

**Northeastern State University  
Broken Arrow**

**Library  
Annual Report  
2006-2007**

**Tom Messner  
Library Director**

**Pamela Louderback  
Information Services Librarian**

**Jamie Holmes  
Education Resource Coordinator**

**Kristin Kroger  
Instruction Librarian**

**Linda Summers  
Library Tech III**

**Zack Thorp  
Library Tech III**

**May 31, 2007**

## Table of Contents

	Page
<b>Library Mission Statement</b>	<b>3</b>
<b>The academic year 2006-2007 in review</b>	<b>3</b>
<b>Personnel</b>	<b>4</b>
<b>Access Services</b>	<b>5</b>
<b>Interlibrary Loan</b>	<b>5</b>
<b>Reference Services</b>	<b>6</b>
<b>Library Education</b>	<b>6</b>
<b>Circulation</b>	<b>7</b>
<b>Technical Services</b>	<b>8</b>
<b>Printer Usage</b>	<b>8</b>
<b>Planning for 2007-2008</b>	<b>9</b>
<b>Conclusion</b>	<b>11</b>
<b>Status of Goals and Objectives 2006-2007</b>	<b>12</b>
<b>New Goals and Objectives 2007-2008</b>	<b>13</b>
<b>Library Faculty Activities</b>	<b>14</b>

## **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 2006-2007 in review.**

The 2006-2007 academic year was a milestone for Northeastern State University in Broken Arrow. The year was filled with final planning, construction, and Grand Openings of new facilities financed by Tulsa County's Vision 2025 initiative. Three buildings (G, D, and E), along with an Annex facility, connecting infrastructures, landscaping, and parking lots were completed. Having taken years of planning, design and construction, the final movements, and openings of the facilities was a major focus of the activities of all NSU BA faculty and staff over the past year. Building E, which holds the new library facility, was the last of the three buildings to be completed, and it held its Grand Opening on May 18<sup>th</sup>. 2007.

The new library facility is designed to eventually support the future research and recreational information needs of approximately 8000 students on the NSU BA campus. Building E has been designed with maximum flexibility in space utilization in mind. The 2 story, 36,000 square foot facility houses an array of classroom spaces, computer labs, open and closed seating environments, traditional library collection spaces, multiple patron service desks, along with faculty and staff offices. Architecturally, the facility has been described by patrons as one of the most beautiful facilities on the BA campus. It features large open glass expanses which provide open vistas to the beautifully landscaped grounds and inner courtyard which contains a lighted water fountain. The muted earth tone colors of the interior finishes and furnishings create calm and inviting environments to work and study.

From this library administrator's perspective, the modern academic library should fulfill several different, yet complimentary, user needs. The three essential functions of the academic library require that the facility be functional, educational, and inspirational. Functionally, the library should provide appropriate quantities and qualities of print and non-print informational resources such as books, journals, databases, etc. Additionally, it should provide appropriate study spaces, computer work stations, printing and copying resources, as well as adequate seating for patrons. Educationally, the library should function as an essential resource to develop students who are "information literate" in today's society. By providing highly maintained classroom/computer lab facilities as well a highly trained staff to provide educational services,

the library positions itself directly in the educational processes of the University. Finally, the library should provide inspiration to those who utilize the facility. The new library has been designed to contain a number of display areas that will provide venues for highlighting personalities of those individuals who make NSU such a tremendous success. Recognition of the achievements of those who are a part of this organization will create a strong personal and professional impact on all those who are exposed to those achievements.

### **Center for Teaching and Learning**

One of the most critical factors in promoting and providing academic library services within the University is the ability to engage the teaching faculty to use the library. If the faculty use the library facilities and services, they are much more likely to require, or at least encourage, their students to use those same facilities and services. With that in mind, the new library facility will host the services of the Center for Teaching and Learning (CTL) on the NSU BA campus. As a CTL faculty member, Rick Shelton has provided NSU faculty training in advanced educational technologies for several years. Rick's knowledge of streaming technologies such as pod casting, and vod casting, as well as his extensive knowledge in online instruction is an excellent cooperative fit for the library and the Center for Teaching and Learning. The new CTL facilities in Building E will provide upgraded equipment and training space for faculty. Over a period of time, and as funds allow, the CTL facilities will be dramatically expanded to provide more faculty training space as well as space for a planned expanded CTL staff. By cooperatively offering our teaching faculty a broad array of similar services within adjacent physical environments, we hope to enhance faculty usage of the Library as well as the Center for Teaching and Learning. Additionally, the sharing of knowledge between the staffs of both departments should provide interesting opportunities for individual and institutional advancement.

### **New Personnel**

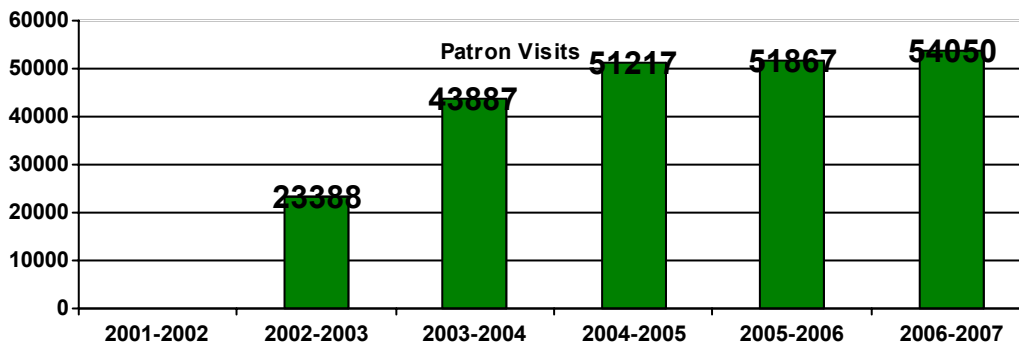
Kristin Kroger joined the Broken Arrow library faculty in August 2006 as the new instruction librarian. Kristin's responsibilities include development and coordination of online (Cooperative Library Instruction Program) CLIP routines in conjunction with the John Vaughan Library (JVL) staff. Development of online instruction for the Broken Arrow campus library will help match the extensive repertoire and ongoing efforts in online instruction at JVL. Additionally, Kristin will be managing print and non-print course reserves for the Broken Arrow Library, as well as providing coordinator services for the College of Liberal Arts. Kristin comes to us with a number of years of experience as a professional librarian. Most recently, Kristin has worked with where she provided instructional services as well as Inter-library Loan services for the library.

NOTE: Since the initial production of this annual report, Kristin Kroger has regrettably decided to leave NSU BA and move back to Florida to be with her family. Since Kristin will not be returning, a major task for the Fall semester will be to replace the Instruction Librarian position at NSU BA. While all the staff at NSU BA will certainly miss Kristin's warmth and wisdom, we all wish her and her family the very best as she continues her career in Florida.

Zack Thorp joined the Broken Arrow Library staff in March 2007 as the new Library Tech. III. Zack is a recent graduate of the University of Tulsa where he earned a bachelors degree in English. While at the University of Tulsa, Zack gained a great deal of computing technology experience while working in the computing labs of McFarlin Library. Zack's responsibilities will be split between public and technical services within the library. He will play an integral part in maintaining the dramatically expanded technologies currently available in the new library facility.

### Access Services

Total annual patron visits increased again over the previous year as enrollment at NSU BA continues to climb. The level of visit increases began to slow two years ago as the functional capacity of the old library facility was maximized during the heaviest instruction hours on campus. We anticipate that total visits will increase substantially over the next year as students begin to become accustomed to using the larger new facility. Not all Building E use will be monitored however as only the main library entrances will have electronic patron counters installed. The counters will underestimate total building use, but will provide an excellent evaluation tool for estimating library patron usage. We would be happy to see 60,000 patron visits over the next twelve months.



Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Patron Entrance Count	n/a	23388	43887	51217	51867	54050

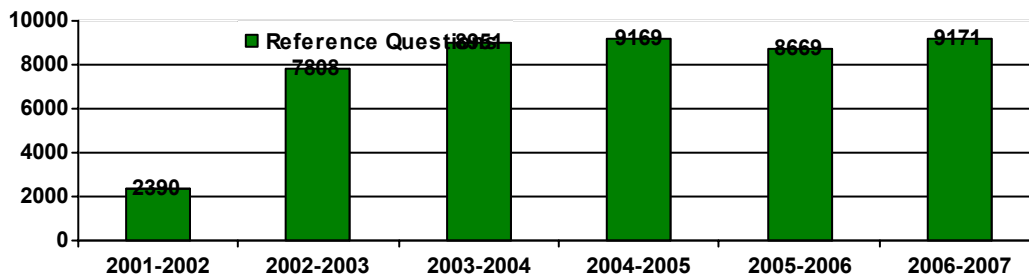
### Interlibrary Loan

Interlibrary Loan and Document Delivery services at the NSU BA Library continue to successfully meet the demands of a growing branch campus. The total number of transactions for the period of July 06 – June 07 was 1,455 (889 Doc Delivery & 566 Interlibrary Loan); that number is a 48% increase over the previous fiscal year total of 983. In addition to escalating enrollment, much of this increase appears directly related to the integration of the ILLiad system, which allows patrons to create user accounts and request items electronically. Patron feedback on the service is positive, with many patrons commenting on how fast items are delivered. This expediency also seems related to the full implementation of ILLiad, in particular, the request

management system, which allows for simplified request management, a streamlined notification process, and electronic delivery of a significant portion of requests. A new library location also contributed to increased departmental efficiency by providing space for an Interlibrary Services office. This new centralized location has reduced the need for staff to travel to multiple locations in order to request, receive and physically prepare items for lending.

## Reference Services

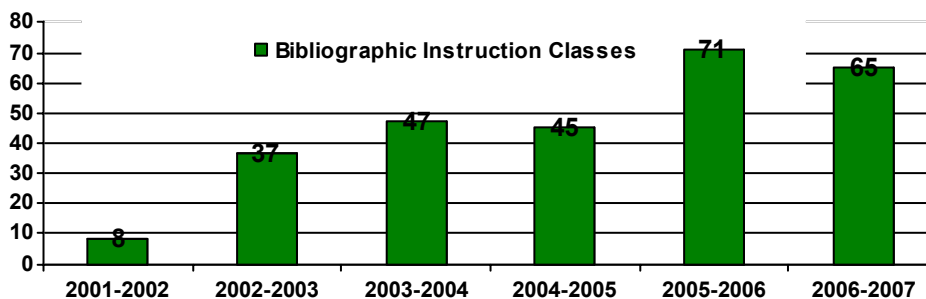
The total number reference questions answered increased slightly over the previous year to a new record high. While the large number of bibliographic instruction classes we offer helps reduce many common questions at the service desks, many students still require assistance with a wide variety of assignments, projects, and tasks they work on in the library. At NSU BA, the librarians assist patrons with a number of technology related projects that are not commonly associated with traditional library services. It is a credit to the training, knowledge and expertise of our librarians that they can provide such a wide range of services to our students and faculty.



Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Reference Questions	2390	7808	8951	9169	8669	9171

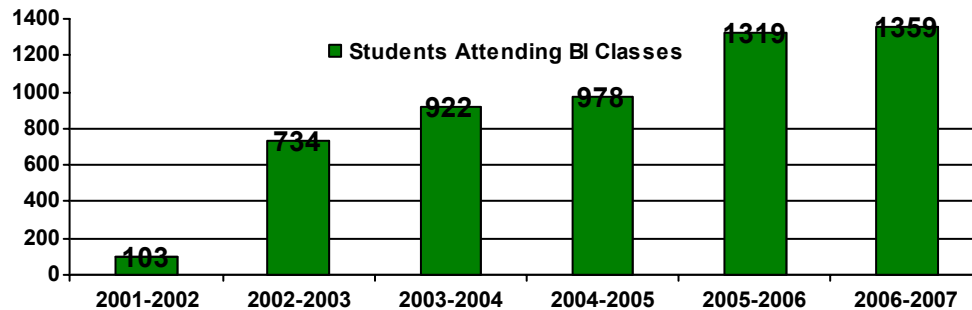
## NSU BA Library Education

As mentioned earlier, education is one of the primary functions of the academic library. We were surprised to see that the total number of bibliographic sessions actually decreased 6 sections last year from the previous year. In reviewing the schedule, we remembered that the January/ February 2007 period was in total chaos because of severe weather. The weather caused an unprecedented number of class cancellations and reshufflings.



Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Instruction Classes	8	37	47	45	71	65

Fortunately, when we look at the total number of students who attended a bibliographic session in the library this past year, we see that we did provide instruction to another record number of students. We continue to instruct almost one half of our total NSU BA student body during the academic year. We find that figure amazing considering that this number does not include online instruction through CLIP instruction. Additionally, the number is amazing considering NSU BA does not offer traditional 1000 and 2000 classes such as Comp 1 and 2 classes which are normally heavy users of library instruction services at other libraries. While there is some overlap in student attendance, we are sensitive to duplication and consistently attempt to provide new, interesting, and useful information to our students and faculty. We are very proud of our instructional mission, and the wonderful job of instruction provided by our staff.

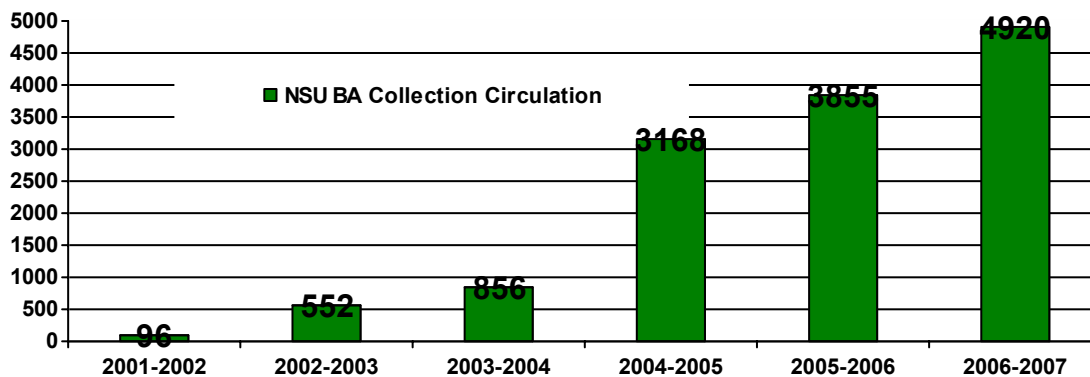


Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Students attend.	103	734	922	978	1319	1359

## NSU BA Library Circulation

Total circulation of NSU BA print materials continues to increase as the size of collection expands. Almost 5000 print and media items checked out of the library over the past year. That number represents roughly 2 items per student (approximately 2800 students) with approximately one third of the collection circulating (approximately 17,500 total items). These numbers do not reflect electronic materials such as online books or journals which are also heavily used, but are not specifically noted as being used by a particular patron on a specific campus.

Collection development for the NSU-BA library will continue to focus on acquiring high-use, high-impact materials to ensure that the collection gets maximum use. One development area that will continue to grow rapidly over the next several years will be the Curriculum Collection. The Curriculum Collection supports many of the Education programs offered at NSU BA and should generate a great deal of item circulation.



Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
NSU BA Circulation	96	552	856	3168	3855	4920

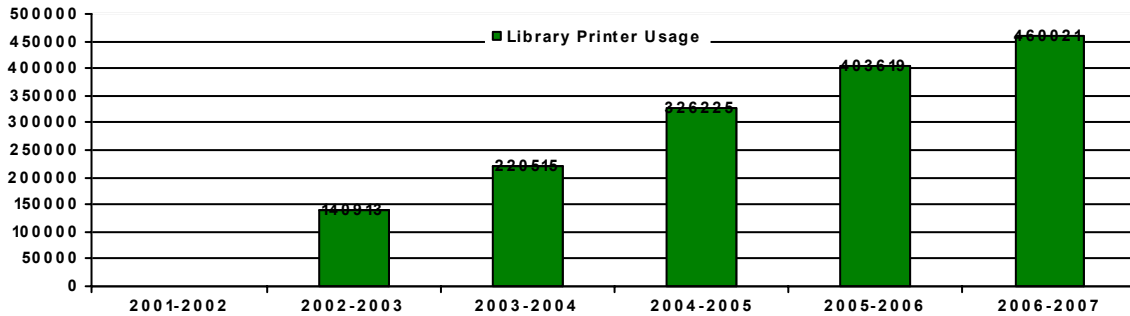
### NSU BA Technical Services Activities

The mission of the NSU BA Technical Services department is to support the educational mission of the University Libraries by efficiently acquiring and processing materials in all formats, and providing effective, accurate tools that assist users in locating information. Over the past year, approximately 2,100 new print titles and over 100 non-print items were added to the collection. Thirteen new serial publications were added to the collection. Over 350 orders were placed through acquisitions; almost 450 items were received. Two sizeable gifts, one comprised of foreign language materials and the other of curriculum materials was processed. These new additions bring the total Broken Arrow holdings up to approximately 17,500 items. One project completed was the updating of NSU BA's OCLC union list on over 200 serial titles to more accurately reflect holdings and to anticipate the shift to the new library building.

An additional Library Technician III position was added in March 2007. Responsibilities of position include working in a variety of technical library service areas: processing of materials, copy cataloging, database maintenance; light maintenance of library hardware and software; and patron interaction in the areas of circulation, reserves, and basic reference services.

### NSU BA Library Printing

The myth of the "paperless society" is no where more evident than in the library. Even with printing limited to 400 pages per student per semester, the printing usage in the library has increased to over 460,000 pages. That figure represents a sizable cost to the NSU BA Library operating budget. In the new library facility, the number of available public printers will be increased to 6 units. Because of increased student enrollment in Broken Arrow, total printing in the library will likely exceed 500,000 pages over the next 12 months.



Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Printer Usage	na	14091	22051	32622	40361	46002

### Planning for 2007-2008

Several challenges face the NSU BA Library the library over the next year. One of the primary challenges the library will face relates to staffing levels. The addition of one additional service desk in the new facility is very likely to place a strain on library operations. Because of university-wide budget constraints, no new staff positions are planned for the foreseeable future. The requirement to cover service desk time slots will require the library faculty to remain at the desk for up to 50 % of their work day. Desk time requirements will take a toll on the ability to provide critical faculty and student services outside the library setting. Hopefully, student worker budgets can be expanded to alleviate desk coverage shortages.

### Writing Center Planned

Over the past year, the University has developed a small Writing Center on the NSU BA campus. The current Writing Center is physically housed in Building G which was the first of the new Vision 2025 buildings to open in the summer of 2006. The Center is operated by the Writing Center director along with graduate assistants and student workers. The current facility offers 12 work stations equipped with writing enhancement software to aid students improve their writing skills. Over the next year, the library will work with the Writing Center to explore the possibility of moving their resources over to the new Building E facility. The center is a natural fit with services provided by the library. The move would allow for expanded (up to 20 workstations), and more convenient writing and tutoring services for students. By centralizing similar support student and faculty services into one facility, we can reduce the “run around” effect of sending patrons all over campus to receive essential related services. Additionally, the grouping of similar services should increase total patron usage because of synergies that will develop over time between those services.

## **Library Marketing**

Within the past year, the NSU BA campus has essentially doubled in size physically. The new library facility is a huge improvement over the previous facility, but to make sure that faculty and students become more fully aware of the new library facilities and services, the library will have to increase marketing activities. Current plans are to increase signage (posters, flyers, and handouts) around campus directing patrons to the new location. Students are very confused by the naming scheme of the various buildings (simply building A, B, C, etc.) and they become very frustrated by the lack of directional signage on campus. By increasing the number of Library handouts, posters, etc. across campus we hopefully be more successful encouraging patron usage of the facility.

## **Collections**

One of the greatest needs for collection development at the NSU BA Library is in the Curriculum Development collection. That collection provides resources and support for several large education programs at NSU. The State Adopted Textbook collection in Tahlequah receives a great deal of use by not only NSU faculty and students, but also area residents and educators. While NSU BA will not become a new State Adopted Textbook location, the materials pulled from those collections will provide a source for building up the NSU BA Curriculum collection. OSU Tulsa (another State Adopted Textbook site) as well as John Vaughan Library, have been instrumental in building the existing NSU BA collection, and will hopefully continue to do so in the future.

## **New Web Page Upgrades**

One of the uncompleted goals from 2006-2007 was the planned updating of the NSU BA library web pages. That goal will be carried forward as a priority item since the NSU BA web pages have not undergone a major upgrade in several years. Educational web pages such as the NSU libraries should be responsive to the needs of current users, present a positive, “cutting edge” image of the library and its resources, and at the same time be similar in style to the larger organization. The web page appearance should incorporate a level of uniformity, but be distinctive enough to ensure that users are able to discern the different locations, services, and resources available at different locations. Over the next year, the NSU BA library will work with the NSU Libraries web committee to create a new visual image for the library web pages. A new directory framework for the library will be created that will allow more instructional web pages to be moved from the Arapaho server to the main Library server. The main advantage to the new directory structure will be to provide better access to statistical information regarding patron usage. The library continues to strongly encourage instructional web page innovation in design and function and the new structure should aid in web page development.

## **Conclusion**

The past academic year was one of the most exciting periods for Library services in NSU's long history. The final planning and move to the new library facility was an enormous effort. The opening of the facility was accomplished through the cooperative labors of not only BA and JVL library staff, but also the staff of Administration, Computing & Technology, Physical Plant, as well as several other Administrative departments. Without the combined efforts of the individuals within all these departments, the project would never have been completed on time. To all those who participated in this massive project, we express our deepest gratitude!

With the new library facilities now online, the library staff will now focus on completing any goals and objectives that were not completed over the past year. New goals and objectives have been developed and are listed below to incorporate new and more extensive services for our patrons.

The change in physical environment from the old facility to the new will have an immense impact on how the library staff operates and functions internally as well as externally. The impact of this dramatic change in physical environment cannot be totally anticipated at this time; however the staff is prepared to meet this new and dynamic challenge. We all look forward to addressing the unfolding opportunities before us at NSU BA in 2007-2008 and far beyond.

## Status of 2006- 2007 Library Goals and Objectives

Library Goals and Objectives for 2006-2007	<u>No Progress</u>	<u>Ongoing</u>	<u>Completed</u>
The library intends to pursue the following new goals and objectives.			
<b><u>Goal:</u></b> Prepare plans for physically moving the current BA library collection to the new library facility.			
<b><u>Objective:</u></b> Develop detailed location and logistical plan by December 2006.			X
<b><u>Objective:</u></b> Develop plans to incorporate allied services into the new facility. E.g.: Center for Teaching and Learning; Computing and Technology.			X
<b><u>Goal:</u></b> Train and integrate new Instruction Librarian			X
<b><u>Objective:</u></b> Work with the current library staff to train the new librarian in a timely fashion.			
<b><u>Objective:</u></b> Work with the Center for Teaching and Learning to explore educational opportunities for the new Instruction Librarian.			X
<b><u>Goal:</u></b> Hire train, and integrate new Tech III position.			X
<b><u>Objective:</u></b> Complete hiring process by January 2007. Integrate by the end of Feb. 2007.			
<b><u>Goal:</u></b> Explore ways in which BA can create and integrate CLIP instructional routines into the NSU curriculum.		X	
<b><u>Objective:</u></b> Work with various stakeholders to ensure that instruction team is trained and educated in appropriate online pedagogy.			
<b><u>Objective:</u></b> Work with the “Flash” team as well as Center for Teaching and Learning to see how BA can be involved in building/integrating flash programs.		X	
<b><u>Goal:</u></b> Review/edit current library web page to incorporate CLIP in the educational process.	X		
<b><u>Objective:</u></b> Design and develop a new series of library webpage which incorporate CLIP routines.			
<b><u>Objective:</u></b> Incorporate assessment surveys into the new webpage.		X	
<b><u>Goal:</u></b> Review/edit/ modify current library technical processing procedures.			
<b><u>Objective:</u></b> Review, evaluate, modify, current procedures to determine if changes should be made to the BA system to make it more productive and effective.		X	
<b><u>Goal:</u></b> Explore and evaluate feasibility of adding new library services.			
<b><u>Objective:</u></b> Explore the possibility of cooperatively instituting a new Adult literacy program in Broken Arrow in conjunction with the Reading Department.	X		
<b><u>Goal:</u></b> Explore feasibility of digital library initiatives.		X	
<b><u>Objective:</u></b> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.			

## 2007- 2008 Library Goals and Objectives

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><b><u>Goal:</u></b> Use the new Library to maximum capacity.  <b><u>Objective:</u></b> Create an updated marketing plan for the library.  <b><u>Objective:</u></b> Promote library resources, services, programs at a greater level.</p> <p><b><u>Goal:</u></b> Train and integrate new Tech III.  <b><u>Objective:</u></b> Work with the current library staff to train the new Tech III (Zack Thorp).</p> <p><b><u>Goal:</u></b> Explore avenues to enhance library resource collections  <b><u>Objective:</u></b> Work closely with the State Textbook depositories such as JVL and OSU Tulsa to enhance the Curriculum collection.  <b><u>Objective:</u></b> Look at ways to provide faster/better/ easier access to online resources we already subscribe to.  <b><u>Objective:</u></b> Work with the NSU Foundation Center to establish a NSU BA Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.</p> <p><b><u>Goal:</u></b> Increase communication and cooperation with other campus departments.  <b><u>Objective:</u></b> Work with all the various constituents to bring the Writing Center to Building E to cooperate in providing services and share facilities.</p> <p><b><u>Goal:</u></b> Totally revise current library web page.  <b><u>Objective:</u></b> Design and develop a new main library webpage that more closely integrates with JVL .  <b><u>Objective:</u></b> Design, develop, and publish secondary resource pages and place them on the main library server.</p> <p><b><u>Goal:</u></b> Explore and evaluate feasibility of adding new library services.  <b><u>Objective:</u></b> Explore the possibility of cooperatively instituting a new Adult literacy program in Broken Arrow in conjunction with the Reading Department.  <b><u>Objective:</u></b> Explore external funding opportunities to finance additional programming.</p> <p><b><u>Goal:</u></b> Explore feasibility of digital library initiatives.  <b><u>Objective:</u></b> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.</p>			

## Library Faculty Activities 2006-2007

### Tom Messner

Position: NSU BA Library Director

Status: Instructor, Library Services

### **Scholarly Activities**

#### **1.) Scholarship of Teaching**

##### Bibliographic Instruction Classes taught 2006-2007

#### June 2006

06/05/07	Education Psychology	Fries
06/07/07	HIED 5403	Payne
06/08/07	Education Research	Cronk

#### August 2006

08/22/07	READ 5223	Swanson
08/23/07	Cell Biology	McDowell
08/23/07	Cell Biology	McDowell
08/24/07	Human Physiology	Woods
08/28/07	SOWK 4633	Garner
08/28/07	Business Policy	Walden
08/29/07	READ 4063	Swanson
08/29/07	READ 4043	Elias
08/30/07	State & Local Govern.	Napier
08/30/07	Business Policy	Walden
08/31/07	Business Policy	Crockett

#### September 2006

09/12/06	ECED 5413	Da Ros Voseles
09/28/06	READ 4043	Swanson

#### November 2006

11/02/06	Legal Research	Wade
11/16/06	TCC/ Freshman Comp	Wolf

#### January 2007

01/08/07	BIOL/ Ecology	Terdal
01/08/07	BIOL/Evolution	Terdal
01/10/07	Cell Biology	McDowell
01/10/07	Cell Biology	McDowell
01/11/07	Accounting	Gordon
01/15/07	ECED 4313	Schrader
01/22/07	HIED 5403	Payne
01/23/07	ECED	DaRos Voseles

01/24/07	Business Policy	Walden
01/22/07	Business Policy	Crockett
01/30/07	International Marketing	Shapiro
01/31/07	EDUC 5753	Frusher

Feburary 2007

02/20/07	Reading 4043	Swanson
02/22/07	Reading 4043	Swanson
02/28/07	Byrd Middle School	Napier

**2.) Scholarship of Discovery**

**3.) Scholarship of Integration**

- Branch Campus Administrators Meeting 03/02/07 Duncan, OK
- Grimes Elementary School Web Master 2006-2008 Tulsa, Ok

**4.) Scholarship of Application**

- Created and maintained several new NSU BA library education web pages.
- Supervised all library operations and services on the BA campus.
- Developed and managed web page for local Tulsa elementary school.

**5.) Contributions to the Institution and Profession**

- Member Oklahoma Council of Academic Library Directors. Attended scheduled meetings 2006-2007.
- Member OCALD Assessment Sub Committee
- Beta Phi Mu (National Honor Society for Librarians).

**Campus/Library Committees**

- Member NSU Strategic Planning Committee
- Member NSU BA library facility design committee
- Member NSU BA Administrative Group
- Member NSU Libraries Integrated Library System committee
- Member Strategic Planning Committee – Broken Arrow Campus
- Member NSU Libraries Web Committee
- Member Selection committees for open library positions.

## **FACULTY DATA SUMMARY – Spring 2007**

### **NAME: Pamela Louderback**

Title: Information Services Librarian/Instructor in Library Services, Non-tenured,  
NSU Broken Arrow Library

College: Library Broken Arrow Campus

Appointment Date: 10-03-2001

### **1. Academic Degrees:**

- Ed.D., Higher Education Administration, expected graduate date – Spring 2008
- M.L.I.S. Library Science, University of Oklahoma, 1999
- B.A. Government, Shippensburg University, Shippensburg, PA, 1984

### **2. Professional Experience:**

- 2001-Present – Librarian, Academic - NSU Broken Arrow
- 1999-2001 – Librarian, Academic - The University of Tulsa, McFarlin Library, Tulsa, Oklahoma - Serials/Original Cataloger and Reference Librarian

#### **ParaProfessional Experience:**

- 1998-1999 – Reference Assistant, TU McFarlin - Provide end-user and literature searching of variety of web-based databases; assist in developing and teaching electronic information resource instruction sessions.
- 1995-2000 – Preservation Technician, TU McFarlin - Formal training/apprenticeship in preservation/conservation treatment of damaged/deteriorated materials in-house and in the community.
- 1991-1999 – Acquisitions Paraprofessional, TU McFarlin - Full charge of placing, receiving and processing all monograph orders; reconcile accounting reports/general ledger entries; created procedures manual.
- 1990-1991 – Circulation Supervisor, University of Tulsa Law Library - Supervised and trained circulation employees; conducted variety of WordPerfect training classes for faculty, staff, and law students; created procedures manual; produced law library newsletter.
- 1986-1990 – Periodicals Assistant, TU McFarlin - Full charge of processing materials for binding; assisted patrons in locating material; supervised and trained student workers.
- 1985-1986 – Acquisitions Assistant, TU McFarlin - Process firm orders, materials, faculty status reports; perform level one cataloging of gift material.

### **3. NSU Teaching and Administrative Assignments**

#### **2007 Summer Semesters**

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

## **2001 Fall Semester - Present**

Information Services Librarian/Instructor in Library Services,  
NSU Broken Arrow Library

Supervise Library Technician III position added to library March 2007. Responsibilities of position include working in a variety of technical library service areas: processing of materials, copy cataloging, database maintenance; light maintenance of library hardware and software; and patron interaction in the areas of circulation, reserves, and basic reference services.

Cataloged over 1300 items, thirteen new serial publications.

## **Other Collegiate Assignments**

### **Professional Activities**

#### **4. Current Professional and Academic Association Memberships**

- American Library Association
- Oklahoma Library Association
- Association of College and Research Libraries
- North American Serials Interest Group
- American Educational Research Association

#### **5. Professional Activities - (most current to least current since employed by NSU)**

##### **2006 Summer -2007 Spring Term**

### **Scholarly Activities**

#### **1). Scholarship of Teaching**

- Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials
- Bibliographic instruction sessions on a variety of topics

#### **2.) Scholarship of Discovery**

- Doctoral program, Higher Education Administration, Oklahoma State University, expected graduation date of Summer 2008
- 6<sup>th</sup> GC-KIP Workshop on Knowledge Management: Libraries in the Digital Age, Challenges and Opportunities, Hardesty Regional Library, Tulsa, April 20, 2007
- KAMM Lecture – Helping higher education meet the challenge, Oklahoma State University, Stillwater, February 21, 2007
- 5<sup>th</sup> Workshop on Knowledge Management: Information Security and Privacy, OU-Tulsa and GC-KIP Renaissance Project, Best Western Hotel, Tulsa, October 13, 2006
- Oral Traditions and the Preservation of Cultural Heritage Workshop, Oklahoma Dept. Libraries (ODL), Oklahoma Historical Center, Oklahoma City, May 2006
- Knowledge Management Workshop, OU-Schusterman, Best Western, Tulsa, October, 13, 2006
- Oklahoma Center for Innovation in Teaching Symposia, OSU/NSU/Langston, OSU-Tulsa Campus auditorium, Tulsa, September 22, 2006

### **3.) Scholarship of Integration**

- EndNotes software training, University of Oklahoma, Schusterman Center, Spring 2007
- Oklahoma and Federal Legislative and Legal Resources Workshop, ODL, University of Tulsa, May 2006

### **4.) Scholarship of Application**

- Manage Technical Services cataloging and processing of library materials on the Broken Arrow campus.
- Manage Document Delivery and Inter-Library Loan processes on the Broken Arrow campus.

### **Contributions to the Institution and Profession**

- Paper presentation, Indigenous Studies Meeting 2007, University of Oklahoma - Presenter, "Comparison of the Predictive Validity of Traditional Intellectual Measures on Academic Achievement", Norman, May 3, 2007

### **Campus/Library Committees**

- Faculty Council, Member 2006-2007
- Strategic Planning Committee, Phase II -new library facility
- Member, Employee Appreciation Week, Broken Arrow Campus

### **6. Publications- (most current to least current)**

- Comparison of the Predictive Validity of Traditional Intellectual Measures on Academic Achievement, Conference Proceedings, First Annual Indigenous Studies Meeting, 2007
- Untitled piece. Sage Publications. In edit, 2007

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

**A. Effective Classroom Teaching**

1. Conducted 3 library instruction sessions for education/psychology classes, and 1 library instruction session for political science (Summer 2006). Of these, 2 were graduate level courses.
2. Conducted 22 library instruction sessions for education/psychology classes (15 BA campus; 6 Tahlequah campus; 1 Muskogee campus) Fall 2006. Of these, 10 were graduate level courses in higher education, education or psychology.
3. Conducted 13 library instruction sessions for education/psychology classes (5 BA campus; 6 Tahlequah campus; 1 Muskogee campus) Spring 2007. The content of two planned sessions was covered in an custom online tutorial due to weather cancellations. Of the 15 sessions taught, 7 were graduate level.

**B. Scholarly Activities**

**1. Scholarship of Teaching**

- a. Continued work designing & implementing a 16-module course on information literacy skills (Summer 2006).
- b. Successfully transformed two traditional face to face instruction plans into online modules, which were implemented in Fall 2006, evaluated and revised, then implemented again in Spring 2007.
- c. Created 2 short “just in time” learning modules for using library databases to find articles to replace library instruction sessions canceled due to inclement weather (Spring 2007).

**2. Scholarship of Discovery**

Maintained membership in professional organizations, and regularly read articles pertaining to librarianship and information literacy to keep up with current best practices.

**3. Scholarship of Integration**

Collaborated with a College of Education professor and her graduate level Higher Education Administration students to integrate tutorial software and planning process (used for library instruction) into a student project.

#### **4. Scholarship of Application**

##### **a. Attendance at workshops and seminars**

- i. "Podcasting Exploration." Presented by Rick Shelton, Center for Teaching and Learning, NSU. September 12, 2006. This two hour session allowed faculty to brainstorm, problem-solve and discuss issues related to transforming course content to an online format.
- ii. "Podcasting I" Presented by Rick Shelton, Center for Teaching and Learning, NSU. October 3, 2006. This two hour session explored the various tools, uses and guidelines for creating online course content.
- iii. "Where Will We Be in 20 Years?" Presented by OK-ACRL. November 10, 2006. Langston University, Oklahoma City, OK.
- iv. "Copyright Workshop." Presented by Rick Shelton, Center for Teaching and Learning, NSU. November 16, 2006.
- v. "Caring for the Mind – Workshop to Improve Mental Health Reference." Presented by the National Network of Libraries of Medicine, South Central Region. November 17, 2006. John Vaughan Library , NSU, Tahlequah, OK.

##### **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, Secretary, Tahlequah chapter
- vi. Council for Oklahoma Information Literacy, Secretary & Chair-Elect

##### **c. Community Service**

- i. Successfully completed coursework for Leadership Broken Arrow, as of May 10, 2007.
- ii. Served as an intern board member of Big Brothers Big Sisters of Green Country, OK.

#### **C. Contributions to Institution and Profession**

1. Presented an overview of library services available to faculty during Fall Orientation for new faculty (8/14/06)

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 2007.
4. Supervised library technician in providing Document Delivery services for the Broken Arrow campus; and processed all Interlibrary Loan requests (borrowing and lending) for the Broken Arrow branch library.
5. Trained library technician to perform all functions of Interlibrary Loan services for the Broken Arrow campus.
6. 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.
7. Served on university committees: Scholarship of Teaching and Learning, Distance Education Sub-Committee for online course standards; and library committees: Search Committee for new librarian position.
8. Served as an active member of the NSU Broken Arrow Employee Appreciation Committee.
9. Served as an alternate member of NSU Faculty Council
10. Attended four meetings of the Tahlequah chapter of Phi Delta Kappa, serving as chapter secretary.
11. Attended four meetings of the Community of Oklahoma Instruction Librarians (COIL), serving as organization secretary (Jan 06 – Dec 06), then as Chair Elect (Jan 07. – Present).

**Kristin Kroger  
Annual Report  
August 2006 – May 2007**

**Evidence of Meeting Tenure and Promotion Criteria**

**A. Effective Classroom Teaching**

1. Taught the following Library Instruction classes:

SOWK 4623 Social Work with the Elderly (Poole)  
SOWK 4613 Human Diversity and Social Work (Poole)  
SOWK 3473 Social Welfare (Poole)  
ENGL 3083 Technical Writing (Bentley)

**B. Scholarly Activities**

**1. Scholarship of Teaching**

- a. Continued work outlining & designing a 16-module course on information literacy skills, and worked closely with the technology team producing the modules.
- b. Wrote the script for a CLIP copyright tutorial.
- c. Collaborated with Emily Brown to rework a tutorial whose script was written by Gary Cheetham, to add animation and voice narration and navigation bars to a power point tutorial.

**2. Scholarship of Discovery**

- a. Attended the Adjunct Faculty Orientation 8/17/06 6:15 – 7:15pm

**3. Scholarship of Integration**

**4. Scholarship of Application**

**a. Professional Conference Presentations**

**b. Attendance at workshops and seminars**

- i. “Web Surveyor.” Presented by Rick Shelton, Center for Teaching and Learning, NSU. September 14, 2005. This one hour session showed the basics of using Web Surveyor to create and administer online surveys.
- ii. OK-ACRL annual conference – November 10, 2006
- iii. Web Page Creation Workshop – Sept 22, 2006 (CTL)

iv Podcast 1 Workshop – October 3, 2006 (CTL)

**c. 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. Beta Phi Mu – International Honor Society
- iv. Council for Oklahoma Information Literacy

**d. Community Service**

- i. Served on the United Way committee and helped raise money for this organization.

**C. Contributions to Institution and Profession**

- 1. 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.
- 2. Served as a member of the Broken Arrow Employee Appreciation Committee (7 members).
- 3. Attended two meetings of the Council for Oklahoma Information Literacy, December 1, 2006 – Oklahoma City
- 4. Attended CLIP meetings on a semi-regular basis, every week.
- 5. Member of the 06 United Way Committee