

Northeastern State University

Broken Arrow Campus Library Annual Report Statistics for FY 2011/2012

Personnel changes:

- Paula Settoon appointed interim Director of NSU Libraries, 7/1/2011.
- Stephanie Ingold hired 8/22/2011.

Access Services:

- Patron counts: 54,535.

Reference Services:

- Total reference questions: 6,829 (Rink)
 - Reference: 2,353.
 - Directional: 673.
 - Technology: 995.
 - Database: 193.
 - Circulation: 1,869.
 - Reserve: 575.
 - Document Delivery: 79.
 - Interlibrary Loan: 92.

Bibliographic Instruction (Ingold, Louderback, Rink)

- 57 sessions, served 908 students.
- Broken down by college:
 - B&T: 5 sessions, 95 students.
 - EDUC: 29 sessions, 527 students.
 - LA: 10 sessions, 90 students.
 - S&HP: 13 sessions, 196 students.

BA Circulation & Holds

LOCATION	PERCENT	QTY
BA Campus-AV	1.20%	410
BA Campus-Curriculum Material	0.50%	178
BA Campus-ILL	1.00%	326
BA Campus	3.40%	1155
BA Campus-Oversize	0.00%	4
BA Campus-Permanent Reserve	0.90%	295
BA Campus-Reserve	2.60%	862
Broken Arrow Reference	0.00%	2
BA Campus-Reference	0.00%	14

BA Campus-Law Reference	0.10%	26
BA Campus-Ready Reference	0.00%	2
BA Campus-Y Collection	4.70%	1586
TOTALS		4860

Inhouse Usage:

LOCATION	INTL USE	COPY USE	IUSE3	TOTAL
AV	14	1	0	15
Curr. Mats	114	0	0	114
Main	141	8	1	150
Periodicals	4	0	0	4
Perm. Reserve	20	0	0	20
Reserve	40	3	0	43
Reference	89	0	0	89
Law Reference	61	0	0	61
Ready				
Reference	10	0	0	10
Y Collection	463	0	0	463
Totals				969

Holds:

225 holds filled

ILL and Document Delivery (Stephanie Ingold)

- Document Delivery: 342 requests filled
 - 317 articles
 - 25 loans
- Interlibrary Loan: 394 requests filled
 - 201 articles
 - 193 loans

	Borrowing	
Date	Articles	Loans
Jun-11	8	1
Jul-11	12	1
Aug-11	20	4
Sep-11	28	8
Oct-11	8	17
Nov-11	24	29
Dec-11	16	24
Jan-12	25	18
Feb-12	54	13
Mar-12	34	28
Apr-12	34	18
May-12	9	19
Totals	272	180

	Lending	
Date	Articles	Loans
Jun-11	0	7
Jul-11	32	6
Aug-11	1	6
Sep-11	1	4
Oct-11	4	9
Nov-11	3	11
Dec-11	1	4
Jan-12	0	4
Feb-12	10	14
Mar-12	1	19
Apr-12	2	13
May-12	2	21
Totals	57	118

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Cataloging & Tech Services (Louderback)

Pamela Louderback and Zac Thorp continue to work in the Technical Services Department providing support in pre-order searching of gifts and adding materials onto Millennium.

- The A V collection was relocated to their jewel cases rather than being housed in binders; this offered increased ease of access and use to patrons.
- Dr. Louderback was reassigned half time to the Muskogee campus beginning in April 2012 to audit the collection and work with Connors staff to develop PR opportunities for NSU students. Additionally, she serves as co-director on a *Let's Talk About it Oklahoma* grant with Connors staff.
- Two new projects began in June:
 - reading level relabeling of Y Collection items, and
 - the main collection weeding project. The team is comprised of the professional librarians, student workers and our volunteer librarian. The weeding project is anticipated to offer a more current collection and provide additional needed space in the main circulating section.
- Goals for the 2011/2012 fiscal year remained the same as in previous years:
 1. increase cataloging output with special emphasis on backlog;
 2. improve maintenance/organization of collection, primarily of main and Y Collections; and
 3. enhance/develop the collection through gift acquisitions.
- Specific statistics regarding the 1,238 gifts received during 2011/2012 are not included here.

- 1,601 of the 1,993 volumes of Law reference material were cataloged, processed, and added to the collection.
- New items for 2011/2012 cataloged in BA by Dr. Louderback include the following items:
 - 352 monographs;
 - 2 multimedia items;
 - 8 serial titles;
 - 1,601 law serial volumes; and
 - 1 periodical title.
 - Items for 2011/2012 processed at the Muskogee campus library by Dr. Louderback include: relocating, relabeling, and/or withdrawal of 593 items in the nursing collection (monographs, multimedia items, serial volumes and periodical titles), and the reserve collection.
- In the previous year, we received two major gift sets (University of Tulsa Asian collection, 395 items) and the Doerner, Saunders, Daniel and Anderson law volumes (5,239 items). Much of the first goal was met primarily through Dr. Louderback's cataloging all of the TU Asian materials, and most of the Doerner, Saunders, Daniel and Anderson law materials gift (1,601 of the 1,993 volumes) during this year. One new gift periodical publication was added to the collection.
- Goal two, of improving the maintenance/organization of the overall collection was met, due, in part, to the Y Collection relabeling project, the repackaging and relocating of A V materials to their original packages/jewel cases, and the summer main collection weeding project.
- The third goal, to enhance/develop the collection through gift acquisition, fell below anticipated levels as no large gifts were acquired. Several suitable small gifts were acquired. We continue to receive Criminal Justice gift subscriptions to the browsing collection: 26 titles; the total value of these subscriptions in savings to the library: \$652.00.

Printer Usage:

- 401,367 pages printed.

Reserves:

- Added 299 items (291 hard copy, 8 electronic) for 14 professors in 21 different courses.
- Removed 345 items (231 hard copy, 114 electronic) for 14 professors in 21 different courses.

System Services:

- Installed new monitors with webcams for faculty and staff
- Installed projector, computer and cart in conference room 141 to accommodate student presentation practice
- Coordinated Polycom phone installation for ITV Conference Room 105
- Coordinated Smartcart configuration and installation for Lab/Classrooms 106 and 110
- Coordinated Smartboard configuration and installation for Lab/Classroom 110
- Coordinated installation of projector from Lab 110 in ITV Conference Room 105

- Coordinated installation and configuration of 49 new Dell computers in first and second floor pods
- Coordinated installation and configuration of 6 HPLJ 4515X printers on the first and second floors and both Lab/Classrooms
- Upgraded memory of existing Lenovo computers in Lab/Classrooms 106 and 110 from memory taken from surplused Lenovo computers
- Coordinated Surplus of computer and technology equipment.
- Hired and trained 2 student workers
- Assisted with coordinating the move of EZproxy to the new JVLAPPS server
- Assisted in the creation, standardization, consolidation and centralization of the “BA Useful Documents” subfolder within the ASScripts directory on JVLAPPS server
- Coordinated installation and configuration of Windows 7 on the 49 computers on first and second floor pods
- Coordinated backups and installation and configuration of Windows 7 on Library faculty and staff computers
- Created BA Library Installation and Configuration Procedures documents for Faculty/Staff, Common Workstation, and Student Patron computers
- Kept Library Technology Equipment inventory updated with the myriad of changes
- Attended 49 hours of training on “Windows Desktop Support” and “Installing and Configuring Windows 7”
- Developed new administration techniques on new Windows 7 computers using existing and custom group policy scripts.
- Coordinated 45 work orders with ITS