

### Professional

- Member. Program for Cooperative Cataloging (PCC)
- Member. Subject Authority Cooperative (SACO)
- Member. Name Authority Cooperative (NACO)
- Coordinator. Georgia NACO Funnel
- Reviewed 3 Articles for the *Journal of Library Metadata*
- Reviewed 1 Article for the *International Journal of Librarianship*

## MOYE

### WORKSHOPS, TRAINING, ETC.

- RDA NACO Training (January)

### SEMINARS ATTENDED

- Dine & Discover: Meditation and Mindfulness (September)
- Trouble with the Network Zone: Resolving Issues Surrounding Mislinked Records Being Automatically (And Incorrectly Linked to Existing Records (September)
- Dine & Discover: Mindful Eating (November)
- Fitting Health Habits into your Everyday Lifestyle (January)
- Keep America Active Kickoff (February)
- Dine & Discover (February)
- Dine & Discover (March)
- Jay Atkinson Lecture (March)
- Active For Life
- Taking the Stress Out of Delivering the Message Seminar (April)
- Getting a Handle on the New RDA Toolkit Webinar (May)

## SIRMANS

### WORKSHOPS, TRAINING, ETC.

- RDA NACO Training (January)

### MEMBERSHIPS

- Library's writing Group OGRE (October)
- Sewing Club for the Guide Dog Foundation
- Volunteer. The Lydia Project [A cancer treatment charity]
- Member. Women's National Book Association

# Collection Development

*Ken Smith*

## Periodical Weed

To prepare for part two of the Library renovation project, yet another periodical weed was conducted in 2019. This weed was necessary to make room for relocating books which remained on the northeast-side of the 2<sup>nd</sup> floor.

This weed focused on government periodicals, additional subject-based weeding, and the removal of journals available in newly purchased online archives. All government periodicals were listed and offered to our Regional Depository by Emily Rogers, per FDLP guidelines.

Funds for the purchase of online archives was set aside from the Library's regular materials budget. By purchasing two archives, Valdosta State became a JSTOR "Archives Sustainer" and a 25% discount was applied.

- JSTOR Arts & Sciences Collection 11, \$32,850 (25% off of \$43,800)
- JSTOR Arts & Sciences Collection 12 \$30,450 (25% off of \$40,600)

In total, these purchases enabled us to put an additional 268 journal titles online for our users. In addition to freeing shelf space and increasing accessibility, the Library considers the one-time purchase of journal archives a significant strategic response to a diminishing materials budget. Online archives guarantee access to a collection of academic journals that will not require future financial support. The JSTOR collections are particularly valuable, as they are growing archives. New content continues to be added, with only the last 4-5 years excluded and requiring ILL.

## Additional Weeding

Overall, Collection Development reviewed and department staff deaccessioned 8,532 monographic items in FY19. This figure does not include the withdrawal of monographs in government document locations (or bound serials counts).

- Video Cassettes: 949 older VHS cassettes were deaccessioned. During this project, retained cassettes with brittle containers were repaired with book tape.
- History (D-E) - 552 items. An ongoing project to repair, re-bind, or remove distressed books in the History section.
- Sociology/Social Psychology (HM) – 617 items. Part of an ongoing project to weed call numbers F-H. This area was tightly-packed and contained many outdated texts.
- Education – 1,108 items. A project to improve the collection by removing a large number of old, outdated texts.
- Reference (Including BIBL and Index Collection): 937 items. Part of an ongoing review by the Reference Department. About 1/3 of these items were withdrawn, with the remainder being re-located to the stacks.

- LZ Juvenile Literature: 2,215 items. Completion of an ongoing project to de-dup and weed older titles which are no longer being used (no circulation in last 20 years).
- Other: 2,154 items, various formats and across all call nos.

### End of Year

End of year funds were made available to the Library and the following purchases were made.

- JSTOR Arts & Sciences Collection 9. This is the last of the JSTOR collections which shows significant turn-away numbers.
- Taylor & Francis Classic Archives. Three separate archives: Education, Mental Health & Social Care, and Sociology & Related Disciplines.
- OCLC Worldcat/Firstsearch. These databases were dropped by Galileo for 2020. Next year we will be better informed by the experience of our peers whether to continue with an institutional subscription.
- Academic Books. 382 books were bought with remaining money. About half of these were pulled from remaining 2019 orders, the other half were selected from recently reviewed Choice titles.

## **Electronic Resources**

*Jessica Lee*

### **Alma Statistics**

Items Deleted: 37  
 Items Added: 0  
 Items Modified: 286

#### Portfolios:

Created: 50  
 Activated: 51  
 Modified: 132

#### Collections:

Created: 9  
 Modified: 91

Vendor Interface Creation: 5  
 License Information Attached to Portfolios and Collections  
 Portfolios: 0  
 Collections: 0

### **OCLC Statistics**

	Jun -19	May -19	Apr -19	Mar -19	Feb -19	Jan -19	Dec -18	Nov -18	Oct -18	Sep -18	Aug- 18	Jul- 18	
<b>Update Existing WorldCat Records</b>	2	1	0	1	4	3	31	9	7	0	0	0	58
<b>Update New WorldCat Records</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>WorldCat Replaces</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>WorldCat Exports</b>	1	0	0	1	3	1	23	5	3	0	0	0	37
<b>Delete Holdings</b>	25	2	29	0	8	1	0	1	1	23	0	0	90

## Electronic Usage Statistics

### Overall Full Text Downloads for FY19

Type of Report	JR1	MR1	BR1	BR2
FY16	428220	55	5856	5856
FY17	366758	16	24946	93813
FY18	356427	NA	22744	79197
FY19	319619	NA	23492	111595

### Journal Report 1 by Publisher: Successful FT Article Requests

Publisher	FT Downloads
ACM	162*
Allen Press	378
American Chemical Society	2502
American Institute of Physics	138
American Mathematical Society	16 *
Annual Reviews	87
BioOne1	306
Cambridge	167
DeGruyter	142
Duke University Press	56
EBSCO	206197
Edinburgh University Press	1
Emerald	228
Health Affairs	2
Highwire	1300
Human Kinetics	320
IGI Global	1
INFORMS	25
IngentaConnect	120
IOP	49
IOS Press	11
JSTOR	30676
Liverpool University Press	1
MIT Press Journals	24
Modern Language Association	2
Nature	746

Optical Society of America	11
Ovid	1378
Oxford Journals	2623*
Physiology.org	163
Project Muse	93
PROLA	148
ProQuest	33174
Sage	8682
ScienceDirect	13994
SIAM	0
Springer	5005
Taylor & Francis	4430
Thieme	88
University of Chicago	465
Wiley	5708
<b>Total</b>	<b>319619</b>

\*Did not have statistics available for June 2019

### Book Report 1: Successful Title Requests

<b>Publisher</b>	<b>FT Downloads FY19 BR1</b>
Ebook Central	309
EBSCO	23120
ProQuest	58
Taylor & Francis	5
<b>Total</b>	<b>23492</b>

### Book Report 2: Successful Section Requests

<b>Publisher</b>	<b>FT Downloads FY19 BR2</b>
American National Biography	47
Ebook Central	100988
EBSCO	8015
Encyclopedia of Social Work	37
Gale	521
Grove Art Online	98
Grove music online	98
Oxford Dictionary of National Biography	3
Oxford English Dictionary	1113
Oxford/UPSO	1848
ProQuest	142
Salem Press	52
Springer	28
Taylor & Francis	1
<b>Total</b>	<b>112991</b>

### Journal Weed 2019

Total number of pieces withdrawn: 7307

Bound journals withdrawn: 7024

Microfilm rolls withdrawn: 146

Microfiche withdrawn: 137

This project was successfully completed with the help of Jessie Whitten, who counted the number of items per journal title. These title counts were compiled on a spreadsheet for Valdosta State University's Surplus department, which was then forwarded them to Georgia's Department of Administrative Services (DOAS). DOAS listed the items for sale. All items not purchased were subsequently discarded by Library staff.

After the journals were discarded, the student for Acquisitions, Abigail Spratling, and Circulation staff member Will Smith back-shifted the journal collection. This was necessary to create shelf space for the books that needed to be moved from the 2<sup>nd</sup> floor to accommodate the renovation taking place.

### Other Accomplishments

- 17 dissertations and theses were published to ProQuest Dissertations and Theses Global Database
- Through the Professional Development committee, the course reserves form was updated to reflect new policies
- Created two LibGuides: Copyright & Fair Use, and Persistent Links/Permalinks.
- Discussed copyright, fair use, and persistent links with the University Technology Committee and the Langdale School of Business.
- Collaborated with other USG institutions on the shared issues of the quality of CZ records in Alma.
- Began inventory process of 1<sup>st</sup> floor journals. Alice Smoot was given a master list of all titles that should be found on the 1<sup>st</sup> floor. Alice checked each title to see if the title was on the shelf or if a title was on the shelf but not in Alma. She then provided a list of what was missing from the shelf. The missing titles were searched 2 additional times. If after the third attempt these items were not found, they were removed from Alma. If an item was found on the shelf but not in Alma, those titles were brought to Ken Smith to see if they could be discarded or needed to be added back to the catalog.
- E-mailed reference faculty the top 100 search terms for EBSCO Discovery Service (EDS) and EBSCOhost databases each month
- Set up automated holdings in Alma for ProQuest EBook Central and SpringerLink Journals



# Government Documents

## *Emily Rogers, Reference & Government Documents Librarian*

In FY 2019 Emily Rogers continued to serve as the reference librarian for government documents and FDLP coordinator. Cataloging faculty Guy Frost and staff Michele Moyer continued to catalog and process federal and Georgia. As federal depository coordinator, the reference librarian for government documents monitors compliance with FDLP membership requirements.

The number of reference questions and consultations tagged as govdocs is 120, down 34.43% from 183 in FY 2018. Average reported monthly use of government information resources to answer reference questions is 12, down 21.31% from the 2018 average of 15.25 per month. The breakdown of transactions tagged as gov-docs by type of transaction is:

- In-person: 77
- Chat: 20
- BlazeView: 2
- Email: 3
- Phone: 6

The breakdown of transactions tagged as gov-docs by minutes of duration in FY2019 is

- 0-5 minutes: 37
- 5-10 minutes: 25
- 10-15 minutes: 15
- 15-20 minutes: 14
- 20+ min. Consultations: 29

In comparison, the breakdown of transactions tagged as govdocs by minutes of duration in FY2018 was

- 0-5 minutes: 64
- 5-10 minutes: 30
- 10-15 minutes: 19
- 15-20 minutes: 11
- 20+ min. Consultations: 59

The number of consultations dropped significantly; this year again a large part of the longer consultation requests came from graduate students in education and social work, though changes in the primary assignment for SOWK 7400 have probably resulted in fewer consultation requests from those students.

Compared to 46 circulating documents in FY2018, total annual circulation of print documents in FY2018 is 33, a decrease of approximately 28.6%. Circulation of federal government documents is 23, an average of 1.9 per month, down 36.67% over the FY2018 rate of 3 per month. Circulation of

Georgia government documents has remained at 10 for the year, compared to 10 in FY 2018. Circulation of documents is, of course, not the only indicator of usage, and it is true that much current usage of government information is in the online format.

Online access to government information sites through GIL, GALILEO, and Libguides is very difficult to assess. The high for reported access statistics through PURL referrals from the Government Printing Office (GPO) is 16 in October 2018, compared to a high of 10 one month in FY 2018. These statistics suggest that users in general are accessing online government information directly through agency web sites rather than through the library web site or LibGuides. For instance, searches directly from a government web site such as Congress.gov or American FactFinder would not be reflected in VSU PURL referrals.

The depository currently receives 57% of items available for selection, and will continue to review the item selection for additional possibilities for cuts.

The two major projects for the year were weeding the federal documents collection and moving the government documents collections to the library's 2<sup>nd</sup> floor east side atrium, formerly the location of the legal collection. Weeding has been enabled by student assistants working about 5-7 hours a week to prepare the offers lists for government documents that the documents librarian has pulled for weeding. These offers lists go to UGA, the regional depository library, and then to other Georgia depository libraries, for review and requests. Once the waiting period for receiving requests has expired, the weeded documents are discarded. The library weeded 6624 documents in FY 2019, mainly in the Y.1 and Y.4 Sudoc classes, though a number of federal government periodical volumes were also offered and discarded in the bound journals weed.

Cataloging of government resources is reported by the library's cataloging department and includes the addition of all FDLP and Georgia government publications.

The primary outreach activity for the year was Constitution Day, which included activities and an exhibit in the government documents area of Odum Library. With the assistance of undergraduate political science major Tyler Tucker, the documents coordinator arranged a read-aloud of the Constitution featuring 12 readers, including Provost Bob Smith, President Richard Carvajal, and Political Science chair Joseph Robbins, as well as a number of students. Dean Bernstein welcomed attendees; additional activities included speakers Vivian Miller-Cody and Andy Gibbs from the Valdosta City Council, the singing of the national anthem, and sign-language interpretation of the speeches. A signable copy of the Constitution and Bill of Rights was available for students and guests to sign; we gathered 86 signatures and gave away 112 copies of the Constitution, cookies, and cake. The VSU *Spectator* and the *Valdosta Daily Times* ran promotional pieces about the event.

Additional outreach activities included Reference-area exhibits on gardens and gardening, Halloween, Veterans' Day, influenza and viruses, Earth Day, and climate change. Blog entries linked to the Odum Library homepage slides included Earth Day, Constitution Day, and Welcome to Valdosta resources.

Distribution of print annual tax forms continues to decline, and only the 1040 forms and instructions were distributed to libraries; we made these available to the community in our government publications kiosk. We reduced our order of paper forms this year, to 50 of the 1040 and 25 instruction booklets. Other forms were made available online; patrons can obtain copies of forms from these

sources by asking at the Reference Desk. The GIL catalog record contains a link to the Hathitrust digitized tax forms. The state of Georgia has ceased distribution of print tax booklets; forms are only available online. In the kiosk we are also offering various free government publications of interest to the public, including information on financial planning and fraud avoidance, FDsys and the Catalog of Government Publication databases, legislative research, immigration materials, women's health, and copies of the Constitution.

Documents-related professional development opportunities included attending the Georgia Depository Libraries Annual Meeting in March 2019, and the Annual ALA Conference in June 2019. These meetings allowed the documents librarian to meet with other government information librarians at the state and national levels. The Regional Librarian at UGA, Hallie Pritchett, departed at the start of the fiscal year; the new Regional Librarian is Valerie Glenn, and the documents librarian met her at the Georgia Depository Libraries Annual Meeting. The documents librarian also served as an elected member and chair of the Government Documents Round Table (GODORT) Awards Committee and helped present awards at the annual GODORT Awards Reception at the George Washington Law School Library on June 23, 2019.

Free webinars have also been available from GALILEO, from the Government Publishing Office, and from the North Carolina Library Association's Government Resources Section's "Help! I'm an Accidental Government Information Librarian!" series. The documents librarian participated in professional development webinars for the new Westlaw interface (a primary source of government legal materials), Census materials, health resources, Congress.gov, and business resources through the government.

# UNIT: Interlibrary Loan

*Amy Chew, Reference & Interlibrary Loan Librarian*

## Borrowing

Borrowing requests increased this year. Our unit had hoped to improve turnaround time for requests, but unexpected staffing shortages caused us to slow a bit.

- Requests increased from 2392 in 17/18 to 2698, 12.8%
  - Article requests: 2071
  - Loans: 627
- Fill Rate
  - Articles: 89% filled, 11% cancelled
  - Loans: 75% filled, 25% cancelled
  - Top 5 reasons for cancellation
    - Duplicate request
    - E-book available
    - Exhausted/No library able to lend
    - Cancelled per patron request
    - Available online
- Turnaround time
  - Overall: 4.8 days (7% slower than 4.46 days in 17/18)
  - Articles: 3.16 days
  - Loans: 8.92 days
- Most requested Journal Titles not owned/accessible by Odum:
  - *Teaching and Teacher Education*
  - *Journal of Speech and Hearing Research*
  - *Journal of the Acoustical Society of America*
  - *Dulwich Centre Newsletter*
  - *Journal of Voice*

## Document Delivery

Requests that can be filled from our holdings continue to rise, as more people explore the expanded offerings in Discover. Requests increased significantly and turnaround time improved, despite staffing shortages.

- Requests increased from 1065 in 17/18 to 1315, 23.5%
- Fill Rate
  - Articles: 99% filled, 1% cancelled
  - Loans: 100% filled
- Turnaround Time
  - Overall: 1.5 days (7.5% faster than 1.62 days in 17/18)
  - Articles: 1.53 days
  - Loans: 1.02 days

## Lending

Requests were down this year, likely due to staffing issues causing us to “go lowercase” (non-lender status) more often. Despite the staffing shortage, however, turnaround time improved.

- Requests decreased from 6694 in 17/18 to 5491, -18%

- Fill Rate
  - Articles: 58% filled, 42% cancelled
  - Loans: 49% filled, 51% cancelled
  - Top 5 reasons for cancellation
    - Checked out
    - Our holdings end before this volume
    - Not on shelf
    - Non circulating
    - Lacking volume/issue
- Turnaround Time
  - Overall 13.9 hours (10.6% faster than 15.55 hours in 17/18)
- IFM Charges: We had a total of 62 requests from libraries that charge to lend and obtained \$860 from those requests in IFM charges.
- Top 5 most loaned Journals
  - *Rural special education quarterly*
  - *The journal of head trauma rehabilitation*
  - *The Journal of cardiovascular nursing*
  - *International journal of qualitative studies in education : QSE*
  - *Child maltreatment*
- Most loaned monographs:
  - *Research design : qualitative, quantitative, and mixed methods approaches*
  - *Vistas : introducción a la lengua española*

**Departmental Requests** - These are the top 10 requesting departments.

Department	ILL Requests	Doc Del Requests	Total
Communication Disorders	196	155	<b>351</b>
English	236	110	<b>346</b>
Curriculum, Leadership and Technology	179	97	<b>276</b>
Psychology and Counseling	126	99	<b>225</b>
Biology	149	64	<b>213</b>
Public Administration	122	63	<b>185</b>
Kinesiology and Physical Education	101	74	<b>175</b>
History	144	27	<b>171</b>
Library and Information Science	107	58	<b>165</b>
Educational Leadership			

## UNIT: Reference Services, Library Instruction

*Catherine Bowers, Reference Librarian & Library Instruction Coordinator*

This annual report captures the work of the library instruction team. For the sake of this report, “library instruction” can be an orientation for a non-class cohort, instruction tied to a specific class, a session scheduled as a follow-up to an earlier session, or a library-related presentation with an emphasis on conducting research using library resources. This definition means that the numbers here will vary from other sources such as Digital Measures or other institutional record-keeping. Most of these sessions were scheduled for the library’s lab/class spaces, but others may have happened elsewhere on campus, or even off-site altogether.

Table 1. Library Instruction Sessions

	2014-15	2015-16	2016-17	2017-18	2018-19
Total Number of Sessions Taught	141	183	145	171	166
Core/1000-2000 Sessions Taught	38	76	59	102	69
Upper division 3000-4000 Undergraduate sessions taught	72	84	61	35	41
Graduate Sessions Taught	10	10	13	17	18
Fall Semester Sessions Taught	61	85	63	74	81
Spring Semester Sessions Taught	75	92	71	90	78
Summer Semester Sessions Taught	6	6	11	7	7
South Georgia College Entry/SGCE	14	11	5		1
South Georgia community	n/d	n/d	2	2	6

Table 1 shows the total number of all combined library sessions. For 2018-2019, that was 166, which is a slight decline from the previous year but above average for the past five years. At present, it appears the fluctuation could be attributed to a few factors, including change in faculty, workload, course sequence, or other shifts in instruction.

Table 2. Orientations for Student Cohorts

Fall	5
Spring	3
Summer	2
Total	10

Instruction for student cohorts included groups such as a first-year physics learning community, nursing, and the CAMP students; while this was repetitious for some students, it allowed another channel for library connections (Table 2).

Table 3. Community library instruction

Fall	5
Spring	0
Summer	1
Total	6

Five of the community library instruction sessions were for students in National History Day experiences at St John Catholic School and at Thomas County Middle School (Table 3).

Table 4. Library Instruction to Undergraduate Students

Fall	59
Spring	69
Summer	2
Total	130

Library instruction to undergraduate students at all levels continues to be the majority of scheduled sessions (Table 4). These classes range across the core and upper-level curriculum, and most of the courses attached to these sessions are in the Colleges of Humanities and Social Sciences, Science and Math, Nursing and Health Sciences, and Education and Human Services.

Table 5. Library Instruction to Graduate Students

Fall	10
Spring	6
Summer	2
Total	18

Library instruction to graduate students increased by one class this year. Some of these were offered online (Table 5).

Table 6. Library Instruction to Faculty

Fall	2
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Library instruction to faculty was the new faculty orientation presentations; in the past, the library has offered related instruction or presentations to help with navigations to new systems, and we anticipate this will be the case again this academic year (Table 6).

Table 7. Library Instruction Sessions by Faculty

Library faculty	Fall	Spring	Summer	Total
Amy	8	7	0	15
Emily	14	22	0	36
Catherine	24	29	3	56
Mike	9	7	0	16
Samantha	12	11	3	26
Laura	18	7	6	31

This final chart shows library instruction sessions by faculty. Many sessions were team-taught, which is often effective in many cases. Another important factor in library instruction overall is the relationship the librarians have with the instructional faculty, which helps maintain a sense of continuity and deep understanding of the material and also maintains a sense of connection to the library. These partnerships are important to embedded librarians and related aspects of library instruction.

## **UNIT: Marketing & Assessment**

**Submitted by Michael Holt, Marketing and Assessment Coordinator**

### Assessment Activities 2018-2019

#### Completed

##### **IEP/IER FY 2017-2018**

In October, 2018, the library handed in its Institutional Effectiveness Report for 2017-2018 as well as its institutional effectiveness plan for 2018-2019. The goals and measures in these documents are, where possible, directly taken from the library's 2013-2019 Strategic Plan and the newly updated 2018-2022 Strategic plan. The library met 90% of the goals outlined in the strategic plan for AY 18-19.

#### Ongoing

##### **SUMA – Building Usage**

Beginning in January, 2017, the library began to survey building, equipment, and furniture usage through the open source Suma platform. Since that time, over one year of data has been gathered and data collection for a second semester is well under way. Suma collectors have counted over 95,000 individuals and their activities in the building during FY 19. Usage of this data is already underway to determine the best utilization of spaces in the building, including how the library's study rooms are allocated and used, quiet zones and groups study areas, and library hours. In addition, data from this assessment will be used to understand how a major renovation project on the second floor of the library affects building usage patterns.

##### **Ubidots – Door Counters**

The door counter software provider could no longer prove to be a reliable way to get data, so this project was ceased in FY 19.

##### **SRM Social Media Statistics**

Throughout FY 2019, the library has been monitoring social media posts and interactions via the Oracle Social Relations Monitoring platform and through a new monitoring program called buffer. Though buffer does not offer the same analytics as Oracle SRM, we feel that the in-platform analytics work just as well. During the FY, the library's Instagram (which is our youngest social media platform) account has gained nearly 100 followers and is now at 423 followers. Our Twitter account has been holding steady, gaining 10 followers in the same time period to a total of 1,226. Engagement with posts has been down on twitter and sharply up with Instagram. Instagram was the focus of social media efforts in FY 19, so perhaps a similar effort with twitter could produce more engagement on that platform. Facebook metrics remain less positive, but shifting algorithms for post visibility on this platform easily and



explain the decline in engagement. It remains the platform we use least because it is the hardest to reach people on.

### **ALMA Analytics**

During FY 19, the assessment librarian continued working with all the departments in the library to ensure that reporting functionality in the Alma Analytics platform continues to provide the numbers they need for analyzing their work. Currently, base level reports needed for ACRL and IPEDS annual surveys, as well as departmental annual reports have been created and the assessment librarian will continue working with the state wide Alma Assessment committee to further refine assessment workflows. Further reports will be created for all departments in the library by the assessment librarian as needed.

### **Library Instruction Assessment**

During FY 19, the assessment librarian and the library instruction coordinator continued an assessment for Library Instruction classes that was developed in FY 18. Results were positive though we hope for more robust implementation of the assessment in FY 20.

### Marketing Activities FY 19

#### Summer 2018

##### Departmental Meetings

- Weeks of August 6-10 and 12-17
- Prepared handouts for faculty

#### Fall 2018

##### VSU New Faculty Orientation

- August 1-3
- Library participated in resource fair on August 1<sup>st</sup> from 3:45-5:15
- Mike and Kyle worked event
- Ability for library to participate in this event has been greatly curtailed this year. For the foreseeable future, the resource fair is likely the only place we will get to participate.

##### Fall Explosion: Trivia Night

- Fall Explosion is August 7-25
- Friday, August 21st from 6:00 PM to 8:00 PM
- Odum Library 1604
- Budget: \$50 (prizes) – Also offered study room during finals week as prize.
- Coordinator: Samantha Paul

- Attendance: 26 students (Freshmen – 8; Sophomore – 10; Junior – 5; Senior – 3)
- Report in V drive

### Lightning Writing

- Last Wednesday of every month, 6-8pm, OL 1604
  - 8/29/18; 9/26/18; 10/31/18; 11/28/18
- Coordinators: Catherine & Samantha
- Budget: \$15/meeting (pretzels and M&Ms)

### The Happening

- Date: August 23
- 1-4 pm
- Front lawn
- Archives, Library (reference), and New Media Center
- Volunteer Schedule
  - Stake Our Claim and set-up Tent @ 9:30-10
  - 10 AM Setup - MH, RT
  - 12-1 RT, JW
  - 1-2 RT, MH
  - 2-3 ER, MH
  - 3-4 JK, MD, AC
  - 4-4:30 Takedown JK, AC
- Budget: \$110 (dry ice \$40, \$20 popsicles, \$50 bookstore coupon for prizes);
- Tried reach in to blaze head for prizes this year. Plus social media contest for taking pic with blaze head. The reaching in for prizes kept prize giveaways lower, but no one entered social media contest.
- Will try spinning wheel next year for prizes
- Total blazer link check-ins at event: 80 (74 Undergraduates, 3 Graduates, 3 Alumni)

### Constitution Day

- September 17, 2018
- Coordinator: Emily Rogers
  - plan – sign-able Constitution, photo op as Benjamin Franklin, Reading of the constitution with prominent community members, voter registration drive from AAUW
- All took place near and in Odum Auditorium
- This event was a success! The even ran from 12:00 p.m. – 5:00 pm. Over 100 Constitutions were given away and 92 check-ins were recorded in Blazer Link (85 Undergraduate, 1 Graduate, 2 Alumni, 4 Faculty). The event was advertised through multiple channels and received coverage in local media.
- Report on V drive

### Parent’s Weekend VSU History Courses

- September 15-16, 2017
- 1:30, and 4:00 – lectures on VSU History Given by Deborah Davis
- Replaces Art Tours from previous years
- Volunteers: Deborah Davis
- Budget: 0

#### National History Day

- Thomas County Middle
  - September 12, 2018
  - OL 2633 & OL 3270
  - Volunteers: Mike and Catherine taught LI; Laura and Samantha assisted
  - 102 students, divided into two groups
  - Contact: Charla Floyd

#### Open House

- November 3, 2018
- Set up by 12:30, 1:00 – 3:00 p.m., Student Union Ballrooms
- Volunteers: Jessie Whitten and Danielle Costello
- Coordinator: Ryan Hogan

#### De-Stress Fest

- November 29, 2018
- Student Union Gallery, from 11:30 am – 4:00 pm
- Coordinator: Chelsea Holcombe, Health Promotions
  - Assistant Director; Health & Wellness Education, Marketing & Club Sports; Campus Recreation
- Posters and Coloring Sheets

#### Create Your Own Quiet Zone (during Finals week)

- Week of Finals: December 3 – 7, 2018
- Budget: ear plugs

#### De-stress Activities (during Finals week)

- Coloring pages and crayons are available at the service desks.

## Spring 2019

#### Open House

- February 2, 2019
- 1:00 – 3:00 pm
- Student Union 3<sup>rd</sup> Floor Ballrooms

- Volunteers: Mike Holt and Danielle Costello

#### Open House

- April 13, 2019
- 1:00 – 3:00 pm
- Student Union 3<sup>rd</sup> Floor Ballrooms
- Volunteers: Mike Holt & Danielle Costello

#### Constantine Santas and James Wilson: Ingrid Bergman Book Talk

- March 26, 2019
- Mike Holt coordinated
- 10 attendees, though several emails complaining about afternoon time were received.
- Authors were pleased with turnout.

#### D&D 1101 & 1102

- April 2 and 16, 2019
- Intro event to get newcomers familiar with D&D
- Organized and promoted by Jessie Whitten and Danielle Costello
- 10 Attendees at each event – plenty enough for organizers
- Plans for series to continue in fall -Tying D&D to library resources and VSU curricula.

#### Odum Library's Birthday

- April 11, 2018
- Time 12-4 PM
- Location Reference Desk
- Coordinator: Samantha Paul
- Budget: birthday card, decorations, cupcakes, buttons were gifted to the library
- Mini-report on V Drive

~~Read Fest~~ → cancelled Read Fest due to escalating costs. Replaced with NLW activities.

#### National Library Week Banned Book Scavenger Hunt

- April 8-12, 2019 – 1 Banned or Challenged Book Hidden Each Day (Books from ALA list of Most Challenged Books for 2017)
- Mike Holt and Crystal Miller Coordinated
- Incredibly popular. Books were found quickly and there was significant interest in participating.
- Will continue event, revised to make it harder to find book.
- Submitting grant proposal to ALA Intellectual Freedom Committee based on success of event.

#### International Tabletop Day

- April 27, 2019; 12:00 p.m. to 6:00 p.m.

- Danielle Costello, Jessie Whitten, and Robert Taylor coordinated and marketed the event. Tabletop Gaming Club and local businesses helped at the event.
- Budget: \$75 for snacks and giveaways
- Around 40 attendees. See report on V Drive for more information.

#### De-Stress Fest

- 5/1/19, 1-4 pm
- Student Union Gallery
  - Coordinator: Chelsea Holcombe, Health Promotions
  - Assistant Director; Health & Wellness Education, Marketing & Club Sports; Campus Recreation
- Took 40(ish) coffee cup stress balls and buttons, both were very popular, especially the coffee cups.
- Did button making in addition to poster coloring and individual sheet coloring. Was wildly popular. Table stayed full for the whole event.

#### Create Your Own Quiet Zone (during Finals week)

- Dates 4/29/19 – 5/9/19
- Will promote earplugs and quiet zones. Earplugs will be available at both circulation desks and the reference desk.

#### Year Round

Coordinated through Marketing Committee

Odum Commodum

- 2 issues published every other week
- Mike Holt and Jessie Whitten coordinating

Digital Signage

- Kyle Culpepper, and Mike Holt coordinate
- Digital Signage Subcommittee in Marketing Committee ensures fresh content for the library on digital signage

Marketing Library Instruction, Research Appointments, Embedded Librarians

- Catherine Bowers, Emily Rogers, and Laura Wright coordinate
- Library instruction and research appointments are advertised throughout the semester. Embedded librarian services are advertised near the beginning of the semester and in conjunction with library instruction.

Social Media – Mike Holt coordinates over all accounts

- Twitter
  - Samantha Paul (Reference)
  - Dallas Suttles (Archives)
  - Jessie Whitten (Marketing and Assessment)
- Facebook
  - Catherine Bowers (Reference)
  - New Media Center
- Instagram
  - Samantha Paul (Reference)
  - Jessie Whitten (Marketing and Assessment)
- Flickr
  - Dallas Suttles (Archives)
  - Doug Carlson(Archives)
  - New Media Center
- Youtube
  - Samantha Paul (Reference)
  - New Media Center

Social media management moved from Oracle Social Relationship Manager to Buffer because VSU cancelled their Oracle subscription.

### Marketing Plan Goals Outcomes

#### Goals

1. By AY 2019-20, Odum Library will develop a comprehensive social media policy that ensures we are delivering a regular and consistent message across all channels.
  - a. Fall 2018 - Form a subcommittee to review and revise current social media policy and establish a schedule for posting to all current platforms.
  - b. Fall 2018 - Develop templates for marketing emails and blog posts.
  - c. Spring 2019 - Trial policies, procedures, and templates developed in Fall 2018. Make revisions as necessary.

**Status: Completed. A social media policy is in place as of Spring 2019.**

2. By AY 2019-20, Odum Library will develop a visual identity guide to ensure that promotional materials reflect a consistent brand identity.
  - a. Fall 2018 - Form a visual identity subcommittee that includes members from the social media subcommittee and the space and signage committee.
  - b. Fall 2018 - Reach out to VSU Creative Services for assistance
  - c. Fall 2018 - Develop templates for signage, as well as digital and print media concurrently with social media subcommittee's work.
  - d. Spring 2019 - Trial policies, procedures, and templates developed in Fall 2018. Make revisions as necessary.

**Status: Incomplete and abandoned. Units are not allowed to create individual identities.**

**Odum will continue to follow VSU branding guidelines.**

3. Improve libraries website working with web committee and stakeholders to ensure the VSU community is better informed of services we offer.
  - a. Fall 2018 - Identify priorities to focus on through collaboration with web committee.
  - b. Fall 2018 - Work with Creative Services to develop a comprehensive web revision plan.
  - c. Spring 2019 - Work with the web committee to incorporate branding and templates into new web pages.

**Status: Ongoing. Revision of Odum Library organizational structure has moved web priorities to proper information architecture. This project could continue in future years.**

4. Develop outreach plans for our distinct user populations.
  - a. Spring 2019 - Marketing committee will develop outreach plans for Undergraduate and Graduate Students based on identity guides, templates, and branding developed in Fall 2018.
  - b. Summer 2019 - Marketing committee will develop outreach plans for Faculty and Staff/Community Users based on identity guides, templates, and branding developed in Fall 2018.
  - c. Fall 2019 - Roll out the outreach plans. Revise as needed.
5. Improve our shared programming with campus and community organizations.
  - a. Fall 2018 - Marketing committee will work to develop or repurpose at least one programming event to include another campus organization and at least one event that could serve the community.
  - b. Spring 2019 - Carry out and assess the events that were developed in Fall 2018 and make revisions or develop new programming as needed.

**Status: Ongoing. The committee developed several events with other campus organizations (Odum Tabletop Day for example) and continues to revise and develop new programming accordingly.**

6. Increase library staff awareness of marketing events and initiatives in the library.
  - a. Fall 2018 - By the end of the semester, all marketing events in the library will be communicated through the library staff listserv and a printed calendar with event locations, times, and contact information will be available at all service desks in the library.
  - b. Fall 2018 - All marketing events requiring volunteers will solicit them through the library staff listserv.
  - c. Spring 2019 - Develop a form for staff to submit event ideas to the marketing committee.

**Status: Mixed. All events now solicit through library staff listserv. However, communication still remains spotty and could be improved. Neither printed calendar nor a form for submitting marketing ideas was completed this year.**

7. Develop a plan for regular assessment of marketing activities.
  - a. Fall 2018 - Develop a universal assessment tool that can be used for all library events and a method to encourage better participation from participants.

- b. Spring 2019 - Collect assessment data from at least 80% of marketing events during the semester.

**Status: Ongoing. Blazer Link has provided a useful tool for assessing events, though if we continue to pursue opportunities for community engagement, a more encompassing tool will need to be developed. All events in AY 2018-19 were assessed either through surveys, Blazer Link, or a combination of the two.**



## UNIT: NEW MEDIA CENTER

Submitted by Kyle Culpepper

Activity Type	July 2018	Fall 2018	Spring 2019	June 2019	Sum
<b>Printing (8.5x11)</b>	69	2,472	2,207	1,012	5,760
<b>Poster (22x34)</b>	22	283	374	5	684
<b>Poster Other Size</b>	13	482	354	69	918
<b>Dub</b>	0	93	37	26	156
<b>AV Capture/editing</b>	0	1	56	0	57
<b>binding</b>	3	111	86	9	209
<b>Scanning</b>	887	1	102	0	990
<b>3D Print (Grams)</b>	47	2,315	1,629	26	4,017
<b>Equipment Circulation</b>	654	4,818	5,136	359	10,967
<b>Faxing Impressions</b>	–	–	–	–	2,006

### NMC Traffic Flow

The NMC hours of operation starting Fall 2018 was increased to 55 hours (+22.22%). This aligns with Strategy 1.1.3 in the Odum Library Strategic Plan (OLSP). The hours were reduced on Friday to schedule 4 hours on Sundays. During Fall and Spring, Friday's averaged 148.69 visitors, which is a 30.17% drop from FY 2018 (5 PM Close), a 23.93% drop from FY 2017 (5 PM Close) and a 33.2% drop from FY 2016 (7 PM Close). Sunday's hours averaged

80.5 visitors daily for FY 2019. This means that we are serving more people on average by a minimum of 63% when comparing the afternoon hours on Friday removed versus the new Sunday hours gained.

### New Fall & Spring Hours

**Sunday:** (2 PM – 6 PM) | **Monday – Thursday:** (8 AM – 7 PM) | **Friday:** (8 AM – 3 PM)

The Summer hours were reduced to the 45-hour schedule due to low traffic observed during the Summer 2018 term (Daily Avg. 135 Patrons). This also allowed for the NMC to supplement more time towards training new staff during the end of Spring and Fall semester.

### Summer Hours 2019

**Monday – Thursday:** (8 AM – 5:30 PM) | **Friday:** (8 AM – 3 PM)

Measure	July 2018	Fall 2018	Spring 2019	June 2019	FY 19
<b>Total</b>	3,088	21,967	23,791	4,050	52,896
<b>Daily Average</b> Weekday hrs.	147.02	254.96	220.59	106.58	182.29
<b>Daily Average</b> Only Sunday hrs.	—	97.42	63.54	—	80.5

### Room Utilization

The NMC has nine spaces available for reservation by Student, Staff, and Faculty, which is being tracked through a room calendar system. We manage 70 lab machines, 5 editing suites and 8 staff computers. The list below is reflective of our computers per location as of May 1, 2019.

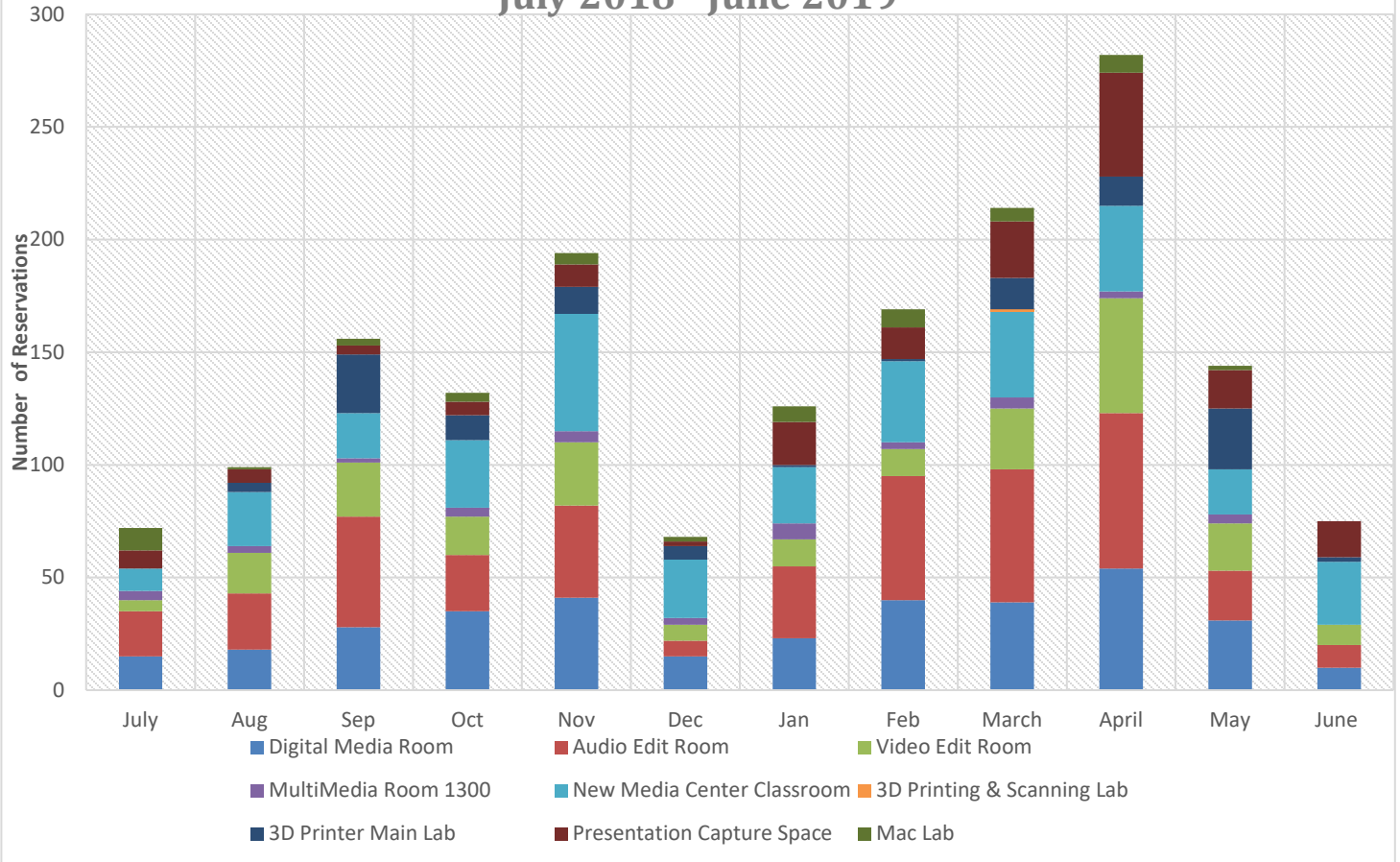
Student Lab Spaces (70 Computers)	Student Editing Suites (5 Computers)
<b>Front lab 1240 - Updated Spring 2014</b> 13 - HP EliteOne 800 g1 2 - HP Compaq 8200 Elite SFF (3D Print Space)	<b>3D Print/Scan Lab 1360 - Updated Spring 2017</b> 1- HP EliteOne 800 G1 SFF
<b>MultiMedia 1300 - Updated Spring 2014</b> 4 - HP EliteOne 800 g1 4 - HP Compaq Elite 8300 SFF 9 - HP Compaq 8000 Elite CMT	<b>Presentation Capture Space 1250 - Updated Fall 2018</b> 1 - HP Z440 Tower (Fall 2018)
<b>NMC Classroom 1370 - Updated Fall 2016</b>	<b>Video Edit Room 1310 - Updated Fall 2018</b> 1 - HP Z440 Tower (Fall 2018)

24 - HP EliteOne 800 g1 1 - HP Z600 Workstation	<b>Digital Media Room 1280 - Updated Fall 2018</b> 1 - HP Z440 Tower (Fall 2018)
<b>Mac Lab 1350 - Updated Summer 2017</b> 13 - iMac 21.5 inch (Originally Mass Media Surplus)	<b>Audio Edit Room 1290 - Updated Spring 2019</b> 1 - HP Z240 SFF (Spring 2019)

At the end of FY 2019, IT was able to replace the 9 HP Compaq 8000 Elite CMT's with HP EliteOne 800 g1's. This will improve end user experience and maintain lab consistency for the MultiMedia Room.

The NMC has had over 3,462 hours of use for all nine spaces reserved, which is an 8.73 % increase from FY 2018. Our most popular space (414 reservations) is our Audio Edit Suite followed closely by our Digital Media Room (349 reservations) and NMC Classroom (347 reservations). The Presentation Capture Space has seen a 55.86% increase from last year's frequency of 111 reservations, possibly due to more advertisement to departments for class projects.

## Room Reservation Checkout Frequency July 2018 - June 2019



This is the first year that the NMC had LabStats installed by IT. Only the Mac Lab and the NMC Classroom had a majority representation. In Fall 2018 there were 40 computers being tracked and in Spring 2018 there were only 36 tracked computers. The numbers below can only be taken at face value due to the scope limitations.

Lab/Classroom (Fall 2018)	Seats	Users	Logins	Average Usage/User (hh:mm:ss)	Total Usage (hrs.)
Mac Lab	11	1	399	4:08:21	1,651
Front Lab	2	41	101	4:17:12	287
Editing Suites	2	29	150	3:22:26	1,095
Multimedia Room	5	9	15	14:16:17	225
NMC Classroom	20	84	665	5:53:02	3,259

<b>Lab/Classroom (Spring 2019)</b>	<b>Seats</b>	<b>Users</b>	<b>Logins</b>	<b>Average Usage/User (hh:mm:ss)</b>	<b>Total Usage (hrs.)</b>
Mac Lab	11	2	459	3:27:27	2,782
Front Lab	3	59	172	1:15:33	286
Editing Suites	2	11	142	3:17:20	1,205
Multimedia Room	2	17	60	2:09:54	136
NMC Classroom	18	93	833	1:16:17	4,409

### **Equipment Circulation**

The overall equipment circulation counts from July 1, 2018 to June 30, 2019 is 10,967 loans. We have gone through the process of surplus 222 items from inventory in June 2018. This allowed for more functional space in the Equipment Circulation area. The decisions for surplus was made based on utilization and functionality. Another round of surplus of 893 items occurred in June 2019.

### **Laptop Circulation**

At the start of Summer 2018, we surplus 23 laptops and netbooks due to age (10 years+) and functionality issues with upgrading to Windows 10. From Summer 2018 to March of 2019 we had 91 cases of overdue equipment that has gone into lost status, which happens at 5-days past due date, with 47% being laptops. 79 items were recovered and 2 laptops were un-recovered. Since purchase and implementation of Absolute DDS, a laptop tracking software, in March of 2019, there have been 0 items that have gone into lost status from our inventory. We have had 2 laptops and 2 netbooks that have become unusable due to normal wear and tear. We have purchased 4 replacement laptops in Spring 2019 for the 2 un-recovered laptops and the 2 laptops damaged beyond repair. Due to the inventory loss we have worked to find multiple avenues for support of our diminishing laptops. First we sent in a request for End of Year Funds in early Fall 2018. We have successfully obtained 36 new laptops by doing so in Summer 2019. In Spring 2019, we made a request with IT to replace 12 Student Netbooks, which are over 9 years in age, with new laptops. From March 1 to April 30, 2019 there was observed a 225% greater use from the total average minutes for student laptops (6,069

minutes/laptop) versus student netbooks (1,868 minutes/netbook). We have found that a majority of our student population would rather go without a netbook as these won't support their needs for high end performance applications like InDesign or Photoshop work. IT has purchased, through the Student Tech Fee Funds, 6 laptops on April, 24 2019.

Late FY 2019, IT's Assistant Director of IT Services, Ben Li, approached the New Media Center to fund support of Faculty and Staff laptops for semester long loans. The NMC will be working closely with IT to amend this service to incorporate semester long loans starting Fall 2019 based on instructional needs (i.e. distance learning course development and overseas instruction). The purchase of 50 more laptops will increase the pool allowing for a needs focused semester long loan period with a signed special conditional form from the Dean, Director, or Department Head for a requesting Staff or Faculty patron. The details will be made available on our website (<https://www.valdosta.edu/academics/library/depts/media-center/policies-and-procedures/late-fee-policy.php>) before the start of Fall 2019.

The student laptop purchase aligns with meeting OLSP Strategy 1.5.2, which is to obtain a student laptop refresh of 5-10 new laptops every 2-3 years at minimum. This also aligns with meeting OLSP Strategy 1.5.3, as we are assessing utilization of our equipment to best support student needs for resources provided in circulation. At the start of Fall 2019, we plan to have accessible 84 student laptops and 59 faculty laptops for our patrons to utilize. Our goal is to reduce the amount of laptop turn away to a minimum of half the total experienced in FY 2019 during FY 2020. The turnaway data and loan volume metrics we have collected will help us to determine student needs for available inventory, which aligns with OLSP Strategy 1.5.3.

<b>Unavailable Equipment Requested Frequency</b>	<b>Fall 2018</b>	<b>Spring 2019</b>
Laptops	111	282
DSLR	21	7
Block Rocker	4	0
Light Kit	0	3
A/V Peripherals (SD Card, Boom Mic, Extension Cords...)	16	11

<b>Equipment Type</b>	<b>July 2018</b> Total Loans , (% Change)	<b>Fall 2018</b> Total Loans , (% Change)	<b>Spring 2019</b> Total Loans , (% Change)	<b>June 2019</b> Total Loans , (% Change)
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<b>Instructor</b>	<b>Summer 2018</b>	<b>Fall 2018</b>	<b>Spring 2019</b>	<b>Summer 2019</b>	<b>Total Taught</b>
Jeremy	0	11	16	4	31
Kyle	4	14	2	0	20
Andrew	0	1	0	0	1

<b>Workshop</b>	<b>Total Workshop Counts</b>	<b>Total Registered</b>
Acrobat DC Forms	2	2
Audacity	1	2
Audition	3	8
Camtasia	5	8
iMovie	1	0
Orientation Workshop	14	427
Poster Creation	3	11
Photoshop	7	19
Premiere	14	246
Tinkercad	2	23
<b>TOTAL</b>	<b>52</b>	<b>746</b>

## **NMC Purchased Additions**

### **Equipment Circulation Upgrades: (\$6,285.68)**

- **Audio Visual Equipment**
  - o (1) ION Pathfinder 2 Rugged Bluetooth Portable Speaker
  - o (2) Jabra Speak 510 Wireless Bluetooth Speaker
  - o (1) ION Audio Max LP Conversion Turntable with Stereo Speakers
  - o (10) Kingston 16 HB Micro SDHC Cards for Camera Loans
  - o (3) Nikon MH-24 Quick Charger for DSLR Camera
  - o (2) Boom Microphone and Accessories
  - o (4) HDMI to VGA Adapter Converter
  - o (1) Sony ECMAW4 Wireless Microphone (Black)



- (22) 16 GB SD Card Class 10 for Equipment Circulation Pool
  - (1) Sony Blu-Ray Player 9.8W for Equipment Circulation Pool
  - (6) USB Type-C to HDMI
  - (5) 12FT Pro-Audio Cable XLR Male to XLR Female
  - (2) Storex Classroom Student Project Box, 12 x 12 Inches, Tint Red, Case of 5 -- RED
  - (2) Wireless Microphone System, Alvoxcon UHF Dynamic Handheld mic (1/4" mini receiver)
  - (2) Light Kit Batteries (2-Pack)
  - (1) Microphone, Dynamic, Handheld for PA system
  - (1) HDMI to VGA Adapter Converter for Desktop PC / Laptop / Ultrabook - 1920x1080
  - (1) Tascam DR-05 Portable Handheld Digital Audio Recorder (Black)
- **Computers**
- (2) HP ProBook 440 G5 w/ 3YR Accidental Damage Protection and Warranty
  - (65) "1-Year 65 HP Absolute Pro w Control SW Lic 1Yr (Laptop Tracking Software)"
  - (1) HP ProBook 440 G6 w/ 3YR Accidental Damage Protection and Warranty
- **Repair & Replacement**
- (1) HP-Compaq 739997-001 Laptop 15.6" LCD LED Display Screen
  - (2) 45W 19.5V 2.31A AC Adapter 854054-001
  - (1) Camera Stabilizer
  - (1) Nikon D3200 Black Battery Door Lid Cover
  - (1) Magnus VT-QRP300 Quick Release Plate for VT-3000 Tripod
  - (1) 8oz Squeeze Tube White Biobased Lithium Grease
  - (2) Nikon D3500 DSLR Camera 18-55mm lens Kit w/3 Year Accidental Damage Warranty
  - (1) USB 3.1 GEN1 Cable USB Type-C to USB 3 Type-A Female (Image Surface Pro)
  - (1) 128GB microSDXC Canvas Select 80R CL10 UHS-I Card + SD Adapter
  - (1) USB 2.0 to Ethernet Adapter, 10/100 Mbps
  - (1) HP ProBook 430 G4 Laptop Keyboard Replacement
  - (5) Loctite Gel Control Super Glue, 0.14 Oz. (234790)

### **Facility Upgrades: (\$5,203.99)**

- **Audio Edit Room:**
- (1) HP Z240 SFF – (i7, P1000 NVIDIA Graphics) for Audio Edit Room Upgrade
- **3D Printers:**
- (1) 3D Printer Nozzles 0.2mm
  - (1) Fargo 3D Printing 100572 MakerBot Replicator 2X Silicone Heater Block (Pack of 2)
  - (1) PrintDry Filament Dryer

- (1) Crenova Vacuum Sealer Food Savers Machine + 10 pcs Vacuum Bags
  - (1) Aobosi Vacuum Sealer Bag Rolls BPA-Free 11"x20'
- **Equipment Circulation Area:**
- (1) Microsoft Surface Pen stylus Bluetooth 4 0 platinum
  - (1) UAG Metropolis Series Rugged Case for Microsoft Surface Go Black back c
  - (2) Staples Cabal Mesh Back Fabric Computer and Desk Stool, Black (50238-CC)
  - (1) Microsoft Surface Go 10 Pentium Gold 4415Y 4 GB RAM 64GB Win10 Pro
  - (1) Microsoft Surface Go Type Cover Black
  - (1) CTA Digital Lockpoint Universal Tablet Kiosk Station
  - (3) NADAMOO 2.4GHz Wireless Barcode Scanner (2-in-1 2.4GHz Wireless & USB 2.0 Wired)
  - (1) USB 3.0 to HDMI display out
- **Office Space:**
- (1) AOC Monitor 27" IPS Panel Full
  - (1) Full Motion - Heavy Duty Steel – VESA Mount
  - (3) Business Cards (250 cards each)
  - (12) Staff Supervisor Work Shirts for Jeremy, Garrett and Kyle
  - (1) Humanity (SAAS) License
  - (1) VOIP Phone Annual Charge
  - (3) X-Acto Knife Blade Dispenser, #2 Blades, 15/Pack
  - (1) Tripp Lite 2 Port 4K HDMI Splitter Ultra HD
  - (3) USB Flash Drive, 64BG, 2/5"Wx2-1/4"Lx3/4"H, BE
- **NMC Classroom:**
- (1) Sony Blu-Ray Player 9.8W for Instructor Station
- **Presentation Capture Space:**
- (1) Aluminum Blinds in Black for Door
  - (3) 3 Gallons Rosco Digi Comp HD Paint for PCS room
  - (1) 1 Gallon Flat Primer Paint
  - (1) 1 - 5 Gallon bucket of Flat Black
  - (1) 25FT HDMI Cable for TV Mount

### **IT Student Tech Fee Support (\$5,027.46)**

- (6) HP ProBook 440 G6 Laptop w 3YR/ADP

### **IT Staff/Faculty Support (\$51,900.00)**

- (50) HP ProBook 440 G6 Laptop w 3YR/ADP
- (50) HP Laptop Bags
- (50) "1-Year 10 HP Absolute Pro w/Control SW Lic 1Yr (Laptop Tracking Software)"

### **Library Support (\$1,486)**

- (1) Fax Line Drop for Xerox MFP
- (1) Laminator Service Repair 1-Yr Contract
- (1) HP ProBook 440 G6 Laptop w 3YR/ADP

### **End of Year Funds Support (\$30,791.16)**

- (10) HP ProBook 440 G6 Laptop w 3YR/ADP
- (10) "1-Year 10 HP Absolute Pro w/Control SW Lic 1Yr (Laptop Tracking Software)"
- (10) HP Laptop Bags
- (26) HP ProBook 440 G6 Laptop w 3YR/ADP
- (26) "1-Year 10 HP Absolute Pro w/Control SW Lic 1Yr (Laptop Tracking Software)"
- (50) HP Laptop Bags

### **Staff Achievements**

#### **Andrew Scott – Computer Service Assistant**

- Last day of employment was on October 23, 2018 as the Computer Services Assistant.
- Modified and deployed image for NMC labs and laptops in Summer 2018.
- Entered into ALMA the 9 new Faculty Laptops received in July 2018.
- Setup classroom laptops for Archives instruction in Fall 2018.

#### **Garrett Castleman – Computer Service Assistant**

- Hired on January 13, 2019 as the new Computer Services Assistant.

### **Project Goals:**

- In early May 2019, renumbered laptop in inventory and updated Equipment database to reflect new structure.
- Repaired 1 Makerbot Replicator 2x 3D printer to be functional for general use by NMC staff.
- Completed listed competency growth and development items before June 1, 2019 to a proficient level of understanding.
- Developed a list of programs and configurations needed for future image sets in Summer 2019.
- Generated a policy and procedure for using Absolute console for freeze and tracking by NMC Staff.

### **Competencies:**

- Learned the process of inputting data into ALMA for equipment circulation records as bibs, records, and item sets.
- Discovered ways to improve the record keeping and communication tools in ALMA for equipment circulation items.
- Worked closely with the ITS and Director to learn how to evaluate student worker performance.
- Worked closely with IT to learn how to develop and deploy new image sets for lab and circulating laptops.
- Acclimated to the process of working through Planner and ALMA for maintaining communication on overdue, lost, stolen equipment in inventory.
- Worked closely with Director to perform communication and reporting tasks for equipment loan issues like late, lost, stolen and broken equipment for stakeholders involved.
- Able to perform upload and distribute tasks using Kaltura KMS for Streaming Digital Media content for online courses.
- Registered for the Management Certification program.
- Worked on first student hiring committee for the NMC in Spring 2019.

### **Jeremy Hardin – Instructional Technology Specialist**

- Hired on May 7, 2018 as the Instructional Technology Specialist.
- Provided 30 workshops on multimedia applications in FY 2019.
- Assimilated to the new position as Instructional Technology Specialist.

- Shadowed under Director and shared workshop responsibilities for Summer and part of Fall 2018.
- Became primary workshop trainer by Spring 2019, performing 89% of workshops.
- Modified and updated D2L Training database for student workers at the NMC. This includes the creation of 38 new short training modules in the online course shell used for new student employee training and development at the NMC.
- Participated as a search committee member for the NMC CSA position. Provided feedback and helped construct assessment tools for the CSA candidates.
- Evaluated and revised current workshops being delivered by Fall 2018.
- Generated a weekly advertisement pool that can be used for our social media outlets, email, and website. Advertisement and promotion included our training services, equipment reservation system, and printing services for student patrons.
- Joined the Library Marketing Committee to represent the NMC in Spring 2019.
- Participated in hiring and training 4 New Media Center Student Technicians.
- Completed the Management Certificate Program through Employee Development.
- Participated in conducting student evaluations for all New Media Center Student Technicians.
- Received 4 “I caught you caring” cards.
- Represented the New Media Center at 3 Career Expos.
- Participated in hiring a new Graduate Assistant for the IT department

### **Kyle Culpepper – New Media Center Director**

- Completed the VSU Leadership Lyceum Academy in Spring 2019.
- Collaborated & developed the 5-Year Strategic Planning for Library Initiatives.
- Collaborated with IT & Library to design image deployment for global use in the Library labs, which includes the latest version of SPSS and Adobe CC.
- Worked with Library Administration and IT to obtain a free fax service in the NMC for VSU patrons to use starting in Fall 2018, which has been used for over 600 faxes.

- Worked closely with Signage committee to construct and deploy 27 new floor maps, directories, and informational posters, digitally and physically, for the library renovation project in Summer 2018 – Fall 2018.
- Sent in a request to Library Administration for a new MFP for departmental charge invoice orders. Obtained the RICOH Aficio MP C3500, originally used in Archives, in Fall 2018. Initially had serious quality issues with severe streaks and inaccurate color tone. After 2 major service calls under service contract, the printer internal hardware has been fully replaced and now outperforms in quality versus the newer student tech fee funded Xerox Color printer.
- In Summer 2018, replaced the “NMC Color 7835” global printer option with the same print solution “VSU Follow-Me-Color” as what is used across campus to simplify the student experience and allow more globular access for all of campus to use our Xerox Color Printer.
- Worked with IT in Summer 2018 to gain shared access to the Student-Look-Up tool, which assists with account validation of student enrollment. This has added an extra layer of security for our equipment loan process with contact and enrollment status verification available to the NMC CSA, ITS, and Director.
- Worked with Automation and Library Administration to improve user roles for what a student worker account can do versus a full-time staff account for the NMC in ALMA.
- Worked with IT, the Office of Law, and Library Administration to find laptop GPS and IP tracking software. Successfully found and purchased the Absolute DDS Bios level tracking software.
- Co-Presented with Dr. Regina Suriel as second author for the “*Educational Technology Middle School Life Science Teachers Understanding of Conceptual Models and Use of Technology for Designing Tinkercad-based 3D Digital Conceptual Models*” at The Association for Science Teacher Education (ASTE) on January 3, 2019 with Dr. Regina Suriel in Savannah Georgia.
- Served on multiple hiring committees.
  - NMC Student Hires Fall 2018 & Spring 2019
  - Computer Service Assistant for NMC (October 2019)
  - Online Instructional Designer for eLearning (January 2019 – March 2019)

Director of TSS (May 2019 – June 2019)

## **UNIT: Reference, Print Resources**

*Laura Wright, Reference & Lending Services Coordinator*

Reviewing and weeding the reference collection continues. The reference collection is being reviewed in sections. Titles G-J have been reviewed and decisions for retention, transfer to stacks, and discarding have been made. Titles that were identified for transfer or weeding have been pulled through call number HF 531. Titles L-N have been reviewed and decisions for retention, transfer to stacks, and discarding have been made.

The print government documents were moved from behind the reference desk to the ranges on the east side of the second floor atrium.

Future plans include shifting the materials shelved in the Alcove to the reference stacks. During the review of reference materials potential updates have been identified. Newer editions or replacement titles will be identified for consideration.

The Loose Leaf title list was updated.

Reference Usage Statistics for the year July 11, 2017-June 30, 2018 are attached. The usage report underreports the usage of frequently used titles. The reports for withdrawn titles and titles added are also attached.



## UNIT: Reference Services

*Laura Wright, Reference & Lending Services Coordinator*

All statistics are derived from the Gimlet reports from July 1, 2018 to June 30, 2019. FY 2019 statistics are compared the previous year's statistics.

### Reference Questions

The number of reference questions answered increased 8% at the reference desk, 9% at the Circulation desks, and 4 % in the Other location from the previous fiscal year (Table 1). Usually librarians are in their offices when they are in the Other location. The two circulation desks were relabeled in the Gimlet system because the primary circulation desk moved to the first floor. For this year's report the two circulation desks were combined to get the total number of reference questions asked at a circulation desk. The increase may be due to more accurate use of the Gimlet options. Staff working at the circulation desk were encouraged to only use Functional for actual circulation transactions and to use the other Type options when appropriate. In past years Functional was over-used.

Question duration for the Reference desk location and Other location is detailed in Table 4. The number of questions that took 5-10 minutes or 10-15 minutes to answer increased for both locations (Table 4). The biggest increase was in questions answered in the Other location that took 5-10 minutes to answer (Table 4). The Other location usually indicates a question was answered by a librarian or staff person in an office. This indicates that more questions are taking a little longer to answer, but are still being answered fairly quickly and not requiring extended research time. Questions that took longer than 15 minutes to answer decreased (Table 4). This indicates fewer people needed in-depth research help. This could be due to more efficient help with fewer interruptions in librarians' offices. It could be that students had fewer research questions, or easier questions that could be answered in less time.

The total number of question asked at the reference desk increased 11% (Table 2). The number of reference questions at the reference desk increased 7% (Table 2). During FY2019, the number of questions answered by student assistants increased by 55% (Table 5). Questions answered by librarians and staff increased slightly, 3% for both (Table 5). The trend of reference librarians answering more questions in their office continues, up 3% (Table 6). The majority of questions are still answered at the reference desk, 3,997 recorded questions (Table 6). Overall, the current staffing model at the reference desk is a success. The total number of questions has gone up and the number of reference questions has increased.

Table 1. Reference Questions by Location

	FY 2018		FY 2019	Percent Change
Circulation Desks	261	Circulation Desks	284	9%
Reference	2581	RefDesk	2788	8%
Archives	394	Archives	372	-6%
Other	501	Other	519	4%
Total	3737		3963	6%

Table 2. Number of Questions Answered at the Reference Desk by Month

	FY 2018	FY 2019	Percent Change	FY 2018	FY 2019	Percent Change
	Reference Questions	Reference Questions	Reference Questions	Total Questions	Total Questions	Total Questions
July	122	102	-16%	245	358	46%
August	241	275	14%	797	1168	47%
September	312	360	15%	847	1079	27%
October	302	336	11%	764	847	11%
November	272	331	22%	737	716	-3%
December	33	74	124%	187	251	34%
January	271	234	-14%	717	690	-4%
February	271	281	4%	702	733	4%
March	238	217	-9%	593	560	-6%
April	295	301	2%	822	762	-7%
May	99	136	37%	287	426	48%
June	125	122	-2%	393	282	-28%
Total	2581	2769	7%	7091	7872	11%

Table 3. Questions Answered at the Reference Desk by Type, Format, User Type, and Duration

<b>Questions by Type</b>	FY 2018	FY 2019	Percent Change
Functional	563	106	-81%
		1120	
Directional	2757	2199	-20%
Reference	2581	2769	7%
Technical	1190	1678	41%
Total	7091	7872	11%
<b>Questions by Format</b>			
In-person	5724	6683	17%
Chat	924	781	-15%
Blaze/GoView	16	16	0%
Phone	391	366	-6%
Email	35	26	-26%
Mail (Print)	1	0	
Total	7091	7872	11%
<b>Questions by User Type</b>			
Unknown	187	146	-22%

Student	6104	6956	14%
Fac/Staff	427	437	2%
Community	373	333	-11%
Total	7091	7872	11%
<b>Questions by Duration</b>			
0-5 minutes	5785	6570	14%
5-10 minutes	702	757	8%
10-15 minutes	242	259	7%
15-20 minutes	134	129	-4%
Consultation (20+)	228	157	-31%
Total	7091	7872	11%

Table 4. Question Duration by Location: Other & Reference

	FY 2018	FY 2019	Percent Change	FY 2018	FY 2019	Percent Change
	Other	Other	Other	Reference	RefDesk	Reference
0-5 minutes	221	185	-16%	5785	6604	14%
5-10 minutes	107	137	28%	702	761	8%
10-15 minutes	63	72	14%	242	263	9%
15-20 minutes	43	40	-7%	134	131	-2%
Consultation (20+)	187	158	-16%	228	159	-30%

Table 5. Who Answered Questions at the Reference Desk

	FY 2018	FY 2019	Percent Change
Librarians	4026	4150	3%
Staff	2059	2129	3%
Student Assistants	977	1510	55%
Unknown		82	

Table 6. Where Reference Librarians Answered Questions

	FY 2018	FY 2019	Percent Change
Reference Desk	3995	3997	0%
Other	549	565	3%
Total	4544	4562	0%

## **UNIT: Reference, Virtual Services**

*Samantha Paul, Reference & Virtual Services Librarian*

### **Embedded Librarianship**

Number of embedded sections and % change from corresponding FY 2018 semester:

Summer 2018: 8 (+166%, up from 3)

Fall 2018: 12 (-25%, down from 16)

Spring 2019: 13 (+62%, up from 8)

Embedded librarian services were marketed alongside library instruction using email.

### **Chat**

The text reference component of chat was discontinued as of 6/5/2019 due to low use and prevalence of spam messaging. From 7/1/2018 to 6/5/2019, five text message questions were received. Only two of these questions were not spam messages and only one of these questions was relevant to the library.

### **Chat Question Count (from Gimlet)**

Chat: 1138 (decrease of 10.4% from FY 2018 (1,271))

### **Chat Question Count (from Libraryh3lp)**

FY2018, all chat questions (including unanswered): 1,478

FY2018, all chat questions (answered): 1,417

FY 2018, minimum 20-minute duration chat questions: 1,288

FY2019, all chat questions (including unanswered): 1,356 (decrease of 8.2% from FY2018)

FY2019, all chat questions (answered): 1,340 (decrease of 5.4% from FY2018)

FY2019, minimum 20-minute duration chat questions: 1,243 (decrease of 3.4% from FY2018)

Libraryh3lp statistics have been included to account for human error of Gimlet statistics.

### **Video Production**

Video production was limited this year. Emphasis was placed on the creation of GIFs as YouTube videos in general had low numbers (under 20 views).

Videos created:

Education Research for Graduate Students: How to Use This Guide (56 views)

Most watched video:

Types of Sources for Historical Research Projects (860 views)

GIFS created:

How to Access Course Reserves

Boolean Operators (And)

Boolean Operators (Or)

Paraphrasing

Quoting

Summarizing

## **LibGuides**

From July 1, 2018 to June 30, 2019, our 121 published guides received 44,480 views (increase of 3.1%).

### Top Three LibGuides

- Using the Library with 5,571 (increase of 44.4% from previous year)
- Education Research for Graduate Students with 3,911 (increase of 4.7% from previous year)
- K-12 Open Textbooks & Open Educational Resources with 1,940 (increase of 73.3% from previous year)

Published LibGuides were reviewed for Anywhere Access language to prepare for OpenAthens implementation (TBA). 19 guides were created and published in FY 19.

**ODUM LIBRARY CIRCULATION STATISTICS FOR ANNUAL REPORT JULY 1, 2018 - JUNE 30, 2019**

<b>I. CIRCULATION TRANSACTIONS</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
<b>(General Collection)</b>													
Main - General Collection	771	937	1,652	1,864	1,361	413	1,090						8,088
FY 18	810	1,212	1,149	1,125	1,179	301	975	1,137	931	1,007	429	259	10,514
Renewals from General Collection	473	1,062	1,108	783	509	235	35						4,205
FY 18	116	552	973	1,643	1,586	453	834	659	1,234	1,256	735	783	10,824
Gil Express (Books Requested from VSU)	68	109	110	103	85	14	122						611
FY 18	63	77	107	43	65	12	94	57	60	45	2	23	648
Gil Express (Books Charged at VSU)	20	39	56	49	63	23	69						319
FY 18	68	84	82	80	67	11	87	72	65	35	15	27	693
Main - Media Equipment	597	789	1,161	1,366	1,470	84	601						6,068
FY 18	329	471	805	1,112	1,181	284	729	1,351	1,103	1,669	179	126	9,339
Government Documents (Federal)	1	2	2	2	3	0	1						11
FY 18	0	0	5	7	0	4	0	3	7	7	0	2	35
Government Documents (Georgia)	0	0	0	0	4	1	0						5
FY 18	1	0	1	1	0	0	1	5	2	1		0	12
<b>TOTAL CIRCULATION (GENERAL)</b>	<b>1,930</b>	<b>2,938</b>	<b>4,089</b>	<b>4,167</b>	<b>3,495</b>	<b>770</b>	<b>1,918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,307</b>
FY 18	1,387	2,396	3,122	4,011	4,078	1,065	2,720	3,284	3,402	4,020	1,360	1,220	32,065
<b>II. RESERVE TRANSACTIONS</b>													
Books, Articles -- Regular & Overnight	48	128	113	108	133	20	160						710
FY 18	5	201	117	135	121	39	152	100	80	62	31	13	1,056
Electronic Reserves Accessed	434	1,263	1,836	1,471	1,621	1,518	1,085						9,228
FY 18	107	945	1,195	1,096	1,164	1,151	946	1,544	1,261	1,937	1,554	909	13,809
<b>TOTAL RESERVES</b>	<b>482</b>	<b>1,391</b>	<b>1,949</b>	<b>1,579</b>	<b>1,754</b>	<b>1,538</b>	<b>1,245</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,938</b>
FY 18	112	1,146	1,312	1,231	1,285	1,190	1,098	1,644	1,341	1,999	1,585	922	14,865
<b>III. ATTENDANCE</b>													
Library North Entrance*	152	0	0	0	0	0	17,142						17,294
FY 18	14,525	30,895	40,915	44,100	34,315	14,874	31,025	41,102	27,163	34,140	8,699	8,492	330,245
Library South Entrance	16,245	41,210	53,861	45,800	50,364	18,110	18,753						244,343
FY 18	15,421	14,585	18,435	24,785	19,982	8,834	16,854	20,895	15,012	24,687	7,573	8,455	195,518
<b>TOTAL ATTENDANCE</b>	<b>16,397</b>	<b>41,210</b>	<b>53,861</b>	<b>45,800</b>	<b>50,364</b>	<b>18,110</b>	<b>35,895</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>261,637</b>
FY 18	29,946	45,480	59,350	68,885	54,297	23,708	47,879	61,997	42,175	58,827	16,272	16,947	525,763

\*The library's North Entrance was closed off due to construction from July 5, 2018 - January 13, 2019.