

## Reference & Resource Coordination Department Annual Report, 2004-2005

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- The Reference Co-Coordinators agree to coordinate the CLIP project. A project schedule was created and processes were identified. A new CLIP page was created on the library Web site to group tutorials. Tutorials were created for the College Strategies students, majors, and library student assistants. Resource Coordinators developed outlines that included identifying majors and classes for placing instruction in the majors.
- Summer scheduling was altered to increase CLIP productivity.
- Katherine Ott resigned as the Education Librarian on September 23. Duties were divided among the remaining resource coordinators. Jamie Holmes was hired as the new Education Librarian and began during the end of the spring semester. The department was involved in her training.
- New approaches to reference desk service were explored. A reference cell phone was added. The hours of service provided at the reference desk were altered.
- Librarians have identification tags to wear while on the desk.
- Reference acquired the use of a new computer lab 118.
- Changes were made in the guest terminals. They were relocated and printing is conducted through the enrollment of a continuing education class.
- The stand-alone CD-ROM station was updated and the CD cabinet was weeded.
- The Distance Education Policy was updated.
- The Approval Plan profiles were updated.
- Departmental home pages on the library Web site were created. The library home page went under a complete revision.
- A thorough review of serials was conducted.
- The Ebrary representative made a presentation to the department.
- A committee was formed to examine the reporting of statistics for database usage.

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