

**Northeastern State University
Broken Arrow**

**Library
Annual Report
2007-2008**



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**Linda Summers
Library Tech III**

**Zack Thorp
Library Tech III**

May 31, 2008

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Mission Statement

The primary mission of the Library 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

The academic year 2007-2008 in review.

New Library Facility

The Grand Opening for the new Building E/ Library facility took place in May 2007 after a quick move from the previous Library location in Building A. Throughout the 2007-2008 academic year, the Library worked diligently to complete a large number of physical upgrades and projects that were not completed before the Grand Opening date.

Writing Center

This past fall, the Library worked closely with the staff of the NSU Writing Center to explore ways to increase student services by moving the current NSU BA Writing Center to a new location in Building E. The new location would add additional computer work stations and writing tutoring areas for students. Unfortunately, the necessary funding to complete the enhancement of Building E facilities was not forthcoming and the move has been temporarily postponed until new funding becomes available. The need for enhanced tutoring in writing and math has grown significantly over the past few years, and the needs of NSU's students must be addressed in the near future.

VITA Program

During the January- April, 2008 period, the NSU BA Library assisted with hosting the Volunteer Income Tax Assistance program. The VITA program on the NSU BA campus was administered by accounting instructors P.J. Gordon and Elizabeth Rabe with the assistance of a number of accounting and tax students from the NSU Business College. The Library benefited through additional public relations exposure to the general public, and the VITA program benefited from the availability of greater access to new and larger facilities to conduct the program. The program was rated very highly by those involved as the number of tax returns processed was greatly increased over previous years.

New Seating on Level One

New computer seating was added on the First Level that was less damaging to the tile floor in the area. In an effort to save limited dollars, the seating from the old Library facility was used in the new Building. Unfortunately, the old seating did not have rollers attached to the chair legs and the movement of the chairs around the computer stations caused the flooring to be severely scratched. The new seating is very attractive, comfortable, and less likely to cause floor damage.

New Student Services Information System Added

A new flat screen television was added during the spring 2008 to the Library's first floor open seating area. The system is programmed to display student services news and events important to students on the NSU BA campus. The system can also be used to promote library services and activities as they happen throughout the year. It system is tied into the central computing system and can display standard cable feeds as well as emergency broadcasting information should a campus emergency arise.

ITV Conference Room

Fall 2007 brought the completion of the equipment installation of the Polycom Interactive Television (ITV) equipment in the Library conference room. The conference room facilities are used by the NSU BA faculty to conduct meetings as well as offer classes between campuses. The facilities ITV capabilities save the University thousands of dollars per year in travel expenses as faculty and staff attend meetings “virtually”. Graduate level classes and other small groups find the facilities very useful as the arrangement is more conducive to learning than the larger, less intimate classroom settings available on campus.

This coming year, the Library will be upgrading the peripherals supporting the ITV system with new wireless keyboards and mice so enable easier control from anywhere within the conference room. Additionally, the Library will be investigating the addition of a document camera to allow greater information sharing capabilities.

New Display Cases Added

To enhance the promotional activities of the NSU BA Library, four new stand alone display cases were added to the first floor entrance area. The displays offer a wonderful venue for promoting the varied activities, people, and products of NSU. This past fall, a number of NSU faculty and administrators were highlighted for their outstanding contributions to NSU. This spring, the art works of a variety of NSU’s students and faculty from the Tahlequah campus were highlighted. These displays add an inspirational dimension to the Library and help showcase the import work of NSU.

Personnel Changes

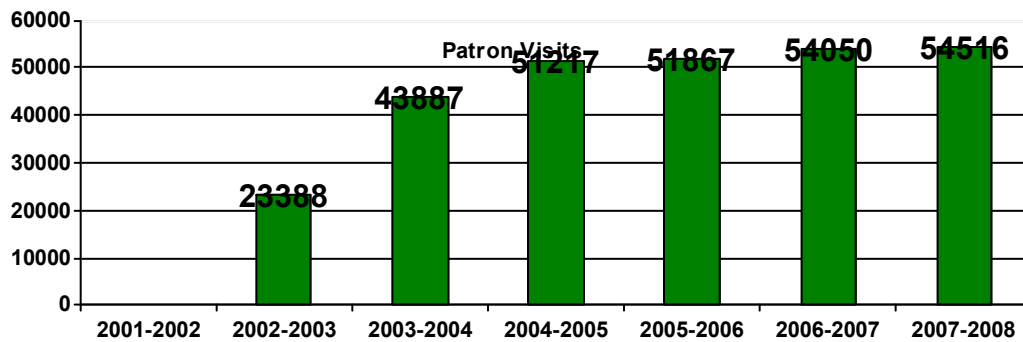
Mr. Tom Rink

Tom Rink joined the NSU BA Library staff as the Instruction Librarian and Resource Coordinator for the College of Liberal Arts and Professional Studies on November 1, 2007. In 2007, Tom retired from the Tulsa Police Department after 25 years of public service. During his tenure there, Tom was responsible for establishing the first library for the TPD. Tom holds a Masters in Library and Information Science from the University of Oklahoma, and is especially active on the national level in the Special Libraries Association.

Access Services

One of the issues that the library was concerned about this year was the impact that the move to the new location would have on the number of students and faculty that visit the library. For years, patrons have become accustomed to using the Building A Library facility. The new Building E facility, while convenient, is located out of the normal traffic flow of the campus. Signage across campus has not been updated as of this spring, with the old signage directing patrons to the old facility. While not a perfect scenario, patrons did indeed find their way to Building E and the Library with the help of a great deal of marketing activity by the Library staff. The data reported here is estimated because a new patron counter could not be installed on the main entrance to the Library in time to make an accurate count of patron entrances. As such,

data collected on the 2nd floor entrance was used to roughly estimate the number of total patron entrances. A very conservative estimate was calculated that projected that approximately the same number of patrons entered the Library facility this year as last. By the Fall of 2008, an updated system will have been installed that will more accurately monitor patron entrances.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Patron Count	n/a	23388	43887	51217	51867	54050	54516

Interlibrary Loan Services

Use of NSUBA Library's Interlibrary Loan and Document Delivery services has continued to increase over the past fiscal year. The total number of transactions for the period of July 2007 – June 2008 was 1,613 (787 DD & 826 ILL), which is an 11% increase from the previous year's reported total of 1,455. The number of Document Delivery transactions is down by 102, but it should be noted that time on task for processing those requests is roughly half of that of processing ILL requests. Due to the significant increase in the number of ILL transactions (up 234) this year, the department didn't slow down at all. The increase in ILL activity is partially due to the number of lending transactions nearly doubling (from 53 last year to 98 this year), but more non-returnable borrowing transactions also contributed to the increase significantly (from 246 to 496).

The department continues to bring positive experiences to NSUBA Library patrons, as well as to other libraries. Patrons report that their experience with regard to communication and wait time for items often exceeds their expectations. Numerous comments from patrons praising the professionalism, efficiency and attitude of the departmental staff have been documented. From an email received following service,

Linda and Jamie,

I just wanted to let you know I got the document as you said I would. Also,

I wanted to say thank you for the service you provide. Until this semester I had never used the ILL service and had rarely used the NSU library at all. However, I have been 100% happy with the service. You do outstanding work and make life easier for all of us struggling to get research done. Thanks for helping. My perception of the NSU library has changed completely because of the hard work you do and the quick, convenient help you provide.

More libraries around the country are noting and taking advantage of the Library's collection of very current monographs. The increase in lending has led to more reciprocal relationships with libraries outside of the standard regional borrowing groups, thereby increasing the department's ability to obtain requested items for our patrons for no additional fee.

In January, staffing situations in the library required that the day to day hands-on activities of the department be primarily carried out by Linda Summers, the Library Technician III; previously, responsibility for daily operations had been shared by her and Jamie Holmes, the librarian supervising the department. Ms. Summers successfully revised processes to further improve the department's efficiency. Improvements in the organization of the work area and changes in some procedures resulted in a more streamlined process, with less waste of time and resources.

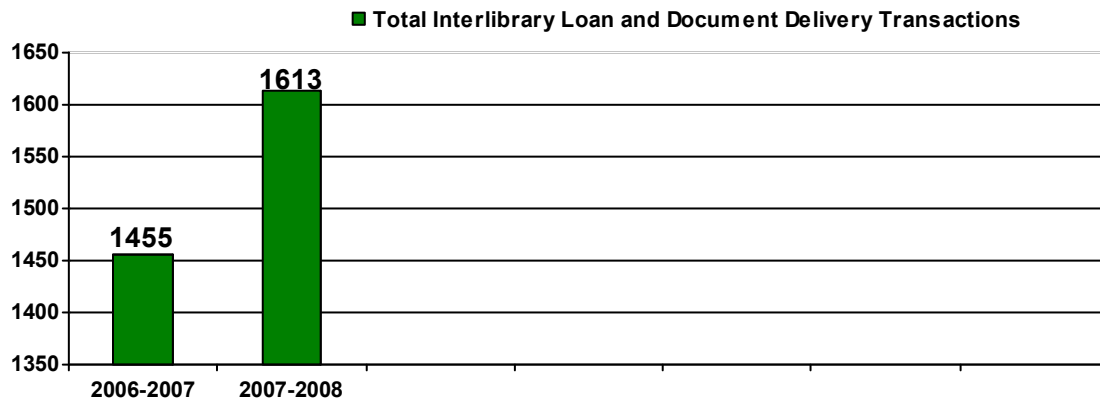
Both Holmes and Summers attended a session at the Oklahoma Library Association Annual Conference entitled, "ILLiad: Up Close and Personal," and came away with a better understanding of how the system can work to produce valuable reports that could inform decisions regarding budgeting and collection development, just to name a few. They also took away many ideas for further improving the online forms and the system interface itself, and they plan to implement those before and during the fall 2008 semester.

	Year	
	2006-07	2007-08
Document Delivery Returnables (Books, videos, etc.)		
Total Borrowed	495	450
Total Lent	51	35
Document Delivery Non-returnables (articles, etc.)		
Total Borrowed	342	302
Total Lent	1	0
Document Delivery Total (including Unfilled)	889	787
Interlibrary Loan Returnables (Books, videos, etc.)		
Total Borrowed	267	232
Total Lent	45	85
Interlibrary Loan Non-returnables (articles, etc.)		
Total Borrowed	246	496
Total Lent	8	13
ILL Total (including unfilled)	566	826

Total ILL and Doc. Delivery Trans. (includes unfilled)

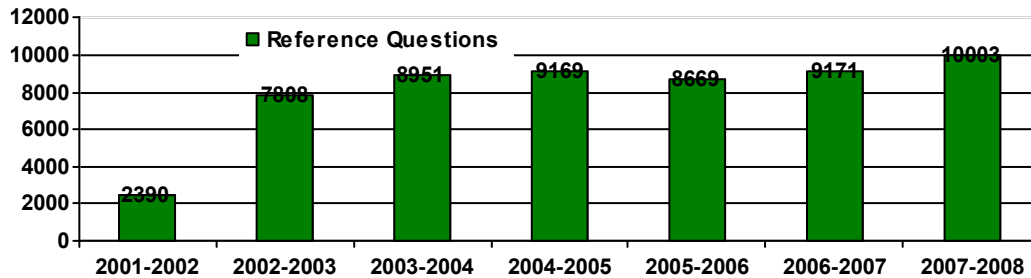
1455

1613



Reference Services

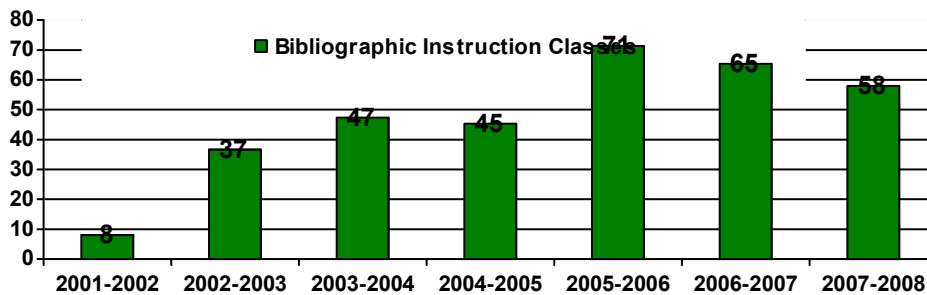
The number of recorded patron usages of the Reference desk reached an all time high this year. The new record slightly exceeded 10,000 usages of Reference Services this year for the first time. Tom Rink reworked the Reference statistics collection sheets to better document the types of questions and assistance help patrons ask for. The new data will help the library understand the type of information patrons need as well as the staffing levels needed to fulfill service needs throughout the day, evening, and work week.



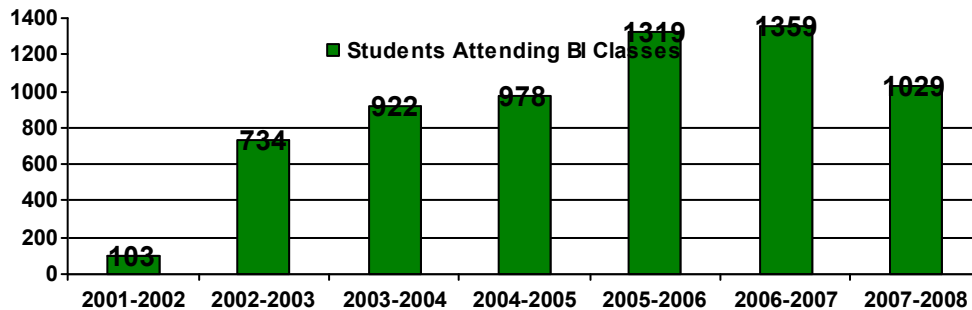
Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Reference Questions	2390	7808	8951	9169	8669	9171	10003

NSU BA Library Education

Over the past year, both the number of instruction sessions offered and the number of students attending library instruction classes in Broken Arrow declined. Because library instruction is such a critical component of the mission of the Library, we will be looking for ways to increase our performance in this area over the next year. One potential reason the numbers showed declines this past year, was the impact of reduced NSU BA library faculty at critical times during the fall 2007 and spring 2008 semesters. Throughout the year, the Library was short at least one library faculty member to address the instruction needs of the NSU BA departments. Lacking sufficient staffing, the numbers of library instruction classes offered and the number of students exposed to instruction classes declined. Hopefully, full staffing for the NSU BA Library will be forthcoming early in the fall 2008 semester, and the instruction numbers should improve over the next year.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Instruction Classes	8	37	47	45	71	65	58



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-2008
Students attend.	103	734	922	978	1319	1359	1029

Instruction Sessions NSU BA Library 2007-2008

June, 2007

Mon, June 4

LIBM 5013 (Pamela Louderback)

9:00 am-10:00 am, 20 students

Tue, Jun 5

LIBM 5413 (Pamela Louderback)

2:45 pm-4:00 pm, 20 students

Wed, June 6

READ 5113, Elias (Tom Messner)

11:00am-12:00pm, 4 students

Thurs, June 7

Ed. Research, Cronk (Jamie Holmes)

1:30pm-4:20pm, 5 students

LIBM 5413, (Jamie Holmes)

9:00am-11:40am, 5 students

Wed, June 13

LIBM 5013, (Jamie Holmes)

9:00am-10:00am, 7 students

Early Childhood Ed., Da Ros Voseles, (Tom Messner)

10:30am-11:00 am, 7 students

Wed, Jun 20

Dr. Morgan-PSYCH 5283 (Tom Messner)

4:30pm – 5:30pm, 30 students

Wed, June 27

Longacre, TCC Comp 1, (Jamie Holmes)

7:30pm-8:50pm, 9 students

August, 2007

Wed, Aug 15,

Morgan/PSYC 3233/(Pamela Louderback)

12:15pm – 1:15pm, 17 students

Thu, Aug 16

McDowell Cell Biology/(Tom Messner)

9:30am – 10:30am, 22 students

Thu, Aug 16

McDowell/Cell Biology/(Tom Messner)

11:30am – 12:30pm, 22 students

Thu, Aug 16

Cassity/EDUC5143/(Jamie Holmes)

8:30pm – 9:30pm, 13 students

Tue, Aug 21

Fillmore/ECED 5903/(Jamie Holmes)

8:30pm – 9:30pm, 10 students

Wed, Aug 22

Swanson/Reading/(Tom Messner)

10:30am – 11:30am, 22

Wed, Aug 22

Dr. Woods/Medical Microbiology/(Tom Messner)

3:30pm – 4:30pm, 25 students

Thu, Aug 23

Bentley/ENG 5033/ (Pamela Louderback)

4:30pm – 5:30pm, 13 students

Mon, Aug 27

Robe/ACCT 3123/(Tom Messner)

2pm – 3pm, 21 students

Tue, Aug 28

Swanson/Reading/(Tom Messner)

10:30am – 11:30am, 24 students

Tue, Aug 28

Swanson/Reading/(Tom Messner)

3pm – 4pm, 24 students

Wed, Aug 29

ECED4313 Legnon/(Jamie Holmes)

4:30pm – 6:00pm, 25 students

September, 2007

Wed, Sep 5

Rabe/Cont. Bus. Analysis/ACCT 3123/(Tom Messner)

5:30pm – 6:30pm, 36 students

Wed, Sep 5
Kwok/FIN 3326/Investments/(Tom Messner)
6:55pm – 7:55pm, 20 students

Thu, Sep 6
Voseles/CRJ 3413/(Pamela Louderback)
7:20pm – 9:20pm, 17 students

Mon, Sep 10
ECED4313 Legnon/(Jamie Holmes)
9:00am – 10:30am, 20 students

Wed, Sep 12
LIBM4023 Muret/ (Jamie Holmes)
4:30pm – 6:00pm, 19 students

Mon, Sep 17
ELED 4323-Adair/(Jamie Holmes)
10:00am – 11:40am, 28 students

EDUC 5103-Watson/(Jamie Holmes)
4:30pm – 7:00pm, 22 students

Thu, Sep 20
ECED4113/Eaton/(Jamie Holmes)
4:30pm – 7:00pm, 10 students

Thu, Sep 27
SOWK 4613/Guess/(Pamela Louderback)
4:30pm – 6:00pm, 28 students

October, 2007

Mon, Oct 8
PSYC5003/L Sanders/(Jamie Holmes)
4:30pm – 7:00pm, 12 students

Wed, Oct 10
LIBM5513 /Kymes/(Jamie Holmes)
4:30pm – 7:00pm, 8 students

Thu, Oct 11
Kasty France/COMP2/TCC/(Tom Messner)
10:30am – 12:00pm, 10 students

Tue, Oct 16

PSYC4223/Sanders, /(Jamie Holmes)

7:30pm – 10:00pm, 20 students

Wed, Oct 24

ELED 4323/ Holcomb/ (Jamie Holmes)

14 Students

November, 2007

Wed, Nov 28,

SOWK 4313 Summers, (Tom Messner and Pamela Louderback)

9:00am – 11:40am, 22 students

SOWK 4313 Summers, (Tom Messner and Pamela Louderback)

4:30pm- 7:10pm, 15 students

January

Thu Jan 10

Dr. Gordon, Tax Class (Tom Messner)

E110 6:30pm – 8pm, 20 Students

Dr. Gordon, Tax Class (Tom Messner)

E110 8:30pm – 10:30pm, 20 Students

Mon Jan 14

Dr. Gordon, Tax Class (Tom Messner)

E110 12:30pm – 2:30pm, 20 Students

Tue Jan 15

BIOL3124, McDowell (Tom Rink)

E110 4pm – 5:30pm, 24 students

BIOL3124, McDowell (Tom Rink)

6pm – 7:30pm 24 students

Wed Jan 16

EDUC5143/Cassity/BI (Jamie Holmes)

E110 6pm – 7:30pm, 4 students

Tue Jan 22

ECED4313/Legnon/BI (Jamie Holmes)

E110 1pm – 3pm

Developing Early Childhood Programs - 18 students

Mon Jan 28

PSYC5023/Sanders,K./BI (Jamie Holmes)

E110 4:30pm – 6pm, 16 students

Thu Jan 31

Walden/Business Policy/BI/(Tom Messner)

E110 5:30pm – 7pm 26 students

EDUC5103-Watson/Fries-BI (Jamie Holmes)

E110 7pm – 10pm BI for Ed Research (online tutorial) 12 students

February, 2008

Mon Feb 4

CRJ 5413 Legal Analysis -David Madden/ (Pamela Louderback)

E110 4:30pm – 6pm, 25 students

Tue Feb 5

READ4043/Swanson/BI (Jamie Holmes)

E110 3pm – 4pm, 20 students

Thu Feb 7

Robe/ Contemporary Business Analysis/ (Tom Messner)

E110 7pm – 9pm, 35 students

Mon Feb 11

READ4043/Swanson/BI (Jamie Holmes)

E110 3pm – 4pm, 14 students

Wed Feb 13

Graden Napier - Debate Team

E110 9am – 2pm

Basic research techniques - how to use the databases, etc /9 students

Tue Feb 19

ENGL 3083 Dr. Bentley, Technical Writing, (Tom Rink)

E110 1pm – 2:30pm, 11 Students

Crockett/ Business Strategy BI/(Tom Messner)

E110 5:30pm – 8:30pm, 20 students

March, 2008

Mon Mar 10

PSYC4223/Sanders,L./BI (Jamie Holmes)

4:30pm – 7pm, 18 students

Thu Mar 13

Orientation, tour, and BI for TCC Adjunct (COMP 2) (Tom Rink)

9am – 10:30am, 9 students

Mon Mar 24

Social Work Policy Julie Summers/BI/ (Tom Rink)

9am – 12pm, 26 students

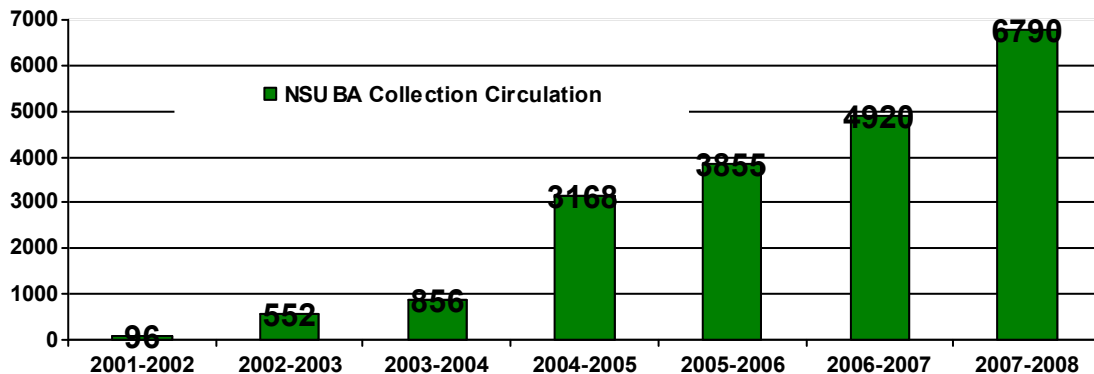
Fri Mar 28

ELED4323/Legnon/BI (Jamie Holmes)

E110 10am – 11:30 am, 12 students

NSU BA Library Circulation

The need for print library books and media resources continues to grow in spite of a common misguided belief that the end of the print book is just around the corner. I am happy to report that the number of “circulations” of library materials jumped dramatically this year to a record 6790 items. That level is roughly two items per enrolled student on the NSU BA campus. Wide availability of online resources is absolutely vital to fulfill the research needs of our students and faculty. Even so, print and physical media materials will continue to be required resources well into the distant future. The Library must find ways to ensure that the information resources our students and faculty want and need are acquired regardless of format.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
BA Circulation	96	552	856	3168	3855	4920	6790

NSU BA Technical Services Activities

The primary mission of the Library 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. Cataloging tasks are central to service provision for the NSU Library and community.

Cataloging Department Personnel:

Pamela Louderback was the Cataloging Department supervisor, and Zac Thorp served as Technical Services assistant providing support in pre-order searching of gifts and adding second copy materials onto III. Processing of materials was performed by three student workers and one institutional student employee. This sole institutional student position was recently upgraded to a part-time employee status.

Goals for 2007/2008:

1. Increase cataloging output. *(2007/08)*
2. Improve maintenance/organization of collection, primarily of Y Collection. *(2007/08)*
3. Enhance/develop collection through gift acquisition *(2007/08)*

The first goal was met primarily through cataloging of multiple-item sets. Cataloging decreased during the second half of the year due to my assuming responsibility for library operations in the absence of the Director. The second goal, of improving the maintenance/organization of the overall collection was met, due, in part, to the addition of two additional student workers during the spring 2008 semester. Stacks maintenance schedules for all students were produced. The third goal, to enhance/develop the collection through gift acquisition, was met due to the receipt of three significant gifts. One substantial gift consisted of 302 Gale reference publications valued at over \$40,000. Two additional gifts consisted of American Indian materials including over 400 books and 50 multimedia/audiovisual items.

Monographic Cataloging:

Monographic production for Broken Arrow was 300; six approval titles were cataloged. Monographic production by JVL for Broken Arrow was 936.

Curriculum Materials:

Curriculum materials for the Broken Arrow campus were cataloged by Pamela; 24 titles were cataloged, with 149 print and multimedia volumes/pieces. Curriculum materials production by JVL for the Broken Arrow campus was 82 titles, with 569 print volumes.

AV/Music:

One DVD was cataloged for Broken Arrow. An additional 73 A V items were cataloged by JVL for Broken Arrow.

Serials:

A total of 32 serial titles and 8 periodical titles were added to Broken Arrow; JVL produced 76 serials titles for Broken Arrow.

Y Collection:

Five items were cataloged at Broken Arrow. An additional 216 were cataloged by JVL staff for Broken Arrow.

Broken Arrow Cataloging:

Pamela Louderback did approximately 32% of the Broken Arrow cataloging. The rest of the Broken Arrow cataloging was done on the Tahlequah campus by Jenifer, Jeanne, Donna, Jackie, Lou Ann, Harriett, and Linda. 1,096 new titles were added for Broken Arrow this year.

Processing:

1,035 new items were labeled and processed for Broken Arrow. Processing of selected materials that needed new labels and/or new jacket covers was also performed on a regular basis.

Projects:

The Curriculum Materials section was enhanced to incorporate relocation and re-labeling of oversized materials to a newly constructed Oversized area.

The department continued to design public book displays. Past displays included: banned books, materials on African-American themes, materials on American Indian themes, and Pulitzer Prize winners. Current display: Staff picks.

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Pamela, Jenifer, Donna, Jeanne, Jackie, Lou Ann, Samantha	638
Curriculum materials	Pamela, Jenifer	82
Y Collection	Pamela, Jenifer, Jeanne, Lou Ann, Jackie	216
Serials & Periodicals	Pamela, Harriett, Jeanne	84
AV (other than music)	Pamela, Jackie, Jenifer	52

Music	Linda	1
Maps/Globes	Jackie	1
Machine readable	Pamela, Jenifer	20
Original	Jackie	1

NSU BA Technical Services Goals for 2008/2009:

The Cataloging Department goal for 2008/2009 is to eliminate current backlogs, with special emphasis on:

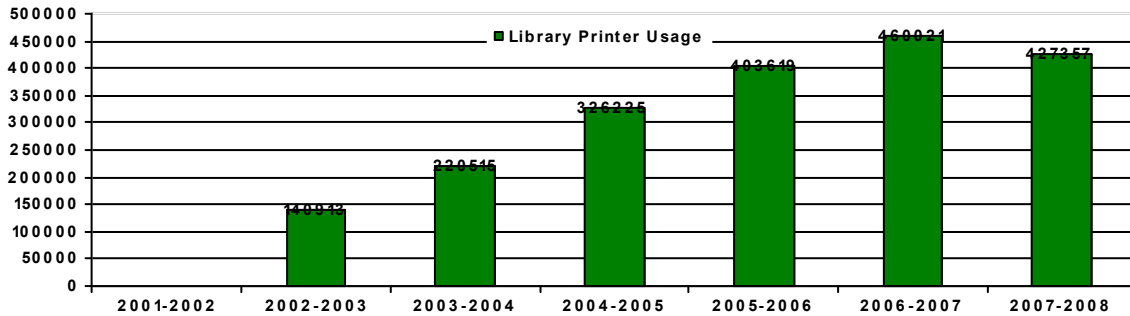
1. D. Agent and R. Hail American Indian gift
(Summer 2008-Fall 2008; goal of 15 titles per month)
2. Oklahoma Geological Survey bulletins *(Spring 2009; goal of 15 titles per month)*
3. Curriculum Materials OSU-Tulsa gift *(Fall 2008)*

Additional Cataloging Department goals for 2008/2009 include:

4. Develop student manual *(Fall 2008)*
5. Create student training modules *(Fall 2008-Spring 2009)*

NSU BA Library Printing

Printing within the Library experienced the first year over year decline which was a bit surprising. The drop off in total printed pages was less than ten percent and was like due to increased offerings of computer lab space on campus. Building G was added this past year and houses two very large open computer labs for student use. Another likely reason the page counts were slightly lower may have been early problems with the new Library print server which prevented widespread printing last summer. We do expect that printing within the Library will increase slightly over the next twelve months as the Library systems become wider known, and more reliable.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Printer Usage	na	140913	220515	326225	403619	460021	427357

Conclusion

The 2007-2008 academic year brought tremendous change to the NSU- BA with the opening of the new Building E facility in May 2007. The past year has been filled with a tremendous amount of activity and energy. The NSU BA faculty and staff have outperformed themselves again by fulfilling their personal duties and responsibilities and at the same time covering a continued shortage of staff. Most the fall 2007, the Library worked to cover an empty instruction librarian position, and throughout the spring 2008, the staff covered reference and other scheduled duties for Tom Messner as he spread his activities between campuses as the Interim Director of Libraries. We hope to see the NSU BA Library back to a full staffing level this fall with added student worker availability to cover increased service demand. We truly appreciate the dedication of the great NSU BA Library faculty and staff who go above and beyond the call of duty every day.

Most of the construction and installation activities that were not completed before the new facility open in May 2007 have now been completed. Only a few building/install projects remain and those should be completed this fall. The budgetary outlook for the coming year is cloudy at best. The library will likely continue to experience limited budgets and at the same time see increased costs for standard operating expenses. We will have to be even more conservative in our expenditures to be sure that we place our scarce resources in areas that have the greatest positive impact on the services and resources that we provide and our students and faculty need.

The instruction staff will continue to upgrade and explore new methods of ensuring that our students become “information literate” before they graduate. The Library’s role in the provision of information literacy instruction will take on a greater role as we go forward and address our national educational standards.

In assessing our activities and services from the data we collect and report, the major trends generally indicate a continuous increase in the demand for, and provision of, Library services. Areas that have not increased will be reviewed to better understand why increases that

were expected were not attained. We will review these results and make changes to ensure that we are growing in the areas that best meet our patron needs. 2007-2008 was a historic year for the NSU BA Library and the faculty and staff looks forward to meeting the exciting opportunities and challenges that lay before us all.

Status of 2007- 2008 Library Goals and Objectives

Status of Library Goals and Objectives for 2007-2008	<u>No Progress</u>	<u>Ongoing</u>	<u>Completed</u>
<p>The library intends to pursue the following new goals and objectives.</p>			
<p><u>Goal:</u> Use the new Library to maximum capacity. <u>Objective:</u> Create an updated marketing plan for the library. <u>Objective:</u> Promote library resources, services, programs at a greater level.</p>		<p>x x</p>	
<p><u>Goal:</u> Train and integrate new Tech III. <u>Objective:</u> Work with the current library staff to train the new Tech III (Zack Thorp).</p>		<p>x</p>	
<p><u>Goal:</u> Explore avenues to enhance library resource collections <u>Objective:</u> Work closely with the State Textbook depositories such as JVL and OSU Tulsa to enhance the Curriculum collection. <u>Objective:</u> Look at ways to provide faster/better/ easier access to online resources we already subscribe to. <u>Objective:</u> Work with the NSU Foundation Center to establish a NSU BA Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.</p>		<p>x x</p>	<p>x</p>
<p><u>Goal:</u> Increase communication and cooperation with other campus departments. <u>Objective:</u> Work with all the various constituents to bring the Writing Center to Building E to cooperate in providing services and share facilities.</p>	<p>x</p>		
<p><u>Goal:</u> Totally revise current library web page. <u>Objective:</u> Design and develop a new main library webpage that more closely integrates with JVL . <u>Objective:</u> Design, develop, and publish secondary resource pages and place them on the main library server.</p>		<p>x</p>	<p>x</p>
<p><u>Goal:</u> Explore and evaluate feasibility of adding new library services. <u>Objective:</u> Explore the possibility of cooperatively instituting a new Adult literacy program in Broken Arrow in conjunction with the Reading Department. <u>Objective:</u> Explore external funding opportunities to finance additional programming.</p>	<p>x</p>	<p>x</p>	
<p><u>Goal:</u> Explore feasibility of digital library initiatives. <u>Objective:</u> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.</p>		<p>x</p>	

New/ Updated Library Goals and Objectives 2008- 2009

Library Goals and Objectives for 2008-2009	<u>No Progress</u>	<u>Ongoing</u>	<u>Completed</u>
<p>The library intends to pursue the following new goals and objectives.</p> <p><u>Goal:</u> Work with all campuses to develop and new Strategic Plan for the NSU Libraries. <u>Objective:</u> Update the strategic plan for the NSU BA Library.</p> <p><u>Goal:</u> Use the new Library to maximum capacity. <u>Objective:</u> Create an updated marketing plan for the library. <u>Objective:</u> Promote library resources, services, programs at a greater level by Utilizing new displays and new campus TV.</p> <p><u>Goal:</u> Maintain full staffing for BA Library. <u>Objective:</u> Return to full staffing of Faculty, staff, and student workers.</p> <p><u>Goal:</u> Explore avenues to enhance library resource collections <u>Objective:</u> Look at ways to provide faster/better/ easier access to online resources we already subscribe to. <u>Objective:</u> Work with the new Development Committee and NSU Foundation Center to establish a NSU BA Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.</p> <p><u>Goal:</u> Increase communication and cooperation with other campus departments. <u>Objective:</u> Work with all the various constituents to bring the Writing Center to Building E to cooperate in providing services and share facilities. <u>Objective:</u> Work with the Center for Teaching and Learning to expand their presence in Building E.</p> <p><u>Goal:</u> Totally revise current library web page. <u>Objective:</u> Design, develop, and publish secondary resource pages and place them on the main library server in an organized file structure.</p> <p><u>Goal:</u> Explore and evaluate feasibility of adding new library services. <u>Objective:</u> Explore the possibility of cooperatively instituting program in Broken Arrow in conjunction with other NSU Departments. <u>Objective:</u> Explore external funding opportunities with the new Development Committee to finance additional programming.</p> <p><u>Goal:</u> Explore feasibility of digital library initiatives. <u>Objective:</u> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.</p>			

Jamie Holmes
Annual Report
June 2006 – May 2007
Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

1. **General Teaching Load:** Taught LIBM5013 (graduate, 8 students) and LIBM4611 (undergraduate, 14 students)
2. **Teaching Load by Semester:** Summer Session I (June 2007) – taught LIBM5013, a 3-credit graduate level course, Introduction to Librarianship, NSU – Broken Arrow campus;
-Spring Semester 2008 – taught LIBM4611, a 1-credit undergraduate level elective course, Electronic Information Retrieval, NSU – online using Blackboard Course Management System.
4. **Supervision:** As part of the reference team, supervised six undergraduate students at the reference desk.
5. **Workshops:** Conducted 3 library instruction sessions for education/psychology classes, and 1 library instruction session for composition class (Summer 2007). Of these, 3 were graduate level courses.

Conducted 14 library instruction sessions for education/psychology classes Fall 2007. Of these, six were graduate level courses in higher education, education or psychology.

Conducted seven library instruction sessions for education/psychology classes Spring 2008. The content of one additional planned session was covered in a custom online tutorial due to weather cancellations. Of the eight sessions taught, three were graduate level.

6. **General teaching philosophy:** The most effective way to help adults learn new skills and concepts is to offer experiences that allow them to see something, hear about it, try doing it, and then process what happened through discussion or written reflection.

B. Scholarly Activities

1. Scholarship of Teaching

a. Successfully evaluated and revised two online library instruction tutorials using Camtasia; implemented in two undergraduate courses Fall 2007.

b. Created a short “just in time” learning module for using library databases to find articles to replace face to face library instruction sessions for several sections of educational psychology; the Camtasia tutorial was linked from library web site and from within the content management system of various ed. Psyc courses, Fall 2007, with access continuing Spring 2008.

- c. Using research-based pedagogy, revised content of and taught a one credit elective online course within the Curriculum & Instruction department, “Electronic Information Retrieval” (Spring 2008).
- d. Developed a project using a blog to teach one-shot library instruction sessions; the blog posts frame library related tasks into ‘challenges’ students must work together as teams to overcome. Students record their results in the form of a comment to the post and subsequent whole-class discussion of those comments drives further learning and deeper understanding of the skills and concepts (Winter/Spring/Summer 2007, 2008).
- e. Started development of a wiki, <http://survivingthelibrary.pbwiki.com/>, intended to work with the blog by providing a place students can go during and after the session to get tips about using library resources effectively (Work in Progress, Spring/Summer 2008).
- f. Provided individual research assistance, by appointment, to various undergraduate and graduate students on no less than five documented occasions (Fall 2007 and Spring 2008).
- g. Updated and maintained a minimum of 15 online research guides to accompany and supplement instruction sessions (Fall 2007 and Spring 2008).

2. Scholarship of Discovery

- a. Cooperatively created and presented “Blogging at NSUBA Library,” a power point and poster to show the various ways blogs have been used for internal and external communication, as well as instruction, within and beyond the NSUBA Library and NSU Libraries; Oklahoma Library Association Annual Conference in Tulsa, OK, on April 22, 2008.
- b. Presented “Survivor Library: A Fun Approach to Library Instruction” at the Library Orientation Exchange of the West Annual Conference, held at the University of Nevada, Las Vegas, on June 4-6, 2008.
- c. Proposal submitted and accepted (Feb 2008) to present blog-wiki based library instruction project at the Annual Brick-n-Click Conference, to be held at Northwest Missouri University, on November 7, 2008.
- d. Proposal submitted (April 2008) to present “Blogging at NSUBA Library” at The Internet Librarian 2008, a national conference to be held in October, 2008, in Monterrey, CA; acceptance is pending.
- e. Began work on an article, title pending, outlining the various ways blogs have been used in improving communication and instruction at the NSUBA Library.
- f. Created a brochure outlining a professional development service being offered statewide by the Community of Oklahoma Instruction Librarians (COIL), of which I am current Chair.
- g. Maintained membership in professional organizations, and regularly read articles pertaining to librarianship and information literacy to keep up with current best practices.
- h. Presented "Moving Info-Lit from Classroom to Cyberspace" at COIL Summer Workshop - NSU BA, July 27, 2007.

- i. Successfully completed the Online Instructor Course, offered by the Northeastern State University Center for Teaching & Learning. Feb. 2008 – April 2008.

3. Scholarship of Integration

Planned content for and hosted the Community of Oklahoma Instruction Librarians (COIL) Annual Summer workshop (July 27, 2007).

Served as Leadership Development Co-Chair for Leadership Broken Arrow, Class of 2008. This included planning and delivering short activities (1 per month) designed to improve leadership skills of LBA students.

Participated in NSU's first Faculty Learning Group, "Podcasting." This group met once per month (Sept – May) to collaborate and discuss ongoing projects using podcasting techniques and software.

Participated in (and served as facilitator for) NSU's first Faculty Book Club. *Classroom Assessment Techniques*. Six bi-weekly meetings, Jan - April, 2008.

4. Scholarship of Application

a. Attendance at workshops and seminars

- i. Participated in an effort to create a new interest group of the Oklahoma Chapter of the Association of College & Research Libraries (OK-ACRL). The Digital Services Interest Group (DSIG) planning team met September 11, 2007, and three subsequent content meetings followed: October 25, 2007; January 24, 2008; March 27, 2008.

- ii. Attended all presentations of "Unconventional Info-Lit in Action: Where Weird Meets Worthy," the 2007 Annual COIL Summer Workshop. July 27, 2007. Northeastern State University, Broken Arrow.

- iii. Attended several presentations at the Oklahoma Library Association Annual Conference, including "ILLiad: Up Close & Personal;" "Preparing the 21st Century Learner;" and "Weed Whacking in the Academic Library." April 22 and 23, 2007. Southern Hills Marriott, Tulsa, OK.

- iv. Attended several presentations at the 2008 Oklahoma Higher Education Teaching and Learning Conference, including "Introduction to Adobe Photoshop;" "Using Screenbook Maker to Create Tutorials;" "Reach Higher: Transitioning Returning Adult Learners to Online Courses;" and "Using Rubrics as Advance organizers for Teaching Action Research Methodology." April 9 & 10, 2008. Northeastern State University, Center for Teaching & Learning, Tahlequah, OK.

v. Attended several presentations at the 2008 Library Orientation Exchange of the West Conference, including “A Library of Learning Objects: Teaching Tools to Quickly Tailor Instruction and Meet Class Needs;” “The Students are the Stars: Making a (Subversively Instructional) Interactive Movie;” “It Came from Hollywood: Using Popular Media to Illustration Information Literacy Concepts in the Classroom;” “Improving the Odds for Success: Using Standardized Assessment to Improve Library Instruction for Communication Studies Students;” “Developing a Flash Game to Teach Information Literacy Skills;” and “The Library Arcade.” June 4 – 6, 2007. University of Nevada, Las Vegas, Las Vegas, Nevada.

b. Memberships in Professional, Honorary and Other Learned Societies

- i. American Library Association and Association of College and Research Libraries
- ii. Oklahoma Library Association and OK-ACRL
- iii. National Education Association
- iv. Phi Kappa Phi Honor Society
- v. Phi Delta Kappa International & Tahlequah Chapter
- vi. Council for Oklahoma Information Literacy, Secretary (2006); Chair-Elect (2007); Chair (2008)

c. Community Service

- i. Served as Leadership Development Co-Chair for Leadership Broken Arrow, Sept. 2007 – May 2008.
- ii. Served as board member of Big Brothers Big Sisters of Green Country, OK., (Sept. 2007 – Feb. 2008).

C. Contributions to Institution and Profession

- 1. Presented an overview of library services available to faculty during Fall Orientation for new faculty (8/13/07)
- 2. Provide ongoing maintenance of the *Services For Faculty, College of Education &* (4) individual department pages on the library website and class web pages for student reference housed on my personal Arapaho web space.
- 3. Participated in the NSU John Vaughan Library annual serials review process Spring 2008.
- 4. Supervised library technician who provides Document Delivery services for the Broken Arrow campus and Interlibrary Loan requests (borrowing and lending) for the Broken Arrow branch library.
- 5. Provided reference and technical assistance to patrons daily, worked the circulation and reserve desk, supervised student workers and worked to ensure smooth operation of all library services as part of the Broken Arrow library team.

6. Served on university committees: Scholarship of Teaching and Learning, Distance Education Sub-Committee for online course standards; and library committees: Instruction (Chair, Spring 2008).
7. Attended be-monthly meetings of the Community of Oklahoma Instruction Librarians (COIL).
8. Helped organize a team of NSUBA students and employees to walk in the Susan B. Komen Race for the Cure. September 15, 2007. Tulsa, OK.

D. Performance of Administrative Duties

1. Supervise one full time library technician.
2. Provide oversight and supervision to the Interlibrary Services department in the Broken Arrow Campus Library

LIBRARY FACULTY ANNUAL REVIEW

Pamela Louderback, Information Services Librarian (Broken Arrow Campus)

Fiscal Year: 2007-2008.

III. Evidence of Meeting Tenure and Promotion Criteria.

A. Effective Classroom Teaching and Administrative Assignments.

5. Workshops, Institutes, and Short Courses taught if not a part of regular load.

LIBRARY INSTRUCTION (face-to-face lectures, when requested by faculty).

Taught 6 classes, reaching a total of 122 students.

August 15, 2007 PSYC 3233 Industrial and Organizational Psychology (Prof. Morgan). 20 students

August 23, 2007 ENGL 5033 Graduate Research and Writing (Dr. Bentley). 20 students

September 6, 2007 CRJ 3413 Legal Research and Writing (Mr. Voseles). 17 students

September 27, 2007 SOWK 4613 Human Division and Social Work (Ms. Guess) 28 students

February 4, 2008 CRJ 5413 Legal Analysis (Mr. Madden) 25 students

February 13, 2008 High School Debate Team (Mr. Napier) 12 students

B. Scholarly Activities.

1. The Scholarship of Teaching.

- Adjunct Professor, Oklahoma Wesleyan University, Quantitative Research for MBAs, May-June 2008

- Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials, June-July 2007

- Information Services Librarian/Instructor in Library Services, NSU Broken Arrow Library (Acting Director)

2. The Scholarship of Discovery.

- Doctoral program, Higher Education Administration, Oklahoma State University, Graduated Spring 2008
- Oklahoma Higher Education Teaching and Learning Conference (NSU Tahlequah), April 10-11, 2008
- Performance Appraisal Workshop, (NSUBA), April 2, 2008
- E-book Reader Workshop (Tulsa Community College), April 1, 2008.
- *Working Effectively with Tribal Governments*, webinar, Bureau of Indian Affairs update, March 29, 2008.
- *Connexion 2.1* upgrade training, March 19, 2008
- OSU Research Symposium and Research Scholar Conference (Stillwater), February 20-22, 2008
- Book Repair Seminar (KAPCO), live demonstration during Dr. Barbara Ray's class, February 19, 2008.
- KAMM Lecture: *DREAM On: Higher Education, Immigration, and National Security*, (OSU, Stillwater), February 19, 2008.

- Time and attendance training, NFocus system (NSUBA), February 14, 2008
- *Education online: redesign of course development and management processes.* Webinar, InnovateOnline, January 10, 2008

B. Scholarly Activities.

2. The Scholarship of Discovery. (Continued.)

- *How technology has changed the way students view both linguistic conventions and the etiquette of instructor-student relations.* Webinar, InnovateOnline, December 11, 2007
- Special Topics-Multivariate trends in Adult Education (OSU-Tulsa), August-October, 2007
- COIL Summer workshop (NSUBA), July 27, 2007

3. The Scholarship of Integration.

- Blogging on the NSUBA Library.
- Blogging on NSUBA Librariantics.
- Created a resource-sharing wiki to help facilitate the collaborative efforts of the Collection Development committee that I Chair. The wiki was used as a template for all other subsequent library wikis
- Maintained faculty webpage.
- E-Reserve training for TCC-North Campus staff, March 17, 2008

4. The Scholarship of Application.

- *Pacific Rim First Year in Higher Education 11th Annual Conference, Hobart Tasmania, June 29-July 2, 2008.*
- Presentation, *Web 2.0: Practical Application, Blogging in the Library*, Oklahoma Library Association (Tulsa),
- Paper presentation: *Experiential Learning: Best Practices*, RMERA Conference, Tarleton State University (Granbury, TX), October 23-24, 2007.

6. Publications

- *Comparison of the predictive validity of traditional intellectual measures and sociocultural factors on American Indian student academic achievement.* Doctoral Dissertation, OSU, College of Education, 2008. Nominated Dissertation of the Year.

C. Contributions to the Institution and Profession.

1. Committee Service.

- Faculty Council, Library Representative
- Reference/Resource Coordinator (Library).
- Collection Development Committee, Chair (Library).
 - Charged with developing Allocation/Budget model and future recommendations for multi-campus collection development
 - March 2008-present; 2-3 hours per week.
- Digitization Committee (Library)

- Employee Appreciation Week Committee (Broken Arrow Campus), Chair, February-March, 2008.
- United Way Campaign (Broken Arrow Campus), Chair

4. Committee assignments in professional organizations.

7. Special university, college, or departmental coordinator or other service foundations.

NSU – BROKEN ARROW, LIBRARY

- Emergency Response Coordinator, Building E (April 2008 -present).
- Faculty Handbook Review Committee, December 2007-May 2008

8. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.

NSU – BROKEN ARROW

- Serve as mentor to three doctoral candidates

D. Performance of non-teaching semi-administrative or administrative duties.

NSU – BROKEN ARROW, LIBRARY.

- Assume responsibility for all library operations in the absence of the Director
- Provide leadership and mentoring for employees; supervise 2 professional librarians, technical services paraprofessional staff and 6 student workers
- Create and implement staff development plans to improve performance
- Recommend personnel actions, such as appointment, promotion, and dismissal
- Create and maintain reference desk schedule for all library staff
- Oversee training of student employees
- Work with support faculty in their roles as teachers and scholars
- Evaluate and develop print/non-print collection
- Propose/monitor book and serials budget and funding strategy to enhance and support the mission of the libraries and the campus
- Provide reference and technical assistance
 - Staff reference desks (includes circulation functions/responsibilities), daily (2-3 hours per day; 12-15 hours per week).
 - Collect and maintain departmental statistics
- Establish procedures and standards to ensure access to materials and resources that meet current and anticipated information needs of stakeholders
- Catalog monographs and serials using OCLC, AACR2R, LC subjects and classification and the local VTLS online system
- Create and maintain serial records, check-in serial/periodical/newspaper materials using bibliographic utilities (OCLC) and the local VTLS online system
- Create and maintain NSU BA summary holdings information through the OCLC Union List system

- Develop teaching material for student/staff bibliographic instruction of online periodical databases
- Create and maintain Webpage design for NSU BA Library webpage
- Edit library blogs

Updated 05/27/08

Library Faculty Activities 2007-2008

Tom Messner

Position: NSU BA Library Director

Position: Interim Director of NSU Libraries

Status: Instructor, Library Services, non-tenured

Summary:

- Planned and opened the current 36,000 sq. ft. NSU BA Library/classroom facility (2007)
- Coordinated the planning and provision of high quality cooperative Library services, resources, and operations across all NSU campuses
- System-wide budget planning, financial development, and support

1. Scholarship of Teaching

Classes taught 2007-2008:

Date	Instructor	Class	# of Students
June 6, 2007	Elias	READ 5113	4
June 13, 2007	Da Ros Voseles	Early Childhood Ed.	7
June 20, 2007	Morgan	PSYC 5283	30
Aug 16, 2007	McDowell	Cell Biology	18
Aug 16, 2007	McDowell	Cell Biology	22
Aug 22, 2007	Woods	Medical Microbiology	25
Aug 22, 2007	Swanson	Reading	20
Aug 22, 2007	Swanson	Reading	19
Aug 27, 2007	Rabe	ACCT 3123	21
Aug 28, 2007	Swanson	Reading	24
Aug 28, 2007	Swanson	Reading	18
Sep 5, 2007	Rabe	ACCT 3123	36
Sep 5, 2007	Kwok	FIN 3326/Investments	24
Oct 11, 2007	Kasty France	COMP2/TCC	10
Nov 28, 2007	Summers	SOWK 4313	22
Nov 28, 2007	Summers	SOWK 4313	22
Jan 10, 2008	Gordon	Tax	20
Jan 10, 2008	Gordon	Fraud	20
Jan 14, 2008	Gordon	Tax	20
Jan 22, 2008	Shapiro	International Mktg	30
Jan 31, 2008	Walden	Business Policy	26
Feb 7, 2008	Rabe	Contemp. Business Anal.	35
Feb 19, 2008	Crockett	Business Strategy	20

NSU Websites maintained:

NSU BA Library: <http://library.nsuok.edu/nsuba/index.html>

Library Resource and Research Guides Maintained:

http://library.nsuok.edu/nsuba/research_guides.html

2. Scholarship of Discovery

2007-2008 Grants currently in participations:

- *Successfully Completing College: Developing Integrated Information Literacy Skills*: AT&T grant in cooperation with: East Central University (Lead institution)- Ada, Oklahoma; Cameron University- Lawton, Oklahoma; Langston University- Langston, Oklahoma; Northwestern Oklahoma State University- Alva, Oklahoma; Panhandle State University- Goodwell, Oklahoma; Southeastern Oklahoma State University- Durant, Oklahoma

2007-2008 Grants submitted and yet to be awarded:

- *Preservation Assistance Grants for Smaller Institutions*: National Endowment for the Humanities

3. Scholarship of Integration

- Library Design Consultant: Janice and Charles Drake Library. Oklahoma Wesleyan, Bartlesville, Oklahoma

4. Scholarship of Application

Oklahoma Council of Academic Library Directors (Approx. monthly meetings)

Oklahoma Library Association Annual Conference (April 21-23, 2008)

Webmaster: Grimes Elementary School, Tulsa, Oklahoma :

<http://arapaho.nsuok.edu/~messner/grimes%20web%20page/Grimes/Grimes.htm>

C. Contributions to the Institution and Profession

University Councils and Committees

- Academic Council
- Administration Council
- NSU Library Committee
- Strategic Planning Committee
- NSU BA Administrator Group
- Learning Management System Selection Committee

Library Committees

- Library Administrative Group
- Library Web Committee
- Library Development Committee
- Library Strategic Planning Committee
- NSU BA Selection Committee (2007 Instruction Librarian Position)

Other University Coordinator Activities

- Emergency Preparedness
 - *Building Coordinator John Vaughan Library
 - *Building Coordinator NSU BA Library Building E
- Employee Giving/ NSU Centennial Campaign: NSU Libraries Campaign Coordinator

Professional Memberships

- Oklahoma Library Association
- Oklahoma Council of Academic Library Directors
- Beta Phi Mu (National Honor Society for Library and Information Science)

Select Memberships

- Broken Arrow Chamber of Commerce
- Boy Scouts of America

LIBRARY FACULTY ANNUAL REVIEW

Tom Rink, Instruction Librarian (Broken Arrow Campus)

Partial year: Nov 7, 2007- May2008

III. Evidence of Meeting Tenure and Promotion Criteria.

C. Effective Classroom Teaching.

6. Workshops, Institutes, and Short Courses taught if not a part of regular load.

LIBRARY INSTRUCTION (face-to-face lectures, when requested by faculty).

Taught 11 classes, reaching a total of 195 students.

November 28, 2007	SOWK 4313	Social Work Research (Prof. Summers).
November 28, 2007	SOWK 4313	Social Work Research (Prof. Summers, 2 nd session).
January 15, 2008	BIOL 3124	Cell Biology (Dr. McDowell).
January 15, 2008	BIOL 3124	Cell Biology (Dr. McDowell, 2 nd session).
February 4, 2008	CR J 4513	Legal Analysis (Prof. Madden). [Observed Pamela.]
February 6, 2008	CR J 5253	Crime Policy (Dr. Keller).
February 11, 2008	SOWK 4633	Family/Child Welfare Services (Prof. Zoellner).
February 19, 2008	ENGL 3083	Technical Writing (Dr. Bentley).
March 24, 2008	SOWK 4863	Social Policy (Prof. Summers).
March 24, 2008	OU-Tulsa	Foundations in Library Science (Dr. Martens).
April 3, 2008	CR J 3545	Criminal Justice Computer Applications (Prof. Hall).

D. Scholarly Activities.

1. The Scholarship of Teaching.

- Updated bibliography.
 - SOWK 4873 (Human Behavior in the Social Environment II).
 - Dr. Poole. [December 15, 2007.]
- Updated bibliography.
 - SOWK 4962 (Senior Seminar).
 - Dr. Poole. [December 15, 2007.]
- Produced bibliography.
 - SOWK 4751 (Stress Management).
 - Dr. Poole. [January 2, 2008.]

2. The Scholarship of Discovery.

- Leadership Summit (Special Libraries Association).
 - Leadership training and networking.
 - January 20, through January 26, 2008.
- IBIS World training/demo (webinar).
 - New database for business information.
 - 2:00 PM, February 12, 2008. (1 hour.)
- Wilson WebEx CT training (webinar).
 - Highlighted new features and provided training.
 - 1:00 PM, February 14, 2008. (1 hour.)
- Book Repair Seminar (KAPCO).
 - Live demonstration during Dr. Ray's class.

- 4:30 PM, February 19, 2008. (2½ hours.)

B. Scholarly Activities.

2. The Scholarship of Discovery. (Continued.)

- Ethics 101 webinar (Special Libraries Association).
 - Outline of the Ethics Ambassador Program.
 - 2:00 PM, March 6, 2008. (1½ hours.)
- Working Effectively with Tribal Governments webinar
 - Bureau of Indian Affairs update.
 - 3:00 PM, March 26, 2008. (1½ hours.)
- E-book Reader Workshop (Tulsa Community College).
 - Live hands-on demonstration with four different brands of readers.
 - 1:00 PM, April 1, 2008. (2 hours.)
- Fundraising Campaign training session (Tulsa Chamber of Commerce).
 - Mandatory training for new volunteers.
 - 8:00 AM, April 3, 2008. (2 hours.)
- Presentation Skills (Special Libraries Association).
 - Online training course (“Course of the Month.”)
 - 3:30 PM, May 9, 2008. (1 hour.)
- Specialized Collections at OU (OK Chapter of SLA)
 - Tours of specialized collections/libraries at OU (Engineering Library, Charles M. Russell Collection, Fred Jones Museum of Art).
 - 9:00 AM, May 16, 2008. (6 hours.)
- Annual Conference (*Special Libraries Association*). (Upcoming conference.)
 - *Professional development, continuing education, leadership training, and networking opportunities.*
 - *June 12, through June 19, 2008.*

3. The Scholarship of Integration.

- Blogging on the NSUBA Library (9 posts).
- Blogging on NSUBA Librariantics (19 posts).
- Created a wiki (sidebar to an existing page) to help facilitate the collaborative efforts of the committee that I Chair.
- Designed and uploaded a faculty web page to Arapaho. (A work in progress.)
 - <http://arapaho.nsuok.edu/%7Erink/>

5. The Scholarship of Application.

SPECIAL LIBRARIES ASSOCIATION (SLA)

- Currently serve on the Board of Directors (two-year, elected term began January 1, 2008).
 - Division Cabinet Chair-Elect (liaise with Divisional Units and plan and execute leadership training).
 - Monthly Board conference calls (1 hour per call).
 - Monthly Leadership Training planning calls (1 hour per call).

B. Scholarly Activities.

4. The Scholarship of Application. (Continued.)

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Monthly Centennial Commission Conference Planning conference calls (1 hour per call).
- Served on the SLA Professional Development Advisory Council (term ended January 1, 2008).
 - Monthly planning conference calls (1 hour per call).
- Attended SLA's Leadership Summit (January 20, through January 26, 2008).
 - Board Meetings (Division Cabinet Chair-Elect) – Executive Session as well as Open Session.
 - Planned and assisted with execution of activities associated with the Leadership Summit.
- Moderated the leadership training webinar for Division Chairs.
 - 10:30 AM, February 21, 2008. (1 hour.)
- Moderated the leadership training webinar for Webmasters.
 - 10:30 AM, February 25, 2008; (1 hour.)
- Moderated the leadership training webinar for Bulletin Editors.
 - 10:30 AM, February 26, 2008; (1 hour.)
- Moderated the leadership training webinar for Membership Chairs.
 - 10:30 AM, February 28, 2008; (1 hour.)
- Moderated the leadership training webinar for Treasurers.
 - 10:30 AM, March 7, 2008; (1 hour.)
- Attended the SLA Board Retreat (March 9, through March 12, 2008).
 - Assisted with scenario planning for the Association.
- Attended SLA's Annual Conference (June 12, through June 19, 2008).
 - Board Meetings (Division Cabinet Chair-Elect) – Executive Session as well as Open Sessions.
 - Planned and assisted with execution of activities associated with the Leadership Development Institute.

GREEN COUNTRY KNOWLEDGE AND INFORMATION PROFESSIONALS SOCIETY (GC-KIP).

- Currently serve as Secretary on the Executive Board (March 2007 to present).
 - Quarterly Board Meetings (2 hours per meeting).

COMMUNITY OF OKLAHOMA INSTRUCTION LIBRARIANS (COIL).

- Attended annual business meeting (Weatherford, OK).
 - 1:00 PM, November 30, 2007. (1½ hours, full-day counting travel time.)

C. Contributions to the Institution and Profession (last five years).

1. Committee Service.

- Reference Committee (Library).
 - Keeping up-to-date with general Reference issues.
 - November 2007 to present; meets occasionally, 1-2 hours per meeting.

C. Contributions to the Institution and Profession (last five years).

1. Committee Service. (Continued.)

- Library Instruction Committee (Library).

- Charged with developing an Information Literacy course for possible future insertion into the curriculum as a General Education requirement.
- March 2008 to present; 2-3 hours per week.
- Professional Issues Committee, Chair (Library).
 - Charged with addressing professional issues, reviewing existing procedures, recommend changes.
 - March 2008 to present; 2-3 hours per week.
- Assessment Committee (Library).
 - Charged with examining current assessments and to make recommendations for future assessments.
 - March 2008 to present; Minimal time commitment for now (this committee has not yet met).
- Strategic Planning Committee (Library).
 - Charged with addressing Library strategic planning issues.
 - March 2008 to present; Minimal time commitment for now (this committee has not yet met).

4. Committee assignments in professional organizations.

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Centennial Commission Conference Planning Committee (January 2008 to present).
 - Tasked with planning the upcoming Centennial Conference (2009, Washington, DC) and year-long celebration for the Association.
 - Monthly conference calls. (1 hour per call.)
 - Attendance required at all planning meetings during the Annual Conferences (June) as well as during the Leadership Summits (January). (One week per conference/summit.)
- Solo Librarians Division Program Planning Committee (June 2006 to June 2008).
 - Plan divisional programming and continuing education for the Annual Conferences.
 - Semi-annual planning meetings, occasional email follow-up. (2-3 hours per meeting, 1 hour per month following-up.)
- Professional Development Advisory Council (September 2005 to January 2008).
 - Reviewed Association-wide professional development and continuing education courses, goals, and objectives.
 - Annual planning meetings, monthly conference calls. (2 hour meetings at Annual Conference, 1 hour per call.)

C. Contributions to the Institution and Profession (last five years).

4. Committee assignments in professional organizations. (Continued.)

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Recognition Task Force (September 2005 to June 2006).
 - Examined the Association's Awards structure (numbers, types, definitions, qualifications/requirements, etc.). Made recommendations to the Board.

- Annual planning meeting, monthly conference calls, attend Board meeting to report. (2 hour meeting at Annual Conference, 1 hour per call, 3-hour Board meeting.)
- Special Committee on Competencies for Special Librarians (September 2003 to June 2004).
 - Reviewed and updated the *Competencies for Special Librarians in the 21st Century* document.
 - Annual planning meeting, monthly conference calls. (2 hour meeting at Annual Conference, 1 hour per call.)

OKLAHOMA LIBRARY ASSOCIATION (OLA).

- Interlibrary Cooperation Committee (August 2004 through April 2007).
 - Planned programming for the OLA Conference.
 - Quarterly planning meetings, monthly conference calls. (2-3 hours per meeting, 1 hour per call.)

OKLAHOMA DEPARTMENT OF LIBRARIES (ODL).

- Advisory Board/Strategic Planning, Oklahoma Library Technology Network (OLTN). (August 2006 through July 2007.)
 - Examined current program, updated strategic plan, made recommendations for the future.
 - 2-day retreat (December 2006), monthly meetings. (2 hours per meeting.)

GREEN COUNTRY KNOWLEDGE AND INFORMATION PROFESSIONALS SOCIETY (GC-KIP).

- Constitution and Bylaws Committee (September 2006 to present).
 - Quarterly meetings (2 hours per meeting.)

FRATERNAL ORDER OF POLICE (FOP).

- Trial Committee of Five (March 2008 through June 2008).
 - Responsible for conducting a hearing to investigate alleged impropriety on the part of an elected officer; charged to make a recommendation to the order on discipline (if any).
 - Hearing, monthly meetings. (3-4 hour hearing, 1 hour per meeting.)
- Back the Badge: A Political Action Committee (May 2003 to present).
 - Serve as the Treasurer of this Political Action Committee.
 - Monthly updates. (1 hour per month.)
- Constitution and Bylaws Committee (1998 to present).
 - Review and update (as required) the Constitution and Bylaws.
 - Occasional meetings. (1-2 hours per quarter.)

C. Contributions to the Institution and Profession (last five years).

4. Committee assignments in professional organizations. (Continued.)

FRATERNAL ORDER OF POLICE (FOP).

- Membership Committee (1999 to present).
 - Recruiting and signing up new members; planning receptions/fraternal events. (2-3 hours every 6 months.)

7. Special university, college, or departmental coordinator or other service foundations.

NSU – BROKEN ARROW, LIBRARY

- Emergency Response Coordinator for Building E (April 2008 to present).

8. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.

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- Serve on the NSU-BA team for the Tulsa Chamber of Commerce's Annual Fundraising Campaign.
 - Attended mandatory training sessions.
 - Training: 3 hours; 1 hour weekly lunches [plus travel time].

D. Performance of non-teaching semi-administrative or administrative duties.

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- Staffing the reference desks (includes "Circulation" responsibilities).
 - Daily (2-3 hours per day; 12-15 hours per week).
- Collecting and compiling reference and serials statistics. (2-3 hours per month).
- Designed a new statistical data collection form for the reference desk.
- Oversee cashbox operations (deposit as required, 15-30 minutes per month).
- Prepared a "Library Fee Comparison" report of Oklahoma Colleges and Universities.
- Maintain and update my faculty webpage (as required).
- Responsible for all NSU-BA Library Course Reserves.
 - Added physical reserve items to 17 different courses for 11 different instructors. (Total items added: 95 documents/monographs.)
 - Added electronic reserve items to 6 different courses for 3 different instructors. (Total items added: 24 electronic articles.)

RECAP OF RESERVES ADDED (Physical items unless specified "electronic"):

ACCT 3003, Income Tax Accounting (Gordon), 5 items.

ACCT 3503, Fraud (Gordon), 4 items.

ACFN 5293, Portfolio Management (Kwok), 12 items.

BIOL 4133, Genetic Virology (Woods), 1 item.

CR J COMPS, Comprehensive Exam Questions (Wilds), 19 items.

CR J 4593, Paralegal Practice (Wilds), 1 item.

D. Performance of non-teaching semi-administrative or administrative duties.

NSU – BROKEN ARROW, LIBRARY. (Continued.)

RECAP OF RESERVES ADDED (Physical items unless specified "electronic"):

ECED 4313, Development of Early Childhood Programs (Ede), 2 items.

ENGL 3413, World Literature (Mercer), 1 item.

ENGL 3653, English Literature II (Mercer), 4 items.

ENGL 4693, Mark Twain (Mercer), 2 items.

ENGL 4931, Utopias, Dystopias (Malone), 1 item (electronic).

ENGL 4933, Violence in Literature (Malone), 21 items (11 electronic).

ENGL 5653, Violence in Literature (Malone), 4 items (electronic)

FIN 3213, Principles of Finance (Kwok), 5 items.

PERM RES, Permanent Reserve (Messner), 3 items.

PSYC 5603, Practicum I (Deal), 3 items.
REL 3103, Early Christian Heresies (Cheatham), 1 item (electronic).
SOWK 3953, Practice I (Poole), 8 items (1 electronic).
SOWK 4751, Stress Management (Poole), 6 items (electronic).
SOWK 4962, Senior Seminar (Poole/Summers), 15 items.
SPED 4573, ID/Assessment of Exceptional Children (Giacobbe), 1 item.