

NSU Libraries
Annual Report 2002-2003

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I. LIBRARY INFORMATION

INTRODUCTION

Mission Statement

The efforts of the faculty and staff of the NSU Libraries focus on the provision of information resources in support of the educational, research, and service objectives of the University.

Goal

Excellence in serving the informational needs of the University.

Objectives

1. Identify budget allocation needs for funding of information resources and services.
2. Establish optimal access to information resources for allotted budget.
3. Provide comprehensive information literacy for students, faculty, and staff.
4. Enhance NSU library resources through cooperation with outside agencies.
5. Advance scholarship.
6. Serve the greater community.

Library Action Plan—Long Range

1. Establish NSU library system as the best “all-around” regional university library system in Oklahoma, and one of the premier regional university libraries in America by excelling in collections and services particularly through innovative use of technology.
2. Create a technologically current, representative, interactive, and campus community-wide strategy for effective communication concerning library collections and services.
3. Establish clear and desirable policies and procedures for professional development of library faculty and staff.
4. Provide a physical environment, which is stimulating and attractive as well as functional.
5. Provide a one-credit-hour, mandatory, Internet-based, information literacy course and integrate the use of information resources into the curriculum at the department and course level through Internet-based instruction.
6. Obtain additional funding from external agencies and improved services and resources through cooperative relationships with other academic libraries.
7. Make effective use of advances in technology (particularly advances in the electronic dissemination of information and Internet-based instruction) in the fulfillment of the library’s roll in support of teaching and research.
8. Increase the quality of faculty and staff in the library.
9. Provide an interactive, participative, representative, and empowering library decision-making environment.
10. Create a library plan and process for action focusing on the achievement of missions and mandates of the University with respect to library operation.

11. Continuously assess the provision of students' library needs.
12. Provide an ongoing, systematic assessment of library collections and services in response to growing availability of Internet based information resources.
13. Become a recognized leader in the development of methods leading to the enhancement of student information literacy.

PERSONNEL

Personnel—Faculty

Name	Rank	Position
Brick Archer, Sarah	Assistant Professor	Reference Librarian
Cheatham, Gary	Assistant Professor	Reference Librarian
Etemad, Behnam	Instructor	Director of Muskogee Library
Hobbs, Harriet	Assistant Professor	Acquisitions/Serials Librarian
Louderback, Pamela	Instructor	Information Services Librarian/Muskogee
Martin, Sandra	Assistant Professor	Reference Librarian
McKiel, Allen	Associate Professor	Director of Libraries
McQuitty, Jeanette	Assistant Professor	Director of Library Services
Messner, Tom	Instructor	Director of BA Library
Ott, Katherine	Instructor	Reference Librarian
Schumaker, Jackie	Instructor	Cataloging Librarian
Sheffler, Vickie	Assistant Professor	Director of Archives & Record Management
Sumner, Delores	Assistant Professor	Special Collections
Veith, Charles	Assistant Professor	Reference Librarian
West, Linda	Assistant Professor	Director of Technical Services /
To Be Filled	Instructor	Access Services Librarian

Personnel Including Staff by Department

Department	Name	Position
Administration	Allen McKiel	Director of Libraries/Assoc. Prof.
	Diane Morgan	Library Secretary
	Rickey Ray	Library Technology Support Specialist
	Darren Tobey	Library Technology Support Specialist
User Services	Jeanette McQuitty	Director of Library Services/Assoc. Prof., Reference Librarian—Criminal Justice

	Renee Johnson	Library Tech II —User Services Secretary
User Services —Reference	Sarah Brick Archer	Reference Librarian/Assist. Prof. —Arts & Letters
	Gary Cheatham	Reference Librarian/Assist. Prof. —Business & Industry; Political Science
	Sandra Martin	Reference Librarian/Instructor —Nursing; Health & Human Performance; Optometry; Social Work
	Katherine Ott	Reference Librarian/Instructor —Education; Psychology
	Charles Veith	Reference Librarian/Assist. Prof. —Natural Science; Math
User Services —Access Services	To Be Filled	Access Services Librarian
	Rita Mayes	Library Tech II —Circulation
	Pat Merkley	Library Tech II —Reserve
	Connie Mních	Library Tech. III —Government Doc
	Renee Ridge	Library Tech III —Interlibrary Loan
	Fay Simms	Library Tech II —Circulation
Technical Services	Linda West	Director of Technical Services /Assist. Prof.
	Dalana Block	Library Tech III —Quality Control Tech
	Elizabeth Hamilton	Library Tech II —Bindery Technician
	Harriet Hobbs	Acquisitions/Serials Librarian/Assist. Prof.
	Donna Ford	Library Tech II —OCLC Production Technician
	Dana Letts	Library Tech II —Acquisitions Tech; Gifts Coordinator
	Jeanne Pry	Library Tech III —Serials Tech; Check-in Coordinator
	Lou Ann Rhea	Library Tech II —OCLC Cataloging Tech
	Jackie Schumaker	Cataloging Librarian/ Instructor
University Archives	Vickie Sheffler	Director of Archives & Record Management/Assist. Prof.

Broken Arrow	Tom Messner	Library Director/Instructor
	Pamela Louderback	Information Services Librarian/Instructor
	Carrie McDowell	Library Tech III
Muskogee	Behnam Etemad	Library Director/Instructor

Personnel—Changes

Carrie McDowell joined the NSU BA library in September 2002 as a Library Technician III.

Michael Chen, the systems librarian, resigned to take a position in Tulsa.

The Director of Libraries position was filled in November of 2002.

The following chart outlines the reorganization of several positions. A restructuring of the positions responsible for maintaining library computer systems provides for more competent and stable technical support for library software and hardware systems by utilizing current staff more effectively.

Position Change	Salary Change	Difference
Change library faculty position held by Michael Chen (ELPO2006) to an Access Librarian Position.	\$36,000 to \$29,000	(\$7,000)
Change Richey Ray (ELPO5006) from temporary Technology Support Specialist to permanent.	\$19,380 to \$25,000	\$5,620
Promote Coordinator of Access Services, Daren Tobey (ELPO3002), to Technology Support Specialist—Web Instruction Support.	\$20,400 to \$25,000	\$4,600
Total annual increase in personnel budget.	\$75,780 to 79,000	\$3,220

LIBRARY ACTIVITIES/ACCOMPLISHMENTS

Acquisitions

Allocations for materials have been steadily rising since 1996/7 after a period of decline (See Table 1). The past five years have seen average yearly increases in expenditures of nearly \$26,000, increases on average of roughly 9 percent per year. Last year's material budget was approximately \$690,000 (Regular—\$587k, Etter Fund—\$3k, Student Fee—\$100k), which includes approximately \$50,000 for Broken Arrow resources.

The purchasing power of the acquisition budget with respect to print resources, however, has been nearly constant because print resource costs have been increasing at approximately 9 percent per year. The librarians adopted a more aggressive web based resource strategy this year to increase access to materials by taking advantage of the lower costs of web delivered resources. They diverted \$54,000 of the book approval fund to purchase access to 12 databases. Together the databases provide access to nearly 2,000 journal titles in full text; electronic versions of reference books in medical, literary, general, and business subject areas; and a number of database resources like maps, test information, design images, and business information. The acquisitions allowed the librarians to cancel over \$108,000 of print, CD-ROM, and microform subscriptions to materials now accessed over the Internet. They cancelled 436 items 278 of which were journal titles. The remainders were CD-ROMs, series titles, or microforms.

The library also purchased access to over 26,000 e-books from netLibrary as part of a cooperative of academic libraries in Oklahoma and Texas. The collection of e-books cost \$25,000 and includes titles in science, the social sciences, the humanities, education, library science, medicine, philosophy, computer science, and engineering from over 300 publishers.

Table 1 JVL Material Allotments FY92-FY03 Including Regular, Endowment, Vision and Approval Funds (In thousands)

1991/2	1992/3	1993/4	1994/5	1995/6	1996/7	1997/8	1998/9	1999/0	2000/1	2001/2	2002/3
\$452	\$436	\$425	\$429	\$414	\$444	\$537	\$637	\$627	\$679	\$687	\$690

Table 2 below summarizes expenditures by material type over the past two years and forecasts the distribution for this coming year. Firm order and approval book allocations as well as series, journal, microform, and CD-ROM allocations have been cut in order to increase purchases for Internet delivered book, journal, and database access. The base allocation for Broken Arrow remains at \$50,000. For the previous two years, additional funds had been transferred to the Broken Arrow Library primarily for the development of the print book collection. Since the Internet based materials also serve Broken Arrow, increases in expenditures for print books this coming year are not planned.

Table 2 NSU Library Expenditures for FY02, FY03, and Allocations for FY04
By Material Type

Books/Serials	Specific Material Type	2001/2002 Expenditures	2002/2003 Expenditures	2003/2004 Allocations
Books	Firm Order Books	\$83,000	\$76,000	\$60,000
	Approval Books	\$100,000	\$33,000	\$50,000
	E-books		\$15,000	\$20,000
	Videos/Software	\$8,000	\$8,000	\$8,000
Serials	Series	\$100,000	\$100,000	\$68,000
	Journals	\$250,000	\$254,000	\$212,000
	Microforms	\$41,000	\$42,000	\$32,000
	CD-ROM	\$23,000	\$6,000	
	Online	\$52,000	\$90,000	\$155,000
	Search/PPV*	\$17,000	\$14,000	\$35,000
Books/Serials	Broken Arrow	\$58,000	\$70,000	\$50,000
Totals		\$732,000**	\$690,000	\$690,000

*Pay Per View

**The actual expenditures for 2001/2 were \$42,000 more than initially allocated. The additional funds were transferred from Library Fee Funds and from the Library Operating Funds.

Circulation

The changes in circulation (See Table 3) over the past seven years show four clear trends. First, the usage is shifting from print to electronic. The 'Items Used' column includes all physical books whether they were checked out or left on the library tables. The 'Newspaper, Magazine, Microform' column includes both electronic and print. The 'Electronic Searches' column includes the searches from all of the on-line databases purchased by the library—primarily journals. The physical book usage is declining as the electronic searches increase.

The second trend is the increase in overall usage. The 'Total Items Used' column shows a general inclination toward increased usage even though there are vacillations. The anomaly of 177,997 electronic searches in 1998/9 was likely a misread of vendor usage reports. Discounting it shows a more consistent upward usage trend.

The third trend is the decreasing dependence on interlibrary loan. The fourth trend is the increasing use of electronic reserves. All of these trends are common for academic libraries.

Table 3

JVL Circulation Statistics for the Past Seven Years

Year	Items Used	Newspaper Magazine Microform	Electronic Searches	Inter-Library Loan	Electronic Reserve	Total Items Used
2002/3	50,227	254,293	247,036	643	40,151	592,350
2001/2	52,142	68,747	186,587	1,043	16,256	324,775
2000/1	50,815	28,547	50,186	1,048	23,612	154,208
1999/0	66,066	75,275	46,736	2,360	11,241	200,677
1998/9	79,588	68,295	177,997	2,359	11,195	388,022
1997/8	110,381	44,576	22,965	2,836		181,213
1996/7	147,612	43,674		3,056		225,521

New Initiatives

VTLS Replacement System. The Replacement System RFP Committee completed a twelve-month review process that resulted in the selection of Innovative Interfaces Millennium System as the replacement for the current VTLS Integrated Library System. The purchase is awaiting approval of funding. The current VTLS system is obsolete and will no longer be supported with new releases, fixes, or upgrades. It has been succeeded by a new version—Virtua. The current system also does not provide support for some of the electronic services now expected of the library—electronic reserves; unambiguous access to e-books from the OPAC; a real time report system; an integrated link resolution system like SFX (i.e. linking to full text from citations in articles); a federated search engine (i.e. searching across databases and vendors with one search); and finally, its client software does not run under XP. The hardware platform underpinning VTLS is also obsolete and facing an upgrade. It would be better to replace the software before spending money on a short-term hardware platform.

Internet Library Instruction. A team including librarians, library technology support specialists, and NSU Instructional Technology Support personnel has developed Internet-based library instructional modules that contain Audio/Visual presentations, exercises, and automatically graded tests. The modules are intended for use in an automated Internet Information Literacy course. They will also be used to integrate the use of information resources into the curriculum at the course level. The NSU Director of Libraries has initiated a state level cooperative approach through OCALD. The Internet has a growing array of library instruction materials. Much of it is freely available for use. What is lacking is a set of standards and procedures that would facilitate cooperative production of modules that could be easily borrowed and integrated into consistent and cohesive individual library instructional efforts. This project provides a model for shared creation and use of standardized, mix-and-match, Internet based library instruction modules. The modules have three components: a ten to twenty minute audio/visual presentation using Flash, an exercise covering the presented material, and a multiple-choice test covering the exercise. The presentation, exercise, and multiple-choice test can be administered and automatically graded through course management software like Blackboard.

Library Café. Discussions have been initiated with Sodexho for the creation of a café in the foyer of the library. The library in academe has traditionally been a center for social as well as intellectual pursuits though the social as been less formally recognized. In current years, the Barnes and Nobles 'literary café' approach to marketing books has been changing expectations for library environments. It has extended prospects for the social role of library environs particularly with respect to the addition of food and beverages and places to converse. Placing a café in the library will likely be constructive for Sodexho, the students, and the library. Sodexho can extend hours with limited personnel costs. Students will have improved social opportunities beyond the hours locally provided by vendors. The library will advance its mission by making the library more approachable and comfortable.

Wireless Networked Laptops. The library intends to install a wireless network in the library and purchase laptops that can be checked out and used anywhere in the library. The costs of wireless networks have dropped below the price of installing lines in the library. The use of mobile computers also increases the usability of library space. Students will be able to access the Internet and library resources from anywhere in the library including the café.

Library Facilities Improvement. The library furniture will be replaced in stages as funding permits. Libraries in academic environments contribute significantly to the image of the institution. Their buildings and furnishings comprise a key part of the institutions physical identity. The John Vaughan Library intends to contribute to the well-being of NSU by improving its appearance.

CONCLUSIONS AND PROSPECTS FOR THE FUTURE

For the duration of the transition from print to electronic distribution of information resources, NSU librarians will support both print and electronic information formats in response to research needs of faculty, students, and administration. Academic librarianship during the transition requires optimizing selection of electronic and print information resources by analyzing availability, cost, and need. The primary method of optimization at this time requires selection of Internet based resources that allow the cancellation of corresponding print resources in an amount equivalent to or exceeding the purchase amount for the electronic resources. The method permits an iterative process that increases electronic resources without losing access to those things that were cancelled in print format.

The transition to electronic dissemination of information has dramatically changed the nature of academic library usage. The home page of the John Vaughan Library provides an example of the complexity of resources already available to students and faculty. The page provides access to over 100 databases of an increasingly diverse set of information resources from a variety of vendors and often from multiple vantage points. The page also provides access to a growing number of relevant URLs categorized under program areas.

With this rich set of resources expanding to support the curriculum, the tool of choice for a majority of students is Google. Students and faculty are often far from fluent in the use of the new electronic information environment provided by the library. For this reason, a major focus of NSU librarians will be the development of instruction, particularly Internet based, in an effort to integrate the use of electronic information resources into the curriculum at the department and course level. The Director of Libraries will also undertake further efforts to effect statewide library cooperation in the creation of Internet-based instruction.

Three enterprises will be undertaken as funds permit to improve the environs of the John Vaughan Library—a library café, new furniture, and a wireless network with laptop checkout. The enhanced surroundings would be a physical reflection of the increased importance, availability of, and access to information resources.

II. DEPARTMENTAL ACTIVITY REPORTS

BROKEN ARROW REPORT

DEPARTMENTAL ACCOMPLISHMENTS

Notable Events

“Electronic Books” Via netLibrary Added

This past Fall, the NSU BA Library submitted a “student library fee” funding request for the addition of the latest shared collection of electronic books available through “netLibrary.” Fortunately, our request was funded, and Dr. McKiel was able to funnel additional library acquisition money into the project to acquire all the currently available netLibrary “shared” collections. These combined online resource acquisitions add more than 26,000 online books to NSU’s collections, all at tremendous savings. We believe additions of online shared collections dramatically enhance the accessibility of these types of materials, and at the same time, greatly leverage the library’s limited resources.

Print Collection Grows Through Donations

Acquisitions of BA print and media materials (primarily books) declined 30% year-over-year from 1002 items in 2001-2002 to 721 items in 2002-2003. This drop in acquisitions reflected the completion of fund expenditures that were carried over from accounts funded prior to the BA Library opening in 2001. Acquisitions ordered 721 new items for Broken Arrow, which translates into less than 30 new books per degree program on the BA campus. Considering that BA supports a number of master’s level degree programs, which require extensive supporting research materials, we clearly must make improvements in library acquisitions funding. One bright spot is the support that Tulsa Community College and OSU Tulsa have shown for supporting our fledgling program here in Broken Arrow. These two institutions along with several other generous donors provided the NSU BA Library with more than 2000 donated items. Without these donations of primarily reference materials, NSU BA would have a much lower quality collection than it has today. While the electronic collections we purchased this year will help greatly, and we certainly appreciate the generosity of our donors, we need to review our investment levels in materials for this library in the coming years.

Broken Arrow Technical Services

Pamela Louderback has done an outstanding job this year in maintaining technical services functions on this campus. Pamela oversees the areas of Document Delivery and Interlibrary Loan on this campus, and also provides cataloging services for most of the donated materials to the Broken Arrow Library. The transaction statistics for all services in her areas of responsibility have increased dramatically over the past year and we anticipate further increases in the coming year. The addition of Carrie McDowell to our staff has allowed us to adjust the responsibilities of some of the technical services functions and operate more efficiently.

Vision 2025

A project in the early planning stage is Tulsa County's "Vision 2025," which seeks funding for a number of large public works projects including additional expansion of the Broken Arrow campus of Northeastern State University. One of the items specifically targeted is an expansion of library/ classroom facilities on the Broken Arrow campus. "Vision 2025" is currently in the early planning stages, and if the NSU project continues to be part of the larger package, an election to decide the fate of the proposed funding by Tulsa County voters will take place in September 2003. If the "Vision 2025" issue passes, new construction on the Broken Arrow campus could potentially begin as early as the summer of 2004.

Access and Technical Services Evaluation Statistics 2002-2003

2002-2003: A Record-Breaking Year

The Fall semester of 2002 brought the final phase of the relocation of all Tulsa area NSU classes from the OSU Tulsa campus to the NSU Broken Arrow campus. The completion of the transition combined with a healthy percentage increase in new student enrollment helped to create a sizable increase in demand for library services. This past year, we began collecting additional activity statistics to be better able to quantify library services. NSU BA Library's statistics for the past year clearly show dramatic increases in all areas of public and technical services.

Patron Entrance Statistics

In September 2002 we were able to install electronic patron counters at the entrance to the Library, allowing us to collect patron entrance statistics for the first time. Monthly trends indicate that, on average, NSU BA students are using Library facilities at least once per month. During the nine-month period between September 2002 and May 2003, the Library was visited by 23,388 patrons.

Reference Statistics

Not only did we see an increase in the number of patrons visiting the Library, but we also experienced a corresponding increase in "reference" services. The Library staff in Broken Arrow field a wide array of traditional library research questions along with technology/software related questions that are more commonly linked to computer lab usage. I believe these trends reinforce the view that libraries are becoming more closely tied to "information retrieval and integration" in the education process. Patrons have always relied on the Library to provide research access to very specific information resources, but are just beginning to depend on the Library to help them "integrate" information into finished assignments. Integration includes using current library technologies, file publishing/ sharing programs, and editing technologies, such as word processors, html editors, and presentation software. The modern library is quickly becoming a "one-stop shopping" location for research, study, and research project completion.

Reference Questions	2390	7808	327%
Academic Year	2001-2002	2002-2003	% increase (decrease)

General Collection Circulation

The statistics below reflect the circulation of general collection items physically housed at the NSU BA Library. The data does not include circulation of Reserve, "In-house usage," Interlibrary Loan, or material circulated at Broken Arrow that was borrowed from other NSU Libraries.

Collection Circulation	96	552	575%
Academic Year	2001-2002	2002-2003	% increase (decrease)

Reserves Collection Circulation

Our Reserve collection usage increased over last year. In Broken Arrow, we depend heavily upon materials collected by our faculty to support their own courses. These statistics do not reflect "electronic" Reserve circulations for reserve materials that are accessed online through the library's web pages.

Reserves Circulation	111	523	471%
Academic Year	2001-2002	2002-2003	% increase (decrease)

Document Delivery Services

Campus mail services have improved this year, so patrons normally receive their materials within 2-3 days from the initial request date. The greatest improvement in delivery services has been the implementation of electronic delivery of requested journal articles directly to the requesting patron's e-mail account. This improved article delivery process from John Vaughan Library has shortened delivery periods from several days to several hours.

Document Delivery	69	313	454%
Academic Year	2001-2002	2002-2003	% increase (decrease)

Interlibrary Loan Services

This year we experienced a dramatic increase in ILL activity with almost as many requests processed in just the month of September 2002 as we processed during all the previous twelve months combined.

ILL Processed	21	228	1086%
Academic Year	2001-2002	2002-2003	% increase (decrease)

VTLS Catalog Usage

The monthly statistics below reflect the combined "author, title, subject, and key word"

searches performed in the VTLS system from the BA Campus.

VTLS Catalog Usage	1568	4488	286%
Academic Year	2001-2002	2002-2003	% increase (decrease)

Printer Usage

We experienced huge increases in printing volumes this past Fall and Spring with a combined total of 140,913 pages printed in the Library. Consequently, the NSU BA and John Vaughan libraries were forced to install Print Manager software to help control the escalating costs of printer paper and toner. Students are now limited to printing 50 pages per day, and are encouraged to save materials to their network drives for later use. We actively discourage patrons from printing large documents/books such as the College of Education’s “Portfolio Handbook” and the “Oklahoma Teacher Study Guides”. We will evaluate printing levels through the Fall, and if necessary, reduce printing quotas again.

Library Instruction

Because of frequent upgrades in technology and resources, it is vitally important that students be exposed to these new information systems on a regular basis. Students cannot in a single library instruction session gain all the library research competencies they will require for the balance of their student careers. Because the NSU course offerings on this campus do not include freshman and sophomore level classes, we do not have all the opportunities to reach lower division students that other campuses do. Because of this, we work to reach our students in upper division and graduate level classes. With 734 students attending at least one library class, we were able to instruct 1/3 of NSU BA’s total student body this year.

BI Classes	8	37	462%
Academic Year	2001-2002	2002-2003	% increase (decrease)

BI Students Served	103	734	713%
Academic Year	2001-2002	2002-2003	% increase (decrease)

OK-Share Card Statistics

NSU BA saw dramatic increases in the applications for OK-Share cards this past year. In fact, NSU will be one of the largest issuers (if not the largest issuer) of OK-Share cards in Oklahoma. While it is good to see NSU students and faculty use the resources of other university libraries, we have a responsibility to provide our students with adequate library materials in support of the programs we offer.

OK-Share Cards Issued	20	92	460%
Academic Year	2001-2002	2002-2003	% increase (decrease)

Tom Messner
 Director, NSU Broken Arrow Library

MUSKOGEE CAMPUS REPORT

DEPARTMENTAL ACCOMPLISHMENTS

Electronic Sources

Year 2002 - 2003 was a significant year for John Vaughan Library. For the first time we could have access to e-books through NetLibrary. Dr. Allen Mckiel joined NSU as new Director of Libraries in November 2002. He brought his valuable experiences and new technology knowledge to NSU libraries. Another positive change was expanding online databases and e-journals. We canceled about 48 periodical subscriptions in Muskogee and replaced by online databases.

New Technology

In 2002 - 2003 we received two new computers (NetVista Pentium 4). One is for student usage and second computer is located at the Circulation-Reference desk for staff usage. Installing and upgrading to Windows XP was another positive change in our computer system. In the near future we need to replace our old computers in order to have enough speed and applicable software to use the new technology. Another major change will be switching from token ring to Ethernet technology. Another positive change was getting a new, separate telephone line for the library. Now patrons can contact the NSUM library directly without going through the main office. This makes it more convenient and easier for patrons and at the same time for our main office staff to transfer our telephone calls.

Library Hours

Even with our limited budget we managed to open the library on Friday nights and Saturdays. With this year's allocated budget we will not be able to open our library on Saturdays anymore, unless we get extra money for our student assistants. All of us here work hard to provide excellent services and materials to our patrons. Patron satisfaction is our ultimate goal. We are a small part of the whole system but at the same time an important and significant part because MBA and also Nursing programs are here. So fulfilling students needs must be a priority to all of us.

Conclusion

In 2002 - 2003 we worked closely with other campus libraries and departments to plan, implement, coordinate, and evaluate library programs, services, and shared resources. In order to save money and time we need to expand our electronic resources. Now our external patrons have access to more variety of electronic sources. With regard to an increase in our online courses every semester, this acquisition of shared resources and accessibility must be expanded. There is also a need for a new library system to replace VTLS. The system is outdated and needs to be replaced by a newer and more expandable one.

Ben Etemad
Director, NSU Muskogee Campus

TECHNICAL SERVICES REPORT

DEPARTMENTAL ACCOMPLISHMENTS

Processing Records

Three areas set records for statistics this year with one in second place. Based on a fifteen year tracking list—Items Withdrawn, Items Labeled, and Authority Record Changes. New AV cataloging was second highest in fifteen years. We also had the third highest number of combined statistics.

Electronic Databases

Shifting funds half way through the fiscal year was an additional workload on our Acquisitions/Serials Librarian. Considerable time was spent setting up accounts, reviewing license agreements and making these services available to our users.

Curriculum Materials

These materials form a large percentage of our workload. 2001 was the largest group of materials ever. We finished 2001 and 2002 materials this year. We also withdrew the 1996 materials, which contributed to a high number of withdrawn items. The textbooks are stored until the NSU Textbook for Schools event in the Fall.

NetLibrary

In November, three collections of e-books were ordered through AMIGOS. After they became available, catalog records were loaded to the VTLS database. Many of these records are requiring editing. 12,410 records were added as of May 30, 2003.

Special Collections Video Project

A project to catalog videos from the annual Symposium on the American Indian had been put on hold for the last few years due to the extra demands on our staff to provide training for new personnel. The project resumed in January 2003. Twenty-one videos from 1994, 1998 and 1999 have been cataloged.

Cataloging Effort by Material Type

Table 4 below provides the distribution of the cataloging effort over material types for the JVL and BA libraries over the past two years. The totals are skewed dramatically for JVL 2003 because of the inclusion of the e-book cataloging. The records pertain to both JVL and BA. Although the records are batch loaded at 500 records per day, many of the records have inaccurate or problematic data and require editing. The volume of records has also created a significant backlog of authority anomalies.

Table 4 Cataloging Tallies by Material Type

Material Type	JVL 2001/2	JVL 2002/3	BA 2001/2	BA 2002/3
Monographs	3,110	3,018	1,283	1,563
Approval Monographs	2,338	1,465	0	0
Curriculum Materials	326	458	0	0
AV	104	159	79	78
Music	110	239	4	8
Original Cataloging	11	39	9	3
Serials	73	69	82	173
Youth Collection	1,353	212	78	301
E-books from NetLibrary	0	12,410		
Totals	7,425	18,069	1,535	1,825

Linda West
 Director, JV Library Technical Services

UNIVERSITY ARCHIVES REPORT

DEPARTMENTAL ACCOMPLISHMENTS

This fiscal year the University archives [including records management and genealogy areas] served 1,868 patrons who used 4,968 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, students, and people outside the university were assisted by a staff that included the University Archivist, two part-time student assistances and one quarter-time equivalent volunteer from the Indian Territory Genealogical & Historical Society. This term, 371.9 cubic feet of materials [170.8 cubic feet archival and 201 cubic feet non-permanent records management materials] were added to the collection. This included office files, graduate papers, posters, brochures, personal papers, videos, photographs, yearbooks, NSU publications, etc. University Archivist Victoria Sheffler provided 326 photographic prints from computer scans; Three hundred and one scans were provided to university agencies in digital file format. Various database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers, the subject index to negative, etc.

In the summer of 2001, two student assistants began a long-term project to process, index and re-package 20 linear feet of boxes of negatives which had been sent to Archives by Photo Services. The negatives were in their original acidic envelopes in order—by academic year, month and work order number from 1966 to 1999. Each work order envelope contained one to six negative either single or up to three photos per piece of negative. By the end of fiscal 2003, the students had completed approximately 11,000 work order envelopes of negatives from 1986 to 1999. Each work order envelope of negatives was replaced in a acid-free envelope; individual negative pieces within the work order envelope were separated by acid-free paper. The subjects listed by Photo Services at the top of each work order were then placed in a computer database file to allow subject search and retrieval by the work order date and number. The remaining 20 years of negatives will be processed as time allows in the near future. These negatives are a tremendous source of information about people and events of the University for the past 37 years. University Photographer Sean Kennedy has stated that he intends to retain only the past three years of negatives in his studio. Others will be sent to the Archives at the end of each fiscal year to be added to this collection.

Vickie Sheffler
Director, University Archives

USER SERVICES REPORT

DEPARTMENTAL ACCOMPLISHMENTS

Year in Review

Again in 2002-2003, User Services began and ended the year without a full staff. At the beginning of the year the director was reassigned to the position of Director of Libraries until October 31. Michael Chen, Systems Librarian, resigned at the beginning of the fall semester, and his responsibilities were reassigned to Rickey Ray, Technology Support Specialist. Chen continued to work at the library on weekends. We also lost student worker slots due to a cut in wages from the library budget.

In spite of the loss of library personnel, we made some progress in meeting the goals we set at the beginning of the year —primarily in “making reliable electronic full text resources easily accessible on our Web pages and providing hassle-free access for remote NSU students to our restricted databases.” In continuing the conversion of the serials collection from print to electronic, we were able to reduce the serials budget by approximately \$108,000 and to transfer those funds to the purchase of additional full text electronic databases.

Information literacy took a step forward with the creation of library tutorials which are to be converted to flash routines for the benefit of library users.

Gains were made in expanding electronic reserves to distance learners, improving the speed and efficiency of interlibrary loan/document delivery, and implementing technology to improve access and efficiency, namely with programs such as ezProxy and Print Manager.

Activity Report

- Twelve new electronic databases were acquired after an intense evaluation process by the reference librarians and over 26,000 e-books were purchased from netLibrary. Over \$108,000 of cancellations were identified in an analysis of the overlap between the electronic and print collections. Reference librarians have written tutorial scripts that are now being converted into Flash routines for Internet access. Katherine Ott did a complete overhaul of the structure and organization of the index/databases web page.
- Technology Support has created Flash templates for library instruction and have been converting scripts created by the reference librarians into instruction modules for the Internet. Technology Support installed ezProxy, which provides easy access to restricted databases for off-campus library users. They increased control over excessive printing with the installation of Print Manager. They have also assisted in the conversion to Ethernet and to XP operating system.
- Circulation improved checkout and overdue procedures and did extensive shifting to accommodate new materials.
- Electronic reserves accommodated a 2.5 times increase in usage. The reserve department also did extensive withdrawals of antiquated material and shifted shelves to accommodate new materials.

- Government Publications celebrates its 80th year as a depository. Plans are underway for a September or October celebration. Jeanette McQuitty created a tutorial explaining basic information about the documents program. The entire Oklahoma paper collection was straightened and the assortment of over 450 pamphlet boxes with hand written labels were color coordinated and relabeled. Approximately 2,400 Oklahoma documents were pulled and withdrawn during the project. A total of 22,318 documents were withdrawn from the federal collection.
- Special collections served 877 students and faculty and approximately 292 off campus patrons were assisted in Special Collections. An overseas request came from Waterford City, Ireland regarding general information on American Indian traditions. 329 new books and journals and 198 microfilm newspapers were added to the collection this year.
- ILL/Document Delivery response time has been dramatically reduced through the use of e-mail.

Usage Report

- In 2002-2003, 50,227 items were used in the libraries or checked out, including 6,017 reference books, 4,613 Special Collections items and 2,909 Archives books.
- There was a phenomenal increase in the use of microforms, newspapers and magazines (print and electronic) from 68,747 in 2001-2 to 254,293 in 2002-3.
- Electronic end user searches in library databases have increased from 186,587 last year to 247,038 in 2002-3.
- Reference activity has shown a healthy increase. Reference librarians answered 25,882 questions at Tahlequah, Muskogee and Broken Arrow.
- Resource Coordinators taught 5,102 students in 218 campus classes. In addition, 26 outside classes came to the library for instruction. Library facilities utilization included 317 meetings or classes with 2,070 persons involved.
- The library was open 299 days during the year, and 284,960 persons came through the gates.
- Electronic reserve is another area that showed tremendous growth from 16,256 users last year to 40,151 users in 2002-03.
- This year we had a better handle on the computer lab users. A program created by Technology Support counted each user, and there were 12,695 this year.
- Searches on the NSU catalog have shown a steady rate. This year's count with BA included was 66,357 searches.
- This year there were 1,795 interlibrary loans, including Muskogee and BA, and almost 500 books and documents delivered to campus offices and to BA students.

Jeanette McQuitty

Director, User Services

III. FACULTY ACTIVITIES/ACCOMPLISHMENTS

SARAH BRICK ARCHER, ASSISTANT PROFESSOR

EFFECTIVE CLASSROOM TEACHING

Taught 54 (26 fall, 28 spring) instruction sessions. Organized and provided Transfer Student sessions.

Performed in a reader's theater presentation with Dr. Michael Phillips fall of 2002, for the Oral Interpretation of Literature class. This demonstrated to the students how to interpret literature.

SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

Revised the curriculum and taught all classes from my Arapaho Web site. Introduced NetLibrary resources to all spring classes. Revised my general English instruction page to include a chart of resources.

Revised all subject Web pages.

2. The Scholarship of Discovery

Archer, Sarah Brick. "Arthritis." The Medical Library Association Guide to Finding Health Information on the Web. P. F. Anderson and Nancy Allee. New York: Neal-Schuman. (accepted for publication--projected date of 2003)

---."Hospice." The Medical Library Association Guide to Finding Health Information on the Web. P. F. Anderson and Nancy Allee. New York: Neal-Schuman. (accepted for publication--projected date of 2003)

---. "Click on the Back Button." *Library Instruction Roundtable News* 24.4 (2002): 6.

Archer, Sarah Brick, and Linda West. "Internet Insider: More Than an E-Business Card: How Academic Librarians Can Use Personal Home Pages Effectively," *College and Undergraduate Libraries* 9 (2002): 33-39.

Researched the curriculum for an Information Literacy class and prepared a sample syllabus.

Conducted a survey through ILI-L on Information Literacy classes conducted electronically through Blackboard or WebCT.

Started research on the history of the Oklahoma School for the Blind.

3. The Scholarship of Integration

Performed in a reader's theater presentation with Dr. Michael Phillips for Parents' Day, September 14, 2002.

Coordinated the selection of \$8,163 for 192 items of resources for the College of Arts & Letters.

Participated at the New Faculty Library Orientation.

Assisted Arts & Letters faculty find relevant e-books for classes; locate videos and other resources; and locate materials for book reviews for presentations.

Attempted to reach the Japanese ESL students through the ESL professor. This was not successful, but might be attempted again next year.

With MC 4203, worked with Dr. Eversole by placing her links page on my course page on arapaho. This improved her students' ability to access Web information efficiently.

Sponsored a library orientation for the College of Arts and Letters faculty.

4. The Scholarship of Application

Wrote three components for online tutorials providing an overview to library resources, library subject resources, and interlibrary loan.

Conducted an evaluation of the serials collection for the College of Arts & Letters to determine the best way to access titles and avoid duplication.

Participated in determining best electronic resources to add to the library, especially Arts & Letters titles (Music Index, MLA). Explored ComSearch online through Ebsco, and Gale's Literature Resource Center.

Reviewed Arts & Letters approval plan and recommended changes to reduce number of books received.

Presented summary of OK ACRL meeting on Information Literacy to the Reference Department.

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Committee service

Committee A, university, member.
Honors/Awards Committee, university, member.
Appellate Committee, university, member.
Teaching and Learning Committee, university, member.
Library Director Search Committee, university, member.
Strategic Plan, Key Success Factor #13, library, Chair.
Strategic Planning Coordinating Committee, library, member.
Honor Your Authors Committee, library, chair.
Library Tenure and Promotion Policy Committee, Library, member.

Other activities

Alpha Chi, university, sponsor, assisted with an initiation ceremony.
Assisted with the Book Fair for both fall and spring semesters.
Spent three hours demonstrating online databases for National Library Week.

PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

Served as one of the Reference Department coordinators and led meetings. Compiled information for the annual report and budget requests.

Contacted the Writing Lab about referring students to the library for bulk printing. Also contacted English faculty with booklets on the Web that are printed in the library. Encouraged faculty to place the materials in the Book Store for purchase.

Assisted in training library reference personnel.

Led the online tutorials project. Created a chart and a time line for analyzing serials for the serials review process

E. Other

Attended the teleconference Reference Services: Virtual, Digital, and In-Library - a New Model for Effective Delivery, February 7 & April 11, 2003.

Attended the Fall OK-ACRL conference on Information Literacy at Oklahoma City Community College, October 25, 2002.

Attended the NSU Undergraduate Research Day and made contacts concerning the library's participation in future conferences.

GARY CHEATHAM, ASSISTANT PROFESSOR

SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

Library instruction sessions taught in June 2002:

Educational Research, ED 5103 (one session)

Contemporary Affairs, POLS 4003 (two sessions)

Library instruction sessions taught in August 2002:

Model UN, POLS 3013 (one session)

International Law and Organizations, POLS 4343 (one session)

Library instruction sessions taught in October 2002:

Contemporary Business Analysis, ACCT 3123 (one session)

American Federal Government, POLS 1113 (one session)

Principles of Marketing, MKT 3213 (two sessions)

Library instruction session taught in January 2003:

Political Parties, POLS 4213 (one session)

Library instruction sessions taught in February 2003:

Regional Politics-Latin America, POLS 4153 (one session)

Industrial Operations Management Senior Seminar, IOM 4043 (one session)

American Federal Government, POLS 1113 (one session)

Library instruction sessions taught in March 2003:

Scope and Methods of Political Science, POLS 3083 (one session)

American Federal Government, POLS 1113 (one session)

Library instruction session taught in April 2003:

Library databases presentation, Business & Technology College faculty (one session)

2. The Scholarship of Discovery

Submitted a revised paper to the Kansas State Historical Society in May 2003, for publication in Kansas History: A Journal of the Central Plains.

Two book chapters were accepted for publication in The Medical Library Association Guide to Finding Health Information on the Web, edited by P.F. Anderson and Nancy J. Allee (New York: Neal-Schuman, 2003). <Forthcoming>

3. The Scholarship of Integration

Gave a presentation to the Albert Pike Camp, Sons of Confederate Veterans, Wichita, Kansas, on "Confederates in Kansas during the Civil War" (March 2003).

Reader, Dr. Seuss Week celebration, Greenwood Elementary School, Tahlequah (March 2003).

4. **The Scholarship of Application**

Attended "Dialog 1" online search techniques web seminar (September 2002).

Attended "Dialog Classic on the Web" online search techniques web seminar (September 2002).

Attended "ProQuest LAD" (Local Administrator Database) web seminar (September 2002).

Attended "Make Digital Reference a Reality for Your Library," an OCLC web conference (November 2002).

Attended "Reference Services: Virtual, Digital, and In-Library - A New Model for Effective Delivery" teleconference, presented by the College of DuPage Satellite Network (February 2003).

Attended "Virtual Reference: Information Systems Specialist" teleconference, presented by the College of DuPage Satellite Network (April 2003).

Member, American Library Association.

Member, American Theological Library Association.

Member, Mountain-Plains Library Association.

Member, Internet Society.

Member, North American Patristics Society.

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Co-coordinator, Reference Department.

Resource Coordinator for the College of Business and Technology.

Resource Coordinator for the Political Science Department.

Coordinator, Library Folded Map Collection.

Coordinator, Library Telephone Directory Collection.

Coordinator, Library Browsing Collection.

Coordinator, Library Corporate Annual Reports Collection.

Coordinator, Library New Book Display.

Local ProQuest database "LHA" manager.

Coordinator, Reference CD-ROM Collection.

Coordinator, Reference desk schedule.

Coordinator, Reference materials funds/purchase requests.

Coordinator, Reference serials/standing orders annual review.

Dialog online database searcher.

Dow Jones Interactive online database searcher.

Own and maintain 48 web pages on the Library server.

Weeded business, technology, and political science library materials.

Weeded and revised the professional collection in the Reference Workroom (L305A).

Coordinated expanding and shifting the reference collection.

Member, University Honors Council.

Member, Library Web Committee.

Chair, University Animal Welfare Committee.

Provided information on Library services, collections and statistics for the M.S. Industrial Management program review.

Member, Library Strategic Planning Team 10.

Member, Faculty Appellate Committee, 2002-04.

Alternate, Faculty Grievance Committee, 2002.

Distributed a packet of professional IRS print and CD-ROM publications, and information describing resource coordination and Government Publications services, to Business & Technology College faculty. The packet was jointly prepared with the Library Government Publications office.

Own and maintain the UAWC/IACUC organization web site on NSU's Arapaho server.

BENAM ETEMAD, INSTRUCTOR

SCHOLARLY ACTIVITIES

3. The Scholarship of Integration

American Library Association

4. The Scholarship of Application

OCALD Meeting

Innovative Interfaces demonstration

Virtual Reference Teleconference

SIRSI demonstration

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Strategic Planning Committee

HARRIET HOBBS, ASSISTANT PROFESSOR

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

University Committees:

- Campus Grievance Committee.
- Candidate for Campus Appellate Committee.

Library Committees:

- Assisted with Fall 2002 and Spring 2003 Scholastic Book Fairs
- Member of Library RFP Committee for Library System (June 2002-Jan. 2003)
- Member of New Online System Committee (Feb. 2003-)
- Member of Technical Services Entertainment Committee
- Serials Project Task Force
- Government Publications Task Force

D. PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE DUTIES

- Coordinator of Acquisitions Team.
- OCLC Coordinator

E. WORKSHOPS/CONFERENCES ATTENDED Workshops/Conferences attended EBSCO Journal Service demonstration & training, Tahlequah, Aug. 16, 2002.

Acquisitions Workshop, Oklahoma Library Association Technical Services Fall Workshop, Midwest City, October 25, 2002.

Cataloging Internet Resources Workshop, Serials Interest Group of Academic Libraries of Oklahoma (SIGALO) Fall Workshop, Midwest City, Nov. 19, 2002.

Voyager Library System demonstration, Tahlequah, December 5, 2002.

Innovative Library System demonstration, Tahlequah, February 6, 2003

Sirsi Library System demonstration, Tahlequah, February 12, 2003.

Oklahoma Union List of Serials Annu. Mtg, NSU Delegate, Tulsa, Feb. 19, 2003.

Virtua Library System demonstration, Tahlequah, April 18, 2003.

Introduction to WindowsXP & MS Office XP, Tahlequah, April 24 & 29, 2003

University of Oklahoma Library - Sirsi Library System, Norman, Apr. 25, 2003

Tulsa City/County Library - Innovative Library System, Tulsa, May 7, 2003.

PAMELA LOUDERBACK, INSTRUCTOR

Position: Information Services Librarian

Library related accomplishments:

1. Catalog monographs and serials using OCLC, AACR2R, LC subjects and classification, and the local VTLS online system.
2. Create and maintain serial records, check-in serial/periodical/newspaper materials using bibliographic utilities (OCLC) and the local VTLS online system
3. Perform Interlibrary Loan and Document Delivery activities to include borrowing, lending and review file maintenance of OCLC Interlibrary Loan services through OCLC's bibliographic utility Passport as well as OCLC's Web version.
4. Web page design for NSU BA Library Web page, (*ongoing*).

Professional Memberships and Activities:

- American Library Association
- Oklahoma Library Association
- Association of College and Research Libraries
- North American Serials Interest Group
- Oklahoma Union List member . Attended annual meetings 2001, 2002/2003, OU Tulsa Schusterman Center

NSU Memberships and Activities:

- Employee Appreciation Committee 2003

Research conducted:

- Literature review for LIBM 5413 class: Collection development, acquisition, and classification schemes in school library media centers

NSU Teaching and Administrative Assignments:

-2003 Spring Semester

Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials.

-2002 Fall Semester

Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials.

ALLEN MCKIEL, ASSOCIATE PROFESSOR

A. AFFECTIVE CLASSROOM TEACHING

1. General Teaching Load

I generally carry a teaching load of 3 hours per semester and have taught classes in freshman sociology, English composition, and research strategies; and graduate courses in education methods, curriculum, and issues in education.

I have also taught at the elementary school level at TEDA International School in Tianjin, PRChina.

6. Self-evaluation of Teaching

I am most at ease with Vygotsky's theories of education. I began teaching—using models that I gleaned from my student experiences of teachers—as lecturer, paper grader, and test giver. My style evolved into more of a designer of educational environments and experiences. I still test and grade papers but lecture has given over to group discussions. The discussions, however, are controlled in an attempt to minimize a sharing of ignorance and optimize meaningful exchanges of ideas. Discussions are prescribed by readings and questions that the groups must answer and report in writing as a consensus or with multiple perspectives. To increase participation by students who have actually read the material, tests are given each class period over the assigned readings.

B. SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

For the past five years, I have been evolving the use of technology for on-line instruction in the use of library resources. The first attempts in the creation of on-line tutorials for class periods (modules) employed a split screen—a live session of the library resource on the right with instructions on the left. Each module included worksheets requiring independent use of the resource. The most recent efforts use Flash technology to simulate a computer screen projection presentation of the resource—i.e. 'How to Use NetLibrary'. A visual walk through the resource is accompanied by a verbal explanation. The sessions include exercises for independent experience with the resource. Multiple-choice tests can be administered automatically through Blackboard to test successful completion of exercises and comprehension of the material. A series of modules could be assemble to create an automated, on-line library literacy course. Modules can also be integrated into courses that focus on relevant information resources.

2. The Scholarship of Discovery

One hour presentation at the League for Innovation in Community

Colleges 1999 Annual Conference, "Creating a Statewide Virtual Library for Ivy Tech State College."

One hour presentation to table group at the League for Innovation in Community Colleges 2000 Annual Conference, "Transition of Library Operations from Print Based to Electronic."

3. The Scholarship of Integration

4. The Scholarship of Application

I have formed a team of librarians, library technicians, and instructional technologists that has developed preliminary standards for the implementation of Flash instructional modules. Flash modules have been created for three library resources. Additional modules have been created explaining the benefits and methods of cooperatively creating instructional modules. I have presented the concepts to OCALD, which has resulted in scheduled presentations for August to a joint meeting of librarians from OSU Tulsa and TCC. In the spring, I will present the conceptual framework for and the practical methods of using Flash modules cooperatively for library instruction at the Oklahoma Library Association Annual Conference.

C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION

University Committees:

Administrative Council
Council of Academic Administrators
Academic Technology Committee
Graduate Council
Library

Library Committees:

Library Web Committee
Library RFP Committee
Library Tenure and Promotion Committee
Library Technology Committee
Library Strategic Planning

State Committees:

Oklahoma Council of Academic Library Directors

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

As the Director of Libraries, I have focused attention on four projects:

More aggressively pursuing access to electronic counterparts to resources;
Creating standardized online library tutorials using Flash technology;
Completion of the search for a VTLS Library System replacement;
Reorganization of technical support for library systems and software;

JEANETTE MCQUITTY, ASSISTANT PROFESSOR

SCHOLARLY ACTIVITIES

1. **Scholarship of Teaching and Learning**

Taught beginning library skills to over 1000 freshman students in approximately 35-40 sections of the College Strategies classes. I revised the Corel presentation script, designed and narrated the presentation, revised practice worksheets, met with every section and supervised the students in the practice sessions. Fall 2002 and Spring 2003.

Redesigned an instructional guide to government publications and presented it to the graduate class, Research & Writing, ENGL 5033. September 10, 2002.

Taught 2 library research classes for Dr. Chris Owen, History 1493 (American History Honors) and History 4503 (History of the American South) on the Theme: "State of Denial: Oklahoma's Reluctance to Acknowledge Its Southern Roots." August 29, 2002. Provided personal counseling to students in the classes.

Revised LIBM 4611 (Electronic Information Retrieval) curriculum using textbook, Searching and Researching on the Internet and the World Wide Web, 3rd edition, instructional Web pages and my Blackboard course. Class was scheduled the first 8 weeks of the spring semester but did not make.

Taught a library research class for Dr. Chris Owen, History 4663 (American Intellectual History) and provided personal counseling for students. January 22, 2003.

NSU Regional Contest for Oklahoma History Day Judge in Performance category. April 1, 2003.

2. **Scholarship of Discovery**

Research:

Electronic full text databases, electronic journals, and eBooks

Researched and wrote tutorials for the Online Public Access Catalog, Government Publications, and Searching eBooks

USA Patriot Act & Related Terrorism Measures—a guide for library staff

3. **Scholarship of Integration**

Program Reviews:

NCATE Review for NSU libraries, April 2003

Criminal Justice Program Review, April 2003

Memberships:

American Library Association
Association of College and Research Libraries
Oklahoma Library Association

Honors-Awards:

Honor NSU Authors:

McQuitty, Jeanette. "A Ghost Haunts the Stacks: An Uncommon History of John Vaughan Library on the 90th Anniversary of Northeastern State University." Oklahoma Librarian 50, no. 3 (May/June 2000): 23, 32-33.

John Vaughan Library Recognition Review: For outstanding contribution in the category of Morale Builder, Networker (2001-2002). Awarded April 11, 2003.

Other:

New Faculty Library Orientation—August 13, 2002. Organized and participated in a *New Faculty Library Orientation* and reception and prepared a packet of library information and tour of the library.

Published 3 library newsletters—August 2002 (Welcome, New Faculty! *from the John Vaughan Library Faculty & Staff*), October 2002 (Welcome, Dr. Allen McKiel, Developing a Library Collection to Meet Curriculum Needs, Honor NSU Authors, Academic Novels), March 2003 (NSU Libraries Purchase Additional Electronic Resources By Dr. Allen McKiel, Electronic Databases Here or Coming Soon, FAQs Regarding netLibrary).

4. **Scholarship of Application**

Continuing Education

"Meet the Forum" Workshop on Oklahoma funders sponsored by the Oklahoma Historical Records Advisory Board on October 31, 2002.

"Safeguarding Our Patrons' Privacy: What every librarian needs to know about the USA Patriot Act & related anti-terrorism measures." December 11, 2002.

College of DuPage Library Teleconferences:

Reference Services: Virtual, Digital, and In-Library - a New Model for Effective Delivery, February 7, 2003 and April 11, 2003.

Oklahoma Library Association programs: "Talk So They Will Listen: Lobbying 101," "Collecting Local History in Your Library" March 27, 2003.

Professional Presentations:

Presented on a panel at the Oklahoma Library Association Conference:
“Encouraging Library Careers” sponsored by the *Navigating the Information
Future Ad Hoc Committee*. March 27, 2003.

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Committees July 1-October 30, 2002

Oklahoma Council of Academic Library Directors
Academic Technology Committee and Strategic Technology Plan Update
Committee
NCA Steering Committee
Curriculum and Educational Policies
Graduate Council
Council of Academic Administrators
Administrative Council
University Library Committee (ex officio)

Committees November 1, 2002-June 30, 2003

Library Technology Committee
Library Strategic Planning Coordinating Committee Chair
Library Web page committee

Service:

Raised funds for the AAUW Educational Foundation by participating in the
Eleanor Roosevelt Walk-Run. October 12, 2002..

Modeled in the NSU Employee Appreciation Week Fashion Show on October 30,
2002

Prepared program, selected materials and site, coordinated with Office of Student
Affairs, *Making a Difference Day* on Martin Luther King’s birthday. Student
volunteers read to and entertained children from Head Start Programs. January
23, 2003.

Contacted area high schools, prepared materials and program, recruited library
mentors and coordinated Job Shadow Day for 2 Hulbert High School students and
a library aide. February 4, 2003.

Serve as church librarian, First Presbyterian Church, Tahlequah OK.

PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

Served as Interim Director of NSU libraries from July 1-October 30, 2002.

Participated in library student worker orientation on September 20, 2002

Completed the assessment component of the library strategic plan, fall 2002.

Fund raising—\$10,000 from Waters Charitable Foundation—October 11, 2002.

Met with the Oklahoma State Textbook Committee with other state depository libraries to work out problems of retention and storage. November 7, 2002.

Attended OCALD meetings (Oklahoma Council of Academic Library Directors) September 26 and November 7, 2002.

Participated in Oklahoma Documents Visit from State Depository. November 25, 2002.

Provided interviews and news releases to The Northeastern, student newspaper.

TOM MESSNER, INSTRUCTOR

Position: NSU BA Library Director

Scholarly Activities

1.) Scholarship of Teaching

- Bibliographic Instruction Sessions: Taught 30 library instruction classes on a variety of subject specific topics. Combined student attendance at these sessions exceeded 730 students.
- Preparing to teach LIBM 5123 Advanced Administration of the Library Media Center in the Fall of 2003.

2.) Scholarship of Discovery

- Moderated University and College Division presented papers session at the Oklahoma Library Association Conference March 28, 2003.

3.) Scholarship of Integration

- Continue to maintain and improve NSU BA's Library web page.
- Serve on the Library's Integrated Library System Selection Committee evaluating the possibility of migrating to a new library system. Submitted recommendations report April 2003.

4.) Scholarship of Application

- Supervise all library operations and services on the BA campus.
- Attended Foundation Funding Strategies session October 31, 2002.
- Attended Oklahoma Department of Libraries Planning Session April 2003.

Contributions to the Institution and Profession

- Member Oklahoma Council of Academic Library Directors. Attended scheduled meetings 2002-2003.
- Beta Phi Mu (National Honor Society for Librarians). Attended annual conference April 2003

Campus/Library Committees

- Member of NSU BA Strategic Planning Committee
- Member NSU Libraries Web Committee
- Member NSU Libraries Integrated Library System Committee
- Chair Selection Committee for new BA Library Technician III.

KATHERINE OTT, INSTRUCTOR

EFFECTIVE CLASSROOM TEACHING

Taught 28 bibliographic instruction sessions (700 students)
Taught Information Resources class (Summer, 3 credits, 19 students)

SCHOLARLY ACTIVITIES

1. Scholarship of Teaching

Revised and created curriculum for bibliographic classes
Created, maintained and taught classes off of Arapaho web site. (12)
Created, maintained and used general handouts for instruction from Arapaho site. (11)
Revised and taught Information Resources for Library Science program.
Created tutorials for online library instruction – Overview of electronic page, Evaluation of URLs, and FirstSearch
Prepare workshop on Multiculturalism in the Classroom. To be taught to Hulbert public schools in Aug.

2. Scholarship of Discovery

Research on Web-based instruction in classrooms, in bibliographic sessions, as compared to traditional instruction

Research on Learning styles and how to incorporate into bibliographic sessions

Research on discussion/seminars and how to incorporate into instruction

Instruction for Reference on how to use Word

Demonstrated the new databases in the Lobby of the library for Library Week.

Instructed student on creation and maintenance of web pages using FrontPage.

Wrote two chapters for Health Guidebook due out in 2003 - chapters were on Bipolar disorder and Schizophrenia.

3. Scholarship of Integration

Assisted faculty with research on computer software evaluation and children, quote location, copyright extension legislation, copyright and publishing, closed communities, P. Mendels, multiculturalism, and diversity in schools and teacher perceptions

Assisted students with individual instruction and research on instruction methodology in mathematics, author Rawls, curriculum and law, Belize, active

learning and achievement, psychological factors influencing identity, and home schooling versus traditional methods of teaching

Conducted a serials review for Education and Psychology that included identifying materials available electronically, selecting titles, and looking for ways to reduce spending while moving to electronic media.

Revised approval plan for book materials to free funds for electronic material.

Attended American Library Association's midwinter meeting. On committee (EBSS) in which we are preparing manuscripts for print on Standards and libraries

Discussed with Dr. Wilson how to best incorporate a new assignment into her class - methodology that would work best with resources available

4. **Scholarship of Application**

Attended New Faculty Orientation for the library

Attended "Conducting a Socratic Seminar" presented at NSU by D. Wood

Virtual conference "Reference Services: Virtual, Digital, and In-Library – a New Model for Effective Delivery."

Attended presentations of reference sections of new catalogs.

Taught Transfer student orientation where instruction on how to use the library and what materials are available were discussed.

Attended Library's Student Orientation

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Committee Service:

Education and Behavioral Social Sciences committee, national (American Library Association) member

Faculty Development Committee, university, member

Strategic Planning committee, university, member

Director of Libraries Search committee, university, member

Faculty Tenure and Promotion committee, college, member

Library Web page Committee, college, member, initiate and revise web page policies, procedures

Honor Your Authors committee, college, member,

Other activities

Co-supervised one Scholastic Book Fair with Diane Morgan

Completed Contemporary Issues in Higher Education, Fall 02 (HIED 5453)

Completed Cognitive Learning Styles, Spring 03 (EDUC 5633)

Completed Adult Development and Adjustment, Spring 03 (PSYC 5023)

Completed 9 credit hours toward a Masters in College Teaching

PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

Continued weeding of the Main collection

Revised Library Department web pages (21)

Revised Interlibrary Loan web pages (4)

Revised personal web pages (23)

JACKIE SCHUMAKER, INSTRUCTOR

B. SCHOLARLY ACTIVITIES

3. Scholarship of Integration

Contributed 27 original cataloging records to OCLC database

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

University Committees:

Faculty Council

Circle of Excellence Committee

Library Committees:

Strategic Plan Coordinating Committee

Library RFP Committee (June 2002-Jan. 2003)

New Online System Committee (Feb. 2003-)

Care Committee

Recognition Review Board

Serials Project Task Force

Chair, Government Publications Task Force

Assisted with Fall 2002 Scholastic Book Fair

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

Coordinator of Data Initiation Team

E. WORKSHOPS/CONFERENCES ATTENDED

10th Biennial OLAC Conference, "Electronic and Media Cataloging for the 21st Century," Saint Paul, Minnesota, September 27-29, 2002

Voyager Library System demonstration, Tahlequah, December 5, 2002

Innovative Library System demonstration, Tahlequah, February 6, 2003

Sirsi Library System demonstration, Tahlequah, February 12, 2003

Virtua Library System demonstration, Tahlequah, April 18, 2003

"Introduction to Office XP," NSU, April 24, 2003

University of Oklahoma Library - Sirsi Library System, Norman, April 25, 2003

"Introduction to Windows XP," NSU, April 29, 2003

VICTORIA SHEFFLER

SCHOLARLY ACTIVITIES

The Scholarship of Integration

Membership in the following organizations:

- Oklahoma Historic Records Advisory Board
- Society of American Archivists
- Society of American Archivists Membership Committee
- Academy of Certified Archivists
- Oklahoma Conservation Congress
- Society of Southwest Archivists
- Society of Ohio Archivists
- Society of Georgia Archivists

Key Oklahoma Contact for the Society of American Archivists Membership Committee

The Scholarship of Application

Appointed by Governor Keating in 1999 to the Oklahoma Historic Records Advisory Board

Recommended by Oklahoma Historical Records Advisory Board to Governor Henry for a second term on the Oklahoma Historic Records Advisory Board

Interviewed Dr. Luther Ledbetter and Bill and Doris Hinds for historical data on Tahlequah and NSU.

Compiled the bibliography of NSU authors for John Vaughan Library Honors NSU Authors Reception

Consulted for Cameron University in Lawton, Oklahoma for initiating archives at the University

Presented for Delta Kappa Gamma—How to Conduct Genealogy Research

Consultant and assistant editor for the book Records from the Reed-Culver Funeral Home, 1909-200, Tahlequah, Oklahoma compiled by Eloise Leach and Alma Hutchins.

Attended the following annual conferences, meetings or workshops:

- Tulsa Conference on Emergency Response Planning, 8-21-02

- Oklahoma Conservation Congress Workshop on Disaster Planning, 9-13-02

- Oklahoma Historic Records Advisory Board Meeting and Public Forum Meet the Funders Forum, 10-31-02

- Annual meeting of the Oklahoma Conservation Congress, 11-22-02

- Oklahoma Historical Records Advisory Board Meeting, 2-20-03

- Oklahoma Historical Records Advisory Board Meeting, 5-8-03

Oklahoma Historical Records Advisory Board Public Forum—Planning
Special Events, 5-9-03
OK Digital Statewide Group Meeting, 5-13-03
Oklahoma Conservation Congress Workshop on Bookbinding, 5-14-03

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Member of the Library Board of Tahlequah Public Library
NSU Emergency Response Team
Chaired the Library Disaster Committee
Provided faculty NCATE report data
Created football and basketball displays for JVL lobby.
Member of the John Vaughan Library Honors NSU Authors Reception
Committee

DELORES SUMNER, ASSISTANT PROFESSOR

Special Collections Librarian

November, we attend the national AISES conference. In 2002 Tulsa was the host city. I was appointed by the AISES Tulsa Host Conference Committee to serve on two committees, the Local Planning Committee and the AISES Press/Media/ VIP Committee. The AISES chapter has once again excelled, not only in becoming the number two outstanding national chapter, but also in the achievement of their scholastic goals. NSU AISES students have bridged science and technology with traditional American Indian values. The members serve as role models and mentors for younger American Indian students wanting to attend college.

This has been a busy year for I was also appointed to serve on three Search Committees. The Center for Tribal Studies had two positions to be filled; the Director and the Native Student Program Coordinator. The third position to be filled was for the Director of Libraries.

The year 2002-2003 academic year has proven that Special Collections has successfully fulfilled its commitment in offering quality research to NSU faculty, students, and the general public. Once again, I was honored to participate in the third annual NSU Native American Graduation Convocation. My personal highlight of the year was receiving a medal and certificate from the Phi Alpha Honor Society of the Social Sciences Social Work Department prior to being inducted as an honorary member. I am looking forward to 2003-2004.

CHARLES VEITH, INSTRUCTOR

1. Scholarly Activities

The Scholarship of Teaching and Learning
Provided and made available specialized library instruction for the departments of
:
Biology
Computing (C.I.S.)
Chemistry
Mathematics
Physics
General Science

2. The Scholarship of Discovery

3. The Scholarship of Integration

Member, American Library Association.
Member, Internet Society.

4. The Scholarship of Application

Attended "Running Linux" Linux Seminar, NET Bldg. (November 9, 2002).
Attended Ready2Net "Whatever Happened to Technology" teleconference, NET Bldg. (Thursday November 24, 2002).
Attended "Dreamweaver Workshop" instruction, Education 116 Tahlequah Campus (Thursday February 13, 2003).
Attended College of DuPage "Part 1: Reference Services: Virtual, Digital, and In-Library: a New Model for Effective Delivery" teleconference, NET Bldg. (February 7, 2003).
Archived College of DuPage "Part 2: Reference Services: Virtual, Digital and In-Library: A New Model for Effective Delivery" teleconference (April 11, 2003).

CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Resource Coordinator for the College of Math, Science, and Nursing (biology, chemistry, computer and information science, general science, mathematics and physics).
Consultant to Library Technology Support.
Member, University Student Honors and Awards Committee.
Chair, Library Technology Committee (2002).
Member of Library Tutorial Flash Composition Team.
Chair, Library Strategic Planning Team Key Success Factor 10 (2002).
Member, Library Reference Department Index Page Committee.
Member, Systems Librarian Search Committee (2002).
Member, Library Committee "A".

Member, Library Disaster Committee.

Dialog database searcher.

Assisted in completion of the university software license and support priority list (2002).

Owned and maintained various web pages on the Library server.

Analyzed, compiled, and executed an extensive conversion of Mathematics, Biology, Chemistry, and Physics journals from hard copy print to computerized online access (2003).

Weeded mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials.

Participated in new faculty orientation(August 13, 2002).

LINDA WEST, ASSISTANT PROFESSOR

EFFECTIVE CLASSROOM TEACHING

2. Teaching Load by Semester

Spring 2003 LIBM 5413 Acquisition and Organization of Library Materials-21students

SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

Developed additional sessions in order to offer LIBM 5413 as an online course, Spring 2003

2. The Scholarship of Discovery

Published article: "More Than an E-Business Card: How Academic Librarians Can Use Personal Home Pages Effectively" Internet Insider portion of College and Undergraduate Libraries, June 2002 Co-Author—Sarah Brick Archer.

3. The Scholarship of Integration

Compiled and updated subject web pages for the Library website—28 topics
Maintained Serials Solutions journal pages quarterly
Final editing of research project survey device for Rodney Osborne, Fall 2002
Textbook processing consultant for Southwestern State University, June 2002

4. The Scholarship of Application

Presenter, "Acquisitions Workflow", Do We Have a Deal for You, Oklahoma Library Association Technical Services Roundtable 2002 Fall Workshop, Norman Public Library, October 25, 2002
Presenter, "MARC for Description", On Your MARC, Oklahoma Library Association Annual Conference, Oklahoma City, March 27, 2003

C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION

University Committees:

Faculty Council, delegate, Webmaster
Financial Aid Advisory Committee
World Wide Web Committee
Member, Director of Libraries Search Committee
Employee Appreciation Day—30 year notebooks (4 compiled)
History Day Runoff Judge—April 1, 2003

Library Committees:

Chair, Library Web Committee
Chair, Library RFP Committee
Chair, Library Tenure and Promotion Committee
Library Technology Committee, member
Library Strategic Planning - Subcommittee #7
Honor Your Authors Day—Website information November 2002
Scholastic Book Fair, Spring 2003
National Library Week—Website publicity April 2003
Make a Difference Day—Website information January 2003
Job Shadow Day –Website information February 2003
Library Webmaster—page updates, usage statistics

State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

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

Interim Systems Librarian

Edit and develop New Books lists for Tahlequah and Broken Arrow.
Inventory lists for Muskogee AV.
Coordinated two VTLS upgrades
Coordinated statistics gathering, error reporting
Generated Social Work video report

Edited and transferred 8,000 NetLibrary records to the VTLS catalog

Broken Arrow—Training and support provided

Hosted Teacher In-Service Workshop for Cave Springs, February 15, 2002

Workshops/Conferences attended:

Creating Internet Pathfinders Using CORC, AMIGOS workshop, Norman, June 13, 2002

Using Black Board, NSU, August 15, 2002

Managing Electronic Journals, SIGALO Spring mtg, Tulsa, May 2, 2003

Awards:

Incentive for Developing Online Courses, NSU, Spring 2003

Other:

American Association of University Women, Tahlequah Branch,
Treasurer and Webmaster

Graduate Woman Scholarship Committee

Junior Girl Scout Troop 1143 leader

Basic Life Support for Health Care Providers Cert. (CPR), May 12, 2003