NSU Libraries

Annual Report 2006-2007

Northeastern State University Libraries

<u>Mission Statement</u>

       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

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I. LIBRARY INFORMATION

INTRODUCTION

Library System Goal

Excellence in serving the informational needs of the University.

Library System Objectives

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

1. Provide optimal access to information resources.

- Systematically increase the percentage of electronic resources. Excel in the provision of electronic resources while maintaining essential print resources. Continually seek out and assess the suitability of the expanding collection of electronic information resources.

- Provide access to NSU print collections over the Internet. Use a web-based system for accessing scanned and indexed library resources.

- Improve information regarding students' library needs, usage, and expectations. Improve the collection of usage statistics for use in resource acquisition and provision of information literacy instruction.

- Articulate principles for replacing print with Internet based resources and clarify in practice.

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

- Comprehensively integrate instruction in information literacy into the curriculum. Provide completely Internet based, self-paced, and automatically graded instruction that can be used through Blackboard.

3. Advance Scholarship

- Publish articles, present papers, and participate in professional organization highlighting the innovations of NSU library services.

4. Provide library facilities that enhance the learning environment

   - Enhance the adequacy of library space for study, instruction, and research purposes.

5. Effectively use advances in technology.

   - Expand the use of computer and network technology in the fulfillment of library objectives.

   - Implement CLIP.

   - Provide the library with appropriate hardware and software technologies for access to information resources.

   - Equip the library for the presentation of electronically based information resources.

   - Provide the communication technology for increasing effective library personnel coordination and cooperation across the three NSU campuses.

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

   - Obtain funding through grant proposals or reduced costs through cooperative purchasing.

   - Increase productivity through cooperation with other libraries particularly in the use of technology in the creation of instruction modules.

7. Develop library faculty and staff capabilities.

   - Encourage group consensus building skills of library faculty and staff through integration of consultation into meeting processes. Assist individuals to participate effectively and responsibly in their work roles.

   - Establish goal oriented communication between library faculty and staff and with the greater NSU community.

   - Center communication between library faculty and staff and the greater NSU community on library action plan objectives.

   - Provide avenues of professional development for library faculty and staff. Identify needed skill sets and individuals willing to complete training.

   - Assess, design, and recommend any needed changes in procedures for advertising library employment openings regionally and nationally.

- Collect and analyze salary, benefit, and professional development support data to determine how NSU compares with similar institutions.

- Enhance opportunities for minority recruitment and retention in the library. When other qualifiers for hiring are roughly equal, choose minority candidates.

- Engage in continuous planning in a systematic, inclusive manner.

Activities in Pursuit of Objectives for 2006-7

1. Shift information resource purchasing from print to electronic.

Academic librarianship during the transition from print to electronic distribution of information requires optimizing selection by analyzing availability, cost, usage, and need. The NSU librarians continued their efforts this year to search for electronic resources that will expand access and lower costs. The librarians continue to improve the collection and reporting of usage statistics to assist in resource acquisition and cancellation determinations. The statistics also indicate instruction needs and effects.

2. Integrate library instruction in the use of information resources systematically across the curriculum.

The library continued its efforts to systematically and comprehensively integrate information literacy instruction for both the upper and lower division curricula.

3. Present at local and national conferences.

See individual librarian reports.

4. Improve the physical condition of the library making the environment more amenable to student needs.

The library has increased electrical outlets for plugging in the wireless laptops. Outlets have been added along the walls of the café for laptop and lamp use. Outlets have also been added to study space on the second floor of the library.

5. Expand access to information resources through increased number of workstations in the library.

Thirty-nine network drops have been added to the second floor for staged increases in computer workstations.

6. Look for CLIP development partners.

A major focus this year has been the provision of generic modules for use by partner institutions in the BSOL program. East Central University and Southeastern Oklahoma State University have cooperated in the production and implementation of plans to make the modules available for all participating institutions.

7. Promote staff development.

Two members of the library staff have enrolled in the OU Master's program for Library and Information Science. One graduates in the Fall of 2007 and one in the Spring of 2008. Two librarians are still enrolled in doctoral programs. Completion for both is yet undetermined.

PERSONNEL by Department

Department	Name	Position
Administration	Allen McKiel	Director of Libraries/Assoc. Prof.
	Diane Morgan	Library Secretary
	Renee Johnson	Library Tech II—User Services Secretary
	Rickey Ray	Library Technology Support Specialist
	Darren Tobey	Library Technology Support Specialist
	Dana Letts	Library Technology Support Specialist
	Kathleen McCay	Part-time Library Tech. Support Specialist
Reference		
	Sarah Brick Archer	Reference Librarian/Assist. Prof.—Perf. Arts; Lang. & Lit.; Communication & Art
	Emily Brown	Reference Librarian/Instructor —Social Work, College Strategies
	Gary Cheatham	Reference Librarian/Assist. Prof. —Business & Industry; Social Sciences
	Sandra Martin	Reference Librarian/Instructor —Health Professions; Social Work
	Charles Veith	Reference Librarian/Assist. Prof. —Natural Science; Math
	Delores Sumner	Reference Librarian/Assist. Prof.—Special Collections
	Susan Woitte	Part Time Reference Librarian/Instructor— Government Documents
Access Services	Peggy Kaney	Access Services Librarian—Reference Librarian, Gov. Docs
	Donna Graham	Library Tech III—Circulation
	Brande Kimmel	Library Tech III—Reserve
	Dalana Leach	Library Tech. III—Circulation
	Renee Ridge	Library Tech III—Interlibrary Loan
	Josh Horner	Part Time Library Tech
	Jamie West	Part Time Library Tech
Technical Services	Linda West	Director of Technical Services /Assist. Prof.
	Jennifer Rogers	Library Tech III—Quality Control Tech
	Samantha Clifford	Library Tech II—Acquisitions Tech; Gifts Coordinator
	Elizabeth Hamilton	Library Tech II—Bindery Technician
	Harriet Hobbs	Acquisitions/Serials Librarian/Assist. Prof.
	Donna Ford	Library Tech II—OCLC Production Technician
	Jeanne Pry	Library Tech III

		—Serials Tech; Check-in Coordinator
	Lou Ann Rhea	Library Tech II —OCLC Cataloging Tech
	Jackie Schumaker	Cataloging Librarian/ Instructor
	Fay Simms	Library Tech II —Technical Services
University Archives	Vickie Sheffler	Director of Archives & Record Management/Assist. Prof.
Broken Arrow	Tom Messner	Library Director/Instructor
	Pamela Louderback	Information Services Librarian/Instructor
	Jamie Holmes	Reference Librarian/Instructor —Education; Psychology
	Kristin Kroger	Reference Librarian/Instructor -Liberal Arts and Professional Studies
	Linda Summers	Library Tech III
	Zachary Thorp	Library Tech III
Muskogee	Behnam Etemad	Library Director/Instructor
	Connie Bever	Part Time Library Tech
	Sandra Fuller	Part Time Library Tech

Personnel—Changes

Zachary Thorp was hired as a Library Tech III at the BA campus.

Kristen Kroger was hired as a librarian at the BA campus but only stayed a short time. She returned to Florida.

Emily Brown was hired as a Resource Coordinator and Instruction Librarian at JVL.

Josh Horner and Jamie West were hired as part time Library Technicians in Access Services at JVL.

LIBRARY ACTIVITIES/ACCOMPLISHMENTS

Acquisitions

Table 1 below summarizes expenditures by material type over the past six years and forecasts the distribution for this coming year. Firm order and approval book allocations as well as continuations, journal, and microform allocations continue to be cut in order to accommodate inflation and to increase purchases for e-book, e-journal, and database access. The base physical material allocation for Broken Arrow remains at $50,000.

Table 1 NSU Library Expenditures for FY02 – FY07 and Allocations for FY08 By Material Type

Books/ Serials	Specific Type	2001/02 Expend	2002/03 Expend	2003/04 Expend	2004/05 Expend	2005/06 Expend	2006/07 Expend	2007/08 Allocate
Books	Firm Order Books	$83,000	$76,000	$70,000	$54,000	$47,829	$56,920	$55,000
	Approval Books	$100,000	$33,000	$30,000	$34,500	$9,043	$5,728	$10,000
	E-books		$15,000	$20,000	$10,000	$26,643	$27,196	$27,000
AV		$8,000	$8,000	$4,600	$9,600	$7,301	$10,890	$10,000
Serials	Continue	$100,000	$100,000	$104,900	$107,600	$91,351	$75,128	$70,000
	Journals	$250,000	$254,000	$195,000	$182,600	$162,020	$154,062	$135,000
	Microform	$41,000	$42,000	$33,000	$26,900	$26,512	$24,077	$23,000
	CD-ROM	$23,000	$6,000					
	Online	$52,000	$90,000	$162,000	$219,700	$251,800	$199,826	$190,000
	E-journals						$96,773	$110,000
	PPV	$17,000	$14,000	$32,500	$10,100	$26,200	$21,024	$28,000
	New							$25,000
Totals		$674,000	$638,000	$652,000	$655,000	$648,699	$671,624	$683,000
BA		$58,000	$70,000	$67,500	$52,100	$69,000	$44,857	$50,000
Total		$732,000	$708,000	$719,500	$707,100	$717,699	$716,481	$733,000

Table 2 – 2006-7 JVL Expenditures - Physical versus Electronic Resources

Books/Serials	Specific Material Type	Print	Electronic	
Books	Firm Order Books	$56,920		
	Approval Books	$5,728		
	E-books		$27,196	
	AV	$10,890		
Serials	Continuations	$75,128		
	Journals	$154,062		
	Microforms	$24,077		
	Online Databases		$199,826	
	Online Journal Databases		$96,773	
	Search/PPV		$21,024	
	BA Firm Order Books & AV	$11,458		
	BA Print Continuations & Journals	$26,866		
	BA Electronic Subscriptions		$6,533	
Totals		$365,129	$351,352	$716,481

Library Gate Count

Table JVL Gate Count

Year	1996/7	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Gate	261,886	240,862	224,811	200,959	294,290	260,665	284,960	307,654	NA	360,019	329,554

Print Usage

Usage is reported in two tables—print and electronic. For the purpose of better understanding trends in NSU library usage, six columns have been added to the print circulation table (Table 3 below)—ILL copies received; items checked out; in-house book usage; in-house periodical usage (includes newspapers, magazines, journals, and microforms); print reserve usage; and BA print book usage. Usage of print library resources has been in decline for the past ten years with only three temporary reversals in the trend. No consistent circulation indicators account for the temporary increases.

Table 3 - JVL Circulation Statistics for the Past 11 Years—Print

1	2	3	4	5	6	7	8	9	10
Year	ILL Loans	ILL Copies	Items Checked Out	In-House Book Usage	2nd Floor Journals & Micro-forms	1st Floor News-papers & Magazines	Print Reserve	BA Print	Total Print and Microform Usage**
2006/7	578	568	25,137	20,213	3,855	7,935	4,414	4,931	67,631
2005/6	583	524	28,284	18,929	4,798*	9,876*	5,319	3,829	72,142
2004/5	681		26,060	19,194	3,169*	6,525*			55,629
2003/4	504								44,805
2002/3	643								50,227
2001/2	1,043								52,142
2000/1	1,048								50,815
1999/0	2,360								66,066
1998/9	2,359								79,588
1997/8	2,836								110,381
1996/7	3,056								147,612

*Estimates
**Column 10 is a total for columns 2 through 7, which are being reported separately but have always been included in this figure with the exception of the BA print circulation (reported for the first time in 2005/6).

Electronic Usage

Seven columns have been added to the usage statistics for electronic resources (Table 4 below). Columns three and four, electronic database sessions (logons) and searches have in the past been reported together as search initiations. Columns six, seven, and eight (electronic journal articles, citations, and data) are now counted separately. In the past they were only reported together. The three columns report end results for the use of the particular database by patrons i.e. an article or data item. The count of articles derives from individuals accessing the full text of an article in a database. The count of citations is associated with databases that only provide citations as an end result. The data count is associated with databases that provide information rather than articles or citations i.e. corporate information.

Subject web page and CLIP module usage has been added to the table. They are aspects of student usage of library resources that have been emerging as central to the broader instructional role that the library plays in the context of electronically distributed information resources. While the use of CLIP modules fits firmly on the instructional side of resource

provision, the subject web pages fit more in the middle between the provision of instruction and the provision of the resource.

Finally, column fourteen presents electronic resource usage in a way that more closely approximates print usage. It includes e-articles, e-books, e-reserve documents, and subject web pages. Column thirteen tabulates electronic activity. It includes searches, logons, session, and all of the resource end point lookups. It is not particularly helpful for analyzing usage. It is retained in the current report for purposes of retrospective comparison.

284,089

Table 4 - JVL Circulation Statistics for the Past 11 Years—Electronic

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Year	Elec DB Search Initiation (Session + Search)	Elec. DB Session	Elec. DB Search	Elec. DB (Article + Citation + Data)	E-Journal Articles Used	E-Citations	E-Data	Subj. Web-page Use	CLIP Use	E-Books Used	Elec. Res.	Total Elec. Activity*	Total Elec. Usage**
2006/7	606,136	133,573	472,563	294,959	148,214	135,875	10,870	64,762	46,063	4,506	43,196	944,291	317,611
2005/6	677,864	148,704	529,160	246,941	140,258	101,716	4,967	42,329	33,657	5,726	66,155	990,960	293,092
2004/5	439,247			369,850	114,365						5,156	58,663	867,760	
2003/4	141,672			326,172								42,350	510,194	
2002/3	254,293			247,036								40,151	541,480	
2001/2	68,747			186,587								16,256	271,590	
2000/1	28,547			50,186								23,612	102,345	
1999/0	75,275			46,736								11,241	133,252	
1998/9	68,295			177,997								11,195	257,487	
1997/8	44,576			22,965									67,541	
1996/7	43,674												43,674	

* Columns 2, 5, and 12
** Columns 6, 8, 9, 10, 11, 12

Table 5 - JVL Circulation Statistics – Print versus Electronic Usage

0	1	2	3	4	5
Year	Total Usage	Total Print and Micro-form Usage	Percent Print Usage	Total Electronic Usage	% Elec.
2006/7	385,242	67,631	18	317,611	82
2005/6	365,234	72,142	20	293,092	80

The changes in circulation (See Tables 3, 4, and 5) over the past ten years continue to reveal two trends. First, the usage is shifting from print to electronic. For the past ten years, the statistics have reported electronic resource activity, which included database logons, searches, citation lookups, and full text articles viewed. Those same activity numbers are reported again for purposes of comparing activity this year with previous years. However, current statistics focus on particular resource usage. For electronic resources this includes journal database full text lookup, information database item lookup, electronic reserve, subject web page usage, CLIP usage, and electronic book full text lookup. These combined electronic resource items constitute a closer match to physical item usage. Physical item usage includes all media i.e. books, newspapers, journals, videos, and microforms. It counts items checked out and items used in the library. Use of electronic resources this year constitutes about 82 percent of total usage; use of print about 18 percent.

The second trend is the increase in overall usage. However, this year Column 10, Total Activity, shows a decrease of activity of approximately 5 percent from 990,960 to 944,291

transactions compared to last year. The largest decline was for database searches from 529,160 to 472,563 (approximately 11 percent). Since overall usage of e-resources increased by about 8 percent (293,092 to 317,611) and e-journal article usage in particular rose by about 6 percent from 140,258 to 148,214, the searches were more productive of results. Activity declined slightly but usage continued its upward trend.

Print Versus Electronic Usage

Electronic usage accounts for approximately 82 percent of all resource usage with print usage at about 18 percent; however, expenditures still favor print at approximately 51 over 49 percent (see table 6 below).

Table 6 – 2006-7 Usage and Expenditures of Print versus Electronic Resources*

	Totals	Print	Percent Print	Electronic	Percent Electronic
Usage	385,242	67,631	18%	317,611	82%
Expenditures	$716,481	$365,129	51%	$351,352	49%

*Includes BA statistics

Print Journal versus E-Journal Usage and Costs

When print research usage (bound journals and microforms) is compared with electronic database article usage, electronic articles comprise approximately 97 percent of usage (see table 7 below). The cost comparison shows that the library spends more on print journals than it does on electronic journal titles even though the usage is primarily electronic. The library will continue its strategy of replacing print subscriptions with less expensive database versions as they become available.

Table 7 – 2006-7 JVL Usage and Expenditures of Print versus Electronic Journals

	Totals	**Print**	**Percent Print**	**Electronic**	**Percent Electronic**
Usage Journals	152,069	3,855	3%	148,214	97%
Cost Journals	$257,368	$154,062	60%	$103,306	40%
# of Titles	14,500	1,500	10%	13,000	90%
Average Cost		**$103**		**$8**	

Print Book versus E-Book Usage and Costs

Table 8 below compares print and electronic books. Print this year was used 91 percent of the time even though they comprise 83 percent of the collection. However, the cost of electronic versions permits the purchase of approximately 14 times the number of print books. They are available 24/7 from all three campuses and are full text searchable. A factor not presented in the table is the currency of the material. E-books comprise the large majority of the most current book resources. The majority of the 70,000 e-books have been published within the past seven years. The majority of the print collection was published over twenty years ago.

The lower e-book usage is the result of a two primary factors. First, e-books are compared unfavorably to print for reading the whole work. This will be true until there are universally available e-book readers that are preferable to the comfortable and much loved codex form of the book. Second, it is likely in my view that research using e-books is negatively compared to print because the primary method of access is the library catalog, not the vendor interface. The interfaces have frustrating limitations and are not easy to use. Faculty and students end up in the interfaces when they are looking for print books through the library catalog. The strength of e-books for research becomes apparent through familiarity with the interface tools. More students and faculty already know to use vendor interfaces for e-journals. They do not try to find e-journal articles through the library catalog. They use the vendor interfaces.

The focus of the library needs to be an aggressive pursuit of e-books that are competitively priced and relevant to the collection and improved instruction in the use of the vendor interfaces so that faculty and students can more effectively use the advantages of the e-book collections.

Table 8 JVL Book Usage/Cost Analysis

	Totals	Print	Percent Print	Electronic	Percent Electronic
Usage Books	49,856	45,350	91%	4,506	9%
Cost Books	$14,920,000	$14,700,000	98.5%	$220,000	1.5%
# of Titles	420,000	350,000	83%	70,000	17%
Average Cost		**$42**		**$3.14**	

Information Literacy

A major focus this year was the production of a generic set of modules for use by BSOL institutions. The libraries at ECU and SOSU cooperated in the scripting of some of the modules and created some of their own. NSU librarians have continued to produce instruction modules for the basic and well as the program and class specific information literacy needs of students. Assessment methods are evolving as an integral aspect of integrating instruction in information literacy systematically into the curriculum.

Projects

Computer Upgrades and Expanded Access

Twenty-two computers were purchased for the Library Learning Lab in room 105. The projector was mounted on the ceiling. The second floor of the library received 39 new network drops for

the installation of 48 computers on the second floor. They will be installed in stages. The drops will also permit fast network access for students and faculty with their own laptops.

Table 9 - Project Costs for 2006-7

Projects		No.	Description	Each	Total	Project Totals
Lab 105						
	d	22	IBM 8116HU Think Centre M55 Tower Computers for RM 105	$705	$15,510	
	d	22	IBM 9205AB6 L151 15" ThinkVision Flat screen LCD Monitors	$158	$3,476	
	d	2	IBM Thinkpad R60 laptops 94577GU Instructor stations in 105 and 118B	$1,173	$2,346	
	d	3	Projector mountings & Speakers	$338	$1,014	
	d	1	8 x 8 Bretford Pull down screen for 118	$485	$485	
						$22,931
Archives	d	1	Adobe software	$400	$400	$400
Special Collections	d	1	Demco Microfiche & Microfilm cabinet P148-8934 9 drawer	$1,350	$1,350	$1,350
Muskogee	d	1	Lenovo Thinkvision L171 Flat Panel	$183	$183	
	d	1	Lenovo Thinkcentre M55 8810	$705	$705	
	d	1	Lenovo Super Multi-Burner Drive	$107	$107	$995
Access Services	d	1	DS-NSC-16 16 Module Notebook Cart	$1,250	$1,250	$1,250
2nd Floor Workstations	d	39	Network Drops – Cabling, jacks	$65	$2,535	
	d	1	Phone relocate	$50	$50	
	d	1	48 port network switch	$4,197	$4,197	
						$6,782
Special Collections		1	IBM 8116HU Think Centre M55 Tower Computers for RM 105	$705	$705	
		1	IBM 9205AB6 L151 15" ThinkVision Flat screen LCD Monitors	$158	$158	
Grand Total						**$33,708**

CONCLUSIONS AND PROSPECTS FOR THE FUTURE

Library Strategy Focus for the Coming Year

1. Shift information resource purchasing from print to electronic.

Academic librarianship during the transition from print to electronic distribution of information requires optimizing selection by analyzing availability, cost, usage, and need. The NSU librarians will continue this year to search for electronic resources that will expand access and lower costs. The librarians continue to improve the collection and reporting of usage statistics to assist in resource acquisition and cancellation determinations. The statistics also indicate instruction needs and effects.

2. Integrate library instruction in the use of information resources systematically across the curriculum.

The library will continue its efforts to systematically and comprehensively integrate information literacy instruction for both the upper and lower division curricula. The basic level effort will continue to focus on the refinement of LIBM 4611, which is the prototype for a future mandatory course. Three new modules are planned for the course: an introduction to research, peer review, and publication processes; search terms and database types; an introduction to copyright and fair use law. For upper division classes, instruction will focus on discipline specific resources.

3. Advance Scholarship

Publish and present at local and national conferences particularly advances in information literacy via CLIP.

4. Improve the physical condition of the library making the environment more amenable to student needs.

In the following year we intend to increase the food offerings at the library cafe, provide warmer lamp lighting, hang some pictures in the library café, and add a variety of workspace furniture to different locations in the library to provide environment diversity for study space and laptop use.

5. Expand access to information resources through increased number of workstations in the library.

The library will continue to expand access to information resources by providing additional workstations. The library will also begin collecting better workstation logon and usage information.

6. Look for CLIP development partners.

Continue to seek cooperative working relationships for the production of information literacy curriculum.

7. Promote staff development.

Continue to support the library personnel enrolled in the OU Master's program for Library and Information Science and the librarians enrolled in doctoral programs.

Library Expenditure Projections for 2006/7

Table 10 - Library Materials and Operational Budget Expenditure Projections 2006/2007

		Student Fee	Materials Budget	Operational Budget	Totals
Materials					
Books	Blackwell Approval Books	$10,000			
Books	Firm Book Orders	$55,000			
Ebooks	NetLibrary & ebrary	$27,000			
Videos/Software	AV	$10,000			
Ongoing Commitment	Journals Print		$135,000		
Ongoing Commitment	Electronic DBs		$190,000		
Ongoing Commitment	Journals Electronic		$110,000		
Ongoing Commitment	Series Titles - Continuations		$70,000		
Ongoing Commitment	Microforms		$23,000		
Ongoing Commitment	Pay Per View Searches	$19,000	9,000		
New Electronic Resources		$25,000			
Materials	*Sub-Totals*	*$146,000*	*$537,000*		*$683,000*
Operational					
General Operational	Contracts on equipment, services, and software maintenance; Supplies			$110,100	
	Equipment			$11,600	
	Travel			$12,000	
Acquisition Operational	Contracts on equipment, services, and software maintenance; Supplies			$38,000	
New Projects					
	Library Facilities Improvements	$54,000			
Operational	*Sub-Totals*	*$54,000*		*$171,700*	*$225,700*
Broken Arrow Library	Extra Book Funding			$50,000	$50,000
Total		$199,000	$537,000	$221,700	$958,700

BROKEN ARROW REPORT

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

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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 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 18th. 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 Kritin'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.
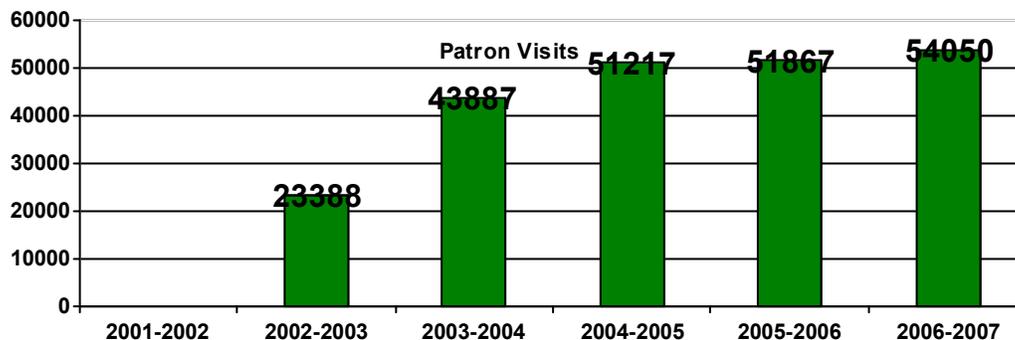
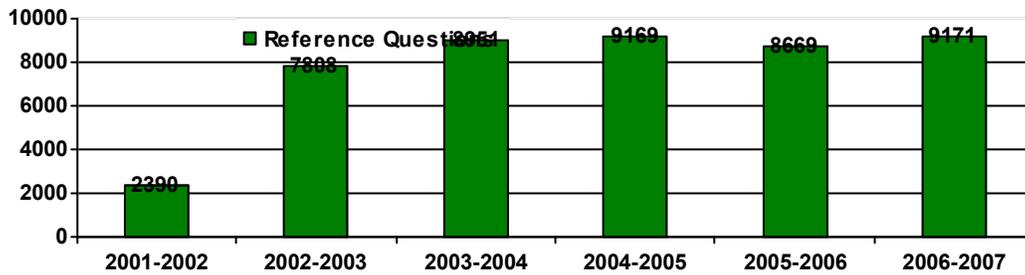| Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Patron Entrance Count	n/a	23388	43887	51217	51867	54050

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.

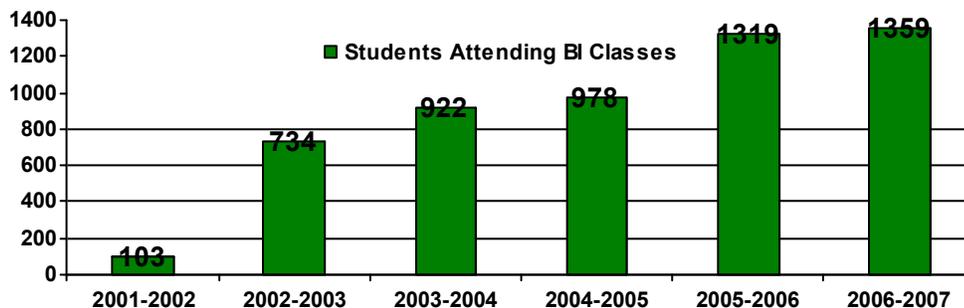| Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Reference Questions	2390	7808	8951	9169	8669	9171

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.

24
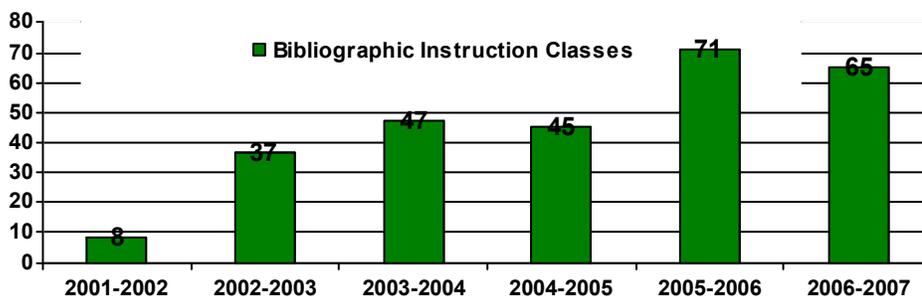
Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Instruction Classes	8	37	47	45	71	65

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.
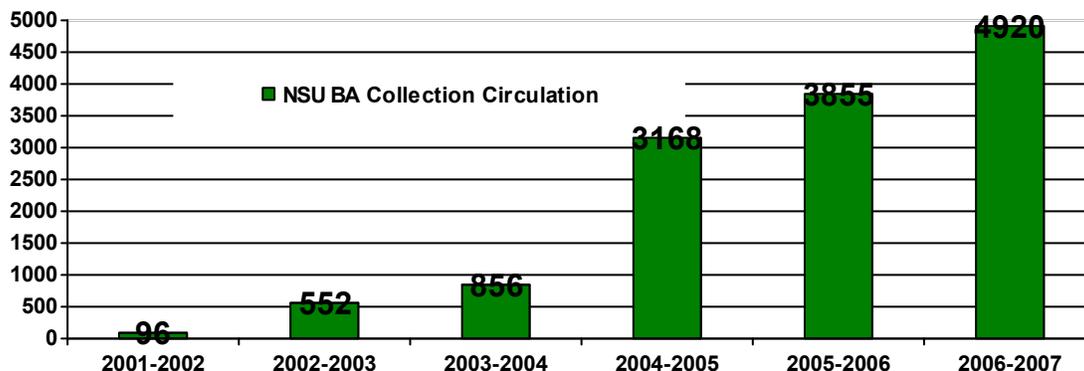

Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Students attend.	103	734	922	978	1319	1359

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.

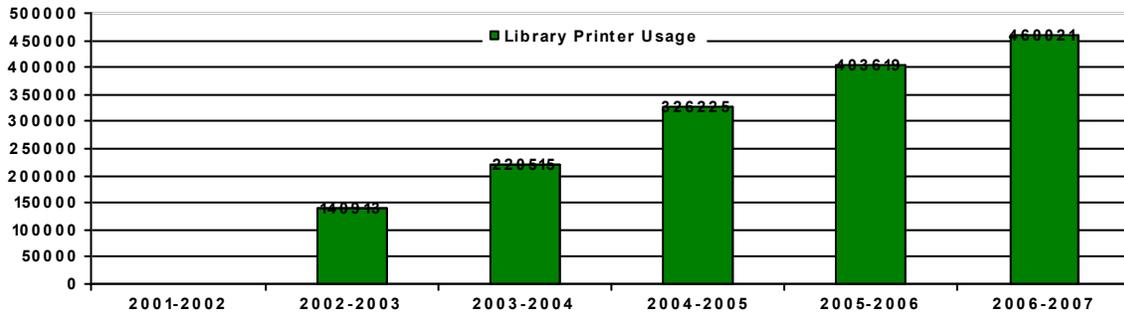| Year	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
NSU BA Circulation	96	552	856	3168	3855	4920

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	140913	220515	326225	403619	460021

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

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

Access Services Annual Report Overview, 2006-2007

- Access Services welcomed two new part-time employees: Josh Horner serves as the Evening Reserve Supervisor, and Jamie West as the Evening Circulation Supervisor. Plans have been made to expand the staffing to a third part-time position beginning in Fall 2007. This will eliminate almost all of the gaps in supervision over the 99.5 hours per week that the library is open during the Fall and Spring semesters.

- Overdue notices in Millennium moved from paper to electronic with the addition of e-mail notification except in the case of billable accounts.

- The Library Café remains very popular. Additional items have been added to the menu and sales are up 30% over the previous year.

- Reserve continues to move towards more use of e-reserves through Millennium. Training has been provided individually to faculty members on a case-by-case basis.

- Laptop circulation has been popular, but problems have occurred with connections due to changes in the NSU wireless system. It is hoped that the problems have been addressed and that connections will be more consistent in the future.

- Student worker training is undergoing a major revision with new or revised tutorials, face-to-face orientation, and use of Blackboard course management software for communication.

- An informational PR campaign "Just Ask!" was initiated in the fall and included badges, bookmarks, and flyers. A unified visual theme was incorporated to enable patron recognition of available assistance.

- Shifting projects have been ongoing in Reference, second, and third floors.

- ILLiad has continued to be a popular tool, especially the capability to request materials online and to receive articles electronically. Plans are being made to upgrade to version 7.2 as well as move to electronic delivery of articles to other institutions.

- In response to the new library website design, all Access Services webpages are in the process of being reviewed and updated.

(Detailed area reports follow)

Circulation/Library Café

Circulation

Circulation has been a busy place this past year, mainly due to the increase of business with the Library Café. Circulation students focused on shelf-reading on 3rd floor for a majority of the fall semester and spring semester. Among their duties they counted used materials on 2nd and 3rd floor, renewing checked out items, creating and updating patron records, shelving materials on 2nd and 3rd floor, assisting patrons both on the floors and at the desk, filling in at other departments, working on various projects and maintaining the Library Café. The department also wished Christina Hayes a fond farewell after she graduated and welcomed part-time staff employee Jamie West, who was a former circulation student who also graduated in December.

Statistics for the circulation in all areas were as follows:

Check-out 06/07:

Patron Type	Total
Faculty/Staff	3,926
Family of Faculty/Staff	347
Graduate	1,692
Library Staff	2,072
Professional Courtesy	71
Special Borrower	1,523
Undergraduate	21,402

Item Type	Total
Audio	308
Map	11
Microform	6
Non-Circulating	176
Other Media	225
Print	24,675
Score	336

Location	Total
Curriculum Materials	2,269
Curriculum Materials Oversize	262
Government Publications	273
Government Publications Microforms	0
Location Cont.	**Total**

Main Collection	12,739
Microforms	5
Oklahoma Documents	7
Oklahoma Documents Microfiche	2
Periodicals	27
Reference	18
Ready Reference	2
Storage Materials	5
Youth Collection	4,244

Circulation Annual Check-out Totals

Bar chart showing Total by Years. 26,060 (Check out 04/05), 23,699 (Check out 05/06), 23,622 (Check out 06/07).
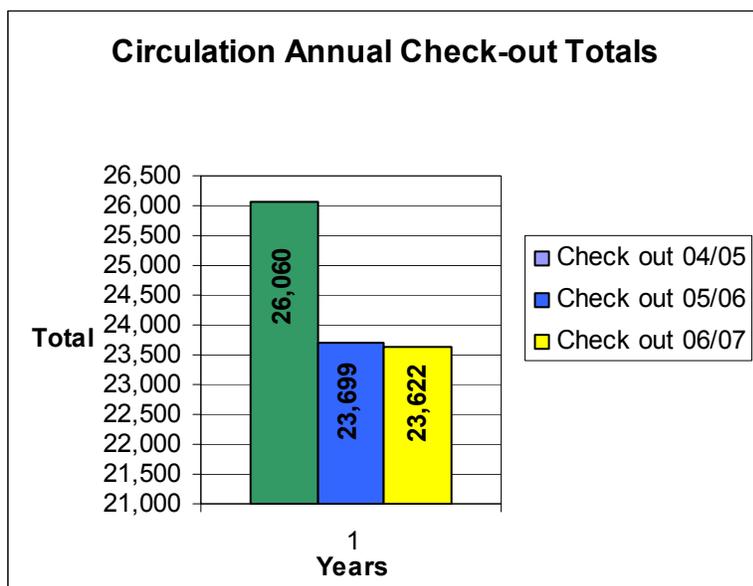
Count Using Materials 06/07:

Location	**Total**
Curriculum Materials	953
Curriculum Materials Oversize	152
Main Collection	7,041
Periodicals	143
Microforms	23
Storage Materials	32
Youth Collection	2,644

Circulation Count Use Totals

Total	

Count Use 04/05: 12,979
Count Use 05/06: 10,898
Count Use 06/07: 10,988

Years
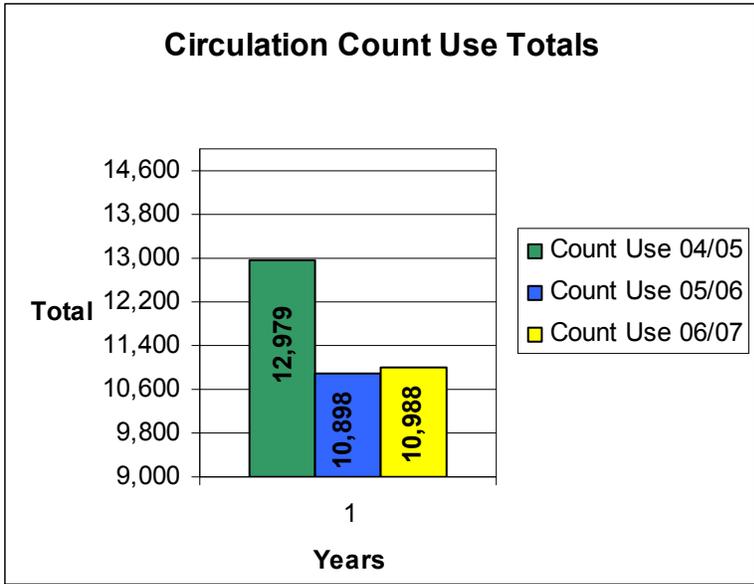
Check-in 06/07:

**Total number of check-in
for 2006/2007:**   **17,689**

Check-in Statistics

checkin 04/05: 0
checkin 05/06: 17,285
checkin 06/07: 17,689

Total

Years
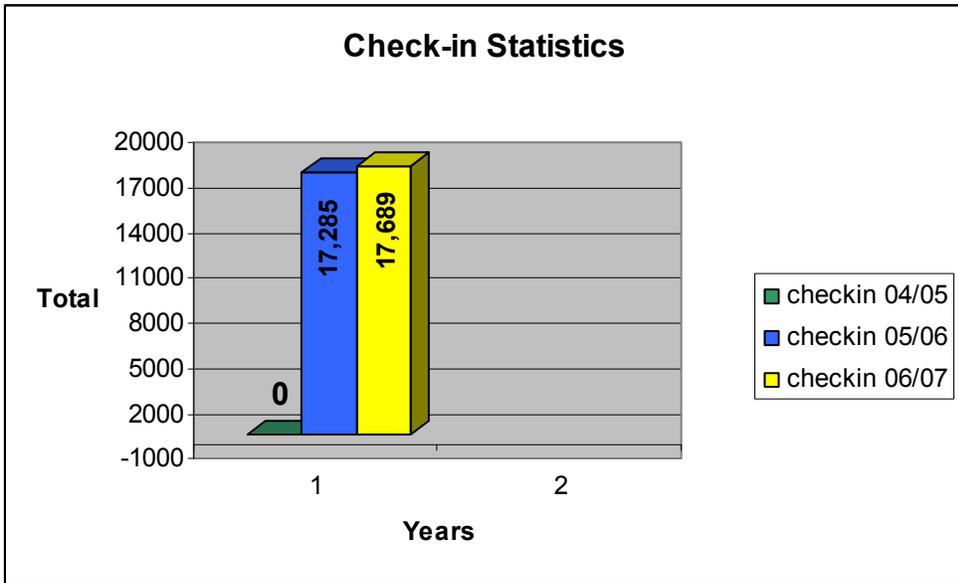
Note: 2004/2005 statistics not available

Item Renewals 06/07:

Date	Total
June 2006	29
July 2006	59
August 2006	41
September 2006	151
October 2006	113
November 2006	130
December 2006	72
January 2007	68
February 2007	91
March 2007	202
April 2007	61
May 2007	28
Year Total	1,045

Circulation Annual Renewals

Chart showing Total on vertical axis (950 to 1,250) and Years on horizontal axis.
- Renewals 04/05: 1,214
- Renewals 05/06: 1,142
- Renewals 06/07: 1,045
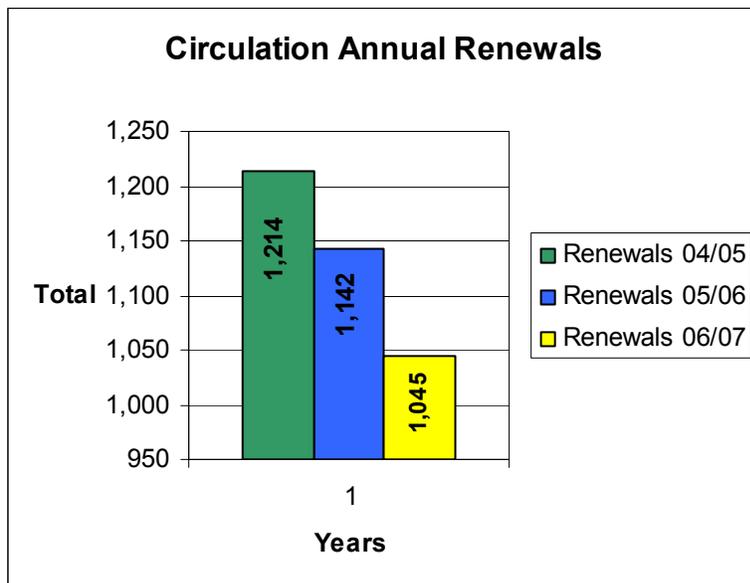
Patron records 06/07:

Action	Total
Added	1,740
Updated	4,892
Deleted	158

Videxed Materials 06/07:

Location	Total
Periodicals/Microfilm/Microfiche	Not available at this time

This year the circulation department started keeping statistics on other jobs that the students and staff do on a regular basis that does not show up on the Millennium system.
These jobs are time consuming and deserve to be noted. These statistics are as follows:
(Please note: these statistics are keep by individuals of the department).

Search Statistics 06/07:

Type to search	Total
Overdue searches	2,051
Monthly searches	1,438

Second Floor Statistics 06/07:

Action	Total
Shelving and/or shifting new periodicals	460
Shelving and/or shifting pam boxes	56
Shelving and/or shifting new microfilm	74

Billed/Overdue Statistics 06/07:

Action	Total
Bills posted to Business Office	274
Bills re-credited to Business Office	42
Mailed overdue notices	805
Mailed bills	274

Circulation Goals 2006/2007:

1. Shelf read third floor. Not all areas were done in 2005/2006. –
 (**New areas shelf read, but still more to do next year**)

2. Shift microfilm to fit in new microfilm brought to circulation by technical services.
(Student were able to keep new microfilm shelved during 2006/2007)

3. Shift periodicals on second floor to make room for nursing journals brought to JVL from Muskogee and new titles brought to circulation by technical services.
(Shifting on second floor is still and on-going process)

4. Shelf read Youth Collection. **(This goal has been met.)**

5. Shelf read second floor. **(Shelf-reading on second floor is still on going).**

Circulation Goals 2007/2008:

1. Continue shelf-reading on main collection.

2. Continue with shifting project on second floor.

3. Shifting project on third floor in main collection.

4. Continue to develop student training and cross-training.

The Library Café

The Library Café is a successful service for the students who use the library and even for those who are just passing through on their way to class. The totals sales continue to increase each year and the delivery problems of the past are no longer exist. The variety of items the café offers has also increased, which greatly contributes to the amount of sales for the year.

Sales totals are as follows:

Monthly Cafe Sales 06/07

Net Receipts / Months

Legend: Jun-06, Jul-06, Aug-06, Sep-06, Oct-06, Nov-06, Dec-06, Jan-07, Feb-07, Mar-07, Apr-07, May-07

Values: $1,201.89, $826.13, $4,632.01, $7,952.86, $6,764.77, $3,225.02, $4,714.30, $7,281.60, $6,068.83, $7,764.70, $2,241.51

Library Cafe Annual Dollar Sales

Totals / Years

Legend: Oct. 2004-May 2005, June 2005-May 2006, June 2006-May 2007

Values: $21,323.92, $42,690.81, $55,546.70
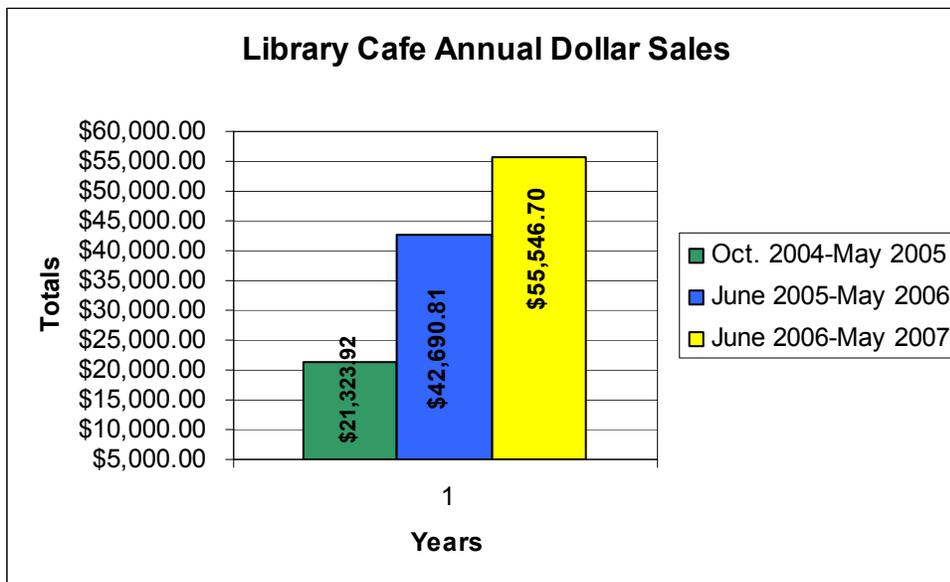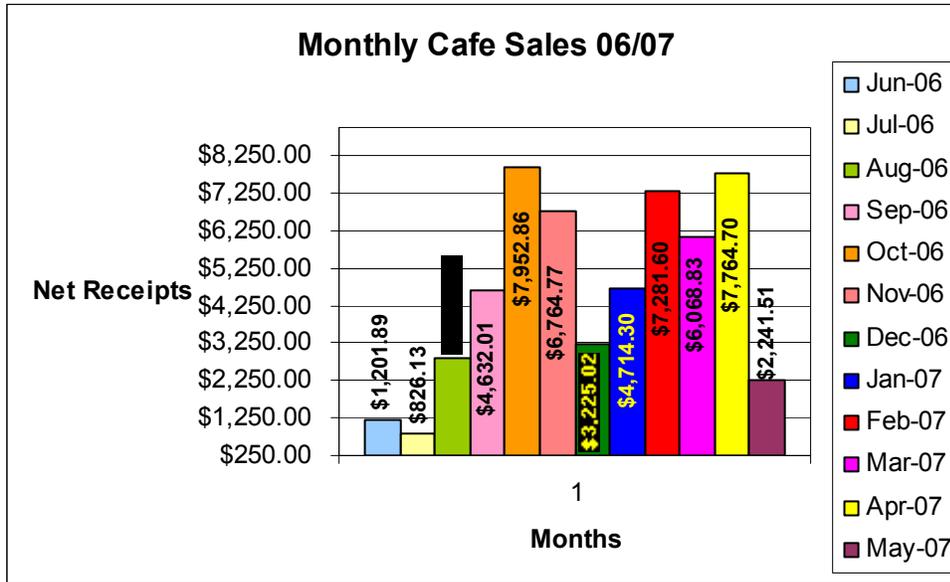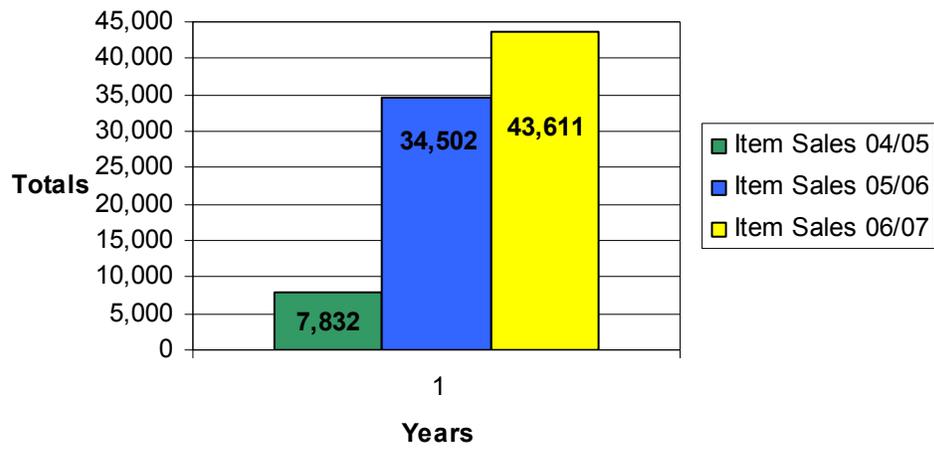
Library Reserve Department

Goals from 2005-06

Goals for 2005-06: **In bold is an update on each goal.**

1   To improve customer service, by training the students worker in many different area of the library to help expand the knowledge base for better ability to assist patrons:

2   To create more efficient ways in which time can be used so that the decrease in student staffing can be overcome in an affective manner.

      i. **These two objectives are still being looked at. As training is getting better than it was in the past it is still far from where it needs to be for these goals to be meet.**

3   To produce effective and smaller PDF file when creating electronic reserves. Controlling the file size for easier use, and to help with the never ending printing memory issues.

      i. **This goal was meet successfully PDFs and electronic reserves are stabilized and efficient. File sizes have not been a concern lately.**

4   Maintain the first floor of Reference and browsing materials and to help with any projects and requests from other library departments in which may need assistance throughout the year to accomplish specific tasks.

      i. **The Reserve department has become open and willing to assist other departments to meet their needs. We have helped Gov. Documents with summer projects, and Circulation with the maintenance of third floor and Curr Mats, and a couple student workers have been trained to assist ILL with the pulling and scanning of materials. Working as a team with the rest of Access Services and the library as a whole has become a mission for Reserve.**

5.   To learn more about the software that the students use most often so that we can better assist with question that bomb bard us. (Word documents, internet problems, mapping files, transferring files, save and printing, are the questions and problems that arise most frequently).

      i. **The software war is beginning to become problematic for the reserve department, my student workers as well as myself are not proficient in soft ware troubleshooting. Every year experience is bringing us closer and closer to achieving this goal.**

6.   To find ways to effective design the browsing area into categories and still have an organize system without being alphabetical.

      i. **The browsing collection had been changed from Alphabetical to Call number order over the summer of 2006, due to patron and staff complaints I had received authorization to then change it back to Call number, which was found to be more efficient. The browsing collection expanded by about 20 Journals and the placement of the titles on the first floor has been worked out accordingly making the collection effective and patron friendly.**

Over View of the Achievement for the year

Reserve became an active member of the *Just Ask Campaign* that was arranged by Peggy Kaney at the beginning of Fall 06.
Creation of the new Minor Guest Policy
Helped with the reorganization and addition to the browsing collection Summer 06
Provided a better CD Rom computer system that now provides more tools and options to better suit the patron needs.
Became part of a Black Board training process that was provided in hopes to improve communication and ties between Supervisors and Student employees
Reorganized the Reserve area and added a new desk for the part time employee (Josh)
Began the transfer of the Index area over to Law Ref…Practically complete

Problems that have arose throughout the year
Privacy issues
Major printing issues, solution was found
Laptop connection has been problematic for quite some time

Reserve statistics

	Physical Reserves	Electronic Reserve	Removals	Deletions	Total
July06	88	3	86		
August06	74	1	50		
September06	39	0	6		
October06	2	1	10		
November06	22	0	3		
December06	9	0	26		
January07	61	21	42		
Feb07	16	12	7		
March07	+13	+8	18		
April07	+19	+4	44		
May07	4	5	184	127	
June07	58	0	81	41	
Total	*405*	*55*	*557*	*168*	*1185*

Reserve Location Checkouts

AV : audio book	69
AV: music CD	209
AV: video	974
AV: DVD	658
Laptops	1,134
Perm reserves	241
Physical Reserves	4,572

E-reserve	**43,196**

Browsing collection

June 06	**553**
July 06	**477**
Aug 06	**476**
Sept 06	**910**
Oct 06	**797**
Nov 06	**670**
Dec 06	**419**
Jan 07	**751**
Feb 07	**538**
March 07	**922**
April 07	**659**
May 07	**764**

STAFF TIME SPENT ON FLOOR

Day shift	
Monday	4-5
Tuesday	1-2
Wednesday	3-4
Thursday	3-4
Friday	
Saturday	
Sunday	3-4

Night time	
Monday	4-5
Tuesday	1-2
Wednesday	3-4
Thursday	3-4
Friday	
Saturday	
Sunday	3-4

Floor Assistance: In Bold are the most time consuming issues during regular semesters

Helping students with user name and password logins (hits hard beginning of the semester)

Using and locating software programs

Setting up formats MLA, APA, Chicago

Helping with the printing of Internet sites, black board, and other printer issues

Assisting with large file size prints, PDF, Power points, ect.

Helping students understand the library website

Helping students locate E-Reserves
Assisting students with Scanners and Copy Machine
General Problems
Helping find Reference materials
Assisting with the use of data bases to find journal articles
Loss of work due to malfunction

Reference Questions

August	256
September	110
October	211
November	191
December	162
January	157
Feb	201
March	207
April	212
May	114
June	
Total	*1821*

The types of question that are tallied as Reference question, are basic searching questions, questions asked in reference to finding materials in the library, and clarifying library web page and how to use it properly, how to find electronic reserves and how to use other electronic resources such as basic ways to find an article or an   E-book..

Reserve Questions

August 06	472
September 06	420
October 06	398
November 06	372
December 06	225
January 07	301
Feb 07	111
March 07	270
April 07	311
May 07	152
June 06	103
Total	*3135*

Reserve question consist of answering a assortment of different types of questions. Questions about e-reserve and how to access it, printing questions of all kinds, basic computer questions and issues, coping, scanning instruction, A/V questions, etc.

Interlibrary Loan/Document Delivery

FY 2006-2007 Statistics

Fast Facts:
- Patrons registered with ILLiad: 871 (+466; *+115%*)
  JVL/M +238 (*+84%*); BA +228 (*+190%*)
- ILL Borrowing Requests for NSU patrons—1487 (+224; *+18%*)
  Borrowing filled—1146
- ILL Lending Requests to other institutions—4036 (-179; *-4%*)
  Lending filled—2133
- Average turnaround time for lending: 1.18 days.
- **Total ILL Requests—5523 (+45; *+1%*)**
- Doc Delivery Holds/Loans—659 (+202; *+44%*)
- Doc Delivery Copies—731 (+276; *+63%*)
- **Total DD Loans/Copies—1390 (+478; *+52%*)**

Interlibrary Loan—Borrowing

ILL Borrowing Filled	Loans	Copies	Total
2006-2007	**578**	**568**	**1146**

	Loans	Copies	Total
2005-06 (11 mth)*	392	371	763
2006-07 (11mth)*	519	495	1014
	+127 (+32%)	+124 (+33%)	+251 (+33%)

(*based on figures from May-July)

Loans & Copies for NSU 2006-07

	Loans	Copies	Total
JUN 06	59	73	132
JUL 06	39	30	69
AUG 06	66	38	104
SEP 06	58	69	127
OCT 06	62	79	141
NOV 06	43	55	98
DEC 06	4	5	9
JAN 07	70	49	119
FEB 07	57	80	137
MAR 07	37	30	67
APR 07	47	28	75
MAY 07	36	32	68
TOTALS	578	568	1146
AVG/MTH	59	73	95

Interlibrary Loan—Lending

ILL Lending Filled	Loans	Copies	Total
2006-2007	**1162**	**971**	**2133**

	Loans	Copies	Total
2005-06 (11 mth)*	1311	1242	2553
2006-07 (11mth)*	1101	947	2048
	-210 (-16%)	-295 (-24%)	-505 (-20%)

(*based on figures from May-July)

Loans from NSU 2006-07

	OCLC Loans	OLTN Loans	Manual/ Other	Total Loans
JUN 06	50	11	0	61
JUL 06	59	19	0	78
AUG 06	113	21	0	134
SEP 06	139	24	0	163
OCT 06	83	16	0	99
NOV 06	67	9	0	76
DEC 06	20	4	0	24
JAN 07	107	16	0	123
FEB 07	97	17	0	114
MAR 07	66	15	1	82
APR 07	104	20	0	124
MAY 07	69	14	1	84
TOTALS	974	186	2	1162
Avg/Mth	12	16	0	97

Copies from NSU 2006-07

	OCLC Copies	OLTN Copies	Manual/ Other	Total Copies
JUN 06	20	4	0	24
JUL 06	47	2	1	49
AUG 06	75	2	0	78
SEP 06	136	1	0	137
OCT 06	122	4	0	126
NOV 06	77	2	0	79
DEC 06	33	0	0	33
JAN 07	74	0	0	74
FEB 07	103	1	0	104
MAR 07	101	0	0	101
APR 07	91	1	0	92
MAY 07	70	4	0	74
TOTALS	949	21	1	971
Avg/Mth	79	2	0	81

Document Delivery—Loans

2006-07	To BA	To JVL/M	Total
Loans	423	236	659
Articles	169	562	731
Total	**592**	**798**	**1390**
2005-06			
Loans	326	131	457
Articles	164	291	455
Total	490	422	912
	+102 (+21%)	+376 (+89%)	+478 (+52%)

Loans/Holds from JVL 2006-07

	To BA	To JVL/M	Monthly Total
JUN 06	16	9	25
JUL 06	38	41	79
AUG 06	19	12	31
SEP 06	47	7	54
OCT 06	51	10	61
NOV 06	26	5	31
DEC 06	13	9	22
JAN 07	48	25	73
FEB 07	74	39	113
MAR 07	37	17	54
APR 07	32	40	72
MAY 07	22	22	44
TOTALS	423	236	659
AVG/MTH	35	20	55

Document Delivery—Copies

Articles / Pages from JVL 2006-07

	Delivered to BA		Delivered to JVL/M		Monthly Total	
	Articles	Pages	Articles	Pages	Articles	Pages
JUN 06	30	279	30	188	60	569
JUL 06	19	265	13	603	32	453
AUG 06	5	43	42	431	47	646
SEP 06	14	82	36	683	50	513
OCT 06	15	242	93	533	108	925
NOV 06	19	132	67	120	86	665
DEC 06	0	0	9	118	9	120
JAN 07	13	103	18	83	31	221
FEB 07	24	288	14	153	38	371
MAR 07	20	301	13	234	33	454
APR 07	2	40	15	370	17	274
MAY 07	2	10	22	290	24	380
TOTALS	163	1785	372	3806	535	5591
AVG/MTH	14	149	31	317	45	466

Additional Document Delivery: Electronic articles available online (via catalog or Web, PDF or HTML)—BA, 9; JVL/M, 160.

Overview:

Staffing:
During Summer 2006, ILL/DD was staffed by Renée Ridge and Donna Graham. During the fall and spring semesters, ILL/DD staffing consisted of Renée Ridge, Donna Graham, and one student worker at 15 hours per week. In addition to her ILL/DD responsibilities, Donna's other areas of responsibility included evening supervision, development and implementation of student training, technical assistance, web page and publicity development, and cross-departmental assistance where needed.

ILLiad:
Patron registration with the ILLiad database has shown a marked increase. At present, 871 patrons are registered with ILLiad, up from 405 last year at this time, showing a 115% increase. Registration for JVL/M is 523 patrons, up from 285, an 84% increase, while BA registration has almost tripled from 120 to 348, a 190% increase.

In March 2007, ILL/DD passed the 10,000[th] transaction mark since going live with the ILLiad database in November 2005.

Electronic Delivery:
Electronic delivery of articles continues to increase as more lenders transition toward electronic files rather than print delivery. One service provided by ILL/DD this past year has been the conversion of articles received in print format to PDF for electronic delivery for distance ed patrons and patrons with special needs, such as the visually impaired. Thirty-five print documents were converted to PDF and delivered as a part of this service.

Looking ahead:
Upcoming goals and challenges for ILL/DD include:
- ILLiad software upgrade
- Explore and implement options for electronic lending
- Ongoing coordination between campuses regarding ILL/DD policies & procedures
- Continuing to publicize ILL/DD services to the NSU community. Publicity ideas include mass email to NSU faculty, printed materials such as tri-fold brochures and bookmarks.

Submitted June, 2007 by Peggy Kaney.

REFERENCE AND RESOURCE COORDINATION DEPARTMENT—2006/7

Instruction

Table 18

Year	In-class Library Instruction Sessions	Number of Students Receiving In-class Instruction	Individual Reference Sessions	CLIP Tutorial Usage from Library Web Pages	Subject Web Page Usage
2005-6	175	3,670	6,970	33,657	42,329
2006-7	113	2,453	4,456	46,063	64,762

Reference & Resource Coordination Department Annual Report, 2006-2007

Prepared by Sarah Brick Archer and Gary Cheatham

- We welcomed a new faculty member, Emily Brown, to the department. She is serving as a reference librarian and Social Work and Criminal Justice resource coordinator.
- We examined new databases, such as Academic One on Infotrac; Academic Search Complete; Business Source Complete; World of Learning; various EbscoHost databases; the new Serials Solution metafind product; and the service "Ask a Librarian."
- New databases were added, such as the Sanborn Map collection, Leisure Tourism, and NetAdvantage.
- We did a better job of integrating Broken Arrow into the department by using ITV for meetings.
- The department played an active role in the redesign of the library home page which added pages and did a better job of including all campuses in the design.
- ECO pay-per-view was more fully explored. The department promoted such improvements as changing the descriptive name, adding dollar signs to indicate costs, etc.
- A subcommittee (Louderback, Kaney and Martin) was formed to study which statistics are needed for departmental reports.
- Peggy Kaney, Charles Veith, Linda West, and Susan Woitte formed a subcommittee to study the library home page.
- Sarah Brick Archer, Emily Brown, and Kristin Kroger participated in an ACRL e-Learning online workshop.
- The department set goals based on Dr. McKiel's seven goals for the library.
- Department members sponsored workshops, such as HELEO and one on Legislative Resources.
- The Library Lab policies and Internet Acceptable Use policies were revised. A weeding policy was created to cover third floor materials.
- Collection Development Criteria were created to be used in analyzing databases and serials.
- Emily Brown, Susan Woitte, Jamie Holmes, Sarah Brick Archer, and Kristin Kroger

formed a committee to explore instant messaging as a new reference service.

- The department cut approximately $40,000 worth of serials.
- With continuing education, Gary Cheatham presented instruction on Ref USA and Sandra Martin discussed research in the Health Sciences. The department participated in the Center for Teaching and Learning's Course Design for Librarians.
- Pay-per-view for OVID was begun.
- The department actively pursued the updating of equipment in the library teaching lab 105 by revising the budget proposal and presenting it to the Library Director.
- The Blackwell approval plan was modified.
- A weeding project was begun in the reference collection in preparation for a partial rearrangement of the first floor.
- The department's home page on the Web was revised. The department also prepared a new help page for the library's Web site.

Future projects:

Reference will consider creating a mission statement and trying out IM reference this fall. Another topic being considered is how library coordination issues can be emphasized; possibly focusing meetings or changing the name of the group. Some rearranging may be done to improve visibility of print journals. Reference plans to sponsor a departmental intern this fall.

SPECIAL COLLECTIONS ANNUAL REPORT—2006/7

Special Collections supports the curriculum needs of NSU. Special Collections is different from the general library in its composition and mission. The usage of the historical materials has always been tremendously supported by the academic disciplines. The American Indian student is served not only through written resources but through contact with the Special Collections Librarian, Delores T. Sumner, who can interact with the students using her culturally-appropriate knowledge of their background. NSU has the highest percentage of American Indian enrollment in any college in America. Academic services is also provided to students off campus which includes Cherokee Nation Job Corp and Sequoyah High School as well as neighboring public schools.

One of the most noted service is to the researcher. The researchers this year, are not only from American universities, but from France, Spain and Wales. The authors and PhD candidates are Carmen Richardson from San Antonio, Texas, Angela Christie, PhD candidate from the University of Sorbonne, Paris France, Donna J Myers, PhD candidate from the State University of West Georgia Department of Anthropology, and Dr. Jerry Hunter, School of Welsh, University of Wales. The local writers are Dorothy Holmes-Sweet from Welling, Marsha Coles and Leona Ferrell, Stilwell, and a script writer for the Tsa-La-Gi drama, Lauretta Willis. Joseph Erb, animator from Tahlequah AIRC Eagle Project, researched the Cherokee hymns and traditional legends collection. With the help of Cherokee speaking students from five area elementary schools, he produced animated videos. The scholars are consistent in the donation of their publication. Special Collections also has book donors. Book donations received were from the estates of Allen Quetone, Kiowa tribal leader and writer Raven Hail. A noted friend of NSU, Dr. Rennard Strickland has donated a fine collection of American Indian law books.

As Special Collections is well known to museums, tribal nations and the county historical organizations, referral is always appreciated and welcomed. Some of the referral this year came from the University of Arkansas, Choctaw Nation, Cherokee Nation and the department of Archives and Museum, Oklahoma History Center.

Special Collections has seen tremendous growth in service and usage this year even tho the purchasing of printed resources has decreased noticeably. Since 1975, Special Collections houses an incredible collection of microfilm resources relating to the history of the Five Civilized Tribes, Indian Territory era, Plains Indian of Oklahoma and historical newspapers. The accepted and preferred archival method for preservation of documents is microfilm. Electronic data is ephemeral and subject to destruction by a scratch on the disk, a magnet, program and equipment obsolescence, heat and humidity, human error, etc. The academic year, 2006-2007, have proven Special Collections successfully fulfilled its commitment in offering quality research to the NSU faculty and students, the Indian Studies program, the general history classes and the general public.

Submitted by:
Delores T. Sumner, Special Collections Librarian
June 8, 2007

TECHNICAL SERVICES DEPARTMENT REPORT—2006/7

Northeastern State University
John Vaughan Library
Technical Services
Annual Report
2006-2007

FULL STEAM AHEAD

–

INCREASED PRODUCTIVITY

Northeastern State University
John Vaughan Library
Technical Services

Technical Services Annual Report
2006/2007

FULL STEAM AHEAD – INCREASED PRODUCTIVITY

As the Library transitions to a more electronic atmosphere, Technical Services feels the pull of two priorities. We have helped to build and maintain the Library's electronic resources through ordering, licenses, access administration, cataloging, and link maintenance. However, we must still live in the world of print as we order new materials, cancel subscription titles, catalog and process materials, withdraw and relocate materials, and de-process and distribute older print volumes.

This year has been one of transition. Many of our statistics that deal with new print materials have seen a decline, such as binding, check-in of issues and ordering. But we have also seen an increase in gifts to the Library and older materials leaving the Library or being moved to Storage or other locations in the Library.

One challenge we faced this year was to maintain productivity and still accomplish some special goals we set for ourselves. We were successful in doing both as our statistics and department reports detail. Some examples are that we increased cataloging numbers which included our Oklahoma documents cataloging project. We also cataloged an additional year of Special Collections Symposium videos.

PERSONNEL

Our staffing remained stable this year, enabling us to perform additional training and to increase project participation throughout the area. Our team of students was exceptional and provided us with reliable help in crucial high volume tasks.

EQUIPMENT AND SUPPLIES

We upgraded two computers and added RAM to all other computers in Technical Services, although this took place later in the year than we anticipated, we are already seeing increased productivity from faster computers. However, our main high volume printer is now not functional. This printer was purchased in 1999 and needs replaced in the coming year. We also will need to continue to replace 2-3 computers each year to stay productive over time.

SPECIAL PROJECT

The special project continued to be cataloging the retrospective collection of Oklahoma Documents. In September 2006, we celebrated turning the corner and the halfway mark of the project with an ice cream party. By January, progress had slowed and the end of the project was not in sight. In March 2007, there were forty shelves left. The Director initiated a new plan that involved all staff in Technical Services. We added three catalogers to the cataloging end of the project. Pullers and shelvers were added to presearch the cataloging trucks, and Jeanne and Linda worked with serials and the Union List. Linda revised the project. After training, the new catalogers (Lou Ann, Donna and Jenifer) successfully helped us work through the shelves of materials. A new pace of two shelves a month per cataloger meant that in four months the project would be finished. Although there were some vacation times in May with Faculty gone, Donna filled in with additional cataloging help and the project is on track to finish in June 2007.

Finishing the documents cataloging project means that we will have staff time to turn to two additional projects that are important to the Library. The summer 2007 project of revamping Reference means that about two to three full ranges of materials will need to be relocated or withdrawn from the Library collections. This massive amount of material will take the summer and longer to finish. If this can be accomplished this summer, we still have a large challenge waiting to convert all of second floor from the old Videx method of in-house counting to using Millennium for in-house counting. Preliminary estimates are that we will have about 25,000 pieces of microfilm and over 3,000 titles with loose issues to handle before in-house counting can take place.

ELECTRONIC RESOURCES

Electronic resources continue to be added to the library catalog. 8,029 records were added for Ebrary and Netlibrary titles. This brings the total eBooks in the catalog to 70,644. An additional 993 eJournals were added during the year. At the end of the year we have records for 12,553 titles and 20,101 copies of eJournals in the catalog. In addition, we continue to add federal government erecords through the Marcive loads. At the end of the year, we have 18,173 government electronic records. The state of Oklahoma has begun to issue an electronic shipping list. Next year we will be adding records for these to our online catalog. Total electronic links in the catalog to online information is 102,339. This total represents about 20% of the total cataloged items in the Library Catalog.

PHYSICAL COLLECTIONS

Physical collections at the end of the year represent 80% of the Library Catalog entries and are distributed as follows:

Monographs	Serials	Total Print	AV	Microforms
370,084	20,656	390,740	12,962	41,723

LIBRARY CATALOG

The Library Catalog continues to be a popular tool for library patrons. The most popular search of the major searches is title, followed by subject, author and then keyword. There is an average of 31,000 transactions each month in the library catalog. These include check-out, check-in, reserve, searches, records looked at, holds and suggestions.

	Jun06	Jul06	Aug06	Sep06	Oct06	Nov06	Dec06	Jan07	Feb07	Mar07	Apr07	May07	Totals
Author	820	929	994	1,801	2,563	2,283	2,366	3,330	2,002	1,525	1,576	3,816	24,005
Title	2,073	2,380	6,550	5,771	6,237	6,736	2,692	5,953	8,927	5,512	7,425	2,288	62,544
Subject	1,341	1,480	1,772	4,349	5,715	5,955	1,848	4,981	6,537	3,302	5,246	1,980	44,506
Keyword	869	581	1,154	2,334	2,478	2,882	747	2,140	3,174	1,874	2,988	706	21,927
Other	8,551	7,439	9,893	11,807	14,488	14,627	13,616	24,108	15,188	12,869	14,068	15,588	162,242
Total	13,654	12,809	20,363	26,062	31,481	32,483	21,269	40,512	35,828	25,082	31,303	24,378	315,224

CHALLENGES FOR NEXT YEAR

1. Support goals of departments
      a. Watch for over scheduling of individuals.
      b. Order supplies to support projects and regular work.
      c. Support more training for staff.
2. Celebrate accomplishments during the year.
3. Oversee the Oklahoma Documents project. Ending in June 2007
4. Oversee the Videx conversion project starting in August 2007
5. Review Technical Services mission and function statements.
6. Perform a job audit in the fall of 2007.

The main challenge facing Technical Services next year is again to complete special projects while maintaining productivity in regular tasks. In addition to this, we plan to review our mission and functions and perform a job audit that may adjust workloads based on changes in statistics over the last few years.

We anticipate another successful year and the changes ahead as we transform Technical Services.

Linda West
Technical Services Director

The following supplemental reports available upon request:
Technical Services Activity Calendar
Acquisitions Department Report
Cataloging Department Report
Collection Maintenance Department Report
Technical Services Statistics

UNIVERSITY ARCHIVES ANNUAL REPORT—2005/6

This fiscal year the University Archives [including records management and genealogy areas] served 1,452 patrons who used 1,774 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, students and people outside the university, were assisted by a staff that included the University Archivist, three part_time student assistants and volunteers from the Indian Territory Genealogical & Historical Society for seven hours per week.

This term, 52.69 cubic feet of materials [43.69 cu' archival and 9 cu' non_permanent records management materials] were added to the collection. This included office files, graduate papers, posters, brochures, personal papers, videos, photographs, yearbooks, NSU publications, etc.

University Archives staff provided 4,726 scans, most of which were for an Archives project to digitize THE NORTHEASTERN newspaper, early editions of which are brittle and dim. The project was begun last term to aid Dr. Brad Agnew in writing the history of Northeastern for his centennial project. Dr. Agnew frequently called upon Archives staff for further extensive research in the records. Archives staff also provided 147 photographic-quality prints from scanned photographs, maps, etc.

In addition to Dr. Agnew, the University Archives has also provided scans/CDs/prints/ research for the following University departments or individuals this fiscal year: Public Relations, many projects including Mascot research, Education Building research and an OKLAHOMA TODAY article; Art Department for background on George Calvert; Harry Oosawee for Cherokee Language program; Indian Symposium for Angie Debo materials; Broken Arrow Library for display; Descendants of the Seminarians for May 7 luncheon; Mary Kremmer's English classes; retirement receptions for Steve Archer, Mike Jett, Peggy Cotten, Ruby Wofford; 30-year reception for Brenda Bunch

External patrons for whom graphics, presentations, interviews and/or research were prepared included the following: Oklahoma Library Association for photograph of Dr. Polly Clarke for its web page; Oklahoma Department of Libraries [consultation with Delores Sumner and Vickie Sheffler for upcoming national conference being presented by ODL in October]; Cherokee Nation for information on former seminarians; Oklahoma City Zoo for professional archival assistance; Betty Price for an article in OKLAHOMA TODAY; John Turner for biography of Bill Bright; Hugh Shull for prints of time capsule currency items for GUIDE BOOK OF SOUTHERN STATES CURRENCY; Matthew Kopel for Routledge Publishing Company book; Elizabeth Thompson for dissertation on women's education; Betty Price for article in OKLAHOMA TODAY; Jill Sullivan, Ph.D. at Arizona State University on music curriculum in Northeastern State Normal School.

Various Archives database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers, the subject index to negatives, etc. In the summer of 2001, two student assistants began a long-term project to process, index and re-package 20 linear feet of boxes of negatives dated 1966-1999 from Photo Services. The negatives were in their original acidic envelopes in order by academic year, month and work order number. Each work order envelope contained one to six negatives, either single or up to three photos per piece of negative. As of the end of Fiscal 2007, the Archives staff had processed and subject indexed over 25,000 work orders [over 100,000 negatives]. This project was completed this term. These negatives are a tremendous source of information about people and events of the University for the past 40 years.

Victoria Sheffler held professional memberships in the following organizations:
1.	Oklahoma Historic Records Advisory Board, 1999-current
2.	Society of American Archivists
3.	Society of American Archivists Membership Committee - Key Contact person for the State of Oklahoma, 1997 to current
4.	Academy of Certified Archivists [Charter member, 1989; re-certified to June 2012]
5.	Oklahoma Conservation Congress
6.	Society of Southwest Archivists
7.	Society of Ohio Archivists
8.	Society of Georgia Archivists

Ms. Sheffler attended the following workshop as staff assistant: Oklahoma Historical Records Advisory Board meetings, September 14 and January 26; and worked with staff on registration for workshop October 30, "Something Happened Here," Oklahoma History Center, Oklahoma Community History, 30 Oct 2006.

Ms. Sheffler's professional services included the following:
	NSU Centennial Committees, various including the following:
		a. NSU Statue Committee
		b. NSU Book Committee
		c. NSU Quilt Committee
		d. NSU Traveling Exhibit Committee
	NSU Mascot Committee
	NSU Emergency Response Team [did not meet during the term]
	NSU Library Disaster Committee

Sheffler, as University Archivist, was Chair of the Library Disaster Committee. This fiscal year, she worked with a few minor disasters, most of which involved temperature and/or humidity problems, minor water leaks and lights not working. Temperature is always a problem during changes of season when it is very hot some days and then very cold. It is difficult to determine ahead of time what should be done. Dennis Peterson has been very helpful in working with unpredictable weather conditions. This term he retired, but hopefully knowledgeable assistance in the heating/air-conditioning area will be available.

Temperature/humidity problems in the building are frequent. The temperature should not exceed 72 degrees in the Library for the prevention of mold and mildew on materials and proper functioning of computers. Environmental conditions are even more essential for Archives and Special Collections. The temperature should not exceed 68 degrees in those areas for preservation of rare, old and one-of-a-kind materials. Humidity levels above 50% also contribute greatly to the spread of mold. High humidity is found in eastern Oklahoma from March until December and is dangerously high for mold growth. For a secure, stable environment, the humidity level should not vary more than 5% from lowest to highest over a year--preferably 45%. Since the humidity level can not be easily contained, it is essential to retain a cool environment to retard mold and mildew growth.

The following chart indicates materials added to the University Archives since its official separation from Special Collections in May of 1983:

Date	Total cu' added	Archival Materials [permanent]	Records Management [non permanent]
1983/1984	129.00 cu'	4.00 cu'	125.0 cu'
1984/1985	28.00 cu'	25.00 cu'	3.0 cu'
1985/1986	102.10 cu'	83.10 cu'	19.0 cu'
1986/1987	163.60 cu'	48.60 cu'	115.0 cu'
1987/1988	44.20 cu'	24.20 cu'	20.0 cu'
1988/1989	8.40 cu'	7.40 cu'	1.0 cu'
1989/1990	158.70 cu'	35.70 cu'	123.0 cu'
1990/1991	118.50 cu'	11.50 cu'	107.0 cu'
1991/1992	96.60 cu'	34.90 cu'	61.7 cu'
1992/1993	118.50 cu'	22.50 cu'	96.0 cu'
1993/1994	190.20 cu'	80.20 cu'	110.0 cu'
1994/1995	99.70 cu'	22.30 cu'	77.4 cu'
1995/1996	125.00 cu'	48.00 cu'	77.0 cu'
1996/1997	97.90 cu'	30.90 cu'	67.0 cu'
1997/1998	113.30 cu'	41.30 cu'	72.0 cu'
1998/1999	138.60 cu'	62.10 cu'	76.5 cu'
1999/2000	105.60 cu'	35.60 cu'	70.0 cu'
2000/2001	146.45 cu'	79.45 cu'	67.0 cu'
2001/2002	229.50 cu'	116.50 cu'	113.0 cu'
2002/2003	371.90 cu'	170.80 cu'	201.0 cu'
2003/2004	27.83 cu'	22.83 cu'	5.0 cu'
2004/2005	68.70 cu'	57.70 cu'	11.0 cu'
2005/2006	60.9 cu'	54.90 cu'	6.0 cu'
2006/2007	52.69 cu'	43.69 cu'	9.0 cu'

The archival materials will be retained permanently, but the non-permanent materials can be recycled confidentially according to the disposition schedules determined by the Oklahoma Archives and Records Commission. The Commission meets quarterly to consider additions, deletions and/or word changes. The Records Center of the Oklahoma Department of Libraries

maintains these schedules on the Department of Library web page. Most university records are scheduled for legal destruction within 10 years of creation; others must be retained over 20 years. The remaining are to be sent to the University Archives for permanent retention.

Victoria Sheffler, CA
University Archivist
16 July 2007

III. FACULTY ACTIVITIES/ACCOMPLISHMENTS—Individual Reports

Annual Report
for Sarah Brick Archer, 2006/2007

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

III. A. **EFFECTIVE CLASSROOM TEACHING**
Taught 43 (19 fall, 24 spring) library instruction sessions.

B. SCHOLARLY ACTIVITIES
1.**The Scholarship of Teaching**
Revised the curriculum and taught all classes from library departmental Web pages.

Prepared new classes for English 1213 Semrow, English 1213 Kremmer, British Literature II and Public Speaking. Created a new Jane Austen class and taught it at NSU and for a high school class.

With the Developmental Reading class, added new section to class Web page to help students find authors, genres.

3. **The Scholarship of Integration**
Coordinated the selection and spending of approximately $14,000 for the departments of Fine Arts; Communication and Art; and Languages and Literature.

Assisted Arts & Letters faculty in finding relevant e-books for classes; locating videos and other resources; and finding materials for book reviews for presentations. Conducted research for Dr. J. Nick Dickert.

Redesigned my Arapaho home page.

Redesigned the Reference/Resource Coordination Web site.

Created a help page for the library Web site.

Coordinated the creation of a Reference Password list.

Provided materials to Sigma Tau Delta in support of Banned Books Week.

Coordinated a list of library faculty accomplishments.

Coordinated the AAUW traveling art exhibit in the library.

Revisited the Blackwell approval plan. Defined authors and looked at other profiles.

With Gary Cheatham, weeded the reference collection and designed plans for rearranging the first floor resources.
Organized a collection of Oprah Winfrey Book Club titles for recreational reading.

Designed an approach to marketing more print materials by creating a more accessible collection of journals and books for first floor.

4.**The Scholarship of Application**

Conducted an evaluation of the serials collection for the departments of Fine Arts; Communication and Art; and Languages and Literature. Provided links to full text journals to faculty.

Identified Cherokee language materials available to the Cherokee Language program.

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Allied Arts Committee, university, member

Library Committee, university, member

Appellate Committee (2005-2007), university, member

Publications Board, university, member

Living History/Historical Display Subcommittee of the Centennial Event Committee, university, member

Web Committee, library, member

Web Committee, reference department, member

7. Other activities

Participated in the ACRL e-learning class on "Assessing Student Learning Outcomes.

Participated in a workshop, "Course Design for Librarians," presented by Jym Brittain from The Center for Teaching & Learning.

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

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

Coordinated several library faculty meetings.

Assisted in training library reference personnel.

Assisted with the serials review.

Wrote policy for Weeding. Revised polices on Internet Acceptable Use, Library Labs.

 Updated the 105 budget proposal and actively pursued the goals of the committee.

With Gary Cheatham, created the firm order book budget.

E. Other

Served as co-Secretary of the PTO for Sequoyah Elementary School and participated in many activities in support of the school.

AAUW Scholarship Selection Committee, member.

Am preparing a Web page on Breast Cancer to serve the needs of patients in the Tahlequah/Muskogee area.

With Dr. Michael Phillips, presented a skit at the Tahlequah Community Playhouse Banquet (9-16-06)

Annual Report
Emily Brown, 2006/2007

Evidence of Meeting Promotion Criteria

A. **Effective Classroom Teaching**
Taught two bibliographic instruction Sessions (60 students)

SOWK 4873 : Human Behavior in the Social Environment II

SOWK 3013 : Interviewing Skills in General Practice

B. **Scholarly Activities**
   1. Scholarship of Teaching
Proposed the introduction of a Chat IM service, using free Meebo accounts in order to provide the student body and faculty of online reference.

Revised, scripted, and animated CLIP tutorials for online library instruction.

Worked with Professor Chris Garland on an assignment related bibliographic instruction session, as well as the creation of a class related web site.

Created a web site to correspond with Professor Caroline Green's requested bibliographic instruction session.

2. Scholarship of Discovery
Participated in the online course "Assessing Student Learning Outcomes;" a class offered through ACRL.

Participated in the library-centric course "Course Design for Librarians" offered by the College of Teaching and Learning, taught by Dr. Jym Britain.

Attended a seminar on the importance of copyright, offered in Broken Arrow, and taught by Rick Shelton.

Participated in several professional conferences, offered by OKACRL as well as COIL.

Preformed research for Professional Studies faculty, as well as research for the general student body.

3. Scholarship of Integration
Conducted collection development through the purchase of materials for the Professional Studies department, including print, audio-visual material, and electronic resources.

Evaluated and selected gift items to be added to the Professional Studies collections.

4. Scholarship of Application

Introduced and championed the introduction of Chat IM into the services provided by the Reference Department. The new service will provide online reference for all three NSU campuses.

Conducted a workshop demonstration on how to use Meebo, the new chat IM software that will be in use in the library starting in the fall semester.

C. Contributions to the Institution and Profession

Reference Department
Library Webpage Committee
Library Coordination Meeting
Chat IM
CLIP
COIL
ACRL
OKACRL

D. Performance of Non-Teaching Duties

Participated in CLIP meeting discussions as to the direction of CLIP software in the future.

Created, with Kristin Kroger, a new template for the delivery of CLIP tutorials using Power Point Software.

Coordinated the implementation of Chat IM, and chaired that committee.

Conducted reference interviews, both on the reference desk and within office hours.

Answered email reference questions in a timely manner.

E. Goals

Participate in the College Strategies program, teaching with an upperclassman.

Run for a seat on the board of OKACRL

Participated in nationwide discussions of pertinent library issues and topics.

Attend national conferences in order to develop professionally.

<h1 style="text-align:center">Faculty Activity Report (June 2006 – May 2007)</h1>

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

Scholarly Activities

1. **<u>The Scholarship of Teaching</u>**

● Library Instruction (47 classes)
　　　　Library instruction sessions taught in June 2006:
　　　　▪ POLS 4273 – Black Politics (two sessions)
　　　　Library instruction sessions taught in August 2006:
　　　　▪ MGMT 4213 – Business Policy (one session)
　　　　▪ POLS 4001 – Model U.N. (one session)
　　　　▪ POLS 4263 – Politics and the American Indian (one session)
　　　　Library instruction sessions taught in September 2006:
　　　　▪ POLS 4001 – Model U.N. (two sessions)
　　　　▪ ENG 1213 – English Comp. II (two sessions)
　　　　▪ ACCT 3123 – Contemporary Business Analysis (one session)
　　　　▪ MGMT 4213 – Business Policy (three sessions)
　　　　Library instruction sessions taught in October 2006:
　　　　▪ MGMT 4213 – Business Policy (three sessions)
　　　　Library instruction sessions taught in November 2006:
　　　　▪ MGMT 4213 – Business Policy (three sessions)
　　　　▪ POLS 4003 – International Relations Theory (one session))
　　　　Library instruction sessions taught in December 2006:
　　　　▪ MGMT 4213- Business Policy (three sessions)
　　　　Library instruction sessions taught in January 2007:
　　　　▪ MGMT 4213- Business Policy (two sessions)
　　　　▪ POLS 4001 – Model U.N. (one session)
　　　　Library instruction sessions taught in February 2007:
　　　　▪ MGMT 4213- Business Policy (eight sessions)
　　　　Library instruction sessions taught in March 2007:
　　　　▪ MGMT 4213- Business Policy (six sessions)
　　　　Library instruction sessions taught in April 2007:
　　　　▪ MGMT 4213- Business Policy (five sessions)
　　　　Library instruction sessions taught in May 2007:
　　　　▪ MGMT 4213- Business Policy (two sessions)

● Created or revised the following online tutorials:
　　　　▪ Business, Industry, and Company Ratios (Created)
　　　　▪ Industry and Service Classification Codes (Created)
　　　　▪ Contemporary Business Analysis (Created)
　　　　▪ Business Policy (Revised)
　　　　▪ Model U.N. (Revised)

▪ Newspapers for Model U.N. (Created)
▪ Politics and the American Indian (Revised)
▪ Political Parties/Presidential Politics (Revised)
▪ Black Politics (Created)

2. **The Scholarship of Discovery**

● A manuscript entitled "'If the Union Wins, We Won't Have Anything Left': The Rise and Fall of the Southern Cherokees of Kansas" was accepted for publication in <u>Kansas History: A Journal of the Central Plains</u> (scheduled for publication in the autumn 2007 issue).

● <u>Territorial Kansas Reader</u> (Topeka: Kansas State Historical Society and the Kansas Territorial Sesquicentennial Commission, 2005), which comprised a collection of essays, including "'Slavery All the Time, Or Not At All': The Wyandotte Constitution Debate, 1859-1861," by Gary L. Cheatham, received the 2006 Award of Merit from the American Association for State and Local History.

3. **The Scholarship of Integration**

● Nominated for the NSU Faculty Circle of Excellence Award for Teaching

4. **The Scholarship of Application**

● Evaluated the Business & Technology, Social Sciences, and Reference serials collections, for the cancellation purposes and transfers to electronic formats.
● Attended the "Legislative and Legal Resources Online: Oklahoma and Federal" workshop (September 2006)
● Attended a Serials Solutions database demonstration (October 2006)
● Attended the "What's New on Dialog" web seminar (November 2006)
● Attended the National Network of Libraries of Medicine's workshop entitled "Caring for the Mind: Providing Reference Services for Mental Health Information" (November 2006)
● Attended the "Cited Reference Searching on Dialog" web seminar (December 2006)
● Attended the "Morningstar Library Edition" web seminar (March 2007)
● Attended the "How to Add 'Published Author' to Your CV" workshop (March 2007)
● Attended a series of workshops offered by Jym Brittain (NSU Center for Teaching and Learning) entitled "Course Design for Librarians" (March-May)
● Attended an EBSCOhost databases demonstration (April 2007)
● Attended the "Stemming the Flood of Electronic Communication" workshop (April 2007)
● Attended the "MD Consult" database webcast (April 2007)
● Attended the "STAT-USA" database workshop (April 2007)
● Attended a ReferenceUSA database demonstration (May 2007)
● Member, American Library Association
● Member, American Theological Library Association

- Member, Mountain-Plains Library Association
- Member, Oklahoma Library Association
- Member, Internet Society
- Member, Kansas State Historical Society
- Member, North American Patristics Society
- Member, Oklahoma Historical Society
- Member, State Historical Society of Missouri

Contributions to the Institution and Profession

- Selected or coordinated the selection of approximately $20,000 in books/videos
- Coordinated the selection and implementation of three new databases: Digital Sanborn Maps, Leisure Tourism Database, and Standard & Poor's NetAdvantage
- Reviewed and revised the Blackwell approval plan for Social Sciences and Business
- Volunteer, Spring Success: Resource and Involvement Fair (February 2007)
- Judge, NSU Regional Contest for Oklahoma History Day (April 2007)
- Co-chair, NSU Living History/Historical Display Subcommittee
- Elected by faculty as a member of the Appellate Committee (term expires August 2009)
- Member, Library Web Committee
- Reference Department Co-coordinator
- Assisted in the training of Library reference personnel
- With Sarah Archer, created the firm order book budget for the Tahlequah campus
- With Sarah Archer, weeded the reference collection and designed plans for rearranging the first floor resources
- With Sarah Archer, designed an approach to marketing more print materials by creating a more accessible collection of journals and books for first floor
- Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences Department
- Coordinator, Library Folded Map Collection
- Coordinator, Library Telephone Directory Collection
- Coordinator, Library Browsing Collection
- Coordinator, Library Corporate Annual Reports Collection
- Coordinator, Library New Book Display
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference schedule
- Coordinator, Reference book fund purchases
- Coordinator, General book fund purchases
- Coordinator, Used book fund purchases
- Dialog online database coordinator and searcher
- Factiva online database coordinator and searcher
- Own and maintain 50+ web pages on the Library server
- Chair, University Animal Welfare Committee
- Maintain NSU's UAWC/IACUC organization web site
- Coordinator and compiler of Library databases statistics

BEHNAM ETEMAD, INSTRUCTOR

NSU MUSKOGEE LIBRARY DIRECTOR

Scholarship of Application

ODL – Legislative and Legal Resources Online (Oklahoma & Federal)
       Oklahoma Legislative Online
       Oklahoma Legal Online
       Federal Legislative and Legal Online

            NSU, Tahlequah, OK   Fall 2006

Heartland Technology Solutions (Microsoft across America)
       3Com's IP Telephony Solution
       Microsoft Windows Vista & Office 12
       New Document Imaging Ideas
       Business Continuity & Disaster Recovery
       Today's Intelligent IP Surveillance Solutions

            NSU, Muskogee, OK   Fall 2006

ODL – Collections Development Workshop
       Muskogee Public Library, Muskogee, OK   Fall 2006
       University Strategic Plan

            NSU, Muskogee, OK   Fall 2006

Scholarship of Teaching

   Bibliographic Instruction Sessions. Taught several library instruction classes in Muskogee.

   Training new library staff.

   Assisting students with individual instruction and research on online databases.

Performance of Non-Teaching Semi-Administrative Duties

   Supervision of all library operations and services at the Muskogee Campus.

Coordinating programs and activities with JVL and Broken Arrow
Libraries.

Editing NSU online database handouts for major programs offered at
the Muskogee Campus.

Attending library & administrative meetings in Muskogee &
Tahlequah.

Coordinating acquisitions of library materials in Muskogee.

Direct supervision of three part-time library assistants.

Hiring and training NSUM library staff.

Professional Awards/Recognitions

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

Cambridge Who's Who Among Professional Librarians and Library
Administrators "Honors Edition 2006/2007."

Current Professional and Academic Association Membership

American Library Association

Activities Calendar, 2006/07

Harriett Hobbs
Acquisitions Librarian

B. Scholarly activities
   The Scholarship of Integration

   The modification of 252 bibliographic records and creation of 5 original bibliographic records for the use of both Northeastern State University patrons and the library world through entry in the WorldCat database.

C. Contributions to the Institution and Profession
   University Committee Service

   Appellate Committee member
   Parking Committee member
   Student Conduct Committee member
   Faculty Council delegate

   Library Committee Service

   Scholastic book fair, Nov. 2006 and April 2007

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

   Supervised the Acquisitions Department within the Library and coordinated the expenditure of the $740,000 library materials budget for the three campuses

   Statistics Coordinator for the Library, Technical Services Department

   OCLC Coordinator for the Library, including both Tahlequah and Broken Arrow

E. Workshops/Conferences attended

   SIGALO (Serials Interest Group for All Librarians in Oklahoma) Fall meeting, Hardesty Regional Library, Tulsa, OK, November 17, 2006.   Topic: Electronic Resource Management Databases.

   Oklahoma Union List of Serials Fall business meeting, Hardesty Regional Library, Tulsa, OK, November 17, 2007. Voting delegate.

   EBSCO webinar, March 27, 2007. Topic: Managing E-journals with EBSCO.

Amigos Library Services Member Conference, Crowne Plaza Hotel, Dallas, TX, May 2-3, 2007. Theme of Conference: Conversations. Also Annual Member Meeting, voting delegate.

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).

Annual Report
Peggy Kaney, 2006/2007

Evidence of Meeting Tenure and Promotion Criteria

A.   **Effective Classroom Teaching**

Taught 28 bibliographic instruction sessions.

Taught LIBM 4023 (Fall 2006, 3 credits, 23 students).
Taught LIBM 4023 (Spring 2007, 3 credits, 25 students).

B.   **Scholarly Activities**

1.   **Scholarship of Teaching**

Revised assignments for LIBM 4023 (Fall 2006/Spring 2007), incorporating Blackboard course management software.

Initiated major revision of library student worker training, including online library tutorials, Blackboard discussion, and face to face orientation

Acted as a Job Shadow mentor for a college student in Feb. 2007.

2.   **Scholarship of Discovery**

Doctoral student in Library and Information Management, Emporia State University. Coursework included Research Philosophy, Information Transfer, and Qualitative Research Methods.

Completed Online Instructor course offered by Center for Teaching and Learning.

3.   **Scholarship of Integration**

Coordinated the selection of materials for the JVL Youth Collection

Assisted Education and Psychology faculty with specialized research projects

4.   **Scholarship of Application**

Guest lecture on "Puppetry with Children" for SPCH 4763 in May 2006

Guest lecture on "Puppetry with Children" for ECED 4313 in November 2006

Presented workshop for Northeastern State University, Celebration of Teaching, "Paper Mask-making," Feb. 22, 2007

Presented workshop for Northeastern State University, ACEI, "Integrating Puppetry into the Curriculum," March 29, 2007

Presented an in-service workshop on "Storytelling, Puppetry and the Young Child" for Muskogee Public Schools, August, 2007.

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

Reference Department (library)
Library Webpage Committee (library)
Library Coordination Meeting (library)
Access Services Department Meetings (library)
　　　Student Worker Training sub-group
　　　ILL/DD sub-group
Care Committee (library)
Faculty Development Committee (university)
Distance Learning Committee (university)
　　　Distance Learning Subcommittees---
Employee Appreciation Week (university)
American Democracy Project (university)

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

Direct supervision of 4 full-time staff members, and 2 part-time staff members in Access Services.

Chaired regular meetings of Access Services Department.

E.   **Workshops/Conferences Attended**

Attended "Legislative and Legal Resources Online: Oklahoma and Federal" workshop sponsored by ODL at NSU, Sept 21, 2006.

Attended "Caring for the Mind: Providing Services for Mental Health Information" sponsored by the Medical Library Association at NSU, Nov. 2006

Attended "Special Education: IDEA 2004" workshop sponsored by the Oklahoma Disability Law Center, Dec. 2006

Attended Oklahoma FDLP Government Documents meeting in Claremore, Jan. 2007

Attended "STAT-USA" training sponsored by US Dept of Commerce, April 5, 2007.

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

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 o 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
 - 6th 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
- 5th 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

pjl
06/01/06

Faculty Activity Report - Professional File, 2006/2007

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

III.   EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

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

- Optometry. New Residents Orientation
- Optometry. 6111 Research Methodology
- Optometry. 5203 Ocular Pharmacology
- Optometry. New Student Orientation
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Clinical Faculty
- Nursing. 3003 Professional Nursing Role
- Nursing. 4293 Professional Nursing Synthesis
- Nursing. 3373 Community Mental Health Nursing
- Nursing. 4115 Community Health Nursing
- Nursing. 4103 Research in Nursing
- Speech-Language Pathology. 4543 Seminar in Individual Studies

    B. Scholarly Activities

        1. The Scholarship of Teaching

            a. Improvements in tools for access to library resources (Collection Development)

                i.   Continued to serve as NSU's representative to the Oklahoma Health Sciences Library Consortium. Met regularly and collaborated with consortium members to review and select health sciences electronic resources. Participated with consortium members in evaluating medical imaging databases and clinical decision support tools. Maintained current subscriptions and added new resources based on faculty requests, usage statistics, savings from print cancellations, and consortium cost negotiations. Renewals: OVID Medline, Cinahl, Journals@Ovid, Books@Ovid, Stat!Ref, Access Medicine. New Subscriptions: New England Journal of Medicine, JAMA: Journal of the American Medicine Association, DynaMed, Evidence Based Medicine Reviews.

                ii.   In consultation with faculty and Associate Dean, College of Optometry, evaluated the library's Optometry book collections and updated and/or added new titles to bring it up to standards developed by the Association of Vision Science Librarians.

Maintained current subscriptions to core, online journal titles with various vendors. Negotiated a cap on current OVID online journal subscriptions that resulted in substantial savings in the cost of annual renewals.

iii. Consulted with new Nursing Library Committee chair to assess the library's print and online Nursing book collections. Reviewed and selected titles to update and enhance both collections in preparation for accreditation review.

iv. Continued to research new ways to improve speed of delivering journal articles not owned by the library to Optometry faculty and residents at remote sites.

v. Consulted with OVID technical support staff to set up a Pay-Per-View account for Optometry faculty, residents, and research students in order to fill requests for articles in specialized online journals not owned by the library.

vi. Consulted with Elsevier to evaluate and set up new database subscription to the Science Direct Medical and Life Sciences Collection. Cancelled print titles, converted existing online subscriptions, and added 890 scholarly online journal titles to support teaching and research needs in Optometry, Health Professions, and Basic Sciences.

b. **New course development and innovative teaching**

i. Completed development of three online tutorials for NURSING 3003 Professional Nursing Role to support curriculum delivered on Blackboard. Implemented tutorials in NURSING 3003, 4293, 3373, 4115, and 4103.

ii. Produced script and developed two Flash tutorials for the College of Optometry--Introduction to Optometry Resources and Introduction to MEDLINE.

iii. Tested tutorials in OPT 5203 Ocular Pharmacology and New Residents Orientation. In response to feedback from students and faculty, revised and enhanced tutorials. Implemented them in curriculum in OPT 5203, 6111, and orientations for faculty, residents, and students.

2. **The Scholarship of Discovery**

a. **Publications/Presentations**

i. Contributed Paper: Martin, Sandra A., Van Nostrand, Joyce A., and Mashburn, Diana. "Teaching at the point of need: Creating interactive CINAHL tutorials to integrate information literacy within a distance education nursing course". South Central Chapter/Medical Library Association Annual Meeting.

ii. Presenter: "Developing and integrating online tutorials into the Health Sciences curriculum." Health Libraries of Eastern Oklahoma (HeLEO) Spring Meeting, 2006.

      iii.   Workshops and Continuing Education:
          a. Presented instruction to JVL Reference Department on using online tools to retrieve Health Sciences research studies
          b. Planned and hosted annual conference of the Health Libraries of Eastern Oklahoma (HeLEO) at JVL.

  b. Research Projects

      i.   Continued research in the use of new electronic tools that aggregate and deliver evidence-based information for clinical decision support.

      ii.   Reviewed and evaluated DynaMed and ACP PIER. Attended presentations at local and national professional meetings, met with colleagues, and participated in electronic discussions.

      iii.   Researched studies, attended webcasts, and participated in discussions on the role of medical librarians in reducing medical errors.

3. The Scholarship of Integration

  a. Program Reviews

      i.   Council on Academic Accreditation of the American Speech-Language-Hearing Association. Prepared reports, packets, and revised Speech Language Pathology web page for site visit.

  b. Faculty Orientations

      i.   Prepared packets and provided one-on-one instruction and consultation for new faculty in Optometry and Health Professions.

  c. Consultations

      i.   Consulted and met regularly with faculty liaisons in Optometry and Health Professions to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.

      ii.   Developed new web pages to improve access to the library's growing collection of electronic resources for Optometry, Nursing, and Speech-Language Pathology.

      iii.   Developed course pages to facilitate use of online resources and tutorials in the curriculum in Optometry and Health Professions.

      iv.   Conducted 52 specialized searches of electronic databases, journals, and books for faculty and residents in Optometry and Nursing. Delivered full text to faculty and residents online or took steps to expedite delivery of print documents that were not available electronically.

      v.   Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles online to support patient care and publication needs.

      vi.   Consulted with the Dean of the College of Optometry, Chief of Staff and Director of Nursing of Hastings Indian Medical Center to create awareness of online medical resources and library services available to Indian Health Service facilities from the National Institutes of Health. Arranged conferences between Hastings staff and the NIH biomedical librarian for the Indian Health Service to enable access to databases, journals, and document delivery.

     vii.   Consulted with Dean Foster and staff of NSU's Rural Health Institute to create awareness of statewide access to the DynaMed decision support tool and other databases for clinicians in Oklahoma who are unaffiliated with a medical or academic library. Served as liaison for this group with the Oklahoma Health Sciences Library Consortium to communicate the needs of the RHI clinicians for access to online resources through their licensing boards.

4. The Scholarship of Application

  a. Attendance at meetings of professional or scholarly organizations

    i.   Oklahoma Health Sciences Library Association, Fall and Spring Meetings

    ii.   Health Libraries of Eastern Oklahoma (HeLEO), Fall and Spring Meetings

    iii.   Oklahoma Library Association Annual Conference

    iv.   South Central Chapter/Medical Library Association Annual Conference

    v.   Regular meetings of the Oklahoma Health Sciences Library Consortium

  b. Memberships in Professional, Honorary and Other Learned Societies

    i.   Health Libraries of Eastern Oklahoma (HeLEO). President-Elect, 2006. President, 2007.

    ii.   Oklahoma Health Sciences Library Association

    iii.   South Central Chapter/Medical Library Association

    iv.   Medical Library Association

    v.   Association of Vision Science Librarians

    vi.   Association of College and Research Libraries. Oklahoma Chapter

    vii.   Oklahoma Library Association

  c. Short courses or seminars

    i.   **National Network of Libraries of Medicine**

        i.   Caring for the mind: Providing reference services for mental health information

    ii.   **Medical Library Association**

     i. Keeping patients safe: Roles for information professionals

   iii. **Oklahoma Department of Libraries**

     i. Legislative and Legal Resources Online

C. Contributions to the Institution and Profession

  1. Committee Service

    a. Library Care Committee

    b. Library Search Committees: Instruction/Technology Coordinator, Instruction/Resource Coordinator

    c. Library Reference Committees: Statistics, Teaching Lab Renovations

    d. Oklahoma Health Sciences Library Consortium

ALLEN MCKIEL, ASSOCIATE PROFESSOR

A. EFFECTIVE CLASSROOM TEACHING

1. General Teaching Load
   LIBM 4611 Spring 2006

6. Self-evaluation of Teaching
   I am most at ease with Vygotsky's theories of learning. I began teaching—using models that I gleaned from my student experiences of teachers—as lecturer, paper grader, and test giver. My style evolved into more of a designer of educational environments and experiences that promote the development of ideas and skills through assignments and social interaction. I still test and grade papers but lecture has given over to group discussions. However, I scaffold discussions to minimize a sharing of ignorance and optimize meaningful exchanges of ideas. Discussions are prescribed by readings and questions that the groups must answer and report in writing as a consensus or with multiple perspectives. To enhance meaningful participation in discussions, students are assessed each class period over the assigned readings.

B. SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching
   In the current year I directed the CLIP effort to create one credit hour, information literacy course (LIBM 4611) that runs under Blackboard as completely self-paced instruction. For the past six years, I have been evolving the use of technology for on-line instruction in the use of library resources. The most recent efforts use Flash technology to construct self-paced, Internet instruction in the use of information resources—i.e. 'How to Use NetLibrary'. A visual walk through of the resource is accompanied by an audio explanation. The sessions include exercises for independent experience with the resource. Multiple-choice tests can be administered automatically through Blackboard to test successful completion of exercises and comprehension of the material. Besides using the modules to create an automated, on-line library literacy course, they are also integrated into courses that focus on subject relevant information resources.

2. The Scholarship of Discovery

Presented: *Analysis of Ebrary Survey on E-content*. ALA. 2007.

Article: *Analysis of March 2007 Ebrary Survey on E-content.* Distribution through ebrary. June, 2007.

Book: *Beyond Tolerance: Religion and Global Community.* Heltonville, IN: Interfaith Resources. 2007.

Presented: Workshop for a consortium of 7 Community Colleges in Wyoming. *Implementing an Information Literacy Cooperative Using Tutorials*. April 19-20, 2007.

3. The Scholarship of Integration

Presented: Overview of Library Strategic Plan to a meeting of the NSU Strategic Planning Council

4. The Scholarship of Application
Direct a team of librarians and library technicians whose purpose is the use of technology in the development of information literacy modules that can be used independently over the Internet.

C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION
National Committees
Ebrary Technical Advisory Board
Statewide Committees
Oklahoma College and Academic Library Directors
Co-Chair, OCALD Expanded Instructional Support Subcommittee
University-wide Committees
Administrative Council
Council of Academic Administrations
Dean's Council
Graduate Council
Academic Technology Committee
Library Committee
Integrated Marketing Committee
Curriculum and Educational Policies Committee
NSU Centennial Committee
Library Committees
Library RFP Committee
Library Technology Committee
Library Strategic Planning Committee
Library CLIP Committee
Library Web Committee
Library Planning and Coordination Committee
Library Reference Committee

D. PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES
Direct the three NSU campus libraries with a combined faculty and staff of thirty-eight positions.

As the Director of Libraries, I have focused attention on seven ongoing objectives:

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

Library Faculty Activities 2006-2007

Tom Messner

Position: NSU BA Library Director
Status: Instructor, Library Services

Scholarly Activities

1.) Scholarship of Teaching
<u>Bibliographic Instruction Classes taught 2006-2007</u>

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 Activity Report
June 2006-May 2007

Jackie M. Schumaker
Instructor of Library Services
Technical Services Librarian

B.   Scholarly Activities

3.   The Scholarship of Integration

Contributed 110 original cataloging records to OCLC database

Enhanced 72 bibliographic records in OCLC by contributing call numbers and/or subject headings, correcting errors, or upgrading to a higher encoding level

Provided for access to library materials by assigning 746 LC or Dewey call numbers and by adding subject headings to records

C.   Contributions to the Institution and Profession

University Committees:

Campus Parking Committee
University Animal Welfare Committee

Library Committees:

Assisted with Scholastic Book Fair (Nov. 2006 and Apr. 2007)

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

Department Head of Technical Services Cataloging Department

Oversaw the cataloging activities of 4 library technicians

Coordinated and monitored cataloging workflow

Monitored cataloging for accuracy and training needs

Provided cataloging training to library technicians

Kept updated on cataloging rule changes, new trends and practices, and new Library of Congress policies, and informed other members of Cataloging Department

Maintained the integrity of bibliographic data in the library catalog through database maintenance, correction of errors, and authority control

Exported 6,819 authority records from OCLC to Millennium, created 205 authority records in Millennium, and updated 5,528 bibliographic headings by re-exporting updated authority records

Continued working on project to add death dates to personal name headings with open dates, as implemented by the Library of Congress

Contributed to the integrity of the OCLC database by reporting 45 errors

E.   Workshops/Conferences attended:

SIGALO (Serials Interest Group for All Librarians in Oklahoma) Fall meeting, Tulsa, OK, Nov. 17, 2006

Victoria Sheffler, Assistant Professor

This fiscal year the University Archives [including records management and genealogy areas] served 1,452 patrons who used 1,774 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, students and people outside the university, were assisted by a staff that included the University Archivist, three part_time student assistants and volunteers from the Indian Territory Genealogical & Historical Society for seven hours per week.

This term, 52.69 cubic feet of materials [43.69 cu' archival and 9 cu' non_permanent records management materials] were added to the collection. This included office files, graduate papers, posters, brochures, personal papers, videos, photographs, yearbooks, NSU publications, etc.

University Archives staff provided 4,726 scans, most of which were for an Archives project to digitize THE NORTHEASTERN newspaper, early editions of which are brittle and dim. The project was begun last term to aid Dr. Brad Agnew in writing the history of Northeastern for his centennial project. Dr. Agnew frequently called upon Archives staff for further extensive research in the records. Archives staff also provided 147 photographic-quality prints from scanned photographs, maps, etc.

In addition to Dr. Agnew, the University Archives has also provided scans/CDs/prints/ research for the following University departments or individuals this fiscal year: Public Relations, many projects including Mascot research, Education Building research and an OKLAHOMA TODAY article; Art Department for background on George Calvert; Harry Oosawee for Cherokee Language program; Indian Symposium for Angie Debo materials; Broken Arrow Library for display; Descendants of the Seminarians for May 7 luncheon; Mary Kremmer's English classes; retirement receptions for Steve Archer, Mike Jett, Peggy Cotten, Ruby Wofford; 30-year reception for Brenda Bunch

External patrons for whom graphics, presentations, interviews and/or research were prepared included the following: Oklahoma Library Association for photograph of Dr. Polly Clarke for its web page; Oklahoma Department of Libraries [consultation with Delores Sumner and Vickie Sheffler for upcoming national conference being presented by ODL in October]; Cherokee Nation for information on former seminarians; Oklahoma City Zoo for professional archival assistance; Betty Price for an article in OKLAHOMA TODAY; John Turner for biography of Bill Bright; Hugh Shull for prints of time capsule currency items for GUIDE BOOK OF SOUTHERN STATES CURRENCY; Matthew Kopel for Routledge Publishing Company book; Elizabeth Thompson for dissertation on women's education; Betty Price for article in OKLAHOMA TODAY; Jill Sullivan, Ph.D. at Arizona State University on music curriculum in Northeastern State Normal School.

Various Archives database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers, the subject index to negatives, etc. In the summer of 2001, two student assistants began a long-term project to process, index and re-package 20 linear feet of boxes of

negatives dated 1966-1999 from Photo Services. The negatives were in their original acidic envelopes in order by academic year, month and work order number. Each work order envelope contained one to six negatives, either single or up to three photos per piece of negative. As of the end of Fiscal 2007, the Archives staff had processed and subject indexed over 25,000 work orders [over 100,000 negatives]. This project was completed this term. These negatives are a tremendous source of information about people and events of the University for the past 40 years.

Victoria Sheffler held professional memberships in the following organizations:
1.   Oklahoma Historic Records Advisory Board, 1999-current
2.   Society of American Archivists
3.   Society of American Archivists Membership Committee - Key Contact person for the State of Oklahoma, 1997 to current
4.   Academy of Certified Archivists [Charter member, 1989; re-certified to June 2012]
5.   Oklahoma Conservation Congress
6.   Society of Southwest Archivists
7.   Society of Ohio Archivists
8.   Society of Georgia Archivists

Ms. Sheffler attended the following workshop as staff assistant: Oklahoma Historical Records Advisory Board meetings, September 14 and January 26; and worked with staff on registration for workshop October 30, "Something Happened Here," Oklahoma History Center, Oklahoma Community History, 30 Oct 2006.

Ms. Sheffler's professional services included the following:
          NSU Centennial Committees, various including the following:
                    a. NSU Statue Committee
                    b. NSU Book Committee
                    c. NSU Quilt Committee
                    d. NSU Traveling Exhibit Committee
          NSU Mascot Committee
          NSU Emergency Response Team [did not meet during the term]
          NSU Library Disaster Committee

Sheffler, as University Archivist, was Chair of the Library Disaster Committee. This fiscal year, she worked with a few minor disasters, most of which involved temperature and/or humidity problems, minor water leaks and lights not working. Temperature is always a problem during changes of season when it is very hot some days and then very cold. It is difficult to determine ahead of time what should be done. Dennis Peterson has been very helpful in working with unpredictable weather conditions. This term he retired, but hopefully knowledgeable assistance in the heating/air-conditioning area will be available.

Temperature/humidity problems in the building are frequent. The temperature should not exceed 72 degrees in the Library for the prevention of mold and mildew on materials and proper functioning of computers. Environmental conditions are even more essential for Archives and

Special Collections. The temperature should not exceed 68 degrees in those areas for preservation of rare, old and one-of-a-kind materials. Humidity levels above 50% also contribute greatly to the spread of mold. High humidity is found in eastern Oklahoma from March until December and is dangerously high for mold growth. For a secure, stable environment, the humidity level should not vary more than 5% from lowest to highest over a year--preferably 45%. Since the humidity level can not be easily contained, it is essential to retain a cool environment to retard mold and mildew growth.

The following chart indicates materials added to the University Archives since its official separation from Special Collections in May of 1983:

Date	Total cu' added	Archival Materials [permanent]	Records Management [non permanent]
1983/1984	129.00 cu'	4.00 cu'	125.0 cu'
1984/1985	28.00 cu'	25.00 cu'	3.0 cu'
1985/1986	102.10 cu'	83.10 cu'	19.0 cu'
1986/1987	163.60 cu'	48.60 cu'	115.0 cu'
1987/1988	44.20 cu'	24.20 cu'	20.0 cu'
1988/1989	8.40 cu'	7.40 cu'	1.0 cu'
1989/1990	158.70 cu'	35.70 cu'	123.0 cu'
1990/1991	118.50 cu'	11.50 cu'	107.0 cu'
1991/1992	96.60 cu'	34.90 cu'	61.7 cu'
1992/1993	118.50 cu'	22.50 cu'	96.0 cu'
1993/1994	190.20 cu'	80.20 cu'	110.0 cu'
1994/1995	99.70 cu'	22.30 cu'	77.4 cu'
1995/1996	125.00 cu'	48.00 cu'	77.0 cu'
1996/1997	97.90 cu'	30.90 cu'	67.0 cu'
1997/1998	113.30 cu'	41.30 cu'	72.0 cu'
1998/1999	138.60 cu'	62.10 cu'	76.5 cu'
1999/2000	105.60 cu'	35.60 cu'	70.0 cu'
2000/2001	146.45 cu'	79.45 cu'	67.0 cu'
2001/2002	229.50 cu'	116.50 cu'	113.0 cu'
2002/2003	371.90 cu'	170.80 cu'	201.0 cu'
2003/2004	27.83 cu'	22.83 cu'	5.0 cu'
2004/2005	68.70 cu'	57.70 cu'	11.0 cu'
2005/2006	60.9 cu'	54.90 cu'	6.0 cu'
2006/2007	52.69 cu'	43.69 cu'	9.0 cu'

The archival materials will be retained permanently, but the non-permanent materials can be recycled confidentially according to the disposition schedules determined by the Oklahoma Archives and Records Commission. The Commission meets quarterly to consider additions, deletions and/or word changes. The Records Center of the Oklahoma Department of Libraries maintains these schedules on the Department of Library web page. Most university records are scheduled for legal destruction within 10 years of creation; others must be retained over 20 years. The remaining are to be sent to the University Archives for permanent retention.

Faculty Activity Report
June 2006-May 2007

Faculty Name, Rank: Delores T. Sumner, Assistant Professor of Library Services, Tenured

Scholarly Activities

1. The Scholarship of Teaching

Special Collections bibliographic instruction and research skills taught August 23
  Introduction to Native American Studies, Anthro 2223, Dr. Ben Kracht, faculty
Special Collections bibliographic instruction and research skills taught October 26
  Freshman Comp I, English 1113, Connie Henshaw, instructor
  Freshman Comp II, English 1213, Connie Henshaw, instructor
Special Collections bibliographic instruction and research skills taught October 31
  Foreign Language English Class, Murna Disheroon, instructor
Special Collections bibliographic instruction and research skills taught November 6
  Foreign Language English Class, Murna Disheroon, instructor
Special Collections bibliographic instruction and research skills taught January 7
  Cherokee Language Class/ College of Liberal Arts, Harry Oosahwee, instructor
Special Collections bibliographic instruction and research skills taught January 22
  Native American Literature II, English 4447, Dr. Terri M. Baker, faculty
Special Collections bibliographic instruction and research skills taught April 6
  American Indian History, Cherokee Nation Job Corp
Special Collections "how to research a term paper topic" taught April 16-17
  English Comp II, Mary Kremmer, instructor
Special Collections bibliographic instruction and research skills taught April 24
  American Indian History, Cherokee Nation Job Corp
Special Collections assisting schools researching regional History Day projects
  Jay, Westville, Oaks, Stilwell, Muskogee, and Tahlequah

2. The Scholarship of Discovery

Supplemented Special Collections' History, Tribal and Five Civilized Tribes research files
Established a scholarship July 19th in memorial for Bryan "Jake" Chanate to provide funds for
  American Indian students at Northeastern State University.
Invited, as the historian consultant, to the Northeastern State University (NSU) Centennial Table
  Top Book Committee. Appointed member March 2
Appointed member (2005-2008) of the Centennial Sculpture Committee (the creation of a
  Sequoyah statute which will be unveiled during NSU's opening Centennial Celebration
  in August 2008)
Representatives from the Oklahoma Department of Libraries, Jan Davis, Nicole Willard and
  Susan Feller met in Special Collections March 15 to literally "pick my brain". The
  discussion centered on my experience as cultural center coordinator in the late 70's for

the Comanche. Ms Feller, annual Oklahoma City Red Earth Festival project manager, seeking advice from an American Indian perspective, appointed me as consultant.

Appointed March 15 as consultant to the Oklahoma Department of Libraries 2007 conference *National Tribal Archives, Libraries, and Museums* to be held in Oklahoma City, October 23-25.

Assisted, through e-mail, Dr Jerry Hunter, School of Welsh, University of Wales, Bangor, Gwynedd, Wales (U.K.) in seeking a rare journal *Cherokee Messenger (1844-1846).* Special Collections houses the complete rare journal on microfilm. The journal is written in Cherokee.

Completed my twenty-first year as judge of historical exhibits for the NSU District Eight Regional History Day, an affiliate of National History Day

Special Collections provided research resources and assistance for Angela Christie, PhD candidate from the University of Sorbonne, Paris, France. She is researching Cherokee women and the influence of the paradigm of the Sacred Circle.

Assisted two English College of Liberal Arts faculty members with their research. Their upcoming book is to be published with the University of Oklahoma press this Fall.

Assisted students with individual instruction and research for their term papers

Enlightened international students on American Indian culture and the existence of tribal governments within the United States government.

Instructed students of how to find and select primary sources

3. The Scholarship of Integration

Sprinting through Italy the title of my presentation which was presented to the Delta Kappa Gamma members at their monthly meeting held in Special Collections on January 4

Member and First Vice-President: Delta Kappa Gamma 2004-2007

Member of the Centennial Sculpture Committee, NSU

Member of the Centennial Quilt Committee, NSU

Member of the Centennial Table Top Book Committee, NSU

4. The Scholarship of Application

Attended the Comanche Tribe's language preservation meeting with the Wyoming Shoshones, Lawton, September 25-28.

Participated in the Mascot Task Force Group October 5

Attended the tenth annual Oklahoma Native Language Association Conference held at the Northeast District United Methodist Church Camp near Preston October 12-13

Participated, as member of the Centennial Sculpture Committee, in a question & answer booth during the NSU Centennial Open House October 25

Attended a workshop entitled: *Something Happened Here: Researching, Writing and Presenting Community History* , Oklahoma History Center, Oklahoma City October 30-31

Participated, in full academic regalia, the Seventh Annual American Indian Graduation Convocation Ceremony, May 4

Faculty Activity Report (June 2006 - May 2007)

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

Scholarly Activities

1.   The Scholarship of Teaching and Learning

•   Presented Chemistry Faculty Orientation to SciFinder Scholar. (March 8, 2007)
•   Provided and made available specialized library instruction for the departments of :
        Biology, Computing (CIS), Chemistry, Mathematics, Physics, General Science, and
        Physical Education.
•   Composed Powerpoint Tutorials for Biology and Chemistry.

2.   The Scholarship of Discovery

•   Achieved National Cancer Institute Certification for Institutional Review Boards (Human
        Participant Protections for Research Teams) (October 10, 2006).

•   Examined new databases, such as Academic One and Infotrac; Academic Search
        Complete, Business Source Complete; World of Learning; various EbscoHost databases;
        the new Serials Solution metafind product; and the service "Ask a Librarian."

3.   The Scholarship of Integration

•   Member, Oklahoma Library Association.
•   Member, American Library Association.
•   Member, Internet Society.

4.   The Scholarship of Application

•   Attended Legislative and Legal Resources Workshop. (September 21, 2006)
•   Attended SCR Health Librarians of Eastern Oklahoma Workshop "Caring for the Mind."
        (November 17, 2006)
•   Participated in Gale Virtual Library Webinar "Solutions for Academic Libraries" (April
        9, 2007)
•   Participated in MD Consult Online Seminar. (April 26, 2007)
•   Attended Reference USA Training Session (May 24, 2007)
•   Attended Center for Teaching and Learning Classes "Course Design for Librarians."
        (Spring Semester, 2007)

Contributions to the Institution and Profession

- Resource Coordinator for the College of Science and Health Professions (biology, chemistry, computer and information science, general science, mathematics and physics).
- Consultant to Library Technology Support.
- N.S.U. Linux User Group Sponsor.
- System Administrator, N.S.U. Linux User Group Network.
- Secretary, University Grievance Committee.
- Announcer, Honors and Awards Assembly.
- Member, Northeastern State University Institutional Review Board
- Member, University Student Honors and Awards Committee.
- Member, Library Lab 105 committee.
- Member, Library Database Statistics Committee.
- Member, Library Advanced Search Page Committee.
- Member, Library Reference Department Index Page Committee.
- Member, Library Home Page Web Subcommittee.
- Member, Library Disaster Committee.
- Modified Blackwell Approval Plan for Math, Science, and Computing.
- Cut over $20,000 worth of Serials.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Implemented Chemical Abstracts (SciFinder Scholar) and A.C.S Web Edition.
- Weeded and selected mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials (including gifts).
- Participated in faculty instruction of Chemical Abstracts (SciFinder Scholar).

Faculty Activity Report 2006/2007
Linda H. West

Technical Services Director/
Assistant Professor of Library Services

 B. Scholarly Activities

   3. The Scholarship of Integration

       *Created Library Blog – "What's New at the Library"
             Posted 47 articles and developed pages for MySpace, Facebook and
             Xanga
       *Compiled and updated subject web pages for the Library website
       *Maintained Serials Solutions journal pages, monthly
       *Developed program review information for Health and Human
       Performance.
       *Developed procedures for counting in-house use in Special Collections.

   4. The Scholarship of Application

       *Redesigned the Library main web page (December 2006). Conducted planning
       meetings for redesigning the Library web site (March-June 2007)
       *Coordinated two Broken Arrow Periodical inventories
       *Developed statistics gathering for Arapaho web pages. Provided reports to
       Research and Sponsored Programs and Celia Stall Meadows.
       *Added additional electronic resources to WebBridge

C. Contribution to the Institution and the Profession

     University Committees:
     Financial Aid Advisory, Chair
     Faculty Council, Secretary, Web master
     Faculty Council Circle of Excellence Committee, member
     World Wide Web Committee, member
     Employee Appreciation--30 year notebooks (1 compiled)

     Library Committees:
     BA/JVL Digitizing group meeting
     Library Personnel Policies Committee
     Library Planning and Coordination Committee
     Library Web Committee, Chair
     Scholastic Book Fair helper, Spring 2007

State Committees:
Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

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

*Millennium Systems Site Coordinator
       Performed one system upgrade
       Chiefly responsible for reporting and monitoring problems with the system
*Re-Designed web pages: Technical Services web site; Reference template design
       Quality check of broken links on Library web pages
*Designed video covers for Indian Symposium videotapes.
*Edited and developed New Book lists for Tahlequah and Broken Arrow.
*Created lists and updated records for Reserve, Reference, eGov and Broken Arrow
*Created central web space for statistics gathering for the Library
*Developed spreadsheet of comparative Library statistics

E. Workshops/Conferences attended:

*OCLC Stop and Learn, Union List. November 20, 2006. Online.
*Oklahoma Library Association Annual Conference, April 4, 2007.
       Attended programs on Oklahoma Documents Cataloging, Weeding and
       Cataloging.
*AAUW Oklahoma Leadership Workshop. April 21, 2007. OKC.

Other:
American Association of University Women, Tahlequah Branch, Treasurer Webmaster –
Tahlequah Branch and Oklahoma Division – Newsletters published
       Oklahoma Division Board meetings – one distance, one OKC
       Graduate Woman Scholarship Committee
Girl Scouts
       Served 300 volunteers at the annual RSVP banquet
       Junior Troop Consultant
       Provided 75 pinecones for County Service Unit event
Tahlequah Community Playhouse
       Costume Committee
       Costumes for puppet show "Tales of Land & Sea", backstage helper
Tahlequah High School Save-a-Senior Party Committee – Email coordinator;
       Tiger cookie sales

Susan Woitte, Instructor

Scholarly Activities

The Scholarship of Teaching and Learning

- Created tutorials on researching legislative histories.
- Provided library instruction at the Reference Desk 5 hours a week.
- Taught students about government resources during bibliographic instruction sessions.
- Hosted Legal Resources workshop for students, faculty and public.

The Scholarship of Discovery

- Performed annual review of depository selection criteria.

The Scholarship of Integration

- Member of Oklahoma Library Association.
- Elected Secretary of Oklahoma Library Association Government Documents Round Table.

The Scholarship of Application

- Attended Annual meeting of Federal Depository Librarians, Claremore, January, 2007.
- Attended FDLP training class on economic database, STAT-USA, April 2007.

Contributions to the Institution and Profession

- Served as a member of the American Democracy Project Committee
- Served as a member of the Reference Department, taking minutes at the meetings and maintain a web site to provide access to them.
- Collaborating with other librarians to implement an instant message reference service.

Performance of non-teaching semi-administrative or administrative duties

- Managed 2 work-study students.
- Initiated project to centralize U.S. Census materials.
- Assisted with Oklahoma publications cataloging project.
- Assisted with limited retention withdrawal project.