



John Vaughan Library 2000-2001 Annual Report

Mission Statement

The primary mission of John Vaughan Library (JVL) is to support the educational, research and outreach objectives of the University by organizing and providing access to information resources—both on site and through remote access—and by promoting the necessary conditions for their effective use, organization and maintenance. Its secondary mission is to provide the same services to residents of the Eastern Oklahoma region.

—NSU NCA Self Study, John Vaughan Library. 2000

NCA Self Study

The faculty and staff of John Vaughan Library participated in a self study in the summer and fall of 2000 which contained the following elements—staff, services, facilities, access, materials budget, and technical services. The Association of College and Research Libraries (ACRL) Standards were also incorporated into the studies. Dean Bela Foltin used the library-wide studies to compile the report which was submitted to the NSU NCA Self-Study Committee. The detailed staff reports are a part of the “Materials in NCA Documents Room.”

Library Goals

- **Information and services to users, whenever and wherever they may be, will continue to expand and improve.**
- **The integrity and the growth of the physical collections, inasmuch as they are deemed essential to the teaching/learning/research processes, will not be compromised.**
- **Electronic resources will continue to be added as they gain importance in supporting the missions of the university and of the library.**
- **Efforts will continue towards developing an information literacy program as one of the outcome measures for graduates of the university.**
- **Additional resources for funding will continue to be explored to supplement the library budget.**

Objectives: The library will

- **acquire, organize and maintain a core collection of information resources, regardless of its format, to further the educational and research objectives of the university.**
- **contribute to the information literacy of students through its various library instruction programs.**
- **facilitate access to world-wide information resources as needed.**
- **provide competent, courteous and prompt assistance for its users.**
- **be open at hours reasonable and convenient for its users.**
- **provide an environment conducive to study and research.**
- **preserve the library’s collections for present and future users.**
- **provide services for its remote users.**
- **collect, preserve and service non-current university records through the archival and records management programs.**
- **deploy its budgetary resources in the most cost effective manner.**
- **provide information services for classroom and research projects of faculty students and staff.**
- **make government publications available to the citizens of Oklahoma.**

Personnel changes

Darren Tobey	Coordinator of Access Services	Replaced Mike Shehi who accepted a position in Bartlesville
Rickey Ray Johnson	Technical Support Specialist User Services Technician	Replaced Mike Shehi
Donna Ford	Technical Services Technician	Replaced Bonnie Tiner who resigned to stay at home
Rich Edwards	Systems Librarian	Replaced Renee Johnson who transferred from Technical Services
Unfilled	Reference/Health Sciences Coord.	Replaced Helen Hill who moved to Denver
Jeanette McQuitty	Interim Dean of Libraries	Replaced Jim Winterbottom who moved to Ontario Replaced Bela Foltin who is Library Director at Western Washington

Technical Services

Government Publications bar-coded

- 15,496 (2000-2001) Total GP bar-coded 93,411

Acquisitions Team:

- Processed orders in the amount of \$22,000 from library fee money added to reference budge.
- Received 2,500 approval plan books through the Blackwell plan for a total of \$101,000.
- Sent 2,181 claims compared to 861 in 1999-2000 for 230% the of average and a record for the last 12 years. Elizabeth Hamilton is placing most of the claims independently.

Data Initiation Team Cataloging Statistics: Total 5,432

• Monographs	2,370
• Approvals	2,325
• Curr Mats	280
• AV	127
• Music	68
• Original	22
• Serials	75
• Y Coll.	186

“The team had high productivity in most task areas and sponsored our many bar-coding projects...The shelf list is being dismantled...
On January 1, 2001 we stopped producing cards for every location except Special Collections, Y Collection and Genealogy.”

Quality Control:

- Withdrew 9,251 films, books, curriculum materials and other items—a twelve-year record.
- The annual “NSU textbooks for schools” brought in 30 area teachers from 26 schools who selected withdrawn curriculum materials for classroom use.

Coordination:

- Issued three quarterly reports to keep the library informed of progress and planning on special projects.
- Adopted a vision statement.
- Studied New work habits for the next millennium and Teamwork, the team member handbook.
- Director Linda West wrote a syllabus and prepared to teach *LIBM 5413, Acquisition and organization of library materials*.

Challenges for 2001-2002

- Determine changes with the EbscoHost service.
- Integrate Broken Arrow ordering and cataloging into procedures.
- Catalog the Oklahoma documents collection and electronic titles.
- Link EbscoHost holdings in catalog
- Barcode periodicals.

User Services

Statistics

Items used	50,815*
Newspapers, Journals/Microforms	28,547
Electronic searches by end-users	50,186
Interlibrary loan for NSU	2,047
Interlibrary from NSU	3,016
Electronic reserves	23,612
Reference questions	15,444
Special Collections questions	722
Muskogee Campus	3,191
Total Questions	19,357
Special Collections	
On campus patrons	942
Off campus patrons	430
Items used	4,783
Campus classes instructed	243
Outside classes	33
Number of persons	3,643
Documents delivered to campus offices	
Books	81
Articles	613
# of pages copied	5,436
Computer lab room 105 users	11,837
VTLS online public access catalog	
Remote searches	17,934
In library searches	67,655
Total searches	85,589

*Items used refers to both items circulated and items picked up.

Challenges 2001-2002

- Adopt a plan for integrating information literacy into the curriculum.
- Review all serial subscriptions and move toward a more electronic periodical collection to benefit all campuses.
- Review the NCA self study and work on quality improvement and plans for the future.
- Extend library hours to midnight Sunday-Thursday.

PR/Marketing

- Library provides a hospitality room for parents waiting for Campus Connections students in summer, 2000.
- Three User Services Newsletters are published: September <http://library.nsuok.edu/Us/Newsletter/sept2000.html>; November <http://library.nsuok.edu/Us/Newsletter/nov2000.html>; March <http://library.nsuok.edu/Us/Newsletter/march2001/march2001.html> (new look).
- Government Publications prepares and sends a public service announcement to all radio stations in the 2nd Congressional District.
- New Faculty Library Orientation is held on September 12 in the new computer lab/classroom.
- Reference Librarians/Resource Coordinators send out a Faculty Survey to determine those services of the greatest importance to faculty.
- A library information packet including a pencil inscribed with the reference help address is given to each freshman student in the College Strategies classes.
- Extended library hours are announced to begin immediately after spring break. An additional hour is added to the schedule Sunday -Thursday.
- National Library Week Activities include Scholastic Book Fair and Job Shadow Day for Muskogee High School students.
- The Faculty Library Survey reveals 6 areas of greatest importance to respondents: (1) Individual research assistance, (2) Collection development, (3) Workshops for faculty/electronic library resources, (4) One-hour credit classes to teach research skills, (5) Bibliographies of new library materials. Current contents service, current literature, (6) Course integrated library instruction sessions. Subject bibliographies.
- The library participates in Make a Difference Week by hosting the Day for Literacy (Teach a Tot) on January 18.
- Delores Sumner co-chairs the Symposium on the American Indian.

Services

- Furniture, computers and printers are purchased and installed in the library computer lab/instruction room. A full schedule of classes and open labs monitored by student workers begins

early in the fall semester.

- A decision is made to use the university's Blackboard server for electronic library reserves. The course documents component is used to provide electronic access to reserve materials 24-hours a day, 7-days a week, from any location. FASTT Grant funds are used to purchase a PC and a scanner for the reserve desk to complete the electronic library reserves project.
- Telephones installed on the third floor are programmed to automatically ring at the Circulation desk when the receiver is lifted.
- Circulation researches invoices at least 12-years old, and an administrative decision is made not to carry forward old debts.
- The Westlaw educational contract is changed to provide training passwords for Legal Studies students.
- Student lounge furnishings provide a popular place for reading, group study, eating, and sleeping.
- New photocopiers are installed which charge 15 cents per page, make change for bills up to \$20, and accept Access cards for 10 cent copies.
- The interlibrary loan micro printer is set up to send fax and e-mail directly to the patron from microfilm.
- Remote patron authentication is accomplished to provide access to restricted JVL databases. Instructions are posted on the Indexes page for setting up the home computer's browsing software (such as Netscape or Internet Explorer) to use the university server as a gateway or proxy.
- At year's end, the Oklahoma Department of Libraries announces that a committee made up of academic, public and school librarians has replaced the statewide database subscription from Infotrac to EBSCO.

Collections and Library Materials

- Resource Coordinators revise the Blackwell Approval Plan profiles. However, at year's end we are expected to go over our \$100,000.00 approval allocation.
- Government Publications completes the annual item selection on July 31.
- To alleviate a crisis in shelving space on the 3rd floor, a weeding plan is adopted. Holding shelves for weeded items are designated, books are shelved by call number, and a special status and location identify weeded items until records can be officially withdrawn from the catalog.

- A plan is adopted to proceed with a used book and record sale of withdrawn and gift items which have been stored in 2nd floor closed stacks. Each item is sold for 50 cents, and as of May 9, 2001 has earned \$663.50 for the purchase of new library materials. Items which are not sold are sent to recycle. Pat Merkley and Fay Simms volunteer to administer the used book sale after Jim Winterbottom resigns.
- A materials budget is proposed for the BA library. Electronic, reference and periodicals are selected, and retrospective lists from Blackwell are received.
- Scholastic Book Fair held in the fall and in the spring earns new books for the Y collection.
- Government Publications: Federal poster collection is weeded and bar-coded; current documents in the "new book display" are located on the first floor; collection maintenance projects undertaken and online catalog backlogs reduced or eliminated; 18,000 items are withdrawn during the fiscal year.

Instruction/CE

- The College Strategies presentation is revised with improved captured screens to look more like the Web pages the students search in the practice exercises.
- Room 118, the studio, is network wired for a backup classroom. A PC and a data projector are available for instruction.
- Three sections of LIBM 4611, Electronic Information Retrieval are taught by library faculty Gary Cheatham, Helen Hill and Jeanette McQuitty in the summer, fall and spring semesters.
- Sarah Archer and Katherine Ott write syllabi for School Library Media courses (*Information Resources and Services* and *Introduction to Librarianship*) in the College of Education.
- A library instruction forum is sponsored by the Reference Department. Some library faculty share their instruction methods and programs.
- Katherine Ott and Rich Edwards prepare to teach information literacy sections of the College Strategies Honors classes.
- Jeanette McQuitty makes a series of presentations on Information Literacy to Reference/RC based on the book "Working with Faculty to Design Undergraduate Information Literacy Programs."

Archives

- Archivist Vickie Sheffler, serving 4-year term on governor's Oklahoma Historic Records Advisory Board.
- Archivist Vickie Sheffler recertified by the Academy of Certified Archivists.
- Provided data for the North Central Association self-study reports from fall, 1991– .
- Held personal interviews with most of the Charter members of the Golden Redmen (special people connected with NSU and over 90 years of age).
- Researched Central Elementary School building history for Randy Underwood, principal, and Betty Pate, teacher.
- Produced a digitized list of all NSU graduates for the Alumni Association.
- Disaster Reaction Committee Vickie Sheffler and Connie Mnich worked with the following building problems:

1. 15, 16, 20 June: air handler leak [caused by a drainage hose which had somehow come out of the drain in the air handler at the top of the hold area.]
2. 8 August 2000: the old building, 1st floor was very hot; new air-conditioner had not yet been installed even though the new equipment had been in the building since December of 1999. It still has not been installed - 5 July 2001.]
3. 6 November 2000: a leak was discovered in the east wing hall; it appears to have been fixed.
4. 23 Jan 2001: heat problems on entire west side of building, 1st, 2nd, 3rd floors.
5. 29 Jan 2001: 3" on east side of lobby with heavy rain. Jack Barnhardt mopped up the water that had come in through the base of the floor. It has not occurred again since.
6. 1-2 February 2001: Charles Veith's office was cold – 55°; a valve was stuck open and someone from Physical Plant fixed it. Charles' office also had no lights. The electrician fixed it.
7. 8 March 2001: there was a heat problem again on the west side of building. Upon checking with Dennis Peterson, he stated that the air was off since they were installing a new filtering system.
8. 3 May 2001: mold was reported in room 219 due to frequent leaks from air handler as discussed above.

Temperature/humidity problems in the building are frequent. The temperature should not exceed 72° in the Library for the prevention of mold and mildew on materials and proper functioning of computers. Environmental conditions are even more essential for Archives and Special Collections. The temperature should not exceed 68° in those areas for preservation of rare, old and one-of-a-kind materials. Humidity levels over 50% also contribute greatly to the spread of mold. Humidity levels from late March until December are dangerously high for mold growth. For a secure, stable environment, the humidity level should not vary more than

2000-2001 Statistics

Patrons	2,563
Books	3,308
Microfilm	1,417
Newspapers	72
Yearbooks	108
Photos	606
Papers	15
Other	688
Total items used	6,214

**Archives & records 146.45 cu' ft.
added to collection**

Merging Archives and Special Collections

For several years, former Dean Bela Foltin has proposed merging Archives and Special Collections. Several locations have been proposed: (1) The second-floor southeast end of the old building where Special Collections is now housed is unsuitable unless the floor can be reinforced to load-bearing capacity for library shelving. (2) The south wing of the first floor has a steam tunnel under it and has been determined to be unsuitable by Archivist Vickie Sheffler and is probably the least desirable in terms of preservation of valuable special collections and archives. (3) We propose the library building's east wing as the most suitable location for Special Collections and Archives. In exchange for the east wing space, Student Advisement and Testing Services could use the entire south end of the second floor for office space. The Library's Curriculum Materials and Reserve Services would be housed on the south end of the first floor.

