

NSU Libraries
Annual Report 2004-2005

TABLE OF CONTENTS

| | |
|---|----|
| I. Library Information | |
| Introduction Mission Statement Goals Objectives | 3 |
| Personnel by Department Personnel Changes | 4 |
| Library Activities/Accomplishments Acquisitions Circulation Print versus Electronic Usage Electronic versus Print Journal Usage E-Books versus Print Usage and Costs Projects Information Literacy Wireless Networked Laptops Library Facilities Improvement | 7 |
| Conclusions and Prospects for the Future | 14 |
| | |
| III. Faculty Activities/Accomplishments | |
| Sarah Brick Archer | 15 |
| Gary Cheatham | 19 |
| Behnam Etemad | 22 |
| Harriet Hobbs | 23 |
| Jamie Holmes | 24 |
| Peggy Kaney | 27 |
| Pamela Louderback | 29 |
| Sandra Martin | 30 |
| Allen McKiel | 35 |
| Tom Messner | 38 |
| Jackie Schumaker | 39 |
| Vickie Sheffler | 40 |
| Delores Sumner | 42 |
| Charles Veith | 43 |
| Linda West | 45 |
| Susan Woitte | 47 |
| | |

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. Provide optimal access to information resources for allotted budget.
2. Provide comprehensive information literacy for students, faculty, and staff.
3. Advance scholarship.
4. Provide library facilities that enhance the learning environment.
5. Effectively use advances in technology.
6. Enhance NSU library resources through cooperation with outside agencies.
7. Develop library faculty and staff capabilities.

1. Provide optimal access to information resources.

- Systematically increase the percentage of electronic resources. Excel in the provision of electronic resources while maintaining essential print resources. Systematically increase the percentage of electronic resources. Continually seek out and assess the suitability of the expanding collection of electronic information resources.
- Provide a federated search engine for improved access to electronic databases.
- Provide access to NSU print collections over the Internet. Use a web-based system for accessing scanned and indexed library resources.
- Improved information regarding students' library needs, usage, and expectations. Improve the collection of usage statistics of electronic resources through the purchase of a federated search engine.
- Specify guidelines for replacing print with Internet based resources. Update selection policies. Articulate principles and clarify in practice.

2. Provide comprehensive Information Literacy for students, faculty, and staff

- Comprehensively integrate instruction in information literacy into the curriculum using CLIP. Provide completely Internet based, self-paced, and automatically graded instruction through Blackboard.

3. Advance Scholarship

- Publish article(s) , present papers, and participate in professional organization highlighting the innovations of NSU library services.

4. Provide library facilities that enhance the learning environment

- Enhance the adequacy of library space for studying, instructional and research purposes.

5. Effectively use advances in technology.

- Expand the use of computer and network technology in the fulfillment of library objectives.
- Implement CLIP.
- Provide the library with appropriate hardware and software technologies for access to information resources.
- Equip the library for the presentation of electronically based information resources.

6. Enhance NSU library resources through cooperation with outside agencies.

- Obtain funding or reduced costs through grant proposals or cooperative purchasing. Pursue funding through cooperative relationships with other academic libraries.

7. Develop library faculty and staff capabilities.

- Encourage group consensus building skills of library faculty and staff through integration of consultation into meeting processes. Assist individuals to participate effectively and responsibly in their work roles.
- Establish goal oriented communication between library faculty and staff and the greater NSU community.
- Center communication between library faculty and staff and the greater NSU community on library action plan objectives.
- Provide a forum for the clarification and improvement of policies and procedures for tenure and promotion of library faculty and staff.
- Provide avenues of professional development for library faculty and staff. Identify needed skill sets and individuals willing to complete training.
- Assess, design and recommend any needed changes in procedures for advertising library employment openings regionally and nationally.
- Collect and analyze salary, benefit, and professional development support data to determine how NSU compares for library personnel.
- Enhance opportunities for minority recruitment and retention in the library. When other qualifiers for hiring are roughly equal, choose minority candidates.
- Engage in continuous planning in a systematic, inclusive manner.

PERSONNEL 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 |
| | Dana Letts | Library Technology Support Specialist |
| | Renee Johnson | Library Tech II —User Services Secretary |
| 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 |
| | Jamie Holmes | Reference Librarian/Instructor —Education; Psychology |
| | Charles Veith | Reference Librarian/Assist. Prof. —Natural Science; Math |
| | Delores Sumner | Special Collections; Reference Librarian/ Assist. Prof. —Geography, Sociology and History |
| | Susan Woitte | Reference Librarian/Instructor —Government Documents |
| Access Services | Peggy Kaney | Access Services Librarian —Reference Librarian, Gov. Docs |
| | Donna Graham | Library Tech II —Circulation |
| | Brandi Kimmel | Library Tech II —Reserve |
| | Dalana Block | Library Tech. III —Circulation |
| | Renee Ridge | Library Tech III —Interlibrary Loan |
| Technical Services | Linda West | Director of Technical Services /Assist. Prof. |
| | Jennifer Rogers | Library Tech III —Quality Control Tech |
| | Samantha Clifford | Library Tech II |

| | | |
|---------------------|--------------------|---|
| | | —Acquisitions Tech; Gifts Coordinator |
| | Elizabeth Hamilton | Library Tech II —Bindery Technician |
| | Harriet Hobbs | Acquisitions/Serials Librarian/Assist. Prof. |
| | Donna Ford | Library Tech II —OCLC Production Technician |
| | Jeanne Pry | Library Tech III —Serials Tech; Check-in Coordinator |
| | Lou Ann Rhea | Library Tech II —OCLC Cataloging Tech |
| | Jackie Schumaker | Cataloging Librarian/ Instructor |
| | Fay Simms | Library Tech II —Technical Services |
| 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

Katherine Ott left for a position with Florida State University.

Jamie Holmes was hired to replace Katherine Ott

Mary Kremmer left for a teaching position with NSU.

Jennifer Rogers was hired to replace Mary Kremmer.

LIBRARY ACTIVITIES/ACCOMPLISHMENTS

Acquisitions

Table 1 below summarizes expenditures by material type over the past four years and forecasts the distribution for this coming year. Firm order and approval book allocations as well as continuations, journal, and microform allocations continue to be cut in order to accommodate inflation and to increase purchases for Internet book, journal, and database access.

The base allocation for Broken Arrow remains at \$50,000. For the previous three 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 1 NSU Library Expenditures for FY02 – FY05 and Allocations for FY06 By Material Type

| Books/Serials | Specific Material Type | 2001/2002 Expenditures | 2002/2003 Expenditures | 2003/2004 Expenditures | 2004/2005 Expenditures | 2005/2006 Allocations |
|---------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Books | Firm Order Books | \$83,000 | \$76,000 | \$70,000 | \$54,000 | \$50,000 |
| | Approval Books | \$100,000 | \$33,000 | \$30,000 | \$34,500 | \$10,000 |
| | E-books | | \$15,000 | \$20,000 | \$10,000 | \$10,000 |
| | Videos | \$8,000 | \$8,000 | \$4,600 | \$9,600 | \$5,000 |
| Serials | Continuations | \$100,000 | \$100,000 | \$104,900 | \$137,600 | \$126,000 |
| | Journals | \$250,000 | \$254,000 | \$195,000 | \$182,600 | \$188,000 |
| | Microforms | \$41,000 | \$42,000 | \$33,000 | \$26,900 | \$28,000 |
| | CD-ROM | \$23,000 | \$6,000 | | | |
| | Online | \$52,000 | \$90,000 | \$162,000 | \$189,700 | \$239,000 |
| | Search/PPV | \$17,000 | \$14,000 | \$32,500 | \$10,100 | \$10,000 |
| Totals | | \$674,000 | \$638,000 | \$652,000 | \$655,000 | \$666,000 |
| BA | | \$58,000 | \$70,000 | \$67,500 | \$52,100 | \$50,000 |
| Total | | \$732,000 | \$708,000 | \$719,500 | \$707,100 | \$716,000 |

Table 2 - 2004-5 JVL Expenditures - Physical versus Electronic Resources

| Books/Serials | Specific Material Type | Print | Electronic |
|---------------|------------------------|-----------|------------|
| Books | Firm Order Books | \$54,000 | |
| | Approval Books | \$34,500 | |
| | E-books | | \$10,000 |
| | Videos | \$9,600 | |
| Serials | Continuations | \$137,600 | |
| | Journals | \$182,600 | |
| | Microforms | \$26,900 | |
| | CD-ROM | | |
| | Online | | \$189,700 |
| | Search/PPV | | \$10,100 |
| Totals | | \$445,200 | \$209,800 |

Circulation

For the purpose of better understanding trends in library usage, six columns (2, 3, 6, 7, 11, and 12) have been added to the circulation report—in-house book, in-house periodical, e-book, e-journal, total print, and total electronic usage.

Table 3 - JVL Circulation Statistics for the Past Nine Years

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--------|-------------------|---------------------|---|---|---|-----------------|--------------|--------------------|--------------------|----------------|---------------------------------|------------------------|
| Year | Items Checked Out | In-House Book Usage | In-House Newspaper Magazine Microform Usage | Electronic DB Search Initiation (Logon or Search) | Electronic DB End of Search (Article or Abstract or Data) | E-Journals Used | E-Books Used | Inter-Library Loan | Electronic Reserve | Total Activity | Total Print and Microform Usage | Total Electronic Usage |
| 2004/5 | 64,556 | 6,194 | 9,694 | 439,247 | 369,850 | 114,365 | 5,156 | 681 | 58,663 | 932,997 | 81,125 | 503,066 |
| 2003/4 | 44,805 | | | 141,672 | 326,172 | | | 504 | 42,350 | 555,503 | | |
| 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 | | |

The changes in circulation (See Table 2) over the past nine years continue to reveal four trends. First, the usage is shifting from print to electronic. Print usage gave up another percentage point to electronic usage. Print dropped from 8 percent to just under 7 percent of activity (Items Checked Out divided by Total Activity).

The second trend is the increase in overall usage. Column 10, Total Activity, shows a near doubling of activity from 555,503 to 932,997 transactions. The increase in library resource usage this year over last year is likely the result of the CLIP routines in the College Strategies course. All freshmen received increased instruction in information literacy. The instruction focused on the basics of information and computer literacy and included modules on the major electronic information resources provided by the library. The following are the modules used in the class.

College Strategies 1001:

[Library Orientation](#) -- Shows library access points and how to begin to use databases

[E-Book Tutorial](#) -- Introduction to E-books using netLibrary and ebrary

[E-Journal Tutorial](#) -- Introduction to E-Journals using Academic Premier and Wilson Omnifile

[Evaluation of URLs](#) -- Guide to evaluating the credibility of web pages with Google as a tool

[Academic Success](#) -- Important skills needed to do well in college

[Blackboard](#) -- Introduction to Blackboard and how to access information placed in Blackboard

[Campus Resources](#) -- Guide to services and resources available on NSU's campus

[Computer Resources](#) -- Introduction to NSU's network drives and accessing drives from off campus

[Email and ID](#) -- Tutorial on getting NSU userid and email

A 44 percent rise in book circulation from 44,805 to 64,556 accompanied the increased use of electronic resources. Circulation statistics for print materials have been declining steadily over the last decade.

The third trend, decreasing dependence on interlibrary loan, is an expected result of the increased availability of materials in electronic format. With the increased depth and breath of electronic resources, research needs can more often be met immediately. This obviates the need for interlibrary loan. The library intends to replace the paper-based interlibrary loan system with an on-line request process that is easier to use. The library also plans to increase instruction in the use of interlibrary loan to promote its use for those resource needs that go beyond current print and electronic library holdings of the library.

The fourth trend is the increasing use of electronic reserves. Faculty and students are becoming more comfortable with access to reserve resources electronically. The increase in distance students has contributed to the change.

All of these trends are common for academic libraries except the steep decline in interlibrary loan. Research libraries have generally maintained a steady use of interlibrary loan. With the introduction of user initiated interlibrary loan and increased instruction in how to use it, it is expected that interlibrary loan will reflect more closely the experience of libraries that have already employed the new technology.

Print Versus Electronic Usage

Table 4 - 2004-5 Usage and Expenditures of Print versus Electronic Resources

| | Percent Print | Percent Electronic | Print | Electronic | Totals |
|--------------|---------------|--------------------|-----------|------------|-----------|
| Usage | 14% | 86% | 81,125 | 503,066 | 584,191 |
| Expenditures | 68% | 32% | \$445,200 | \$209,800 | \$655,000 |

The Total Activity column includes columns 1, 4, 5, 8, and 9. It is a measure of activity; however, it does not provide a very clear measure of usage since it includes both searches and lookups of electronic resources. To arrive at a clearer picture of usage, the searches need to be removed. This also permits a rudimentary comparison of electronic versus print resource usage. The total usage without searches included is 584,191. Total Print and Microform Usage (Columns 1, 2, 3 and 8) was 81,125. Total Electronic Information Usage (Columns 4, 7 and 9) was 503,066. Students and faculty choose to use the library's electronic resources over print by just over a factor of six. Electronic usage accounts for 86 percent of all resource usage and print 14 percent.

Table 5 - 2004-5 Usage and Expenditures of Print versus Electronic Resources-Journals

| | Percent Print | Percent Electronic | Print Periodicals | Electronic Journal Access | Totals |
|--------------|---------------|--------------------|-------------------|---------------------------|-----------|
| Usage | 8% | 92% | 9,694 | 114,365 | 124,059 |
| Expenditures | 51% | 49% | \$209,500 | \$199,800 | \$409,300 |

When all print and microform periodical usage is compared with electronic journal article usage, electronic journal articles comprise approximately 92 percent of usage. The cost comparison shows that the library spends equally on print and electronic journal titles. The cost for electronic journal titles is actually significantly below the \$199,800 figure that is used. The figure includes all databases, not just journal databases to which the library subscribes. A distinct figure for the journal databases is not readily available.

E-Book versus Print Book Usage and Costs

Table 6 - 2004-5 Usage and Expenditures of Print versus Electronic Resources-Books

| | Rough Average Cost Per Title | Number of Books Purchased 2004/5 | Totals |
|---------|------------------------------|----------------------------------|----------|
| Books | \$41.50 | 2,373 | \$98,486 |
| E-Books | \$3.14 | 7,000 | \$22,000 |

E-books make up approximately 14 percent of the book collection. They account for approximately 8 percent of the usage. They are used at just above half the rate of physical books. Usage for e-books is likely to increase as students and faculty members learn how to use the collection for research. The collection can be utilized in a manner similar to the electronic journals since every word is indexed.

The cost for electronic books varies by vendor. Ebrary provides access to a collection of approximately 18,000 e-books for just under \$12,000 or 66 cents per e-book per year. The amount per book is not constant since Ebrary has been adding more books to the collection each year—approximately 3,000 titles per year. The \$12,000 per year can be viewed as the price for the additional 3,000 e-books per year. The cost per title is therefore approximately \$4 each. The library purchases e-books from NetLibrary through our library cooperative, Amigos. Access to the e-books is purchased in perpetuity for a set, one-time fee. The current collection of approximately 36,000 e-books has been purchased for \$50,000 or \$1.38 per e-book. Additional books are purchased on a near annual basis as part of the Amigos library consortium. Approximately 4,000 e-books are purchased for \$10,000 in each cooperative purchase making the average price of an e-book from NetLibrary approximately \$2.50.

The cost for print books for academic libraries in this country is approximately \$42 per book. The JVL purchased 2,373 books this year at a cost of \$98,486, an average of \$41.50 per book.

Projects

Information Literacy

The complexity, depth, volume, and diversity of the information infrastructure of the Internet increasingly necessitate the use of library instruction as an integral part of the curriculum of higher education. To prepare students to effectively use electronically distributed information instruction needs to be comprehensive, as opposed to piecemeal and partial. The Association of College and Research Libraries (ACRL) has prescribed systematic, comprehensive assessment of information literacy at the basic, program, and course levels of instruction.

In addition to assessing all students' basic information literacy skills, faculty and librarians should also work together to develop assessment instruments and strategies in the context of particular disciplines, as information literacy manifests itself in the specific understanding of the knowledge creation, scholarly activity, and publication processes found in those disciplines...

Faculty, librarians, and others will find that discussing assessment methods collaboratively is a very productive exercise in planning a systematic, comprehensive information literacy program. This assessment program should reach all students, pinpoint areas for further program development, and consolidate learning goals already achieved.

Instruction has become the mantra of academic librarianship. NCA has shifted its criterion for evaluating the role of the library in the academy from surveying holdings and resources to assessing learning outcomes associated with information literacy.

It was not that long ago that accreditation was understood to focus rather heavily on resources in the library. Accrediting teams counted staff members and the square footage allocated to the library and to book inventories. Unless libraries are used and valued by students and faculty, their impact on learning is small. In short, a library—or a learning resource center—exists to support learning and teaching. To make learning resources an integral part of a student's education, an organization will have to invest in appropriate materials and equipment and provide the staff that can maintain these resources, train students in their use, and provide assistance when it is needed. Colleges and universities should enter into formal agreements with other organizations upon whose learning resources their students depend. (NCA. Criterion Three: Core Component 3d—the organization's learning resources support student learning and effective teaching.)

The resources are understood to be moving beyond the confines of physical collections to Internet-based resources. And the focus of evaluation has become student centered. Librarians must demonstrate that students have received some educational advantage from the use of information resources.

The Association of College and Research Libraries (ACRL) has articulated competency standards and performance indicators to move the endeavor of evaluation forward. The Competency Standards stress that information literacy

"forms the basis for lifelong learning. ... It enables users to master content and extend their investigations, become more self-directed, ... assume greater control over their learning... [and] develop a metacognitive approach to learning, making them conscious of the explicit actions required for gathering, analyzing, and using information."

ACRL specifically identifies five information literacy competencies.

The information literate student determines the extent of the information needed; accesses needed information effectively and efficiently; evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system; individually or as a member of a group, uses information effectively to accomplish a specific purpose; understands many of the economic, legal and social issues surrounding the use of information and accesses and uses information ethically and legally.

NSU librarians have continued to produce instruction modules for the basic and well as the program and class specific information literacy needs of students. Assessment methods are evolving as an integral aspect of integrating instruction in information literacy systematically into the curriculum.

Wireless Networked Laptops

JVL now checks out laptops to students for use anywhere in the library. Laptops afford students the choice of environments available in the library to accommodate their learning styles. Even though the library has not advertised the new service, since we only have ten circulating laptops, students have discovered them. Word of mouth has made them a popular library service. The library intends to expand the number of laptops available each year as budgets permit.

Library Facilities Improvement

The library furniture will be replaced in stages as funding permits. The primary reason for the addition of different types of furnishings is accommodation of multiple learning styles. Individuals learn best in different environments. This year we have added more living room type furniture primarily to the first floor. Libraries in academic environments also contribute significantly to the image of the institution. Their buildings and furnishings comprise a key part of the institutions physical identity.

Library Budget

Table 7 - Library Materials and Operational Budget Projections 2004/2005

| | | Student Fee | Materials Budget | Operational Budget | Totals |
|-------------------------------------|--|--------------------|-------------------------|---------------------------|------------------|
| Materials | | | | | |
| Books | Blackwell Approval Books | \$30,000 | | | |
| Books | Firm Book Orders | \$60,000 | | | |
| Ebooks | NetLibrary Purchase of 4K ebooks | \$10,000 | | | |
| Videos/Software | Videos/Software | | \$5,000 | | |
| Ongoing Commitment | Serials Journals Print | | \$210,000 | | |
| Ongoing Commitment | Serials Journals Electronic | | \$190,000 | | |
| Ongoing Commitment | Series Titles | | \$65,000 | | |
| Ongoing Commitment | Microforms | | \$25,000 | | |
| Ongoing Commitment | Pay Per View Searches | | \$15,000 | | |
| <i>Ongoing Commitment Sub-Total</i> | | | <i>\$510,000</i> | | |
| New Internet based resources | | \$10,000 | \$27,000 | | |
| Materials | <i>Sub-Totals</i> | <i>\$110,000</i> | <i>\$537,000</i> | | <i>\$647,000</i> |
| Operational | | | | | |
| General Operational | Contracts on equipment, services, and software maintenance; Supplies | | | \$110,100 | |
| | Equipment | | | \$11,600 | |
| | Travel | | | \$12,000 | |
| Acquisition Operational | Contracts on equipment, services, and software maintenance; Supplies | | | \$38,000 | |
| New Projects | | | | | |
| | Library Facilities Improvement | \$35,000 | | | |
| | Upgrade Faculty and Staff Computers | \$15,000 | | | |
| Operational | <i>Sub-Totals</i> | <i>\$50,000</i> | | <i>\$171,700</i> | <i>\$221,700</i> |
| Broken Arrow Library | | \$20,000 | | \$50,000 | \$70,000 |
| Total | | \$180,000 | \$537,000 | \$221,700 | \$938,700 |

Table 8 - Project Costs for 2004-2005

| <i>Vendor</i> | <i>Description</i> | <i>Each</i> | | <i>Totals</i> |
|------------------------|-------------------------------------|-------------|---------|---------------|
| Equipment | | | | |
| IBM | 2 LCD Monitors Muscogee | \$300 | \$600 | |
| IBM | 2 computers—towers Muscogee | \$650 | \$1,300 | |
| IBM | 1 LCD Monitor Broken Arrow—Pam | \$300 | \$300 | |
| IBM | 1 computer—tower Broken Arrow—Pam | \$650 | \$650 | |
| IBM | 1 Printer Tahlequah—Jamie's printer | \$400 | \$400 | |
| Total Equipment | | | \$3,250 | \$3,250 |

| | | | | |
|------------------------|--|-------|----------|-----------------|
| Furniture | | | | |
| Mathis Bros. Tulsa | 16 Leather Couches | \$579 | \$9,264 | |
| Mathis Bros. Tulsa | 16 Coffee tables | \$88 | \$1,408 | |
| Mathis Bros. Tulsa | 32 End tables | \$88 | \$2,816 | |
| | | | | |
| Demco | 28 Café Tables 60” x 30” P149-5056 | \$300 | \$8,400 | |
| Demco | 84 Café Chairs, Metal frame P149-5289 p. 598 | \$103 | \$8,652 | |
| | | | | |
| Total Furniture | | | \$30,540 | \$30,540 |
| | | | | |
| Shelving | | | | |
| Demco | 3 Shelving – Periodical– Oakwood, Starter, P141-0665 | \$405 | \$1,215 | |
| Demco | 11 Shelving – periodical– Oakwood, Add-on, P141-0668 | \$325 | \$3,575 | |
| Demco | 1 Shelving – new books Oakwood, Starter, P141-0576 | \$265 | \$265 | |
| Demco | 1 Shelving – new books Oakwood, Add-on, P141-0583 | \$245 | \$245 | |
| Demco | 1 Shelving – Gov. Docs. Oakwood, Starter, P141-0576 | \$185 | \$185 | |
| Demco | 3 DShelving – browsing newspapers p. 693, P149-9183 | \$175 | \$525 | |
| Demco | 3 Shelving – per brows– Oakwood, Starter, P141-0665 | \$405 | \$1,215 | |
| | | | | |
| Total Shelving | | | \$7,225 | \$7,225 |
| | | | | |
| Grand Total | | | | \$41,015 |

CONCLUSIONS AND PROSPECTS FOR THE FUTURE

Academic librarianship during the transition from print to electronic distribution of information requires optimizing selection by analyzing availability, cost, and need. The NSU librarians will continue this year to search for electronic resources that will expand access and lower costs.

The primary focus of library faculty this year will be continued integration of library instruction into the curriculum. A one credit hour course will be developed using CLIP modules that will serve as a prototype for a possible mandatory course for all incoming students. Efforts to include instruction at the program level for all majors will be continued.

Efforts aimed at creating a more student amenable environment will also continue with projects like the replacement of chairs, the purchase of tables with power outlets for the laptops, and the purchase of more living room style furniture.

III. FACULTY ACTIVITIES/ACCOMPLISHMENTS

Annual Report
for Sarah Brick Archer, 2004/2005

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

III. A. EFFECTIVE CLASSROOM TEACHING

Taught 54 (32 fall, 22 spring) library instruction sessions.

Performed in a reader's theater presentation with Dr. Michael Phillips fall of 2004, for the Oral Interpretation of Literature class. This demonstrated to the students how to interpret literature.

Undertook additional resource coordination duties by becoming the Interim Educational Foundations & Leadership Resource Coordinator.

For summer session, served as library faculty supervisor for an English Capstone student.

B. SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

Revised the curriculum and taught all classes from my Arapaho Web site.

Prepared new curriculum for EDUC 3113, ED 5103, Eng 1113 (Friend), Eng 1213 (Kremmer), Eng 5643, and MC 2103 and placed these pages on the Web. Worked with the developmental reading and writing classes for the first time.

Prepared CLIP routines for Overview to English 1213, Evaluation, Library Physical Overview, How to Handle Patron Questions, and How to ID & Shelve 1st Floor.

For summer session, served as library faculty member in charge of an English Capstone student

Created library Web page for services for Distance Education students. Revised Web page defining resource coordination.

2. The Scholarship of Discovery

Inserted an html library instruction document within Dr. Mary Stanley's English English 5033 class. Monitored the discussion board to answer student questions and included a survey within Blackboard to determine the effectiveness of this approach. Have created a similar document for English 5643, an online summer class.

Presented: "Using a Discussion Board to Enhance Online Library Instruction," March 2005, International Conference on College Teaching & Learning, Jacksonville, Florida (by invitation).

Presented: "Incorporating Library Instruction in Online Classes," April 4,

NSU Conference on Higher Education Teaching and Learning, Tahlequah, Oklahoma (by invitation).

Wrote an article "Using a Discussion Board to Enhance Online Library Instruction," which was submitted for publication.

3. The Scholarship of Integration

Coordinated the selection of approximately 287 items for about \$11,000 for the departments of Fine Arts; Communication and Art; and Languages and Literature. Also coordinated the purchases (\$3,200) for the Department of Educational Foundations and Leadership.

With Dr. Clara Camero, defined and addressed weaknesses in the Spanish literature collection.

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

Assisted with the Music Accreditation by working with the on-site consultants.

Prepared several program reviews (Spanish and Art).

4. The Scholarship of Application

Served as a panellist representing academic libraries at the OLA workshop on Building Library Communities.

Served as a panellist representing academic libraries for the University of Oklahoma SLIS Information Literacy class. Discussed basic techniques in library instruction.

Presented a sample library instruction session at the COIL Workshop Aug. 2004 (by invitation).

Conducted an evaluation of the serials collection for the College of Arts & Letters and recommended adding several electronic databases.

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Education Librarian Search Committee, library, member

Honors Committee, university, member

Rozell Scholars Selection Committee, university, member

Circle of Excellence Committee, university, member

University Library Committee, university, member

Research Committee, university, member

Library Committee A, library, member

Services Subcommittee, Library home page revision, Reference Dept, chair

Member of Alpha Psi Omega Theatre Academy for Drama Dept.

History Day judge of presentations category

Elected to University Appellate Committee

7. Other activities

Assisted with the Book Fair for both fall and spring semesters.

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

Served as the CLIP Project Co-Coordinator.

Served as one of the Reference Department coordinators and led meetings.

Assisted in training library reference personnel.

Led the serials review including compiling a title list for serials to be added or cancelled.

Assisted in coordinating library home page revision project.

With Gary Cheatham, created the firm order book budget.

Assisted in writing a Distance Education policy for the library.

E. Other

NSU award winner for Innovative Excellence in Teaching, Learning and Technology

Attended the Teaching and Learning Conference, Tahlequah.

Viewed the exhibits at the NSU Undergraduate Research Day.

Attended the Wheatshocker Professional Development Seminar entitled “Strategic Marketing: For Academic and Research Libraries” at Wichita State University, May 16, 2005.

Attended Dr. Donna Wood’s presentation on Teaching Through Cooperative Learning and Critical Thinking, NSU, January 13, 2005.

Attended a Blackboard discussion (February 1st)

Attended a Census workshop sponsored by Government Publications, December 2nd.

Attended a Fireworks Workshop conducted by Linda West, summer 2005.

Faculty Activity Report (June 2004 – May 2005)

Faculty Name, Rank: Gary L. Cheatham, Assistant Professor of Library Services, Tenured.

Scholarly Activities

1. The Scholarship of Teaching

- Library instruction sessions taught in June 2004:
POLS 4213 – Political Parties (one session)
ENG 1213 – English Composition II (one session)
- Library instruction sessions taught in September 2004:
POLS 4263 – Politics and the American Indian (one session)
POLS 1113 – American Federal Government (two sessions)
SOC 2023 – Social Problems (one session)
PSYC 4513 – History and Systems of Psychology (one session)
- Library instruction session taught in January 2005:
POLS 4213 – Political Parties (one session)
- Created the following online CLIP tutorials:
 - Finding Research Articles on Demographics and Psychographic Variables for Market Segmentation
 - Finding Articles on SWOT Analysis
 - Evaluating Search Engines
 - Identifying Second Floor Collections
 - Political Parties
 - Interior Design
 - Oklahoma Union Catalog
 - OPAC
 - America: History & Life
 - Co-authored How to Identify and Shelve First Floor Materials

2. The Scholarship of Discovery

- “‘Slavery All the Time, Or Not At All’: The Wyandotte Constitution Debate, 1859-1861.” Republished in Kansas Territorial Reader, edited by Virgil W. Dean. Topeka: Kansas State Historical Society and the Kansas Territorial Sesquicentennial Commission, 2005, p. 82-96.
- Contracted to research and write the following six articles for the Encyclopedia of Oklahoma History and Culture (To be published by the Oklahoma Historical Society as part of the state centennial celebration, and scheduled for publication in 2006):

History of the town of Delaware
History of the town of Lenapah
History of the town of New Alluwe
History of the town of South Coffeyville

History of the town of Wann
History of Nowata County

3. **The Scholarship of Integration**

- Nominated for the Faculty Circle of Excellence Award for Research

4. **The Scholarship of Application**

- Attended “RIA Checkpoint: Beyond the Basics Web Conference” – Online (August 2004)
- Attended “RIA Checkpoint: User Administration Web Conference” – Online (August 2004)
- Attended “Making Copyright Work for Your Library Teleconference” – L206 (September 2004)
- Attended “Researching Journal Name Finder Workshop” – Online (September 2004)
- Attended “What’s New on Dialog Web Conference” – Online (October 2004)
- Attended “New York Times Workshop” – NSU Jazz Lab (October 2004)
- Attended “Dreamweaver MX Workshop” – NET 318 (November 2004)
- Attended “Windows Office XP Seminar” - NET 318 (November 2004)
- Attended “Southwest Theological Libraries Association Meeting” – Phillips Graduate Seminary, Tulsa (November 2004)
- Attended “Marketing and Demographic Analysis Workshop” - L105 (December 2004)
- Attended “Food Information on Dialog Seminar” – Online (April 2005)
- Attended “Fireworks Workshop” – L205 (May 2005)
- Member, American Library Association
- Member, American Theological Library Association
- Member, Mountain-Plains Library Association
- Member, Oklahoma Library Association
- Member, Internet Society
- Member, North American Patristics Society

Contributions to the Institution and Profession

- Member, Education Librarian Search Committee
- Member, Library Planning Committee
- Member, Library Homepage Subcommittee
- Member, Library Database Statistics Committee
- Member, CLIP Project Flash Group #1
- Co-coordinator, CLIP Project (under direction of Libraries director)
- Reference Department Co-coordinator
- Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences 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
- LHA manager, ProQuest database
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference schedule
- Coordinator, Reference materials funds/purchase requests
- Dialog online database coordinator and searcher
- Factiva online database coordinator and searcher
- Own and maintain 50+ web pages on the Library server
- Chair, University Animal Welfare Committee
- Member, Appellate Committee
- Maintain NSU's UAWC/IACUC organization web site

BEHNAM ETEMAD, INSTRUCTOR

NSU Muskogee Library Director

Scholarship of Application

ODL – American Memory, NSU, Tahlequah (September 26, 2003)

80th Anniversary of JVL as a Federal Depository, NSU, Tahlequah (September 26, 2003)

ODL HELEO – Web pages of the National Center for Health Statistics
NSU, Broken Arrow (October 30, 2003)

Millennium Workshop NSU, Tahlequah (January 6 & 7, 2004)

Microsoft PowerPoint, NSU, Tahlequah (February 19, 2004)

MLA- Managing Electronic Resources in Health Science Resources,
University of Oklahoma, College of Medicine, Tulsa (April 2, 2004)

Millennium Workshop, NSU, Tahlequah (April 20, 2004)

ODL-Computers & connectivity for public libraries (Spring 2004)
NSU Muskogee, Oklahoma

Millennium Workshop NSU, Tahlequah (May 27, 2004)

ALA annual conference, Orlando, FL (June 24-30, 2004)

Current Professional and Academic Association Membership

American Library Association

Professional Awards/Recognitions

Level VII Certificate as a Public Librarian (The highest level in the State of Oklahoma)

Performance of Non-Teaching Semi-Administrative or Administrative Duties

Supervision of all library operations and services on the Muskogee campus

Coordinating programs and activities with JVL and B.A. libraries

Editing NSU online databases handout for major programs offered at Muskogee campus

Harriett Hobbs
Assistant Professor of Library Services
Technical Services Librarian

C. Contributions to the Institution and Profession

University Committees:

Elected to University Appellate Committee (May 2003). Term expires Aug 2005.

Library Committees:

New Online System Committee

Chaired Y Collection Cataloging Task Force (June 2003)

Oklahoma Documents Task Force

Assisted with Fall 2003 & Spring 2004 Scholastic Book Fair

Chaired Search Committee for Technical Services Library Technician II & III
(April 2004)

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

Coordinator of Acquisition Team

Answered questions and provided training for library technicians

Met with Heckman bindery representative (March 30, 2004)

E. Workshops/Conferences Attended

Ebrary demonstration - NSU, July 24, 2003

SIGALO fall meeting, Norman, November 7, 2003

Millennium OPAC training - NSU, January 6, 2004

Millennium Cataloging training - NSU, January 8 & March 23, 2004

Team Building Workshop with Tere Feller & Barbara Abercrombie - NSU, March 10, 2004

Technical Services Retreat - Tahlequah, March 11, 2004

Millennium Acquisitions training - NSU, March 25, April 21 & May 25, 2004

Millennium Serials training - NSU, April 22 & May 26, 2004

**Jamie Holmes
Annual Report
March – June 2005**

Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

1. Co-taught 2 sessions covering copyright issues relevant to teachers
2. Taught 3 library instruction sessions (June 6, 7, 8)

B. Scholarly Activities

1. Scholarship of Teaching

- a. Began work outlining & designing a 16-module tutorial/course on information literacy skills.
- b. Attended “ITV Training.” Presented by Kip Finnegan, Coordinator of Academic Services, NSU’s Center for Teaching and Learning. May 25, 2005. This 2 hour, hands-on session introduced the technical components of the ITV system used in video-conferencing and distance teaching at NSU. Session 2, scheduled for June 1, 2005, will continue technical aspects and cover ITV course development.

2. Scholarship of Discovery

Research Projects

- a. Researched how low-literacy students read Web pages for use in designing effective online Information Literacy tutorials (CLIP routines).
- b. Studied multiple models for integrating Information Literacy across the curriculum.

3. Scholarship of Integration

Met with several members of the College of Education faculty to begin planning implementation of major-specific Information Literacy instruction.

4. Scholarship of Application

a. Attendance at workshops and seminars

- i. “Ordering Reality through Classification: Making the case for Tags and Folksonomies.” Presented by Sherri Vokey, UNLV Remote Services

Librarian. April 5, 2005. Armagosa Room, Lied Library, UNLV campus. Sponsored by the Professional Development Committee. This presentation looked at the recent emergence of tags and folksonomies on the web used for classification practices and addressing issues of multivocality by not adhering to the fixed representations that we find in traditional schemes.

ii. "Information Literacy Across the Curriculum: Using the Information Literacy Standards as a Blueprint for Strategic Curriculum Planning." Presented by ACRL/TLT group. Online Web cast, Thursdays, May 12, 19, 26. This series of one hour workshops presented valuable information on models of curriculum-wide implementation of ACRL's Information Literacy Standards. I also took part in 3 subsequent chat meetings and several email communiqués regarding the information provided.

iii. "Fireworks Workshop." Presented by Linda West, Head of Technical Services, John Vaughan Library, NSU. May 25, 2005. This one hour session showed how to use Macromedia Fireworks to add graphics to web pages.

b. Memberships in Professional, Honorary and Other Learned Societies

- i. American Library Association
- ii. National Education Association
- iii. Phi Kappa Phi Honor Society
- iv. Phi Delta Kappa International

c. Community Service

Presented "Reading to Your Children" to pre-school parents at Briggs Independent School District monthly meeting. March 10, 2005. Prepared handouts and power point presentation for parents; modeled appropriate read-aloud methods for parents.

C. Contributions to Institution and Profession

1. Created new *Services For Faculty* page for library website. Began April 12, 2005, completed June 1, 2005. Will provide ongoing maintenance of page.

2. Summarized "Information Literacy Across the Curriculum: Using the Information Literacy Standards as a Blueprint for Strategic Curriculum Planning," online workshop content, chat log and accompanying materials for library director and other reference/instruction personnel.

3. "Undergraduate Research Day." Showcase of top undergraduate research projects. April 19, 2005. Viewed the presentations and talked with student researchers and faculty mentors.
4. "Circle of Excellence Ceremony." Reception to honor 2004-2005 Circle of Excellence award winners in Research, Service and Teaching. April 28, 2005.
5. "Teacher Education Council." April 25, 2005. Attended spring meeting in order to become familiar with College of Education and other faculty on campus involved in preparing teachers. This meeting was followed by the Annual Public Forum.
6. "Hooray for Teachers! Extravaganza." Celebration and recognition of Teachers of the Year. Held in Muskogee on April 28, 2005. My goal in attending was to become acquainted with College of Education faculty and students on the NSU Muskogee campus.
7. "Putting Down Roots at NSU." Planting and spring clean-up. April 20, 2005. Raked the lawn in front of seminary hall for one hour.

Annual Report
Peggy Kaney, 2004/2005

Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

Taught 21 bibliographic instruction sessions (464 students)

Taught LIBM 4023 (Fall 2004, 3 credits, 25 students)

Taught OREI 1001 (Fall 2004, 1 credit, 30 students)

Taught ECED 4113 (Spring 2005, 3 credits, 22 students)

B. Scholarly Activities

1. Scholarship of teaching

Revised assignments for LIBM 4023 (Fall 2004), implementing new mixed media assignment and revising course webpage.

Taught ECED 4113 for the first time, revised assignments currently in use, involved students in off-site service learning experience.

Created bibliography, "Using storytelling with young children" to use in both LIBM 4023 and ECED 4113.

Scripted and edited tutorials for online library instruction.

2. Scholarship of Discovery

Presented pre-conference session: "Using Storytelling and Puppets to Enhance Literature" for Oklahoma Library Association annual conference, Norman, Oklahoma, March 2005.

Performed literature review in conjunction with Dr. Daros-Voseles on peer influence and learning.

3. Scholarship of Integration

Participated in cross-disciplinary committee involved in the design of an inter-departmental service learning course scheduled to be implemented Spring 2006.

4. Scholarship of Application

Presented various storytelling programs for local schools: Tahlequah Public Schools & Hulbert Public Schools.

Presented 2 in-service workshops on the use of storytelling, puppetry & literature for Muskogee Public Schools, Aug. 11, 2004 & Feb. 21, 2005.

Presented workshop for Oklahoma Department of Libraries, “Services to Children and Youth,” held at Pawhuska Public Library, Oct. 19, 2004.

Presented storytelling presentation for University of Oklahoma Festival of Books, Norman, Oklahoma, Oct. 23, 2004.

Presented workshop for Northeastern State University, Celebration of Teaching, “Survival Storytelling,” Feb. 24, 2005.

C. Contributions to the Institution and Profession

Reference Department (library)

Web Revision Committee (library—through Reference Dept)

Millenium Implementation Team (library—finished meeting summer 2004)

Library Coordination Meeting (library)

Access Services Department Meetings (library)

Care Committee (library)

ILLiad Implementation Team (library)

United Way Committee (university)

Faculty Council (university)

Faculty Development Committee (university)

Service Learning Committee (university—cross-discipline)

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

Direct supervision of 4 full-time staff members, and 1 part-time staff member.

Replacement hiring and training of 3 of the full-time staff members during 2004.

Guided major rearrangement project of Reserve area and Circulation, including the addition of a café in Circulation.

Led revision of student worker training with the addition of online CLIP tutorials.

Coordinated the ongoing implementation process for new ILL management program (ILLiad).

Chaired regular meetings of Access Services Department.

Pamela Louderback

Information Services Librarian: NSU Broken Arrow Library

Instructor: Graduate School, Library Media Services

Scholarly Activities

1.) Scholarship of Teaching

- Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials Summer 2003, Summer 2004.
- Developed syllabi for LIBM 5413 in coordination with Dr. Barbara Ray.
- Taught 21 bibliographic instruction sessions in various discipline specific areas.

2.) Scholarship of Discovery

- Began ED.D. in Higher Education at Oklahoma State University, Spring 2004.
- Working to develop a structured communication system of distribution media to alert NSU BA faculty of new library information resources and services.
- Attended workshop for development of (CLIP) library flash routines.
- Attended "EndNotes" software training, University of Tulsa, Spring 2004

3.) Scholarship of Integration

- Attended Oklahoma Higher Education Teaching and Learning Conference, April 2004.
- Numerous training sessions for the installation of the new Innovative Interface integrated library system, Spring 2004

4.) Scholarship of Application

- Oversee technical services and processing of library materials on the Broken Arrow campus.
- Oversee Document Delivery and Inter-Library Loan processes on the Broken Arrow campus.

Contributions to the Institution and Profession

- Local Arrangements Committee: Oklahoma Library Association Conference Spring 2004
- Member American Library Association
- Member Oklahoma Library Association
- Member Association of College and Research Libraries
- Member Oklahoma Conservation Congress
- Member American Serials Interest Group

Campus/Library Committees

- Chaired Employee Appreciation Week for the Broken Arrow Campus
- Member NSU BA library facility design committee.

**Faculty Activity Report
Faculty Activity Report
Professional File, 2004/2005**

**Sandra A. Martin
Instructor of Library Services
Health Sciences Resource Coordinator
Reference Librarian/User Services**

III. EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

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

- Optometry. New Residents Orientation.
- Optometry. 6111 Research Methodology.
- Optometry. 5203 Ocular Pharmacology.
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Clinical Faculty
- Nursing. 3003 Professional Nursing Role
- Nursing. 4293 Professional Nursing Synthesis
- Nursing. 3373 Community Mental Health Nursing
- Nursing. 4115 Community Health Nursing
- Nursing. 4103 Research in Nursing
- Psychology. 3573 Experimental Psychology
- Psychology. 3581 Experimental Psychology Lab
- Psychology. 5911 Applied Psychology Research
- Psychology. 4033 Behavioral Analysis & Management
- Speech-Language Pathology. 4543 Seminar in Individual Studies

B. Scholarly Activities

1. The Scholarship of Teaching

a. Improvements in tools for access to library resources

- i. Met regularly and collaborated with colleagues in the Oklahoma Health Sciences Library OVID Consortium to review and select new electronic resources. Maintained current subscriptions to CINAHL, Journals@OVID, and MD Consult with little or no increase in costs. Participated with the consortium in the review of new electronic book titles in Medicine, Nursing, and Pharmacology. Evaluated and selected new titles for current Stat!Ref subscription and evaluated and

- selected titles for new subscription to AccessMedicine collection. Added additional user license for MDConsult subscription in response to faculty requests and heavy use by Optometry residents and students.
- ii. In consultation with faculty and Associate Dean in College of Optometry, evaluated the library's Optometry book collection and updated and/or added new titles to bring it up to Association of Vision Science Librarians standards in preparation for accreditation review.
 - iii. Consulted with new program chair in Speech-Language Pathology program to evaluate the library's book collection in Speech and Language Disorders. Reviewed and selected titles to update and enhance the collection in preparation for accreditation review.
 - iv. Served as interim Resource Coordinator for Psychology & Counseling Department. Reviewed book collection, evaluated print and electronic titles, and consulted with faculty to order new print and audiovisual titles for the collection.
 - v. Continued to research new ways to improve speed of delivering journal articles not owned by the library to Optometry faculty and residents at remote sites.
 - vi. Consulted with other medical libraries and researched the use of Pay-Per-View to fill faculty and resident requests for articles in electronic journals not owned by the library
- b. **New course development and innovative teaching**
- i. Evaluated student and faculty feedback from the pilot test of online tutorials developed for the Nursing 3003 Professional Nursing Role class.
 - ii. Produced the script for three Flash tutorials for Nursing 3003 class that is taught online via Blackboard. Translated instructional face-to-face methodologies and content into a virtual learning interface that combined HTML documents and Flash movies.
 - iii. In response to positive feedback from students and faculty in the Nursing 3003 course, developed instruction and implemented Flash tutorials in four additional online Nursing courses, 4293, 3373, 4115, and 4103.
 - iv. Developed and taught new class for Speech-Language Pathology 4543 Seminar in Individual Studies on how to use electronic databases and journals from the library's web site for research papers and oral presentations.
 - v. Developed and taught four new classes for upper division and graduate students in Psychology & Counseling 3573, 3581, 5911 and 4033 on how to use electronic databases, journal and book collections for research papers and projects.

- c. Commendations
 - i. Received letter of commendation from the Chair of the Department of Health Professions and Nursing for development of online instruction and Flash tutorials that were integrated into five Blackboard courses during the Fall and Spring semesters.

2. The Scholarship of Discovery

a. Publications

Martin, Sandra A., Van Nostrand, Joyce A., and Mashburn, Diana. "Teaching at the point of need: Creating interactive CINAHL tutorials to integrate information literacy within a distance education nursing course". Submitted abstract for contributed paper. South Central Chapter/Medical Library Association 2005 annual meeting. May 27, 2005.

b. Research Projects

- i. Continued research in the use of new electronic tools that aggregate and deliver evidence-based information for clinical decision support. Reviewed and evaluated new versions of UptoDate and FirstConsult. Attended presentations at local and national professional meetings, met with colleagues, participated in electronic discussions.
- ii. Researched studies on how online medical information services impact the ability of medical students and physicians to resolve patient care questions and the resources that are most frequently adopted.

3. The Scholarship of Integration

a. Program Reviews

- i. Accreditation Council on Optometric Education (ACOE). College of Optometry. Prepared reports, packets, online demonstrations of resources, and participated in interview by the site visit team.
- ii. Accreditation Council on Optometric Education (ACOE). Residency in Cornea – Contact Lens. Provided reports, online demonstrations, tour, and participated in interview by the site visit team.
- iii. Speech-Language Pathology Self-Study. Provided reports to be included in the program's Self-Study documentation.

b. Commendations

- i. Received commendations in evaluation reports from the Accreditation Council on Optometric Education (ACOE)

Evaluation Team for the College of Optometry and the Accreditation Council on Optometric Education (ACOE)
Evaluation Team for the Residency in Cornea – Contact Lens.

c. Faculty Orientations

- i. Participated in New Faculty Library Orientation and prepared packets of information for new faculty in Optometry and Speech-Language Pathology.

d. Consultations

- i. Consulted and met regularly with faculty liaisons in Optometry, Nursing, and Speech-Language Pathology to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
- ii. Developed new web pages to improve access to the library's growing collection of electronic resources for Optometry, Nursing, and Speech-Language Pathology.
- iii. Conducted 72 specialized searches of electronic databases, journals, and books for faculty and residents in Optometry and Nursing. Delivered full text to faculty by email or took steps to expedite delivery of print documents that were not available electronically.
- iv. Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles by email to support patient care and publication needs.
- v. Worked with the subcommittee on Policies & Procedures to revise the Distance Learning Advisory Council's policies and procedures documents on the web. Collaborated with library faculty to develop a new section for Library Distance Education policies.
- vi. Chaired the library's Resources subcommittee and collaborated with library faculty and staff to develop a new library home page.
- vii. Gave presentation at the spring meeting of the Health Libraries of Eastern Oklahoma on the library's CLIP initiative and the integration of Flash tutorials in the Nursing curriculum.

4. The Scholarship of Application

a. Attendance at meetings of professional or scholarly organizations

- i. Oklahoma Health Sciences Library Association, Fall and Spring Meetings
- ii. Health Libraries of Eastern Oklahoma (HeLEO) Fall and Spring Meetings
- iii. Oklahoma Library Association Annual Conference

- iv. Association of Vision Science Librarians National Conference
- v. Medical Library Association National Conference
- vi. Regular meetings of the Oklahoma Health Sciences Library OVID Consortium
- b. Memberships in Professional, Honorary and Other Learned Societies**
 - i. Association of College and Research Libraries. Oklahoma Chapter
 - ii. Association of Vision Science Librarians
 - iii. Oklahoma Health Sciences Library Association
 - iv. Health Libraries of Eastern Oklahoma (HeLEO)
 - v. South Central Chapter. Medical Library Association
 - vi. Oklahoma Library Association
 - vii. Medical Library Association
- c. Community Service**
 - i. Provided database searches and reference assistance for the Oklahoma WildCare Foundation
- d. Short courses or seminars**
 - i. National Network of Libraries of Medicine**
 - i. Public Health on the Web**
 - ii. Medical Library Association**
 - i. Partnering for Public Health: Information, Librarians, and the Public Health Workforce**

C. Contributions to the Institution and Profession

1. Committee Service

- a. Library Care Committee
- b. Library Web Page Development Sub-Committee
- c. NSU Distance Learning Advisory Committee
 - i. Policies & Procedures Sub-Committee
- d. NSU Grievance Committee

ALLEN MCKIEL, ASSOCIATE PROFESSOR

A. EFFECTIVE CLASSROOM TEACHING

1. General Teaching Load

I generally like to teach at least one class per year 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 learning. 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 that promote the development of thought through social interaction. I still test and grade papers but lecture has given over to group discussions. The discussions, however, are controlled (scaffolded) 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 an audio 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.”

Organized and presented day long workshop, October 24, 2003 at NSU, Overview of CLIP, 32 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, November 19, 2003 at NSU, CLIP Content Workshop, 12 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, December 19, 2003 at NSU-BA, CLIP Flash Workshop, 23 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, February 27, 2004 at Rose State, CLIP Content Workshop, 12 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, February 27, 2004 at Rose State, CLIP Flash Workshop, 16 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, March 26, 2004 at UCO, CLIP Flash Workshop, 16 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, April 2, 2004 at UCO, CLIP Sound Forge and Flash Workshop, 8 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Overview, 60 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Technical Overview, 24 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Discussion, 16 participants from Oklahoma Academic Libraries.

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. The project is call CLIP—Cooperative Library Instruction Project. Twenty-three Flash modules have been created for library resources this year. Additional modules have been created explaining the benefits and methods of cooperatively creating instructional modules. I have organized and presented the CLIP concepts to Oklahoma librarians at seven workshops. I have also presented three sessions 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 Committee

Library Committees:

- Library Web Committee
- Library RFP Committee
- Library Tenure and Promotion Committee
- Library Technology Committee
- Library Strategic Planning Committee
- Library Millennium Implementation Committee (Chair)
- Library CLIP Committee (Chair)

State Committees:

- Oklahoma Council of Academic Library Directors
- OCALD Library Instruction Sub-committee (Co-Chair)

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;
- Systematic, comprehensive integration of library instruction into the curriculum through creating standardized online library CLIP tutorials using Flash technology;
- Implementing the new library system—Millennium;
- Reorganization of the use of work study positions;
- Creation of a café running out of the library circulation desk;

Tom Messner

Position: NSU BA Library Director

Status: Instructor, Graduate School, School Library Media Program

Scholarly Activities

1.) Scholarship of Teaching

- Bibliographic Instruction Sessions: Taught 32 library instruction classes on a variety of subject specific topics.
- Team taught LIBM 5123 Advanced Administration of the Library Media Center in the Fall of 2003 with Dr. Alan McKiel.

2.) Scholarship of Discovery

- Began working on ED.D. Higher Education at Oklahoma State University, Spring 2004
- Attended Oklahoma Higher Education Teaching and Learning Conference April 2004

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 charged with installing the new Innovative Interfaces System in Broken Arrow.

4.) Scholarship of Application

- Supervise all library operations and services on the BA campus.
- Selected to be a judge at the Winston School international high school solar science event, Dallas, Texas, July 2004.

Contributions to the Institution and Profession

- Local Arrangements Committee for 2004 Annual Oklahoma Library Association Conference, Tulsa, Oklahoma.
- Member Oklahoma Council of Academic Library Directors. Attended scheduled meetings 2003-2004.
- Beta Phi Mu (National Honor Society for Librarians).

Campus/Library Committees

- Chair NSU BA United Way committee
- Member NSU BA library facility design committee
- Member NSU BA Administrative Group
- Member NSU Libraries Web Committee
- Member NSU Libraries Integrated Library System Committee
- Various selection committees for departmental faculty positions.

Jackie M. Schumaker
Instructor of Library Services
Technical Services Librarian

B. Scholarly Activities
3. Scholarship of Integration

Contributed 59 original cataloging records to OCLC database
Enhanced 25 bibliographic records in OCLC by contributing call numbers
Provided for access to library materials by assigning 335 call numbers

C. Contributions to the Institution and Profession

University Committees:

Faculty Council
Campus Parking Committee
University Animal Welfare Committee

Library Committees:

Care Committee (June-August 2003)
New Online System Committee
Y Collection Cataloging Task Force (June 2003)
Oklahoma Documents Task Force
Assisted with Spring 2004 Scholastic Book Fair
Search Committee for Technical Services Library Technician II & III (April 2004)

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

Coordinator of Data Initiation Team
Monitored cataloging for accuracy and training needs
Served as Technical Services liaison for Government Publications
Answered questions and provided training for library technicians
Met with Heckman bindery representative (March 30, 2004)

E. Workshops/Conferences Attended

Millennium OPAC training - NSU, January 6, 2004
Millennium Cataloging training - NSU, January 8 & March 23, 2004
Team Building Workshop with Tere Feller & Barbara Abercrombie - NSU, March 10, 2004
Technical Services Retreat - Tahlequah, March 11, 2004
Millennium Circulation training - NSU, March 24 & April 20, 2004
Millennium Acquisitions training - NSU, March 25, April 21 & May 25, 2004
Millennium Serials training - NSU, April 22 & May 26, 2004

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.

Faculty Activity Report (June 2004 - May 2005)

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

Scholarly Activities

1. The Scholarship of Teaching and Learning
 - Provided and made available specialized library instruction for the departments of : Biology, Computing (CIS), Chemistry, Mathematics, Physics, General Science, and Physical Education.
 - Composed Powerpoint Tutorial for Biology Clip routine.
 - Revised and recompiled Wilson Flash routine.
 - Revised and recompiled Ebscohost Flash routine.
2. The Scholarship of Discovery
 - Learned Dreamweaver 2004 MX.
3. The Scholarship of Integration
 - Member, Oklahoma Library Association.
 - Member, American Library Association.
 - Member, Internet Society.
4. The Scholarship of Application
 - Attended Dreamweaver MX 2004 Workshop.
 - Attended Ebrary Presentation.
 - Attended U. S. Census Workshop.

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).
- Temporary Resource Coordinator for Health and Physical Education.
- Consultant to Library Technology Support.
- N.S.U. Linux User Group Sponsor.
- System Administrator, N.S.U. Linux User Group Network.
- Secretary, University Grievance Committee.
- Announcer, Honors and Awards Assembly.
- Member, University Student Honors and Awards Committee.
- Member, Library Database Statistics Committee.

- Member, Library Advanced Search Page Committee.
- Member, Library Reference Department Index Page Committee.
- Member, Library Home Page Web Subcommittee.
- Member, Library Clip Project Flash Group Number One.
- Member, Library Disaster Committee.
- Modified Blackwell Approval Plan for Math, Science, and Computing.
- Evaluated Macromedia Captivate Powerpoint to Flash Conversion software.
- Researched and advised concerning “Instant On” scanner purchased by library.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Instrumental role in exploring options and acquiring Chemical Abstracts and A.C.S Web Edition.
- Weeded mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials.
- Participated in new faculty orientation.

Linda H. West 2003/2004 Activity Report

Effective Classroom Teaching

2. Teaching Load by Semester

Spring 2004 LIBM 5413 Acquisition and Organization of Library Materials

Scholarly Activities

1. The Scholarship of Teaching

Revised components for LIBM 5413, online course on BlackBoard, Spring 2004

2. The Scholarship of Discovery

3. The Scholarship of Integration

Compiled and updated subject web pages for the Library website

Maintained Serials Solutions journal pages, quarterly

4. The Scholarship of Application

Introduced "Coffee Breaks with Technical Services", presented the new Library System to the library staff and answered questions.

Developed alternate forms for submitting questions through the Library Website

Worked on backlog of authority printouts - updated many records before the freeze of the VTLS catalog

C. Contribution to the Institution and the Profession

University Committees:

Faculty Council, delegate, Webmaster

Financial Aid Advisory Committee

World Wide Web Committee

Employee Appreciation Day--30 year notebooks (1 compiled)

Staff Grievance Committee (July 2003)

History Day Judge and Runoff Judge-April 6, 2004

Library Committees:

Chair, Library Web Committee

Library New Online System Committee

Millennium Implementation Committee

Chiefly responsible for migrating data to new online system

Designed custom Web OPAC displays

Web OPAC demonstrations for Library and Reference staff

Chair, Library Tenure and Promotion Committee

Library Technology Committee, member

Oklahoma Documents Task Force

Scholastic Book Fair, November 2003

National Library Week--Website publicity April 2004

Library Webmaster--page updates, usage statistics

Technical Services Entertainment Committee

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 statistics gathering, error reporting

Used WebTrends to recover corrupted entries and compile a log of uses.

Edited and transferred 20,000 NetLibrary records to the VTLS catalog

Generated program review information from VTLS for various disciplines

Issued Technical Services Newsletter (3 issues)

Reorganization of Technical Services, including planning and presenting a Retreat for

TS Planning, March 11, 2004

Workshops/Conferences attended:

Flash Introduction conference, NSU, October 24, 2003

Flash Training, Broken Arrow, December 19, 2003

12th Annual Innovative Users Group, Boston MA, April 1-4, 2004

Attended New Users Preconference

Sessions on Serials, Statistics, Authority Control, Course Reserves, etc.

Oklahoma Library Association, Annual Conference, Tulsa, April 14, 2004

Preconference on Dewey Decimal Classification Edition 22

Supports LIBM 5413

Innovative Millennium Online System training

January 6-8, March 23-25, April 20-22, May 25-27

SIGALO/OKULS Spring meeting, OCU, May 14, 2004

(Serials Interest Group for Academic Libraries in Oklahoma/Oklahoma Union List of Serials)

Other:

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

Woman to Woman conference committee

Graduate Woman Scholarship Committee

Girl Scouts

Served 300 volunteers at the annual RSVP banquet

Girl Scout training - level training, camping training

Junior Girl Scout Troop leader

Delegate to the Girl Scout Council Fall and Spring meetings

GrandView PTO - Brochure for Non-Event Fund Raiser

Article for local Audubon newsletter about the Great Backyard Bird Count, Feb. 15, 2004

Diversity in Community web pages

Tahlequah Community Playhouse

Concessions committee

Costume committee

Backstage help with Annie

Costumes for Aladdin

Susan Woitte, Instructor

Scholarly Activities 2004-5

The Scholarship of Teaching and Learning

- Arranged for guest speaker to instruct faculty on U.S. Census statistics.
- Designed and implemented a new Government Publications Department web page.
- Created a tutorial on federal government classification system.
- Edited several tutorials for other Librarians.
- Assisting in design of new library web page.
- Provided library instruction at the Reference Desk 5 hours a week.
- Taught students about government resources during 3 bibliographic instruction sessions.

The Scholarship of Discovery

- Initiated a research project to examine the effects on the NSU depository if the Government Printing Office eliminated print documents.

The Scholarship of Integration

- Member of Oklahoma Library Association.
- Hosted visit by Oklahoma Publications Clearinghouse Director.

The Scholarship of Application

- Attended Interagency Seminar for new Depository Librarians, Washington, DC June 2-9, 2004.
- Attended Metrodocs meeting, Oklahoma City, May 19, 2004.
- Attended Annual meeting of Federal Depository Librarians, Oklahoma City, November 10, 2004.
- Attended Dreamweaver workshop, November 17, 2004.
- Audited "Legal Research" class.

Contributions to the Institution and Profession

- Hired a work-study student to begin in Fall 2004, and a second work-study student to begin work in Spring 2005.
- Participated in campaign to raise state legislator's awareness of depository libraries.
- Participated in training of new Education Resource Coordinator.
- Took minutes for Reference meetings.
- Created a Collection Development Policy for the Government Publications Department.
- Weeded Oklahoma publications collection.
- Assisting with Oklahoma publications cataloging project.