



# **Department of Reference and Resource Coordination**

**Annual Report**

**2008-2009**

**Prepared by Sarah Brick Archer & Gary Cheatham**

## Executive Summary Annual Report 2008-2009

### Department of Reference and Resource Coordination Prepared by Sarah Brick Archer and Gary L. Cheatham

The department emphasized improving the collections through weeding and identifying print, audio visuals, and electronic resources that would better serve our users. We also promoted the print and audio visual collections through enhanced displays of fiction, nonfiction, and DVDs.

We continued to develop and expand campus partnerships by contacting departments at NSU, such as the Writing Center, First Year Experience, and Communication Lab, and providing flyers and workshops to encourage others to refer students to the librarians. Numerous promotional activities were conducted to highlight our services, such as flyers listing librarians available for individual consultations; student brochures; and improved Web pages.

A new resource coordination initiative was undertaken this spring to remind faculty of the resources provided by the library. Many of the subject librarians made presentations about the library at the College meetings in the fall. Flyers for each librarian were available at the new faculty orientation.

Instruction was emphasized this year with 206 classes which reached 4,786 students. This represents an increase of 1,080 students taught or a 23% increase over last year. There were 24 additional classes taught compared to last year which is an increase of 12%. New classes were taught, additional tutorials were created, a YouTube video was developed, a link to the Library was placed in every Blackboard class, and the College Strategies assignment was revamped.

The department's Information Literacy class, LIBM 4611, was completely overhauled to make it more pedagogically sound. The class is also being considered as an elective in the new General Education requirements. With the additional of the instructional technology team to the department, we anticipate instruction being enhanced. The online tutorials have been scrutinized and plans are being developed for revising them. The online tutorial page will reflect the research process. Our new Instant Messaging reference service was implemented in the fall and continues to be improved.

The department concentrated on improving the infrastructure by updating job descriptions, developing a Reference Notebook, creating a Reference Calendar, conducting a planning retreat, and performing a SWOT analysis. Information from the planning retreat will be used for strategic planning.

## Reference Department Mission Statement:

The mission of the Reference and Resource Coordination Department is to support the library's mission by developing the library's collections; providing liaison services to the faculty; and instructing and assisting patrons in the location, use, and evaluation of information sources. The Reference and Resource Coordination Department emphasizes teaching in providing these services in a professional, unbiased manner.

To accomplish this mission, the Reference and Resource Coordination Department is responsible for:

- Developing the library's collections by defining and creating a collection of materials for the library in support of the instructional, research, social, and service goals of the university and community.
- Providing liaison services to the faculty by forming a partnership with the faculty in providing research assistance, interpreting library policies, and interacting with library departments.
- Teaching and assisting patrons in locating resources by determining patron needs, identifying appropriate resources, forming effective search strategies, and interpreting resources.
- Teaching information literacy skills by providing sequenced instruction in all formats for classes with an emphasis on providing specific instruction for students in their majors.

## Reference Goals, 2008-2009

1. Work with all campuses to develop a new strategic plan for the NSU libraries.  
Through a planning retreat, the department can develop a plan for the future.
2. Maximum use of NSU facilities.  
Reassess the first floor layout. Explore developing "learning spaces."  
Use display spaces to promote collections.
3. Explore avenues to enhance library resource collections.  
Check our web pages to improve access to resources.  
Explore grant opportunities for department.  
Discuss techniques of weeding.
4. Increase communication and cooperation with other campus departments.  
Contact computer labs, Communication Lab, Writing Center, FYE, Second year experience and offer student brochure.  
Prepare brochures and flyers for faculty.  
Do we want a department wiki or blog? Do we need to improve communication within the department?  
Increase public relations initiatives within department.

5. Update current library web page.  
Make changes in departmental pages in conjunction with overall Web page design changes.
6. Explore and evaluate feasibility of adding new library services.  
Sarah is in the process of exploring greater cooperation between the library and Writing Center and the Communication Lab.  
Are there other departments to which we should reach out?
7. Explore feasibility of digital library initiatives.
8. Improve Information Literacy programming.  
Invite Instructional Design personnel to attend a reference meeting to discuss technological options.

#### Department Committees

- General Education Task Force Library Focus Group
- Meebo Committee
- College Strategies
- Tutorial Committee

# Reference and Resource Coordination Department Annual Report 2008-2009

Prepared by Sarah Brick Archer and Gary Cheatham,  
Department Heads

Members: Sarah Brick Archer and Gary Cheatham, Department Heads; Emily Brown, Samantha Clifford, Jamie Holmes, Peggy Kaney, Dana Letts, Pamela Louderback, Sandra Martin, Kathleen McCay, Tom Rink, Charles Veith, and Susan Woitte.

## Administration

- A Planning Retreat was conducted in December of 2008.
- A Reference Handbook, which includes job descriptions, a mission statement, a calendar, training information and other pertinent departmental documents, was developed.
- A Reference Calendar, which lists deadlines for important departmental activities, was developed.
- In preparation for strategic planning, the department conducted a SWOT analysis.
- The term, Resource Coordination, is being gradually replaced with the term, Subject Librarian.
- Job descriptions for the subject librarians and instructional technologists were revised.
- The department's mission was updated.
- As of May, the department's name was changed to Reference Services.
- Reports were prepared for the department on how funds from the American Recovery and Reinvestment Act could be used; what cuts would be made for different budget scenarios; the Technology Needs of the department; and how the department could use the space available from the First Year Experience department vacating the first floor of the Library.

## Personnel:

- Sarah Brick Archer and Gary Cheatham became Head of Reference in January. In May, their titles were changed to Director of Reference Services.
- Two librarians were no longer available to work at the Reference Desk, and one subject librarian was reassigned to another position.
- The instructional technology team, Dana Letts and Kathleen McCay, were added to the department.
- Charles Veith announced his retirement as of June 1<sup>st</sup> after 23 years of service to the department.
- A search committee was formed to hire a new Reference/Science Subject Librarian.

## **Services:**

- The Instant Messaging reference service was formally brought online during the fall semester. A logo is being created and the Meebo (Instant Messaging reference service) page is being updated.
- With the loss of two reference positions, the reference hours were reduced during the spring semester by one hour during the week and four hours on Sunday.
- The reference desk tally sheet was revised to reflect the changes in the hours of service. A new automated Google-based spreadsheet is being developed.
- The Reference sign over the Reference Desk was changed to Information. The Reference sign was moved to hang over the print collection.
- New signs were posted at the service desks listing the subject librarians available for consultations.
- The Resource Coordination Web page was modified to make it easier for users to identify the subject librarians by discipline. The Reference “Needs Help” page was revised.

## **Training/Instruction:**

- Vendors, such as EBSCO, and Gale (Literature Resource Center) provided training to the librarians.
- Jamie Holmes and Susan Woitte revamped and taught LIBM 4611 online. Discussion boards and new tutorials were added to the class.
- The curriculum was revised, exercises rewritten, and tutorials were identified for revision in the College Strategies program. Approximately 51 sections were taught in person and on Blackboard in 2008-2009.
- New Library Instruction sessions were developed and provided in the following classes: Speech-Language Pathology. 4543 Seminar: Individual Studies, HIST 4663/HIST 5583 – American Intellectual History, POLS 3743 – Municipal Government, SAFM 3403 – Safety Administration and Programs, Theatre 3553 Fundamentals of Play Directing, Theatre 4013 Advanced Play Directing, MUS 3853 Music History, and MUS 3742 Secondary Music Methods.
- A committee consisting of Linda West, Darren Tobey, Kathleen McCay, Dana Letts, Sarah Brick Archer, and Gary Cheatham revised the tutorial page and identified tutorials to keep and update.
- The department participated in the General Education Task Force Library Focus Group. A formal departmental response was submitted to the General Education Task Force.
- Department personnel attended the Service Excellence workshops.
- Approximately five new flash-based tutorials were created, and department Web pages were improved.
- A new template for tutorials is being developed.
- PHP was explored as a method for developing tutorials.

### **Collection Development:**

- The following new databases were added: Global Road Warrior, Gale Literature Resource Center, and SourceOECD.
- The department examined Desktracker, Naxos, and LexisNexis software.
- A weeding project of the main collection was expedited.
- The department conducted a successful serials review project, resulting in the cancellation and addition of journals and databases.
- A new spreadsheet for the firm order budget was developed.
- The following Subject Librarian areas were changed:
  - Gary Cheatham, Administration, interim Professional Studies
  - Sarah Brick Archer, Music, Interim Math and Computer Science
  - Sandra Martin, interim Natural Sciences
- An initiative was started that involved each subject librarian meeting with their departments and including the Executive Director in the meetings. Library presentations were conducted in the spring with two departments—Music and Languages and Literature.
- A Collection Management Committee was formed to address the needs of the collection.
- An initial analysis of the collection requirements to support a curriculum in rehabilitation services was conducted.
- Y Collection titles to support the new LIBM 4023 textbook were identified and ordered.
- Participated in preparing the library report and assisting with the on-site visit for the National League for Nursing Accreditation Commission.
- Identified and selected leadership books (valued at \$1,000) for the Faculty Council in honor of the inauguration of President Don Betz.

### **Promotional Activities:**

- Fiction and DVDs were placed on display behind the Reference Desk to increase awareness of the availability of these resources and to encourage usage of the print and audio visual collections.
- For Earth Day, new materials were purchased, a display prepared, and information submitted for the Library Blog.
- New materials were purchased and displays created to support three Centennial Speakers.
- New titles were added to the Browsing Area and Nonfiction New Book display.
- Flyers were made describing services available to the classroom faculty by each Subject Librarian to increase faculty awareness of library services.
- Brochures were created for students describing library services to promote library usage.
- Members of the department participated and chaired the Honor Your Authors reception and Student Creative Showcase which were designed to demonstrate the library's support of the research and creative processes.
- Flyers describing library services were taken to the Writing Center and Communication Lab in order to improve connections among the departments. A Formal library instruction session was given to the Writing Center personnel. This approach resulted in several students being referred directly to a librarian for consultations.

- Halloween treat bags with flyers about Resource Coordination services were given to all College of Education faculty members
- A “Library” link was added in every Blackboard class.

**Statistics (Tahlequah):**

Instruction

# of reference questions answered	2,514
# of classes taught	206
# of students in class	4,786
# of tutorials used	41,853
# of views on Library Blog, YouTube, MySpace, and Cluster Maps	2,111

Collection Development

# of items ordered	2,004
Amount of money spent on books/videos	\$ 61,415

**Future Goals:**

- Continue exploring and improving the Instant Messaging Reference service.
- Plan and begin implementation of the Learning Commons concept.
- Continue the third floor weeding project
- Explore new approaches to reference services, such as roving librarians and going to other buildings to offer reference assistance.
- Continue the Subject Librarian initiative to contact every department.
- With Access Services, develop a group study room and explore scheduling possibilities.
- Continue to update the online tutorials.
- Explore the possibility of creating a game for library instruction.
- Test a new Reference Question Tracking process through Google.
- Improve staffing by hiring a Science Subject Librarian.

Annual Report

Sarah Brick Archer, Assistant Professor of Library Services, Tenured  
2008/2009

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

**III. A. EFFECTIVE CLASSROOM TEACHING**

Taught approximately (25 fall, 30 spring) library instruction sessions

Supervised an English capstone student.

**B. SCHOLARLY ACTIVITIES**

**1. The Scholarship of Teaching**

Revised the curriculum and taught all classes from library departmental Web pages.

Developed new classes for American Literature, Theatre 4003, Theatre 3553 Fundamentals of Play Directing, Theatre 4013 Advanced Play Directing, MUS 3853 Music History, and MUS 3742 Secondary Music Methods

**2. The Scholarship of Discovery**

Participated in the creation and presentation of the Community of Oklahoma Instruction Librarian's ACRL-OK fall conference poster session entitled, "The Results are In! : COIL Reports on the State of Info-Lit Instruction in Oklahoma."

Archer, Sarah Brick. "Serials Review: Northeastern State University's Approach." *Oklahoma Librarian* 58.4 (2008): 19.

Attended an online RUSA class on Marketing for Libraries

**3. The Scholarship of Integration**

Coordinated the selection and spending of approximately \$11,364 for the departments of Fine Arts; Communication and Art; and Languages and Literature.

Selected leadership books (valued at \$1,000) for the Faculty Council in honor of the inauguration of President Don Betz

Continued weeding materials from the main collection

Gave a library instruction presentation to the personnel of the Writing Lab to help connect the Writing Lab to the library--this resulted in several students being sent to me for consultations

Gave a library instruction presentation to the Music faculty--this resulted in a request to teach several classes and examine a database

Gave a brief presentation to the Languages and Literature Department

Worked on adding movies, audio books, and fiction for recreational usage to increase library circulation; worked with Technical Services to create a location code and keep the book jackets on the books.

Participated in a reader's theater production entitled "Sara" as part of the centennial project

Performed in the *Vagina Monologues* for the College of Liberal Arts to raise money for Help-in-Crisis

Monitored and revised several of the reference department's Web pages.

Purchased relevant materials and prepared three displays to support the Centennial Speaker series.

Created brochures for students identifying library services

Served as the Tahlequah Coordinator for the Big Read grant

Wrote a proposal to have a Campus Read program on campus

Became the interim subject librarian for Math and Computer Science

#### **4. The Scholarship of Application**

Conducted an evaluation of the serials collection for the departments of Performing Arts; Communication and Art; and Languages and Literature

Prepared and submitted a three-year tenure review document which was approved by the library Executive Director

### **C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION**

Faculty Council, university, delegate

Acquisition, Discovery and Application of Knowledge HLC Steering Committee, university, member

Allied Arts Committee, university, member

Library Committee, university, member

Publications Board, university, member

Circle of Excellence Selection Committee, university, co-chair

General Education, Library Focus Group, university, member

International Studies Search Committee, university, member

Honor Your Authors Committee, library, chair

Collection Management Committee, library, chair

Science Librarian Search Committee, library, co-chair

Web Committee, library, member

Big Read Committee, library, member

Public Relations Committee, Library, member

Promotion and Tenure Committee, library, member

Tutorial Committee, library, member

College Strategies Instruction Committee, library, member

Chat/IM, reference department, library, member

Student Creativity Showcase Committee, Library, Consultant

Member of the Board of Directors for the Tahlequah Public Library

## 7. Other activities

Attended the ACRL Fall conference

Attended COIL (Community of Oklahoma Instruction Librarians) meetings

Attended the COIL Annual Workshop

Attended two NSU Service Excellence Workshops

#### **D. PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES**

Became Head of Reference

Revised the reference department tally sheet

Prepared a reference/resource coordination job description.

With Gary Cheatham, led the department in establishing goals for the year

With Gary Cheatham, prepared reports outlining reference accomplishments, department needs for the stimulus package, reference technology needs, library space utilization (FYE), and budget cuts

Organized and led a reference planning retreat

Created flyers about each subject librarian

Arranged for the Ebsco and Gale representative to make presentations to the department

Participated in the student assistant training sessions

Led a SWOT analysis for the department for the purpose of strategic planning

Revised format for departmental annual report

Started compiling information for a Reference Handbook which includes job descriptions, a mission statement and other pertinent departmental documents

With Gary Cheatham, created a Reference Calendar which lists deadlines for important departmental activities

#### **E. Other**

Served as Vice-President of the PTO for Sequoyah Elementary

Assisted with Girl Scout activities

Served as a model in the "Women Who Care" fashion show to raise money for mammograms

Participated in the Cancer Relay for Life on June 27<sup>th</sup>

**Gary L. Cheatham**  
**Assistant Professor of Library Services (Tenured)**  
**Annual Report (June 2008 – May 2009)**

**III. Evidence of Meeting Tenure and Promotion Criteria**

**A. Effective Classroom Teaching**

Courses taught:

REL 2443 (Introduction to the New Testament), 3 credit hours, Fall Semester 2008

REL 2553 (Comparative Religions), 3 credit hours, Spring Semester 2009

REL 3203 (History of Jesus), 3 credit hours, Spring Semester 2009

Library instruction:

Library instruction sessions taught in September 2008

- POLS 3011 – Model U.N. (2 sessions)
- HIST 4663/HIST 5583 – American Intellectual History (1 session)
- ACCT 3123 – Contemporary Business Analysis (1 session)
- MGMT 4213 – Business Policy (2 sessions)
- POLS 3743 – Municipal Government (1 session)
- SAFM 3403 – Safety Administration and Programs (1 session)

Library instruction sessions taught in October 2008

- College Strategies (2 sessions)
- SOC 4423 – Urban Sociology (1 session)

Library instruction sessions taught in November 2008

- POLS 3011 – Model U.N. (1 session)
- POLS 3743 – Municipal Government (1 session)

Library instruction sessions taught in December 2008

- POLS 4213 – Municipal Government (5 sessions)

Library instruction sessions taught in January 2009

- SOWK 2013 – Introduction to Social Work (1 session)
- POLS 3011 – Model U.N. (1 session)

Library instruction sessions taught in February 2009

- SOWK 3873 – Human Behavior in the Social Environment I (1 session)
- MGMT 4213 – Business Policy (1 session)
- CRJ 4093 – Organized Crime (1 session)
- SOWK 4873 – Human Behavior in the Social Environment II (1 session)
- POLS 4263 – Politics and the American Indian (1 session)
- College Strategies (1 session)

Library instruction session taught in March 2009

- POLS 4263 – Politics and the American Indian (1 session)

Library instruction sessions taught in April 2009

- POLS 4263 – Politics and the American Indian (5 sessions)

Library instruction session taught in May 2009

- POLS 4263 – Politics and the American Indian (1 session)

## B. Scholarly Activities

### 1. The Scholarship of Teaching

Created the following new online tutorials/guides:

- Advanced Google Search Tips
- Google Scholar Advanced Search Tips
- Gigablast Advanced Search Tips
- Resources for the Model U.N.'s NMUN–D.C. meeting assignment
- Resources for the Municipal Government class
- Live Search Advanced Search Tips
- Resources for the Model U.N.'s Midwest meeting assignment
- Employment and Careers Resources guide
- Resources for the Human Behavior and the Social Environment II class
- Resources for the Introduction to Social Work class
- Also, revised and updated a number of previously created online tutorials/research guides

### 2. The Scholarship of Discovery

#### Publications:

- “Lenapah,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.  
<<http://digital.library.okstate.edu/encyclopedia/entries/L/LE013.html>>
- “New Alluwe,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.  
<<http://digital.library.okstate.edu/encyclopedia/entries/N/NE005.html>>
- “South Coffeyville,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.  
<<http://digital.library.okstate.edu/encyclopedia/entries/S/SO012.html>>
- “Wann,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.  
<<http://digital.library.okstate.edu/encyclopedia/entries/W/WA018.html>>
- “Nowata County,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.  
<<http://digital.library.okstate.edu/encyclopedia/entries/N/NO018.html>>
- Review of *Seeding Civil War: Kansas in the National News, 1854-1858*, by Craig Miner (Lawrence: University Press of Kansas, 2008). In Southwest Journal of Cultures 3 (November 13, 2008).  
<<http://southwestjournalofculturesarchive.blogspot.com/2008/12/post-three-november-13-2008.html>>
- “The Biblical Basis for Habitat: Six Principles,” *Building Excitement: Tahlequah Area Habitat for Humanity Newsletter* 14 (March 2009): 3.
- Review of *Cherokee Thoughts: Honest and Uncensored*, by Robert J. Conley (Norman:

University of Oklahoma Press, 2008). In *Kansas History: A Journal of the Central Plains* 32 (Spring 2009): 80.

### **3. The Scholarship of Integration**

- Weeded the Geography, History, Social Work, Sociology, and Criminal Justice collections in Main.
- Regularly compiled and sent lists of relevant new library materials and online resources to faculty in the College of Business & Technology, Department of Social Sciences, ROTC program, and Department of Professional Studies.
- Periodically updated and revised assigned library web pages.

### **4. The Scholarship of Application**

- Evaluated the Business & Technology, Social Sciences, Professional Studies, ROTC, and Reference serials collections, for cancellation purposes and transfers to electronic formats.
- Attended “Nanotechnology Seminar” (Thomson Scientific web seminar, June 2008).
- Attended “Customer Usage Reporting: ScienceDirect & Scopus” (Elsevier Training Desk web seminar, July 2008).
- Attended “Capitalize on Your IP Portfolio through Strategic Licensing” (Thomson Scientific web seminar, September 2008).
- Attended “IFRS: EU Conversion Experiences and the Road Ahead” (Thomson Reuters and Tax Executives Institute webcast, October 2008).
- Attended an additional session of “Customer Usage Reporting: ScienceDirect & Scopus” (Elsevier Training Desk web seminar, October 2008).
- Attended the NSU “Service in Excellence” program (April 2009).
- Attended “Hints & Tips for Cost Effective Searching on Dialog” (ProQuest web seminar, April 2009).
- Attended “WorldCat.org Access to OCLC Electronic Resources Webinar” (April 2009).
- Webmaster, Tahlequah Area Habitat for Humanity web site.
- Volunteer, First United Methodist Church Library, Tahlequah.

#### **Memberships:**

American Library Association  
American Theological Library Association  
Mountain-Plains Library Association  
Oklahoma Library Association  
Internet Society  
Kansas State Historical Society  
North American Patristics Society  
Oklahoma Historical Society  
State Historical Society of Missouri

### **C. Contributions to the Institution and Profession**

- Elected to serve on the Appellate Committee (Term expires August 2011)
- Member, NSU Centennial Events Committee
- Chair, NSU Living History/Historical Display Subcommittee
- Coordinated planning of the NSU Centennial Fashion Show (Redbud Room, October 2008)
- Member, Library Web Committee
- Member, Library Tutorial Committee
- Member, Library Collection Management Committee
- Member, Library Honor Your Students Committee
- Member, Library Weeding Committee
- Participant, Library General Education Focus Group
- Member, Math & Science Librarian Search Committee
- Chair, University Animal Welfare Committee (NSU's IACUC)
- Worked with Dr. Ron Becker to select Model U.N. photographs in University Archives for a display, and helped coordinate the Centennial Celebration Model U.N. photographic and artifact display in the NSU Library

### **D. Performance of Non-Teaching Semi-Administrative or Administrative Duties**

- Co-Head of Reference/Resource Coordination Department (with Sarah Archer)
- Selected/coordinated the selection of approximately \$20,000 in Library books/videos
- Coordinated the selection and implementation of two new online library databases: SourceOECD and Global Road Warrior
- Assisted in the training of Library reference personnel
- Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences Department
- Resource Coordinator for the Professional Studies Department (beginning January 2009)
- Resource Coordinator for the ROTC program
- Resource Coordinator for Administration
- Coordinator, Library Folded Map Collection
- Coordinator, Library Telephone Directory Collection
- Coordinator, Library Browsing Collection
- Coordinator, Library New Book Display
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference desk schedule
- Coordinator, Reference book fund
- Coordinator, General book fund
- Dialog online database searcher
- Factiva online database searcher
- Own and maintain web pages on the Library server
- Maintain NSU's UAWC/IACUC organization web site
- Coordinator and compiler of Library databases statistics
- Liaison, and training and update coordinator, Compustat Research Insight

## 2008-2009 Annual Report for Dana Letts

### General/Ongoing:

Constant examination of software, software reviews, and learning trends with an emphasis on tutorial design.

Patron, Faculty and Staff assistance with technology, library usage and general information.

Back-up in Reference and Circulation.

Attended Reference meetings as guest and member.

### Spring/Summer 2008

- Created Medline Flash tutorial for Optometry
- Created CINAHL Flash tutorial for Optometry
- Created home page for Health Science
- Edited the Optometry page
- Edited the Nursing page
- Worked on PHP Project
- Revised CINAHL Flash tutorial for Nursing

### Fall 2008

- Major edit of Health Science home page
- Began attending Reference meetings as guest
- Created page for Speech-Language Pathology
- Created page for Health and Family Science

### Winter-Spring 2008-2009

- Established GoDaddy account/web space
- Joined Reference Team
- Redesigned Optometry page
- Re-Designed Flash template

Started the year as Technology Support/Night Supervisor

Ended the year as Reference

## Faculty Activity Report - Professional File, 2008/2009

**Sandra A. Martin, M.L.I.S.**  
**Instructor of Library Services**  
**Health Sciences Resource Coordinator**  
**Reference Librarian**

### **III. EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA**

#### **A. Effective Classroom Teaching: provided instruction to the following classes and groups on retrieval and evaluation of information for research, teaching, and patient care**

- Optometry. New Residents Orientation
- Optometry. 6111 Research Methodology [course integrated, hybrid]
- Optometry. 5203 Ocular Pharmacology [course integrated, hybrid]
- Optometry. New Student Orientation
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Faculty Orientation
- Nursing. 3003 Professional Nursing Role [course integrated, online]
- Nursing. 4293 Professional Nursing Synthesis [online]
- Nursing. 3373 Community Mental Health Nursing [online]
- Nursing. 4115 Community Health Nursing [online]
- Nursing. 4103 Research in Nursing [online]
- Nursing. Faculty
- Speech-Language Pathology. 4543 Seminar: Individual Studies [new]
- Speech-Language Pathology. New Faculty Orientation

#### **B. Scholarly Activities**

##### **1) The Scholarship of Teaching**

##### **a. Improvements in tools for access to library resources**

- i. Met regularly with Oklahoma Health Sciences Library Consortium and collaborated with consortium members to review and select health sciences electronic resources. Reviewed eBook titles in Ovid's new one-time purchase plan and selected titles to replace titles in former subscription plan. Negotiated with Ovid to receive consortia discount prices on LWW Optometry eJournal subscriptions for a savings of \$2,700.
- ii. Worked with Ovid technical support staff to set up new nursing thesaurus, search interface, and federated search engine for nursing eJournals and eBooks.
- iii. Consulted with College of Optometry Dean to review, evaluate, and compare the library's vision science book,

journal, and audiovisual collections to new titles/editions in the Association of Vision Science Librarians 2008 Opening Day Collection core list. Reviewed and selected key titles to bring the library's book and journal collections up to standards with AVSL.

- iv. Consulted with the Nursing and Health Professions faculty to select new books required for the curriculum and new audiovisual titles to support re-accreditation requirements for Human and Family Sciences program.
  - v. Conducted a comprehensive review and cost analysis of all online resources that support NSU current Nursing curriculum. Compared Nursing resources available at NSU to University of Oklahoma Health Sciences Center and other collections that support graduate programs in Nursing and provided estimates of additions to the collection to support proposed Master's Degree in Nursing.
  - vi. Conducted an initial analysis of collection requirements to support a curriculum in rehabilitation services and provided an overview of resources and services.
  - vii. Prepared proposal for American Recovery and Reinvestment Act Funding to support proposed initiatives and curriculum in NSU health sciences programs.
  - viii. Prepared proposal to use part of the First Year Experience space in the library for a health sciences information center.
- b. **New course development and innovative teaching**
- i. Consulted with Nursing faculty to revise and refine new online CINAHL and MEDLINE tutorials for NURSING 3003 Professional Nursing Role online course.
  - ii. Revised script and worked with technical support staff to revise Flash and animation for advanced OVID MEDLINE online tutorial for Optometry.
  - iii. Revised instructional web pages for Optometry, Nursing, Speech-Language Pathology, and Human and Family Sciences.
  - iv. Developed course pages to facilitate use of online resources and tutorials in the curriculum in Optometry and Health Professions.
  - v. Developed new online handouts for Optometry and Health Professions to supplement instruction and to promote awareness and use of online resources.
  - vi. Developed new online brochure to create awareness of services provided by the Health Sciences Resource Coordinator.

## 2) **The Scholarship of Discovery**

### a. **Research**

- i. Continued research in the use of new electronic tools that aggregate and deliver evidence-based information for clinical decision support. Reviewed and evaluated new online tools

that support online learning of evidence-based medicine principles and procedures. Conducted literature reviews, attended presentations at professional meetings, and participated in trials and online discussions.

- ii. Researched studies and participated in discussions on the informationist role of medical librarians as members of the health care team.

### **3) The Scholarship of Integration**

#### **a. Program Reviews**

- i. College of Science and Health Professions. Nursing program. National League for Nursing Accrediting Commission. Met with the NLNAC Team Chairperson, team member, and the Chair of the Department of Health Professions during the NLNAC Accreditation Site Visit. Prepared and presented the library's report of library faculty, budget, resources, services, and facilities in support of the nursing program. Final NLNAC Site Visitors Report contained the following commendations:
  - o p. 10. Strength: The creative development of instructional tutorials by library and nursing faculty for enhancement of students' online learning.
  - o p. 18. Strength: The extensive collaboration developed between nursing faculty and the Health Sciences Resource Coordinator in developing online tutorials for three nursing courses.

#### **b. Faculty Orientations**

- i. Prepared packets and provided one-on-one instruction and consultation for new faculty in Optometry and Health Professions.

#### **c. Consultations/research support**

- i. Consulted and met regularly with faculty liaisons in Optometry and Health Professions to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
- ii. Attended and provided presentations/handouts for faculty meetings in the College of Optometry, College of Science and Health Professions, Department of Health Professions, and Nursing program.
- iii. Revised web pages to improve access to the library's growing collection of electronic resources for Optometry and Health Professions.
- iv. Conducted subject specific searches of electronic databases, journals, and books for faculty, students, and residents in Optometry and Health Professions. Examples of research topics included binocular indirect ophthalmoscopy, history of breastfeeding practices among Cherokee women, long-term

effects of risk factors for cardiovascular disease and diabetes among Native American populations, association between vision quality of life and academics, Kearns-Sayre Syndrome, delivery of insulin via eye drops, effect of brimonidine tartrate on pupil size, Turner Syndrome and communication disorders, faculty evaluation of clinical skills, orbital radiotherapy for Graves' Ophthalmopathy, wavefront analysis and monocular diplopia. Delivered full text to faculty and residents online or took steps to expedite delivery of print documents that were not available electronically.

- v. Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles online to support patient care and publication needs.
- vi. Provided one-on-one instruction and consultation for individual students and small groups conducting literature reviews and research for articles to be submitted for publication in the Optometry 6111 Research Methodology course.
- vii. Served as liaison for NSU's Rural Health Institute programs and services of the Oklahoma Health Connection project to enable statewide access for licensed health professionals to selected databases from a password-protected website.

#### **4) The Scholarship of Application**

##### **a. Attendance at meetings of professional or scholarly organizations**

- i. Oklahoma Health Sciences Library Association, Spring Meeting.
- ii. Health Libraries of Eastern Oklahoma (HeLEO), Spring Meeting.
- iii. Regular meetings of the Oklahoma Health Sciences Library Consortium.
- iv. Regular meetings of the South Central Chapter of the Medical Library Association Local Arrangements Committee for the 2009 SCC/MLA annual conference.

##### **b. Memberships in Professional, Honorary and Other Learned Societies**

- i. Health Libraries of Eastern Oklahoma (HeLEO). Past President.
- ii. Oklahoma Health Sciences Library Association (OHSLA).
- iii. South Central Chapter/Medical Library Association.
- iv. Association of Vision Science Librarians (AVSL).

##### **c. Short courses, seminars, presentations**

- i. NSU Center for Teaching and Learning. Mobile Tools for Teaching and Learning.
- ii. NSU Larry Adair Lectureship. Beyond Green: Sustainability for NSU's Second Century.

- iii. NSU Health Care Challenges in Eastern Oklahoma.
- iv. NSU Building Sustainable Communities in Eastern Oklahoma.
- v. NSU Service Excellence Values Introduction.

## **C. Contributions to the Institution and Profession**

### **1) Committee Service**

- a. Library Collection Development Committee.
- b. Library Honor NSU Authors Committee. Coordinated Display.
- c. Library Science Librarian Search Committee.
- d. University Environmental and Sustainability Task Force. Survey Sub-committee. Developed, tested, administered, and reported results of survey of NSU faculty, staff, and students regarding environmental and sustainability issues.
  - i. Coordinated the library's observance of Earth Day that included display of task force recommended books, links to the task force survey from the library's home page, and earth day information on the library's blog.
- e. Oklahoma Health Sciences Library Consortium.
- f. South Central Chapter, Medical Library Association, Local Arrangements Committee.

Category	Dates	Description
Tutorials	on-going	tweak Flash template & Review tutorial page content
	on-going	Research: Lib Edu "game" development, lit reviews, software, platforms, & Captology implications
	Summer-08	PHP (web 2.0) Tutorial build proposal
	Fall-08	PHP code, build, deploy, test, train, Beta version
Specific Tutorial Productions:		
	07-2008	S. Martin: Ovid MEDLINE Searches (assisted Dana)
	09-2008	J. Holmes: 4611_GoogleWhenHowUse_Fall2008
	09-2008	S. Woitte: 4611_GoogleTipsTricks_Fall2008
	11-2008	S. Woitte: 4611_WorldCat_Fall2008
	12-2008	S. Woitte: 4611_GovDocs_RevSpring2008
Research:	on-going	Lib Edu "game" development, lit reviews, software, platforms, & Captology
Publication:	Spring-09	Above (4611_GovDocs_RevSpring2008) submitted to and published on ALA Info Lit web-site
Conferences / Papers / Awards:		
	09-2008	Attended OTSCA Conference Presented Papers at OSTCA – recv'd Top Panel Award
Graphic Design:		
	09-2008	Created graphics & cover pages for 2008-NLNAC report for NSU Nursing Accreditation
	02-2009	Ask-A-Librarian icon for web
Committees:		
	Fall-08	NSU Green Task Force Committee
	Spring-09	Co-Chaired Student Creativity Showcase (event creation, PR, marketing, correspondence, mgmt & more)
Misc. Widgets & Data Collection		
	12-2008	Patron data (for Peggy) Compiled, normalized data, ran statistical analysis, charts & graphs of the 24/7 Finals Week patron counts
	05-2009	Began Reference Question Tracking widget development & deployment (this is a work in progress)

(Attended gobs and gobs of meetings ☺ )

## Faculty Activity Report (June 2008 - May 2009)

**Faculty Name, Rank:** Charles R. Veith, Assistant Professor of Library Services, Tenured.

### Scholarly Activities

1. The Scholarship of Teaching and Learning

- Presented library orientation to faculty at College of Science and Health Professions initial fall semester meeting. (August 25, 2008)
- Provided and made available specialized library instruction for the departments of : Biology, Computing (CIS), Chemistry, Mathematics, Physics, General Science, and Physical Education.
- Composed Powerpoint Tutorial for Chemistry.

2. The Scholarship of Discovery

- Examined new databases such as BioOne 2 (prior to purchase this year) and Science Direct E-Books.

3. The Scholarship of Integration

- Member, Oklahoma Library Association.
- Member, American Library Association.
- Member, Internet Society.

4. The Scholarship of Application

- Participated in CAS Scifinder e-seminar “Exploring What’s New with the Web Version of Scifinder”. (September 9, 2008)
- Participated in CAS Scifinder e-seminar “Formulating Effective Research Topics”. (September 10, 2008)
- Participated in Wilson Live Online Training “Current Issues: Reference Shelf”. (September 17 28, 2008)
- Attended “Energy 101” John Vaughan Library. (March 17, 2009)
- Participated in CAS SciFinder e-seminar “Exploring New Enhancements in the Web Version of SciFinder”. (April 16, 2008)

### Contributions to the Institution and Profession

- Resource Coordinator for the College of Science and Health Professions (biology, chemistry, computer and information science, general science, mathematics and physics).
- Consultant to Library Technology Support.
- N.S.U. Linux User Group Sponsor.

- System Administrator, N.S.U. Linux User Group Network.
- Secretary, University Grievance Committee.
- Announcer, Honors and Awards Assembly.
- Member, Northeastern State University Institutional Review Board
- Member, University Student Honors and Awards Committee.
- Member, Library Collection Development Committee.
- Member, Library Disaster Committee.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Reimplemented SciFinder Scholar after computer lab upgrades.
- Comprehensively weeded entire range of main collection Q's.
- Selected mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials (including gifts).
- Participated in faculty instruction of Chemical Abstracts (SciFinder Scholar).