

**NSU Libraries**  
**Annual Report 2003-2004**

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# **I. LIBRARY INFORMATION**

## **INTRODUCTION**

### Mission Statement

The efforts of the faculty and staff of the NSU Libraries focus on the provision of information resources in support of the educational, research, and service objectives of the University.

### Goal

Excellence in serving the informational needs of the University.

### Objectives

1. Identify budget allocation needs for funding of information resources and services.
2. Establish optimal access to information resources for allotted budget.
3. Provide comprehensive information literacy for students, faculty, and staff.
4. Enhance NSU library resources through cooperation with outside agencies.
5. Advance scholarship.
6. Serve the greater community.

### Library Action Plan—Long Range

1. Establish NSU library system as the best “all-around” regional university library system in Oklahoma, and one of the premier regional university libraries in America by excelling in collections and services particularly through innovative use of technology.
2. Create a technologically current, representative, interactive, and campus community-wide strategy for effective communication concerning library collections and services.
3. Establish clear and desirable policies and procedures for professional development of library faculty and staff.
4. Provide a physical environment, which is stimulating and attractive as well as functional.
5. Provide a one-credit-hour, mandatory, Internet-based, information literacy course and integrate the use of information resources into the curriculum at the department and course level through Internet-based instruction.
6. Obtain additional funding from external agencies and improved services and resources through cooperative relationships with other academic libraries.
7. Make effective use of advances in technology (particularly advances in the electronic dissemination of information and Internet-based instruction) in the fulfillment of the library’s roll in support of teaching and research.
8. Increase the quality of faculty and staff in the library.
9. Provide an interactive, participative, representative, and empowering library decision-making environment.
10. Create a library plan and process for action focusing on the achievement of missions and mandates of the University with respect to library operation.

11. Continuously assess the provision of students' library needs.
12. Provide an ongoing, systematic assessment of library collections and services in response to growing availability of Internet based information resources.
13. Become a recognized leader in the development of methods leading to the enhancement of student information literacy.

## PERSONNEL

### Personnel—Faculty

| Name                | Rank                | Position                          |
|---------------------|---------------------|-----------------------------------|
| Brick Archer, Sarah | Assistant Professor | Reference Librarian               |
| Cheatham, Gary      | Assistant Professor | Reference Librarian               |
| Etemad, Behnam      | Instructor          | Director of Muskogee Library      |
| Hobbs, Harriet      | Assistant Professor | Acquisitions/Serials Librarian    |
| Kaney, Peggy        | Instructor          | Access Services Librarian         |
| Louderback, Pamela  | Instructor          | Information Services Librarian/BA |
| Martin, Sandra      | Instructor          | Reference Librarian               |
| McKiel, Allen       | Associate Professor | Director of Libraries             |
| Messner, Tom        | Instructor          | Director of BA Library            |
| Ott, Katherine      | Instructor          | Reference Librarian               |
| Schumaker, Jackie   | Instructor          | Cataloging Librarian              |
| Sheffler, Vickie    | Assistant Professor | University Archivist              |
| Sumner, Delores     | Assistant Professor | Special Collections               |
| Veith, Charles      | Assistant Professor | Reference Librarian               |
| West, Linda         | Assistant Professor | Director of Technical Services /  |
| Woitte, Susan       | Instructor          | Reference Librarian               |

### Personnel Including Staff by Department

| Department     | Name               | Position   |
|----------------|--------------------|--|
| Administration | Allen McKiel       | Director of Libraries/Assoc. Prof.                   |
|                | Diane Morgan       | Library Secretary                                    |
|                | Rickey Ray         | Library Technology Support Specialist                |
|                | Darren Tobey       | Library Technology Support Specialist                |
|                | Dana Letts         | Library Technology Support Specialist                |
|                | Renee Johnson      | Library Tech II<br>—User Services Secretary          |
| Reference      |                    |  |
|                | Sarah Brick Archer | Reference Librarian/Assist. Prof.<br>—Arts & Letters |

|                     |                    |  |
|---------------------|--------------------|--|
|                     | Gary Cheatham      | Reference Librarian/Assist. Prof.<br>—Business & Industry; Political Science                   |
|                     | Sandra Martin      | Reference Librarian/Instructor<br>—Nursing; Health & Human Performance; Optometry; Social Work |
|                     | Katherine Ott      | Reference Librarian/Instructor<br>—Education; Psychology                                       |
|                     | Charles Veith      | Reference Librarian/Assist. Prof.<br>—Natural Science; Math                                    |
|                     | Delores Sumner     | Special Collections; Reference Librarian/ Assist. Prof.<br>—Geography, Sociology and History   |
|                     | Susan Woitte       | Reference Librarian/Instructor<br>—Government Documents  |
| Access Services     | Peggy Kaney        | Access Services Librarian<br>—Reference Librarian, Gov. Docs                                   |
|                     | Donna Graham       | Library Tech II<br>—Circulation  |
|                     | Brande Kimmel      | Library Tech II<br>—Reserve  |
|                     | Dalana Block       | Library Tech. III<br>—Circulation  |
|                     | Renee Ridge        | Library Tech III<br>—Interlibrary Loan   |
| Technical Services  | Linda West         | Director of Technical Services /Assist. Prof.  |
|                     | Mary Kremmer       | Library Tech III<br>—Quality Control Tech  |
|                     | Samantha Clifford  | Library Tech II<br>—Acquisitions Tech; Gifts Coordinator                                       |
|                     | Elizabeth Hamilton | Library Tech II<br>—Bindery Technician   |
|                     | Harriet Hobbs      | Acquisitions/Serials Librarian/Assist. Prof.   |
|                     | Donna Ford         | Library Tech II<br>—OCLC Production Technician   |
|                     | Jeanne Pry         | Library Tech III<br>—Serials Tech; Check-in Coordinator  |
|                     | Lou Ann Rhea       | Library Tech II<br>—OCLC Cataloging Tech   |
|                     | Jackie Schumaker   | Cataloging Librarian/ Instructor   |
|                     | Fay Simms          | Library Tech II<br>—Technical Services   |
| University Archives | Vickie Sheffler    | Director of Archives & Record  |

|              |                   |  |
|--------------|-------------------|--|
|              |                   | Management/Assist. Prof.                     |
| Broken Arrow | Tom Messner       | Library Director/Instructor                  |
|              | Pamela Louderback | Information Services<br>Librarian/Instructor |
|              | Carrie McDowell   | Library Tech III                             |
| Muskogee     | Behnam Etemad     | Library Director/Instructor                  |

Personnel—Changes

Jeanette McQuitty, Connie Mnich, and Pat Merkley retired.

Rita Mayes left her Library Technician II position responsible for evening Circulation.

Samantha Clifford was hired as a Library Technician II responsible for gifts and acquisitions processing.

Mary Kremmer was hired as a Library Technician III as the Quality Control Technician.

Brande Kimmel was hired as a Library Technician II responsible for Reserves.

Donna Graham was hired as a Library Technician II responsible for evening Circulation.

Susan Woitte was promoted to a permanent part time Reference Librarian position responsible for Government Documents.

## LIBRARY ACTIVITIES/ACCOMPLISHMENTS

### Acquisitions

Table 1 below summarizes expenditures by material type over the past three years and forecasts the distribution for this coming year. Firm order and approval book allocations as well as series, journal, and microform allocations have been cut in order to increase purchases for Internet book, journal, and database access. The base allocation for Broken Arrow remains at \$50,000. For the previous three years, additional funds had been transferred to the Broken Arrow Library primarily for the development of the print book collection. Since the Internet based materials also serve Broken Arrow, increases in expenditures for print books this coming year are not planned.

*Table 1 NSU Library Expenditures for FY02, FY03, and Allocations for FY04  
By Material Type*

| Books/Serials | Specific Material Type | 2001/2002 Expenditures | 2002/2003 Expenditures | 2003/2004 Expenditures | 2004/2005 Allocations |
|---------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Books         | Firm Order Books       | \$83,000               | \$76,000               | \$70,000               | \$60,000              |
|               | Approval Books         | \$100,000              | \$33,000               | \$30,000               | \$30,000              |
|               | E-books                |                        | \$15,000               | \$20,000               | \$10,000              |
|               | Videos/Software        | \$8,000                | \$8,000                | \$4,600                | \$5,000               |
| Serials       | Series                 | \$100,000              | \$100,000              | \$69,900               | \$65,000              |
|               | Journals               | \$250,000              | \$254,000              | \$225,000              | \$210,000             |
|               | Microforms             | \$41,000               | \$42,000               | \$33,000               | \$25,000              |
|               | CD-ROM                 | \$23,000               | \$6,000                |                        |                       |
|               | Online                 | \$52,000               | \$90,000               | \$162,000              | \$190,000             |
|               | Search/PPV             | \$17,000               | \$14,000               | \$32,500               | \$15,000              |
|               | New Online             |                        |                        |                        | \$37,000              |
| Totals        |                        | \$674,000              | \$638,000              | \$647,000              | \$647,000             |
| BA            |                        | \$58,000               | \$70,000               | \$67,500               | \$70,000              |
| Total         |                        | \$732,000              | \$708,000              | \$714,500              | \$717,000             |

## Circulation

The changes in circulation (See Table 2) over the past eight years show four clear trends. First, the usage is shifting from print to electronic. The 'Items Used' column includes all physical books whether they were checked out or left on the library tables. The 'Newspaper, Magazine, Microform' column includes both electronic and print. The 'Electronic Searches' column includes the searches from all of the on-line databases purchased by the library—primarily journals. The physical book usage is declining as the electronic searches increase.

The second trend is the increase in overall usage. The 'Total Items Used' column shows a general inclination toward increased usage even though there are vacillations. The anomaly of 177,997 electronic searches in 1998/9 likely resulted from a change in or misinterpretation of vendor reporting of usage. The burst of 254,293 uses for Newspaper, Magazine, and Microform in 2002/3 is likely also a reporting problem relating to how the software counts or reports the user interactions.

The third trend is the decreasing dependence on interlibrary loan. This is a reasonable result of the increased availability of materials in electronic format. The depth and breath of electronic resources are increasing making it more likely that research needs can be met immediately and obviating the need for interlibrary loan.

The fourth trend is the increasing use of electronic reserves. Faculty are becoming more comfortable providing access to reserve resources electronically. The increase in distance students has contributed to the change. All of these trends are common for academic libraries.

*Table 2 JVL Circulation Statistics for the Past Seven Years*

| Year   | Items Used | Newspaper Magazine Microform | Electronic Searches | Inter-Library Loan | Electronic Reserve | Total Items Used |
|--------|------------|------------------------------|---------------------|--------------------|--------------------|------------------|
| 2003/4 | 44,805     | 141,672                      | 326,172             | 504                | 42,350             | 555,503          |
| 2002/3 | 50,227     | 254,293                      | 247,036             | 643                | 40,151             | 592,350          |
| 2001/2 | 52,142     | 68,747                       | 186,587             | 1,043              | 16,256             | 324,775          |
| 2000/1 | 50,815     | 28,547                       | 50,186              | 1,048              | 23,612             | 154,208          |
| 1999/0 | 66,066     | 75,275                       | 46,736              | 2,360              | 11,241             | 200,677          |
| 1998/9 | 79,588     | 68,295                       | 177,997             | 2,359              | 11,195             | 388,022          |
| 1997/8 | 110,381    | 44,576                       | 22,965              | 2,836              |                    | 181,213          |
| 1996/7 | 147,612    | 43,674                       |                     | 3,056              |                    | 225,521          |



## Projects

### *CLIP Status Report— Cooperative Library Instruction Project*

The primary purpose of CLIP is the systematic integration of library instruction throughout the curriculum of higher education. The complexity, depth, volume, and diversity of the information infrastructure of the Internet increasingly necessitates the use of library instruction as an integral part of the identification and organization of information. For higher education the need is for comprehensive, as opposed to piecemeal, partial, or redundant, integration of instruction into the curriculum at the basic, program, and course levels.

Over the past year, JVL has sponsored the following CLIP workshops for Oklahoma librarians:

- October 24, 2003 at NSU, Overview of CLIP, 32 participants
- November 19, 2003 at NSU, Content Workshop, 12 participants
- December 19, 2003 at NSU-BA, Flash Workshop, 23 participants
- February 27, 2004 at Rose State, Content Workshop, 12 participants
- February 27, 2004 at Rose State, Flash Workshop, 16 participants
- March 26, 2004 at UCO, Flash Workshop, 16 participants
- April 2, 2004 at UCO, Sound Forge and Flash Workshop, 8 participants
- April 16, 2004 at OK Library Assoc. Conf., Overview, 60 participants
- April 16, 2004 at OK Library Assoc. Conf., Technical Overview, 24 participants
- April 16, 2004 at OK Library Assoc. Conf., Discussion, 16 participants

While we have been busy building the base of CLIP routines available on the web site, the summer has been passing without workshops. We intend to provide more workshops in the fall.

The success of CLIP as a method of providing systematic and comprehensive instruction in the use of information resources depends first upon the availability of CLIP routines that participating libraries find useful. We have 13 CLIP routines roughly completed. Many already need adjustments. Five PowerPoint scripts are ready for Flash production. A fourth script lacks editing and seven modules are waiting for scripts. The 27 modules are listed in the table below.

| Status     | Tutorials—1 <sup>st</sup> Tier                |
|------------|---|
|            | 1. Intro to tutorials                         |
| PPT-edited | 2. Overview of library's electronic resources |
| Flash      | 3. Tour of Physical Library                   |
|            | 4. Search Strategies—Computer Basics          |
| PPT-edited | 5. Search Strategies—Selecting the Topic      |
|            | 6. Search Strategies—Using the Resources      |
| Flash      | 7. Encyclopedias—Funk and Waganall's          |
| Flash      | 8. NetLibrary                                 |
|            | 9. Ebrary                                     |
| Flash      | 10. Ebsco                                     |
| Flash      | 11. Wilson                                    |
| Flash      | 12. Subject Resources—Overview                |

|            |   |
|------------|---|
| Flash      | 13. OPAC  |
| Flash      | 14. Interlibrary loan                             |
|            | 15. Search Tools                                  |
| Flash      | 16. Google  |
|            | 17. Citation—Why and When                         |
| Flash      | 18. Citation— Mechanics                           |
|            | 19. Evaluation of URLSS                           |
| PPT        | 20. Government Publications                       |
| Flash      | 21. NSU Library Orientation—Ebsco & Netlibrary    |
|            | 22. Academic Integrity, Peer Review, & Plagiarism |
| PPT-edited | 23. ProQuest—ABI Inform                           |
| Flash      | 24. E-journals—Ebsco Acad. Premier & Wilson Omni  |
| Flash      | 25. E-book—Netlibrary & Ebrary                    |
| PPT        | 26. Library Web page Introduction                 |
| PPT        | 27. Google and Evaluation of Web Sites            |

All 25 of the modules are focused at the initial introductory level of instruction relevant primarily to the freshman/sophomore classes and suitable for a one-credit-hour introductory course in information resources. The ABI Inform and Government Publications modules apply to the next level of instruction—department or program specific. We currently have no modules designed for the individual class level.

While a mandatory one-credit-hour course in the use of information resources is not likely in the immediate future for NSU students, we have made some progress toward systematic and comprehensive instruction. The College Strategies course, which is mandatory for all incoming students, will include six CLIP modules. The modules have the three components—Flash presentation, exercise, and test. The modules will be homework assignments that will be available through the Blackboard class pages and the tests will automatically grade and post on the class grade books in Blackboard. We will be identifying another group of modules that we will attempt to have integrated into all freshman English Composition sections.

A team of NSU staff will also be working on scripts for modules that will be used to train work studies in library operations. The NSU John Vaughan Library has approximately 60 work studies. It is hoped that systematic instruction using CLIP modules will improve knowledge and therefore effectiveness of work studies. Passing the tests in the CLIP modules will become a requirement for continued employment as a work study in the library.

At NSU we will integrate as much information literacy into the curriculum using CLIP as the personnel resources available in the NSU library permit. However, a full integration down to the class level will likely require cooperation with other institutions. Flash complicates cooperation. It is not easy to learn. We hope to include an alternative like Turbo Demo, Robo Demo, or Camtasia. One of them might provide an easier method of producing Flash routines. We will take some time out to evaluate them. We intend to examine their potential for creating something close to the current CLIP routines. We would like software that creates Flash routines that closely mimic CLIP and also are easily convertible to the CLIP format. The software must also

produce optimized files that will load over dial-up lines. Software of this nature should permit participation by libraries that do not have staff capable of creating Flash modules. We are hoping to expand the number of individuals willing to participate in increasing and maintaining the CLIP modules.

We have created a CLIP web site that has functioned primarily as a clearinghouse for CLIP files. We intend to invest some time designing a more hospitable, informative, and user friendly environment. The site is currently very sparse. We have not started the project and therefore have no plan or concept for what it will look like. If anyone would like to contribute some suggestions or designs we would be very grateful for the assistance. Email them to Darren Tobey at [tobey@nsuok.edu](mailto:tobey@nsuok.edu) or call Darren at 918-456-5511 Ext. 3390. You can also call me at extension 3211.

Finally, we will be presenting at the Merlot International Conference in California this August. We will also be linking the CLIP website from Merlot. We are not quite ready for prime time yet, however, the opportunity arose and we decided to present the model at its current stage of evolution. We are building up the base of available modules, looking for software that will permit easier participation, and cleaning up the website largely to be presentable and optimally effective at attracting participation of more librarians through the presentation at Merlot.

#### *Wireless Networked Laptops*

The wireless network is now functioning in the library. We are preparing systems and procedures for checking out laptops for use in the library. We are also outfitting mobile cabinets with power that will be used to securely store the laptops, charge them, and transport them en masse to portable lab classes.

#### *Library Facilities Improvement*

The library furniture will be replaced in stages as funding permits. Libraries in academic environments contribute significantly to the image of the institution. Their buildings and furnishings comprise a key part of the institutions physical identity. The John Vaughan Library intends to contribute to the well-being of NSU by improving its appearance. This year we have added living room type furniture primarily to the first floor. We have reorganized the reserve and circulation areas, cleared them of clutter, and made them more attractive. We have removed all of the metal railings from the front foyer and moved the Checkpoint security systems up by the doors and moved tables and chairs into the area in preparation for the café.

#### *Millennium—VTLS Replacement System*

Library staff have completed the implementation for the Innovative Interfaces Millennium Library system. The cataloging module went live the week of June 14. Serials went live the week of June 21. The week of June 28 the acquisition systems became operational. Circulation for the new system began with the second summer session starting the week of July 4. New web pages

are being designed using a federated search engine that is part of the new library system. The new pages will be available sometime during the fall semester.

### *Library Café*

The Library Café is nearing completion. It is waiting on a sink and some plumbing. We are hoping it will be up for the fall semester.

### *Copier Replacement*

JVL has purchased computers, scanners, printers, and software that will replace two of the copiers in the library. The scanner version of providing copies permits use of the print server to control copying costs.

### Project Costs for 2003-2004

|                 |                      |   |          |          |
|-----------------|----------------------|---|----------|----------|
| CLIP            |                      |   |          |          |
|                 | Computer             | Staff—Dana—CLIP                                   | \$1,635  |          |
|                 | Software             | Macromedia  | \$2,400  |          |
|                 |                      | CLIP Sub Total                                    |          | \$4,035  |
| Wireless Access | Equipment            | Wireless Networking                               | \$4,878  |          |
|                 | Computer             | Print Server 8194-CLU                             | \$956    |          |
|                 | Laptops              | IBM R40 13 @\$1,100                               | \$10,990 |          |
|                 | Laptops              | 20 IBM R40 @ \$1,000 ea. (Tech Money)             | \$20,000 |          |
|                 |                      | Wireless Sub Total                                |          | \$36,824 |
| Facelift        |                      |   |          |          |
|                 | Furniture Means      | 7 chairs, 4 sofas, 4 end tables, 2 coffee tables  | \$4,615  |          |
|                 | Outside Furniture    | Lawn Furniture & Plants                           | \$500    |          |
|                 | Circ & Reserve       | Office Furniture                                  | \$1,840  |          |
|                 |                      | Phone & Power                                     | \$210    |          |
|                 |                      | Security-Check Point                              | \$8,640  |          |
|                 |                      | Facelift Sub Total                                |          | \$15,805 |
| Millennium      | Circ & Reserve Desks | Computer Upgrades to accommodate Millennium       | \$6,187  |          |
|                 | Staff                | Computer Upgrades —Rene/Diane                     | \$1,796  |          |
|                 | Computer Misc.       | Print cartridges, mice, software, wireless cards, | \$2,981  |          |
|                 |                      | Millennium Sub Total                              |          | \$10,964 |
| Café            |                      | Hot Water Heater                                  | \$200    |          |
|                 |                      | Sink, faucet, & Cabinet                           | \$598    |          |
|                 |                      | Supplies-Maint. Crew                              | \$953    |          |
|                 |                      | Café Sub Total                                    |          | \$1,751  |
| Copier          | Replacement          |   |          |          |
|                 | Scanners             | 2 Computers, 2 Scanners, 2 printers, monitors     | \$2,993  |          |
|                 |                      | Copier Replacement Sub Total                      |          | \$2,993  |
| Total           |                      |   |          | \$72,372 |

## CONCLUSIONS AND PROSPECTS FOR THE FUTURE

Academic librarianship during the transition from print to electronic distribution of information requires optimizing selection by analyzing availability, cost, and need. The NSU librarians will continue this year to search for electronic resources that will expand access and lower costs.

The primary focus of library faculty this year will be continued integration of library instruction into the curriculum using CLIP. Completion of modules directed toward basic instruction (freshman and sophomore level) will be followed by the initiation of efforts to include instruction at the program level for all majors.

Efforts aimed at creating a more student amenable environment will continue with projects like the replacement of chairs, the purchase of tables with power outlets for the laptops, and the purchase of more living room style furniture.

Library Facilities Improvements—Options for making JVL more attractive and student friendly:

- Replace chairs
- Purchase café tables and chairs
- Purchase artwork for the library walls
- Purchase tables with plugs for laptops
- Purchase more living room style furniture
- Purchase individual study carrels
- Convert curriculum materials room into a reading room
- Replace make-shift library shelving end panels

A number of faculty and staff workstations will need to be replaced this year. The CLIP routines and the new Millennium software require faster machines with more memory.

Library Materials and Operational Budget Projections 2004/2005

|                                     |   | <b>Student<br/>Fee</b> | <b>Materials<br/>Budget</b> | <b>Operational<br/>Budget</b> | <b>Totals</b>    |
|-------------------------------------|---|------------------------|-----------------------------|-------------------------------|------------------|
| <b>Materials</b>                    |   |                        |                             |                               |                  |
| Books                               | Blackwell Approval Books  | \$30,000               |                             |                               |                  |
| Books                               | Firm Book Orders  | \$60,000               |                             |                               |                  |
| Ebooks                              | NetLibrary Purchase of 4K ebooks  | \$10,000               |                             |                               |                  |
| Videos/Software                     | Videos/Software   |                        | \$5,000                     |                               |                  |
| Ongoing Commitment                  | Serials Journals Print  |                        | \$210,000                   |                               |                  |
| Ongoing Commitment                  | Serials Journals Electronic   |                        | \$190,000                   |                               |                  |
| Ongoing Commitment                  | Series Titles   |                        | \$65,000                    |                               |                  |
| Ongoing Commitment                  | Microforms  |                        | \$25,000                    |                               |                  |
| Ongoing Commitment                  | Pay Per View Searches   |                        | \$15,000                    |                               |                  |
| <i>Ongoing Commitment Sub-Total</i> |   |                        | <i>\$510,000</i>            |                               |                  |
| New Internet based resources        |   | \$10,000               | \$27,000                    |                               |                  |
| <b>Materials</b>                    | <i>Sub-Totals</i>   | <i>\$110,000</i>       | <i>\$537,000</i>            |                               | <i>\$647,000</i> |
| <b>Operational</b>                  |   |                        |                             |                               |                  |
| General Operational                 | Contracts on equipment, services, and software maintenance;<br>Supplies |                        |                             | \$110,100                     |                  |
|                                     | Equipment   |                        |                             | \$11,600                      |                  |
|                                     | Travel  |                        |                             | \$12,000                      |                  |
| Acquisition Operational             | Contracts on equipment, services, and software maintenance;<br>Supplies |                        |                             | \$38,000                      |                  |
| New Projects                        |   |                        |                             |                               |                  |
|                                     | Library Facilities Improvement  | \$35,000               |                             |                               |                  |
|                                     | Upgrade Faculty and Staff Computers                                     | \$15,000               |                             |                               |                  |
| <b>Operational</b>                  | <i>Sub-Totals</i>   | <i>\$50,000</i>        |                             | <i>\$171,700</i>              | <i>\$221,700</i> |
| <b>Broken Arrow Library</b>         |   | \$20,000               |                             | \$50,000                      | \$70,000         |
| <b>Total</b>                        |   | \$180,000              | \$537,000                   | \$221,700                     | \$938,700        |

## II. DEPARTMENTAL ACTIVITY REPORTS

### BROKEN ARROW REPORT

#### The academic year 2003-2004 in review.

The NSU Broken Arrow Library broke all previous records for library services during the past academic year. The combination of increased campus enrollment and ongoing library outreach programs has dramatically increased library resource usage along with associated services. The library's computer facilities are heavily used by students who need individualized assistance with various software packages, technology oriented projects and presentations, and research assistance.

As we review the various library usage statistics from the past year, we are especially happy to note that average usage is actually up by a greater percentage than the increase in student enrollment. We interpret this to mean that we are reaching, and servicing, a larger percentage of the student body than we have in the past.

Not only are patrons visiting the library facility, but they also are asking for assistance and using the resources in record numbers. Nearly 9,000 reference questions were asked over the year. General circulation of items was up to 1,120 from 530 last year and reserve circulation increased from 540 to 1,530. Document delivery was up 42 percent and inter library loan 35 percent. The only statistic that decreased was the number of print items that were purchased. Purchasing has declined over the past two years from approximately 1,000 items in 2001 to about 660 in 2002 and 230 in 2003.

#### BA Access Services Statistics

| <i>Category</i>                        | <i>2001-2</i> | <i>2002-3</i> | <i>2003-4</i> |
|--|---------------|---------------|---------------|
| Patron Entrance                        |               | 24,000        | 44,000        |
| Reference Questions                    | 2,300         | 7,800         | 8,900         |
| Library Instruction Classes            | 8             | 37            | 47            |
| Students Attending Library Instruction | 100           | 730           | 910           |
| General Collection Circulation         | 90            | 530           | 1,120         |
| Reserve Circulation                    | 100           | 540           | 1,630         |
| Document Delivery                      | 70            | 310           | 440           |
| Inter Library Loan                     | 20            | 230           | 310           |
| Pages Printed                          |               | 140,000       | 220,000       |
| Print Material Purchased               | 1,000         | 660           | 230           |
|  |               |               |               |

In our last annual report we mentioned two specific projects which were, at that time, in the initial planning stages that, if they came to fruition, would dramatically impact the NSU

Broken Arrow library. The first project was the selection and implementation of a new integrated library system (ILS). The second project was a component of a county wide funding proposal called "Vision 2025" which included, among other things, financing for a new library facility on the NSU Broken Arrow campus. I'm very happy to say that both of these projects were approved and will make huge improvements in library facilities and services on the Broken Arrow campus.

Pamela Louderback and Tom Messner at the NSU Broken Arrow campus have been accepted into the Doctorate of Education in Higher Education program at Oklahoma State University. The experience they gather over the next few years will aid in their ability to provide better library and educational services to the students and faculty of NSU.

Additionally, Carrie McDowell, will begin her studies in the Master of Library and Information Studies at the University of Oklahoma this Fall. This will be Carrie's second Masters Degree and will position her for her career as a professional academic librarian. Carrie has special interests and experiences in the hard sciences, areas in which there currently exists a shortage of qualified professional academic librarians.

Summarized from a report by  
Tom Messner  
Director of the BA Campus Library



## **MUSKOGEE CAMPUS REPORT**

### **DEPARTMENTAL ACCOMPLISHMENTS**

In 2003-2004, we worked closely with other campus libraries and departments to plan, implement, coordinate, and evaluate library programs, services, and shared resources.

Access to e-books, e-journals, and other online sources not only saves time and money, but also provides material access to all of NSU patrons, 24 hours per day, seven days a week, at any location. We helped and advised our patrons in using online sources and other library materials. This year we canceled several periodical subscriptions in Muskogee and then they were replaced by online databases. Also, we purchased several books and videotapes. Those books and videotapes were cataloged and processed in John Vaughan Library. This year we had another book fair here and at the end of the fair some children books were donated to our library.

As usual, document delivery and ILL services were provided to our patrons through JVL and B.A. libraries. We also provided document delivery to other campuses. ILL/Document delivery services show improvement comparing to previous years because of an improvement in campus mail services and also implementation of electronic delivery.

Installing and testing a new library system, "Millennium" on our computers in Muskogee, brought a new blood to our system. VTLS was outdated and no longer supported our library needs for the future. Millennium looks to be more user-friendly and also flexible and adaptable to our library system. We already transferred our library materials to the new system. Now all of Muskogee reserve materials are available in our new system. A big challenge is training our staff how to work with Millennium, at the same time teaching patrons how to use the new library system. In order to accomplish both goals, an on-going staff and patron training is part of our educational mission.

In the near future we need to replace our old computers in order to have enough speed and applicable software to use the new technology.

Ben Etemad  
Director, NSU Muskogee Campus Library

## **TECHNICAL SERVICES REPORT**

### **DEPARTMENTAL ACCOMPLISHMENTS**

**2003/2004**

#### **The End of An Era: Seventeen Years Working with VTLS**

This was a year of transition for Technical Services. At the beginning of the year we were working with systems put in place in 1987 when we brought up our first online system VTLS Classic. At the end of the year we had almost completely migrated to a new online system. Beginning in October 2003 we embarked on a process to migrate our library system data. Millennium was selected to replace VTLS Classic. Technical Services prepared and tested data before final transfer to Millennium.

#### **Cataloging**

Even though cataloging was frozen on March 6, 2004 to accommodate Millennium implementation, cataloging progressed on OCLC during the freeze period. A large backlog of materials was quickly transferred to our new system and sent for shelving after the freeze was lifted. Another personnel change in the library caused the database work involved with Government Publications to be transferred to Technical Services. This additional workload was incorporated into the new reorganization plan. Cataloging statistics appear in a chart below.

#### **Collection Maintenance**

Tasks performed include periodical check-in, binding, relocations and corrections, and withdrawing library material. Withdrawn material numbers were down this year. We withdrew 3,216 items compared to 12,035 last year. This year 2,174 of the 3,216 withdrawn items were curriculum materials, accounting for 67.6% of the total withdrawn. Relocation of materials was a major factor this year. All material on the first closed stack level were either withdrawn or moved and re-shifted to the third stack level.

#### **Goals for the coming year**

- \*Plan and carry out training needs for new employees in Technical Services along with additional training needs due to our new library system Millennium from Innovative Interfaces.
- \*Increase electronic access to resources in the new library Web OPAC.
- \*Streamline workflow to expedite material delivery to the three libraries we serve.

*Table 4 Cataloging Tallies by Material Type*

| Material Type           | JVL<br>2001/2 | JVL<br>2002/3 | JVL<br>2003/4 | BA<br>2001/2 | BA<br>2002/3 | BA<br>2003/4 |
|-------------------------|---------------|---------------|---------------|--------------|--------------|--------------|
| Monographs              | 3,110         | 3,018         | 1,507         | 1,283        | 1,563        | 1,612        |
| Approval<br>Monographs  | 2,338         | 1,465         | 237           | 0            | 0            | 0            |
| Curriculum<br>Materials | 326           | 458           | 298           | 0            | 0            | 0            |

|                         |       |        |       |       |       |       |
|-------------------------|-------|--------|-------|-------|-------|-------|
| AV                      | 104   | 159    | 98    | 79    | 78    | 18    |
| Music                   | 110   | 239    | 0     | 4     | 8     | 41    |
| Original Cataloging     | 11    | 39     | 65    | 9     | 3     | 4     |
| Serials                 | 73    | 69     | 49    | 82    | 173   | 125   |
| Youth Collection        | 1,353 | 212    | 386   | 78    | 301   | 459   |
| E-books from NetLibrary | 0     | 12,410 |       |       |       |       |
|                         |       |        |       |       |       |       |
| Totals                  | 7,425 | 18,069 | 2,640 | 1,535 | 1,825 | 2,259 |

Submitted by  
Linda West  
Director, JV Library Technical Services

### **III. FACULTY ACTIVITIES/ACCOMPLISHMENTS**

Annual Report  
for Sarah Brick Archer, 2003/2004

#### **EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA**

##### **A. EFFECTIVE CLASSROOM TEACHING**

Taught (19 fall, 21 spring) library instruction sessions.

Taught a College Strategies class during the fall.

Taught LIBM 5513 online during the spring.

On a scale of 1-5, received 8 fives (highest level of satisfaction) and 1 four on a chair review for instruction techniques used in LIBM 5513.

Performed in a reader's theater presentation with Dr. Michael Phillips fall of 2003, for the Oral Interpretation of Literature class. This demonstrated to the students how to interpret literature.

##### **B. SCHOLARLY ACTIVITIES**

###### **1. The Scholarship of Teaching**

Revised the curriculum and taught all classes from my Arapaho Web site.

###### **2. The Scholarship of Discovery**

Archer, Sarah Brick. "Arthritis." The Medical Library Association Encyclopedic Guide to Searching and Finding Health Information on the Web. Eds. P. F. Anderson and Nancy Allee. Vol. 2. New York: Neal-Schuman, 2004. 10-12.

---."Hospice and End-of-Life Care." The Medical Library Association Encyclopedic Guide to Searching and Finding Health Information on the Web. Eds. P. F. Anderson and Nancy Allee. Vol. 3. New York: Neal-Schuman, 2004. 106-109.

Supplemented the curriculum for College Strategies.

Completely revised the LIBM 5513, taught it through Blackboard, and added persistent links to relevant articles. Created an online survey.

###### **3. The Scholarship of Integration**

Coordinated the selection of 260 items for \$10,257 for the College of Arts & Letters.

Participated at the New Faculty Library Orientation.

Assisted Arts & Letters faculty find relevant e-books for classes; locate videos and other resources; and locate materials for book reviews for presentations.

Located resources and created an html page to support Dr. Mary Stanley's online Writing class. Dr. Mimi Bentley added a link to my Foreign Language subject page to her external link section of her Blackboard class.

On November 11, presented an in-service presentation on the use of Passport II software and EbscoHost to Cherokee County School Librarians.

November 19<sup>th</sup>, participated in FLASH Content presentation at Broken Arrow.

On February 27<sup>th</sup>, presented content information at a CLIP presentation at Rose State.

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

Wrote components for online tutorials including such topics as providing an overview to the physical library and library subject resources.

Conducted an evaluation of the serials collection for the College of Arts & Letters and recommended adding several electronic databases.

April 16<sup>th</sup>, presented information on creating content for FLASH routines at the annual Oklahoma Library Association conference in Tulsa, Oklahoma.

### **C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION**

#### **1. Committee service**

Committee A, university, member.

Honors/Awards Committee, university, member.

Appellate Committee, university, member.

Strategic Planning Committee, university, member

Room Scheduling Committee, library, chair

Furniture Committee, library, member

FLASH Editing Subcommittee, reference/library, chair

Represented the library at the Parents, Friends & Family Day

Served as co-chair of the statewide CLIP Content Committee.

#### **7. Other activities**

Assisted with the Book Fair for both fall and spring semesters.

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

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

Assisted in training library reference personnel.

Led the online tutorials project and created a Blackboard site for the one-credit hour FLASH module class. Created tests in Blackboard.

Led the serials review including compiling a title list for serials to be added or cancelled.

**E. OTHER**

Received the Circle of Excellence Award for Research

Attended the annual Oklahoma Library Association Conference in Tulsa.

Attended the Teaching and Learning Conference, Tahlequah.

Viewed the exhibits at the NSU Undergraduate Research Day.

## Faculty Activity Report (June 2003 – May 2004)

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

### 1. The Scholarship of Teaching

- Library instruction session taught in September 2003:  
Social Psychology, SOC 4513 (one session)
- Library instruction sessions taught in October 2003:  
Business Communications, MIS 3113 (two sessions)
- Library instruction session taught in November 2003:  
Business Computer Operating Environments, MIS 3013 (one session)
- Library instruction sessions taught in February 2004:  
Business Communications, MIS 3113 (three sessions)  
Business Computer Operating Environments, MIS 3013 (two sessions)  
Freshman Composition II, ENG 1213 (two sessions)
- Co-instructor of one section of ORIE 1001 / College Strategies
- Instructor, LIBM 4611 / Electronic Information Retrieval
- Incorporated the use of online instruction and Arapaho to teach both LIBM 4611 and the library sessions.

### 2. The Scholarship of Discovery

- Published: “‘Within the Limits of the Southern Confederacy’: The C.S.A.’s Interest in the Quapaw, Osage, and Cherokee Tribal Lands of Kansas,” Kansas History: A Journal of the Central Plains 26 (Autumn 2003): 172-85.

### 3. The Scholarship of Integration

- Published: “Chronic Fatigue Syndrome / Myalgic Encephalomyelitis,” in The Medical Library Association Encyclopedic Guide to Searching and Finding Health Information on the Web, edited by P.F. Anderson and Nancy J. Allee (New York: Neal-Schuman, 2004), 2:30-34.
- Published: “Eye and Vision Disorders,” in The Medical Library Association Encyclopedic Guide to Searching and Finding Health Information on the Web, edited by P.F. Anderson and Nancy J. Allee (New York: Neal-Schuman, 2004), 2:74-78.

### 4. The Scholarship of Application

- Attended “CCH Tax Research Network TeleTraining” (July 2003).
- Attended “ProQuest Online Training” (September 2003).
- Attended “American Memory” Government Publications workshop (September 2003).
- Served as a volunteer for NSU Friends and Family Day (September 2003).
- Attended “Introduction to Trademark Searching Using DialogWeb” seminar (October 2003).

- Attended “CLIP Flash Tutorial Workshop” (October 2003).
- Attended “RIA Checkpoint: Getting Started” database teleconference (November 2003).
- Attended “Oklahoma Library Association Conference” (April 2004).
- Served as a judge in the NSU Regional Contest for Oklahoma History Day (April 2004).
- Member, American Library Association.
- Member, American Theological Library Association.
- Member, Mountain-Plains Library Association.
- Member, Oklahoma Library Association.
- Member, Internet Society.
- Member, North American Patristics Society.

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

- Co-coordinator, Reference Department.
- Resource Coordinator for the College of Business and Technology.
- Resource Coordinator for the Political Science and Sociology 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.
- LHA manager, ProQuest database.
- Coordinator, Reference CD-ROM Collection.
- Coordinator, Reference desk schedule.
- Coordinator, Reference materials funds/purchase requests.
- Dialog online database coordinator and searcher.
- Factiva online database coordinator and searcher.
- Own and maintain 52 web pages on the Library server.
- Member, University Honors Council.
- Member, Library Web Committee.
- Chair, University Animal Welfare Committee.
- Provided information on Library services, collections and statistics for the MIS/TCM program review.
- Alternate, Faculty Grievance Committee.
- Member, Appellate Committee.
- Maintain the UAWC/IACUC organization web site on NSU’s Arapaho server.
- Member, Library Building Committee.
- Member, Library Room Scheduling Subcommittee.
- Member, Reference OPAC Subcommittee.
- Accepted responsibility as the Resource Coordinator for the ROTC program.
- Accepted responsibility as the Resource Coordinator for the Geography and History Department.
- Accepted responsibility as the Resource Coordinator for Sociology, as a result of the merger of Political Science and Sociology into one department.



- Interviewed for an article entitled “E-books Provides Easy Library Access,” which was published in the June 25, 2003, issue of The Northeastern.

## **BEHNAM ETEMAD, INSTRUCTOR**

### **NSU Muskogee Library Director**

#### **Scholarship of Application**

ODL – American Memory, NSU, Tahlequah (September 26, 2003)

80<sup>th</sup> Anniversary of JVL as a Federal Depository, NSU, Tahlequah (September 26, 2003)

ODL HELEO – Web pages of the National Center for Health Statistics  
NSU, Broken Arrow (October 30, 2003)

Millennium Workshop NSU, Tahlequah (January 6 & 7, 2004)

Microsoft PowerPoint, NSU, Tahlequah (February 19, 2004)

MLA- Managing Electronic Resources in Health Science Resources,  
University of Oklahoma, College of Medicine, Tulsa (April 2, 2004)

Millennium Workshop, NSU, Tahlequah (April 20, 2004)

ODL-Computers & connectivity for public libraries (Spring 2004)  
NSU Muskogee, Oklahoma

Millennium Workshop NSU, Tahlequah (May 27, 2004)

ALA annual conference, Orlando, FL (June 24-30, 2004)

#### **Current Professional and Academic Association Membership**

American Library Association

#### **Professional Awards/Recognitions**

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

#### **Performance of Non-Teaching Semi-Administrative or Administrative Duties**

Supervision of all library operations and services on the Muskogee campus

Coordinating programs and activities with JVL and B.A. libraries

Editing NSU online databases handout for major programs offered at Muskogee campus

**Harriett Hobbs**  
**Assistant Professor of Library Services**  
**Technical Services Librarian**

C. Contributions to the Institution and Profession

University Committees:

Elected to University Appellate Committee (May 2003). Term expires Aug 2005.

Library Committees:

New Online System Committee

Chaired Y Collection Cataloging Task Force (June 2003)

Oklahoma Documents Task Force

Assisted with Fall 2003 & Spring 2004 Scholastic Book Fair

Chaired Search Committee for Technical Services Library Technician II & III  
(April 2004)

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

Coordinator of Acquisition Team

Answered questions and provided training for library technicians

Met with Heckman bindery representative (March 30, 2004)

E. Workshops/Conferences Attended

Ebrary demonstration - NSU, July 24, 2003

SIGALO fall meeting, Norman, November 7, 2003

Millennium OPAC training - NSU, January 6, 2004

Millennium Cataloging training - NSU, January 8 & March 23, 2004

Team Building Workshop with Tere Feller & Barbara Abercrombie - NSU, March 10, 2004

Technical Services Retreat - Tahlequah, March 11, 2004

Millennium Acquisitions training - NSU, March 25, April 21 & May 25, 2004

Millennium Serials training - NSU, April 22 & May 26, 2004

**Peggy Kaney, 2003/2004**

**Evidence of Meeting Tenure and Promotion Criteria**

**A. Effective Classroom Teaching**

Taught 7 bibliographic instruction sessions (151 students)

Taught LIBM 4023 (Fall 2003, 3 credits, 22 students)

Taught LIBM 4023 (Spring 2004, 3 credits, 18 students)

**B. Scholarly Activities**

**1. Scholarship of teaching**

Revised and taught LIBM 4023, implementing new evaluation tools and revising course webpage.

Edited tutorials for online library instruction.

**2. Scholarship of Discovery**

Oklahoma Department of Libraries Youth Services Advisory Council. (2003). *Oklahoma Youth Services Guidelines*. Oklahoma City, OK: Oklahoma Department of Libraries. (Served as the Chair of the ODL Youth Services Advisory Council, co-authored and edited document)

Presented poster session: “MPLA Leadership Institute” for Oklahoma Library Association annual conference.

**3. Scholarship of Integration**

Presented in-service workshop “Using Puppets and Storytelling to Enhance Children’s Literature” for Muskogee Public Schools.

Presented storytelling program for “Day for Literacy—Making a Difference” sponsored by Student Affairs.

Presented storytelling program for “Read Across America” at Cherokee Elementary School, Tahlequah.

**4. Scholarship of Application**

Active member of implementation team for new online library system (Millenium), including the definition of Circulation Parameters. Participated in multiple training sessions and began preliminary work on creation of training modules.

Selected for participation in Mountain Plains Library Association's Leadership Institute at Ghost Ranch, New Mexico.

Attended Oklahoma Department of Library's American Memory Project workshop.

Attended CLIP training workshops in Tahlequah and Broken Arrow.

Attended OLA workshop "Copyright Law in the Digital Age."

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

Reference/Resource Coordination Committee (member-library)

Web Committee (member-library)

Millennium Implementation Team (member-library)

Access Services Department (chair-library)

Care Committee (member-library)

Technology Committee (member-library)

Reference Room Revision Committee (member-library)

Building Committee (member-library)

New OPAC Reference Subcommittee (member-library)

United Way Committee (member-university)

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

Direct supervision of 14 part-time student workers, 4 full-time staff members, and 1 part-time staff member.

Guided major rearrangement project including re-distribution of student workers as well as physical layout and furnishings.

Wrote policies for student workers, revised training plan for student workers.

Led regular meetings of Access Services Department.

**Pamela Louderback**

**Information Services Librarian: NSU Broken Arrow Library**

**Instructor: Graduate School, Library Media Services**

### **Scholarly Activities**

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

- Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials Summer 2003, Summer 2004.
- Developed syllabi for LIBM 5413 in coordination with Dr. Barbara Ray.
- Taught 21 bibliographic instruction sessions in various discipline specific areas.

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

- Began ED.D. in Higher Education at Oklahoma State University, Spring 2004.
- Working to develop a structured communication system of distribution media to alert NSU BA faculty of new library information resources and services.
- Attended workshop for development of (CLIP) library flash routines.
- Attended "EndNotes" software training, University of Tulsa, Spring 2004

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

- Attended Oklahoma Higher Education Teaching and Learning Conference, April 2004.
- Numerous training sessions for the installation of the new Innovative Interface integrated library system, Spring 2004

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

- Oversee technical services and processing of library materials on the Broken Arrow campus.
- Oversee Document Delivery and Inter-Library Loan processes on the Broken Arrow campus.

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

- Local Arrangements Committee: Oklahoma Library Association Conference Spring 2004
- Member American Library Association
- Member Oklahoma Library Association
- Member Association of College and Research Libraries
- Member Oklahoma Conservation Congress
- Member American Serials Interest Group

#### **Campus/Library Committees**

- Chaired Employee Appreciation Week for the Broken Arrow Campus
- Member NSU BA library facility design committee.

## **Faculty Activity Report Professional File, 2003/2004**

**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. (evaluations on file)
- Optometry. 6111 Research Methodology. (evaluations on file)
- Optometry. 5203 Ocular Pharmacology. (evaluations on file)
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Clinical Faculty
- Social Work. 4613 Human Diversity
- Social Work. 2013 Introduction to Social Work
- Health Education. 2353 Community Health

#### **B. Scholarly Activities**

##### **1. The Scholarship of Teaching**

###### **a. Improvements in tools for access to library resources**

- i. Met regularly and collaborated with colleagues in the Oklahoma Health Sciences Library OVID Consortium to review and select new electronic resources. Maintained current subscriptions to CINAHL, Journals@OVID, and MD Consult with no increase in costs. Focused on extensive evaluation of electronic titles to support the online curriculum in Nursing and patient care needs in Optometry. Obtained new subscriptions to collections of over 60 electronic book titles to support the curriculum and clinical practice in Nursing and Optometry at significant savings. Increased the number of electronic journal titles for both Nursing and Optometry. Nursing electronic titles now total 65 and comprise 88 percent of the collection. Optometry electronic titles now total 22 and comprise 40 percent of the collection.
- ii. Participated in library wide review and selection of new electronic databases to add to the library's collection.

- iii. Negotiated a contract with Elsevier to place book titles critical to the Optometry curriculum on an approval plan to save staff time in ordering and to facilitate timely acquisition of new titles as soon as they are published.
  - iv. Researched new ways to improve speed of delivering journal articles not owned by the library to Optometry faculty and residents at remote sites that included:
    - i. National Network of Libraries of Medicine DOCLINE interlibrary loan and document delivery system
    - ii. Association of Vision Science Librarians Reflector online request system for urgently needed documents
    - iii. Comprehensive electronic journal collection of titles in multiple medical disciplines through the OVID Consortium
    - iv. Use of Pay-Per-View to fill faculty and resident requests for articles needed for patient care
- b. New course development and innovative teaching**
- i. Developed new class for Optometry Rural Eye Program clinical faculty on Information Retrieval for Clinical Decision Making that includes the use of MD Consult and online books and journals available through the library's web site
  - ii. Developed new class in Information Retrieval for Patient Care for Optometry 5203 Ocular Pharmacology. Students in the class applied their knowledge of the electronic resources and tools in their research presentations at the end of the course. Feedback from faculty and students was positive and prompted request from the Director of Optometry Residency Programs to develop similar classes for Optometry residents and residency supervisors.
  - iii. Continued refinement of instruction for Optometry 6111 Research Methodology class to include the use of new electronic resources to retrieve articles and development of evidence-based strategies to evaluate research data for the project.
  - iv. Developed new online tutorial for pilot test in 3003 Professional Nursing Role class on how to use electronic databases and journals to complete article critiques. Tutorial will be evaluated and refined for use in 4103 Research in Nursing class in Fall 2004.
  - v. Developed new instruction for 3003 Professional Nursing Role class to integrate Flash routine on searching the CINAHL database.



- vi. Developed new class for 4613 Human Diversity on how to use electronic databases and journals from the library's web site for research papers and oral presentations.
- vii. Began development of script for Flash routines for tutorials on how to search the Visionet and Physical Education Index databases.
- viii. Completed scripts for Flash routines for two modules of the library's online tutorial project, research strategies and citations.

## **2. The Scholarship of Discovery**

### **a. Publications**

Martin, Sandra A. "Chronic Obstructive Pulmonary Disease". The Medical Library Association Encyclopedic Guide to Searching and Finding Health Information on the Web. (Eds.) P. F. Anderson and Nancy J. Allee. New York: Neal-Schuman, 2004.

### **b. Research Projects**

- i. Investigated a variety of collection development strategies to evaluate, compare, and select journals in Optometry and Vision Science including citation mapping from articles published in key journals and comparing costs and usage data from the top Vision Science journals by Impact Factor.
- ii. Researched the use of new electronic tools that aggregate and deliver evidence-based information for clinical decision support. Reviewed OVID's SkolarMD and MD Consult's FirstConsult. Attended presentations at local and national professional meetings, met with colleagues, participated in electronic discussions, and consulted with Optometry faculty to evaluate and select a product for pilot testing with residents and clinical faculty.
- iii. Researched grant and funding opportunities available through the South Central Region of the National Network of Libraries of Medicine to support access to electronic health information for professionals and consumers in under-served areas that might support programs of the NSU Rural Health Institute.
- iv. Researched studies on how online medical information services impact the ability of medical students and physicians to resolve patient are questions and the resources that are most frequently adopted.
- v. Researched the impact on Ophthalmology and Optometry residency programs of the new competencies adopted by The Accreditation Council for Graduate Medical Education as they pertain to the use and appraisal of scientific evidence.

- vi. Researched changes in Copyright Law and the TEACH Act as they apply to distance learning programs and online course delivery.

### **3. The Scholarship of Integration**

#### **a. Program Reviews**

- i. Accreditation Council on Optometric Education, Residency in Cornea – Contact Lens. Prepared reports and participated in site visit.

#### **b. Faculty Orientations**

- i. Participated in New Faculty Library Orientation and prepared packets of information for new faculty in Optometry, Social Work, and Health and Human Performance
- ii. Developed presentation on electronic resources and provided tour for new Optometry clinical faculty
- iii. Met with new Social Work faculty at the Broken Arrow campus to assess needs for library resources, instruction, and support for new classes.

#### **c. Consultations**

- i. Consulted and met regularly with faculty liaisons in Optometry and Nursing to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
- ii. Collaborated with faculty liaisons in Optometry and Nursing to develop new online methods of instruction and to plan new web pages to improve access to the library's growing collection of electronic resources
- iii. Conducted 87 specialized searches of electronic databases, journals, and books for faculty and residents in Optometry, Nursing, Social Work, and Health Education. Delivered full text to faculty by email or took steps to expedite delivery of print documents that were not available electronically.
- iv. Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles by email to support patient care and publication needs.
- v. Co-developed a Survey of netLibrary use that was posted on the library's web site.
- vi. Led discussion at Technical Services Departmental meeting on the role of health sciences librarians and issues in delivery of health care information in rural areas.
- vii. Participated in development of statewide database of health science library resources.

- viii. Hosted the Fall meeting of the Health Libraries of Eastern Oklahoma (HeLEO) at the Broken Arrow campus.

#### **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. Association of Vision Science Librarians National Conference and American Academy of Optometry Annual Conference
- iv. Regular meetings of the Oklahoma Health Sciences Library OVID Consortium
- v. John Vaughan Library 80<sup>th</sup> Anniversary Celebration as a Federal Depository for the 2<sup>nd</sup> Congressional District
- vi. 2004 Oklahoma Higher Education Teaching and Learning Conference

##### **b. Memberships in Professional, Honorary and Other Learned Societies**

- i. Association of College and Research Libraries. Oklahoma Chapter
- ii. Association of Vision Science Librarians
- iii. Oklahoma Health Sciences Library Association
- iv. Health Libraries of Eastern Oklahoma (HeLEO)
- v. South Central Chapter. Medical Library Association
- vi. Oklahoma Library Association

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

- i. Participated in the wildlife release program for the Oklahoma WildCare Foundation
- ii. Participated in NSU Food Basket Frenzy

##### **d. Short courses or seminars**

- i. National Network of Libraries of Medicine
  - i. DOCLINE Explained*
  - ii. Managing Electronic Resources*
- ii. Oklahoma Health Sciences Library Association
  - i. Meeting our Patrons' Needs Better and Faster through Interlibrary Loan*
  - ii. Using OVID Effectively to Access the Medical Literature*
- iii. Oklahoma Department of Libraries
  - i. American Memory for Oklahomans Workshop*
  - ii. Web Resources of the National Center for Health Statistics*

- iv. Oklahoma Library Association *Copyright Law in the Digital Age*

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

**1. Committee Service**

- a. Library Care Committee, Chair
- b. Library OPAC Sub-Committee
- c. NSU Distance Learning Advisory Committee

## **ALLEN MCKIEL, ASSOCIATE PROFESSOR**

### **A. EFFECTIVE CLASSROOM TEACHING**

#### 1. General Teaching Load

I generally like to teach at least one class per year and have taught classes in freshman sociology, English composition, and research strategies; and graduate courses in education methods, curriculum, and issues in education.

I have also taught at the elementary school level at TEDA International School in Tianjin, PRChina.

#### 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 thought through social interaction. I still test and grade papers but lecture has given over to group discussions. The discussions, however, are controlled (scaffolded) in an attempt 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 increase participation by students who have actually read the material, tests are given each class period over the assigned readings.

### **B. SCHOLARLY ACTIVITIES**

#### 1. The Scholarship of Teaching

For the past five years, I have been evolving the use of technology for on-line instruction in the use of library resources. The first attempts in the creation of on-line tutorials for class periods (modules) employed a split screen—a live session of the library resource on the right with instructions on the left. Each module included worksheets requiring independent use of the resource. The most recent efforts use Flash technology to simulate a computer screen projection presentation of the resource—i.e. 'How to Use NetLibrary'. A visual walk through 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. A series of modules could be assemble to create an automated, on-line library literacy course. Modules can also be integrated into courses that focus on relevant information resources.

#### 2. The Scholarship of Discovery

One hour presentation at the League for Innovation in Community Colleges 1999 Annual Conference, "Creating a Statewide Virtual Library for Ivy Tech State

College.”

One hour presentation to table group at the League for Innovation in Community Colleges 2000 Annual Conference, “Transition of Library Operations from Print Based to Electronic.”

Organized and presented day long workshop, October 24, 2003 at NSU, Overview of CLIP, 32 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, November 19, 2003 at NSU, CLIP Content Workshop, 12 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, December 19, 2003 at NSU-BA, CLIP Flash Workshop, 23 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, February 27, 2004 at Rose State, CLIP Content Workshop, 12 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, February 27, 2004 at Rose State, CLIP Flash Workshop, 16 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, March 26, 2004 at UCO, CLIP Flash Workshop, 16 participants from Oklahoma Academic Libraries.

Organized and presented half day workshop, April 2, 2004 at UCO, CLIP Sound Forge and Flash Workshop, 8 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Overview, 60 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Technical Overview, 24 participants from Oklahoma Academic Libraries.

Presented April 16, 2004 at OK Library Assoc. Conf., one hour CLIP Discussion, 16 participants from Oklahoma Academic Libraries.

#### 4. The Scholarship of Application

I have formed a team of librarians, library technicians, and instructional technologists that has developed preliminary standards for the implementation of Flash instructional modules. The project is call CLIP—Cooperative Library Instruction Project. Twenty-three Flash modules have been created for library resources this year. Additional modules have been created explaining the benefits and methods of cooperatively creating instructional modules. I have organized and presented the CLIP concepts to Oklahoma librarians at seven workshops. I have also presented three sessions at the Oklahoma Library Association Annual Conference.

### **C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION**

#### University Committees:

- Administrative Council
- Council of Academic Administrators
- Academic Technology Committee
- Graduate Council
- Library Committee

#### Library Committees:

- Library Web Committee
- Library RFP Committee
- Library Tenure and Promotion Committee
- Library Technology Committee
- Library Strategic Planning Committee
- Library Millennium Implementation Committee (Chair)
- Library CLIP Committee (Chair)

#### State Committees:

- Oklahoma Council of Academic Library Directors
- OCALD Library Instruction Sub-committee (Co-Chair)

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

As the Director of Libraries, I have focused attention on four projects:

- More aggressively pursuing access to electronic counterparts to resources;
- Systematic, comprehensive integration of library instruction into the curriculum through creating standardized online library CLIP tutorials using Flash technology;
- Implementing the new library system—Millennium;
- Reorganization of the use of work study positions;
- Creation of a café running out of the library circulation desk;

## **Tom Messner**

**Position: NSU BA Library Director**

**Status: Instructor, Graduate School, School Library Media Program**

### **Scholarly Activities**

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

- Bibliographic Instruction Sessions: Taught 32 library instruction classes on a variety of subject specific topics.
- Team taught LIBM 5123 Advanced Administration of the Library Media Center in the Fall of 2003 with Dr. Alan McKiel.

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

- Began working on ED.D. Higher Education at Oklahoma State University, Spring 2004
- Attended Oklahoma Higher Education Teaching and Learning Conference April 2004

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

- Continue to maintain and improve NSU BA's Library web page.
- Serve on the Library's Integrated Library System Selection Committee charged with installing the new Innovative Interfaces System in Broken Arrow.

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

- Supervise all library operations and services on the BA campus.
- Selected to be a judge at the Winston School international high school solar science event, Dallas, Texas, July 2004.

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

- Local Arrangements Committee for 2004 Annual Oklahoma Library Association Conference, Tulsa, Oklahoma.
- Member Oklahoma Council of Academic Library Directors. Attended scheduled meetings 2003-2004.
- Beta Phi Mu (National Honor Society for Librarians).

### **Campus/Library Committees**

- Chair NSU BA United Way committee
- Member NSU BA library facility design committee
- Member NSU BA Administrative Group
- Member NSU Libraries Web Committee
- Member NSU Libraries Integrated Library System Committee
- Various selection committees for departmental faculty positions.



Katherine Ott

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

**A. EFFECTIVE CLASSROOM TEACHING**

Taught 38 bibliographic instruction sessions (879 students)

Taught Information Resources class (Summer, 3 credits, 14 students)

Taught 3 sections of Orientation (Fall & Spring, 1 credit, 76 students)

**B. SCHOLARLY ACTIVITIES**

**1. Scholarship of Teaching**

Revised and created curriculum for bibliographic classes

Maintained and taught bibliographic classes off of arapaho web site (12). Created, maintained and used general handouts for instruction from arapaho site. (11)

Revised and taught Information Resources for Library Science program.

Taught 3 sections of Orientation 1001 (2 fall, 1 spring).

Revised tutorials for online library instruction – Overview of electronic page, Evaluation of URLs, FirstSearch, & netLibrary

Created tutorials for online library instruction –Creating Storyboards, Orientation, E\*Subscribe, EbscoHost for Education,

Created exercises and quizzes for online library instruction – Orientation, Overview of electronic page, FirstSearch, netLibrary

**2. Scholarship of Discovery**

Research – Flash vs. Traditional lecture Bibliographic Instruction. Created flash routine, practice sheets, pre-test, post-test, instruction sheets, and lecture. Collected data and analyzed. Currently in process of writing paper for capstone project, which will be revised and submitted for publication.

Research on Web-based instruction in classrooms, in bibliographic sessions, as compared to traditional instruction

Research on Learning styles and how to incorporate into bibliographic sessions

Participated in SPSS Software class instructed by J. Sawyer for 3 weekends.

Instructed Susan Woitte on creation and maintenance of web pages using FrontPage.

Updated web pages associated with the two chapters I contributed to the Health Guidebook due out in 2003 - chapters were on Bipolar disorder and Schizophrenia.

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

Assisted faculty with research on publishing article; censorship issues; good vs. bad instruction; military, sociology & culture; web searching; Cuban wildlife; stress, family & illness; quote/letters by Freud and Einstein; civilians onboard military craft; anemia in African Americans; and

Assisted students with individual instruction and research on OGET, researching using online databases, various children's authors, writing resumes & cover letters, and writing research

Conducted a serials review for Education, Psychology, and Social Work that included identifying materials available electronically, selecting titles, and looking for ways to reduce spending while moving to electronic media.

Attended American Library Association's midwinter and annual meetings. On committee (EBSS) in which we are preparing manuscripts for print on Standards and libraries. Also participated in conference calls with the EBSS group to work on website design and paper preparation.

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

Participated in New Faculty Orientation for the library, met my new faculty and showed them basics of library resources.

Attended Government Documents reception for Anniversary of Government Documents Collection and participated in workshop on American Memory Project website

Presented presentation on creating storyboard to group interested in CLIP at the library.

Met with NCATE representatives to discuss library collection for Education and the improvements we are making to the collection.

Attended CLIP workshop on content in Broken Arrow and CLIP workshop on creating Flash at UCO.

Attended IEEE demonstration at the library.

Attended 2004 OK Higher Education Teaching and Learning Conference in Tahlequah.

Attended OLA where presented preliminary research findings on Effectiveness of Flash Versus Lecture Format for College Strategies Library Instruction

Prepared Social Work Accreditation report and gave to R. Smith.

### **C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION**

#### 1. Committee Service:

Education and Behavioral Social Sciences committee, national (American Library Association) member

Faculty Development Committee, university, member

Strategic Planning committee, university, member

Curriculum and Educational Policies Committee, university, member

Scholarship of Teaching and Learning Committee, university, member

Reference/Resource Coordination committee, college, member

Faculty Tenure and Promotion committee, college, member

Library Web page Committee, college, member, initiate and revise web page policies, procedures

#### 7. Other activities

### **Participated in “Friends and Family” weekend at university**

Worked the Scholastic Book Fair at the library.

Attended Circle of Excellence ceremony

Completed Counseling Methods, Fall 03 (PSYC 5413)

Completed Cultural Foundations, Fall 03 (EDUC 5433)

Started work on Capstone (research on Flash vs. Lecture format), Spring 04

Completed 6 credit hours toward a Masters in College Teaching

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

Continued weeding of the Main collection

Revised Library Department web pages (21)

Revised Interlibrary Loan web pages (4)

Revised personal web pages (23)

**Jackie M. Schumaker**  
**Instructor of Library Services**  
**Technical Services Librarian**

B. Scholarly Activities

3. Scholarship of Integration

Contributed 59 original cataloging records to OCLC database  
Enhanced 25 bibliographic records in OCLC by contributing call numbers  
Provided for access to library materials by assigning 335 call numbers

C. Contributions to the Institution and Profession

University Committees:

Faculty Council  
Campus Parking Committee  
University Animal Welfare Committee

Library Committees:

Care Committee (June-August 2003)  
New Online System Committee  
Y Collection Cataloging Task Force (June 2003)  
Oklahoma Documents Task Force  
Assisted with Spring 2004 Scholastic Book Fair  
Search Committee for Technical Services Library Technician II & III (April 2004)

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

Coordinator of Data Initiation Team  
Monitored cataloging for accuracy and training needs  
Served as Technical Services liaison for Government Publications  
Answered questions and provided training for library technicians  
Met with Heckman bindery representative (March 30, 2004)

E. Workshops/Conferences Attended

Millennium OPAC training - NSU, January 6, 2004  
Millennium Cataloging training - NSU, January 8 & March 23, 2004  
Team Building Workshop with Tere Feller & Barbara Abercrombie - NSU, March 10, 2004  
Technical Services Retreat - Tahlequah, March 11, 2004  
Millennium Circulation training - NSU, March 24 & April 20, 2004  
Millennium Acquisitions training - NSU, March 25, April 21 & May 25, 2004  
Millennium Serials training - NSU, April 22 & May 26, 2004

## VICTORIA SHEFFLER

### SCHOLARLY ACTIVITIES

#### The Scholarship of Integration

Membership in the following organizations:

- Oklahoma Historic Records Advisory Board
- Society of American Archivists
- Society of American Archivists Membership Committee
- Academy of Certified Archivists
- Oklahoma Conservation Congress
- Society of Southwest Archivists
- Society of Ohio Archivists
- Society of Georgia Archivists

Key Oklahoma Contact for the Society of American Archivists Membership Committee

#### The Scholarship of Application

Appointed by Governor Keating in 1999 to the Oklahoma Historic Records Advisory Board

Recommended by Oklahoma Historical Records Advisory Board to Governor Henry for a second term on the Oklahoma Historic Records Advisory Board

Interviewed Dr. Luther Ledbetter and Bill and Doris Hinds for historical data on Tahlequah and NSU.

Compiled the bibliography of NSU authors for John Vaughan Library Honors NSU Authors Reception

Consulted for Cameron University in Lawton, Oklahoma for initiating archives at the University

Presented for Delta Kappa Gamma—How to Conduct Genealogy Research

Consultant and assistant editor for the book Records from the Reed-Culver Funeral Home, 1909-200, Tahlequah, Oklahoma compiled by Eloise Leach and Alma Hutchins.

Attended the following annual conferences, meetings or workshops:

- Tulsa Conference on Emergency Response Planning, 8-21-02

- Oklahoma Conservation Congress Workshop on Disaster Planning, 9-13-02

- Oklahoma Historic Records Advisory Board Meeting and Public Forum Meet the Funders Forum, 10-31-02

- Annual meeting of the Oklahoma Conservation Congress, 11-22-02

- Oklahoma Historical Records Advisory Board Meeting, 2-20-03

- Oklahoma Historical Records Advisory Board Meeting, 5-8-03

- Oklahoma Historical Records Advisory Board Public Forum—Planning Special Events, 5-9-03

OK Digital Statewide Group Meeting, 5-13-03

Oklahoma Conservation Congress Workshop on Bookbinding, 5-14-03

**CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION**

Member of the Library Board of Tahlequah Public Library

NSU Emergency Response Team

Chaired the Library Disaster Committee

Provided faculty NCATE report data

Created football and basketball displays for JVL lobby.

Member of the John Vaughan Library Honors NSU Authors Reception Committee

## **DELORES SUMNER, ASSISTANT PROFESSOR**

Special Collections Librarian

November, we attend the national AISES conference. In 2002 Tulsa was the host city. I was appointed by the AISES Tulsa Host Conference Committee to serve on two committees, the Local Planning Committee and the AISES Press/Media/ VIP Committee. The AISES chapter has once again excelled, not only in becoming the number two outstanding national chapter, but also in the achievement of their scholastic goals. NSU AISES students have bridged science and technology with traditional American Indian values. The members serve as role models and mentors for younger American Indian students wanting to attend college.

This has been a busy year for I was also appointed to serve on three Search Committees. The Center for Tribal Studies had two positions to be filled; the Director and the Native Student Program Coordinator. The third position to be filled was for the Director of Libraries.

The year 2002-2003 academic year has proven that Special Collections has successfully fulfilled its commitment in offering quality research to NSU faculty, students, and the general public. Once again, I was honored to participate in the third annual NSU Native American Graduation Convocation. My personal highlight of the year was receiving a medal and certificate from the Phi Alpha Honor Society of the Social Sciences Social Work Department prior to being inducted as an honorary member. I am looking forward to 2003-2004.

Charles R. Veith, Assistant Professor of Library Services, Tenured.

### **Scholarly Activities**

1. The Scholarship of Teaching and Learning

- Provided and made available specialized library instruction for the departments of : Biology, Computing (CIS), Chemistry, Mathematics, Physics, and General Science
- Composed Powerpoint Tutorial for Wilson Omnifile.
- Composed Powerpoint Tutorial for Ebscohost.
- Coded Flash routine for “Library Subject Resources” tutorial.
- Coded Flash routine for “Wilson Omnifile” tutorial.
- Coded Flash routine for “Ebscohost” tutorial.

2. The Scholarship of Discovery

- Learned Macromedia Flash MX.
- Learned Macromedia Fireworks MX.
- Learned Macromedia Freehand MX.
- Learned Sony SoundForge 6.

3. The Scholarship of Integration

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

4. The Scholarship of Application

- Attended “American Memory” government publications workshop (September 2003).
- Attended “CLIP Flash Tutorial Workshop (October 2003).
- Attended “Clip Content Subcommittee Meeting (November 2003)
- Attended “Clip Technical Group Meeting” (December 2003)
- Attended “Oklahoma Library Association Conference” (April 2004).
- Member, American Library Association.

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

- Resource Coordinator for the College of Math, Science, and Nursing (biology, chemistry, computer and information science, general science, mathematics and physics).
- Member, Wireless Lan Committee.
- Consultant to Library Technology Support.
- Member, University Student Honors and Awards Committee.
- Announcer for Honors and Awards Assembly.



- Member, Innovative Implementation Team, Head of Site Preparation and Hardware.
- As head of Innovative Site Preparation and Hardware analyzed Twisted pair 100 base T connection type, determined IP address, Network Node Name, Subnet Mask, Domain, IP of default router, DNS server address and name, diagnostic modem setup, and printer IP addresses.
- Chair, Library Technology Committee (2003).
- Member, Library Flash Composition Team.
- Member, Library Reference Department Index Page Committee.
- Member, Library Committee “A”.
- Member, Library Disaster Committee.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Weeded mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials.
- Participated in new faculty orientation.

## Linda H. West 2003/2004 Activity Report

### Effective Classroom Teaching

#### 2. Teaching Load by Semester

Spring 2004 LIBM 5413 Acquisition and Organization of Library Materials

### Scholarly Activities

#### 1. The Scholarship of Teaching

Revised components for LIBM 5413, online course on BlackBoard, Spring 2004

#### 2. The Scholarship of Discovery

#### 3. The Scholarship of Integration

Compiled and updated subject web pages for the Library website

Maintained Serials Solutions journal pages, quarterly

#### 4. The Scholarship of Application

Introduced "Coffee Breaks with Technical Services", presented the new Library System to the library staff and answered questions.

Developed alternate forms for submitting questions through the Library Website

Worked on backlog of authority printouts - updated many records before the freeze of the VTLS catalog

### C. Contribution to the Institution and the Profession

#### University Committees:

Faculty Council, delegate, Webmaster

Financial Aid Advisory Committee

World Wide Web Committee

Employee Appreciation Day--30 year notebooks (1 compiled)

Staff Grievance Committee (July 2003)

History Day Judge and Runoff Judge-April 6, 2004

#### Library Committees:

Chair, Library Web Committee

Library New Online System Committee

Millennium Implementation Committee

Chiefly responsible for migrating data to new online system

Designed custom Web OPAC displays

Web OPAC demonstrations for Library and Reference staff

Chair, Library Tenure and Promotion Committee

Library Technology Committee, member

Oklahoma Documents Task Force

Scholastic Book Fair, November 2003

National Library Week--Website publicity April 2004

Library Webmaster--page updates, usage statistics

Technical Services Entertainment Committee

#### State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

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

Interim Systems Librarian

Edit and develop New Books lists for Tahlequah and Broken Arrow.

Inventory lists for Muskogee AV.

Coordinated statistics gathering, error reporting

Used WebTrends to recover corrupted entries and compile a log of uses.

Edited and transferred 20,000 NetLibrary records to the VTLS catalog

Generated program review information from VTLS for various disciplines

Issued Technical Services Newsletter (3 issues)

Reorganization of Technical Services, including planning and presenting a Retreat for

TS Planning, March 11, 2004

Workshops/Conferences attended:

Flash Introduction conference, NSU, October 24, 2003

Flash Training, Broken Arrow, December 19, 2003

12<sup>th</sup> Annual Innovative Users Group, Boston MA, April 1-4, 2004

Attended New Users Preconference

Sessions on Serials, Statistics, Authority Control, Course Reserves, etc.

Oklahoma Library Association, Annual Conference, Tulsa, April 14, 2004

Preconference on Dewey Decimal Classification Edition 22

Supports LIBM 5413

Innovative Millennium Online System training

January 6-8, March 23-25, April 20-22, May 25-27

SIGALO/OKULS Spring meeting, OCU, May 14, 2004

(Serials Interest Group for Academic Libraries in Oklahoma/Oklahoma Union List of Serials)

Other:

American Association of University Women, Tahlequah Branch, Treasurer and Webmaster

Woman to Woman conference committee

Graduate Woman Scholarship Committee

Girl Scouts

Served 300 volunteers at the annual RSVP banquet

Girl Scout training - level training, camping training

Junior Girl Scout Troop leader

Delegate to the Girl Scout Council Fall and Spring meetings

GrandView PTO - Brochure for Non-Event Fund Raiser

Article for local Audubon newsletter about the Great Backyard Bird Count, Feb. 15, 2004

Diversity in Community web pages

Tahlequah Community Playhouse

Concessions committee

Costume committee

Backstage help with Annie

Costumes for Aladdin