

2000/2001

John Vaughan Library

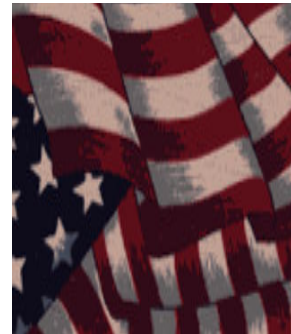
Technical Services Annual Report

Technical Services



Teams:

- * Acquisitions
- * Data Initiation
- * Quality Control
- * Coordination



JVL Technical Services

Annual Report 2000/2001

**New Visions for
Technical Services:
Navigating the
Information Future**

CONTENTS

New Visions	1
Project Reports	1
Acquisitions	2
Data Initiation	3
Quality Control	4
Coordination	5
Final Thoughts	6

New Visions for Technical Services Navigating the Information Future

The Coordination Team provided support for the work performed in Technical Services by holding monthly meetings and focusing on a major goal for the year of building a vision/mission statement for the area.

Our New Vision Statement cannot be written in a sentence, but is a visual statement that grew from everyone's participation.

We used several techniques to finish the year-long project. We wrote team-composed vision statements, compiled personal value words, analyzed strengths, weaknesses, opportunities, and threats, made dream scenarios (we followed the Yellow Brick Road), and finally spent a productive meeting developing a unique, visual, vision statement to take us into the future.



New Vision Statement—2001

Notable:

- Completion of Government Publications barcoding project—93,411 items barcoded
- Record number of materials withdrawn from collections (including Film Collection)
- Record number of claims sent for missing periodicals.
- Barcoding projects to retire the paper shelflist—10,438 items in 2001
- Public holdings records edited to compress data for public viewing
- New Vision Statement for Technical Services

Project successes vie with regular work for outstanding recognition

Several projects during the year were performed and successfully completed while regular work progressed and set records in many areas.

Teamwork was the key to the success of each endeavor.

The print Government Publications barcoding project, begun in 1992 was finished in May 2001 with 93,411 items barcoded. This year's production was the third highest for the project with 15,496 handled.

New projects were begun in December 2000 to eventually

retire the active paper shelflist.

Indexes were barcoded in December, Main and Special Collections in February/March, Reference in April and Muskegon in May. The Periodicals collection was started on May 16th with plans to work through the Summer.

Acquisitions Team

Harriett Hobbs, Coordinator
Dana Letts, Secretary
Elizabeth Hamilton, Donna Ford,
Renée Johnson (July/Sept.)
Jessica Coplen, Student Assistant

In our second full year, we received 2,500 books again through the Blackwell approval plan. These books cost \$101,000 compared to \$85,000 for the same number of books last year. Several resource coordinators made changes to their profiles this year. Some additional work was done on the

approval profile for the Broken Arrow campus, but since no regular funding has been received, the program has not yet been activated.

Annual serials review:

One day after the annual review lists were distributed to the resource coordinators, the Oklahoma Department of Libraries announced that the Oklahoma state-wide database

services would be switching from Infotrac to EbscoHost as of July 1, 2001. This will have an impact on the fulltext titles we will have access to over the next three years. With help from Jeanette McQuitty, Harriett printed copies of the EbscoHost title lists for the resource coordinators to use in their review, since the printed review lists were tagged with Infotrac titles.

More issues were requested from both the Ebsco Missing Copy Bank and USBE during the year. 416 issues were received compared to 188 last year. Unfortunately, we still have 975 issues in the missing issues file.

Continuations:

With the transfer of Renée, the continuations process was re-examined. Acquisitions continued to check items in through December, but beginning in January, check-in switched to Jeanne Pry in Quality Control. Donna is receiving the items and clearing any invoices, and doing some preliminary processing. Linda has helped with continuations and Donna's training since September. A total of 882 continuations have been checked in this year. This will be the last year this figure is reported in Acquisitions, since the team is no longer doing the work.

Linda and Donna have begun to set up check-in records for numbered monographic series which will help in both the receiving and claiming processes. To date, six titles have been completed, with additional titles in the coding process.

Challenges for 2000/2001:

Several times during the year, we talked about implications caused by the new Broken Arrow campus. All of this discussion helped when one week before the end of the spring semester, we were given the first \$60,000 for materials purchase. Using guidelines developed by several groups and using title lists prepared by the resource coordinators, Linda and Harriett determined which orders could be placed at this time.

Challenges for 2001/2002:

- Determine changes with the EbscoHost service.
 - Broken Arrow ordering.
- We will be learning about new online database services, integrating a new campus into our routines, trying to write it all down, and participating in all of the room-wide projects scheduled for the year.*

Budget:	1999/2000	2000/2001
Serials	\$430,517	\$490,697
Firm Orders	\$100,000	\$61,000
Approvals	\$100,000	\$100,000
Special	\$364	\$22,000
Other	\$6,000	\$9,838
Broken Arrow	\$0	\$60,000

Ordering and receiving:

Ordering began for 2000/2001 on September 6th, although we did not have a firm order allocation until late in October. Harriett and Dana produced orders until Donna began training in December.

An additional \$22,000 from library fee money was added to the budget for

reference. Etter money was also used this year to supplement the Reference budget.

The reduced firm order budget (39% less

initially) was encumbered by May 11, 2001 with 1,420 items ordered. Ordering for the Broken Arrow campus was begun in May with 18 subscriptions and 31 firm orders being placed. Additional orders will be placed for Broken Arrow through the summer as will orders for the Etter fund.

Thirty-five new subscriptions were placed during the 2000/2001 year along with 55 cancellations.

Approval plan:

"The team processed orders for an additional \$20,000 of Library Fee money for Reference and started spending \$60,000 for Broken Arrow materials."

books and 6 compact discs). For the first time in three years, we had a reduction in the number of gifts received. A total of 6,631 items were received this year compared with 11,159 items last year.

Claims:

Elizabeth is now placing most of the claims independently. A total of 2,181 claims were sent this year compared to 861 claims last year, 230% of the average and a record for the last twelve years.

Missing Issues:

Data Initiation Team

Jackie Schumaker, Coordinator
 Jeanne Pry, Secretary
 Dalana Block, Donna Ford, Harriett Hobbs, Renée Johnson, Lou Ann Rhea, and Linda West. Renée transferred out of Technical Services in September, and Donna started in December.
 Student Assistants: Samantha Clifford and Stephanie Newberry.

Training:

Donna Ford was hired to fill Renée Johnson's position and started work on December 8, 2000. Most of Donna's DI training is being done by Jackie, but Harriett, Linda, Lou Ann, and Dalana have also helped. Donna has cataloged approval book and DLC orders during the year. She has also been trained to search OCLC and export authority records.

Monographic Cataloging:

Monographic titles cataloged this year were 4,695. 2,325 of those were approval books. All team members participated in cataloging approval books, and Lou Ann, Renée, and Donna performed the regular cataloging production.

Curriculum Materials:

Cataloging Curriculum Materials was again a major focus of Data Initiation. The language arts materials were all pulled by August 2000, and most were cataloged and sent out by November. We began pulling and cataloging science materials immediately after pulling all the language arts. With the exception of the kits, most science materials have now been cataloged. This summer we will begin cataloging social studies and the arts. Everyone on the team has participated in cataloging, labeling, and processing the materials, including our newest member, Donna.

A total of 280 titles and 2,475 volumes was added to Curriculum Materials.

"The Team had high productivity in most task areas and sponsored our many barcoding projects."

AV and Music:

Jackie cataloged 110 videos and other AV materials, except for music. Linda cataloged 68 music CDs and 4 audio cassettes. At the end of the year the backlog consists of about 200 CDs and around 150 scores.

Serials:

Harriett and Jeanne cataloged 75 new serial/periodical titles this year. They also handled 36 title changes. 400 InfoTrac titles were identified for cataloging; however, due to a change in vendors, the full text electronic cataloging project has been re-scheduled for January 2002.

Y Collection:

Harriett and Lou Ann cataloged 186 new Y Collection titles this year. At the end of the year a backlog exists. Plans have been made to have a team-wide project to catalog the backlog of Y Collection books in October-December 2001.

Original Cataloging:

Twenty-two original cataloging records were added to OCLC during the year by Jackie, Harriett, and Linda. Approximately 35 titles are in the backlog awaiting original cataloging.

Processing/Item Records:

A total of 12,473 items was processed this year. Stephanie Newberry was our processing student. Samantha Clifford built item records and also helped with processing.

Cataloging Totals and Statistics:

The total number of titles cataloged this year was 5,432, making this the fourth highest production year in the past twelve years.

Government Publications:

Marcive weekly records totaled 3,506, and monthly records totaled 5,019, for an adjusted total of 5,721 records

2000/2001 Cataloging Statistics:

Type/Material	Participants	Number
Mono-graphs	Lou Ann Renee Donna	2,370
Approvals	All DI	2,325
Curr. Mats.	All DI	280
AV	Jackie, Linda	127
Music	Linda	68
Original	Jackie, Harriett, Linda	22
Serials	Harriett, Jeanne	75
Y Coll.	Harriett, Lou Ann	186

added to VTLS.

Authorities:

The task of downloading authorities was moved from Jeanne's job description to Donna's. There is still a backlog of authority work for everyone involved except Donna. A total of 9,324 authority records was handled by Jackie, Harriett, Linda, Jeanne, and Donna. One of our challenges for next year is to purchase automated authority control to bring the backlog of editing up to date before moving the database to a new system (possibly Virtua).

Projects:

The Team sponsored the U.S. Government Publications print barcoding project which resumed on September 25, 2000. Besides numbers barcoded, we downloaded 2,508 records this year, our highest amount for the entire project. The cumulative total of records downloaded was 9,648.

Data Initiation continued

The Special Collections video cataloging project was postponed to give us time to work on several other projects.

The Database Implementation Task Force submitted its report to Coordination in September 2000, and in December we began the first of several room-wide barcoding/holdings projects in response to that. In December we did the index project. For this project we built 2,414 item records. In February 2001 we split the shelflist and then did the main/SPC project. 4,011 item records and 125 holdings records were built in this project. In March and April we did the reference project, building 45 item records and updating 330 holdings records. In May we began the periodicals barcoding project. We began with the Muskogee periodicals, then started work on the periodicals

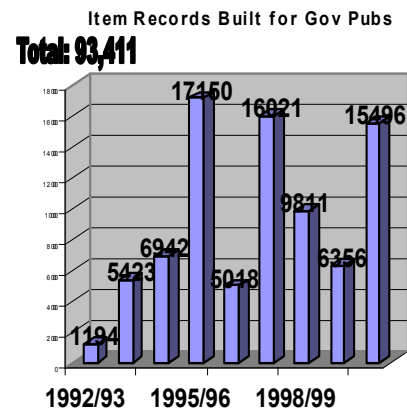
on 2nd floor of JVL. To date we have barcoded and built item records for 3,968 volumes.

Shelflist Changes:

The shelflist is being dismantled as a result of these projects, so the task of shelflist filing and revision no longer exists. On January 1, 2001 we stopped producing cards for every location except Special Collections, Y Collection, and Genealogy. The cards that we produce for Special Collections and Genealogy will go to those departments, and they will continue to maintain their own shelflist. We plan to relocate the Y Collection shelflist to Circulation, and they will maintain it.

Challenges 2001/2002:

1. Broken Arrow cataloging procedures.
2. Y Collection cataloging.
3. Oklahoma documents collection.
4. Project to catalog electronic titles.



Quality Control Team

Jeanne Pry, Coordinator
Jackie Schumaker, Lou Ann Rhea, Elizabeth Hamilton, Dalana Block, Dana Letts

Students: Bill Jones, Karie Harrison, Marissa Morris, Paul Haynes, Haddi Ramsey, and Samantha Clifford.

Serials Control:

Check—in

Karie checked in and processed 21,115 newspapers and magazines during the year.

Bindery:

The bindery operation has gone smoothly this year. Elizabeth has been fully trained in bindery procedures and has had a full year of doing the bindery. A total of 3,164 items was sent to the bindery.

Loose-leaf filing:

Dana filed loose-leaf updates with help

from Paul and Karie. A total of 2,393 looseleaves were checked in and filed during the year.

Limited Retention Inventory:

During Spring break, the annual inventory was finished by the afternoon of the first day. All team members participated.

Added volumes and copies:

Jeanne instituted changes to procedures this year, due to the implementation of the VTLS "Copy Cat" database. Starting in January, continuations were checked in in Quality Control. Following each barcoding project, additional materials were checked in and barcoded in Jeanne's area. This additional process is offset by eliminating pulling, typing and filing shelflists.

Withdrawn and other changes:

Dalana's withdrawn area set phenome-

nal records this year. After the sale of the 16 mm film collection, these materials were withdrawn and statistics adjusted. Regular withdrawals continued as did a major effort to withdraw Curriculum Materials in order to add materials for the annual "NSU Textbooks for Schools" giveaway to area

teachers. In addition to these areas, Dalana and her students began work on the Main Collection weeding project. Altogether, 9,251 items were withdrawn a 340% increase over the average number and the record for the last twelve years.

Projects:

Compression of Holdings:

This challenge was a room wide project performed in April/May 2001. Every person participating gained valuable training for future projects. Now compression is built into Periodicals barcoding so this project will not need to be done on this scale again.

"9,251 films, books, curriculum materials and other items withdrawn - a twelve year record"

Quality Control continued

InfoTrac holdings project:

The team worked together to build holdings records or edit existing records for one part of the InfoTrac product. This project in October was a first introduction to holdings editing for our three new employees and proved to be excellent training for the holdings projects related to the closing of the shelflist.

NSU Textbooks for Schools:

The annual event was held in September for the first time in two years. A new room for the materials made the process go smoothly and 30 teachers from 26 schools removed a large quantity of materials. Because we have a dedicated space, the materials can be kept from year to year to offer again. Problems with leaks in the room have forced us to discontinue the use of the computer in the room, making the withdrawing of these materials more difficult.

Muskogee Inventory:

For the first time this was a room wide project with Linda and Donna joining the team in the first periodical barcoding project with procedures developed by Jeanne and Jackie. The first set of bound volumes were brought back to JVL and holdings records were adjusted.

Mending:

Lou Ann and students mended 435 items this year to maintain the collection.

Challenges for 2001/02:

- Withdrawn database functional
- Explore disposal methods for books
- EbscoHost holdings and link to holdings projects
- Periodical barcoding
- Broken Arrow library

QC members are beginning to come together to work as a team through the many cooperative projects this year.

ITEMS WITHDRAWN FROM JVL 31,950

1992/93	2,123
1993/94	2,106
1994/95	3,075
1995/96	1,843
1996/97	3,014
1997/98	3,746
1998/99	3,772
1999/00	3,020
2000/01	9,251

Coordination Team

**Linda West, Coordinator
Dana Letts, Jeanne Pry, Lou Ann Rhea, Renée Johnson (July/August)**

Personnel:

Training for three new employees, Dana Letts, Elizabeth Hamilton and Dalana Block was completed by Christmas of 2000. Projects completed during the year added to this training base to bring everyone in Technical Services to a higher skill level. In September 2000, Renée Johnson resigned to move to User Services after ten years in Technical Services. She was replaced by Donna Ford who started in December 2000. Donna's training was planned by Coordination and is ongoing with many members of Technical Services taking part.

Management Functions: Supplies:

A committee met and decided on chairs to replace many older models in use in open work areas. New typewriters were ordered and two new PCs were acquired for two more OCLC catalogers. Replacing four more PCs and our MATSS ordering system (a 486 purchased in 1995) is on the agenda for the coming year.

Students:

Dalana coordinated an excellent year for students in Technical Services. We

employed three Institutional students and six Work Study students. Our students this year have been excellent and very reliable. We also had students and a Cherokee Nation employee for the Summer 2001 session.

Good student help has aided us in our completion of projects and keeping up with regular work.

Manual:

A few manual pages were produced by teams this year. The job of Manual Coordination was transferred to

Donna's position. Plans are to use August 2001 to bring parts of the manual up to date and synchronize it with the online version. The online version may move to the website to serve the global library community.

**"Donna Ford joined the
Acquisitions and Data Initiation
Teams this year"**

Coordination continued

Entertainment Committee:

The committee planned parties including an outstanding "Cinco de Mayo" student party at the end of the year. Jackie, Elizabeth and Dalana served this year. Linda treated participating barcoders to a banquet complete with champagne to celebrate the end of the Government Publications print barcoding project. Commemorative plaques were given to all project participants still working in the library.

VTLS System:

The VTLS system was upgraded during the year. Each conversion fixed some bugs, but offered new challenges for Technical Services. After Helen left in December, Linda spent considerable time working with VTLS problems. Intermittent problems with response time, access and record loading bugs have served as a nuisance, but not a road block in our productive year.

Teams and Team Coordinators:

Team Coordinators appointed by the Coordination Team did an outstanding job of leading their teams throughout the year and accomplishing many team challenges. Harriett coordinated Acquisitions, Jeanne coordinated Quality Control and Jackie coordinated Data Initiation. For complete information, please refer to complete team reports for the year.

Coordination Challenges:

A number of goals were set for the year. The team looked forward to helping coordinate several projects and to spend meeting time in developing a new vision for the area.

Coordination met with Team Coordinators once a month and asked for a written report of team progress on challenges and regular work

This year we issued three quarterly reports to help keep the library informed as we made progress and planned special projects. These reports were well received and were duplicated on the Technical Services Intranet site (<http://192.173.42.60/>)

At our monthly meetings, we finished the book [New work habits for the next millennium](#) and started a new book [Teamwork, the Team Member Handbook](#).

Another challenge for the year was to coordinate team projects, including projects stemming from the Database Task Force report, September 15, 2000. Coordination developed a timeline based project chart which helped us make significant progress through the many projects. The chart and our work in keeping it flexible helped us not only accomplish these projects, but simultaneously finish the nine year Government Publications barcoding project.

Next year's challenges include developing a two to five year plan and coordinating the activities of the teams in regard to the Broken Arrow campus.

During the year, some plans were made by teams about Broken Arrow. However, it wasn't until late April of 2001 that we received a budget. In addition to orders placed in Acquisitions, Linda helped establish a new OCLC membership. Acquisitions, Data Initiation and Quality Control made plans to cope with the influx of new materials without additional help.

Our new vision statement will guide us as a theme for the coming year. It is a visual representation of the process we completed this year.

"Our focus will be building a new library in Broken Arrow and more productivity through planned projects for the coming year."



Although no longer the Library Webmaster, Linda continued to develop new areas and implemented a new design for the library web page. As chair of the Library Web Committee, she led the Library in implementing the new design and in monitoring usage statistics. She also added a new research section and now is responsible for over 150 pages, the most of any library page author.

Linda wrote a syllabus for the new School Library Media program and prepared to teach one/half the sessions online on BlackBoard. *LIBM 5413 Acquisition and Organization of Library Material*.

Linda also represented the Library by presenting at one state library workshop and at the Oklahoma Library Association Annual Conference.

Submitted by:

Linda H. West
Technical Services Director
June 25, 2001

*Attached to some copies of this report:
Technical Services Annual Statistics
Full team reports (4)
Technical Services Activities Calendar*

Director's report

Technical Services Activities Calendar 2000/2001

Dalana Block

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Fall 2000/Spring 2001 Scholastic Book Fair
- Member of Database Implementation Task Force
- Technical Services Entertainment Committee

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Student Coordinator
- Supervised 8 student assistants
- Secretary of Quality Control
- Member of Data Initiation and Quality Control

E. Workshops/Conferences attended:

- Crisis Planning Seminar

Donna Ford

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Spring 2001 Scholastic Book Fair

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Member of Acquisitions and Data Initiation

E. Workshops/Conferences attended:

- Netscape Workshop, NSU, February 19-22, 2001

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Fall 2000/Spring 2001 Scholastic Book Fair
- Technical Services Entertainment Committee

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Member of Quality Control and Acquisitions
- Supervised 2 student workers

E. Workshops/Conferences attended:

- Attended SIGALO workshop, Oklahoma Baptist University, Nov. 3, 2000

Harriett Hobbs

C. Contributions to the Institution and Profession

University Committees:

Member, Campus Parking Committee.

Library Committees:

Assisted with Fall 2000 and Spring 2001 Scholastic Book Fairs

Member of Database Implementation Task Force

Member of search committee for Library Technician II (DI/ACQ)

Member of Library NCAA Self-Study Task Force. Prepared section on expenditure trends.

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

Coordinator of Acquisitions Team.

Coordinated training of 1 new Acquisitions Team member

E. Workshops/Conferences attended

Northeastern Activities Board Program, "Embracing change for success". Tahlequah, Sept. 13, 2000.

SIGALO-Serials Interest Group for Academic Libraries in Oklahoma Fall Meeting, Shawnee, Nov. 3, 2000.

Oklahoma Library Association Annual conference. Oklahoma City, Apr 19-20, 2001.

North American Serials Interest Group (NASIG) Annual conference. San Antonio, TX, May 23-26, 2001.

Dana Letts

C. Contributions to the Institution and Profession

Library Committees:

Search Committee for Library Tech. II position

D. Performances of Non-Teaching Semi-Administrative or Administrative Duties:

Trained 2 student assistants

Member of Acquisitions and Quality Control and Coordination

Secretary of Acquisitions and Coordination

Jeanne Pry

C. Contribution to the Institution and the Profession

Library committees

Member of search committee for Library Technician II

Member of Database Implementation Committee

Assisted at the Fall 2000 Scholastic Book Fair

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

Coordinator of Quality Control Team

Secretary of Data Initiation Team

Member of Coordination Team

Participated in the training of Library Technician III

Lou Ann Rhea

C. Contributions to the Institution and Profession

Library Committees:

Member of Search Committee for Technical Services Library Technician II

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

Member of Coordination Team, Data Initiation and Quality Control

Part time secretary for Coordination

Participated in training of new Library Technician II

Trained one new student for processing

Supervised two students assistants

Jackie Schumaker

C. Contributions to the Institution and Profession

Library Committees:

- Chair, Database Implementation Task Force
- Chair, Search Committee for Technical Services Library Technician II
- Technical Services Entertainment Committee
- Assisted with Fall 2000 and Spring 2001 Scholastic Book Fairs

University Committees:

- Health Committee

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

- Coordinator, Data Initiation Team
- Coordinated training of 1 new Data Initiation Team member

E. Workshops/Conferences attended

- "Embracing Change for Success" Interactive Presentation, NSU, September 13, 2000
- SIGALO-Serials Interest Group for Academic Libraries in Oklahoma Fall Meeting, Shawnee, November 3, 2000

Linda West

A. Effective Classroom Teaching

"Designing Webpages". NSU Continuing Education. Tahlequah October 2000, Muskogee November 2000. Developed new materials and web-based companion pages.

- Taught one session of MC 4093 Advertising and Copy Layout, September 7, 2000
- Taught Web design and developed new handout for Dreamweaver.

B. Scholarly Activities

1. Scholarship of Teaching

- Developed a new course for the School Library Media masters program:
- LIBM 5314 Acquisition and Organization of Library Materials
- Prepared teaching materials and developed one half of the sessions for use online with Black Board.

2. Scholarship of Discovery

- Co-wrote article, "More Than an E_Business Card: How Academic Librarians Can Use Personal Home Pages Effectively," for consideration to the Journal of Academic Librarianship and the "Internet Insider" feature of College and Undergraduate Libraries

3. Scholarship of Integration

- Presented "Subject Guides, the Best Starting Point on the Web" at the Spring Conference of the Oklahoma Chapter of the American Association of College and Research Libraries, *Research on the Internet*, University of Central Oklahoma, March 30, 2001
- Poster Presentation "Changing Themes in Technical Services" at the Oklahoma Library Association Annual Conference, Oklahoma City, April 19, 2001

4. Scholarship of Application

- Developed and posted to the Library website a new list of Electronic Journals.
- Alphabetic list contains over 600 selected titles to fit our curriculum.
- History Day Judge and Run-off Judge, April 3, 2001
- Provided feedback to improve student projects that will go on to further competition.

Linda West Continued

C. Contributions to the Institution and Profession

State Committees:

OLA Technical Services Roundtable Workshop Committee

University Committees:

Member, Student Financial Services Advisory Committee

Member, Distance Learning Advisory Council (Fall 2000)

Member, World Wide Web Committee

Subcommittee on Uses and Needs

Employee Appreciation Day Committee

Designed 30-year notebooks, poster and photo albums

North Central Accreditation Committee - Team 7,

Chair of Group 4, Wrote section on University Administration and Organizational Planning

Faculty Welfare Committee, 2000/2002

Library Committees:

Broken Arrow Collection Development Committee

Library Web Committee, Chair

Tenure and Promotion Policy Review, Chair

Assisted with Spring and Fall Scholastic Book Sales

Member of Database Implementation Task Force

Member, System Librarian Search Committee

Member, Health Sciences Librarian Search Committee

Chair, Broken Arrow Library Director/Librarian Search Committee

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

Maintained Library Electronic Reserves, Fall 2000.

Provided handouts and training for new Library Systems Librarian.

Monthly compilation of NSU and Library web usage statistics.

Redesign of Library Website, January 2001.

Library Job Shadow Day, hostess for School Librarian, April 2001

E. Workshops/Conferences attended

NSU SETI Conference (Summer Educational Technology Institute) June 15-16, 2000

Northeastern Activities Board Program, "Embracing change for success". Tahlequah, Sept. 13, 2000.

Digital Libraries in the 21st Century. Online Conferences and Facilitated Discussions.

November 3, 2000; April 13, 2001; April 27, 2001

VTLS Systems Training, Tahlequah, December 2000.

Oklahoma Library Association Annual Conference, Oklahoma City, April 2001

"Are You Being Served? - Distance Education", Oklahoma Library Association
2001.

Workshop, Tulsa, May 15,

"Metadata for Internet Resources", AMIGOS Training Class, Stillwater, May 17, 2001.

F. Other

Maintained the American Association of University Women, Tahlequah Branch Website

Redesigned and updated the NSU Faculty Council Website

Interviewed by a 10th grade mentee for the AAUW Mentoring program.