Annual Report 2004-2005

Introduction

This annual report has been prepared to share information on the activities and accomplishments of the staff of the Aubrey R. Watzek Library during the 2004/2005 fiscal year. The report is presented as follows:

- **Summary** - Brief descriptions of major accomplishments during the year - p. 2
- **Activities** - Details of accomplishments made within specific departments or areas within the Library - p. 3
- **Library Events** - Significant special activities undertaken within the Library during the year, including exhibits and lectures - p. 7
- **Statistics** - Basic statistics on collections, services and facilities - p. 10
- **Goals** - Major objectives for the 2005/2006 fiscal year - p. 11
- **Professional, Scholarly, and Community Activities** - Activities of individual Library staff members during the 2004/2005 fiscal year - p. 13 (only available in print format)

This report was prepared from departmental reports and input from Library staff under the editorial guidance of Elaine Heras, Associate Director of the Library. If you have questions or would like additional information on any aspect of this report, please let me know.

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**Summary 2004-2005**

This year the Library staff continued to promote the integration of information literacy into the curriculum. One way this was done was by holding a series of panel presentations together with five other liberal arts colleges in the area, entitled "On the Same Path: Faculty, Librarians and IT Collaboration," featuring speakers from across the country. The Faculty Library Committee was especially active this year in helping to promote these concepts. The teaching of information skills to students was facilitated by the addition of a classroom to the Library. The space became available when the Writing Center was relocated.

Several new services were introduced during the year. Daily delivery of library materials to Graduate School faculty and staff was begun in summer, 2004 as an experiment. It was very successful and in the fall, it was expanded to include service to graduate students. In addition, both grad and undergrad students were enabled to make online requests for materials from Boley Law Library. Electronic reserves were expanded to include music, with works on CD being available to students electronically for their music classes.

The Library catalog was given a new look. The graphical interface for it was redesigned to make it more appealing and easier to use. A separate database for browsing and searching CDs and videos was added to the Library’s home page.
One of the challenges that all libraries are dealing with is finding a way to keep track of the growing number of electronic periodical and database subscriptions. This year a new module for the Library’s automated system was purchased to manage these electronic resources. The print periodicals collection shrank in number as some of the old volumes available electronically were discarded. The 30,000 remaining bound periodicals were given barcodes to enable tracking of their usage.

The Library increased its involvement in the digitization of materials. The Madison Digital Image Database (MDID) software was acquired and tested with two new collections of fine art digital images. Policies and procedures were developed for digitizing and adding student theses to the Library’s collection, and plans were made for digitizing early College photographs and publications.

A marketing committee was formed to increase awareness in the L&C community of the resources and services of the Library. A strategic plan was developed that generated a variety of activities, most notable of which was a rock concert in the Library featuring student bands.

Special Collections sponsored a series of poetry readings that included the creation of broadsides for them by art students. Throughout the year staff continued to move the traveling exhibit on "The Literature of the Lewis and Clark Expedition" from place to place around the country.

Activities

Access Services

- Implemented delivery service of library materials to the Graduate School
- Extended the loan period for audio-visual materials for graduate students to two weeks
- Completed the inventory of the main collection
- Implemented a new system for training of student workers
- Developed and implemented a system for online audio course reserves
- Began sending email courtesy notices to patrons to alert them of materials about to be due
- Expanded the "Your Library Accounts" Web page
- Developed an online request system for interlibrary loans
- Revised the interlibrary loan Web page, enabling checking of status and online renewals

Reference Services/Library Instruction

- Answered 4,081 reference questions
- Conducted 64 individual research consultations
- Trained two new reference librarians
- Gave 74 library instruction sessions
- Implemented a peer coaching program for library instruction
- Planned and prepared a library and IT instruction classroom
- Updated TILT modules for use in Inventing America classes
- Experimented with use of Wiki software
Collection Development/Liaison Activities

- Conducted trials of 15 databases
- Discussed library resources and services with candidates for faculty positions and gave them tours of the building
- Informed faculty of new library materials and databases in their areas

Acquisitions

- Placed 6,583 orders for books and audiovisual materials
- Barcoded 30,000 bound periodical volumes
- Withdrew over 7,500 print periodicals volumes (accessible electronically through JSTOR)
- Shifted the periodicals collection
- Hired a new Serials Specialist
- Began converting periodicals holdings records to MARC format
- Investigated microfilm deterioration problem

Cataloging

- Cataloged 6,665 titles to add to the Library's collection
- Hired and trained a new Cataloging Specialist
- Completed dismantling of the shelflist
- Withdrew 1,241 titles from the collection

Library Technology and Web Site

- Added local pickup points to the library catalog to make requesting items via the delivery service easier
- Added MS Office and email software to Reference Area computers
- Redesigned the graphical interface and updated searching functionality for the Watzek/Boley library catalog
- Planned for, installed and configured the III Electronic Resources Management (ERM) module
- Added the "Get Item" feature to research databases supporting open URLs
- Developed an exporting system to improve ease of use of RefWorks bibliographic management software
- Developed external linking capabilities from the library catalog
- Installed new public computers and printers
- Loaded MARC holdings records to update OCLC Local Data Records
- Developed a New Additions page for the library Web site
- Developed a system for notifying faculty when library materials they request are ready for use

Special Collections and Archives
- Responded to 600 requests for Archives information
- Answered over 1,000 requests for information in regard to Special Collections
- Had 200 visitors/researchers to the Lewis & Clark Heritage Room
- Gave 22 presentations to various groups on Lewis & Clark Expedition publications
- Gave curricular assistance to four campus classes
- Continued processing of Vern Rutsala’s manuscript materials and the papers of Erskine Wood and Charles Erskine Wood
- Received the gift of a first edition account of the voyages of Alexander Mackenzie and a second English edition of George Vancouver’s voyages
- Traveled to Denver, Tacoma, and the Oregon Historical Society to set up, take down and monitor the "Literature of the Lewis and Clark Expedition" traveling exhibit
- Collaborated with two other colleges for two co-sponsored exhibits, arranged two exhibits for Aubrey R. Watzek Library and prepared catalogs for them
- Collaborated with the English and Art departments to host a series of four poetry readings and created broadsides for each reading
- Supervised one practicum student, one volunteer worker, and two work study students

**Visual Resources Collection (formerly Slide Library)**

- Administration of the Slide Library moved from the Art Department to Watzek Library, Spring Semester 2005 (name changed to Visual Resources Collection, September 2005)
- Installed and tested MDID (James Madison Digital Image Database) as a storage and delivery software system for classroom teaching with digital images
- Purchased initial set of commercial high-resolution digital images for classroom teaching and tested them in MDID system
- Demonstrated MDID at Faculty Technologies Showcase
- Serviced faculty, staff and students from fifteen departments campus wide
- Hosted visitors from University of Portland, Portland Community College, and Kwantlen University College, BC, Canada for information on digitization practices and facilities planning

**General**

- Organized and presented a series of programs on faculty, librarian, and IT collaboration
- Developed a new library map
- Improved library signage
- Developed a plan for ongoing library needs assessment
- Examined the feasibility of making the audio-visual collections available for browsing
- Developed a policy for art exhibits in the library
- Developed a strategic marketing plan to promote the library
- Held "The Library Rocks!" concert, featuring student bands
- Created a new library staff and services screensaver for the Reference computers
• Planned for the transfer of over 1,000 volumes of the British Parliamentary Papers from PSU to the library’s collection
• Revised and distributed brochures on library services to students and faculty

Library Events

Exhibits

• Printing at Waldport: William Everson, Adrian Wilson and Legacy of the Untide Press. Exhibit at the University of San Francisco, February-April, 2005.
• Diversions. A rotating display of books from the Library’s collections selected by Library staff members on a particular theme. Managed by Kate Rubick.
• New Books. A continuing display of the most recent two months of new books acquired by the Library.

Lectures and Panel Presentations

• 6th Annual Johannah Sherrer Memorial Lecture, November 16, 2004, Council Chamber, Templeton Student Center. Susan Perry, Senior Advisor for Liberal Arts Colleges at the Andrew W. Mellon Foundation and Director of Programs at the Council on Library and Information Resources, gave a presentation entitled, "On the Same Path: Faculty, Librarians and IT Collaboration”.
• Different Perspectives on Collaboration: A Panel Presentation, February 1, 2005, University of Portland. Jacqueline Dirks, Cornelia Marvin Pierce Associate Professor of History and Humanities, Reed College; Dena Hutto, Director of Research & Instruction, Reed College Library; Andrea Nixon, Associate Director of Academic Computing, Carleton College; Susanne Woods, Provost and Professor of English, Wheaton College, were the panelists.
• Models of Collaboration: A Panel Presentation, March 17, 2005, George Fox University. Panelists were Malcolm Brown, Director of Academic Computing, Dartmouth College; Cynthia Humes, Associate Dean for Academic Computing/Director of the Teaching Resource Center/Associate Professor of Philosophy and Religious Studies, Claremont
McKenna College; Tom Lewis, Director, The Catalyst Group, Educational Partnerships & Learning Technologies, University of Washington; Jill McKinstry, Head, Odegaard Undergraduate Library, University of Washington.

- For the Students: A Panel Presentation, April 29, 2005, Linfield College. This panel was presented by Bryan Alexander, Co-Director, Center for Educational Technology, Middlebury College; Elizabeth Hutchins, Consultant, formerly Coordinator of Library Instruction, St. Olaf College; Bert Lott, Associate Professor, Classics, Vassar College; Howard Thorsheim, Professor, Psychology, St. Olaf College.

**Concert**

- "The Library Rocks!" concert, January 20, 2005, Aubrey R. Watzek Library atrium. Three student bands, We Quit, Ad Hoc Shock and Workout, performed. The MC was student, Laura Herberg. Intermissions featured a slide presentation on library services and resources by Nikki Williams.

**Poetry Readings**

- Primus St. John and Kim Stafford, Hoffman Gallery of Contemporary Art, January 27, 2005
- Paulann Peterson and Vern Rutsala, Hoffman Gallery of Contemporary Art, February 10, 2005
- Vince Wixon and Paul Merchant, Hoffman Gallery of Contemporary Art, March 10, 2005
- Michele Glazer and Mary Szybist, Hoffman Gallery of Contemporary Art, April 28, 2005
- Senior Poetry Reading. Students from Mary Szybist’s Creative Writing class. Armstrong Lounge, Manor House, May 5, 2005

**Statistics**

**Collections**

Books & Periodicals

- Total Volumes (June 2005) 290,300
- Volumes Added (04/05) 9,300
- Total Titles (June 2005) 214,100
- Titles Added (04/05) 6,700

Periodicals (all formats) 24,000

Microform Items 464,700

Audiovisual Materials 14,700

**Services**
Circulation

- Checkouts & Renewals 103,600
- Summit Lending 10,200
- Summit Borrowing 13,500

Reserves (not including electronic) 9,000

Interlibrary Loans (excluding Summit)

- ILL Lending 7,850
- ILL Borrowing 7,300

Reference Desk Inquiries 8,060

Library Instruction Sessions 74

Research Consultations 64

Visitors to Library (gate count) 381,000

Hours Library Is Open (weekly) 141

Building & Facilities

Total Square Footage 104,000

Library Seats 520

Group Study Rooms 11

Public Reference Computers 23

Goals for 2005-2006

The following goals have been identified as priorities for the Library and its departments in the coming year:

- Do usability testing of redesigned library catalog
- Complete Electronic Resource Management (ERM) module implementation
- Improve cataloging authority control and Marcive records
- Improve shelving for oversize materials
- Implement a space plan for audio-visual materials and enlarge the Summit processing station in the Circulation area
- Digitize vinyl LPs for preservation purposes
- Establish new workflow procedures for interlibrary loan
- Examine stacks layout and make adjustments for predicted growth
- Develop short online tutorials for the library Web site
- Develop an online application for routing of missing materials lists
- Upgrade library system server and computers for the library classroom
- Install and implement Content DM digital collections software
- Develop a better statistics-gathering method for usage of electronic resources
- Expand size and usage of digital image collections
- Mount initial digital collections for Archives/Special Collections
- Work with faculty to integrate information literacy skills into their classes
- Implement the strategic marketing plan
- Experiment with holding reference hours on the Graduate School campus
- Update subject Web pages
- Do EAD encoding of Special Collections finding aids for inclusion in the Northwest Digital Archives
- Reorganize workstations in Technical Services
- Finish review of deteriorated microfilm holdings
- Update collection development policies and seek input on them from faculty
- Finish barcoding bound periodical volumes
- Plan for assessment of the library collections
- Monitor and assess performance of library materials vendors
- Expand the Special Collections poetry series